



### **Minnesota Ballpark Authority Meeting Minutes – January 3, 2013**

Chair Steve Cramer called the meeting of the Minnesota Ballpark Authority for January 3, 2013 to order at 1:00 p.m. The roll was taken. Commissioners Barb Sykora, Martin Olav Sabo, Joan Campbell and Paul Williams were present. Kathleen Lamb, Legal Counsel, was also present.

Commissioner Williams moved approval of the agenda, seconded by Commissioner Campbell and approved unanimously – 5 YEAS, 0 NAYS.

**APPROVED**

Commissioner Sykora moved approval of the October 4, 2012 meeting minutes, seconded by Commissioner Williams and approved unanimously – 5 YEAS, 0 NAYS.

**APPROVED**

### **CHAIR REPORT**

No report from Chair Cramer

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Kenney and Matt Hoy have met with design architects for the Interchange Project and have had conversations regarding the design of the Promenade area of the ballpark and how it will connect to the Interchange plaza. Mr. Kenney stated we are finalizing the easement agreements with Hennepin County and that the right-field modification construction is about 90% complete.

### **ACTION ITEMS**

#### **01-03-13 Proposed Resolution 13-MBA-87**

#### **Purpose:**

To elect officers to the Minnesota Ballpark Authority Board.

#### **Background:**

The MBA Chair is appointed by the Hennepin County Board pursuant to the ballpark legislation. The MBA by-laws provide that in addition to the Chair, there will be a Vice-Chair, Secretary and Treasurer elected from the Authority's membership at the organizational meeting of the Authority and thereafter shall be elected annually at the first regular meeting of each year by a majority vote of the Authority members.

#### **Action Requested:**

**BE IT RESOLVED** that the following MBA Commissioners will serve in the subsequent officer positions: Martin Olav Sabo, Vice-Chair, Barb Sykora, Secretary and Joan Campbell, Treasurer. **APPROVED**

**01-03-13 Proposed Resolution 13-MBA-88**

**Purpose:**

To adopt an Authority Travel Policy with respect to out-of-state travel and airline travel credit, pursuant to Minnesota Statutes.

**Background:**

Since its inception, the Minnesota Ballpark Authority has utilized and complied with the Hennepin County Policy on Conferences and Travel, (the “Hennepin County Policy”). Staff recommends the Authority adopt its own policy, as provided by Minnesota Statutes.

Minn. Stat. Section 471.661 requires that the governing body of a political subdivision must have on record a policy that controls travel outside the State of Minnesota for the applicable elected officials of the political subdivision. The policy must be approved by a recorded vote and specify:

1. When travel outside the State is appropriate;
2. Applicable expense limits; and
3. Procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

In addition, Minn. Stat. Section 15.435 provides that whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by the airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger must report the receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt. The political subdivision must develop and implement policies covering accrual of credits or other benefits issued by an airline whenever public funds are used to pay for airline travel by a public employee, or an elected or appointed official. The policy must apply to all airline travel, regardless of where or how tickets are purchased, and must include procedures for reporting receipt of credit or other benefits.

**Action Requested:**

**BE IT RESOLVED** that the Authority adopts the Authority Travel Policy set forth below, and directs the Executive Director to administer the Authority Travel Policy and implement procedures accordingly, including but not limited to complying with the procedures set forth in the Hennepin County Policy as appropriate or as needed.

1. Out of State Travel.

Travel outside the State of Minnesota is permitted for Authority purposes in accordance with this policy. The Executive Director shall implement and administer this policy.

2. Travel related to Vendor/Contractor Activities.

Participation in vendor/contractor paid activities requires advance approval from the Chair. Any official or employee involved with the evaluation, recommendation or approval of Authority purchases shall not accept free transportation or lodging from any person, firm or corporation where such transportation or

lodging is related to vendor/contractor marketing activities. Where such activities require the use of vendor/contractor corporate transportation or lodging facilities, fair value reimbursement by the Authority is required. The restrictions in this section are not meant to limit participation, where appropriate, in vendor/contractor sponsored seminars and education-related activities or in product-marketing activities where automobile travel or a meal is provided.

3. Authorization for Travel.

Travel for Authority members and staff requires prior authorization from the Chair of the Authority. The Chair may authorize travel for consultants while conducting Authority business, provided that such travel is in the public interest and benefits the Authority.

4. Reimbursement of Travel Expenses.

Travel expenses include, but are not limited to, transportation, lodging, meals and incidentals, and other miscellaneous business-related expenses. Generally, receipts are required for all expenses, with the exception of per diem charges and local transit during travel. Requests for reimbursement of travel expenses must be submitted to the Executive Director within 14 days of the date eligible expenses are incurred.

5. Airline Travel Credits or Benefits.

Whenever public funds are used to pay for or reimburse expenses related to airline travel by any Authority member, staff or consultant, any credits or other benefits issued by the airline to the individual passenger must accrue to the Authority. If the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the Executive Director within 90 days of receipt. When an individual passenger has accumulated enough for a free trip, the individual passenger must use them for the next occasion of business-related travel that schedules and travel arrangements will allow, and report their use on the expense report submitted for such travel.

6. Amendments to the Authority Travel Policy.

The Authority may amend the Authority Travel Policy from time to time upon a recorded vote of its members.

**APPROVED**

**01-03-13 Proposed Resolution 13-MBA-89**

**Purpose:**

To approve the Minnesota Ballpark Authority's participation in the Good Sport program, a designated driver program, at Target Field.

**Background:**

Since 2010 the Minnesota Ballpark Authority has participated in a designated driver program at Target Field called the Good Sport program, along with the Minnesota Twins and Anheuser-Busch.

The Good Sport program promotes responsible alcohol use at the ballpark and rewards designated drivers. Good Sport kiosks are located on each concourse at Target Field and the Twins pay the costs associated with the fan sign-ups which consist of two Guest Services staff each working five hours per game, and providing the autographed baseballs for the nightly giveaway. Anheuser-Busch provides the collateral materials, two booths, designated driver wristbands, flyers, and concession stand signage for the program. The Authority's contribution underwrites the soda expense for the participating designated drivers. Costs for the programs are tracked by Delaware North Sportservice and billed at the end of the baseball season.

**Action Requested:**

**BE IT RESOLVED**, that the Minnesota Ballpark Authority endorses the Good Sport program at Target Field and approves its participation in the program. **APPROVED**

**DISCUSSION ITEMS**

**Interchange Project Update – Ed Hunter, Project Manager**

Mr. Hunter gave a PowerPoint presentation of the current layout design for the Interchange. It will be a multi-use year round facility with an amphitheater, potentially a video board, and a large gathering space known as the great lawn. Trellises and trees will be used for shading and for storm water recycling use. 75% of on-site utility work is done and the remaining pile driving work should be done by mid-February. All concrete was relocated and crushed for reuse as part of LEED Certification efforts. Preliminary design studies for lighting around the facility have suggested using LED lighting.

**Target Field Operations – Dave Horsman, Baseball Operations and Larry DiVito, Head Groundskeeper**

Mr. Horsman reported that off season improvements to Target Field are on-going. More security cameras are being installed, the right-field modification project is almost finished, and there will be changes regarding sponsorship of some of the venues at Target Field. There are on-going painting needs within the building and the Twins will be hiring a full-time painter to take care of this issue.

Tickets for this summer's Kenney Chesney concert went on sale December 7<sup>th</sup> and sold out within a half hour.

Terry Ryan has made some changes with starting pitching for the upcoming season and there may be a few more adjustments made before Opening Day 2013.

Larry DiVito stated that the field is in good shape. The grounds crew has installed two layers of turf blankets and the heat is off the field for now but will be turned on in the infield next week along the baselines and the outfield in about five weeks. Mr. DiVito informed the Board that storm water and runoff water is recycled and reused, he does not collect grass clippings but leaves the clippings on the grass as they return nitrogen back to the soil, and he has not needed to use weed control but does use a fungicide and a light fertilizer on the turf.

**Financial Report – Brenda Juneau**

Ms Juneau reported on Financials through November 2012. In the Capital Project Fund balance sheet, she noted \$1.5 million has been set aside for Interchange Project support. Insurance costs have come down by \$10,000.00 from the previous year.

*There being no further business, Chair Cramer moved to adjourn. The motion was approved unanimously - 5 YEAS, 0 NAYS. The meeting of the Minnesota Ballpark Authority for January 3, 2013 was adjourned at 1:55 P.M.*

**Next Meeting: April 4, 2013 Target Field Tour Theatre**