

**WYOMING COMMUNITY IMPROVEMENT CORPORATION**  
**REGULAR MEETING**  
**January 16, 2025**

**MINUTES**

The Wyoming Community Improvement Corporation (CIC) met on Thursday, January 16, 2025, at 8:00 a.m. in the City Building Conference Room. The meeting was called to order at 8:01 a.m. by Barry Porter, Chair. Roll call was taken, and attendance was as follows:

**TRUSTEES**

Barry Porter  
Jon Boss  
Kent Finley  
Melissa Monich  
Jennifer Smith  
Jodi Woffington  
Chris Harmon – via phone

**STAFF**

Emily Supinger, City Solicitor  
Rusty Herzog, City Manager  
Megan Statt Blake, Community Development Director  
Jeremiah Caudill, Finance Director  
Tana Bere, Community Development Specialist

**OTHERS**

Joe Mumper, West Side Brewing

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**APPROVAL OF PRIOR MEETING MINUTES**

Mr. Boss moved to approve the minutes of the November 15, 2024 meeting. Mayor Monich seconded the motion.

**Outcome:** Motion approved unanimously by voice vote.

**REPORTS OF OFFICERS**

The November and December 2024 financial statements were reviewed. Key updates included:

- **Rent Expense Discussion:** Ms. Smith inquired about a \$2,150 rent expense in the December General & Admin P&L. It was clarified to be a pass-through expense for Spring Valley Bank rent and will be corrected on the financial statement.
- **CIC Cash Position:**
  - December 2023 cash balance: approximately \$68,000
  - December 2024 cash balance: approximately \$100,000
  - CIC did not draw on budgeted City funds in 2024, reflecting increased financial self-sufficiency.



- **Loan Repayment:** The tenth annual payment of \$25,388 was made toward the zero-interest loan from the City executed in 2015 for the re-purchase of 400 Wyoming Avenue.

## **NEW BUSINESS**

### **Executive Session**

Mr. Boss moved to enter Executive Session per Ohio Revised Code Section 121.22(G)(2) to discuss property matters. Ms. Smith seconded the motion.

**Outcome:** Motion approved unanimously by roll call vote. Executive Session was entered at 8:10 a.m. and exited at 9:33 a.m.

Ms. Smith exited the meeting at 9:32 a.m.

### **Lease Assignment**

A motion to approve a lease assignment for 400 Wyoming Avenue from Gilligan's on the Green LLC to West Side Brewing, LLC, and authorizing the City Solicitor to finalize the terms, to be ratified by the CIC at the next meeting, was made by Mayor Monich. Mr. Boss seconded the motion.

**Outcome:** Motion approved unanimously by roll call vote.

### **400 Wyoming Avenue Facility Repairs**

- HVAC System: Ms. Woffington moved to authorize HVAC system repairs up to \$30,000. Mayor Monich seconded the motion.  
**Outcome:** Motion approved unanimously by roll call vote.
- Plumbing Repairs: Further evaluation is needed and the CIC will revisit this issue at the next meeting or call a special meeting if required.

## **MISCELLANEOUS BUSINESS**

**Office Lease Renewal:** 500 Wyoming Avenue, 2<sup>nd</sup> Floor – BigOrange Marketing Agency

- Current lease term expires February 2025.
- Proposal for a three-year lease renewal with a nominal rent increase.
- Terms to be finalized at the next meeting.

## **ADJOURNMENT**

Ms. Woffington moved to adjourn the meeting, seconded by Mayor Monich.

**Outcome:** Motion approved unanimously by voice vote. The meeting adjourned at 9:43 a.m.

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Respectfully Submitted,

Megan Statt Blake  
*Community Development Director*