

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Minutes for December 8, 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, Jim Stewart, Ronald Gayhart, John Chenoweth (left at 9:45 am), and Richard Telfer. Absent: None. Others present: Jim Caldwell, Mike VandenBosch, Ryan Pingel, Denise Ehlen, and Neil Day (J.P. Cullen), Gary Albrecht (CESA2).

**2. Approval of Minutes from November 10, 2010 Meeting.**

It was moved by Gayhart and seconded by Stewart to approve the minutes from the November 10, 2010 meeting. Approved.

**3. Construction Update-Review Change Orders.**

Neil Day, Project Manager from J. P. Cullen, reviewed the change orders for the Innovation Center Project. After discussion, it was moved by Gayhart, seconded by Stewart to approve Change Orders Number 8 (totaling \$8,464), Number 9 (deduct of \$17,059), Number 10 (totaling \$14,060) and Number 11 (totaling \$13,478). Approved.

**4. Discussion of Completion Date for Innovation Center.**

Day and Brunner indicated that right now the completion date is scheduled for on or about January 3, 2011. However, this date might be extended, if necessary.

**5. Lab Construction Update.**

Telfer indicated that the University is committed to building a lab in the unfinished space (Suite 118). Currently the University is working with Eppstein Uhen and J. P. Cullen to provide the cost for the intended build out of this space. More information on this will follow at the next Board meeting.

**6. Tax Credit Update.**

Brunner and Ehlen indicated that they had reviewed the possibility for tax credits for the building that would accrue to Eppstein Uhen. This needs further discussion with Eppstein Uhen before some decisions can be made.

**7. Starin Road/Tech Park Infrastructure.**

Brunner reported that the Starin Road extension has been completed with the exception of the final surface asphalt course as well as the street lighting. The street lighting will be completed sometime early in 2011 with the final asphalt course to follow sometime in early spring. The Starin Road extension will be closed until the final asphalt course is installed.

Brunner also reported that most of the Tech Park infrastructure has been completed, however, the following items have been held over for completion in spring: 1) final asphalt course for Greenway Court and Howard Road, 2) construction of the Technology Park Multiuse Trail, 3) construction of the East Main Court extension.

**8. Dark Fiber Update.**

Telfer reported that the extension of the dark fiber from the University to the Innovation Center

has been completed with the exception of the work on either end. The bad news is that the extension of the dark fiber from the north to the University will most likely be delayed until early spring due to some complications in getting the necessary Wisconsin DNR permits for a river crossing.

**9. Strategic Plan Update.**

There was no update given, however, this item will be a major objective of the new Innovation Manager when he or she is hired.

**10. Restructuring to Eliminate Sources and Uses Committee and Adjust Duties of Tenant/Entrepreneurship Committee to Include the Establishment of Lease Rates.**

It was then moved by Zaballos and seconded by Gayhart to formally create a Tenant/Entrepreneurship Committee. This committee will be responsible for the establishment of lease rates and building tenant relations. Approved.

**11. City-University Memorandum of Understanding (MOU)**

A draft Memorandum of Understanding between the City and its Community Development Authority and the Whitewater University Technology Park, Inc. was distributed. This MOU will be discussed again at the January meeting of the Board. No action was taken.

**12. City-Technology Park Board Memorandum of Understanding (MOU)**

Brunner also indicated that a second MOU will be necessary between the Tech Park Board and the University for the provision of University services for the facility as well as the space that the University will occupy in the building. There is a draft of this document. However, it will need to be reviewed by the Board at a future date.

**13. Contract Approvals.**

It was moved by Gayhart, seconded by Zaballos to approve the following: Authorize up to \$75,000 for the purchase of Innovation Center furnishings from bidders on this project including Emmons Office Interiors and Target Interiors.

**14. Adjournment to Closed Session.**

There was no need to move to Closed Executive Session so no closed session, as indicated by the agenda, was held.

Telfer then announced that the next meeting of the Board would be held on January 12 at 9:00 am at the Innovation Center Building. He also indicated that we should be targeting a grand opening for the Innovation Center in March of 2011.

It was then moved by Stewart, seconded by Brunner to adjourn. Meeting adjourned at 10:25 am.

Respectfully Submitted,

Kevin Brunner, Secretary