

Whitewater University Technology Park Board
Whitewater Innovation Center
1221 Innovation Drive
Minutes for March 16, 2011

1. Call to Order.

The meeting was called to order at 8:00 am by President Telfer. Members present: Kevin Brunner, Jim Stewart, John Chenoweth, Peter Zaballos and Richard Telfer. Absent: Jeff Knight, Ronald Gayhart. Others present: Denise Ehlen, Gary Albrecht (CESA2), Gary Lengyel and Mary Nimm.

2. Discuss Science Lab Build out Process.

Brunner reported that he had received a proposal from Eppstein Uhen to complete the programming, construction documents and construction observation for four new research laboratories to be built within the existing unfinished space in the Innovation Center. He distributed a project scope document. The total cost of the services would be \$32,000 with \$8,000 for the shell build out and \$24,000 for the actual lab build out.

Nimm reported that the EDA is willing to consider funding for the shell and lab build out but has requested that this has been included as an enhancement under the existing grant. Brunner indicated that he would be sending a letter to the EDA this week requesting this pending Board approval.

Brunner also noted that the EDA has required that J. P. Cullen not be retained as the general contractor for this build out nor can they provide construction management services. The approach on the lab build out would be to have the other four prime contractors on the Innovation Center; DeGarmo Plumbing, North American Mechanical (HVAC), Ewald Electric and Freedom Fire Protection provide the shell and lab build out services as a change order on their existing Innovation Center contracts while the general contract would be competitively bid out.

Brunner also indicated that there needs to be a request to the EDA to extend the time for project completion. He indicated that the current completion date for all projects is June 11, 2011 and that a three month extension will be requested. After discussion it was moved by Chenoweth, seconded by Stewart, to approve an agreement with Eppstein Uhen Architects for the wet lab build out process with EUA to complete programming, construction documents and construction observation for this project at a cost not to exceed \$32,000. Approved. Please note that the University will be responsible for \$24,000 of the wet lab build out and that the remaining \$8,000 will be borne by the Tech Park Board/Innovation Center in order to be consistent with past practice with other tenants.

3. Discuss MOU-Tech Park Board and UW-Whitewater.

Telfer indicated that a draft of this MOU is currently being done by City Attorney McDonell. The University will be committing to leasing two of the wet labs to be constructed as well as two 550 square foot suites and one 900 square foot suite. In concept, this space would be leased in exchange for the University providing half of the Innovation Manager's salary and benefits, Innovation Center IT equipment and services through ICIT (including Innovation Center networking, VOIP and video conferencing).

John Chenoweth and Denise Ehlen agree to meet with ICIT to get a proposal to bring cabling and data services to each conference room and the director's office in each suite. This work would be charged to the construction budget. It was moved by Stewart and seconded by Zaballos to approve cabling

and data services to be paid for in the construction budget. Approved.

Telfer indicated that the final draft MOU between the Tech Park Board and UW-Whitewater will be scheduled for review and approval by the Tech Park Board at its next meeting.

4. **Convene to closed session at approximately 8:40 a.m. 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.** It was then moved by Chenoweth and seconded by Stewart to convene to closed session. Item to be discussed: Proposed lease with Blackthorne Capital Management LLC. Ayes: Telfer, Stewart, Zaballos, Brunner, Chenoweth. Noes: None.

It was then moved by Zaballos, seconded by Stewart to reconvene to open session. Ayes: Telfer, Stewart, Zaballos, Brunner, Chenoweth. Noes: None. The meeting reconvened in open session at 9:07 am.

It was moved by Zaballos and seconded by Stewart to approve the three year lease with Blackthorne Capital Management LLC for Suite 225 in the Whitewater Innovation Center. Approved.

Zaballos requested that an opinion be obtained from the City Attorney regarding what information on tenant leases could be shared among Board members electronically.

There was a general discussion regarding how to better define the process for lease tenant negotiations in the future. It was then moved by Telfer and seconded by Stewart to assign Kevin Brunner as the board member responsible for all lease discussions with prospective tenants with Gary Lengyel to also participate.

Brunner was requested to contact UW-Whitewater Marketing Media Services Director Sara Kuhl to develop a press release to announce Blackthorne as the newest tenant at the Innovation Center.

Zaballos announced that he and the Tenant and Entrepreneurship Committee are working on a speaker series to be held at the Innovation Center. Gary Gigot, Chief Marketing Officer at Optimum Energy in Seattle, is scheduled to be in Whitewater to make the first presentation in this speaker's series on April 10th or 11th.

A committee composed of Mary Nimm, Gary Lengyel, Sara Kuhl and Denise Ehlen was formed to work on the grand opening events for the Innovation Center to be held on May 4th and 5th.

5. **Next Meeting.**

It was determined that the next meeting will be held on April 13th at 8:00 am.

6. **Adjournment.**

It was then moved by Brunner, seconded by Stewart, to adjourn. Meeting adjourned at 9:23 am.

Respectfully Submitted,

Kevin Brunner, Secretary