



# SOUTHEAST WISCONSIN PROFESSIONAL BASEBALL PARK DISTRICT

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## SOUTHEAST WISCONSIN PROFESSIONAL BASEBALL PARK DISTRICT OPERATIONS COMMITTEE MEETING MINUTES September 29, 2015

SEWPBPD Conference Room  
One Brewers Way  
Milwaukee, WI 53214

**Committee members present:** Daniel McKeithan, Jr., *Chairman*; Kris O'Meara; Keith Swartz

**Others present:** Michael Duckett, Kristi Kreklow, Mike Brockman, SEWPBPD Staff; Media and other interested parties.

### 1) Call to Order

Chairman McKeithan called the meeting to order at 3:03 pm and stated for the record that a quorum of Committee members was present to conduct business.

#### a) Review Open Meeting Notice

Chairman McKeithan noted that the agenda was properly noticed pursuant to open meeting laws.

Chairman McKeithan asked if there were any members of the public that wished to address the Committee. There were no comments.

#### b) Approval of Meeting Minutes – September 30, 2014 Meeting

**MOTION:** It was moved by Mr. Swartz and seconded by Ms. O'Meara to approve the minutes of the September 30, 2014 Operations Committee meeting. The meeting minutes were approved by unanimous voice vote.

### 2) Segregated Reserve Fund (SRF)

#### a) Status of 2015 SRF Projects

Chairman McKeithan presented the 2015 SRF report and called on Mr. Brockman to provide an update on the projects. Mr. Brockman provided a brief overview of 2015 projects, noting that post-season retractable roof maintenance was scheduled for the third week in October.

#### b) Consideration of Conceptual and Final Approval of 2016 SRF Program

Chairman McKeithan presented the 2016 Recommended SRF Program and called on Mr. Brockman to review the 2016 projects. Mr. Duckett pointed out that the current master plan had called for a 2016 budget of \$1,854,000 and that staff is recommending a \$1,544,600 budget.

Mr. Brockman provided an overview of each of the 2016 proposed projects. Discussion ensued on elevator drive, variable frequency drive, and other technology-related replacements. It was noted that replacements are done, whenever possible, in a phased approach and only after attic stock is depleted and no longer available. Staff also discussed several projects that did not include a recommended budget in 2016 but would likely

appear on a future recommended SRF program. Mr. Brockman noted that projects 2016-14 through 2016-25 are standard projects that are included in the SRF each year. Those projects include things such as plaza trip hazard repairs, environmental management and building envelope repairs. Discussion ensued on the 2016 recommended projects.

The newly updated SRF master plan was reviewed. It was noted that the master plan is updated each year based on the most current information available. The new master plan also incorporates the potential 10 years of lease extensions, a separate plan for elevator and escalator repairs, and an increase in the reserve amount to \$2.4 million. The new master plan anticipates a total fund balance of nearly \$12.4 million at the end of 2016.

**MOTION:** After discussion, it was moved by Mr. Swartz and seconded by Ms. O’Meara to provide conceptual and final approval of the 2016 SRF program as presented. The motion was approved by a unanimous voice vote.

### **3) Other Business**

#### **a) Roof Structural Inspection Report**

Chairman McKeithan called on Mr. Brockman to provide the Committee with an overview of the 2015 roof structural inspection report provided by Fish & Associates, Inc. and Burgess & Niple. Mr. Duckett provided an overview of the structural inspections performed on the roof and described the cycle in which it is completed, which includes two years of inspection followed by two years off.

Mr. Brockman stated that the inspection results were positive and that the C-trusses inspected this year were all shown to be in good to fair condition. Mr. Brockman reviewed some of the findings of the inspection and noted that the 2017 recommended SRF program might include additional funding for spot painting based upon the findings of this inspection. He also discussed the process for addressing the other items in the report. Discussion ensued on the roof structural inspection report.

After discussion of the report and findings, Mr. Brockman noted that it is staff’s recommendation to wait three years between inspection cycles. He noted that the findings have all been consistent and the majority of recommendations include painting, which are planned in each year’s SRF program.

#### **4) Convene into Closed Session to discuss personnel issues, contract negotiations, litigation or potential litigation matters, deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session**

The meeting did not convene into closed session.

### **5) Adjourn**

**MOTION:** It was moved by Mr. Swartz and seconded by Ms. O’Meara to adjourn the meeting. The motion passed by unanimous voice vote. The meeting was adjourned at 4:32 pm.