

MINUTES

Whitewater University Technology Park

Board of Directors Meeting

Wednesday, May 25, 2016

Whitewater University Technology Park Innovation Center

1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Beverly Kopper, Jessica Bonjour Kevin Brunner, Cameron Clapper, Bud Gayhart, Mark Johnson, Jeff Knight, Richard Moyses, Nate Parrish, Crystal Singer, John Chenoweth

ABSENT: Stephanie Goettl

GUESTS: Pat Cannon, Jim French, Dale Helgeson, Chris Munz-Prichard, Kristen Burton

1. **Call to Order:** With a quorum present, Kopper called the meeting to order at 8:00 am.

2. **Guest: Dale Helgeson:** Dale Helgeson of DP Recycling attended the Tech Park Board Meeting to request approval to build a 150,000 sq. ft. facility in the Technology Park. The facility will bring in an estimated 100 jobs. DP Recycling takes CRT glass and turns it into non-hazardous floor tile. The company has worked with the DNR for five years to obtain approval of this recycling process, and is very concerned with employee and customer safety. The ten conditions stipulated by the Planning Commission for building in the Technology Park are being met.

3. **Review/Approval of DP Recycling Site Plan:** Cannon reported that the building itself is in compliance. The tower will be 70 feet tall and is well under the city ordinance. Fire trucks can access 75% of the building, meeting NFPA standards. DP Recycling will place a new bike path to link to the path along the southern border of the property. The city will install the sewer and manhole. Munz-Prichard added that the process has gone very smoothly. Gayhart/Brunner moved to approve the DP Recycling Site Plan. Kopper called for a roll call vote to approve the site plan. Bonjour: Aye; Brunner: Aye; Chenoweth: Aye; Clapper: Aye; Gayhart: Aye; Knight: Abstain; Kopper: Aye; Moyses: Aye; Parrish: Aye; Singer: Aye. The motion passed.

4. **Approval of Minutes of April 27, 2016 Meeting:** Chenoweth/Gayhart moved to approve the April meeting minutes. The motion was approved by a unanimous vote.

5. **Review/Acceptance of April 2016 Financial Reports:** Knight/Singer moved to approve the April financial reports. Johnson reported that revenues are on track, despite late rent payments. Doug Saubert is in the process for adding a line to the 920 account for the sinking fund; the addition will be reflected in next month's financials. The motion to approve the April 2016 financial reports was approved by unanimous vote.

6. **Review/Acceptance of Director's Report:** Moyses/Chenoweth moved to approve the Director's Report.

- Johnson is working with several new clients coming in to the Innovation Center. Most of them are requesting cubicle space.
- Blackline will maintain a cubicle in the Innovation Center through the end of the year; they are hiring students and interns.
- Brian Holman is working with Johnson to finalize a lease. He is starting Lexxicon Studios. When Johnson commented that Holman had been unaware of the opportunity the Innovation Center offered, it was recommended that the CDA present regarding Capital Catalyst funding streams.
- Parrish suggested having Earle Humphrey return for another event and include the CDA.

The motion to accept the Director's Report was approved by a unanimous vote.

7. Graduation/Exit Policies: Johnson included the section on the Graduation/Exit policy from the Client/Tenant Handbook in the Board packet. Clients sign off on Section 5 when they join the Innovation Center; it outlines the requirements on insurance, rent payment, progress reports, and graduation. Incubation centers around the country deal with graduation on a case-by-case basis. Knight commented the original estimate for graduation was three years and requested an amendment to the policy stipulating a three-year review. Gayhart added the incubation centers that do a review, do so annually. Knight recommended adding a statement to section 5.8.1 indicating the goal is to graduate in three years and there will be a review at three years, and annually thereafter. Johnson will amend the section as requested.

8. Tech Park Board of Trustees Replacement/Succession: Section 3.04 of the Tech Park Board bylaws outlines succession planning. As Bud Gayhart is retiring, and is a Chancellor appointee, the Chancellor will appoint the new member to replace him. Gayhart and Kopper will discuss potential candidates.

9. Proposal to Establish Lease and Rents and Joint Marketing Strategy Committees: The Board had previously discussed the establishment of a Lease and Rents Committee and a Joint Marketing Strategy Committee. The charge of the Lease and Rents Committee is to

- Establish a baseline market rate
- Negotiate long-term lease agreements
- Determine action on tenant rent defaults
- Other activities as required

It was recommended that the committee be comprised of the WUTP Director, the Tech Park Board treasurer, the CDA Tech Park Board representative, and a community member Tech Park Board representative. The committee would meet as required and would have the authority to make decisions on items in the usual course of action. Chenoweth recommended the Lease and Rents Committee always have the treasurer, and one member each from the City of Whitewater, the CDA, and UW-Whitewater. Brunner/Bonjour moved to establish the Lease and Rents Committee. The motion was approved by a unanimous vote. The establishment of the Joint Marketing Strategy Committee is still in progress; Johnson will meet with Sara Kuhl this afternoon to discuss it.

10. Tech Park Development Update:

- Cannon reported that the CDA will change the Tech Park zoning to M1.
- A couple of places from northern Illinois have contacted the CDA about interest in the Tech Park.
- Knight recommended that future marketing target Milwaukee, Madison, and Chicago, not just the immediate area.

11. **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."

Moyse/Gayhart moved to enter into closed session. Kopper called for a roll call vote to enter into closed session. Bonjour: Aye; Brunner: Aye; Chenoweth: Aye; Clapper: Aye; Gayhart: Aye; Knight: Aye; Kopper: Aye; Moyse: Aye; Parrish: Aye; Singer: Aye. The motion passed unanimously, and the Board went into Closed Session. Items discussed:

- A. Thermodata
 - i Delinquency

Knight/Clapper moved to return to open session with the intent/option to take action. The motion passed unanimously. The Board returned to open session with the intent/option to take action.

Future Agenda Items: Future agenda items include: succession planning for open board position, business incubation progress review standards and graduation/exit policies, CDA funding.

Announcements:

- Cannon announced that Tom Harrigan has taken a position with Elm Grove. With approval from the CDA, Cannon will start searching for a replacement.
- Kopper announced Bud Gayhart's retirement and thanked him for all of his wonderful work. Gayhart commented that it was great to see the Tech Park come to fruition.

12. **Future Meeting Dates:** Meeting dates for the remainder of 2016 are June 22nd, July 20th, August 24th, September 28th, October 26th, November 16th, and December 14th.

13. **Adjournment:** Knight/Chenoweth moved to adjourn. The meeting was adjourned at 8:50 am.

Respectfully submitted,
Kristen Burton for Cameron Clapper
Secretary of the Whitewater University Technology Park Board