

Whitewater University Technology Park Board
Whitewater Innovation Center
1221 Innovation Drive
Whitewater, WI 53190
Minutes for June 15, 2011

1. Call to Order.

The meeting was called to order at 10:00 a.m. by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Richard Telfer, Ronald Gayhart and John Chenoweth. Absent: Jim Stewart. Others present: Gary Lengyel, Denise Ehlen, Gary Albrecht and Mike Vanden Bosch.

2. Approval of Minutes from May 11, 2011 Meeting.

It was moved by Zaballos and seconded by Knight to approve these minutes as read. Approved.

3. Report from Gary Albrecht.

CESA2 Director Gary Albrecht indicated that his agency continues to be very pleased with the building. Albrecht also reported on some of the upcoming conferences that CESA 2 will be hosting at the Innovation Center.

4. Report from Interim Innovation Manager Gary Lengyel.

Lengyel reported about a number of building updates. All the AV equipment has now been installed in the main conference room. The internet and final wiring for the building will be completed later this month.

5. Debriefing on Grand Opening.

Telfer remarked that he had received many positive comments from people who had attended the grand opening event on May 5. He also indicated that he was very pleased by the press coverage that the grand opening attracted.

6. WisNet Legislation

Telfer indicated that he was very concerned about the proposed changes to WisNet and that he was working with our State representatives to make some changes so that WisNet not only would continue but it would also be able to continue to provide internet service to both the University and the Innovation Center.

7. Discuss Possible Real Estate Listing Agreement.

Brunner informed the Board that the CDA has recently hired MLG/NAI for their real estate listing of the Whitewater Business Park. Brunner further indicated that there should be discussion about possibly combining this listing with the Tech Park.

Knight indicated that the marketing of the Tech Park will be much different than the marketing of the business park and that the Board should consider other firms to work with because they are two different types of business parks.

Brunner indicated that he will bring this item back to the Board for discussion at a future meeting.

8. Review Building Signage Plans.

It was moved by Knight, seconded by Gayhart to approve the installation of two back lit signs at the two entrances to the business park. One would be at the intersection of Howard Road and Innovation Drive and the other at the intersection of Howard Road and the railroad crossing, as well as a building sign for the Innovation Center. The signs are to be fabricated and installed by Grant Sign of Madison in the amount of \$21,200 and will be partially funded by the EDA grant. Approved.

9. Building Usage Policy.

Brunner indicated that it is very important that we develop a building usage policy and he suggested that Gary Lengyel be charged with developing that usage policy for consideration at a future Board meeting.

10. Lab Update.

Telfer and Brunner indicated that the lab plans and specifications have been finalized for the lab build out. Bids are currently being solicited for the project. The Common Council is scheduled to act on a bid award at its June 21st meeting.

11. Budget Update.

The financial reports for May for the Innovation Center were reviewed. During discussion, Telfer requested that a final budget be prepared and that it be considered at a future Board meeting.

12. Review/Approval of MOU between Tech Park Board and UW-Whitewater.

Brunner and Telfer presented a final MOU between the Tech Park Board and UW-Whitewater. After discussion it was moved by Brunner, seconded by Chenoweth to approve the MOU as finalized between the Tech Park Board and UW-Whitewater. Knight emphasized during discussion that this is only a one-year agreement and that a more long term agreement will need to be executed between the Tech Park Board and UW-Whitewater.

13. Review Funding/Financing for Lab Build-Out.

Brunner informed the Board that the estimated total cost of the lab build-out on the first floor of the Innovation Center is \$354,421, just slightly over the architect's estimate of \$348,000. The general construction contract low bid was submitted by Magill Construction in the amount of \$99,500 and as previously noted should be awarded by the City Council on June 21st. The rest of the project will be constructed via change orders on the original building construction contracts in the following amounts: HVAC-NAMI, \$182,995; Electrical-Rewald, \$38,338; Plumbing-DeGarmo, \$29,838 and Fire Protection-Freedom Fire, \$3,750.

It was moved by Chenoweth, seconded by Zaballos to approve the change orders on the original construction contracts as presented. Approved.

14. Innovation Center Grounds Maintenance.

Brunner indicated that he was still working with Neil Day of J. P. Cullen on a change order that would address some lingering landscape issues on the Innovation Center site. The total cost of the additional landscaping is estimated at \$2,600.

15. Update from the Tenancy Entrepreneurship Committee.

Ehlen presented the final inventory of business incubation services which will be used to market the center. It was moved by Chenoweth, seconded by Zaballos to approve the inventory of

business incubation services that has been developed. Approved.

16. iHub Update.

Ehlen gave a brief update on the iHub project. She anticipates there will be some moving in of IHub participants after the final wiring is completed.

17. Internet/Data Wiring Project Update.

Ehlen reiterated what was previously stated by Gary Lengyel that the internet/data wiring is being completed by UW-Whitewater ICIT staff and that the project should be completed by the end of June.

It was moved by Knight, seconded by Gayhart to convene to closed executive session pursuant to Wisconsin State Statutes 1.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data over any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or collective bargaining reason require a closed session. AYES: Brunner, Knight, Chenoweth, Gayhart, Telfer, Zaballos. NOES: None. ABSENT: Stewart. The meeting was convened to closed executive session at approximately 11:22 a.m. During the closed executive session the Innovation Center Manager position was discussed as well as the search and screening process.

It was then moved by Knight, seconded by Chenoweth to reconvene in open session. AYES: Brunner, Knight, Chenoweth, Gayhart, Telfer, Zaballos. NOES: None. ABSENT: Stewart. The meeting reconvened at 11:42 a.m.

It was announced by Telfer that the next meeting of the Board will be held on July 13, 2011 at 8:00 a.m. at the Whitewater Innovation Center.

18. Adjournment.

It was then moved by Knight, seconded by Zaballos to adjourn. The meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Kevin Brunner, Secretary