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MARINETTE COUNTY ASSOCIATION FOR BUSINESS & INDUSTRY, INC.

## WISCONSIN MARITIME CENTER OF EXCELLENCE

### OVERSIGHT COMMITTEE MEETING

FRIDAY, 04 MAY 2018, 1:00 PM  
WMCOE, 1320 MAIN STREET, MARINETTE, WI

#### AGENDA

1. Call to Order
2. Approve/amend Agenda and any addendums
3. Approve minutes from 04-06-2018 Oversight Committee Meeting
4. Discuss/consider: WI Maritime Center of Excellence Project, action if any
  - a. Approval of Draw #19 Invoices
  - b. Future addendum
5. Discuss/consider: Incubator, action, if any
  - a. Approve March 2018 Financial Reports
  - b. Approve Facility Walk-Through Report
  - c. Approve Gas Sub-Meter Contractor
  - d. Future addendum
6. Discuss/Consider: Co-Working Options and Rates; action if any
7. Discuss/Consider: Flexible agreement with Co-Working Company; action if any
8. Discuss/Consider: Facility Marketing; action if any
9. Discuss/Consider: Equipment for Makerspace; action if any
10. Discuss/Consider: Facility Coordinator's Report; action if any
11. Comments from committee members/audience
12. Future agenda items
13. Schedule next meeting date and location
14. Adjournment

Receiving agenda:

Dan Peterson	Mike Kunesh	Posting
Mike Mead	Dale Lange	Robert Pontius
Tim Phillips		Mary Paित्रick



MARINETTE COUNTY ASSOCIATION FOR BUSINESS & INDUSTRY, INC.

**WISCONSIN MARITIME CENTER OF EXCELLENCE**

**OVERSIGHT COMMITTEE MEETING**

FRIDAY, 06 APRIL 2018, 2:00 PM  
WMCOE, 1320 MAIN STREET, MARINETTE, WI

**MINUTES**

1. The meeting was called to order by Dale Lange at 2:14 p.m. Present were members Mike Mead, Mike Kunesh, Dale Lange, MCABI Executive Director Robert Pontius, former MCABI Executive Director Ann Hartnell and WMCOE Coordinator Mary Paित्रick. There was a quorum present. Chair Dan Peterson joined the meeting at 2:20 p.m.
2. Motion (Mead/Kunesh) to approve the agenda. Carried with voice vote.
3. Motion (Mead/Kunesh) to approve the minutes from 03-02-2018 Oversight Committee Meeting. Carried with voice vote.
4. WI Maritime Center of Excellence Project
  - a. Motion (Kunesh/Mead) to approve Draw #17 in the amount of \$63,322.27. Carried with voice vote.
5. Incubator
  - a. Motion (Mead/Kunesh) to approve February 2018 financial reports. Carried with voice vote.
  - b. Motion (Mead/Lange) to approve Facility Walk-Through Report as presented by Mary Paित्रick. Carried with voice vote.
  - c. Motion (Kunesh/Lange) to approve Johnston Furnace Service Corp proposal for annual maintenance of the WMCOE HVAC system in the amount of \$2,680 plus sales tax. Carried with voice vote.
  - d. Motion (Mead/Kunesh) to approve the Business Service Agreement template for virtual tenants. Carried by voice vote.
  - e. Motion (Lange/Mead) to approve Office Lease Agreement template and Industrial Lease Agreement template for dedicated office and industrial tenants. Carried with voice vote.
  - f. Motion (Kunesh/Mead) to approve spending up to \$12,000 to update electrical service to Suite 222. Vendor to be determined by WMCOE Coordinator. Carried with voice vote.
  - g. Motion (Mead/Lange) to approve CTB LLC as an industrial tenant in the WMCOE. CTB will lease 500 square feet of space in Suite 222B and will start paying rent when the required electrical service is provided in the leased space. Carried with voice vote.
6. No action taken on Facility Coordinator's Report.
7. Comments – None.
8. Future agenda items – Discuss barriers to community awareness regarding the facility and installation of sub gas meters to industrial spaces 222 and 221.
9. Next meeting of the Oversight Committee is scheduled for April 26<sup>th</sup>, 4:30 p.m. at Newingham's in Wausaukee.
10. Motion (Lange/Mead) to adjourn the meeting at 3:37 p.m. Carried with voice vote.

Respectfully submitted:  
Mary Paित्रick, Coordinator, WMCOE