



**MINNESOTA
SPORTS FACILITIES
AUTHORITY**

**MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – December 16, 2021 at 8:00 A.M.
U.S. Bank Stadium - Medtronic Club**

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: Chair Michael Vekich, Angela Burns Finney, Bill McCarthy, Sharon Sayles Belton, and Tony Sertich.

3. **APPROVAL OF MEETING MINUTES – November 18, 2021.** *See, Exhibit A.*

4. **BUSINESS**

a. Action Items

i. Approval of 2022 Board Meeting Dates

Chair Vekich recommended dates for the 2022 monthly board meetings. *See, Exhibit B.*

The dates are as follows:

Thursday, January 20, 2022 at 8 a.m.

Thursday, February 17, 2022 at 8 a.m.

Thursday, March 17, 2022 at 8 a.m.

Thursday, April 21, 2022 at 8 a.m.

Thursday, May 19, 2022 at 8 a.m.

Thursday, June 16, 2022 at 8 a.m.

Wednesday, July 27, 2022 at 8 a.m.
Thursday, August 18, 2022 at 8 a.m.
Thursday, September 15, 2022 at 8 a.m.
Thursday, October 20, 2022 at 8 a.m.
Thursday, November 17, 2022 at 8 a.m.
Wednesday, December 14, 2022 at 8 a.m.

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

The MSFA Board adopts the above 2022 monthly board meeting calendar.

ii. Approve Content Management System Contract

Mr. Farstad, the MSFA's Executive Director, stated that the content management system is the engine of all the LED display boards at the stadium, and it drives all the content and graphics that are shown on the displays during Minnesota Vikings games, concerts, and other major stadium events. The current system is at its end of life, as it is no longer warrantied by the manufacturer, and therefore needs to be replaced.

The MSFA published a Request for Proposal on November 2, 2021 for the replacement of the content management system, and two responses were received. With the assistance and expertise of Wrightson Johnson Haddon Williams (WJHW) and ASM Global, Authority staff is reviewing the complete proposals and finalizing the discussion about which proposal will provide the best value to the Authority and U.S. Bank Stadium. The capital reserve budget for this project is \$850,000. *See, Exhibit C.*

Commissioner Sayles Belton inquired about WBE and MBE opportunities for this project, and Mr. Farstad stated that it is a challenge to find WBE and MBE vendors for niche technology projects. However, he noted that the MSFA requested the proposers commit to hiring women and minority interns at a rate of \$20/hour for work on this project.

Commissioner McCarthy asked Mr. Farstad if this project falls under the Project Labor Agreement, and Mr. Farstad confirmed that it does.

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

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to finalize negotiations for the content management system project for a total contract amount not to exceed \$850,000.

iii. Approve UpNet Agreement

Mr. Farstad stated that UpNet Technologies has been a long-term supplier of equity reporting software to monitor and track targeted businesses and workforce utilization at U.S. Bank Stadium for the Authority, ASM Global, and Aramark. This software was first incorporated into the equity reporting processes during the stadium construction project. The platform went through a period where no regular upgrades took place and became less suitable. UpNet then embarked on a plan to reshape and enhance the product. These upgrades have now been made and the results are excellent. There is a one-time setup and customization fee of \$89,775 for the nine modules and integration. In addition, there is a monthly technology support and software usage fee of \$6,175. This cost includes 7x24x365 system operation monitoring, end user help desk, on-going technical support, on-demand training, continuous software upgrades, and customized reporting. See, Exhibit D.

Fredrick Blocton addressed the board and noted that UpNet Technologies began working with the MSFA during the construction project in 2012 and stated that he is excited to work with the MSFA and the U.S. Bank Stadium partners once again. He informed the board that the implementation of the upgraded software will take approximately two months to complete.

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

The Authority authorizes the Chair and Executive Director to execute a professional services agreement with UpNet Technologies, Inc. for up to a three-year period for implementation of the equity reporting software for a one-time fee of \$89,775 and a monthly technology support and software usage fee of \$6,175.

iv. Approve 2021-2022 Concession Capital Reserve Budget Amendment

Mr. Farstad stated that on June 17, 2021, the Authority approved the 2021-2022 Concession Capital Reserve Account Budget. This budget included concession capital project expenses of \$175,363. In July 2021 Aramark Sports & Entertainment recommended a budget increase for additional projects, and on August 19, 2021, the Authority approved budget amendment #1 for \$74,637, which increased the total expense budget to \$250,000.

On August 3, 2021, the Authority hired Metropolitan Mechanical Contractors (MMC) to repair the stadium's refrigeration system by installing and replacing the compressor and other materials in the rack system, installing and replacing the condenser/heat exchanger, and installing a 15-ton condenser. The final MMC contract amount was \$243,537. It has now been determined that these expenses are concession capital reserve expenses and should be paid from the Concession Capital Reserve Account Budget. Therefore, the budget must be amended. See, Exhibit E.

Commissioner Sayles Belton asked Mr. Farstad who is responsible for inspecting and maintaining the concession equipment. Mr. Farstad noted that the equipment is used by Aramark, so they ensure that it is functioning and in good condition, and Ed Kroics, Operations Manager at ASM Global, also attends to the equipment and assists with any repairs. In addition, Mr. Farstad noted that the MSFA has an independent food inspector who sporadically arrives at the stadium unannounced to ensure that the equipment and kitchens are in compliance and in good condition.

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

The Minnesota Sports Facilities Authority approves an increase of \$243,537 to the 2021-2022 Concession Capital Reserve Expense Budget, for a total Concession Capital Reserve Expense Budget of \$493,537.

b. Report Items

i. Q4 – 2020-2021 Budget Report – June 30, 2021

Mary Fox-Stroman, Director of Finance at the MSFA, provided the board with the Q4-2020-2021 budget report. See, Exhibit F.

ii. Q1- 2021-2022 Budget report – September 30, 2021

Mary Fox-Stroman, Director of Finance at the MSFA, provided the board with the Q1-2021-2022 budget report. See, Exhibit G.

iii. Stadium Updates

John Drum, General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. He stated that U.S. Bank Stadium recently hosted the Minnesota State High School League Football Tournament, as well as the Indigenous Bowl, which were both fantastic community events that brought many visitors to the stadium. In addition to high school football, Mr. Drum stated that the Minnesota Vikings recently hosted *Thursday Night Football*, and that there will be two more home games at the stadium this season. Mr. Drum noted that *Winter Warm Up* has begun again this year, and the stadium will also be hosting the Home and Remodeling Show, Monster Jam events, and Monster Energy Super Cross event this winter. He also commented that this summer there will be four concerts, including the newly added Foo Fighters, and tickets are still available and on sale for all the concerts.

Mr. Drum stated that the stadium has also booked many holiday parties, and that stadium officials recently hosted a party for event day staff and their families. ASM Global streamed a movie on the big screen inside the stadium, and Aramark provided meals and refreshments for all attendees. Mr. Drum stated that he is proud to have Jenifer Freeman, General Manager of Aramark, as part of the team at U.S. Bank Stadium, and that she and her staff have been incredible to work with.

Lastly, Mr. Drum stated that the stadium partners are continually looking for new talent, and that anyone interested in working for U.S. Bank Stadium may find many jobs opportunities on the stadium website.

Commissioner Sayles Belton asked Chair Vekich if the MSFA would provide the board members with a list of the upcoming events at U.S. Bank Stadium, and Chair Vekich stated that staff will provide a list to the commissioners.

iv. Minnesota Vikings Updates

Lester Bagley, Executive Vice President of Public Affairs, provided the board with a Minnesota Vikings update. Mr. Bagley stated that the Minnesota Vikings have four games left in the regular season, two of which are home games. He noted that the home games are exceptionally well run, and that the stadium shows well in person and on TV. Mr. Bagley stated that the Minnesota State High School League and the Indigenous Bowl were great events and noted how fantastic it was to see Native American students come to the stadium from all over the country. He noted that the Minnesota Vikings are working with the MSFA and ASM Global to bring other events to the stadium, including the Big Ten Football Championship. The Minnesota Vikings executives recently traveled to Indianapolis to meet with former Minnesota Vikings COO, Kevin Warren, to get the process started for hosting the event. In addition to the Big Ten Football Championship, Mr. Bagley stated that the Minnesota Vikings are also assisting on securing the US Olympic swimming trials.

v. Executive Director Report

Mr. Farstad updated the board about a recent stadium tour with Friendship Academy. He stated that Friendship Academy of the Arts (FAA) was founded in 2001 by a group of community leaders committed to addressing the opportunity gap for African American students in Minnesota. This group of educators from Greater Friendship Missionary Baptist Church embarked on a mission to create a school that provided access to a high-quality education and the arts, and after two years of planning, the school opened in 2001, with 37 students.

Mr. Farstad stated that since that time, Friendship Academy has been in three locations, and ended the 2021 school year with 280 students. Due to family and community demand, FAA has expanded

to a K-8 school and is now operating at two locations. The Primary site (2600 E. 38th St.) serves grades K-1st and the Intermediate site (3320 E. 41st St.) serves grades 2nd-8th. Friendship Academy prides itself in being a school started by the community, sustained by the community, and will continue to be led by the community it serves into the future.

Mr. Farstad noted that Dr. B. Charvez Russell, Executive Director of FAA, was gracious enough to escort 90 of his school's students from Friendship Academy to U.S. Bank Stadium for a tour on November 23, 2021. The students ranged in age from the 5th grade through college level. Mr. Farstad stated that the MSFA invited them to take an educational behind the scenes tour of the U.S. Bank Stadium and gave them the opportunity to participate in a question-and-answer session with stadium staff to learn how information technology and computer science are integrated into stadium and event operations.

Mr. Farstad stated that it was a great experience for both the students and the stadium staff. He noted that the students were smart, poised, well behaved, and had excellent questions.

Lastly, Mr. Farstad stated that the goal of the tour was to open the students' eyes to the potential of a career in information technology, stadium operations, and/or event management.

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 January 20, 2022, at U.S. Bank Stadium in the Medtronic Club.

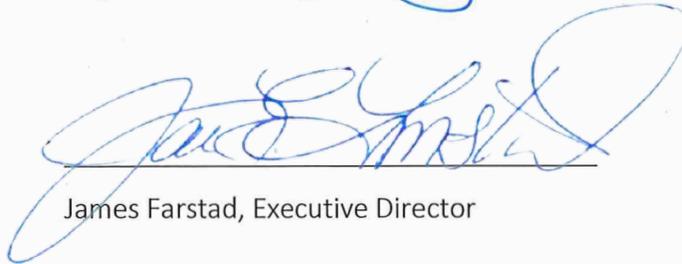
8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 8:55 A.M.

Approved and adopted the 17th day of February 2022, by the Minnesota Sports Facilities Authority.



Angela Burns Finney, Secretary/Treasurer



James Farstad, Executive Director



MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – November 18, 2021 at 8:00 A.M.
Mill City Museum

1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 8:15 A.M.

2. ROLL CALL

Commissioners present: Chair Michael Vekich, Sharon Sayles Belton, Angela Burns Finney, Bill McCarthy, and Tony Sertich.

3. APPROVAL OF MEETING MINUTES – September 23, 2021. See, Exhibit A.

4. BUSINESS

a. Report Items

i. Minnesota Vikings Updates

Lester Bagley, Executive Vice President of Public Affairs of the Minnesota Vikings, provided the board with an update. Mr. Bagley stated that the Vikings have a game against the Seattle Seahawks on September 26, 2021, and they are expecting the event to be sold out. He announced that he and other Viking’s executives recently took a tour of SoFi stadium in Los Angeles and noted that although their stadium was substantially more costly, he believes that U.S. Bank Stadium is a better facility. Mr. Bagley stated that U.S. Bank Stadium is far superior, and truly the best facility in the NFL. Mr. Bagley also noted that the Vikings have also been involved in many community events including: Minnesota Viking’s Patrick Peterson’s Annual Thanksgiving Giveaway, Minnesota Viking’s and United Health Group’s

Thanksgiving meals distribution event, and the Viking's turkey giveaway event at the TCO Performance Center. Mr. Bagley stated that he is excited to partner with the MSFA and the MSHSL for the high school football championship games, as well as the Indigenous Bowl that will be held at the Stadium on December 5, 2021. Mr. Bagley expressed his appreciation for ASM Global in helping make these events possible, and noted that the Viking's are grateful for their partnership with all the stadium partners.

Commissioner Sayles Belton asked Mr. Bagley where the public could go to learn more about all their community events, and Mr. Bagley stated that there is a lot of information on the Viking's website, under their "Community" page.

ii. Executive Director Report

Mr. Farstad stated that the Minnesota Vikings have recently installed a new graphic on the event level near the visiting team's locker room, showing photos of current Minnesota Viking's players and Minnesota Viking's branding. Mr. Farstad noted that every year the MSFA, Denison Parking, and ASM bring in an engineer to perform maintenance and upgrades on the Downtown East and Mills Fleet Farm Parking Ramps, and that the process has begun and is going well. Lastly, Mr. Farstad noted that stadium officials are continuously working on finding a solution to prevent bird fatalities at U.S. Bank Stadium, and announced that the MSFA recently explored a solution called "Bird Buffer"; however, after further review, the MSFA decided that Bird Buffer was ultimately not the right solution for U.S. Bank Stadium.

Commissioner McCarthy asked if the study is discontinued or paused, and Chair Vekich stated that it is currently paused, and that the MSFA will continue to do more research with the manufacture and will keep the Minnesota Audubon updated on future findings. Chair Vekich acknowledged that the 2021 migration season is nearly over, but in the meantime, the stadium will continue to follow the "Lights Out" solution at the stadium, as that has been beneficial in preventing bird casualties in the past.

Commissioner Sayles Belton noted that there were other recommendations in the Minnesota Audubon study that could be utilized, along with the "Lights Out" program, and questioned what other solutions could be implemented in conjunction with that program. Chair Vekich stated that the "Lights Out" program has been proven very effective in the past, and one of the other issues that has been brought to the MSFA's attention is the vegetation around the stadium. Chair Vekich noted that the trees and

bushes bring the birds towards to the stadium, but stated that at this time, the MSFA has no plans to cut down or remove any of the trees within the stadium's perimeter.

iii. Envision Community

Freddy Toran, Co-Founder of Envision Community, shared a video of himself, Sherry Sharron, Co-Founder of Envision Community, and Dr. Bill Walsh, Research Supporter of Envision. The video gave a great overview of Envision Community, how the program has helped the homeless issues throughout the Twin Cities, and informed the board about their involvement within U.S. Bank Stadium. The video can be found on the MSFA's website at: <https://www.msfa.com/about/equity-program.php>.

Following the video, Mr. Toran stated that Envision Community was awarded \$1.2 million from the City of Minneapolis to help build homes for the homeless. The homes will be located on Penn Ave and 21st Street in Minneapolis, with construction beginning in January of 2022, and completed in June of 2022.

Commissioner Sayles Belton asked Mr. Toran about the relationship between the U.S. Bank Stadium employees and Envision Community, and inquired which services Envision Community provides to such employees. Mr. Toran stated that he interviewed many of the U.S. Bank Stadium employees, asking them about their biggest challenges while working at the stadium. Mr. Toran noted that the most common challenges stadium employees face are housing, the cost of purchasing their work uniforms, difficulty paying and finding a location to wash their uniforms, and the high price of food.

Commissioner Sayles Belton thanked Mr. Toran for all his work within the community and stated that his work is commendable.

Commissioner Sertich thanked Mr. Toran for sharing his story and for going above and beyond for the Twin Cities' community.

Commissioner McCarthy asked Mr. Toran where the public can learn more about Envision Community, and Mr. Toran stated that more information is available on their website, www.envisioncommunity.org.

iv. MSFA Comprehensive 2020-2021 Financial Report

Ms. Fox-Stroman, the MSFA's Director of Finance, presented the MSFA's Comprehensive 2020-2021 Financial Report to the MSFA board. See, Exhibit B. Following her presentation, she thanked Sue

Arcand, Accountant at the MSFA, and Elizabeth Proeitz, Project Coordinator at the MSFA, for their assistance in the creation of the report.

Chair Vekich noted that the MSFA had yet another year of an unmodified opinion, which is a tremendous accomplishment, and thanked Ms. Fox-Stroman for her terrific work.

Commissioner Sayles Belton stated that although she is still new to the organization, she feels that Ms. Fox-Stroman's financial report was very helpful, and that she looks forward to a more robust discussion about the budget in the near future.

v. Stadium Updates

John Drum, General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. Mr. Drum stated that although the youth football season at U.S. Bank Stadium has concluded, high school football is just beginning at the stadium, and that many teams from around the state are coming to compete for the Prep Bowl, which will take place on both the Friday and Saturday after Thanksgiving. Mr. Drum noted that U.S. Bank Stadium hosted the Rolling Stones concert on October 24, 2021, and stated they put on an incredible performance. Mr. Drum commented that this was a special concert as it was the first concert held at the stadium since the stadium was closed due to COVID-19 in 2020. Along with the Rolling Stones concert, U.S. Bank Stadium also hosted the George Strait concert, featuring Chris Stapleton, Little Big Town, and Minnesota native, Caitlyn Smith. Mr. Drum stated that U.S. Bank Stadium also hosted ABC's the Bachelorette television show, and ABC spent two days filming all around the facility. Lastly, Mr. Drum stated that the Minnesota Viking's are playing Thursday Night Football against the Steelers on December 9, 2021.

Commissioner Sayles Belton stated that it was interesting to hear Mr. Toran speak about the Envision Community program, and asked Mr. Drum about how ASM targets hard working individuals who may be part of that community, or individuals who may be in similar situations. Mr. Drum stated that if someone would like to become a part of the U.S. Bank Stadium family, ASM will give them the opportunity. He stated that ASM has a great training program that prepares each employee for their job position, and they provide them with all the tools necessary to be successful in their job role.

Mr. Farstad stated that a great example of this was at the Rolling Stones concert. He noted that there was a guest who is a Veteran and suffers from PTSD, who was having an incident during the concert. Shannon Kelly, Director of Events at ASM Global, and Ashley Nache, Account Manager for Allied Universal, brought the guest to a quiet space, and when ready, escorted him back to his seat so he could finish enjoying the concert.

Mr. Drum also stated that he values his partnership with Jen Freeman, General Manager of Aramark at U.S. Bank Stadium, and noted that the Aramark food is fantastic at all events, and that she and her team have gone above and beyond to make the building world class.

Ms. Freeman thanked Mr. Drum, ASM, the Minnesota Viking's, and the MSFA for their partnership throughout these difficult years during COVID-19. She noted that she is so grateful for their patience, support, and understanding, and that she is proud to be a partner of such a wonderful stadium. She stated that the George Strait concert has been one of Aramark's most successful events thus far, and that even with a limited staff, Aramark still did a phenomenal job. She then thanked Mr. Toran for his service to the community, and stated that she is so grateful to be able to partner with the Envision Community. Throughout their partnership, Ms. Freeman stated that she and her staff have learned compassion, guidance, and empathy, which has made her team even more successful throughout the season. Lastly, Ms. Freeman stated that Aramark is still looking to hire Non-Profit Organizations to staff the concession stands for large events and encourages everyone to spread the word about the great opportunity.

5. PUBLIC COMMENTS

1. Keith Olstad: Mr. Olstad addressed the MSFA board as he believes that the birds have been treated as "pests" at the stadium and stated that migratory birds are not pests. Therefore, he strongly urges the MSFA to reject the BirdBuffer technology at the stadium, which uses pesticides, and urged the MSFA to redirect the focus on retrofitting the glass, as recommended by Dr. Loss in the scientific study conducted by the MSFA and the Minnesota Vikings. Besides rejecting that the implication that migratory birds are pests, Mr. Olstad stated that he offers three specific critiques of the BirdBuffer proposal. First, the Avian Control product label states

that the product is aimed at roosting and nesting birds, and migratory birds do not congregate or roost at the stadium. Second, there is no scientific study that shows BirdBuffer technology has been successful at deterring migratory birds, and third, the application of a pesticide raises environmental concerns. He noted that 80% of the ingredients in the product are not obtainable, and without knowledge as to what is in the product, could lead to harm to the human population, as well as the ecosystem. Therefore, Mr. Olstad highly recommends that the MSFA reevaluate and revisit the study and consider using a different means of bird deterrent.

2. Ann Laughlin: Ms. Laughlin stated that she acknowledges the MSFA's efforts to resolve the issue of migratory bird collisions at the stadium, but she believes BirdBuffer's Avian Control product is not the solution. Ms. Laughlin stated that Avian Enterprises states that Avian Control has been demonstrated in numerous third-party field tests and university studies to repel nuisance birds such as starlings, blackbirds, and grackles, but the company provides no evidence of testing on or studies about the use of the product on migratory birds, such as those killed at the stadium. She noted that it also states that for BirdBuffer to be effective, the birds must be exposed to the vapor by flying through the affected area multiple times; however, the migratory birds will fly through the vapor only once as they make their way down the Mississippi flyway. Ms. Laughlin also noted that there are currently no migratory birds traveling through the area at this time, so if the MSFA would like to begin testing this technology, they would have to wait until March of 2022. Lastly Ms. Laughlin urged the MSFA to use the science-based documented glass retrofit options that have been proven to work.
3. Constance Pepin: Ms. Pepin stated that BirdBuffer is not designed to solve the problem of migrating birds hitting the glass at the Stadium but is designed to prevent birds from nesting or roosting, which migrating birds don't do. Further, Ms. Pepin stated that in addition to the product not solving the problem of bird collisions, safety and environmental concerns are further reasons that BirdBuffer is the wrong approach at the stadium, and could even expose the MSFA to liability. She noted that precautionary statements on the product label acknowledge that the pesticide methyl anthranilate is both an eye irritant and skin irritant, and some people elsewhere have complained of eye irritation after encountering the pesticide fumes from the BirdBuffer

devices. Ms. Pepin also noted that the pesticide methyl anthranilate is also known to be harmful to fish and other aquatic animals, which raises the question of whether there could be contamination of the Mississippi River via stormwater runoff. After speaking with many bird collision experts, Ms. Pepin stated that all agreed: BirdBuffer will not work but retrofitting the stadium glass will. Lastly, Ms. Pepin asked the MSFA board that they continue to research and examine the science-based products available that can enhance the aesthetics at the stadium.

6. DISCUSSION

There was no discussion.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on Thursday December 16, 2021, 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 9:30 A.M.

Approved and adopted the 16th day of December 2021, by the Minnesota Sports Facilities Authority.



Angela Burns Finney, Secretary/Treasurer



James Farstad, Executive Director



Exhibit B

December 16, 2021

MEMORANDUM

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

SUBJECT: Adoption of Annual Board Calendar

The MSFA Chair and Executive Director recommend the following dates for the 2022 monthly board meetings.

Thursday, January 20, 2022 at 8 a.m.
Thursday, February 17, 2022 at 8 a.m.
Thursday, March 17, 2022 at 8 a.m.
Thursday, April 21, 2022 at 8 a.m.
Thursday, May 19, 2022 at 8 a.m.
Thursday, June 16, 2022 at 8 a.m.
Wednesday, July 27, 2022 at 8 a.m.
Thursday, August 18, 2022 at 8 a.m.
Thursday, September 15, 2022 at 8 a.m.
Thursday, October 20, 2022 at 8 a.m.
Thursday, November 17, 2022 at 8 a.m.
Wednesday, December 14, 2022 at 8 a.m.

Recommended Motion: *The MSFA Board adopts the above 2022 monthly board meeting calendar.*



MEMORANDUM

Exhibit C

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

DATE: December 16, 2021

SUBJECT: **Approve Content Management System Contract**

The Authority approved an original contract for the stadium's content management system in March of 2015, and that technology is still being used today. The content management system is the engine of all the LED display boards at the stadium, and it drives all the content and graphics that are shown on the displays during Minnesota Viking's games, concerts, and other major Authority events. The current system is at its end of life as it is no longer warranted by the manufacturer, and therefore needs to be replaced.

The selected proposer will provide the following:

- Demolition of existing content management system
- Maintenance and support of existing display processors for each display, scoring, timing distribution, and locker room game clocks
- Supply, installation, and termination of all signal cabling to each display
- Operations and maintenance training
- Pre-event check and major event support

On November 2, 2021, the Authority posted a Request for Proposal (RFP) to attract proposals for the replacement of the stadium's content management system. This RFP is focused on the selection of a proposer who will provide the best value to the Authority for the required hardware, software, and installation services. Two responses were received. With the assistance and expertise of Wrightson Johnson Haddon Williams (WJHW) and ASM Global, Authority staff is currently reviewing the complete proposals and is finalizing the discussion about which proposal will provide the best value to the Authority and U.S. Bank Stadium. Based on the best and final proposals, proposer team interviews, and final submittals, the Chair and Executive Director will make a final selection of a provider.

The capital reserve budget for this project is \$850,000.

Recommended Motion:

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to finalize negotiations for the content management system project for a total contract amount not to exceed \$850,000.



MEMORANDUM

Exhibit D

TO: MSFA Commissioners

FROM: James Farstad, Director of Finance

DATE: December 16, 2021

SUBJECT: Approve UpNet Technologies, Inc

UpNet Technologies has been a long-term supplier of equity reporting software to monitor and track targeted businesses and workforce utilization at U.S. Bank Stadium for the Authority, ASM Global, and Aramark. This software was first incorporated into the equity reporting processes during the stadium construction project. The platform went through a period where no regular upgrades took place and became less suitable. UpNet then embarked on a plan to reshape and enhance the product. These upgrades have now been made and the results are excellent.

Recently UpNet Technologies, Inc. submitted a proposal to the Authority that provides UpNet's new SmartCOMP™ suite. This is an integrated visibility, real time processing and reporting system with the capability to capture and correlate data, build a data repository with the ability to retain multiple data relationships, and provide in depth data analytics for compliance, auditing and analysis.

the enhanced equity reporting software with the following modules, dashboards, and system solutions:

- 1) Contractor/vendor/supplier registration module
- 2) Contract management module
- 3) Wage compliance module
- 4) Workforce reporting module
- 5) Project goal setting and approval module
- 6) RFP/bid board management module
- 7) Event management module
- 8) Diversity spend analysis and reporting module
- 9) Dashboard module
- 10) Integration

The proposal also included the following implementation services:

- 1) Identification and implementation of customization requirements-project planning, system set-up, business process design, customization requirements,
- 2) Populate contractor/vendor data base-data collection and vendor registration,
- 3) Onboarding subcontractor/tier II vendors associated with the prime/tier I for the projects-roll-out planning,
- 4) Integrate and migrate existing data into the new system-data receiving process,

- 5) Perform data enrichment functions for data migrated-data validation process,
- 6) Key performance indicators will be provided through the dashboards as well as the drilldown capabilities-dashboard and reports,
- 7) System and user acceptance testing-business and system testing, roll-out execution,
- 8) Post implementation support.

There is a one-time setup and customization fee of \$89,775 for the nine modules and integration. In addition, there is a monthly technology support and software usage fee of \$6,175. This cost includes 7x24x365 system operation monitoring, end user help desk, on-going technical support on-demand training, continuous software upgrades, and customized reporting.

Recommended Motion: The Authority authorizes the Chair and Executive Director to execute a professional services agreement with UpNet Technologies, Inc. for up to a three-year period for implementation of the equity reporting software for a one-time fee of \$89,775 and a monthly technology support and software usage fee of \$6,175.



Exhibit E

MEMORANDUM

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Director of Finance

DATE: December 16, 2021

SUBJECT: Approve 2021-2022 Concession Capital Reserve Budget Amendment #2

On June 17, 2021, the Authority approved the 2021-2022 Concession Capital Reserve Account Budget. This budget included concession capital project expenses of \$175,363. In July 2021 Aramark Sports & Entertainment recommended a budget increase for additional projects and on August 19, 2021, the Authority approved budget amendment #1 for \$74,637 which increased the total expense budget to \$250,000.

In July 2021 ASM Global informed the Authority that emergency repairs were needed to the concession rack refrigeration system. On August 3, 2021, the Authority hired Metropolitan Mechanical Contractors (MMC) to repair the system by installing and replacing the compressor and other materials in the rack system, installing and replacing the condenser/heat exchanger, and installing a 15-ton condenser. The final MMC contract amount was \$243,537.

These expenses were paid from the Capital Reserve Account Budget pending resolution of the nature and cause of the repairs. It has now been determined that these expenses are concession capital reserve expenses and should be paid from the Concession Capital Reserve Account Budget.

It is recommended that the 2021-2022 Concession Capital Reserve Account Budget be increased by \$243,537 for this additional project and the total expense budget would be increased to \$493,537.

	2021-2022 Original Budget	Budget Amendment #1	2021-2022 Amended Budget	Budget Amendment #2	2021-2022 Revised Budget
Concession Capital Reserve Account					
Revenues	\$ 600,000.00		\$ 600,000.00		\$ 600,000.00
Expenses	\$ (175,363.00)	\$ (74,637.00)	\$ (250,000.00)	\$ (243,537.00)	\$ (493,537.00)
Change in Account Balance	\$ 424,637.00	\$ (74,637.00)	\$ 350,000.00	\$ (243,537.00)	\$ 106,463.00
Beginning Account Balance	\$ 749,386.00		\$ 749,386.00		\$ 749,386.00
Ending Account Balance	\$ 1,174,023.00	\$ (74,637.00)	\$ 1,099,386.00	\$ (243,537.00)	\$ 855,849.00

Note: The 2021 Revised Budget with an ending account balance of \$855,849.00 will be reported on the Q2 budget report. The Concession Capital Reserve Account balance as of 9/30/2021 was \$811,750.

The updated 2021-2022 Concession Capital Reserve Project Expense Budget and Plan:

	<u>Budget</u>
1. Installation of side door for Caribou stand	\$5,000
2. Installation of corner guards on overhead doors	\$4,000
3. Purchase of additional fryer for FMP Club	\$20,000
4. Electrical power modifications for FMP Club fryer	\$10,000
5. Purchase and installation of Ansul hood for FMP Club fryer	\$2,500
6. Purchase of Hawking devices	\$92,714
7. Electrical power modifications for Concessions	\$3,100
8. Electrical power modifications for the North and South Mural Walls	\$40,876
9. Purchase of storage cabinets	\$2,282
10. Purchase of stanchions and sign holders	\$12,002
11. Purchase and installation of portable wraps	\$11,799
12. Press Box coffee conversion	\$20,000
13. Other projects	\$25,727
14. Concession rack refrigeration system	<u>\$243,537</u>
Total Concession Capital Project Budget	<u>\$493,537</u>

Recommended Motion:

The Minnesota Sports Facilities Authority approves an increase of \$243,537 to the 2021-2022 Concession Capital Reserve Expense Budget, for a total Concession Capital Reserve Expense Budget of \$493,537.



MEMORANDUM

Exhibit F

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Director of Finance

DATE: December 16, 2021

SUBJECT: Q4 Budget Report for the fiscal year ended June 30, 2021

Attached is the Q4 Budgetary Comparison Report for the period from July 1, 2020 through June 30, 2021 for the MSFA’s operating account, capital reserve account, and concession capital reserve account. Following is a high-level summary of the accounts’ activities for the year:

Operating Account

The operating account is used to account for the MSFA’s operations including ASM Global’s operation of U.S. Bank Stadium.

<u>OPERATING ACCOUNT</u>	2020-2021 Budget	2020-2021 Amended Budget	Q4 - Actual 7/1/20-6/30/21
Operating revenues	\$36,310,146	\$36,310,146	\$24,645,080
Operating expenses	(\$34,793,267)	(\$34,793,267)	(\$17,495,118)
Operating income/(loss)	\$1,516,879	\$1,516,879	\$7,149,962
Net nonoperating revenues/(expenses)	\$87,000	\$87,000	(54,538)
Transfers	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)
Change in Account Balance	(\$396,121)	(\$396,121)	\$5,095,424
Beginning Operating Account Balance	\$10,270,841	\$10,270,841	\$10,270,841
Ending Operating Account Balance	\$9,874,720	\$9,874,720	\$15,366,265

Capital Reserve Account

The capital reserve account is used to account for capital improvements in the stadium including the metal panel replacement project.

<u>CAPITAL RESERVE ACCOUNT</u>	2020-2021 Budget	2020-2021 Amended Budget	Q4 Actual 7/1/20-6/30/21
Capital revenues	\$3,238,911	\$5,194,122	\$5,297,291
Capital expenses	(\$16,961,032)	(\$17,061,032)	(\$11,993,348)
Net income/(loss)	(\$13,722,121)	(\$11,866,910)	(\$6,696,057)
Transfers	\$2,000,000	\$2,000,000	\$2,000,000
Change in Account Balance	(\$11,722,121)	(\$9,866,910)	(\$4,696,057)
Beginning Capital Reserve Account Balance	\$14,930,167	\$14,930,167	\$14,930,167
Ending Capital Reserve Account Balance	\$3,208,046	\$5,063,257	\$10,234,110

Concession Capital Reserve Account

The concession capital reserve account is used to account for concession capital improvements in the stadium.

<u>CONCESSION CAPITAL RESERVE ACCOUNT</u>	2020-2021 Budget	2020-2021 Amended Budget	Q4 Actual 7/1/20-6/30/21
Concession capital reserve revenues	\$241,725	\$3,748	\$4,942
Concession capital reserve expenses	(\$1,353,910)	(\$1,353,910)	(\$931,018)
Net income/(loss)	(\$1,112,185)	(\$1,350,162)	(\$926,076)
Transfers	-	-	-
Change in Account Balance	(\$1,112,185)	(\$1,350,162)	(\$926,076)
Beginning Concession Capital Reserve Account Balance	\$1,675,462	\$1,675,462	\$1,675,462
Ending Concession Capital Reserve Account Balance	\$563,277	\$325,300	\$749,386

SUMMARY OF CASH AND INVESTMENTS

As of June 30, 2021

<u>Description</u>	<u>Amount</u>
Cash and Cash Equivalents:	
U.S. Bank – operating account	\$164,831
U.S. Bank – payroll account	\$1,000
U.S. Bank – SBL account	\$128,302
U.S. Bank – ASM Global managed accounts-operating, box office, event marketing, and cash on hand	\$27,189,240
U.S. Bank Investment Account:	
First American Government Obligation Fund	\$22,039,571
Total Cash and Cash Equivalents	\$49,522,944



Q4 2020-2021 BUDGET REPORT

Operating Account, Capital Reserve Account, Concession Capital Reserve Account
July 1, 2020 to June 30, 2021

Operating Account	Original Budget 2020-2021	Amended Budget 2020-2021	Q4 - Actual 7/1/2020-6/30/2021
Revenues:			
Stadium operating payments			
State of Minnesota operating payment	\$ 6,000,000	\$ 6,000,000	\$ 6,607,497
Minnesota Vikings operating payment	\$ 9,566,825	\$ 9,566,825	\$ 9,577,833
Stadium operating revenue-ASM	\$ 20,679,121	\$ 20,679,121	\$ 6,784,637
Miscellaneous revenues	\$ 64,200	\$ 64,200	\$ 1,675,113
Total operating revenues	\$ 36,310,146	\$ 36,310,146	\$ 24,645,080
Expenses:			
Personal services	\$ 739,680	\$ 739,680	\$ 604,003
Professional services	\$ 1,857,000	\$ 1,857,000	\$ 1,450,545
Supplies and network support	\$ 112,326	\$ 112,326	\$ 132,137
Stadium contractual commitments	\$ 957,569	\$ 957,569	\$ 286,958
Insurance	\$ 292,722	\$ 292,722	\$ 299,213
Miscellaneous includes event cabin license fee	\$ 361,070	\$ 361,070	\$ 331,207
Stadium operating expenses-ASM	\$ 30,472,900	\$ 30,472,900	\$ 14,391,055
Total operating expenses	\$ 34,793,267	\$ 34,793,267	\$ 17,495,118
Operating income/(loss)	\$ 1,516,879	\$ 1,516,879	\$ 7,149,962
Nonoperating revenues/(expenses):			
Revenues-Investment earnings	\$ 87,000	\$ 87,000	\$ 8,801
Revenues-Taxes-State of Minnesota	\$ -	\$ -	\$ -
Other nonoperating revenues	\$ -	\$ -	\$ 12,663
Expenses-Stadium construction project expenses	\$ -	\$ -	\$ (51,321)
Loss on disposal of assets	\$ -	\$ -	\$ (24,681)
Total nonoperating revenues/(expenses)	\$ 87,000	\$ 87,000	\$ (54,538)
Net Income/(loss) before transfers	\$ 1,603,879	\$ 1,603,879	\$ 7,095,424
Transfers:			
Transfer to Capital Reserve fund	\$ (2,000,000)	\$ (2,000,000)	\$ (2,000,000)
Change in Account Balance	\$ (396,121)	\$ (396,121)	\$ 5,095,424
Beginning Operating Account Balance	\$ 10,270,841	\$ 10,270,841	\$ 10,270,841
Ending Operating Account Balance	\$ 9,874,720	\$ 9,874,720	\$ 15,366,265
Capital Reserve Account			
Revenues:			
Minnesota Vikings Capital Cost payment	\$ 1,738,911	\$ 1,738,911	\$ 1,690,206
State of Minnesota Capital payment	\$ 1,500,000	\$ 1,500,000	\$ 1,651,874
Insurance Proceeds	\$ -	\$ 1,955,211	\$ 1,955,211
Total revenues	\$ 3,238,911	\$ 5,194,122	\$ 5,297,291
Capital expenses	\$ 16,961,032	\$ 17,061,032	\$ 11,993,348
Net Income/(loss) before transfers	\$ (13,722,121)	\$ (11,866,910)	\$ (6,696,057)
Transfers:			
Transfer from Operating Account	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Change in Account Balance	\$ (11,722,121)	\$ (9,866,910)	\$ (4,696,057)
Beginning Capital Reserve Account Balance	\$ 14,930,167	\$ 14,930,167	\$ 14,930,167
Ending Capital Reserve Account Balance	\$ 3,208,046	\$ 5,063,257	\$ 10,234,110
Concession Capital Reserve Account			
Revenues:			
Concession Capital Reserve payment	\$ 241,725	\$ 3,748	\$ 4,942
Concession capital expenses	\$ 1,353,910	\$ 1,353,910	\$ 931,018
Net Income/(loss) before transfers	\$ (1,112,185)	\$ (1,350,162)	\$ (926,076)
Transfers:			
Transfer to Capital Reserve Account	\$ -	\$ -	\$ -
Change in Account Balance	\$ (1,112,185)	\$ (1,350,162)	\$ (926,076)
Beginning Concession Capital Reserve Account Balance	\$ 1,675,462	\$ 1,675,462	\$ 1,675,462
Ending Concession Capital Reserve Account Balance	\$ 563,277	\$ 325,300	\$ 749,386



MEMORANDUM

Exhibit G

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Director of Finance

DATE: December 16, 2021

SUBJECT: Q1 Budget Report as of September 30, 2021

Attached is the Q1 Budgetary Comparison Report for the period from July 1, 2021 through September 30, 2021 for the MSFA’s operating account, capital reserve account, and concession capital reserve account. Following is a high-level summary of the accounts’ activities for the first quarter:

Operating Account

The operating account is used to account for the MSFA’s operations including ASM Global’s operation of U.S. Bank Stadium.

<u>OPERATING ACCOUNT</u>	2021-2022 Budget	2021-2022 Amended Budget	Q1 – Actual 7/01/21-9/30/21
Operating revenues	\$30,990,520	\$30,990,520	\$6,069,697
Operating expenses	(\$28,788,501)	(\$28,788,501)	(\$6,272,769)
Operating income/(loss)	\$2,202,019	\$2,202,019	(\$203,072)
Net nonoperating revenues/(expenses)	\$12,000	\$12,000	(\$10,234)
Transfers	(\$4,000,000)	(\$4,000,000)	- *
Change in Account Balance	(\$1,785,981)	(\$1,785,981)	(\$213,306)
Beginning Operating Account Balance	\$15,366,265	\$15,366,265	\$15,366,265
Ending Operating Account Balance	\$13,580,284	\$13,580,284	\$15,152,959

* Note: The Operating account transfer of \$4,000,000 to the capital reserve account was not completed as of 9/30/21. The transfer is planned to be completed in a future quarter.

Capital Reserve Account

The capital reserve account is used to account for the stadium’s capital improvements including the exterior repair project.

<u>CAPITAL RESERVE ACCOUNT</u>	2021-2022 Budget	2021-2022 Amended Budget	Q1 – Actual 7/01/21-9/30/21
Capital revenues	\$7,016,681	\$7,016,681	\$860,788
Capital expenses	(\$5,850,023)	(\$5,850,023)	(\$705,187)
Net income/(loss)	\$1,166,658	\$1,166,658	\$155,601
Transfers	\$4,000,000	\$4,000,000	- *
Change in Account Balance	\$5,166,658	\$5,166,658	\$155,601
Beginning Capital Reserve Account Balance	\$10,234,110	\$10,234,110	\$10,234,110
Ending Capital Reserve Account Balance	\$15,400,768	\$15,400,768	\$10,389,711

- Note: The operating account transfer of \$4,000,000 to the capital reserve account was not completed as of 9/30/21. The transfer is planned to be completed in a future quarter.

Concession Capital Reserve Account

The concession capital reserve account is used to account for the stadium's concession capital improvements.

<u>CONCESSION CAPITAL RESERVE ACCOUNT</u>	2021-2022 Budget	2021-2022 Amended Budget	Q1 – Actual 7/01/21-9/30/21
Concession capital reserve revenues	\$600,000	\$600,000	\$133,185
Concession capital reserve expenses	(\$175,363)	(\$250,000)	(\$70,821)
Net income/(loss)	\$424,637	\$350,000	\$62,364
Transfer	-	-	-
Change in Account Balance	\$424,637	\$350,000	\$62,364
Beginning Concession Capital Reserve Account Balance	\$749,386	\$749,386	\$749,386
Ending Concession Capital Reserve Account Balance	\$1,174,023	\$1,099,386	\$811,750

SUMMARY OF CASH AND INVESTMENTS

As of September 30, 2021

<u>Description</u>	<u>Amount</u>
Cash and Cash Equivalents:	
U.S. Bank – operating account (DDA)	\$385,934
U.S. Bank – payroll account (DDA)	\$1,000
U.S. Bank – ASM Global managed accounts (DDA) operating, box office, event marketing, and cash on hand	\$32,085,062
U.S. Bank investment account:	
First American Government Obligation Fund	\$22,840,688
Total Cash and Cash Equivalents	\$55,312,684

YEAR 2021-2022 BUDGET
**Operating Account, Capital Reserve Account, Concession Capital Reserve Account
Q1-July 1, 2021 to September 30, 2021**

Operating Account	Original Budget 2021-2022	Amended On 8/19/21 Budget 2021-2022	Q1 Actual 7/1/21-9/30/21
Operating revenues:			
Stadium operating payments			
State of Minnesota operating payment	\$ 6,608,293	\$ 6,608,293	\$ 1,652,073
Minnesota Vikings operating payment	\$ 9,853,830	\$ 9,853,830	\$ 2,463,458
Stadium operating revenue-ASM Global	\$ 14,464,197	\$ 14,464,197	\$ 1,714,423
Miscellaneous revenues	\$ 64,200	\$ 64,200	\$ 239,743
Total operating revenues	<u>\$ 30,990,520</u>	<u>\$ 30,990,520</u>	<u>\$ 6,069,697</u>
Operating expenses:			
Personal services	\$ 739,108	\$ 739,108	\$ 173,465
Professional services	\$ 1,151,020	\$ 1,151,020	\$ 122,413
Supplies and network support	\$ 112,405	\$ 112,405	\$ 27,317
Stadium contractual commitments	\$ 957,507	\$ 957,507	\$ 290,271
Insurance	\$ 301,837	\$ 301,837	\$ 259,170
Miscellaneous	\$ 451,830	\$ 451,830	\$ 31,202
Stadium operating expenses-ASM Global	\$ 25,074,794	\$ 25,074,794	\$ 5,368,931
Total operating expenses	<u>\$ 28,788,501</u>	<u>\$ 28,788,501</u>	<u>\$ 6,272,769</u>
Operating income/(loss)	<u>\$ 2,202,019</u>	<u>\$ 2,202,019</u>	<u>\$ (203,072)</u>
Nonoperating Revenues/(Expenses):			
Revenues-Investment earnings	\$ 12,000	\$ 12,000	\$ 756
Revenues-Taxes-State of Minnesota	\$ -	\$ -	\$ -
Expenses-Stadium project costs	\$ -	\$ -	\$ (10,990)
Total nonoperating revenues/(expenses)	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ (10,234)</u>
Net Income/(loss) before transfers	\$ 2,214,019	\$ 2,214,019	\$ (213,306)
Transfers:			
Transfer to Capital Reserve fund	\$ (4,000,000)	\$ (4,000,000)	\$ -
Change in Account Balance	<u>\$ (1,785,981)</u>	<u>\$ (1,785,981)</u>	<u>\$ (213,306)</u>
Beginning Operating Account Balance	\$ 15,366,265	\$ 15,366,265	\$ 15,366,265
Ending Operating Account Balance	<u>\$ 13,580,284</u>	<u>\$ 13,580,284</u>	<u>\$ 15,152,959</u>
Capital Reserve Account			
Revenues:			
Minnesota Vikings Capital Cost payment	\$ 1,791,078	\$ 1,791,078	\$ 447,770
State of Minnesota Capital payment	\$ 1,652,074	\$ 1,652,074	\$ 413,018
Other	\$ 3,573,529	\$ 3,573,529	\$ -
Total revenues	<u>\$ 7,016,681</u>	<u>\$ 7,016,681</u>	<u>\$ 860,788</u>
Capital Expenses:			
Net Income/(loss) before transfers	<u>\$ 1,166,658</u>	<u>\$ 1,166,658</u>	<u>\$ 155,601</u>
Transfers:			
Transfer from Operating Account	\$ 4,000,000	\$ 4,000,000	\$ -
Change in Account Balance	<u>\$ 5,166,658</u>	<u>\$ 5,166,658</u>	<u>\$ 155,601</u>
Beginning Capital Reserve Account Balance	\$ 10,234,110	\$ 10,234,110	\$ 10,234,110
Ending Capital Reserve Account Balance	<u>\$ 15,400,768</u>	<u>\$ 15,400,768</u>	<u>\$ 10,389,711</u>
Concession Capital Reserve Account			
Revenues:			
Concession Capital Reserve payment-2.5% concession	\$ 600,000	\$ 600,000	\$ 133,185
Concession Capital Expenses:			
Net Income/(loss) before transfers	<u>\$ 424,637</u>	<u>\$ 350,000</u>	<u>\$ 62,364</u>
Transfers:			
Transfer to Capital Reserve Account	\$ -	\$ -	\$ -
Change in Account Balance	<u>\$ 424,637</u>	<u>\$ 350,000</u>	<u>\$ 62,364</u>
Beginning Concession Capital Reserve Account Balance	\$ 749,386	\$ 749,386	\$ 749,386
Ending Concession Capital Reserve Account Balance	<u>\$ 1,174,023</u>	<u>\$ 1,099,386</u>	<u>\$ 811,750</u>

Note:

(1) The budget includes a \$4,000,000 transfer from the operating account to the capital reserve account. This transfer was not completed as of 9/30/2021. The transfer is planned to be completed in a future quarter.