

**MEETING MINUTES
ECONOMIC DEVELOPMENT CORPORATION
FEBRUARY 15, 2023
CITY OF FARMINGTON HILLS
COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN**

CALLED TO ORDER BY CHAIRMAN T.R. CARR AT 8:00 A.M.

MEMBERS PRESENT: T.R. CARR, MARK BRUCKI, SCOTT ELLIOTT, FRITZ BEIERMEISTER, SUSAN ARLIN, MARK ZACHOS, LEWIS CANTOR, SAM SLAUGHTER, EUNICE JEFFRIES,

ALSO PRESENT: Dr. Ken Massey, Council Liaison, Gary Mekjian, City Manager, Cristia Brockway, Economic Development Director

EXCUSED: Joe Valentine, Assistant City Manager

APPROVAL OF AGENDA

Motion by Lew Cantor, supported by Sam Slaughter to move item 6(a) under 7(b) and to approve the amended agenda.

APPROVAL OF MINUTES

Motion by Scott Elliott, supported by Mark Zachos to approve the minutes of January 18, 2023 as submitted.

Unanimously carried.

CHAIRMAN'S REPORT

None.

REPORT/UPDATES FROM

1. City Management
 - a. None.

2. Economic Development Director
 - a. Cristia Brockway, Economic Development Director, gave an update on the City's efforts to gather information for the Master Plan Update by holding a Business Forum to hear input from business owners throughout the community. There was also a brief discussion regarding Comerica's development off 12 Mile Road.

3. Council Liaison
 - a. None.

BUSINESS

1. Innovation Center
 - a. Chairman, T.R. Carr, quickly recapped that March is going to be a critical time to move into the Innovation space as well as to have someone manage the operations.
 - b. Gary Mekjian, City Manager, gave an update on the lab space that is being focused on. Elements such as electrical, mechanical, and plumbing are being looked at to test their useability and repair/replacement needs. The space being sought after is being cleaned and furnished for the short term so that potential tenants can operate. The Hawk Staff is planned to administer the space until the 501(c)3 can proceed. A governance structure must be arranged to oversee the Innovation Center operations.
 - c. Ken Massey, Council Liaison, discussed the fundamentals in establishing a 501 and the most important elements of the paperwork involved. He and T.R. Carr also discussed the needs for someone to operate the space, long term, that has the knowledge of how an Innovation Center runs. Temporarily, the Innovation Center space will be set up with a license agreement with property taxes and rent space wrapped up into one payment.
 - d. Ken Massey gave an update on Corewell Health's potential interest in being involved with the Innovation Center.
 - e. Eunice Jeffries requested to have the motion from the City Council meeting regarding the earmarked \$1.5 million into the EDC memo.
 - f. Ken Massey, Susan Arlin, and Lew Cantor discussed the approach on how to write the rolls and responsibilities to find an Operational Manager for the Innovation Center space once the License Agreement transitions to a 501(c)3. The three discussed potentially having an interview committee to find the best candidate.
 - g. Gary Mekjian discussed some of the edits that need to be made on the 501 paperwork including the registered agent, address of the Innovation Center, and the board members.
2. Charmaine Kettler-Schmult on the Master Plan Update
 - a. Charmaine Kettler- Smult, Planning and Community Development Director, discussed the Master Plan update and how it touches on many aspects of life within the community such as housing, transportation, municipal services, parks, zoning, and economic development.
 - b. The purpose of the Master Plan is to show the goals and objectives that guides the City and Planning Commission on development decisions.
 - c. Charmaine gave several updates on how the City has involved community engagement as a part of the Master Plan Update to give the City a sense of what our citizens and businesses need for the future. She also stated that this plan will be a foundation for the City to use moving forward and hopefully bring some improvement to the Community.
 - d. Gary Mekjian also stated that some economic development tools with the state and county will come into play as part of the Master Plan and community improvement efforts.

COMMITTEE REPORTS

None.

BOARD MEMBER COMMENTS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was adjourned by Chairman T.R. Carr at 9:20 a.m.

Minutes Drafted by Cristia Brockway, Economic Development Director