

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Minutes for February 9, 2011

**1. Call to Order.**

The meeting was called to order at 8:00 am by President Telfer. Members present: Jeff Knight, Kevin Brunner, Jim Stewart, John Chenoweth, and Richard Telfer. Absent: Peter Zaballos, Ronald Gayhart. Others present: Mike Vanden Bosch, Denise Ehlen, Neil Day (J.P. Cullen), Gary Albrecht (CESA2), Gary Lengyel and, Cliff Goodhart and Steve Holzhauer (Eppstein Uhen Architects).

**2. Approval of Minutes from January 12, 2011 Meeting.**

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

**3. Introduction of Interim Innovation Manager Gary Lengyel.**

Interim Innovation Manager Gary Lengyel was introduced to the Board. Lengyel indicated that he was very happy to be on board to work as the Innovation Manager and that his first priority was to work with finishing various aspects of the building construction as well as the planned technology for the facility.

**4. Update on Tenants.**

Brunner indicated that Superior Analytical Instruments has decided to not lease space in the Innovation Center. He indicated that he is still working with Blackthorne on a suite in the building.

Goodhart indicated that he has been working with Denise Ehlen and Bruce Eshelman to develop plans for the build-out of the 2,500 square foot unfinished space on the first floor of the Innovation Center. Goodhart indicated that current plans call for four equal size wet labs with two units fully equipped, with fume heads and exhaust systems with the remaining two units being partially equipped. The estimate for the build-out of the shell is approximately \$90,000 with an additional \$343,000 for the wet lab build-out. Eppstein Uhen has developed general specifications for the space and is ready and willing to work with the Board and the University on going further with the design.

In response to a question regarding where the Innovation Center construction costs currently stand, Brunner indicated that the total cost of the project is now estimated right at \$5,000,000 which is \$400,000 less than the estimate. The net construction cost of \$5,100,000 and a CM construction management fee of \$89,250 less the CESA build-out costs which have been reimbursed of approximately \$87,000 and the Photo-Voltaic grants of approximately \$102,000. After considerable discussion by the Board, Day of J. P. Cullen was asked to prepare a change order on the build-out of the shell per the original specifications. In addition, the Board encouraged Telfer to pursue possible build-out funding for the wet labs through the EDA grant, if possible as well as through the University.

**5. Review MOU with City and CDA.**

Brunner indicated that the CDA has reviewed the Memorandum of Understanding between the City, CDA and University Technology Park Board and has recommended to the Common Council a number of substantive changes as follows.

The CDA would like this to only be a one-year agreement with the understanding that there would be more detail in a subsequent agreement regarding the financing of the Innovation Center and its future operations. Specifically, the CDA would like:

- 1) The \$750,000 funding that the CDA has put into the project to be addressed.
- 2) That there be financial performance standards for the Tech Park Board to achieve.
- 3) That the EDA, where necessary, approve this Memorandum of Understanding as well as any subsequent agreements.
- 4) That there be clear language regarding disengagement of the parties should that need to occur in the future.

Telfer indicated that there will need to be future discussions regarding these items, however, a one-year agreement would give us the time to begin operations and work conscientiously towards a longer term agreement in the near future.

After discussion, it was moved by Chenoweth, seconded by Stewart to approve the one-year agreement as recommended by the CDA to the Common Council. Ayes: Knight, Brunner, Stewart, Chenoweth, Telfer. Noes: None.

**6. Review MOU with UW-Whitewater**

Telfer indicated that this was in draft form and that once the MOU between the City, the University and the CDA would be executed that this subsequent MOU would be finalized.

**7. Review Innovation Center AV Equipment Needs.**

Brunner and Lengyel indicated that decisions will need to be made soon on audio-visual needs for the main conference room in the Innovation Center. A proposal from Tierney Systems was received with the cost of approximately \$127,000. Both Brunner and Lengyel indicated that there was a lot of extra equipment proposed that is not necessary and that an operating budget for this equipment of \$100,000 is reasonable.

After discussion it was moved by Chenoweth, seconded by Stewart to approve a budget of \$100,000 for Innovation Center audio-visual equipment with the understanding that the EDA would be approached regarding possible funding of a portion of this cost. Approved.

**8. Review Innovation Center HVAC Maintenance Options.**

Brunner presented a proposal from North American Mechanical, Inc. for HVAC equipment preventive maintenance at the Innovation Center. After discussion it was moved by Chenoweth, seconded by Stewart to approve a one-year agreement with NAMI in an amount not to exceed \$4,200 per year. Approved.

**9. EDA Funding Status.**

Brunner indicated that the City and CDA were still working on receiving the first reimbursement from the EDA for costs incurred for all three of the EDA funded projects. He anticipates that the first reimbursement will occur soon. Telfer asked when it might be appropriate to discuss with the EDA the additional wet lab build-out and other equipment needs of the facility with EDA officials. Brunner indicated that would need to occur in the next several weeks but wanted to wait until the initial reimbursement of funds was received from the EDA.

**10. Tenancy and Entrepreneurship Committee Updates.**

Chenoweth gave a report to the Board on a few key Innovation Center/Technology Park initiatives from the Tenancy and Entrepreneurship Committee which is composed of Chenoweth, Zaballos and Ehlen. The committee now meets weekly and is developing a committee scope. Chenoweth has taken the lead in developing a LAUNCHPAD program to connect with the business plan competition at the University in order to identify a cadre of student entrepreneurs to incubate in UWW associate space at the Innovation Center. LAUNCHPAD participants would likely assume tenancy in late April/early May. Zaballos is taking the lead in developing a seminar series to serve as a complement to the incubation program and Ehlen is taking the lead in developing incubation services identified as well as gaps in service..

Ehlen indicated that she is working with Lengyel to identify art work for common spaces and UWW spaces at the Innovation Center. Lengyel is also developing a facilities manual including key management policy and log, tenant orientation and other items based upon NBIA best practices templates. Ehlen, Gayhart and Lengyel are working with Sameer Prasad's management class to develop an Innovation Center facilities operations plan. Technology Park development recommendations and accelerator facility design recommendations.

**11. Schedule Dedication/Open House.**

This was not scheduled at this meeting.

**12. Next Meeting.**

Because of the pressing need to make some final decisions on the UW-Whitewater wet lab build-out the next meeting of the Board was scheduled for Wednesday, February 23<sup>rd</sup> at 8:00 am.

**13. Adjournment.**

It was then moved by Knight, seconded by Brunner, to adjourn. Meeting adjourned at 9:35 am.

Respectfully Submitted,

Kevin Brunner, Secretary