

**COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS  
SPECIAL COUNCIL MEETING: RETREAT  
AGENDA**

**Council Chambers: 9am-4pm**

**Friday, January 23, 2026**

**Desired Outcomes:**

- Get grounded in current reality: what work is already happening or in consideration
- Gain clarity on how we work together
- Discuss our values and related strategy screens, in anticipation of goal setting in February
  - Values — the fundamental beliefs, principles, and guiding standards that define an organization's identity, culture, and behavior, acting as a "True North" to shape decision-making, employee actions, and interactions with stakeholders
  - Strategy Screens — a set of key questions or criteria, derived from or to complement an organization's values and goals, used as a filter to evaluate new opportunities, projects, or decisions to ensure they align with its strategic direction and identity, helping leadership decide what to pursue and what to discard

**CALL TO ORDER**

**ROLL CALL**

**COUNCIL BUSINESS**

**9-9:30 - Agenda Review and Introductions**

Purpose: create a solid foundation for the day

Process:

9-9:10 - review the agenda outcomes and discuss any questions or changes needed (Gavin facilitating unless otherwise noted)

9:10-9:30 - intro questions (2 minutes each): 1) how are you arriving?, 2) what is one thing you're really looking forward to this year for the Village?, 3) what is one thing you're anxious or nervous about for the Village this year?

**9:30-9:45 - Community, Council, Staff: Who Does What Big Picture**

Purpose: establish a baseline understanding of how we all work together

Process:

9:30-9:33 - Carmen re: general expectations

9:33-9:36 - Judy re: typical lanes

9:36-9:39 - Johnnie re: how we work best

9:39-9:45 - We'll spend a lot of time today, and all of our time together, trying to establish our roles and responsibilities effectively, but if there are any high level questions or points, there are a few minutes for folks to discuss here.

### **9:45-11 - Current Work**

Purpose: to ground us in what is already happening or been discussed, so we have a collective sense of where there are opportunities and challenges with capacity, keeping in mind that if we want to add things we have to figure out where the resources (time and/or money) come from  
Process:

9:45-10:05 - Johnnie goes over the Stop/Start/Continue list, flagging any notable questions or choices ahead

10:05-10:40 - questions or discussion about the list

10:40-10:45 - review outstanding issues list to further contextualize all of the possible work we could do

10:45-10:50 - is there anything additional/missing from these lists?

10:50-10:55 - Judy reviews the draft calendar for 2026, highlighting the big things we know are coming and timeline of when to expect them

10:55-11 - any questions about the calendar

*Related Documents: 1) Stop/Start/Continue list, 2) leftover issues list from GDL 01/05/26 memo, 3) draft 2026 Council calendar*

*Likely Next Steps: Discuss issue priorities at first meeting in March, Update the annual calendar in March*

### **11-11:15 - BREAK**

### **11:15-12:30 - Council Commissions**

Purpose: to review what is currently happening and get initial ideas on how we'll manage Commission work together

Process:

11:15-11:25 - Judy shares a bit of context about current Commissions overall (purpose, overview, scope, history, role of Council liaison, etc.)

11:25-11:30 - general questions

11:30-12:15 - review each Commission (more quickly on some than others based on interest/need)

- Current purpose or goals
- Current makeup
- Interested Council members

12:15-12:30 - general discussion: other possible Commissions, next steps or followup information needed for deciding who is on Commissions at 2/2/26 meeting

*Related Documents: 1) list of current commissions with membership and enacting ordinances*

*Likely Next Steps: Choose Council Commission liaisons/representatives*

## **12:30-1:15 - BREAK (lunch)**

### **1:15-2:45 - How We Work Together**

Purpose: to talk about the rules, facilitation practices, and other processes that will shape how we work all year, working to move from expectations to agreements

Process:

1:15-1:30 - looking at the current Rules, discuss any questions or ideas for changes

1:30-1:45 - discuss Robert's Rules use, any frequent questions or challenges to be prepared for and get clear on how to approach

1:45-2:25 - how do we want to balance and prioritize citizen engagement?

- At Council meetings: reply/response to citizens, how to approach public hearings (when to take comments, etc.)
- Related to work sessions
- Appetite for other forums

2:25-2:45 - clear agenda process

- How do things get put on the agenda
- How do executive sessions get called
- Expectations from agenda planning group

*Related Documents: 1) most recent Council Rules, 2) flow chart for engaging staff/deciding whether something gets prioritized*

*Likely Next Steps: Discuss and finalize Commission positions at first meeting in February, finalize Rules ordinance*

## **2:45-3 - BREAK**

### **3-3:45 - Village Values & Strategy Screens**

Purpose: to review the foundational ideas that guide our goal setting, budget, and more

Process:

3-3:20 - looking at the current Values, discuss any questions or ideas for changes

3:20-3:45 - discuss potential strategy screens

*Related Documents: 1) Most recent Village Values, 2) Most recent Village Goals*

*Likely Next Steps:*

### **3:45-4 - Closing & Next Steps**

Purpose: to wrap things up and get clear on anything that needs to happen after the meeting

Process:

3:45-3:55 - anything that needs a followup action or discussion that wasn't flagged already (we'll have butcher paper up to keep track of items to consider following up on)

3:55-4 - each person shares one appreciation from our time together today

*Related Documents: 1) Most recent Village Values, 2) Most recent Village Goals*

*Likely Next Steps: Finalize values*

### Future Agenda Considerations

#### Next Council Meeting (2/2/26)

- Choose Council Commission liaisons/representatives
- Finalize rules
- Finalize values

#### 2/17/26 Council Meeting

- Work session re: goals

#### 3/2/26 Council Meeting

- Issue prioritization
- Discuss topics that may be included in Special Reports throughout the year, who is responsible

#### 3/16/26 Council Meeting

- Solicitor evaluation and communication discussion
- Updated annual calendar draft based on issue prioritization conversation

### **ADJOURNMENT**

To: Village Council, staff, interested community members  
From: Gavin DeVore Leonard  
Re: 2026  
Date: 01/01/26

Happy New Year! Welcome to my new colleagues! I'm looking forward to working with you, my incumbent colleague Carmen, Village staff, and Yellow Springs community members to make this a great year for our village.

As 2025 has come to a close and I've been reflecting on where we've been and where we're going — also considering the new business on the agenda for this week's meeting — I wanted to share some initial thoughts about how we might approach our work together in 2026. These are just some first-draft ideas that I hope might help as we begin conversations together. I'm excited to start figuring things out! In order to give this some definition, after writing I've lumped things in to the following categories (underlined and bolded below): How We Work Together, Leftover Issues, Upcoming Agenda Items, and Conclusion. Off we go...

### **How We Work Together**

These are some early thoughts on how I wonder if we could change our culture in healthy ways going forward:

- Don't dwell on the past
  - We are almost all very new
- Create space for dialogue
  - Respond to citizen comments with discernment
    - Create space for questions and answers where appropriate while minimizing negativity and attacks
  - Ensure there's enough time on the agenda for topics that require conversation
  - Thoughtful facilitation to make sure all our voices are heard
  - If we're not sure about something, ask/speak up, especially as we start the year
    - Better to flag and change behaviors now, much harder to stop later
    - We'll be figuring out how to work together and there will be a lot of learning since we're such a new group
- Practice kindness and fairness consistently
  - Communicate if it feels like we're not treating one another respectfully, even when we disagree
  - Use, create, and follow processes that are clear and equally applied
  - When we notice an area of toxicity, let's communicate about it and see if there's anything we can do to change that energy
- Maintain a commitment to sharing information
  - Share easily available information in memos to accompany legislation
    - Consider creating fact sheets and sharing what we know
  - Identify misinformation and correct the record as needed

- High quality project management and documentation will lead to more clarity amongst ourselves and in the community
- Be comfortable with and acknowledge gray area — most issues are not black and white, reasonable people may disagree about how to approach things
- Proactively focus on agreed upon priorities
  - Set goals
  - Minimize non-priority projects
  - Thoughtfully navigate responsiveness
  - Use work sessions and Special Reports to learn about priority topics
- Learn from our peers
  - Discuss what places are comparable and why (attributes, etc.) — locally, statewide, and nationally
- Don't kick the can
  - Be sure to discuss the short and long term impacts of decisions

I would love to hear what other intentions you all may have in mind or other approaches that we should consider on how we can work well together. With a majority of Council in their first term and the longest tenured incumbent member with 4 years of experience, we have a unique opportunity to create the kind of culture we really want to be a part of for years to come.

### **Leftover Issues**

Much of my thinking about how we work in 2026 is upon reflection of the many, many issues and ideas that have surfaced in the past 1-2 years that have not been resolved and may require us to revisit topics and issues from the past. We also may consciously choose to let some issues drop. I'm looking forward to conversations about which of these items align with this group's priorities. This list may not be comprehensive, but in an attempt to get us all closer to the same page, I thought I'd share what was on my radar. Some of these topics have received significant attention, others have been brought up in quick exchanges without anything close to clarity. They are listed alphabetically based on my quick notes/titles, not based on priority or importance:

Active Transportation: Council rep?
anti-discrimination ordinance
Budget deficit long-term (utility rates, etc.)
CRA (general/ scoring — commercial, residential)
Economic development/downtown business support strategy/YSDC engagement <ul style="list-style-type: none"> <li>● Followup from Village goals (what is our role vis a vis other entities)</li> </ul>
growth/planning/housing development strategy/Housing Committee

<ul style="list-style-type: none"> <li>• Followup from growth work session (summer 2025), furthering shared understanding of where we're going with development and the priorities and values that are driving our decisions</li> <li>• Addressing gap between Comp Plan and Bowen study "needs" (X number of units needed vs. now existing or in development)</li> <li>• Set housing goals (uncompleted 2025 Village goal)</li> <li>• How to pursue development on current properties (Glass Farm, etc.)</li> <li>• Current rental housing review</li> <li>• Proactive code enforcement</li> <li>• Update zoning code/Planning Commission <ul style="list-style-type: none"> <li>○ Conservation development</li> <li>○ Inclusionary zoning</li> <li>○ Corporate chains</li> </ul> </li> </ul>
Head shop moratorium
HR followup (how is our HR capacity — internal + external/contract — meeting our needs?)
ICE plan/response
Lawson Place pro forma analysis, plans/expectations
Pay review next steps <ul style="list-style-type: none"> <li>• Legislate FLSA, overtime</li> <li>• Systems improvements toward automation and compliance</li> </ul>
Pay study (comparing Village and other munis)
Policy handbook updates
Short Street next steps (2/2 meeting expectation)
Sidewalks (return to residents?) — staff recommendation from 2025 budget discussions
Solicitor evaluation, fees management process
Strategic planning (uncompleted 2025 Village goal)
TIF (Student Union + Kettering) <ul style="list-style-type: none"> <li>• Antioch street closure</li> </ul>
TIF uses, expectations going forward
Website improvement
Windsor/Student Union "permanent affordability" (closing the loop)

Zoning/Econ Dev hiring

- Finding alignment, skills necessary vs. ideal
- How does this impact our role vis a vis YSDC (uncompleted 2025 Village goal that is now even more complex)

As I've considered this list of items, there are many, many more topics that could be on the list that have been raised by current or past Council members and staff, let alone other community members at one point or another in the recent past. Here is an additional incomplete list that comes to mind:

- Shared services (minimal i.e. baseball fields, max i.e. fire/PD)
- CBE
- Proactive Antioch property ID and integration
- Keith's Alley
- Parking improvements or changes — paid parking, expansion of spots adjacent to/near downtown
- Closing the loop on municipal broadband network
- Deputy Clerk posting

As I hope everyone will agree in looking at this list, it's daunting. There are several hot button issues where there are strong opinions from many perspectives. Many topics could take significant investments of time and/or money. We will need to work hard to find a balance of pursuing as many of our priorities as possible without overwhelming ourselves or Village staff. Keeping our capacity in mind will be so important. There are so many things that we want to do in an ideal world, we need to figure out what we can do within reasonable constraints. Exercising our collective imagination feels like one of the best parts of Yellow Springs, so I'm by no means suggesting that we should stop dreaming, but there are limitations on what is possible.

For the past couple of years I have regularly communicated that I try to stay focused on three guiding questions about where we focus our time and energy at the Village. I'm sharing them again here, as part of this longer exploration of writing, especially for my new colleagues so that you have a sense of how I think about our collective task. I've focused on these questions because our community has statistically been changing consistently for decades toward being richer, whiter, and older. I personally want to see those trends change and (based on many forums and surveys, plus a mix of anecdotal conversation), I believe that these are broadly shared priorities for villagers:

1. Will the change increase housing affordability?"

I hope we'll pay particular attention to ensuring that retail, hospitality, and service sector workers — the people at the core of making our vibrant downtown a hub for community life — have affordable places to live so we can improve the ratio of people who work in town being able to live in town. Housing is not the only element of affordability for a place, but because it is the largest expense for almost everyone, it is an important metric.



2. Will the change increase racial diversity?

While racial diversity is one of many ways we may measure how healthy our community is, when considering both the inclusivity of our community and the interrelated socio-economic realities of spreading wealth and opportunity, I believe this is an important metric for our village's health.

3. Will the change lower our media age?

Our median age is now 53.9 years old (based on census data — check out the [Census Reporter site](#) for a great, easy to read, summary of our current census information). For context, the city of Dayton's is 33.6. Based on a number of factors (chiefly housing affordability), it's likely unreasonable to expect we'll have a population nearly as young as Dayton. But, without conscious decision making, our community will continue to become inaccessible for too many. This is a great place for people to age (and we can and should make it even better!), but it would be great to find a better balance.

In the coming weeks and months, I hope we can arrive at some shared priorities and even “strategy screens” — questions like those above that might formally guide our decision making. I'd be interested in what other questions might guide you all? Other topics that come to mind or that I've heard that we may want to include: encouraging entrepreneurship and/or something related to economic impact, building community connections (deepening relationships and creating a rich cultural and intellectual life for villagers), ensuring strong civic participation and effective process for decision making, and more. We also need to decide how to prioritize investments in our utilities and other infrastructure, balancing costs and resilience. The Village (capital “V,” our local government) is one important piece of a much bigger puzzle, we certainly cannot and should not be expected to do everything. And a lot of people are counting on us to be thoughtful about the big picture, effectively balancing many dynamics which may even at times be conflicting.

Without a current strategy in place, our goal setting and prioritization work will be extremely important so that we can make what I hope is a major cultural change: working much more proactively and a lot less reactively. Almost the entirety of my time on Council has been spent in response to an issue of the day. There will undoubtedly be opportunities and challenges that we cannot foresee and we won't want to miss out on some of these moments, but with more clarity on what we care about, we can ensure we stay focused on the outcomes that matter the most. Plus, acting more strategically to limit the quantity of our work can, I believe, significantly improve the quality of the work we do prioritize. It is also much more likely we'll be able to support a staff environment where success is possible. Making meaningful, durable progress on all of the things on the list above in the short term is too tall a task, particularly given budget constraints.

Overall, I hope we'll stay focused on how to share and spread prosperity rather than continue stratification. No easy task in the face of widening wealth and income inequality, living in a very small town that is not immune to major changes at the federal and state level, but something worth doing for ourselves and future generations.

### **Upcoming Agenda Items**

What follows is another incomplete list, but hopefully something to get our collective wheels turning. I firmly believe that we can save ourselves a lot of time and heartache by having more clarity about our process from the get go. To that end, I hope we'll spend almost all of our time in the next 2-3 months figuring out what the Council wants to prioritize, so most of what I'm imagining in the immediate future is process — not issue — oriented (though, of course, process is an issue too!). Based on initial conversation with the Clerk and Village Manager, here is a rough idea that I'd be interested in input on about the general flow of our future agenda:

#### *At this meeting*

- Agree to have a work session before the next meeting
- Discuss the agenda for the retreat and make sure there aren't a) obvious things missing or b) notable differences in how much time it likely makes sense to spend on things

#### *At the retreat*

- Initial discussion of the "Stop/Start/Continue" list — a list of all the current projects happening, something that happened at the Village Manager transition and it's the closest thing to a full project list that exists to my knowledge but it has not been discussed reviewed in a while (~1 hour)
- Discuss calendar for the year — what we know will happen (budget, evaluations, department/staff reports, etc.) and likely happen (supplementals, utility rate analysis, etc.) so that everyone has a sense of what space there is left (~30 minutes)
- Discuss special reports topics — brainstorm a list of things we might want to spend some more time learning about together to spread across meetings for the year (for example: affordable housing, downtown/economic health, rental housing stock, conservation development, etc.) (~30 minutes)
- Discuss commissions — what are their roles vis a vis Council (should they be directed by Council, should key decisions be coming back to Council (i.e. YSDC, etc.)), review purpose, goals, leadership and discuss interest in each from Council members (~1.5 hours)
- Discuss values and/or strategy screen/s — review the current version, discuss our general vision for the village and what we want to prioritize (~1 hour)
- Getting to know one another, longer introductions (~1 hour)
- Expectations for facilitation and meeting flow going forward (~30 minutes)

Notes: 1) this is ~6 hours of topics, we'll also need to eat and take breaks, so if we want to add things we also need to talk about where to subtract (or move) items, and 2) one thing we need to decide is whether part or all of the retreat should be recorded

#### *At the next Council meeting (second meeting of January)*

- Work session prior to full meeting
  - discuss Short Street input prior to next meeting
  - Review expectations of working together, including purpose of work sessions

- Discuss adding a monthly work session for 1) longer discussions about relevant/timely topics, 2) planning and prep for upcoming projects, and 3) I would also like to try having 15 minutes of this monthly meeting for Council members to share 3 minutes on any topic they choose (like citizen concerns, only for Council — a place to put ideas or questions that might not have made it to an agenda yet for one reason or another — my hope is that this would eliminate the use of Announcements for this purpose)
  - How do things get put on the agenda (by Council and staff)
  - How do exec sessions get called
  - Discuss communication flow with Solicitor, how to manage costs
  - Discuss how we balance citizen comment and engagement — should we answer questions, respond to/ask questions of commenters, when are there public hearings and when are there not, etc.
  - Purpose and contents of memos (pros/cons, budget impact — including Solicitor or contractor costs, unintended consequences, relevant research/data, etc.)
- Regular meeting
    - Review current Council Rules, discuss any changes or clarifications
      - Distribute work flow doc agreed to last year to see if it still works (for what happens when things get asked of staff)

Note: it feels like this agenda is thin right now, what else feels like it might need to be added? Maybe we shift some of the work session discussion topics to the main agenda?

#### *At the first meeting in February*

- Formalize Council commission and committee assignments and responsibilities
- Any decisions/direction needed on Stop/Start/Continue list
- Review first draft of calendar for the year
- Any retreat followup discussions
- Clarify prep work due before goals meeting

#### *At the second meeting in February*

- Work session on goals in lieu of/replacing a regular meeting
  - Formally set the priorities for the year ahead

#### *After that*

- Start figuring out how to make progress on our goals! :)

### **Conclusion**

I know this memo might feel overwhelming to some, or might be missing key ideas for others, but long-time listeners know that every now and then I'm prone to a lengthy memo that attempts to lay out how I am thinking about things. I have talked to many of you in recent weeks or

months and these ideas are very much informed by those conversations, so I do not claim that many of these ideas are original, but citing clear sources would be challenging too since so often many people have contributed to this thinking. I hope there aren't any notable surprises.

For a host of reasons, too often over my three years in this role I've felt as though the full complexity of topics is hard to explore and decisions are likely misunderstood. Sometimes there is active dis- or mis-information spread by people on different sides of issues, but I think the vast majority of misunderstanding and dissonance both amongst Council members and in our community discourse more broadly is rooted in a lack of information sharing and communication, which feeds mistrust even when there is a lot of common ground. I think there is actually remarkable alignment in our village on what we want to see for this place, but sometimes it feels like we spend a lot more time arguing over plans for how we get there than appreciating our shared interests and goals. Creating more space for high-quality team building so we can learn how to better navigate one another's communication styles and preferences, values and tendencies, may also be worth seriously considering.

My hope is that this memo will provide some clarity and transparency about how I am thinking in this moment. Almost everything I've mentioned in this memo will be addressed at some point in the future with a longer public conversation, but especially if there are topics you think I've missed (or even just misplaced emphasis or understanding of the conversations or community interest to date), I would welcome any input or discussion. Like all of you, I'll be working in 2026 to balance my own commitments and interests — personal, family, and professional — but this role as a Council member has become an important part of my life and something I take very seriously. I truly look forward to what's ahead.

## **Kintner/Skinner 2026**

### **COUNCIL CALENDAR** **(Things that are relatively predictable)**

#### **JANUARY-MARCH**

Council Retreat

Goal setting & Council rules

End of year reports for finance & treasurer

End of year reports for commissions

Dues renewals (MVRPC,RPCC, various memberships)

Quarterly financials & treasurer report

LEGISLATION:

Ordinance-Annual transfer

Ordinance: Council Rules

Resolution-Approving Council/Village goals

Resolution-Designating Clerk to receive records training

Resolution/s-Approving specific grants to local event organizers

Resolution- Authorizing sale of municipally owned property

#### **APRIL-JUNE**

Intergovernmental meeting scheduled

Quarterly financials & treasurer report

Review of Solicitor

LEGISLATION:

Resolution-Tree trimming contract

Council consideration of sale of RECs

#### **JULY-SEPTEMBER**

No 1<sup>st</sup> meeting in August

Clerk & JB vacation

Light Up Navajo

Quarterly financials & treasurer report

Budget preparation work

LEGISLATION:

Resolution- Approving finance directors tax budget 1st meeting in July

Resolutions-Health/dental insurance renewals

#### **OCTOBER-DECEMBER**

Review investment policy

Sponsorship requests for budget

Budget work sessions scheduled early Oct. to early Nov. (2-3 Work Sessions)

VM/Clerk evaluations/compensation reviews (2-3 Executive Sessions)

Quarterly financials & treasurer reports

**LEGISLATION:**

Resolution-Flour & sugar

Resolution-Annual wage adjustment

Resolution-Payouts for vacation hours/salary adjustments

Resolution-Accepting amounts and rates

Ordinance-Approving annual appropriations (Budget) 2-3

**Randomly Occurring but Regular Legislation:**

**Resolutions:**

Approving grant applications or grant acceptance

Approving contracts-AMP, Rumpke, sewer relining, etc.

VYS owned property leases

Lawson Place rent rates and/or policies

Purchase approvals if in excess of Manager's limit

Then and Nows

**Ordinances:**

Rate adjustments: fees, utilities, etc.

Planning/Zoning Ordinances—between 8 and 15 is normal volume

Transfer of funds

Supplementals

**COUNCIL COMMISSIONS, COMMITTEES,  
BOARDS and TASK FORCES**

**Updated: January 2026**

<b><u>NAME</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>MEETING DATE/TIME/PLACE</u></b>
<b><u>Planning Commission</u></b>	<b>Five Years</b>	<b>2<sup>nd</sup> Tuesdays at 6:00P.M. Council Chambers</b>
Stephen Green	05/19/25	
Susan Stiles	04/20/26	
Gary Zaremsky	02/22/27	
Scott Osterholm	01/18/28	
Chad Runyon (Alternate)	09/17/28	
Anthony Salmonson (Alternate)	11/18/28	
Gavin DeVore Leonard, Council Liaison		
Carmen Brown, Council Alternate		
<b><u>Board of Zoning Appeals</u></b>	<b>Five Years</b>	<b>Scheduled as Needed by VYS Planner</b>
Anthony Salmonson	07/15/29	
Scott Osterholm	07/15/29	
Dino Pallotta	08/23/29	
Matt Reed	04/17/28	
Matt Raska	06/08/26	
Chad Runyon (Alternate)	09/17/29	
<b><u>Environmental Commission</u></b>	<b>Three Years</b>	<b>Second Thursdays at 6pm Council Chambers</b>
Johanna Schultz-Herman	09/07/25	
Lexi Kip	09/16/28	
Ruth Hoff	11/04/28	
Carmen Brown, Council Liaison		
, Council Alternate		
<b><u>Public Arts and Culture Commission</u></b>	<b>Three Years</b>	<b>First Tuesdays at 6:30 Council Chambers</b>
Phoenix Fyre	02/06/27	
Kay Koeninger	02/21/27	
Kellye Pinkleton	09/16/28	
Kelly Carpe	09/03/28	
Carmen Brown, Council Liaison		
, Council Alternate		
<b><u>NAME</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>MEETING DATE/TIME/PLACE</u></b>
<b><u>Board of Tax Appeals</u></b>	<b><u>Three Years</u></b>	<b><u>Scheduled as Needed by Admin.</u></b>

**Library Commission****Three Years****Second Tuesdays in Jan.;  
May; July.; Nov. @5:30pm at  
Library**

Tracy Phillips, Y.S. Library N/A  
Karl Colon, Dir. GCPL N/A  
YSLA - Bette Kelley N/A  
Richard Zopf 05/04/25  
Dorothy Smith 05/04/25  
, Council Liaison  
, Council Alternate

**Housing Committee****On Hiatus****Finance Committee****Fourth Thursdays at 9:30**

Johnnie Burns  
Michelle Robinson  
Judy Kintner  
, Council  
Gavin DeVore Leonard, Council

**Yellow Springs Development Corporation****Non-Government**

Senay Semere, Council Representative  
Carmen Brown, Council Representative

**Active Transportation Advisory Committee****Ongoing as Needed  
Second Tuesdays at 8:30am  
Non-Government**

Gary Zaremsky, Planning Commission Liaison  
, Council Liaison  
OPEN, Council Alternate

**Municipal Broadband/Fiber Task Force****Ongoing as Needed****Utility Dispute Resolution Board****Five/Three Years****As Needed Per Council Clerk**

Gary Zaremsky 03/16/26  
Dino Pallotta 11/18/28

Village Mediation Council Liaison: Carmen Brown;

Greene County Regional Planning: Council Liaison: Kevin Stokes; Brian Housh, Alternate

Miami Valley Regional Planning Commission: Liaison: Brian Housh; Kevin Stokes, Alternate



## CHAPTER 1276

### Planning Commission and Village Council

[1276.01](#) Planning Commission established.

[1276.02](#) Planning Commission powers and duties.

[1276.03](#) Powers and duties of the Village Council.

#### 1276.01 PLANNING COMMISSION ESTABLISHED.

The Planning Commission is established in accordance with Ohio R.C. Chapter 713 and [Article VII](#) of the Charter of the Village, and shall have the duties and powers as provided by the Revised Code, the Charter and this chapter.

(Ord. 2013-19. Passed 9-16-13.)

#### 1276.02 PLANNING COMMISSION POWERS AND DUTIES.

In addition to the powers and duties granted in Ohio R.C. Chapter 713 and by the Village Charter, the Planning Commission shall have the following powers and duties:

(a) The Planning Commission and Village staff shall carry on a continuous review of the effectiveness and appropriateness of this code and recommend to Village Council any appropriate changes or amendments.

(b) The Planning Commission shall hear and make recommendations to the Village Council regarding amendments to this code, including rezoning requests, following the procedure outlined in Section [1280.03](#).

(c) The Planning Commission shall render decisions on conditional use applications and site plans, unless otherwise specifically provided.

(d) The Planning Commission shall keep minutes of its proceedings showing the action of the Commission and the vote of each member upon each question or, if absent or failing to vote, indicating as such. The Commission shall act by resolution. Minutes and the records of all official actions shall be filed with the Clerk of Council and kept as a public record.

(e) The presence of three members shall constitute a quorum. The concurring vote of a majority of the quorum of the Planning Commission members shall be necessary to take any action authorized by the code, unless otherwise specified within the code.

(f) Before a zoning application is approved, the Commission shall make an affirmative finding that specific provisions of controlling sections of the code have been met or exceeded.

(g) The Planning Commission shall adopt rules and procedures governing its activities, which shall be filed with the Clerk of Council.

(Ord. 2013-19. Passed 9-16-13; Ord. 2019-23. Passed 7-15-19.)

## CHAPTER 274

### Environmental Commission

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274.01 Establishment and purpose.

274.02 Membership and procedure.

274.03 Powers and duties.

274.04 Reports.

274.05 Compensation.

#### **CROSS REFERENCES**

Power of Council to establish - see CHTR. §17

#### **274.01 ESTABLISHMENT AND PURPOSE.**

There is hereby established in and for the Village a Commission, which shall be known as the Environmental Commission, for the purpose of conservation and improvement of the environment.

(Ord. 2015-26. Passed 11-16-15.)

#### **274.02 MEMBERSHIP AND PROCEDURE.**

(a) The Environmental Commission will consist of five to seven members who are appointed by Council subsequent to submitting a letter of interest and resume and being interviewed and recommended by two Council members.

(b) One member shall be a Council Liaison, appointed to serve at the pleasure of Council, charged with coordinating Commission activities in line with Village goals and objectives and ensuring communication between Council and the Commission. The other members shall be appointed for three-year terms. At the outset, some members shall be assigned two-year terms, and some members shall be assigned three-year terms, after which all terms shall be three years in duration. Members shall serve until their successor is appointed by Council or they are no longer eligible to serve.

(c) Up to two members can be at-large members if there are no qualified Village resident candidates or there are other compelling reasons in line with the purpose of the Environmental Commission. However, the Environmental Commission will consist of a majority of Village residents, and non-resident members should only be appointed in exceptional circumstances.

(d) Each member of the Environmental Commission shall demonstrate experience, expertise and/or education that is relevant to the purpose, powers and duties of the Commission. The members of the Environmental Commission shall be as broadly representative of the residents of the Village as possible. The Village Manager or Assistant Village Manager will serve as an ex officio member.

(e) The Environmental Commission shall annually select a Chair, Vice-Chair and Secretary. Except in unusual circumstances, the Council Liaison will not serve as an officer. If the Environmental Commission is appropriated a budget, it shall also elect a Treasurer. The Chair creates the agenda and leads the meeting. The Vice-Chair fills in for the Chair in her or his absence and takes on other responsibilities as appropriate. The Secretary is responsible for taking minutes and sending them to the Clerk of Council in a timely manner after approval.

(f) Generally, a Commission member shall serve no more than two full consecutive terms. However, Council may determine in certain situations that extending a Commission member's term is appropriate. In the event of the death or resignation of any member, a successor shall be appointed by Council to serve for the unexpired period of the term for which such member has been appointed.

(g) Council is authorized to appoint up to two alternate members to serve on the Environmental Commission. An alternate member shall be selected for a term of two years and shall be a resident of the Village. Alternate members are encouraged to attend Environmental Commission meetings, whether or not they are serving as a member of the Commission at that meeting. However, there is no requirement that an alternate member attend meetings at which she or he is not asked to serve as an Environmental Commission member. In any event, no alternate member shall cast a vote on a matter that was heard, in part or in full, at a prior meeting that the alternate member did not attend. If an alternate member is present as an Environmental Commission member and a vote is to be taken on a matter for which the alternate member was not present during part or all of the hearing on the matter, the alternate member shall not be considered as part of the quorum for purposes of determining a majority of the quorum of the Environmental Commission in deciding votes for and against matters. An alternate may apply to be a Commission member if a seat becomes open in the manner outlined in subsection (a) hereof.

(h) A majority of current Environmental Commission members shall constitute a quorum, and the concurring vote of a majority shall be necessary to take any action authorized by the Code.

(i) The Environmental Commission will have available to it through the Village Manager's office, without cost to its members, those things necessary to carry out its charge, such as a meeting room, copying/printing and postage. Any other

expenditure of funds must be approved by Council.

(Ord. 2015-26. Passed 11-16-15.)

### **274.03 POWERS AND DUTIES.**

The Environmental Commission shall:

(a) Advise Council as to possible courses of action with regard to its purpose, which may include matters affecting the preservation, development and use of the natural and constructed features and conditions of the Village insofar as beauty, quality, biological integrity and other factors are concerned. In addition, the Environmental Commission shall advise Council on any major threats posed to environmental quality that may result from human activities and developments;

(b) Initiate public education activities related to its purpose, which may include developing and conducting programs of public information in the community designed to foster increased understanding of the nature of environmental problems and issues and support for their solutions as well as conducting studies, surveys and inventories of the natural and constructed features within the Village and other such studies and surveys as may be necessary to carry on the general purposes of this chapter;

(c) Conduct an annual planning process that results in priorities and specific activities centering on its purpose, which will include adopting rules and procedures (or otherwise following Robert's Rules of Order) to carry out its purpose that are consistent with the Village Charter and Ohio Sunshine Laws, approved by Council and filed with the Clerk of Council;

(d) Keep minutes of its proceedings that reflect the actions of the Environmental Commission, the reasoning behind those recommendations, and the vote of each member upon each question or, if absent or failing to vote, indicating as such. Minutes and the records of all official actions shall be approved and filed with the Clerk of Council and kept as a public record;

(e) Hold regular public meetings that are properly announced and provide a list of agenda items to the Clerk of Council a week before a regular meeting, which is available to interested citizens;

(f) Serve as a sounding board for issues related to its purpose and provide feedback and information to Council, which may include coordinating, assisting and unifying the efforts of private groups, institutions and individuals within the Village and Miami Township in accordance with the purposes of this chapter as well as liaising and communicating with public and private agencies and organizations of local, regional, State and national scope whose programs and activities have an impact on the quality of the environment or which can be of assistance to the Commission;

(g) Working in cooperation with the Planning Commission, recommend from time to time to Council features, plans and programs relating to environmental improvement for inclusion in the Master Plan of the Village. Also, the Commission should recommend to Council appropriate and desirable changes in existing local laws and ordinances relating to environmental control or recommend new local laws and ordinances;

(h) Recommend to Council actions that could be taken to accomplish the goals of the Village;

(i) Carry out such other duties as may be assigned to it by Council.

(Ord. 2015-26. Passed 11-16-15.)

### **274.04 REPORTS.**

The Environmental Commission shall submit an annual report to Council concerning the activities and work of the Commission and from time to time shall submit such reports and recommendations as may be necessary to fulfill the purposes of this chapter.

(Ord. 2015-26. Passed 11-16-15.)

### **274.05 COMPENSATION.**

The members of the Environmental Commission shall receive no compensation for their services as members thereof.

(Ord. 2015-26. Passed 11-16-15.)

## CHAPTER 288

### Arts & Culture Commission

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288.01 Establishment and purpose.

288.02 Membership and procedure.

288.03 Powers and duties.

288.04 Reports.

288.05 Compensation.

#### CROSS REFERENCES

Power of Council to establish - see CHTR. §17

#### **288.01 ESTABLISHMENT AND PURPOSE.**

There is hereby established in and for the Village a Commission, which shall be known as the Public Arts & Culture Commission, for the purpose of promoting and supporting improvement, beautification, growth and creativity of the Yellow Springs community.

(Ord. 2018-38. Passed 10-15-18; Ord. 2022-03. Passed 2-7-22.)

#### **288.02 MEMBERSHIP AND PROCEDURE.**

(a) The Public Arts & Culture Commission will consist of five to seven members who are appointed by Council subsequent to submitting a letter of interest and resume and being interviewed and recommended by two Council members.

(b) One member shall be a Council Liaison, appointed to serve at the pleasure of Council, charged with coordinating Commission activities in line with Village goals and objectives and ensuring communication between Council and the Commission. The other members shall be appointed for three-year terms. At the outset, some members shall be assigned two-year terms, and some members shall be assigned three-year terms, after which all terms shall be three years in duration. Members shall serve until their successor is appointed by Council or they are no longer eligible to serve.

(c) Up to two members can be at-large members if there are no qualified Village resident candidates or there are other compelling reasons in line with the purpose of the Public Arts & Culture Commission. However, the Public Arts & Culture Commission will consist of a majority of Village residents, and non-resident members should only be appointed in exceptional circumstances.

(d) Each member of the Public Arts & Culture Commission shall demonstrate experience, expertise and/or education that is relevant to the purpose, powers and duties of the Commission. The members of the Public Arts & Culture Commission shall be as broadly representative of the residents of the Village as possible. The Village Manager or designee will serve as an ex officio member.

(e) The Public Arts & Culture Commission shall annually select a Chair, Vice-Chair and Secretary. Except in unusual circumstances, the Council Liaison will not serve as an officer. If the Public Arts & Culture Commission is appropriated a budget, it shall also elect a Treasurer. The Chair creates the agenda and leads the meeting. The Vice-Chair fills in for the Chair in her or his absence and takes on other responsibilities as appropriate. The Secretary is responsible for taking minutes and sending them to the Clerk of Council in a timely manner after approval.

(f) Generally, a Commission member shall serve no more than two full consecutive terms. However, Council may determine in certain situations that extending a Commission member's term is appropriate. In the event of the death or resignation of any member, a successor shall be appointed by Council to serve for the unexpired period of the term for which such member has been appointed.

(g) Council is authorized to appoint up to two alternate members to serve on the Public Arts & Culture Commission. An alternate member shall be selected for a term of two years and shall be a resident of the Village. Alternate members are encouraged to attend Public Arts & Culture Commission meetings, whether or not they are serving as a member of the Commission at that meeting. However, there is no requirement that an alternate member attend meetings at which she or he is not asked to serve as a Public Arts & Culture Commission member. In any event, no alternate member shall cast a vote on a matter that was heard, in part or in full, at a prior meeting that the alternate member did not attend. If an alternate member is present as a Public Arts & Culture Commission member and a vote is to be taken on a matter for which the alternate member was not present during part or all of the hearing on the matter, the alternate member shall not be considered as part of the quorum for purposes of determining a majority of the quorum of the Public Arts & Culture Commission in deciding votes for and against matters. An alternate may apply to be a Commission member if a seat becomes open in the manner outlined in 288.02(a).

(h) A majority of current Public Arts & Culture Commission members shall constitute a quorum, and the concurring vote of a majority shall be necessary to take any action authorized by the Code.

(i) The Public Arts & Culture Commission will have available to it through the Village Manager's office, without cost to its members, those things necessary to carry out its charge, such as a meeting room, copying/printing and postage. Any other expenditure of funds must be approved by Council.

(Ord. 2015-20. Passed 11-16-15; Ord. 2022-03. Passed 2-7-22.)

### **288.03 POWERS AND DUTIES.**

The Public Arts & Culture Commission shall:

(a) Advise Council regarding the merits of any art concept, exhibit and installation as well as issues that affect use, appearance, and experience of Yellow Springs operated public spaces, taking into consideration the respect for all users of public space to promote and support improvement, beautification, growth and creativity of our community;

(b) Initiate public education activities related to its purpose;

(c) Conduct an annual planning process that results in priorities and specific activities centering on its purpose, which will include adopting rules and procedures (or otherwise following Robert's Rules of Order) to carry out its purpose that are consistent with the Village Charter and Ohio Sunshine Laws, approved by Council and filed with the Clerk of Council;

(d) Keep minutes of its proceedings that reflect the actions of the Public Arts & Culture Commission, the reasoning behind those recommendations, and the vote of each member upon each question or, if absent or failing to vote, indicating as such. Minutes and the records of all official actions shall be approved and filed with the Clerk of Council and kept as a public record;

(e) Hold regular public meetings that are properly announced and provide a list of agenda items to the Clerk of Council a week before a regular meeting, which is available to interested citizens;

(f) Serve as a sounding board for issues related to its purpose and provide feedback and information to Council, which may include coordinating, assisting and unifying the efforts of private groups, institutions and individuals within the Village and Miami Township in accordance with the purposes of this chapter as well as liaising and communicating with public and private agencies and organizations of local, regional, state and national scope whose programs and activities have an impact on the quality of life of the community or which can be of assistance to the Commission;

(g) Review any conceptual proposal presented to the Village for the purpose of making recommendations to Council regarding the merits of the proposed project as well as review more specific renderings and details for approved projects for the purpose of making recommendations on final approval of a project specifically addressing whether a proposed project meets the purpose of public art statement;

(h) Upon request of Council, serve as a jury regarding the artistic quality and merit of a proposed project, determining whether the project meets the purpose of public art statement;

(i) Recommend to Council actions that could be taken to accomplish the goals of the Village; and

(j) Carry out such other duties as may be assigned to it by Council.

(Ord. 2015-20. Passed 11-16-15; Ord. 2022-03. Passed 2-7-22.)

### **288.04 REPORTS.**

The Public Arts & Culture Commission shall submit an annual report to Council concerning the activities and work of the Commission and from time to time shall submit such reports and recommendations as may be necessary to fulfill the purposes of this chapter.

(Ord. 2015-20. Passed 11-16-15; Ord. 2022-03. Passed 2-7-22.)

### **288.05 COMPENSATION.**

The members of the Public Arts & Culture Commission shall receive no compensation for their services as members thereof.

(Ord. 2015-20. Passed 11-16-15; Ord. 2022-03. Passed 2-7-22.)

## CHAPTER 1278

### Board of Zoning Appeals

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1278.01 Appointment, meetings and quorum.

1278.02 Powers and duties.

1278.03 Application procedures.

1278.04 Variances.

1278.05 Administrative appeal.

1278.06 Decisions of the Board.

#### **1278.01 APPOINTMENT, MEETINGS AND QUORUM.**

(a) A Board of Zoning Appeals shall consist of five members and shall be appointed in accordance with Article VII, Section 66 of the Village Charter. Members of the Board at the date of passage of this zoning code may continue to serve the full terms of their original appointments.

(b) The Board of Zoning Appeals shall adopt rules and regulations for the conduct of its business, consistent with this code.

(c) Meetings of the Board shall be held at such times as the Board may determine. All meetings shall be open to the public.

(d) Requirements for meetings.

(1) The presence of three members shall constitute a quorum. Appeals from decisions of the Village Manager in the administration of the planning and zoning codes shall be taken to the Board of Appeals where they shall be decided by a vote of a majority of the quorum of the Board.

(2) The Board shall keep minutes of its proceedings that record each action of the Board and the vote of each member upon each question or, if absent or failing to vote, indicating such fact.

(3) Minutes and the records of all official actions shall be filed with the Clerk of Council and kept as a public record.

(Ord. 2013-19. Passed 9-16-13; Ord. 2019-24. Passed 7-15-19.)

#### **1278.02 POWERS AND DUTIES.**

In addition to any powers and duties granted the Board in the Village Charter, the Board of Zoning Appeals shall have the following powers and duties:

(a) The Board shall hear administrative appeals from any affected or aggrieved person where it is alleged by the appellant that there is error or misinterpretation in any order, requirement, decision, grant or refusal made by an administrative official or body charged with the enforcement and administration of this zoning code.

(b) Where there are practical difficulties preventing a property owner from conforming with the strict requirements of this code, the Board shall hear requests for area variances to the code's requirements.

(c) The Board may approve the reconstruction of a nonconforming use or expansion of a nonconforming structure, according to Section 1282.03.

(d) The Board shall not have the authority to grant a variance to permit the establishment of any use which is not otherwise permitted in a zoning district.

(e) The Board shall have such other powers and duties as specified elsewhere within this code, or as directed by the Village Council, in accordance with the intent and purpose of this code.

(Ord. 2013-19. Passed 9-16-13.)

#### **1278.03 APPLICATION PROCEDURES.**

(a) All applications made to the Board shall be on a form approved by the Board and filed with the Zoning Administrator. The hearing shall be scheduled within a reasonable time, allowing for all required notifications. The application shall be accompanied by a fee in an amount determined by resolution of the Village Council and the following:

(1) An application for an administrative appeal may be filed by any affected property owner, tenant, governmental officer, department, board or bureau and shall refer to the specific administrative decision being appealed and include the appellant's reasoning in support of the appeal. The Zoning Administrator shall transmit to the Board of Zoning Appeals the application for the administrative appeal, together with all documentation constituting the record upon which the appealed



action was taken.

(2) An application for a variance shall describe the details of the variance, including the specific requirement of this code from which a variance is sought. The applicant shall specifically address and answer each of the variance standards, as identified in Section 1278.04(a)(1). The application shall also be accompanied by a plan, which shall include at minimum the following:

- A. Legal description of the property;
- B. The boundaries and dimensions of the lot;
- C. The size and location of existing and proposed structures and off-street parking and loading spaces;
- D. Existing and proposed use of all parts of the lot and structures;
- E. Any other information that the Board of Zoning Appeals deems necessary to make a decision on the application;
- F. The Board may require drawings to be based upon a survey that is no more than ten years old, completed by a licensed surveyor.

(b) A notice stating the time, place and object of the hearing shall be served personally or by mail at least ten days prior to the day of the hearing to the applicant or appellant and to all other persons specified in the Board of Zoning Appeals rules of procedure. The notices, if served by mail, shall be sent to the last known address of the respective property owners as appearing on the Greene County Auditor's current tax list. The Zoning Administrator shall also cause notice of the hearing to be published in a newspaper of general circulation in the Village at least ten days prior to the public hearing. Any party may appear at the hearing in person or by agent or attorney.

(Ord. 2013-19. Passed 9-16-13.)

#### **1278.04 VARIANCES.**

The Board's power to grant variances from the dimensional provisions of the zoning code, including by way of example, lot size, width, setbacks, parking requirements and height, shall be in harmony with the intent and purposes of the code, as provided below.

(a) Variance Standards. Variances from the terms of the code shall be granted only where the applicant shows that the strict application of a zoning requirement causes practical difficulties in the use of the property. The factors to be considered and weighed by the Board in determining whether a property owner has encountered practical difficulties in the use of the property include, but are not limited to:

- (1) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance;
- (2) Whether the variance is substantial;
- (3) Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
- (4) Whether the variance would adversely affect the delivery of governmental services such as water distribution, sanitary sewer collection, electric distribution, storm water collection, or refuse collection;
- (5) Whether the property owner purchased the property with knowledge of the zoning restriction;
- (6) Whether the property owner's predicament feasibly can be obviated through some method other than a variance;
- (7) Whether the existing conditions from which a variance is being sought were self-created; and
- (8) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

(b) The Board shall determine, after weighing the factors described above and any other factors the Board deems relevant, whether the property owner has shown practical difficulties so inequitable as to justify granting a variance to the property owner.

(Ord. 2013-19. Passed 9-16-13.)

#### **1278.05 ADMINISTRATIVE APPEAL.**

(a) An administrative appeal of an order, requirement, decision or determination by the Zoning Administrator or body charged with enforcement and administration of this code must be submitted no more than 20 calendar days after the action or decision has been made that is being appealed.

(b) A submitted application for an administrative appeal stays all proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to Village Council, after the notice of appeal is filed, that by reason of facts stated in the application, a stay would cause imminent peril to life and property. In such case, and upon concurrence by the Council, proceedings shall not be stayed other than by a restraining order which may be granted by a court of record.

(c) In deciding the appeal, the Board shall determine whether or not the decision that was made was done so using the proper requirements and standards in this code. The decision of the Board is limited to the information that was available to the administrative official or body who made the decision being appealed.

(d) Decision. After the Board of Zoning Appeals public hearing and review, the Board of Zoning Appeals may determine to reverse or affirm, wholly or in part, or may modify the administrative decision. When the Board reverses the administrative decision, the Board shall have all powers of the Zoning Administrator or administrative body from whom the appeal is taken.

(Ord. 2013-19. Passed 9-16-13.)

#### **1278.06 DECISIONS OF THE BOARD.**

(a) The Board shall decide all applications and appeals within 30 days after the completion of a hearing unless appellant agrees to a longer period. The decision shall be binding upon the Zoning Administrator. The terms of the Board's decision, including any conditions imposed, shall be incorporated in subsequent permits and official authorizations pertaining to the subject site.

(b) The concurring vote of a majority of the quorum of the Board shall be necessary to reverse an order, requirement, decision or determination of the Zoning Administrator or body charged with enforcement and administration of this code, to grant a variance from the requirements of this code, or to decide in favor of the applicant on any other matter.

(c) Every variance granted by the Board shall lapse and be of no force or effect after 24 months from the date of granting by the Board, unless the applicant has made substantial progress toward achieving the approved construction.

(d) Decisions of the Board of Zoning Appeals may be appealed to the Village Council, according to Section 1276.03.

(Ord. 2013-19. Passed 9-16-13; Ord. 2019-25. Passed 7-15-19; Ord. 2021-23. Passed 7-19-21.)



## CHAPTER 278

### Library Commission

---

278.01 Establishment and purpose.

278.02 Membership and procedure.

278.03 Powers and duties.

278.04 Reports.

278.05 Compensation.

#### **CROSS REFERENCES**

Power of Council to establish - see CHTR. §17

Village libraries - see Ohio R.C. 735.27

Special levies for libraries - see Ohio R.C. 5705.23

Detention and arrest powers - see GEN. OFF. 608.17

#### **278.01 ESTABLISHMENT AND PURPOSE.**

There is hereby established in and for the Village a Commission, which shall be known as the Library Commission, for the purpose of advising on matters related to Village responsibilities for the function and facilities of the Yellow Springs Public Library.

(Ord. 2015-24. Passed 11-16-15.)

#### **278.02 MEMBERSHIP AND PROCEDURE.**

(a) The Library Commission will consist of five to seven members who are appointed by Council subsequent to submitting a letter of interest and resume and being interviewed and recommended by two Council members.

(b) One member shall be a Council Liaison, appointed to serve at the pleasure of Council, charged with coordinating Commission activities in line with Village goals and objectives and ensuring communication between Council and the Commission. The other members shall be appointed for three-year terms. At the outset, some members shall be assigned two-year terms, and some members shall be assigned three-year terms, after which all terms shall be three years in duration. Members shall serve until their successor is appointed by Council or they are no longer eligible to serve.

(c) Up to two members can be at-large members if there are no qualified Village resident candidates or there are other compelling reasons in line with the purpose of the Library Commission. However, the Library Commission will consist of a majority of Village residents, and non-resident members should only be appointed in exceptional circumstances.

(d) Each member of the Library Commission shall demonstrate experience, expertise and/or education that is relevant to the purpose, powers and duties of the Commission. The members of the Library Commission shall be as broadly representative of the residents of the Village as possible. The Greene County Librarian or designee, the Yellow Springs Branch Librarian and the Village Manager or Assistant Village Manager will serve as ex officio members.

(e) The Library Commission shall annually select a Chair, Vice-Chair and Secretary. Except in unusual circumstances, the Council Liaison will not serve as an officer. If the Library Commission is appropriated a budget, it shall also elect a Treasurer. The Chair creates the agenda and leads the meeting. The Vice-Chair fills in for the Chair in her or his absence and takes on other responsibilities as appropriate. The Secretary is responsible for taking minutes and sending them to the Clerk of Council in a timely manner after approval.

(f) Generally, a Commission member shall serve no more than two full consecutive terms. However, Council may determine in certain situations that extending a Commission member's term is appropriate. In the event of the death or resignation of any member, a successor shall be appointed by Council to serve for the unexpired period of the term for which such member has been appointed.

(g) Council is authorized to appoint up to two alternate members to serve on the Library Commission. An alternate member shall be selected for a term of two years and shall be a resident of the Village. Alternate members are encouraged to attend Library Commission meetings, whether or not they are serving as a member of the Commission at that meeting. However, there is no requirement that an alternate member attend meetings at which she or he is not asked to serve as a Library Commission member. In any event, no alternate member shall cast a vote on a matter that was heard, in part or in full, at a prior meeting that the alternate member did not attend. If an alternate member is present as a Library Commission member and a vote is to be taken on a matter for which the alternate member was not present during part or all of the hearing on the matter, the alternate member shall not be considered as part of the quorum for purposes of determining a majority of the quorum of the Library Commission in deciding votes for and against matters. An alternate may apply to be a Commission member if a seat becomes open in the manner outlined in subsection (a) hereof.

(h) A majority of current Library Commission members shall constitute a quorum, and the concurring vote of a majority shall be necessary to take any action authorized by the Code.

(i) The Library Commission will have available to it through the Village Manager's office, without cost to its members, those things necessary to carry out its charge, such as a meeting room, copying/printing and postage. Any other expenditure of funds must be approved by Council.

(Ord. 2015-24. Passed 11-16-15.)

### **278.03 POWERS AND DUTIES.**

The Library Commission shall:

(a) Not interfere with the day-to-day operations of the library or in the management of bequests made to the Yellow Springs Library Association;

(b) Be observant of the maintenance needs of the building and grounds and report any problems to the Yellow Springs Librarian, who will pass this information on to the Village Manager;

(c) Conduct an annual planning process that results in priorities and specific activities centering on its purpose, which will include adopting rules and procedures (or otherwise following Robert's Rules of Order) to carry out its purpose that are consistent with the Village Charter and Ohio Sunshine Laws, approved by Council and filed with the Clerk of Council;

(d) Keep minutes of its proceedings that reflect the actions of the Library Commission, the reasoning behind those recommendations, and the vote of each member upon each question or, if absent or failing to vote, indicating as such. Minutes and the records of all official actions shall be approved and filed with the Clerk of Council and kept as a public record;

(e) Hold regular public meetings that are properly announced and provide a list of agenda items to the Clerk of Council a week before a regular meeting, which is available to interested citizens;

(f) Serve as a sounding board for issues related to its purpose and provide feedback and information to Council, which may include coordinating, assisting and unifying the efforts of private groups, institutions and individuals within the Village and Miami Township in accordance with the purposes of this chapter as well as liaising and communicating with public and private agencies and organizations of local, regional, State and national scope whose programs and activities have an impact on the public library or which can be of assistance to the Commission;

(g) Review all proposals for modifications to the building and grounds;

(h) Recommend to Council actions that could be taken to accomplish the goals of the Village;

(i) Carry out such other duties as may be assigned to it by Council.

(Ord. 2015-24. Passed 11-16-15.)

### **278.04 REPORTS.**

The Library Commission shall submit an Annual Report to Council concerning the activities and work of the Commission and from time to time shall submit such reports and recommendations as may be necessary to fulfill the purposes of this chapter.

(Ord. 2015-24. Passed 11-16-15.)

### **278.05 COMPENSATION.**

The members of the Library Commission shall receive no compensation for their services as members thereof.

(Ord. 2015-24. Passed 11-16-15.)

**VILLAGE OF YELLOW SPRINGS, OHIO  
RESOLUTION 2025-26  
ADOPTING VILLAGE OF YELLOW SPRINGS ANNUAL GOALS FOR 2025-2026**

**Whereas**, Village Council adopts goals to guide decision making and resource allocation for the Village, and

**Whereas**, Village Council has publicly collaborated as to the aspirations, needs and vision for the community, and

**Whereas**, Village Council has and will continue to seek input from Village staff and the community in goal setting for 2025-26,

**NOW, THEREFORE, COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO  
HEREBY RESOLVES THAT:**

**Section 1.** Council has affirmed the following values as the basis for their 2025 Goals:

Value 1: Deepen decision-making processes with active citizen participation and effective representative governance.

Value 2: Be a model employer actively working to achieve diversity in hiring and employee retention and a provider of services within a responsible and sustainable fiscal framework.

Value 3: Create a welcoming community of opportunity for all persons regardless of race, age, sexual orientation, gender identity, ethnicity, economic status, mental/physical ability or religious affiliation.

Value 4: Pursue a strong economy that provides diverse employment, creates a stable tax base and supports the values of the community, particularly affordability.

Value 5: Seek, in all decisions and actions, to reduce the community's carbon footprint, encourage sound ecological practices and provide careful, creative and cooperative stewardship of land resources.

Value 6: Intentionally promote anti-racism, inclusion, equity and accessibility through all policies, procedures and processes.

**Section 2.** The 2025-26 Village Goals as detailed in the attached Exhibit A are hereby approved.

\_\_\_\_\_  
Kevin Stokes, Council President

Passed:

Attest: \_\_\_\_\_  
Judy Kintner, Clerk of Council

**ROLL CALL**

Kevin Stokes\_Y\_\_ Brian Housh\_Absent\_ Gavin DeVore Leonard\_Y\_  
Carmen Brown\_Y\_\_ Trish Gustafson\_Y\_\_\_\_

## 2025 YELLOW SPRINGS VILLAGE GOALS

### Community Engagement & Communications

- Continue improved community communications re: Village activities, elevating website enhancements.

### Financial Sustainability & Fiscal Responsibility

- Upgrade/make changes to VIP so that custom reports are fluid and easily available; conduct annual training with vendor. Continue efforts to secure additional grant funding for infrastructure, housing, and public safety projects.
- Explore options for cost-sharing agreements and partnerships to reduce financial burdens.
- Conduct periodic internal financial audits to ensure fiscal responsibility and efficiency.
- 

### Municipal Infrastructure & Utility Development

- Create plan to resolve status and future of existing municipal broadband utility.
- Develop long-term funding plan to continue focus on improvements in utility infrastructure.
- Update the Village's Capital Improvement Plan to align with identified infrastructure needs and project priorities.
- Review the Village's sidewalk policy to ensure it remains practical and effective.
- Support the update of the Active Transportation plan to improve safe, equitable, and sustainable mobility in the Village.

### Economic Development

- Collaborate with YSDC and other partners to execute actions highlighting that YS is open for business.
- Strengthen partnerships with local businesses and organizations to promote sustainable economic growth and address any business concerns that are in Village staff purview.
- Clarify role and responsibilities of YSDC vis a vis Village economic development, including expectations for intergovernmental communication (amongst taxing entities) for the purpose of long-term planning.

### Housing Development

- Determine and implement a housing strategy that encourages and sponsors the development of affordable housing in the Village – based on a Council/staff agreed upon definition of affordable housing – through incentives and policies.
- Establish clear policies and incentives for developers that align with Village values (refer to existing state law). Broaden decision-making by seeking external expertise and input on affordable housing options, consulting with professionals and experts outside the village to ensure a well-rounded and informed approach to policy and strategy development.
- Continue strategic zoning improvements to support diverse housing options.
- Advance the LIHTC project by securing funding, obtaining necessary approvals, and implementing the development plan, contingent on grant award.

### Leadership & Professional Development

- Develop and run a thoughtful strategic planning process and complete a Council and staff supported plan (timeline and process agreed upon in 2025).
- Complete a comprehensive wage study for all Village positions using appropriate comparables; use this information to prepare pay ranges for each position.
- Create a clear process for Council-managed staff evaluation and contracts/pay, including check-ins during the year/between evaluations (including Solicitor).
- Achieve clarity regarding Village staff salaries and benefits that impact Council-managed decisions (payrates, longevity, contracts, etc.). Expand networking/relationship building, growing regional leadership role and opportunities.
-

**VILLAGE OF YELLOW SPRINGS, OHIO  
ORDINANCE 2024-06**

**REPEALING CHAPTER 220.01 “RULES AND PROCEDURES” OF THE CODIFIED  
ORDINANCES OF THE VILLAGE OF YELLOW SPRINGS, OHIO AND ENACTING  
NEW CHAPTER 220.01 “RULES AND PROCEDURES”**

**Whereas,** Codified Ordinance Chapter 220.01 of the Village of Yellow Springs, Ohio provides for Council’s rules and procedures, as called for in Section 20 of the Village Charter; and

**Whereas,** Village Council has determined that it would be in the best interest of the Village to adopt a new Chapter 220.01 to update these rules and procedures,

**NOW, THEREFORE, COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO  
HEREBY ORDAINS THAT:**

**Section 1.** Chapter 220.01 entitled “Rules and Procedures” of the Codified Ordinances of the Village of Yellow Springs, Ohio be repealed.

**Section 2.** A new Chapter 220.01 entitled “Rules and Procedures” of the Codified Ordinances of the Village of Yellow Springs, Ohio be enacted to read as set forth in Exhibit A with new language underlined and **bolded**, which is attached hereto and incorporated herein.

**Section 3.** This ordinance shall take effect and be in full force at the earliest date permitted by law.

\_\_\_\_\_  
Kevin Stokes, President of Council

PASSED: 5-20-2024

Attest: \_\_\_\_\_  
Judy Kintner, Clerk of Council

Roll Call:

Stokes\_Y\_\_

Devore Leonard\_Y\_

Housh\_\_Y\_

Brown\_\_Y\_\_

Gustafson\_\_Y\_

## Exhibit A to Ordinance 2024-06

### 220.01 Rules and procedures.

#### VILLAGE OF YELLOW SPRINGS COUNCIL RULES AND PROCEDURES

##### **Ethics**

Council Members shall act with honesty and uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity and impartiality of government are conserved and enhanced. Each member of Council, the Village Manager and Clerk of Council shall become familiar and comply with the most current version of the Ohio Ethics Laws (O.R.C. Ch. 102: <https://ethics.ohio.gov/education/factsheets/EthicsLawOverview.pdf>) and Related Statutes (O.R.C. Ch. 2921: <https://codes.ohio.gov/ohio-revised-code/chapter-2921>), specifically, as they apply to elected officials and public employees of Villages. The Clerk of Council will ensure that each Council member receives a copy of the Ohio Ethics Laws and Related Statutes upon his or her election or appointment. Any Council member or Employee who believes that they may have a conflict of interest with a pending issue should seek the advice of the Village Solicitor or Ohio Ethics Commission prior to entering into any discussion or voting on that issue.

##### **Respecting Village Values**

With regard to the Village Values of being “a model employer actively practicing diversity hiring” and to “intentionally promote anti-racism, inclusion, equity and accessibility through all policies, procedures and processes”, all members of Council will uphold the standards set forth for all Village employees in sections 607 and 608 of the **Village Personnel Policy Manual** to combat harassment and bullying in the workplace, promoting a safe and healthy environment for all Village employees .

With regard to the Village Value of creating “a welcoming community of opportunity for all persons regardless of race, age, sexual orientation, gender identity, ethnicity, economic status, mental/physical ability or religious affiliation”, all members of Council shall conform to the **Guidelines** Council has set forth for its boards and commission members in interacting with all members of the public. In discussions of Village business, Council members shall refrain from making inflammatory, derogatory or slanderous remarks, and shall refrain from ad hominem attacks, blaming or assigning negative motives and from knowingly repeating false or inaccurate information.

##### **Council Social Media Presence and Comments**

Council members are expected to adhere to the same values stated above when engaging on social media. The only additional caveat is that elected officials should take care to be clear as to when they are commenting in their capacity as citizens, and when the comments are intended to reflect their view as an elected official. This caveat recognizes that there are times when public perception will assign the mantle of public official to the Council member regardless of any disclaimer.

##### **Process for Addressing Complaints Against Council Members**

Any complaint made by a citizen or by a Village employee against any member of Council will be conveyed to the Clerk of Council. The Clerk will direct Complaints made against the President of Council to the Vice President of Council, and will address all other complaints to the President of Council. The public official directed to manage the complaint has full authority to act at their discretion in a timely fashion.

In the case of a complaint made by another member of Council, the process is directed as above, with the added option that the public official handling the complaint has the latitude to bring a resolution of censure against the Council member in question, again, at their discretion.

In the case of a complaint made by a member of the Village staff or contractor against a Council member, the process followed is as above, and allows for the possibility of censure at the discretion of the public official handling the complaint.

## **Meetings**

All meetings of Council shall be properly advertised and, with the exception of executive sessions (see below), shall be open to the public regardless of whether they are regularly scheduled meetings, special meetings or emergency meetings. Three (3) Council members constitute a quorum, which is required to hold any meeting.

Regularly Scheduled Council Meetings will convene at 6:00 p.m. on the first and third Mondays monthly (except when Monday is a recognized holiday, in which case the meeting will be held on Tuesday of that week) in Council Chambers (unless otherwise advertised) located on the second floor of the John Bryan Community Center. The Clerk of Council will present a meeting schedule for the coming year at a regular Council meeting by December of the preceding year. Additionally, notice specifying time, place and agenda shall be published the week prior to the regularly scheduled meeting in a local newspaper of general circulation. Council will endeavor to conclude the regular meeting by 9:30 p.m.

Work Sessions may be called at times when Council wishes to hear more extensively from staff or advisors and wishes to facilitate additional citizen response and input than can be afforded in a Regular Meeting of Council. A Work Session agenda shall be noticed as a Regular Meeting agenda, and may omit some agenda items seen on the Regular Meeting agenda in the interest of increasing time for participation regarding the topic of the Work Session. Legislation may be heard at a Work Session and must be noticed per Charter specification.

Special Meetings may be called by the President of Council, by two Council members, or by an affirmative vote of the majority of Council taken at any Regular or Special Meeting to conduct non-emergency Council business that should be addressed before the next regularly scheduled meeting. All news media outlets that have requested such notification will receive 24-hour minimum advance notification of any Special Meeting with time, place and purpose of the meeting being stated. Special meeting notices will be posted on the Village website within the same time period that news media notification is made.

Emergency Meetings may be called by the President of Council to address issues that are time-sensitive and must be addressed immediately. All such meetings shall comply fully with the requirements of **Ordinance 2009-20**, which is summarized in Attachment 3. Emergency Meeting notices will be posted on the Village website within the same time period that news media notification is made.

All Council members will be notified of the time, place and purpose of each Special Meeting or Emergency Meeting. The President of Council, Village Manager and Clerk of Council may jointly coordinate the notification of Council members.

The Clerk of Council shall be responsible for ensuring that advance notification of all meetings is accomplished and notices are displayed as described above.

Executive Sessions may be called at any meeting on affirmative vote of the majority of Council members in accordance with Ohio law: <https://codes.ohio.gov/ohio-revised-code/section-121.22>.

## **Meeting Agenda & Materials**

The Clerk of Council shall work with the President and Vice President of Council, Village Solicitor, and the Village Manager in constructing the agenda for each Council meeting. Items to be considered for the agenda will be accepted from Council members until 5:00 p.m. on the Thursday ten days prior to the next scheduled meeting. In exigent circumstances, as determined by the President and Vice-President of Council, items may be added to the agenda after the aforementioned deadline.

The Clerk of Council shall cause to be placed into the possession of each member of Council and the Village Manager, seventy-two (72) hours in advance of the regular meeting, a packet containing the meeting agenda, minutes of the previous meeting, proposed/pending legislation, reports and communications. The same information will be available in the Bryan Center lobby, online at [www.yellowsprings.gov](http://www.yellowsprings.gov), and at the Public Library, in advance of a regularly scheduled meeting.

The Clerk of Council will work with the Village Manager to provide comprehensive reports and other information as deemed appropriate to Council members by the most efficient means possible as soon as those items become available. When time allows, those materials will be added to the information available to the public, otherwise they will be provided in the next Regular Meeting packet. Meeting materials will also be available on a table outside Council Chambers on the day of the meeting.

### **Meeting Minutes**

The Clerk of Council will prepare and maintain full and accurate minutes of all meetings. These minutes shall provide sufficient facts and information to permit an understanding of the rationale behind Council decisions.

### **Order of Business**

1. Call to Order
2. Roll Call
3. Executive Session
4. Swearings In (Third Mondays)
5. Announcements
6. Consent Agenda
7. Review of Minutes
8. Review of Agenda
9. Review Petitions/Communications
10. Public Hearings/Legislation
11. Citizens' Concerns
12. Special Reports
13. Manager's Report
14. Old Business
15. New Business
17. Standing Board & Commission Reports (Third Mondays)
18. Agenda Planning
19. Adjournment

Council may decide during the Agenda Review at the beginning of the meeting to vary from this order as needed.

### **Recess**

The presiding officer has the discretion to call for a recess, for the convenience of the Council and citizen participants, or at the request of another Council person or staff participant, especially when a regular meeting extends beyond two and one half hours and is expected to continue for more than one half (1/2) hour. The amount of time needed for the recess will be stated when it is called and the meeting will begin promptly after the stated time.

### **Decorum**

While the Council is in session, order and decorum must be preserved. Therefore, Council members and citizen participants shall observe rules for debate and participation outlined below, and shall not, by conversation or other means, delay or interrupt the proceedings or disturb duly recognized speakers. Council will endeavor to communicate Council rules during meetings, but persons who ignore or violate Council rules or refuse to follow the orders of the presiding officer may be asked to leave the meeting.

### **Rules of Debate**

Council meetings will be conducted using Robert's Rules of Order as a general guideline: <http://www.rulesonline.com/index.html>. The President, Vice President or other member of the Council who may be presiding shall not be deprived of any rights and privileges of a Council member (move, second and debate, etc.) by reason of acting as the presiding officer.

Council members shall wait until the presiding officer has recognized them before speaking. A member, once recognized, shall not be interrupted except under the general guidelines of parliamentary debate.



### **Citizen Participation**

Comments from the public are welcomed at two different times during the course of a regular meeting: (1) Comments on items not on the Agenda will be heard under Citizens' Concerns, and (2) Comments on all items listed on the Agenda will be heard during Council's consideration of said item, subject to the following guidelines:

1. The presiding officer must recognize citizens wishing to speak. When they have been recognized, they shall, give their name and affiliation with the Village and state the subject of their concern or comment.
2. Comments shall be addressed to the presiding officer. No conversations will be carried on between individual citizens in attendance or with individual Council members, except as recognized by the presiding officer.
3. The use of profane or threatening language or gestures while making comments will not be tolerated, and may be cause for removal from the meeting
4. Individual comments should be limited to three (3) minutes with only one (1) comment per person. Persons with other views on the same subject will be given equal time for response. The presiding officer may terminate continued discussion at any point in the discussion after opposing views have been equally addressed.
5. Citizens should address all staff and/or personnel matters to the Village Manager prior to coming to Council. Should a staff/personnel matter be raised by a citizen during the course of the meeting, it will be referred to the appropriate supervisor.
6. All cell phones shall be silenced during meetings.

### **Public Hearings**

The second reading of each proposed ordinance is designated a Public Hearing, **the official opportunity for citizens to be heard**. Citizens are encouraged to comment and make inquiries as to the nature or impact of the ordinance or to offer their approval if that is their desire. The presiding officer will open the floor to public hearing after the second reading and following a motion to adopt and a seconding by Council. Following the public hearing, Council will hold a discussion and take appropriate action.

In time-sensitive situations, an ordinance may be declared an emergency, which means it will go into effect immediately rather than in thirty days as is standard for an ordinance. An Emergency Ordinance can have one or more readings with the final reading including a Public Hearing.

Resolutions will not normally require public hearing. However, the scope of the particular resolution may be such that it warrants such a hearing. When that is the case, the process will follow the same procedure for the second reading of an ordinance.

Public comments will be limited to a maximum of three (3) minutes with only one (1) comment per person. Persons with other views on the same subject will be given equal time for response. The presiding officer may terminate comment at any point in the discussion after opposing views have been equally addressed.

### **Other Agenda Items**

The presiding officer may recognize members of the public who are in attendance during discussion of other agenda items, when and to the extent it is appropriate.

### **Letters to Council**

Letters to Council must be received by the Clerk of Council by 10:00 a.m. on the Friday preceding a regularly scheduled meeting to be considered in that meeting. Items received after 10:00 a.m., unless having direct bearing on a topic slated for discussion, will be held without review or action until the following regularly scheduled meeting unless it is determined that such delay would create an emergency or that the correspondence requires special action on the part of Council or Village staff. Regarding the aforementioned: Items having direct bearing on a topic of consideration for that meeting will be made available to Council members at the Council table and by e-mail. To the extent possible, Council Members will endeavor to review all such material prior to the start of the Council Meeting.

### **Reserved Time Participation and Submissions for Council Meeting**

Any group or individual wishing to make an oral presentation to Council may, by notifying the Clerk of

Council not later than 10:00 a.m. on the Thursday ten days before the next regularly scheduled meeting, make a request to Council to be placed on the agenda. A short summary defining the intention of the presentation must be provided to the Clerk at that time.

Any such addition to the Agenda requires the approval of Council. Council may elect to defer the presentation to the following meeting, to request further information regarding the group or the presentation or, if appropriate, to deny the request altogether. In the latter instance, the group or individual may still elect to speak during Citizens' Concerns.

Council members wishing to champion projects or bring initiatives forward are urged to follow the process outlined in the "Council Initiatives Process" ([https://www.yso.com/egov/documents/1712859695\\_87356.pdf](https://www.yso.com/egov/documents/1712859695_87356.pdf)) document for bringing projects forward.

Any materials for inclusion in the Council packet must be delivered to the Clerk of Council not later than 5pm on the Thursday preceding the meeting.

Please contact the Clerk of Council regarding this procedure. Appropriate time periods for public review and comment will be determined for each report.

# Roberts Rules of Order – Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## How to do things:

**You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

**You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

**You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

**You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.  
“Call for orders of the day.”

You want to take a short break.  
Move to recess for a set period of time.

You want to end the meeting.  
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.  
Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.  
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.  
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.  
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rds</sup> vote is required.

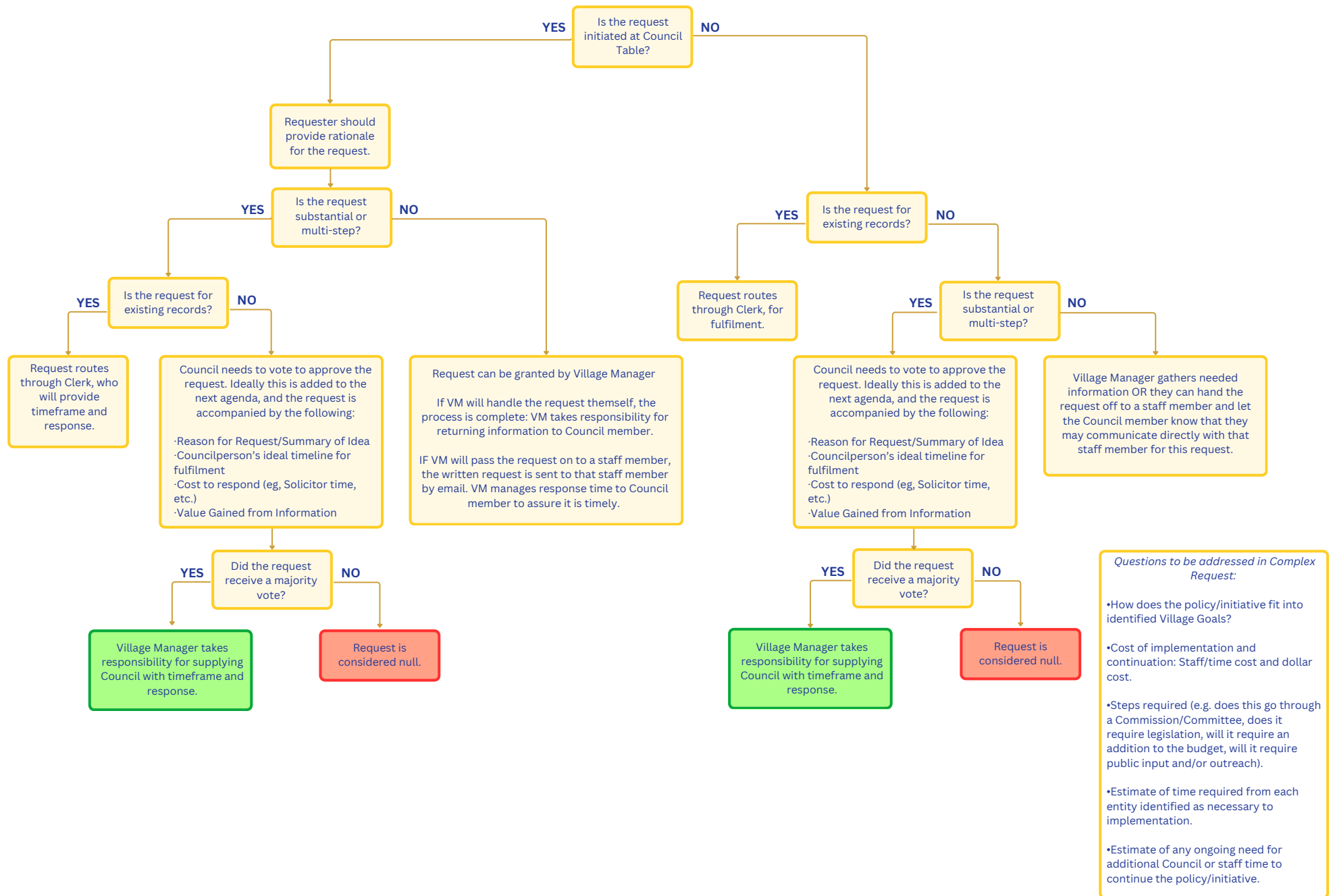
### Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board's ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

# Council Process for Requesting Action or Information





## **Council Process for Bringing Forward Policies/Initiatives**

### General Objectives for Proposed Initiatives

- Specific** – Objective clearly stated, so anyone reading it can understand, what will be done and who will do it.
- Measurable** – Objective includes how the action will be measured. Measuring objectives helps to determine progress.
- Achievable** – Objective is realistic given the realities faced in the community. Setting reasonable objectives helps set the project up for success
- Relevant** – A relevant objective fits the purpose and the culture and structure of the community, and it addresses the vision of the project.
- Time-bound** – Every objective has a specific timeline for completion.

### Proposed Process for Development & Communication of Local Government Policies/Initiatives

1. Concept is introduced to Council. Introduction should fulfill the “Specific” criteria. It should identify relevance to goals and show a general timeline.
  - a) Summary of idea presented in writing:
  - b) Steps needed to implement or achieve are identified (draft action plan):
  - c) Entities needed to implement/achieve and stakeholders/parties affected are identified; staff input should be obtained.
  - d) Funds needed to implement or sustain are identified, including sources of funding.
2. Council hears a recommendation from the Village Manager regarding the proposal.
3. Council votes on whether or not to allocate resources for the proposed policy/initiative.
4. Council identifies the Council member(s) responsible for moving the policy/initiative through the identified steps. This can be delegated by that Council member, but delegation does not negate that person’s responsibility to assure that process is followed. Council member is responsible for identifying “Measurable” objectives.
5. Each entity identified as necessary to the completion process is given the action plan and is communicated with regarding their role and any responsibilities related to their role. Time frames are communicated at each step, and these entities receive communication regarding progress of the policy/initiative as the process unfolds.
6. Best efforts are made to reach out to identified stakeholders/parties affected by the policy/initiative for feedback.
7. Council receives regular brief updates regarding actions taken and updates to the initial timeline if these change.

### Questions to be addressed in Action Plan and Summary

- How does the policy/initiative fit into identified Village Goals
- Cost of implementation and continuation: Staff/time cost and dollar cost.
- Steps required (e.g. does this go through a Commission/Committee, does it require legislation, will it require an addition to the budget, will it require public input and/or outreach)
- Estimate of time required from each entity identified as necessary to implementation
- Estimate of any ongoing need for additional Council or staff time to continue the policy/initiative