

MINUTES

Whitewater University Technology Park

Board of Directors Meeting

Wednesday, December 14, 2016

Whitewater University Technology Park Innovation Center

1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Beverly Kopper, Jessica Bonjour, Mark Johnson, Kevin Kaufman, Jeff Knight, Dick Moyse, Nate Parrish, Crystal Singer

GUESTS: Pat Cannon, Derek D'Auria, Mike Mathews, Kristen Burton

1. **Call to Order:** Kopper called the meeting to order at 8:04 am.

2. **Guest: Mike Mathews, Janesville Innovation Center Director:** Johnson introduced Mike Mathews, the contracted Director of the Janesville Innovation Center (JIC). The JIC's mission is to provide an opportunity for smaller, local entrepreneurial firms to be nurtured through their formative years in order to create job opportunities for unemployed and underemployed residents in the Janesville area. The JIC is a 22,000 square foot facility, of which 4,000 is office space, and 18,000 is manufacturing space. Rental rates for JIC space have just been increased; offices range from \$300 - \$465 per month. The manufacturing bays are \$2080 - \$2185 per month. Space costs approximately \$15.00 per square foot. Support funding from the City of Janesville has incrementally decreased over the past few years, and there will be no city funding in 2017. The JIC's 501c3 organization basically rents the space from the city for \$1.00 and manages it for the city. Accomplishments include: signing 12 tenants, receiving grants totaling more than \$50,000, applying to the WEDC for the Entrepreneurial Support Pilot Program, and 5 tenant expansions. They use GrowthWheel to advise tenants, and have helped tenants obtain grants from WWBIC and the WEDC. They have a 15 member Board of Directors which includes the city manager, educational facility administrators, local business owners, and representatives from business development organizations. An Innovation II project proposal is underway as the JIC is nearing full capacity. The second building would be a public/private partnership with the developer; solicitation of interest will start after January 1st. The average amount of time a tenant stays in the incubator is 2-3 years. The plan is to graduate tenants into a facility across the street, provide the site and TIF incentives to the developer. The JIC focuses on bringing in IT, technology, scientific, and manufacturing businesses. Utilities for the building cost \$25,000 - \$30,000 and the other large expense is the director's time. Onsite work is managed by some of the tenants who are compensated with in-kind space. The city maintenance staff serves as support staff; they are not spending a great deal on outside contractors. The JIC also has a tenant loan fund which provides up to \$1000 towards a project, but the tenant must match it. They don't charge interest and it is set up as a balloon payment.

3. **Approval of Minutes of October 26, 2016 Meeting:** Due to lack of quorum, approval of the October 26, 2016 minutes was deferred until the January 12, 2016 Tech Park Board meeting.

4. **Review/Acceptance of November 2016 Financial Reports:** Due to lack of quorum, approval of the November 2016 financial reports was deferred until the January 12, 2016 Tech Park Board meeting.

Johnson reported that the financials look good. The year-end reports should be available by the next meeting.

5. **Review/Acceptance of Director's Report:** Due to lack of quorum, approval of the Director's Report was deferred until the January 12, 2016 Tech Park Board meeting.

6. **Lease Rate Update:** Johnson reported that the average full suite lease rate should be a minimum of \$15.00 per square foot and \$18.00 per square foot for lab space. Knight noted that IT service should not be provided due to State Statute Section 36.585 which governs the University of Wisconsin System in regards to providing telecommunications and information technology services to private business. Kopper was unaware of any violation of the State Statute and directed that the situation needs to be addressed immediately. Johnson will obtain legal opinion from the University of Wisconsin System attorneys and report findings at the January 12th Tech Park Board meeting.

7. **WUTP & UW-Whitewater MOU:** The original MOU between the University of Wisconsin-Whitewater and the Technology Park Board expired in 2012. The MOU is no longer applicable. Johnson is working with UW-System Legal and the Whitewater City Attorney to rewrite it. A preliminary redline of the original will be submitted for the Board's review when ready.

8. **WUTP Director Annual Performance Evaluation:** Johnson's evaluation is deferred to a later meeting. The position description will be distributed for review prior to the next meeting, and will bring a summary report of his activities to the next meeting.

9. **Tech Park and Innovation Center Marketing Update:** MADRep has asked if the Tech Park will submit an ad for the new edition of the Business Climate magazine. Johnson added that he can't identify any clients/contacts resulting from the MADRep ad. Site Selection magazine is another option; the magazine is published six times per year but at a cost of \$8000 per issue. Each issue focuses on specific industries; Site Selection Magazine recommends targeting the one issue that highlights University Technology Parks. Knight responded that the CDA may support co-funding the \$8000 for the Site Selection magazine and encouraged Johnson to bring a request to the CDA prior to the deadline. Johnson agreed with Moyses that the funds may be better spent going to focused conferences and meeting face-to-face with site selectors. The Tech Park will be featured in the Lake Geneva regional tourism magazine this year. As one of 16 "Certified in Wisconsin" sites, the Tech Park will be on the WEDC's website Site Selection electronic bulletin board.

10. **Tech Park Development Update:** Cannon noted the ceremony to award the "Certified in Wisconsin" designation is scheduled for December 15th at 10:00 am. The certification will put the Tech Park at the forefront of the site selection list. Cannon also reported that DP Recycling's documents are in order to begin building in the Tech Park; they are just waiting to close.

11. **Future Agenda Items:** Future agenda items include state regulations regarding the provision of IT services, and approving the deferred business from this meeting.

12. **Future Meeting Dates:** Spring meeting dates are: January 12th, February 15th, March 29th, April 26th, May 24th, and June 28th. The Board did not have quorum for the November meeting and it was canceled, and did not have quorum for the December meeting. An email will be distributed requesting feedback regarding the meeting schedule.

13. **Adjournment:** The meeting was adjourned at 9:06 am.

Respectfully submitted,

Kristen Burton for John Chenoweth Secretary of the Whitewater University Technology Park Board