



WISCONSIN MARITIME CENTER OF EXCELLENCE

OVERSIGHT COMMITTEE MEETING

WEDNESDAY, 25 JULY 2018, 10:00 AM

WMCOE, 1320 MAIN STREET, MARINETTE, WI

AGENDA

- 1) Call to Order
- 2) Approve/amend Agenda and any addendums
- 3) Approve minutes from 06-15-2018 Oversight Committee Meeting
- 4) Discuss/consider: WI Maritime Center of Excellence Project, action if any
- 5) Discuss/consider: Incubator, action, if any
 - a) Approve June 2018 Financial Reports
 - b) Approve Facility Walk-Through Report
 - c) West Venture's Lease arrangements
 - d) Discuss use of facility by potential long-term tenants and incubator function
 - e) Plumbing
 - f) HVAC
 - g) Electrical
 - h) Vending Machines
- 6) Discuss/Consider: Facility Coordinator's Report; action if any
- 7) Comments from committee members/audience
- 8) Future agenda items
- 9) Schedule next meeting date and location
- 10) Adjournment

NOTE: Agenda items may not be considered and acted upon in the order listed.

Receiving agenda:

Dan Peterson

Mike Kunesh

Posting

Robert Pontius

Mike Mead

Dale Lange

Teresa O'Brien

Tim Phillips



MARINETTE COUNTY ASSOCIATION FOR BUSINESS & INDUSTRY, INC.

WISCONSIN MARITIME CENTER OF EXCELLENCE

OVERSIGHT COMMITTEE MEETING

FRIDAY, 15 JUNE 2018, 3:00 PM

WMCOE, 1320 MAIN STREET, MARINETTE, WI

MINUTES

1. The meeting was called to order by Chair Dan Peterson at 3:00 p.m. Members present included Chair Peterson, Mike Mead and Mike Kunesh. Also, present were MCABI Executive Director Robert Pontius and Teresa O'Brien. Excused were Tim Phillips and Dale Lange.
2. Motion (Mead/Kunesh) to approve the agenda. Carried with voice vote.
3. Motion (Mead/Kunesh) to approve the minutes from 05-04-2018 Oversight Committee Meeting. Carried with voice vote.
4. WI Maritime Center of Excellence Project
 - a. No invoices submitted for approval.
5. Discuss/consider: Incubator, action, if any
 - a. Motion (Mead/Kunesh) to approve May 2018 financial reports. Carried with voice vote.
 - b. Motion (Mead/Kunesh) to approve Facility Walk-Through Report as presented by Dale Lange. Carried with voice vote.
 - c. Discuss/consider: future industrial tenant, no action needed.
 - d. Motion (Mead/Kunesh) to give authority to WMCOE staff to negotiate provision of water to industrial bay 222 up to \$6,612 depending on outcome of negotiations with tenant. Carried with voice vote.
6. Discuss/consider: Facility Coordinator's Report, action, if any
 - a. Motion (Mead/Kunesh) to purchase multi-tenant mailbox up to \$500. Carried with voice vote.
 - b. Motion (Mead/Kunesh) to approve getting quotes for an ADA door opener and VOIP migration for fire system panel. Carried with voice vote.
 - c. Discussed Bellin Clinic's Punch List.
 - d. Discussed Warranty list: Leak in bay 222 is fixed, men's bathroom door is being fixed offsite and Moyle said the damage to the landscaping appeared to be from snow removal maintenance operations. Discussed MMC will be putting in a concrete slab under the security guard shack and Marinette Marine will pay for it. Discussed updating the monument sign with Bellin, reinforcing the tenant sign and getting quotes for directional signs for Sup. Ship and Bellin.
 - e. Motion (Mead/Kunesh) to approve as standard procedure a requirement for security deposits for office tenants equal to one month's rent and security deposits for industrial bay tenants equal to two month's rent. Carried with voice vote.
 - f. No action taken. WMCOE staff reported on the flexible lease arrangement with tenant Mathew Peterson. Mathew will provide WMCOE with four hours of technical assistance in exchange for \$100 in rent reduction per month.
7. No action taken. Robert announced that State Collections will be expanding operations to Marinette and hosting a job fair along with training at WMCOE for 90 to 120 days starting June 26, 2018. State Collections will potentially be adding 45 -100 jobs to the Marinette area. The starting wage for this

position is \$11/hour with an increase to \$12.50/hour the initial training is complete and regular wage increases after that. In addition, they offer a comprehensive benefits package including health and dental insurance, paid time off, 401(k) and profit sharing, long-term and short-term disability, flexible spending accounts, and tuition reimbursement.

8. Future agenda items -- none
9. Next meeting of the Oversight Committee is scheduled for July 25th, 10:00 a.m. at WMCOE
10. Motion (Mead/Kunesh) to adjourn the meeting at 4:55 p.m. Carried with voice vote.

Respectfully submitted:
Teresa O'Brien