

MINUTES

Milwaukee County Research Park Corporation

Board of Directors Meeting

The MCRPC Board of Directors meeting was held on Tuesday, December 6, 1994 at the Milwaukee County Research Park Corporation, 10437 Innovation Drive, Suite 114, Wauwatosa, WI 53226.

PRESENT: Chairman David Zepecki, James Elliot, Daniel F. McKeithan, Jr., Dr. John Petersen, Mayor Maricolette Walsh, William Drew, Fr. Albert J. DiUlio, Randy Crump, William Fox, Joseph Phalen

EXCUSED: George Keulks

STAFF

PRESENT: Gerald Schwerm, Kathleen Goldammer, Patricia Domier, Ann Smith

GUEST

PRESENT: John Fox, Eppstein, Keller & Uhen
Greg High, Milwaukee County
Tim Casey, Milwaukee County Ec. Development
Ernie Vogel

Chairman Zepecki called the meeting to order at 1:30 p.m.

I. Roll Call

Before the items listed on the agenda were addressed, Chairman Zepecki set the 1995 Board of Directors meeting schedule as follows:

January 17, 1995	1:30 p.m.	March 28, 1995	1:30 p.m.
May 16, 1995	1:30 p.m.	July 18, 1995	1:30 p.m.
September 19, 1995	1:30 p.m.	November 21, 1995	1:30 p.m.

II. (See December 6, 1994 memo attached) Kathleen Goldammer stated that the Research Park had been accepted as a Foreign Trade Zone. Chairman Zepecki asked if this will help any of the TIC tenants. Kathleen stated that it could possibly help Medical Advances. Kathleen stated that the TIC has just signed a lease with another tenant effective January 1, 1995, for a total of eighteen companies occupying a total of 29,300 sq. ft. She also stated that between the time of its opening in March of 1993 and November of 1994, the TIC has collected almost \$170,000 in rent payments, with approximately \$115,000 going to Milwaukee County and approximately \$55,000 retained by the Research Park. An additional \$13,000 was collected for parking, conference room, copier and facsimile charges.

Kathleen stated that the Research Park has submitted a CBED grant application for the creation of a \$50,000 tenant revolving loan fund for the TIC tenants. We should be notified by the state by the end of December if we are awarded the grant. She stated that in January of 1994 the Research Park was awarded a grant for \$100,000 from the State of Wisconsin's Department of Development. The money was used to rehabilitate a portion of the third floor into flexible office/wet laboratory space. Construction was completed at the end of November and an open house is planned for late January/early February.

Kathleen stated that the Research Park's second newsletter is almost completed and will be sent out in January. A new brochure for the TIC is also planned for early 1995.

Kathleen reported that Medical Advances, Inc. (TIC anchor tenant) was awarded a \$49,769 SBIR Phase I grant from the Department of Human Services for medical technology/diabetes research.

III Design Standards

John Fox from Eppstein, Keller & Uhen briefly described the draft Protective Covenants for the Research Park (see copy attached). John stated that this would help in evaluating PrimeCare's plans. It was stated that this document would be reviewed by the Research Park's attorney upon completion by ECU. Included in the draft were signage guidelines. It was recommended that the sign for PrimeCare be moved back into the setback. As it is currently proposed it is right at the edge of the parking lot.

The PrimeCare sign is 15 x 18 feet and is not too large. The original entrance to the park off Mayfair Road was much narrower than what is currently proposed. The Proposed entrance will have berming which will also help to screen parking. The look of the entrance to the north is different from the look of the entrance on the south due to the drop in the grade on the north side of the entrance. The original entrance proposed towers. This will be too costly. PrimeCare's sign is not in compliance and John Fox will meet with Zimmerman Design to discuss this issue. John stated that PrimeCare's sign is stainless steel with magenta colored lettering. The color will be allowed with the approval of the PARC. John stated that signs will be smaller and be more restrictive as you travel into the Park.

James Elliott asked if the bus route on Mayfair Road would have a separate lane. John Fox suggested that the bus be allowed to at least come in the Park and unload. John Fox stated that there is a provision for a slow down lane. Ernie Vogel stated that a deceleration lane was provided, however there was no provision for an acceleration lane.

IV. PrimeCare Status

The excavation has been completed and they are currently working on the footings. Dr. Petersen asked if all the utilities would be underground, Gerald Schwerm stated yes. Ernie Vogel had requested a status report from National Survey & Engineering on the Milwaukee County Research Park Phase One (see National Survey letter dated December 5, 1994).

V. PrimeCare Proceeds

Gerald Schwerm stated that when the utility work is completed the \$250,000, which was set aside as a guarantee for completion of Phase I infrastructure, would be returned to the County for further investment. He also stated that the \$25,000 paid by PrimeCare has been set aside for the Research Park Development Fund.

VI. Year End Financial Projections

Gerald Schwerm stated that we may have \$353,560.45 carried over for future projects. Some of the unspent money was for marketing (see handout "1994 Year-End Financial Projection"). Gerald Schwerm stated that there may be a \$25,000-50,000 short fall in the 1994 budget fund for day-to-day activities. We may need to use some of the carry-over to fund the 1995 budget. Gerald stated that the money spent is figured into these figures.

VII. County DPW Invoice

The August 24, 1994 outstanding Milwaukee County DPW invoice was discussed (see copy attached). Dave Zepecki asked Ernie Vogel if he had reviewed the invoice and if he felt it was reasonable. Ernie stated he had reviewed it and that the work had been completed as invoiced. Daniel McKeithan asked why it has taken so long to pay this invoice. Gerald Schwerm stated that there was some question as to the work that was done (see Greg High memo dated August 24, 1994, copy attached). Gerald Schwerm stated that there was some question as to who ordered the work to be done.

Kathleen Goldammer stated that the TIC electrical system is in need of an upgrade, however, the County states they may not have the funding to do their portion of the required work. Kathleen asked if the County could use the money from this invoice to do the required electrical upgrade to the TIC. Gerald Schwerm stated that this wouldn't be possible as the County has a hole to fill with this invoice amount. Kathleen stated that just prior to today's meeting she received a call from Bill Hatcher stating that the County will do their portion and that we had the go ahead with the upgrade. Randy Crump asked if we will have to pay for all the work and get reimbursement from the County. Kathleen Goldammer stated no.

William Drew stated that the Master Lease needs to be worked on. The TIC has grown far beyond what anyone ever thought it would. Kathleen Goldammer stated that the situation with the Master Lease is affecting leasing arrangements with future tenants. William Drew stated that the TIC should have its own budget and run as its own enterprise. Currently DPW puts money into its budget.

VIII. Future Planning Initiatives

See attached reviewed map. It was stated that we should talk to Children's Court in an effort to re-configure the 1.2 acres. Gerald Schwerm stated that a study was done to help reduce contaminates. It was further stated that another pond will be needed.

Greg High stated that a DNR grant funds up to 70%. National Survey was made aware that additional work needs to be done on the Northwest portion however the issue was dropped. Greg High stated that about two years ago the County received a grant to do a county wide grounds study. The conceptual design doesn't say where it is needed, just that it is needed. Conceptual size can be broken down into smaller sizes. Chairman Zepecki asked if we needed more ponds, not just increase the amount to three. Greg High stated no, we need another pond. Chairman Zepecki stated if we have National Survey do the work we will have to pay. If we piggy-back it we can include it in the existing grant. Chairman Zepecki asked if we will have something by the January 17th board meeting. Gerald Schwerm stated yes we would have something to talk about. He further stated that the grant expires June 30, 1995.

Gerald Schwerm stated that PrimeCare's share would be on a percentage basis for common area maintenance. If we have to deal with this again some will have to pay more than others. Children's Court and Wauwatosa could pay some of this share. William Drew stated that the ponds will reduce the green space. Daniel McKeithan stated that if we put a pond in the wrong place we will never be able to move it. Mayor Walsh stated that if we sell off more common area we lose control, the original plan had public areas. William Drew stated that there may be ways of creating property for sale. Dr. Petersen asked what it will cost to maintain the ponds, weeds, algae, geese, etc. Gerald Schwerm stated that National Survey plans to hold meetings on how these plans will be handled, we haven't gotten that far along. The ponds closest to Wisconsin Avenue will need to be dredged out from time-to-time (every 3-5 years). William Drew asked if the dredged material is hazardous waste. Gerald Schwerm stated it could be.

Infrastructure II Development Plan has been reviewed by Will Shroyer and Andy Hunsick (see November 30, 1994 memo from Gerald Schwerm attached). Gerald Schwerm stated that this plan permits Phase I and II to happen. Phase I goes a little past PrimeCare. Phase II would take us to the Town Square. This will be handled as a County project with TIF reimbursement.

Gerald Schwerm stated that a Marketing Committee needed to be appointed.

Fill was hauled out at \$2.00/yd. Ernie Vogel stated that he talked to the Parks Dept., County and Wauwatosa trying to find a home for the topsoil.

Gerald Schwerm asked when do you provide for carryover money. William Drew stated that he should put together a plan to use as much of this as possible.

Tim Casey asked what was the Phase II schedule. Gerald Schwerm stated that we are moving ahead with the roadway and utilities and plan to go into construction by early summer. Completion could be by the end of 1996.

Chairman Zepecki asked for a motion approving the following issues:

- grading plan
- retention ponds
- infrastructure engineering
- County DPW invoice
- site grading
- election of marketing committee members

William Drew moved to approve and William Fox seconded, motion carried unanimously.

Chairman Zepecki asked for a status report on these projects at the next meeting. Gerald Schwerm will report on these projects.

Gerald Schwerm stated that we need to get a handle on the logo and get it developed. He further stated that a Research Park brochure would be developed at an estimated cost of \$25,000. William Drew asked if we can have a proposed logo by the January board meeting. Gerald Schwerm stated probably. William Drew stated that the final design could be approved at the next meeting. A motion was made to choose a consulting firm for a brochure and new logo. William Drew moved to approve the motion and William Fox seconded, motion carried unanimously.

Tim Casey stated that we are not looking to change the name.

David R. Zepecki, Chairman

Patricia Domier
Administrative Assistant