



Whitewater CDA – MIN

UTES

Monday, November 15, 2010

4:15 PM

CDA Board of Directors & Technology Park Board

1231 Innovation Drive

Whitewater, WI 53190

1. Call to order and roll call

Tom Miller called the meeting to order at 4:15PM.

CDA Present: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Al Stanek,

CDA Absent: Patrick Singer, Jim Stewart

Tech Park Board Present: Bud Gayhart, Jeff Knight, Chancellor Telfer, Kevin Brunner

Others Present: Mary Nimm, Mike Vandenbosh – WCEDA, Denise Ehlen – UW-W, Doug Saubert (@5:05PM)

2. Approval of the Agenda

Jeff Knight motioned to approve the agenda. Allen Seconded.

Ayes: Allen, Knight, Marshall, Miller, Stanek

Absent: Singer, Stewart

The motion to approve the agenda passed on a voice vote.

3. Innovation Center Tour

Neal Day, JP Cullen took both boards on a tour of the facility.

4. Discussion and Possible Action on Whitewater Technology Park

a. Facilities Management/Operations

b. Innovation Center Lease Agreement Review Process

c. Innovation Manager Search

d. Economic Development Administration Update

e. Infrastructure Updates

i. Starin Road Extension – C&G in, 1st lift asphalt shall be in this week, road open in spring

ii. Tech Park Infrastructure – same as above

Brunner – we need to work on two Memorandums of Understanding (MOU). First MOU shall be between the CDA & Technology Park Board (TPB) for management of the building and management of the Tech Park. Items to include are:

Marketing – Innovation Center and Tech Park – who is responsible for marketing; Lease Rates; Facility usage policy; Tenant Relations; Tech Transfer; Hiring and oversight of Manager; Facility Services – snow plowing, lawn moving, maintenance; IT; Fiber; Budgeting and Finances; Insurance; Building Sinking Fund; Naming rights; and Reporting to CDA. The items listed are not all-inclusive.

The second MOU shall be between the TPB & UW-W as it regards to services provided by UW-W in exchange for space in IC. Two examples include services provided by the University includes ICiT and the Innovation Center Manager.

Telfer – if the Tech Park Board is to run the property, we need to work out an arrangement to run the Tech Park to at a minimum, prevent misunderstandings now and in the future.

Stanek – if we were to prioritize, based on this list, what would be at the top?

Brunner – there has been no marketing, there is also a need facility services and the building has to operate, technology systems in building need to be operating, plus we have to consider long-term maintenance.

Allen – did we give CESA a different lease rate?

Brunner – rates for CESA are lower than other tenant rates, however when you include services provided by CESA they will compare to the other rates. Rates also reflect services provided by UWW and will vary by space,

Allen – is marketing of the Tech Park and Innovation Center built into CDA budget?

Brunner – no, funds are not in the CDA budget to Market the Innovation Center and Tech Park. The TPB will be reporting to CDA

Knight – perhaps there shall be annual reporting

Stanek – can EDA funds be used for marketing? Best interest to spend the grant funds. Signage on HWY 12?

Allen – signage for front of building?

Brunner – hope is to have a draft agreement/MOU by December 15 for the next CDA meeting.

Stanek – electronic Kiosk, connected to UWW?

Knight – would like to have Attorney Simon review agreements in addition to McDonell. Think in terms, if there is a shortfall, where is the risk and who picks that up?

5. Adjourn to closed session at approximately 5:00PM to reconvene approximately 5:30PM per Wisconsin State Statutes 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

a. Economic Development Loan Application for DR Plastics

b. Economic Development Loan Extension Request, 226 Whitewater Street, Whitewater, WI

Tom Miller motioned to adjourn to closed session at 5:07PM. Miller invited Attorney Simon and Mike Vandenbosh to participate in agenda item 5.a.

CDA Present: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Al Stanek,

CDA Absent: Patrick Singer, Jim Stewart

Others Present: Mary Nimm, Mike Vandenbosh – WCEDA (until 5:30PM), Attorney Simon (until 5:30PM)

6. Reconvene and Roll Call

Tom Miller motioned to reconvene at 5:43PM.

Present: Allen, Knight, Marshall, Miller, Stanek

Absent: Singer, Stewart

Others present: Nimm, Brunner, Saubert

7. HEARING OF CITIZEN COMMENTS. *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*

8. Approval of the October 25, 2010 Minutes

Al Stanek motioned to approve the October 25, 2010 Minutes. Allen seconded.

Ayes: Allen, Knight, Marshall, Miller, Stanek

Nays: None

Absent: Singer, Stewart

The motion to approve the minutes passed on a voice vote.

9. August, September and October 2010 Financials

Jim Allen motioned to approve the August, September and October 2010 financials. Marshall seconded.

Ayes: Allen, Knight, Marshall, Miller, Stanek

Nays: None

Absent: Singer, Stewart

The motion to approve the financials passed on a voice vote.

10. Discussion and Possible Action on Economic Development Loan Manual Updates

Nimm noted that in an attempt to simplify the process in the Loan Manual and to correct some process errors, she has suggested language changes highlighted and/or crossed-through in the manual. Nimm noted that she has discussed the changes with the Department of Commerce and they believe the changes follow Commerce guidelines. Nimm asked the board to consider approving moving forward with making changes and correcting the manual noting that all changes will be reviewed by Attorney Simon and approved by the Department of Commerce.

Al Stanek motioned to have Nimm proceed with making the changes and corrections to the Economic Development Loan Manual with review of changes by Simon and approval of changes by the Wisconsin Department of Commerce. Marshall seconded.

Ayes: Allen, Knight, Marshall, Miller, Stanek

Nays: None

Absent: Singer, Stewart

The motion to approve moving forward with changes to the manual passed on a roll-call vote.

11. Update/Report from Housing Subcommittee

Knight – noted that to date, there has been two meetings with approximately 9 persons on the committee. The committee is making progress and a recommendation will be made. The next meeting is scheduled for December 1. The committee is looking at approximately 11 properties, each with different degrees of need.

Miller – noted that the committee is working to prioritize need.

12. Discussion and Possible Action on Economic Development Loan for DR Plastics

No Action taken.

13. Discussion and Possible Action on Economic Development Loan Extension Request, 226 Whitewater Street, Whitewater, WI

Knight motioned to authorize Nimm to enter into discussions related to the request for an extension of the loan terms and to request a report from the client and to then bring a recommendation to the CDA at the December meeting so that the committee has a better understanding of need prior to taking action. Marshall seconded.

Ayes: Allen, Knight, Marshall, Miller, Stanek

Nays: None

Absent: Singer, Stewart

The motion to enter into discussions with the client passed on a voice vote.

14. Future Agenda Items

Revised ED Loan Manual

Marketing Plan Update

Loan Reviews – DR Plastics, 226 Whitewater Street

MOU's – CDA and TPB, UW-W and TPB

15. Adjourn

Jim Allen motioned to adjourn at 6:05PM. Stanek seconded.

Respectfully Submitted,

Mary S Nimm, CDA Coordinator