



MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes – May 21, 2020 at 8:00 A.M.  
Teleconference

1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 8:00 A.M.

2. ROLL CALL

Commissioners present via phone: Chair Michael Vekich, Bill McCarthy, Barbara Butts Williams, Angela Burns Finney, and Tony Sertich

3. APPROVAL OF MEETING MINUTES – April 16, 2020. See, Exhibit A.

4. BUSINESS

a. Action Items

**i. Authorize Negotiation for the Casualty Insurance Program**

Mary Fox-Stroman, the Director of Finance at the MSFA, stated that CBIZ, the MSFA’s casualty insurance program broker, marketed insurance policies to various insurance carriers. Several of the carriers have expressed an interest; however, quotes have yet to be finalized. Some of the quotes included unexpected policy language changes, endorsements, that removed pandemic language from the policies, and CBIZ is negotiating with the carriers to reconsider the policy language changes, as well as negotiate for improved coverages and pricing. See, Exhibit B.

Chair Vekich asked Ms. Fox-Stroman if the casualty insurance program is consistent with prior years and if she was expecting large premium increases. Ms. Fox-Stroman confirmed that it is consistent with prior years, and that she has yet to receive information on quoted premiums, but should know soon.

Commissioner McCarthy moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

*The MSFA authorizes the Chair and Executive Director to finalize negotiations and enter into contracts for the casualty insurance program. A full insurance report will be presented at the next MSFA board meeting.*

## **b. Report Items**

### **i. ASM Global Event Update**

John Drum, Interim General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. He stated that ASM Global is following all the safety recommendations from the CDC and is also complying with the governor's request that all staff eligible to work from home continue to do so. He noted that only necessary staff are currently allowed inside the stadium, and those employees have been receptive and cooperative of the temperature screening and the medical survey in order to receive access to the building.

Mr. Drum stated that some capital and maintenance projects are still being conducted, and when site visits are necessary, all contractors and vendors must follow the same rules and regulations as the staff who enter the stadium. Mr. Drum also notified the board that the stadium is taking great precautions to prevent the spread of Covid-19, and stated that the stadium is being cleaned and disinfected on a daily basis as there are staff and contractors inside the stadium each day.

Mr. Drum then addressed future events in the stadium and noted that August 14th will be the first Viking's preseason game for the 2020-2021 season. He stated that although ASM Global and the NFL are unaware of what games days will be like due to Covid-19, stadium staff has been planning for various scenarios, and will be ready for any situation come August.

Lastly, Mr. Drum announced that on May 14th, the Department of Homeland Security issued U.S. Bank Stadium a Safety Act Designation, which is awarded when a venue either meets or exceeds expectations for security requirements. Mr. Drum thanked G4S, Whalen Security, and Aaron Liepins (Director of Security at ASM Global) for their dedication and hard work in making U.S. Bank Stadium a safe venue for all its guests and employees.

## **ii. Executive Director Report**

Mr. Farstad, Executive Director of the MSFA, stated that the construction of the metal panels project is on track, and that the safety of the employees remains a top priority. He noted that the following regulations have been implemented to ensure that each employee remains healthy throughout the duration of the project: there is a safety meeting for all employees each morning as well as a voluntary temperature check upon arrival of the construction site, site visits now consist of smaller teams, lunch breaks are socially distanced, washing stations have been installed, face masks are now required on lifts of two people or more, and safety reviews are now given at orientation. Employees and crews have been vigilant in following these new procedures, and no coronavirus cases have been reported.

Mr. Farstad stated that the construction workers have begun reinstalling insulation on the building, and that the metal panels have begun fabrication in factories in Indiana and Wisconsin. These panels will be ready and delivered to the stadium beginning on June 8<sup>th</sup>.

Mr. Farstad notified the board that there are currently ten capital projects in progress, which include: IPTV Upgrades, Concession Equipment, Flex Stand Video Equipment, Premium Food Service Presentation Equipment, Food Service Operational Equipment, Concession Production Equipment, DMP Players & Switches, Wireless Belt Packs, and Communications Antennas.

Mr. Farstad then announced that the MSFA and ASM Global received a Wastewater Treatment Facility Operational Award. The award was given in recognition of the stadium's exceptional compliance with the Minnesota Pollution Control Agency NPDES/SDS wastewater permit during the 2019 review year.

Mr. Farstad stated that Vertical Limit and Parson's will begin construction on the installation of Verizon Wireless' 5G equipment beginning on Tuesday, May 26th, and AT&T has presented preliminary installation options.

Lastly, Mr. Farstad stated that the Request for Proposal for the snow gutter insurance repair has been posted to the MSFA website. He noted that the RFP was published to identify and develop acceptable repair procedures, procure material, repair/install items in the snow gutter, acquire all permits, and to ensure that the project conforms to all state and local codes. He stated that the project is an insurance matter which involves the design, install, hook up, testing, and final inspection/verification on all items required to complete the work associated with the project, which include the receiving, inspecting, uncrating, and removal/disposal of packing material. The RFP is focused on the selection of proposer that will provide the best value to the Authority in the identification, design, coordination, supply, construction, installation, commissioning, and final testing/inspection of the project, and that proposer must have significant experience in design and construction similar to this scope. Proposals are due on June 9th, a provider will be selected by June 26th, and the project must be completed by November 2nd.

5. **PUBLIC COMMENTS**

There were no public comments.

6. **DISCUSSION**

There was no discussion.

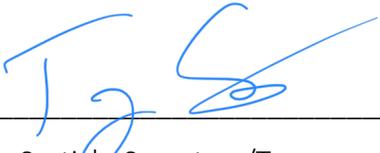
7. **ANNOUNCEMENT OF NEXT MEETING**

Chair Vekich announced that the next MSFA meeting will be held on Thursday June 18, 2020, at U.S. Bank Stadium in the Medtronic Club at 8:00 A.M., or possibly by teleconference based on the status of the Covid-19 pandemic.

8. ADJOURNMENT

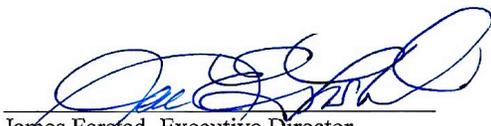
There being no further business to come before the MSFA, the meeting was adjourned at 8:35 A.M.

*Approved and adopted the 18<sup>th</sup> day of June 2020, by the Minnesota Sports Facilities Authority.*



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Tony Sertich, Secretary/Treasurer



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James Farstad, Executive Director  
Minnesota Sports Facilities Authority



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1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 8:00 A.M.

2. ROLL CALL

Commissioners present via phone: Chair Michael Vekich, Bill McCarthy, Barbara Butts Williams, Angela Burns Finney, and Tony Sertich

3. APPROVAL OF MEETING MINUTES – March 21, 2020. *See, Exhibit A.*

4. BUSINESS

a. Action Items

**i. Final Stadium Master Project Budget**

Mary Fox-Stroman, the Director of Finance at the MSFA, stated that Closeout of the Stadium construction process was completed and the final Master Application for Payment (MAP) #71, dated April 1, 2020, was submitted to the trustee and the disbursing agent for final payment processing. Mr. Farstad noted that Many adjustments were required to finalize the budget, including reconciliation and closeout of project contract values, reallocation of various uncommitted budget allocations, and other adjustments to the Sources and Uses of Funds. *See, Exhibit B.*

Commissioner McCarthy moved and Commissioner Sertich seconded the motion to approve the following recommended motion, which was unanimously adopted:

*The MSFA Board accepts the final Stadium Master Project Budget.*

**b. Report Items**

**i. ASM Global Event Update**

John Drum, Interim General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. Mr. Drum stated that access to the stadium is now limited, and access is only being given to essential employees whose jobs require them within the building. The ticket office and team store remain closed, and stadium tours are all cancelled until further notice.

Mr. Drum announced that ASM Global has put together a Pandemic Management Plan, which requires temperature screenings and a medical survey prior to entry of the building. The use of face masks are highly encouraged while inside U.S. Bank Stadium, and PPE is made available to staff upon request. The compliance of individuals entering the stadium has been great, and employees appreciate these additional steps taken in order to ensure their health and safety.

Regarding Stadium events, Mr. Drum stated that ASM Global has been working with concert promoters on finding new dates for the Kenny Chesney and Rolling Stones concerts, as they have been postponed, and noted that most private events have been rescheduled for the fall. However, stadium staff is still preparing for the Minnesota Viking's 2020-2021 season as planned. Mr. Drum then noted that ASM Global and stadium partners are continuing to take guidance from the CDC, the State of Minnesota, and ASM Global corporate when it comes to the decision-making process as to when it is appropriate to safely reopen the stadium.

**ii. Executive Director Report**

Mr. Farstad began his report by giving a 3-point update about the external panel replacement project at U.S. Bank Stadium. Firstly, he discussed the safety precautions that are being taken to prevent the construction workers from contracting Covid-19. He noted that the following changes have been implemented to ensure that each employee remains healthy throughout the duration of the project: there is a safety meeting for all employees each morning as well as a voluntary temperature check upon

arrival of the construction site, site visits now consist of smaller teams, lunch breaks are socially distanced, washing stations have been installed, face masks are now required on lifts of two people or more, and safety reviews are now given at orientation. Employees and crews have been vigilant in following these new procedures, and no coronavirus cases have been reported. Secondly, he stated that all panels and insulation have been removed, except for the north west section, and the Henry Blueskin is currently being installed. Mr. Farstad noted that all progress of the project is being professionally tested and inspected regularly. Thirdly, Mr. Farstad stated that the west prow video board has been powered down and will be deinstalled over the next 7-10 days.

Mr. Farstad stated that the MSFA and Aramark are working on publishing multiple Request for Proposals that will be posted during the week of May 1<sup>st</sup>. Some of the projects include: purchasing of additional equipment (including deep fryers and smallwares), electrical work, and concession signage. The MSFA and Aramark are still aiming to have all projects completed before the start of the Minnesota Viking's preseason games.

Lastly, Mr. Farstad stated that there are many new technology installations being incorporated into U.S. Bank Stadium. ASM Global will soon begin self-installing IPTV upgrades, and the Verizon 5G expansion project should be up and running in May; however, this time frame is contingent on stadium safety procurers and the Covid-19 pandemic.

## 5. PUBLIC COMMENTS

There were no public comments.

## 6. DISCUSSION

There was no discussion.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on May 21, 2020, at U.S. Bank Stadium in the Medtronic Club at 8:00 A.M.

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 8:36 A.M.

*Approved and adopted the 21<sup>st</sup> day of May 2020, by the Minnesota Sports Facilities Authority.*

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Tony Sertich, Secretary/Treasurer

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James Farstad, Executive Director



# Exhibit B

## MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director  
Mary Fox-Stroman, Director of Finance

DATE: May 21, 2019

SUBJECT: Authorize Negotiation for the Casualty Insurance Program

CBIZ, our casualty insurance program broker, marketed the following insurance policies to various insurance carriers: commercial general liability, excess liability, garage keepers liability, crime, cyber/privacy liability, public officials and employment liability, workers compensation, and terrorism insurance. Several carriers have expressed an interest in the program and provided insurance indications, however the quotes are not yet finalized.

CBIZ continues to negotiate with the carriers for improved coverages and pricing. Some of the quotes included unexpected policy language changes, endorsements, that removed pandemic language from the policies. These endorsements were mandated by the reinsurers. CBIZ is negotiating with the carriers to reconsider the policy language changes. CBIZ is also researching options for new policy coverages. CBIZ will receive final quotes within the next few weeks and they will provide the MSFA with a detailed report on each policy's coverages, limitations, and premium.

The casualty insurance policies expire on June 17, 2020, and the new policies will need to be placed prior to the next board meeting on June 18, 2020. Staff is requesting authorization for the Chair and Executive Director to finalize negotiations and enter into contracts for the casualty insurance program.

***Recommended Motion:*** *The MSFA authorizes the Chair and Executive Director to finalize negotiations and enter into contracts for the casualty insurance program. A full insurance report will be presented at the next MSFA board meeting.*