



# SOUTHEAST WISCONSIN PROFESSIONAL BASEBALL PARK DISTRICT

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## SOUTHEAST WISCONSIN PROFESSIONAL BASEBALL PARK DISTRICT BOARD OF DIRECTORS MEETING MINUTES June 9, 2020

### Teleconference

**Board members present:** Don Smiley, *Chairman*; Mark McCune, *Vice Chairman*; Mark Thomsen, *Secretary*; Karen Makoutz, *Treasurer*; Frank Busalacchi; Deb Dassow; Troy Dennhof; Alec Fraser; Jason Rae; Doug Stansil; Keith Swartz; John Zapfel

**Board members excused:** Tony Berndt

**Others present:** Michael Duckett, Kristi Kreklow, Shannon Schwingle, Lisa Wozny, SEWPBPD Staff; Bart Frank, Jay Luedtke, BDO, USA; Mike Brockman, Milwaukee Brewers Baseball Club; media and other interested parties.

### 1) Call to Order

Chairman Smiley called the meeting to order at 3:01 pm and stated for the record that a quorum of Board members was present to conduct business.

#### a) Review Open Meeting Notice

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

#### b) Approval of Meeting Minutes – March 10, 2020 Meeting

**MOTION:** It was moved by Mr. Busalacchi and seconded by Ms. Makoutz to approve the minutes of the March 10, 2020 Board of Directors meeting as presented. The meeting minutes were approved by unanimous voice vote.

### 2) Report of the Chairman / Executive Director

#### a) Chairman Report

Chairman Smiley presented the Board of Director's current roster and committee assignments and thanked everyone for their volunteer service on the Board and Committees.

#### b) Executive Director Report

Mr. Duckett presented the 2020 meeting schedule for the Board of Directors and its Committees. All meetings are subject to revision by the Board and/or Committee Chair.

#### c) Draft Committee Meeting Minutes

Chairman Smiley provided a copy of the draft meeting minutes from the most recent Finance Committee meeting.

### 3) Report of Project Participation Committee

#### a) SEWPBPD Project Participation Report

Chairman Smiley called upon Mr. Thomsen to present the report of the Project Participation Committee. Mr. Thomsen provided the Board with the current targeted firm participation report, noting the District is currently achieving 21.4% for professional services and 4.8% for improvement projects for an overall participation rate of 12.1%. A historical participation report was also presented, noting that a total of 20.6% participation has been achieved since the District began its post-construction program.

**b) Consideration of Resolution #2020-02 related to Adopting the Diversity Contracting Program**

Mr. Thomsen noted that the Project Participation Committee would like the Board of Directors to consider an updated Targeted Firm Participation Program, titled the Diversity Contracting Program. Mr. Thomsen introduced a briefing paper describing the updated program. The Diversity Contracting Program continues the intent of the current program by keeping directives for all vendors to provide full and fair opportunities to diverse firms and maintaining participation goals, while also expanding the program to a broader group of underrepresented organizations and individuals. Discussion ensued on the updated program.

**MOTION:** It was moved by Mr. Thomsen and seconded by Mr. Rae to approve Resolution #2020-02 as presented. The resolution was approved by unanimous voice vote.

**4) Report of Operations Committee**

**a) 2019 Segregated Reserve Fund Report**

Chairman Smiley called upon Mr. Busalacchi to present the report of the Operations Committee. Mr. Busalacchi introduced the 2019 SRF report and noted that the projects were substantially complete and that the projects are expected to be approximately \$660,000 under budget.

**b) 2020 Segregated Reserve Fund Report**

Mr. Busalacchi called upon Ms. Schwingle to provide an update on the 2020 SRF projects. Ms. Schwingle provided an overview of projects, noting that the seat replacement is substantially complete, RFP development is underway on the 1L panel PVC membrane replacement, and the midseason retractable roof maintenance is scheduled for the second week of July. Ms. Schwingle also noted that the sports lighting project will commence at the end of the 2020 season and the project has been approved to receive a \$90,000 grant from Focus on Energy. Discussion ensued on the projects.

Mr. Busalacchi presented the current master plan, noting that it is updated each year by the Operations and Finance Committees.

**c) Miller Park Quarterly Maintenance Report**

Mr. Busalacchi introduced the Quarterly Maintenance Report and called upon Ms. Schwingle to provide an overview of the report. Ms. Schwingle highlighted the Milwaukee Brewers' completion of safety training with no reportable incidents during the quarter. She noted that 98% of all demand maintenance tasks and 95% of preventative maintenance tasks were completed within the quarter, with the remainder performed shortly thereafter.

**d) Annual Facility Assessment Report**

Mr. Busalacchi called upon Ms. Schwingle and Ms. Kreklow to present the annual Facility Assessment report. Ms. Kreklow presented a briefing paper that provided an overview of the annual facility assessment process. Ms. Schwingle provided an overview of the assessment findings and noted that an increase in routine maintenance is expected as the facility ages. It is critical that the Milwaukee Brewers continue to identify and plan for maintenance items as they arise. Discussion ensued on the report and the maintenance items that have become more prevalent as the facility ages.

**MOTION:** It was moved by Mr. Busalacchi and seconded by Mr. Dennhof to accept and place on file the annual Facility Assessment as presented. The motion passed by a unanimous voice vote.

## **5) Report of Finance Committee**

### **a) Report on Current Financial Status**

Chairman Smiley called upon Mr. Stansil to present the report of the Finance Committee. Mr. Stansil introduced the Report on Current Financial Status dated June 9, 2020 and called upon Ms. Kreklow to provide a financial update. Ms. Kreklow reviewed the Treasurer's Report and the 2020 budget. She noted that the District had a fund balance of \$8.7 million in the unrestricted Operating fund, \$17.3 million in the restricted Segregated Reserve Fund, \$21.5 million in the restricted Stabilization fund, and \$47.8 million in the restricted Asset-Liability Matching fund at the end of April 2020. Ms. Kreklow also highlighted that the property insurance premium came in below budget at \$145,000. She also noted that the sales tax tracking reports are no longer necessary, and that staff will work with the Board Treasurer to facilitate any final transfer to the Stabilization fund.

### **b) District Investment Report**

Mr. Stansil presented the Associated investment performance report for the District's investment accounts. He noted that the Finance Committee reviewed the report at its meeting earlier in the day.

### **c) Consideration of the 2019 Southeast Wisconsin Professional Baseball Park District draft Independent Auditor's Report**

Mr. Stansil introduced Mr. Bart Frank and Mr. Jay Luedtke from BDO, USA. Mr. Luedtke presented the 2019 draft Independent Auditor's Report. He noted that the Southeast Wisconsin Professional Baseball Park District received an unqualified opinion on its financial statements and that a disclosure related to COVID-19 was included in the financial statement notes. Discussion ensued on the financial statements and the final defeasance of District debt.

**MOTION:** After discussion, it was moved by Ms. Makoutz and seconded by Mr. Busalacchi to accept and place on file the 2019 Independent Auditor's Report as presented. The motion was approved by unanimous voice vote.

## **6) Other Business**

### **a) Correspondence to be Discussed**

Mr. Duckett highlighted the communication sent to the State of Wisconsin, numerous local and state officials, and media regarding the March 10, 2020 certification ending the 0.1% sales tax.

### **b) Other Communications**

Chairman Smiley indicated that tab 6b contains some of the pertinent communications the District has received or sent since the last Board of Directors meeting.

Chairman Smiley commented on various venues that were seeing a reduction in rent revenue due to sports and entertainment events being canceled during the COVID-19 pandemic. Discussion ensued on the District's lease agreement with the Milwaukee Brewers Baseball Club.

## **7) 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.

## **8) Adjourn**

**Motion:** It was moved by Mr. Busalacchi and seconded by Ms. Makoutz to adjourn the meeting. The motion passed by unanimous voice vote and the Board of Directors meeting was adjourned at 3:42 pm.