

Whitewater University Technology Park Board  
Lakefront Conference Room, City Municipal Building  
312 W Whitewater Street  
Minutes for January 19, 2010

1. **Call to Order.**

The meeting was called to order at 3:00 PM by President Telfer. Members present: John Chenoweth, Jim Stewart (appeared at 3:15 PM), Kevin Brunner, Richard Telfer, Ronald Gayhart. Absent: Jeff Knight, Peter Zaballos. Others present: Scott Lewellin (J.P. Cullen & Sons), Wallace McDonell (City Attorney), Denise Ehlen, Cliff Goodhart and Jackie Posselt (Eppstein Uhen), Scott Easton (Affiliated Engineers), Mary Nimm and Mike Van Den Bosch (WCEDA).

2. **Approval of Minutes.**

No minutes available for approval.

3. **CESA Lease.**

Telfer announced that the CESA2 Board has signed a 10 year lease to become an anchor tenant in the Innovation Center building. This lease will need to be approved by the CDA at its next meeting. The lease will need approval from the Economic Development Administration and must align with EDA grant objectives. It was noted that CESA is still looking at an additional 800 to 1000 square feet for its library and that this would be an addendum to the initial lease.

It was moved by Gayhart and seconded by Brunner to approve the lease subject to review by all members of the board electronically (if there are no objections). Ayes: Chenoweth, Stewart, Brunner, Telfer, Gayhart. Noes: None.

4. **501(c)(3) Status Update.**

There was considerable discussion between the Board and City Attorney Wally McDonell regarding which body should provide the financial oversight for the Technical Park and Innovation Center.

It was moved by Brunner and seconded by Gayhart that a Memorandum of Understanding be drafted between the CDA and the Technology Park Board that the CDA would be responsible for the financial management of both the Technology Park and the Innovation Center. On the motion, Brunner indicated he would draft a Memorandum of Understanding between the CDA and the Technology Park Board to clarify this financial arrangement. Ayes: Chenoweth, Stewart, Brunner, Telfer, Gayhart. Noes: None.

City Attorney McDonell was then directed by the Board to pursue 501(c)(3) non-profit status for the Technology Park Board as discussed.

5. **Rates for Leases in Innovation Center.**

This item was deferred until the next meeting of the Board. Brunner indicated that JEDDI (Jefferson Eastern Dane Distance Learning) was interested in leasing between 800 and 1000 square feet and that JEDDI Executive Director, Dr. Leslie Steinhaus, has asked for a proposal for such lease. This item was deferred until the next meeting of the Board.

6. **Volunteer and City/CDA Time and Effort Certifications and Reporting.**

Telfer requested that all members of the Board as well as City and University staff who are working on the three Technology Park projects (Innovation Center, Technology Park infrastructure, and Starin Road extension) keep track of their time on the forms that have been developed by Denise Ehlen.

**Technology for Innovation Center**

Elena Pokot and Nick Ciesinski briefly reviewed the IT Support Proposal from the UW-Whitewater Instructional Communication Information and Technology (ICIT) group. In this role UW-Whitewater is anticipated to take full responsibility for data, voice, video and other technology introduction, deployment and support in the Technical Park facility. Further discussion was to take place between Telfer, Brunner, Chenoweth and the ICIT team staff after the conclusion of the Board meeting. A report on this item will be made at a future meeting of the Board.

**7. Design Update.**

Goodhart reviewed the following items with the Board.

- a. Exterior landscaping and parking/traffic areas.
- b. CESA2 space. CESA will be receiving customized improvements. NOTE: Board wants to insure that CESA2 will be financially responsible for all build-outs and will be paying for all Epstein Uhen space customization expenses.
- c. Confirmed and approved all floor and ceiling finishes with Jackie Posselt of Epstein Uhen.
- d. Scott Easton from Affiliated Engineers reviewed the geo-exchange feasibility study. In summary, the geo-exchange system will be approximately \$200,000 more over the base VAV system (which includes potential Focus on Energy grants). However, based on life-cycle costing the geo-exchange system is the least expensive option. He indicated that Affiliated needs to refine the costs a bit further, but at this time, Affiliated is inclined to recommend geo-exchange. It was moved by Gayhart and seconded by Telfer to reaffirm the Board's position to its commitment to a geo-exchange system for the Innovation Center Building. Ayes: Chenoweth, Stewart, Brunner, Telfer, Gayhart. Noes: None.

NOTE: The Board also requested projected utility costs for the Innovation Center that can be incorporated into the sources and use document.

**8. Sub-Committee for Technology Park Signage.**

A Board committee composed of Gayhart and Brunner was established to review the signage for the Technology Park. Mary Nimm has secured proposals from interested firms and will also work on the signage program. Goodhart indicated that he had an interest in meeting with the committee on the signage program.

**10. Adjournment.**

It was then moved by Gayhart and seconded by Chenoweth to adjourn. Ayes: Chenoweth, Stewart, Brunner, Telfer, Gayhart. Noes: None. Meeting was adjourned at 5:05 p.m.

Respectfully Submitted,

Kevin Brunner, Secretary