



MINUTES

CITY OF NEW ALBANY COMMUNITY IMPROVEMENT CORPORATION

Friday, April 25, 2024

CALL TO ORDER:

Community Improvement Corporation President Philip Smith called to order the Community Improvement Corporation (CIC) meeting of April 25, 2024, at 9:04 a.m. at New Albany Village Hall, 99 West Main Street, New Albany, Ohio. Staff attending were Alex Klosterman, Sara Zeigler, Jackie Russell, Morgan Joeright, Ethan Barnhardt, Jeremy Gray, and Allison Criger.

ROLL CALL:

The following CIC Members answered Roll Call:

Member Colleen Briscoe	P
Member Marlene Brisk	P
Vice-President Todd Brubaker	P
Member Jennifer Chrysler	P
Secretary Ron Davies	P
Treasurer Everett Gallagher	P
Member Matt Shull	P
President Philip Smith	P
City Manager Joe Stefanov	P (arrived at 9:08 a.m.)

Guests: Ben Albrecht, Michael Chrysler

Joeright introduced Gray, the finance department's new financial reporting and projects manager who will assume management of CIC-related finance projects. Chrysler introduced Michael Chrysler who joined the CIC meeting as a part of career shadow day.

ACTION ON MINUTES:

Klosterman explained an amendment to the March 28, 2024, meeting minutes clarifying the city council's role in directing the CIC to adhere to the cumulative budget for the Innovate New Albany (Innovate) buildout.

Smith moved and Shull seconded to adopt the March 28, 2024, meeting minutes, including the discussed amendment. The CIC voted by consensus with two abstentions to adopt the March 28, 2024 meeting minutes.

INNOVATE NEW ALBANY UPDATE:

A. Café Operator Update

Chrysler shared that the city has commenced negotiations with Barry Bagels. Chrysler reminded the CIC that The Daimler Group (Daimler) is only charging the city the cost of common area maintenance (CAM) and therefore the city intends to pass those CAM charges to the selected café operator. Chrysler explained that Barry Bagels was interested in operating every day of the week, which would keep the Innovate space activated on weekends. Brisk asked and Chrysler clarified that café employees would have access to the back-office space during weekend shifts. Chrysler reasoned that this was not a significant security

threat since regular patrons at Innovate would also be able to bring guests during operating hours. Brubaker asked and Chrysler responded that the café would be permitted adequate signage to guide customers amid the Innovate and Brick House Blue branding. Briscoe asked and Chrysler confirmed that Daimler's cleaning staff would be working on weekends and that Brick House Blue also included cleaning as part of their arrangement with the CIC. Brubaker suggested and Brisk agreed that the café license agreement should make the café operator responsible for cleaning the eating space in the main lobby. Smith and Chrysler agreed to update the agreement accordingly.

B. Lower.com Furniture Update

Chrysler reminded the CIC that the city had countered Lower.com's initial offer of \$60,000 to \$30,000 and announced that Lower.com accepted the \$30,000 offer. Chrysler explained that with an overall cost agreed upon, the city could purchase a portion of the furniture at a proportional rate if some was not necessary.

C. Standard Operating Procedures

Chrysler recognized Joeright and the rest of the finance department for identifying standard operating procedures related to the new Innovate space; the CIC did not need to review these but they would likely be presented in a future meeting so that everyone was aware of new processes going forward.

Chrysler mentioned that Albrecht and Klosterman had been incorporating CIC members' suggested changes to the CIC bylaws and would email a draft version to the CIC soon.

D. Schematic Design Update

Chrysler announced that the project is well under budget after Daimler's recent preliminary cost estimates. Chrysler presented a PowerPoint with updated digital renderings of each space. Highlights included colors that align with New Albany branding, mixed signage for Innovate and Brick House Blue, and a balance of built-in and standalone features that break up different areas of the space like privacy screening, plants, and decorative acoustic barriers. Chrysler also pointed out amenities like lockers for valuables stored in open workspaces, screens in every room, and refreshment stations in common areas. Shull asked and Chrysler confirmed that the refreshment stations would have food and beverages provided by Brick House Blue and that the snack food would not rival entrees being prepared in the café.

Chrysler detailed how elements of New Albany branding were planned in the pub, sports simulator, and surrounding coworking spaces. Chrysler explained that these spaces helped blend the large, revenue-generating meeting rooms into the surrounding space. Gallagher asked and Chrysler confirmed that the meeting room furniture would be moveable; Brick House Blue staff would be responsible for turning over event spaces between uses. Smith asked and Chrysler responded that an ideal rental customer would be a virtual company looking for a physical meeting space. Chrysler suggested a renter might cater lunch out of the pub and rent the sports simulator as an activity between meetings. Gallagher asked and Albrecht confirmed that the city did not need a liquor license as long as customers brought their own liquor, which Chrysler clarified could be stored in lockers near the pub.

Smith asked and Chrysler responded that all of the relevant parties are getting along. Chrysler explained that co-branding a space like Innovate means merging two successful marketing programs, which can be difficult, especially given this project's compressed timeline. Briscoe asked and Chrysler responded that an agreement had not been reached on how to advertise Innovate and Brick House Blue on exterior signage. Chrysler explained that two former first-floor residents had exterior signage; since the new Innovate space will take the entire first floor, both signage slots may go to the city. In that case, Chrysler said, both brands might have a sign. Chrysler also mentioned that other Brick House Blue facilities have nicknames like "the station" or "the hub." Brisk suggested and Briscoe and Smith agreed that the new Innovate space could be marketed as "Innovate."

Chrysler recognized Russell's research on future options for Innovate tenant grants or scholarships. Chrysler recounted visiting New Albany United Methodist Church to tour a new 9,000 sq. ft. space that the church wants to make available to the community. Chrysler suggested this could be a space for nonprofit organizations to grow their day-to-day operations closer to the village center while still utilizing the new Innovate space for specific events. Smith asked and Russell confirmed that current Innovate tenants are content in the temporary Innovate space.

BREEZLELINE EQUIPMENT DISCUSSION:

Chrysler reminded the CIC that some of the fiber equipment that the city has purchased over the years is obsolete, fully depreciated, and no longer in use. Chrysler presented a memo from Bethany Staats, Director of Finance, detailing the identification of \$1.3 million of fiber equipment originally purchased from Blue Mile which has now been fully depreciated over 10 years. Chrysler explained that the CIC can authorize the disposal of this equipment. Joeright added that with CIC approval, the fiscal officer could sell any equipment of value on GovDeals and properly dispose of any remaining equipment.

Brisk moved and Briscoe seconded to authorize the fiscal officer to determine and execute the best method of disposal for the depreciated fiber equipment. The CIC approved the motion by consensus.

OTHER BUSINESS:

Smith asked and Chrysler confirmed that a fiber-optic update had previously been delayed to focus on Innovate. Klosterman explained that the Community Development Department had advanced broadband conversations since the city council identified fiber-to-the-home as a point of interest in the 2023 budget prioritization meeting. Klosterman said that after several months of internal research and discussion, the city recently contracted with a local fiber-to-the-home expert to determine the best path forward. Klosterman agreed to prepare a more extensive update for the next CIC meeting.

Gallagher asked and Joeright responded that CIC audit information would be transmitted from the finance department to the CIC soon. Albrecht and Smith agreed to meet to advance the café license agreement discussion prior to the next CIC meeting.

The CIC scheduled the next CIC meeting for Thursday, May 30th at 9:00 am.

ADJOURNMENT

Gallagher moved and Smith seconded to adjourn the meeting. The CIC voted by consensus to adjourn the meeting at 10:05 a.m.


Secretary, CIC Board of Trustees


Date

