

Whitewater University Technology Park Board
Lakefront Conference Room, City Municipal Building
312 W Whitewater Street
Minutes for November 10, 2010

1. Call to Order.

The meeting was called to order at 9:00 am by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Ronald Gayhart, Richard Telfer. Excused: Jim Stewart, John Chenoweth. Others present: Ryan Pingel, Denise Ehlen, and Neil Day (J.P. Cullen), Gary Albrecht (CESA2).

2. Approval of Minutes from October 13, 2010 Meeting.

It was moved by Brunner and seconded by Gayhart to approve the minutes from the October 13, 2010 meeting. Approved.

3. Construction Update.

Neal Day of J.P. Cullen gave the following update on the Whitewater Innovation Center Project. The originally scheduled substantial completion date was December 30, 2010 with 10 days of float. Currently the substantial completion date is still December 30th with 4 days of float. Day noted that we have lost 2 days of float during the last month.

Recent progress. The following items were noted:

- 1) Composite metal panel on exterior is 80% complete.
- 2) Glazing of storefront system substantially complete with exception of the doors. Door systems are left off until the last minute to prevent construction damage.
- 3) All site construction complete.
- 4) Asphalt has been installed.
- 5) Plantings and landscape nearly complete.
- 6) Drywall 95% complete.
- 7) Paint 50% complete.
- 8) Drop ceiling 50% complete.
- 9) All flooring material on site.

Upcoming activities for November include the following:

- 1) All incubators and CESA space will be completed and punched out for acceptance.
- 2) On the west end of the building doors and hardware and some miscellaneous interior finishes will be completed.
- 3) The building commissioning final sequences will be taking place between December 6th through December 23rd.
- 4) During the week of December 27th there will be 4 days of float remaining that are intended to be reserved for final closeout issues.

4. Technology Park Infrastructure Update.

Brunner gave a brief update to the Board that included the following:

- 1) Starin Road is still scheduled for substantial completion by the end of November, while noting that the actual road will not be open to traffic until spring of next year (this is due to the fact

that the final asphalt course will be installed in spring).

2) All the Technology Park infrastructure will be completed by the end of November as well with the following exceptions: the East Main Court extension will not be constructed and the asphalt surface course on Greenway Court and Howard Road will not be completed until spring. Also, the multiuse trail project will not be installed until next spring.

5. Dark Fiber Update.

Brunner indicated that the contractor has almost completed the extension of dark fiber to the Innovation Center from the University. This extension will be completed by December 1st.

6. Strategic Plan update.

Telfer indicated that work needs to progress on the Strategic Plan. He appointed a committee of Zaballos, Chenoweth and Ehlen to work and develop the strategic plan and present it at the December meeting.

7. Sources and Use Statement.

Ryan Pingel reviewed the Sources and Use Statement with the Board. There were a few modifications suggested. Telfer and Brunner need to meet with Knight, Gayhart and Pingel to further refine the Sources and Use Statement.

Telfer also indicated that the Sources and Use Subcommittee should be dissolved and folded into the new Tenant/Entrepreneurship Subcommittee. In addition, Telfer suggested that the Tenant/Entrepreneurship Subcommittee be charged with the establishment of lease rates for the Innovation Center.

8. City-University MOU.

Telfer indicated that this still needs to be negotiated between the two parties. Brunner indicated that he would be suggesting two MOUs be executed; one between the City/CDA and the University Technology Park Board for the management and operation of both the Technology Park and the Innovation Center, and secondly, there would be another agreement between the Technology Park Board and the University for lease of space in exchange for technical services to be provided by the University to support the Innovation Center and Technology Park (Innovation Center Management and IT services).

9. Contract Approvals.

It was moved by Telfer and seconded by Zaballos to approve a contract not to exceed \$7,500 with Eppstein Uhen Architects to assist with developing the specifications for procurement of necessary furnishings for the Innovation Center. Approved.

10. Adjourn to Closed Session.

It was then moved by Knight and seconded by Gayhart to adjourn to closed session per Wisconsin Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote: Ayes: Gayhart, Brunner, Knight, Telfer, Zaballos. Noes: None.

The meeting was adjourned to closed session at 9:48 AM. During the closed executive session potential tenants for the building were discussed as well as the lease rates for the facility.

It was then moved by Gayhart and seconded by Knight to reconvene to open session at 10:35

am. Roll call vote: Ayes: Gayhart, Brunner, Knight, Telfer, Zaballos. Noes: None.

11. Next Meeting.

The Board set its next meeting for December 8, 2010 at 9:00 AM at the Whitewater Innovation Center, room to be announced.

12. Adjournment.

It was then moved by Gayhart and seconded by Zaballos to adjourn. Meeting adjourned at 10:35 am.

Respectfully Submitted,

Kevin Brunner, Secretary