



## MINUTES

### CITY OF NEW ALBANY COMMUNITY IMPROVEMENT CORPORATION

Friday, October 4, 2024

---

#### **CALL TO ORDER:**

Community Improvement Corporation President Philip Smith called to order the Community Improvement Corporation (CIC) meeting of October 4, 2024, at 9:00 a.m. at the New Albany Village Hall, 99 West Main Street, New Albany, Ohio. Staff attending were Sara Zeigler, Jackie Russell, Morgan Joeright, Jeremy Gray, Alex Klosterman, and Ben Albrecht.

#### **ROLL CALL:**

The following CIC Members answered Roll Call:

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

Guests: Neil Collins

Brisk moved and Gallagher seconded to excuse Briscoe, Shull, and Stefanov from the meeting. The CIC approved the motion with six yes votes and none opposed.

#### **ACTION ON MINUTES:**

Gallagher moved and Smith seconded to adopt the September 19, 2024 Regular Meeting minutes. The CIC approved the motion with six yes votes and none opposed.

#### **INNOVATE NEW ALBANY WEBSITE CONTRACT:**

Russell shared that Russell, Greenstein, Collins, and chief communications and marketing officer Josh Poland met to discuss the scope of work for the Innovate New Albany (Innovate) website, after which Greenstein identified two additional candidates for the work: freelancer Andy Milligan and local web design company Wesley & Roberts. Milligan declined the opportunity but Wesley & Roberts submitted a proposal. In the meantime, Buckeye Innovation had updated the previously discussed proposal per the CIC's comments in the last meeting. Both firm's proposals were included in the meeting packets.

Russell shared Poland's input: the Wesley Roberts proposal was competitive at \$28,500, but Buckeye Innovation's technical support would be difficult to beat. Russell and Collins recounted instances when Buckeye Innovation outperformed expectations in past contracts and shared that the average response time from Buckeye Innovation for technical issues was approximately 30 minutes. Collins clarified that extra work and free troubleshooting from Buckeye Innovation is worth approximately \$6,000 to \$7,000 per year. Collins added that Innovate's Expert Office Hours program frequently required such troubleshooting the night before morning meetings, and doubted other firms would be able to offer the

same level of support outside of business hours. Collins shared that it had been good to get to know the team at Wesley and Roberts; there may be potential for partnership in the future.

Gallagher moved and Smith seconded to approve the Innovate New Albany website contract with Buckeye Innovation. The CIC approved the motion with six yes votes and none opposed.

**PROPOSED UPDATES TO THE NEW ALBANY COMMUNITY IMPROVEMENT CORPORATION CODE OF REGULATIONS:**

Joeright asked and Smith confirmed that under the new language about expenditure approvals, the CIC executive committee would still approve an expenditure; the delegation of authority to execute contracts does not also grant the authority to approve contracts individually. Chrysler clarified that the protocol under discussion only applies if an expense outside an already approved budget is being contemplated.

Smith moved and Gallagher seconded to approve the proposed updates to the New Albany Community Improvement Corporation Code of Regulations. The CIC approved the motion with six yes votes and none opposed.

Smith moved and Brisk seconded to approve the proposed updates to the New Albany Community Improvement Corporation Articles of Incorporation. The CIC approved the motion with six yes votes and none opposed.

Following the motions, Albrecht agreed to file the updates with the state of Ohio and explained that a small fee payment and signatures from CIC members may be required as part of the submission.

**OTHER BUSINESS:**

Russell reported that renovations in the permanent Innovate space were progressing as planned, although some adjustments had been made, including adding motors to overhead doors and an additional waterline to a refreshment area. Chrysler added that these changes were within the project's contingency costs. Russell shared that offices would be complete by December 19, 2024, the café space would be complete by January 3, 2025, and the large meeting spaces would be complete by February 21, 2025, with event booking available starting on March 1, 2025. Chrysler shared that since some offices are preleased, some tenants may have to move into the space around light construction, which could lead to discussions about rent relief. Chrysler added that The Daimler Group has allowed the CIC to extend its temporary lease of the third floor through March of 2025 so that Innovate programming could continue without construction-related interruptions.


Brisk asked and Chrysler confirmed that Buddy Up For Life plans to lease space in the finished space. Chrysler shared that Buddy Up For Life is contemplating a partnership with Oakland Nursery to facilitate Buddy Up For Life athletes watering plants throughout the finished space. Brick House Blue and Barry Bagels are also working to identify opportunities for Buddy Up For Life athletes. Chrysler shared that Celebrating One, the other nonprofit traditionally housed at Innovate, would be locating elsewhere.

The next CIC meeting was scheduled for November 8, 2024, at 2:00 p.m. at 7775 Walton Pkwy, New Albany, OH 43054.

**ADJOURNMENT:**

Smith moved and Gallagher seconded to adjourn the meeting. The motion was approved and the meeting was adjourned at 9:31 a.m.

  
Secretary, CIC Board of Trustees

  
Date