

Whitewater University Technology Park Board
Lakefront Conference Room, City Municipal Building
312 W Whitewater Street
Minutes for November 2, 2009

1. **Call to Order.**

The meeting was called to order at 1:00 PM by President Telfer. Members present: John Chenoweth (arrived at 1:20 pm), Jim Stewart, Kevin Brunner, Richard Telfer, Ronald Gayhart. Absent: Jeff Knight, Zaballos. Others present: Mike Vanden Bosch (WCEDA), Jim Caldwell, Denise Ehlen, Derek Erlitz, Mary Nimm.

2. **Approval of Minutes**

It was moved by Brunner and seconded by Gayhart to approve the minutes of the October 21, 2009 meeting. The motion was approved.

3. **Review and Approval of Tech Park Manager Position Description**

Ehlen distributed a draft position description for the Tech Park Manager position. An email from Zaballos was read in which he expressed that the salary level was too low and that an executive director/CEO type of individual should be hired for this position. After further discussion it was moved by Gayhart and seconded by Chenoweth to approve the position description but that the title of the position be changed to Executive Director with direct reporting to the Board of Directors. In addition, greater emphasis on construction responsibilities and real estate development should be included in the description. Motion approved.

In addition, the Board reiterated that this would be a University position and that the hiring would go through the typical University recruitment and hiring process. The salary would be slotted at Level 7 and a March 1, 2010 target would be established for getting the executive director hired.

4. **Adjournment to closed session pursuant to Wisconsin State Statute 19.85 (1)(e), "Deliberating or negotiating the purchasing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."**

It was moved by Gayhart and seconded by Chenoweth to adjourn to closed session. Ayes: Brunner, Stewart, Gayhart, Chenoweth, Telfer. Noes: None. Absent: Knight, Zaballos. Closed session began at approximately 2:05 pm.

During the closed executive session the Board reviewed the Sources and Use Document as prepared by Denise Ehlen as well received an update on negotiations with potential anchor tenants.

It was then moved by Stewart and seconded by Gayhart to reconvene to open session. Ayes: Brunner, Stewart, Gayhart, Chenoweth, Telfer. Noes: None. Absent: Knight, Zaballos. The meeting reconvened in open session at approximately 2:45 pm.

After reconvening in open session it was decided that the Sources and Use Document would be further refined and would be presented at the next meeting of the Board on November 13, 2009. In addition, at that meeting, potential leases with anchor tenants would be discussed.

5. Updates

a. Fiber

Telfer indicated that the University was still working with WISnet on the extension of dark fiber from the I-90 corridor to the University campus. The key consideration for the Tech Park Board will be how and at what cost the dark fiber will be extended to the Tech Park location. Nimm indicated that she was continuing to meet with WISnet and would be pursuing any possible funding that might be available for this dark fiber extension to the Tech Park. In addition, Brunner indicated that he would be recommending to the Common Council the inclusion of some funds in the City's Capital Improvement Program for this purpose.

b. Timelines

Brunner indicated that he had requested project timelines from both Strand Engineering and Eppstein Uhen for the construction of the Starin extension and Tech Park improvements as well as the Whitewater Innovation Center, respectively. These timelines will be shared with the EDA as well as a request to expedite the approval of the contracts for Eppstein Uhen, J. P. Cullen and Strand & Associates for their professional services to be rendered for these projects.

6. Next Meeting

Telfer announced that the next meeting of the Board would be held on November 13, 2009, beginning at 1:00 pm. The Sources and Use Document, a review of the Building Scope Document with Eppstein Uhen and J. P. Cullen as well as Innovation Center building food service would be among the agenda items.

7. Adjournment

It was then moved by Stewart and seconded by Gayhart to adjourn. The meeting adjourned at 2:55 pm.

Respectfully Submitted,

Kevin Brunner
Secretary