



MINUTES

CITY OF NEW ALBANY COMMUNITY IMPROVEMENT CORPORATION

Thursday, August 1, 2024

CALL TO ORDER:

Community Improvement Corporation President Philip Smith called to order the Community Improvement Corporation (CIC) meeting of August 1, 2024, at 9:04 a.m. at New Albany Village Hall, 99 West Main Street, New Albany, Ohio. Staff attending were Sara Zeigler, Morgan Joeright, Alex Klosterman, Jeremy Gray, and Allison Criger.

ROLL CALL:

The following CIC Members answered Roll Call:

Member Colleen Briscoe	P
Member Marlene Brisk	P
Member Jennifer Chrysler	P
Secretary Ron Davies	A
Treasurer Everett Gallagher	A
Member Matt Shull	P
President Philip Smith	P
City Manager Joe Stefanov	P

Guests: Neil Collins

Briscoe moved and Shull seconded to excuse Davies and Gallagher from the meeting. The CIC approved the motion by consensus.

ACTION ON MINUTES:

Stefanov moved and Smith seconded the adoption of the July 11, 2024 meeting minutes. The CIC approved the motion by consensus.

BRICK HOUSE BLUE AT INNOVATE NEW ALBANY CONSTRUCTION BUDGET UPDATE:

a. Motion to approve the IOS furniture contract

Chrysler reminded the CIC that after some value engineering, the construction estimate had come in at \$3.269 million of the \$3.275 million approved by city council. As discussed in the last CIC meeting, the projected expenditure for technology had exceeded expectations because the existing technology in the space was obsolete. Value engineering on furniture had lowered that projected expense, but in total, the projected spending was \$313,000 over expectations. Chrysler reminded the CIC that The Daimler Group had not bid these expenses at prevailing wage or considered the city's sales tax exemption.

Smith stated that the CIC's fiduciary responsibility among all of these considerations was to adhere to the budget allocated by city council; so long as the CIC did not exceed the total budget figure, they are clear to proceed. Chrysler added that the budget for this project comes from the Economic Development fund and can only be used to further economic development within the geographic boundaries of the Business Park. Chrysler clarified that the Economic Development fund comes from the first 30 cents of every dollar of income tax collected from businesses in the Business Park. Smith asked and Chrysler confirmed

that this contract was a professional services contract and therefore, per the Ohio Revised Code, did not need to be put out to bid.

Briscoe moved and Smith seconded to approve the IOS Furniture contract in an amount not to exceed \$430,000. The CIC approved the motion with six yes votes and none opposed.

b. Motion to approve the MediaFLOW, LLC AV equipment contract

Chrysler shared that the contract with MediaFLOW, LLC for AV technology had been finalized and was ready for approval.

Brisk moved and Stefanov seconded to approve the MediaFLOW, LLC AV equipment contract. The CIC approved the motion with six yes votes and none opposed.

Following the motion, Chrysler shared several other future line items that would require future approval, including appliances for the café and pub, indoor and outdoor graphics, and other small miscellaneous expenses related to construction. Chrysler clarified that WSA Studio would manage these expenses. Chrysler added that each individual expense would be less than \$100,000. These expenses would come as purchase orders, except for one contract to include exterior sign installation. Chrysler shared that the graphics and branding would be the most expensive line item at approximately \$77,000. Smith asked and Joeright confirmed that a blanket approval from the CIC would be appropriate. Chrysler estimated these expenses would total \$114,000 of the allocated \$115,000 budget.

Stefanov moved and Smith seconded to approve expenditures for miscellaneous ancillary expenses and items not to exceed \$115,000. The CIC approved the motion with six yes votes and none opposed.

OTHER BUSINESS:

Smith requested a general update on the status of the previously discussed public records request and any communications from the current Innovate New Albany tenants. Chrysler shared that the public records request was fulfilled but for one element which was too broad. As for current tenants, Chrysler explained that several tenants had fallen behind on rent payments in the temporary space in the past month. Russell shared that she had contacted these tenants and resolved payments for all but one virtual tenant with an outstanding balance of \$115 who could not be reached. Brisk pointed out that staff hours were being spent pursuing rent payments and suggested establishing a professional process to remove delinquent tenants. Chrysler agreed to follow up with Brisk to discuss the best way forward. Chrysler suggested a five-day grace period before transmitting notice of license termination. Joeright asked and Russell confirmed that the current tenants have security deposits.

Chrysler shared that city staff sent introductory emails between the current tenants and Brick House Blue and that Brick House Blue hosted an open house. Several current tenants were planning to move to the new space. In one instance, a current tenant with two offices in the old Innovate model had decided to move to the new space with a new arrangement including a private office and leased desk; a cost-effective solution with better amenities. Chrysler added that the city is proud to see other current tenants graduating from the old Innovate New Albany program into their own independent spaces. Shull asked and Chrysler responded that any further negotiations between current nonprofit tenants and the New Albany United Methodist Church were between those respective entities. Shull shared that 514 Church was also interested in launching a nonprofit space.

Chrysler shared that Ben Albrecht, the city's legal counsel, is developing a letter to formally remind all of the current tenants that their license agreements to utilize the temporary space will expire on December 31, 2024. Brisk asked and Chrysler confirmed that all current tenants are already aware of the December deadline to vacate the temporary space. Russell added that this information was originally shared as an

announcement and that Albrecht's letter would serve as formal notice. Shull asked and Chrysler confirmed that any potential new tenants should be directed to Brick House Blue, while any programming questions should be directed to Collins. Chrysler added that Russell is drafting a one-pager to share information about the new space with community members; Russell agreed to transmit this document to the CIC once it is complete. Brisk asked and Chrysler confirmed that if The Daimler Group found a tenant for the current temporary space they could end Innovate New Albany's month-to-month arrangement with 30 days' notice. Brisk suggested and Chrysler agreed that Albrecht's letter should include language formally explaining this arrangement to the current tenants.

Chrysler reminded the CIC that rent received from current tenants in the temporary space is not enough to cover the cost of the space and that every month spent with current tenants in the temporary space is a net financial loss.

a. Broadband Update

Klosterman reported that staff continues to meet biweekly with Doug McCullough, the city's contract CIO. Since the last CIC meeting, McCullough has met with the city's contract legal staff and with the public service department to get a better idea of the city's existing broadband infrastructure. In the coming weeks, McCullough will research existing broadband providers in New Albany.


The next CIC meeting was confirmed for Thursday, September 19, at 9:00 a.m.

ADJOURNMENT

Smith moved and Briscoe seconded to adjourn the meeting. The CIC adjourned the meeting by consensus at 9:49 a.m.



Secretary, CIC Board of Trustees



Date

