

**WYOMING COMMUNITY IMPROVEMENT CORPORATION**  
**REGULAR MEETING**  
**July 18, 2025**

**MINUTES**

The Wyoming Community Improvement Corporation (CIC) met on Friday, July 18, 2025, at 8:00 a.m. in the conference room of the City Building, 800 Oak Avenue. The meeting was called to order at 8:00 a.m. by Chris Harmon, Vice Chair. Roll call was taken, and attendance was as follows:

**TRUSTEES**

Jon Boss  
Kent Finley  
Chris Harmon  
Melissa Monich  
Jodi Woffington

**ABSENT**

Barry Porter  
Jennifer Smith

**STAFF**

Rusty Herzog, City Manager  
Megan Statt Blake, Community Development Director  
Jeremiah Caudill, Finance Director

**APPROVAL OF PRIOR MEETING MINUTES**

Mr. Boss moved to approve the minutes of the February 21, 2025, meeting. Ms. Woffington seconded the motion.

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

**REPORTS OF OFFICERS**

The financial reports for February-June 2025 were shared previously via email and the members acknowledged receipt. Key discussion points included:

- **400 Building:** The mini-split system serving the bar area, shared restrooms, and second floor office was replaced. The CIC reviewed details of the original loan from the City of Wyoming for 400 Wyoming Avenue, including its repayment schedule and terms.
- **Outside Contract Services Expense:** A \$4,530 charge was noted from the 2024 general & administrative expenses, which was paid to the State of Ohio for the financial audit.
- **Maintenance and Property Tax Expenses:** The maintenance expense noted in the general & administrative expenses is the aggregated fee paid to the City Public Works Department for its groundskeeping and landscaping services for various CIC properties, which was \$2,840.00 for the year. The 'property tax expense' of \$2,849.50 was paid to the State of Ohio in January 2024 for the financial audit, and should have been classified as 'outside contract services'.

- **State Audit:** CIC's biennial audit is in progress. All requested documents have been submitted. It is scheduled to be completed between September and October 2025.

## **NEW BUSINESS**

### **Resolution regarding Authorized Signatories and Check Signing Policy**

- Removes Karen Zeilman as authorized signatory due to her retirement.
- Adds Rachel Leininger as authorized staff signatory.
- Reaffirms all other previously authorized signatories.
- A motion to adopt the resolution was made by Mayor Monich and seconded by Ms. Woffington.

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

### **Executive Session**

- A motion to enter into Executive Session per Ohio Revised Code Section 121.22(G)(2) to discuss the purchase, sale, transfer, or lease of property was made by Mayor Monich and seconded by Ms. Woffington.

**Outcome:** Motion approved unanimously by roll call vote. Executive Session was entered into at 8:08 a.m. and exited at 8:45 a.m.

### **Resolution accepting Transfer of 606 Oak Avenue from the City of Wyoming and authorizing the Property Sale and Development Agreement**

- A motion to adopt the resolution was made by Mayor Monich and seconded by Mr. Boss.

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

### **Approval of Second Lease Renewal for 1206 Springfield Pike from Wyoming Parkview LLC (Henke)**

- The second renewal is for five years (Years 11-15), per the Lease Agreement executed 11/30/2015, and includes an increase in the base rent.
- A motion to approve the lease renewal was made by Ms. Woffington and seconded by Mayor Monich

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

### **Approval of Lease Renewal for 504 Wyoming Avenue, 2<sup>nd</sup> Floor – Wyoming Wealth Management**

- A three-year lease renewal was proposed with incremental rent increases.
- A motion to approve the lease renewal was made by Mr. Boss and seconded by Mr. Finley.

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

### **400 Wyoming Avenue – Public Restrooms Plumbing Repair**

- Despite upgraded higher volume toilets, plumbing failed again during the Juneteenth event.
- Root cause appears to be a relatively flat drain line unable to handle higher volume usage.
- New Proposal:

- Reroute plumbing outside the building.
  - Connect to Oak Avenue or Grove Avenue sewer, which is deeper and more capable.
- Estimated cost: \$48,000 (exclusive of tile/facility restoration), based on first estimate. Additional estimates being sought.
- Additional considerations
  - Oak Avenue is scheduled for full repaving in 2026; work must be done beforehand.
  - Work should support future restroom expansion.
  - Restore the third restroom previously removed.
  - Include in broader Village Green master planning.
  - Discussion on whether costs should be absorbed by CIC or passed to City Council.
- Action: No formal vote yet. Awaiting additional quotes. Earliest work would start after December tree lighting.

## MISCELLANEOUS BUSINESS

- **Brave Like Brayden Dog Park:** Opened in May. High community use and positive reception.
  - No formal feedback yet from businesses on the dog park's impact.
- **Delmonaco:** Former W Lounge now renovated and operating under new ownership (Hickory Wald).
- **Wyoming/Lockland Gateway / Mercer Parking Lot:** Demolition underway. Landscaping scheduled for September.
- Trustees discussed using the Fine Arts Center for future restroom expansions (CIP-eligible).
- Portable restrooms to be used during fall/winter events (e.g. Fall Festival, Car Show, Tree Lighting).

## EXCUSAL OF ABSENT MEMBERS

A motion to excuse Mr. Porter and Ms. Smith was made by Mr. Boss, and seconded by Mayor Monich.

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

## ADJOURNMENT

Ms. Woffington moved to adjourn the meeting, seconded by Mr. Boss.

**Outcome:** Motion approved unanimously by voice vote. The meeting adjourned at 9:07 a.m.

Respectfully Submitted,

Megan Statt Blake  
*Community Development Director*