

**COUNCIL OF THE VILLAGE OF YELLOW SPRINGS  
REGULAR COUNCIL MEETING**

**AGENDA**

**IN COUNCIL CHAMBERS @ 7:00 P.M.**

**Monday, December 16, 2013**

Comments from the Public are welcomed at two different times during the course of the 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. A Sign-In sheet will be made available on the small table at the rear of the Council Chambers. Please write your name and the topic you wish to discuss.

**CALL TO ORDER**

**ROLL CALL**

**ANNOUNCEMENTS**

**REVIEW OF MINUTES**

Minutes of December 2, 2013 Regular Council Meeting.

**REVIEW OF AGENDA**

At this time, Council may add to the Agenda any other such matters as they may wish to discuss.

**I. PETITIONS/COMMUNICATIONS**

The Clerk will receive and file:

Mayor's Monthly Report  
K. Van der Heiden re: CBE  
Christine Roberts re: CBE  
Kate Hamilton re: CBE  
Todd Leventhal re: CBE  
Dawn Johnson re: CBE  
Marianne MacQueen re: CBE  
Vicky Hennessey re: Fluoride (attachments available in on-line packet)  
League of Women Voters re: Millard Meier

**II. PUBLIC HEARINGS/LEGISLATION**

**First Reading of Ordinance 2013-22** Vacating an Alley Located Between E. South College and Marshall Streets

**Reading of Resolution 2013-49** Approving Then and Now Certificates for the End of Fourth Quarter

**III. CITIZEN CONCERNS**

**IV. SPECIAL REPORTS**

**V. OLD BUSINESS**

Report on Consultants for Village Manager Search (Housh/Simms)  
Revised Budget Schedule (Vanzant/Bristol)  
Discussion: Next Steps for Center for Business and Education Project

Council Rules and Procedures (Track Changes Draft)

**VI. NEW BUSINESS**

Scheduling and Topics for Council Retreat

**VII. MANAGER'S REPORT**

**VIII. CLERK'S REPORT**

**IX. STANDING REPORTS**

**Report from Representatives:**

Marianne MacQueen	Environmental Commission	<b>On Hiatus</b>
Lori Askeland	Planning/Bike Commission	(Simms)
Gerald Simms	Village Mediation Program	
Brian Housh	Human Relations Commission	(MacQueen)
Marianne MacQueen	Energy Board	(Housh) (Minutes)
Gerald Simms	Community Resources	(MacQueen)
Marianne MacQueen	Economic Sustainability Commission	<b>On Hiatus</b>
Gerald Simms	Library Commission	(Housh)
Lori Askeland	Planning Commission-Greene County	(Wintrow)
Brian Housh	Community Access Panel	(Simms) (Minutes)
Karen Wintrow	Chamber of Commerce	
Karen Wintrow	Miami Valley Regional Planning Comm.	(Askeland)
Brian Housh	Public Art Commission	(Wintrow)

**X. FUTURE AGENDA ITEMS**

Report from Dayton Pool Management on Pool Operations in 2013

RCAP/LJB Report on Water Plant Rehab (1-6-14)

2013-48 Authorizing the Village Manager to Solicit Bids for 2014 Gaunt Park Pool Management

Ordinance 2013-29 Returning Easement #5 (Glen Helen) to the Village (1-6-13)

**XI. EXECUTIVE SESSION**

**XII. ADJOURNMENT**

The next meeting of the Council of the Village of Yellow Springs will be held at 7:00 p.m. on Monday, January 6, 2013 in Council Chambers, John Bryan Community Center, 100 Dayton Street.

The Village of Yellow Springs is committed to providing reasonable accommodations for people with disabilities. The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the Village Clerk of Council's Office at 767-9126 or via e-mail at [clerk@yso.com](mailto:clerk@yso.com) for more information.

**Council of the Village of Yellow Springs  
Minutes**

**In Council Chambers @ 7:00 P.M.**

**Monday, December 2, 2013**

**CALL TO ORDER**

President of Council Karen Wintrow called the meeting to order at 7:00pm.

**ROLL CALL**

The Clerk called the roll, showing all Council members present. Interim Village Manager Bristol was also present.

**SWEARING IN OF MAYOR BY VILLAGE MANAGER**

Kent Bristol performed the swearing-in of returning Mayor Foubert.

**ANNOUNCEMENTS**

Bristol introduced the new Finance Director for the Village, Melissa Vanzant.

Housh announced that CAP is broadcasting Council meetings over YouTube within 48 hours of the meetings. CAP hopes to have these broadcasts attached to the Council page soon.

Housh stated that the movie Shooting Beauty, a panel discussion and a community potluck will be hosted by HRC this Saturday the seventh.

Wintrow announced Council participation by way of attendance at the McKee Group forum regarding the CBE this Thursday night, December 5<sup>th</sup> at 7pm at the First Presbyterian Church.

**REVIEW OF MINUTES**

Minutes of November 18, 2013 Regular Council Meeting. Simms MOVED and Askeland SECONDED a MOTION TO APPROVE THE MINUTES. The MOTION PASSED 5-0 on a Voice Vote.

**REVIEW OF AGENDA**

Housh asked that HRC's Rain Barrel Project be added to the agenda, noting that Linda Rudawski was present to speak about the project.

**PETITIONS & COMMUNICATIONS**

Askeland reviewed the communications received.

The Clerk will receive and file:

Bette Kelley and Wayne Gulden re: Tourist Activities and Impact

Glen Courtright re: Support of CBE

Emily Seibel re: Cemetery Street Project

MacQueen commented on the Kelley/Gulden letter and commented on a citizen concern regarding amplification of music in the downtown area. Wintrow followed up, stating her understanding that a petition regarding amplification may be coming to Council.

The issue of noise in the downtown area was briefly discussed as a potential topic to be included in Council goals.

**PUBLIC HEARINGS AND LEGISLATION**

**First Reading of Ordinance 2013-27** Transferring Glen Forest Cemetery Property to Miami Township and Declaring an Emergency. Simms MOVED and Askeland SECONDED a MOTION TO APPROVE.

Wintrow explained that earlier in 2013, Miami Township took over operation of the Glen Forest Cemetery, and a portion of that property is in the Village. Wintrow expressed her approval of the high standard of care the Township is bringing to its operations.

Bristol added that the property became the property of the Village as stipulated when the Cemetery Association disbanded, noting that transferring the property back to the Township is prudent, given that the Village is not interested in running the cemetery.

Wintrow OPENED THE PUBLIC HEARING.

There being no comment or discussion, Wintrow CLOSED THE PUBLIC HEARING and CALLED THE VOTE. The MOTION PASSED 5-0 ON A ROLL CALL VOTE.

**Reading of Resolution 2013-26** Regarding Check Signers. Wintrow explained that the resolution adds signers, which will make the check-signing process easier for finance staff.

Housh suggested a small edit.

MacQueen MOVED and Simms SECONDED a MOTION TO APPROVE.

Wintrow CALLED THE VOTE, and the MOTION PASSED 5-0 on a VOICE VOTE.

**Hearing of Previously Tabled Resolution 2013-43** Retaining Services of Bond Counsel. Housh MOVED TO REMOVE THE MOTION FROM THE TABLE. Simms SECONDED, and the MOTION PASSED 4-0 on a VOICE VOTE, with MacQueen abstaining.

Wintrow explained the role of Squire Sanders with regard to generating a plan for borrowing for purposes of financing the CBE infrastructure project. The options presented would then return to Council for a decision as to how and whether to move forward.

Bristol observed that while Squire Sanders will assure that any proposal is legally solid, the Underwriter will assist the Village is obtaining a low rate, and in determining whence to borrow the funds.

In response to a question from Wintrow, Bristol confirmed that he, Vanzant and Village Treasurer Rachel McKinley would team with Bond Counsel and the Underwriter to obtain the best possible terms to present to Council.

Bristol noted that he had done some preliminary research with local banks regarding rates and terms and would research further to determine if that was a viable financing option.

MacQueen read a statement to the effect that the discussion is being polarized at the expense of nuance. She noted that Council must fully understand the scope of the financial commitment and must fully commit to the project to ensure its success. She stated that she does not yet see that level of commitment. MacQueen characterized the CBE as a long-term significant undertaking, indicating that the enormity of that relationship has not been fully realized.

MacQueen called for a number of guidelines, including sustainable building and land use practices, policy for incentives, and an understanding that the original \$300,000 loan from the Village may well be used as a part of the incentive. She also asked that the CR become a designated CIC. Finally, MacQueen asked that the Village's economic strategy be clarified, and that they include acknowledgement of climate change and sustainability.

MacQueen stated several times that she is not opposed to the CBE, but that she believes that there are too many unanswered questions.

Housh commented that he agrees with the issues raised by MacQueen, but that a piece of understanding the whole picture clearly is to acquire the information that Bond Counsel and the Underwriter can provide.

Simms stated his support for both resolutions as critical to an informed decision. He noted that the resolutions do not commit the Village to any course of action.

Askeland received clarification from Bristol that in fact the resolutions do not bind the Village to any course of action, but simply assure payment to Bond Counsel and the Underwriter, respectively.

Dimi Reber raised several questions regarding the project, and asked that further research be done. She drew a comparison between the push to develop the CBE seven years ago, and the current push to obtain funding. She stated her objection to the characterization of the development as necessary to Yellow Springs' economic future, and asked that any development be consistent with local values. Reber expressed concern that Antioch College had received no support from the Village in their rebuilding efforts.

Reber referenced the recent Yellow Springs News article, commenting that implied immediate benefits are "nowhere in sight". Reber commented that there is not only one way to get jobs, and asked what type of jobs the Village wishes to support.

Jerry Sutton commented that the resolutions are not a commitment. He stated that a month has been lost, and that there is a danger of losing the 2014 build cycle if there is further delay in moving forward.

Kathryn Van der Heiden, President of Community Resources, urged Council to pass the resolutions, stating that while there is no emergency, it would be prudent to move forward so that the funds from ODOT are not lost. Van der Heiden commented that because the CBE is a PUD, there is a built in system of checks and balances.

Lauren Miller stated that while she is undecided regarding the CBE, she would like the Village to do due diligence. She asked the cost of retaining the services of the Underwriter and Bond Counsel. (Wintrow responded to the question several minutes later, stating that the cost of information gathering only would be about \$10,000, while the cost if bonds were issued would be about \$19,000.)

Sam Young commented that the resolution at hand is in fact part of due diligence, and as such should be pursued. Young stated that in his 50 years in town, the population has decreased by about 40%. He noted increases in utility costs, and deferred maintenance of the infrastructure. Young stated his belief that a healthy community provides jobs in equal number to the number of adults in supporting the development of the CBE.

Bill Short expressed frustration with Council for not moving forward faster with the CBE.

Wintrow responded to Miller's earlier question (above), and commented that some of the work can be undertaken while answers are being sought to questions regarding the project. Wintrow expressed her support for the resolutions as a means of gaining needed information.

Wintrow responded to comments made by Reber, stating that Council has assisted Antioch College by partnering on a number of infrastructure projects, offering services at no cost.

Wintrow responded to comments made by Reber, stating that Council has assisted Antioch College by partnering on a number of infrastructure projects, offering services at no cost.

Housh commented that Council is moving forward, but that there are questions that need to be answered.

Housh MOVED and Simms SECONDED a MOTION TO APPROVE Resolution 2013-43. Wintrow CALLED THE VOTE, and the MOTION PASSED 5-0 ON A VOICE VOTE.

**Reading of Resolution 2013-44** Retaining Services of Underwriter. Simms MOVED and Askeland SECONDED a MOTION TO APPROVE.

Wintrow received confirmation from Bristol that passing the resolution will not prevent the Village from shopping for rates.

MacQueen commented that coming up to speed on the entirety of the issue requires a great deal of effort, and that she is not trying to be obstructive, but the fully apprehend the situation before giving her approval.

Roi Qualls, member of the CBE board, commented that he appreciates MacQueen's comments, noting that while he supports the CBE, he understands the need for care and diligence, and is excited to see the energy building around the project.

Wintrow CALLED THE VOTE, and the MOTION PASSED 4-0, with MacQueen abstaining.

**Reading of Resolution 2013-47** In Support of the Purchase of Camp Greene by the Glen Helen Association. Housh MOVED and Askeland SECONDED a MOTION TO APPROVE.

Sam Young spoke on behalf of the Glen Helen Association ((GHA) stating that the group is attempting to secure a grant from Clean Ohio to acquire Camp Greene. Camp Greene is across the river from the Glen, making acquisition of the property strategic for preservation of the water supply. Young stated that there are several camp-type buildings on the property.

Young stated that, if approved, the GHA would take title to the property and would then fulfill the requirements of the grant, including clearing of invasive species.

Young stated that the Girl Scout Council is determined to sell the property, and the GHA is unwilling to allow the sale to go to a private buyer.

Young stated that between protection of the water supply and the preservation of green space, the GHA sees the acquisition as highly important.

In response to a citizen question, Young stated that the GHA is not asking for funds of any kind; the resolution is the sole gesture of support.

Wintrow commented that the goals of open space and drinking water protection are well attuned with Council and the Village's priorities. She expressed gratitude for the GHA for taking on the project.

Wintrow CALLED THE VOTE and the MOTION PASSED 5-0 ON A VOICE VOTE.

#### **CITIZEN CONCERNS**

Lauren Miller read a statement from the "Coalition for Green Space", and was accompanied by Hans Jacobson, Hilary Pierson and Ryan Pierson.

Miller stated that the coalition is concerned with activities on the Antioch college "golf course". Miller's statement noted concern regarding Antioch's lack of communication with neighbors regarding their current geothermal project, which consists of the drilling of over 100 wells on the golf course property.

Miller stated concern regarding the proposed farm on Antioch campus. The statement asked that neighbors be notified of any zoning activity regarding the college.

Joan Edwards expressed concern regarding drivers failing to come to a full stop at stop signs. She suggested road alteration.

Simms stated that officers are aware of the problem.

Bristol recommended a speed bump.

Wintrow noted that by virtue of the zoning code, any neighbors will be informed of any upcoming matters relating to proposals affecting the Antioch College golf course.

#### **SPECIAL REPORTS**

There were no Special Reports.

#### **OLD BUSINESS**

Village Manager Search Process Report (Housh/Simms). Housh related that he and Simms had spoken to School Board representatives, and had narrowed a list of potential consultants to two strong possibilities. Housh touted the importance of the outside, non-biased perspective as well as active recruitment, information gathering from Council and citizens, and strategic placement of the position notice.

Simms stated that he and Housh differed on the level and timing of citizen involvement in the process, with Housh advocating for a great deal of involvement early on, and Simms favoring later citizen involvement.

Askeland determined that the School Board had completed their last Superintendent search without a consultant, but that they had had access to administrative assistance.

Bristol commented that the process he went through 33 years ago was quite rigorous, and lasted several days.

MacQueen spoke in support of non-traditional outreach, and advocated for early and extensive citizen involvement.

Wintrow commented that she sees the consultant as the facilitator who assures that input is received from all stakeholders, and who can make use of social media to reach further than in years past. Wintrow agreed with MacQueen that word-of-mouth is a great tool in reaching potential candidates.

Housh noted that Management Partners out of Cincinnati, and Mary Rita Weisman of Dayton were the two most promising leads. He stated that both are ready to submit proposals. Housh recommended that Council receive the proposals for consideration at their next meeting.

Askeland stated her agreement with Housh's proposal.

Sue Abendroth stated her opinion that it is Council's job to provide leadership in selecting a Village Manager who will best lead the Village, because citizens will always differ in opinion and perspective.

Housh stated that the candidates had both offered timelines of about 120 days to complete the process.

Wintrow stressed that there will be multiple opportunities for citizen involvement.

Housh urged anyone interested to contact either a Council member or the Clerk.

**Questions for McKee Group Forum on CBE.** Harry Lipsitt of the James A. McKee Association announced the upcoming forum regarding the Center for Business and Education. He stated that Jalyn Roe will moderate the session, which will be broadcast over cable.

Lipsitt noted that the group is looking for speakers in opposition to the CBE.

Lipsitt noted that Council members and Bristol will attend, and that former Village Manager Curliss will be attendance.

Lipsitt responded to an earlier comment made by Young regarding Yellow Springs' population, stating that his informal research shows the population remaining stable if Antioch College students are not included in the count at any point.

MacQueen stated that her interest in the CBE proceedings is at the level of Council involvement. She commented that when the debate is framed a "pro" and "con" much is lost. She encouraged more openness.

Lipsitt responded that the question session following the panel discussion would be open. He further stated that he would be open to a person who did not have a firm pro or con stance would be welcome to participate on the panel.

Askeland commented that MacQueen's list of questions covers her concerns.

Wintrow noted that most of the questions relate to Village policy, and are not readily addressed through the forum. Those questions related to development strategy, she said, are addressable.

Housh added that he would like more sense of potential scenarios.

Wintrow stated that she would need to know if the CBE would require staffing, among other questions.

The Clerk was asked to send questions to Sutton regarding build-out times, potential scenarios, and next steps.

## **NEW BUSINESS**

**Rules and Procedures of Village Council.** Wintrow noted the change she has suggested regarding the Agenda section.

Council discussed the formatting briefly, and agreed to the re-wording.

Wintrow noted that she has more extensively described emergency legislation. She suggested each member sending changes to the Clerk, who will provide a track changes version for the next meeting.

**Rain Barrel Project.** HRC Chair Linda Rudawski described the project to those present, first describing the mission of the HRC. She stated that the project supports both a local artist and the cause to which the auctioned barrel proceeds are donated.

Rudawski stated that the group has chosen to support mental health issues, and has chosen to promote this through the President's Community Conversations curriculum.

## **MANAGER'S REPORT**

Bristol updated Council regarding the report on the water plant. The report is now several months late, but should be completed mid-to late December. Bristol will ask John Eastman to come to Council meeting on January 6<sup>th</sup> to discuss the report.

Bristol noted that he had not included the financing costs when he requested funds for the Jet-Vac truck. He commented that this will likely run an additional amount of nearly \$17,000.

Bristol noted that Emily Seibel from Home, Inc. is present to comment on the Cemetery Street project, the crux of which is that Home, Inc. would like the Village to proceed with the water line project Spring of 2014.

Bristol made note that Council will have an ordinance on the agenda shortly which returns Glen Helen Easement #5 to the Village. The easement was included in a parcel swap with Glen Helen last year, but it is now determined that easement #5 remains necessary for Village access to utilities.

Bristol noted that the former KFC building may soon become a Mexican restaurant, and wishes to transfer a liquor license from Defiance, Ohio to Yellow Springs. This, he explained, is permissible under state law if it is considered an aspect of economic development.

Emily Seibel pointed out that the last portion of the Council packet is a summary of the Cemetery Street project, and encouraged citizens to read this.

Bristol noted that he will be bringing information relevant to soliciting bids for pool management for 2014.

Bristol noted a report from Jason Hamby indicating significant repairs required at the skate park. Housh stated that there is some money in a fund for use for the skate park, and suggested contacting Matt Housh.



Wintrow stated that the contract with Greene County Regional Planning is up, and asked Askeland whether Planning Commission could provide a recommendation.

Askeland opined that GCRPC could provide a report on their activities as a starting point.

Bristol commented that David Buccalo, former Mayor of Bellbrook visited the Village offices asking for support in petitioning the Greene County Commissioners to not grant sales tax abatement to Costco as an incentive to locate near Bellbrook. Bristol is looking into the matter, and will provide further information.

#### **CLERK’S REPORT**

The Clerk asked that Council Members confirm that times and days of Board and Commission meetings is accurate, as she is preparing the 2014 meeting calendar for publication.

MacQueen MOVED to CONTINUE Rick Walkey as a FULL MEMBER of ENERGY BOARD. Housh SECONDED, and THE MOTION PASSED 5-0 ON A VOICE VOTE.

#### **FUTURE AGENDA ITEMS**

- RCAP/LJB Plant Rehabilitation Report
- Ordinance 2013-22 Vacating an Alley Located Between E. South College and Marshall Streets
- Council Rules and Procedures
- Council Retreat Scheduling and Topics
- Budget Discussion Schedule
- Next Steps for CBE

#### **EXECUTIVE SESSION**

There was no Executive Session.

#### **ADJOURNMENT**

At 9:30 pm, MacQueen MOVED and Housh SECONDED a MOTION TO ADJOURN. The MOTION PASSED 5-0 ON A VOICE VOTE.

***Please note: These notes are not verbatim. A DVD copy of the minutes is available for viewing in the Clerk of Council’s office between 9 and 3 Monday through Friday.***

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Karen Wintrow, President

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Attest: Judy Kintner, Clerk

**VILLAGE OF YELLOW SPRINGS  
ORDINANCE 2013-22**

**AN ORDINANCE VACATING THE ALLEY LOCATED WEST OF LIVERMORE STREET  
BETWEEN E. SOUTH COLLEGE STREET AND MARSHALL STREET**

**WHEREAS**, pursuant to Ohio Revised Code Section 723.05 the Village Council has determined that there is good cause for vacating an alley located west of Livermore Street between E. South College Street and Marshall Street, as depicted on Attachment "A" ("Alley"), and that such vacation will not be detrimental to the general interest; and

**WHEREAS**, pursuant to Yellow Springs Ordinance 1224.02, the Yellow Springs Planning Commission gave notice of a public hearing regarding vacation of this Alley, ten (10) days in advance, in the local newspaper. All abutting property owners to the right-of-way in question were notified of the public hearing by mail; and

**WHEREAS**, at the public hearing on this matter no abutting property owners appeared to oppose the vacation and the Yellow Spring Planning Commission has recommended vacation of this Alley to the Council of the Village of Yellow Springs.

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

**Section 1.** The Council of the Village of Yellow Springs hereby accepts the recommendation of Planning Commission and finds there is good cause for vacation of the Alley and said vacation is not detrimental to the general interest of the public.

**Section 2.** The Village hereby retains a utility easement, including but not limited to: electric, storm sewer, sanitary sewer, water line, cable line and gas line. Said easement is attached hereto and incorporated herein as Attachment "B".

**Section 3.** The Council hereby orders the Alley be vacated.

**Section 4.** This Ordinance shall go into effect at the earliest period allowed by law.

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Karen Wintrow, Council President

ATTEST:

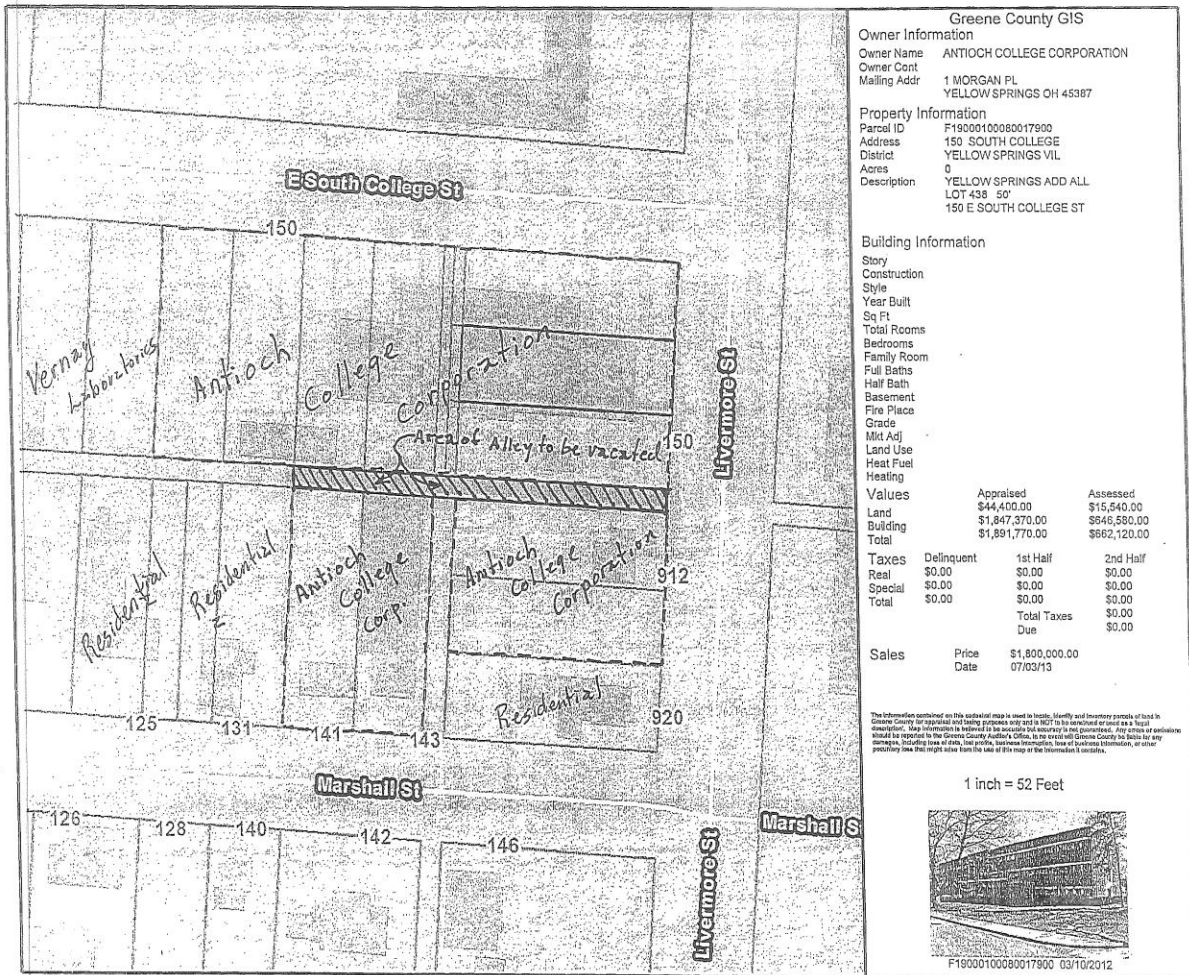
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Judith O. Kintner, Clerk of Council

Roll Call:

Wintrow \_\_\_\_ Askeland \_\_\_\_ Simms \_\_\_\_ MacQueen \_\_\_\_ Housh \_\_\_\_

# The Alley



## **UTILITY AND ACCESS EASEMENT AGREEMENT**

THIS UTILITY AND ACCESS EASEMENT AGREEMENT ("Agreement") is made this \_\_\_\_ day of December, 2013, by **ANTIOCH COLLEGE CORPORATION**, an Ohio nonprofit corporation ("Grantor") and **THE VILLAGE OF YELLOW SPRINGS, OHIO**, an Ohio municipal corporation ("Grantee"), under the following circumstances:

WHEREAS, Ordinance No. \_\_\_\_\_, which was recorded at official records Book \_\_\_\_\_, Page \_\_\_\_\_, of the official Greene County Records ("Vacation Legislation"), vacated the alley located in the Village of Yellow Springs, Ohio, as more particularly described on Exhibit A, attached hereto and incorporated herein ("Alley");

WHEREAS, pursuant to the Vacation Legislation, Grantor owns the Alley;

WHEREAS, the City owns and/or operates certain public utilities for the benefit of the public; and

WHEREAS, Grantor desires to grant to Grantee permanent utility and access easements over, into, upon, and under the Alley as depicted on Exhibit A (the "Easement Area").

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. Grant of Easements.

a. Utility Easement. Grantor hereby grants to Grantee, its successors and assigns forever, for the benefit of Grantee, and for the public at large, a permanent, non-exclusive easement over, into, upon, and under the Easement Area, for the installation, construction, maintenance, repair, replacement, operation and use of utilities, including electrical lines and any related aerial wires, transformers, equipment or appurtenances in the Easement Area (the "Utility Easement").

b. Access Easement. Grantor hereby grants to Grantee, its successors and assigns forever, for the benefit of Grantee, a permanent, non-exclusive easement over and upon the Easement Area as is necessary to permit ingress, egress and access by Grantee, to and from the Easement Area for purposes of construction, maintenance, repair and replacement of utilities, facilitating the use of the Utility Easement by Grantee (the "Access Easement") (the Access Easement and Utility Easement are collectively referred to herein as the "Easements").

c. Minimizing Impact. Construction, maintenance, repair or replacement of utilities in the Easement Area shall be done in such a manner so as to reasonably minimize the impact on the Alley. After construction, maintenance, repair or replacement of any utilities in the Easement Area, Grantee shall return the Easement Area as nearly as reasonably possible to its natural level.

d. Public Dedication. Grantee may assign or grant the Easements (in whole or in part) and other rights conveyed hereby to one or more public utility companies or governmental authorities for use as a part of a private or public system. Construction of any improvements within the Easement Area shall be to City standards.

2. Use. Grantee shall not permit the Easements to be used for purposes inconsistent with any local, state or federal laws or regulations or for purposes other than those set forth in this Agreement.

3. Reservation. Grantor reserves for itself, its successors and assigns forever, the right to use the Easement Area in any manner not inconsistent with the rights conveyed in this Agreement; provided, however, that no buildings or other structures shall be constructed or vegetation permitted within the Easement Area which interfere with the use of such area for the purposes permitted hereby.

4. Maintenance. Grantee shall maintain and repair their respective utility improvements or facilities, including any electrical lines and any related aerial wires and transformers constructed or installed by Grantee in the Easement Area.

5. Covenants Run with the Land. All covenants, agreements and conditions contained in this Agreement shall be considered as running with the land.

6. Miscellaneous. This Agreement shall be construed in accordance with the laws of the State of Ohio. If any term or provision of this Agreement shall, to any extent, become or be held to be invalid or unenforceable, the remaining terms and provisions shall be unaffected and shall be valid and enforceable in accordance with their terms. No waiver or breach of a covenant or provision in this Agreement shall be deemed a waiver of any other covenant or provision in this Agreement, and no waiver shall be valid unless in writing and executed by the waiving party. No amendment to this Agreement shall be valid or enforceable until has been executed by the parties hereto and recorded with the Greene County, Ohio Recorder's office. This Agreement represents the complete agreement of the parties and any modification or amendment hereto shall be valid only if in writing and signed by all parties hereto. This Agreement shall be binding on the parties hereto and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

GRANTOR:

ANTIOCH COLLEGE CORPORATION

By:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

STATE OF OHIO, COUNTY OF \_\_\_\_\_, SS:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by \_\_\_\_\_, the \_\_\_\_\_ of Antioch College Corporation, an Ohio nonprofit corporation, on behalf of said nonprofit corporation.

\_\_\_\_\_  
Notary Public

GRANTEE:

VILLAGE OF YELLOW SPRINGS, OHIO

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF OHIO, COUNTY OF \_\_\_\_\_, SS:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by \_\_\_\_\_, the \_\_\_\_\_ of the Village of Yellow Springs, Ohio, an Ohio municipal corporation, on behalf of said municipal corporation.

\_\_\_\_\_  
Notary Public

This instrument prepared by:  
W. Chip Herin III, Esq.  
Coolidge Wall Co., L.P.A.  
33 West First Street, Suite 200  
Dayton,

Ohio

45402

VILLAGE OF YELLOW SPRINGS, OHIO

RESOLUTION NUMBER 2013-49

AUTHORIZING PAYMENT OF INVOICES WITH THEN AND NOW CERTIFICATE

WHEREAS, the Finance Director has pending invoices, each exceeding \$3000, for services or supplies that were ordered and delivered prior to obtaining certification from the fiscal officer that funds were available, and

WHEREAS, both section 5705.41 of the Ohio Revised Code (ORC) and Village policy require prior certification of the availability of funds for major purposes, and

WHEREAS, the ORC provides an exception allowing retroactive certification when the requisite funds are available both at the time the purchase commitment was made and when payment is due (known as a “then and now certificate”), and

WHEREAS, the Finance Director states that sufficient unencumbered money is and was available both at the time the purchase was made and at the time payment was due for the obligations listed below:

J.R. Jurgensen	\$51,354.88
Greene County A.C.E. Task Force	\$10,500.00
A & B Asphalt Corp.	\$6,255.00

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

Section 1. The Finance Director is hereby authorized and directed to issue “then and now” certificates for the obligations listed above and to pay them from the appropriate accounts upon receiving properly executed “then and now” certificates.

Section 2. This resolution shall be in full force and effect immediately upon passage.

_____	Roll call:	Askeland	_____
Karen Wintrow, President of Council		Housh	_____
		MacQueen	_____
Passed:		Simms	_____
		Wintrow	_____

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

## **TIMELINE OF ACTIONS OF VILLAGE COUNCIL REGARDING THE CBE**

**9/30/2002 RESOLUTION 2002-30** Authorizing the Village Manager to execute a Community Economic Development Agreement (CEDA) between Yellow Springs and Miami Township. 5-0

**5/05/2003 ORDINANCE 2003-05** Amending the Codified Ordinances regarding the Economic Development Revolving Loan Fund (EDRLF) Administration Guidelines permitting the Village to use the fund to make loans to the C.I.C. 4-0

**5/5/2003 RESOLUTION 2003-18** Authorizing the Village Manager to enter into a Development Agreement with the Yellow Springs and Miami Township Community Improvement Corporation (CIC) for the purposes of facilitating and promoting economic development within CEDA districts and conveying \$200,000 from the EDRLF. 4-0

**6/16/2003 RESOLUTION 2003-32** Authorizing Village Manager to establish length of term for the Development Agreement between the Village and the CIC entered into on May 5, 2003. 4-0

**6/21/2004 RESOLUTION 2004-34** Authorizing the Village Manager to increase the amount conveyed by the Village to the CIC in the Development Agreement to \$300,000. 5-0

**4/18/2005 RESOLUTION 2005-23** Accepting the annexation to the Village of Yellow Springs pursuant to a petition filed with the Board of County Commissioners of Greene County by the Education Village, Inc., Dan Young, Agent, as provided by the ORC, Section 709.04.

**1/17/2006 ORDINANCE 2006-02** Approval of Zoning Classification of the Educational Institution District for a 11.1221 acre parcel. 4-0

*2/24/2006 11.144 Acres conveyed to Antioch University for a new facility*

**4/03/2006 RESOLUTION 2006-15** Authorizing participation of the Village with the Army Corps of Engineers for funding for the design and installation of water and sewer infrastructure improvements for the CBE for an amount of approximately \$447,000. 4-0

**10/16/2006 RESOLUTION 2006-36** Authorizing the Village Manager to enter into an agreement with ODOT for \$594,000 for funding the access road for the CBE. 4-0

**2/20/2007 ORDINANCE 2007-01** Rezoning request to change zoning for the CBE from Agricultural District to Mixed Commerce District. 5-0

**4/16/2007 RESOLUTION 2007-11** Authorizing an Agreement between the Village of Yellow Springs and the Yellow Springs and Miami Township Community Improvement Corporation regarding the Project Cooperation Agreement with the Army Corps of Engineers. 4-0

*8/20/2007 Finding of No Significant Impact by US Army Corps of Engineers.*



**10/06/2008 RESOLUTION 2008-16** Selecting LJB as Design Engineer of Record for the CBE - Army Corps of Engineers, Section 594 Grant and authorizing the Village Manager to enter into an Agreement for design services. 5-0

**10/06/2008 RESOLUTION 2008-44** Authorizing the Interim Village Manager to Sign ODOT-Local Public Authority (LPA). 4-0

**1/05/2009 RESOLUTION 2009-03** Approving an amendment to extend the term of the Development and Funding Agreement between the Village and the CIC. 5-0

**3/2009-11/2012 Final Engineering Drawings** All design and approvals related to the development of final engineering plans for the CBE Infrastructure by Jacobs Engineering.

**4/20/2009 RESOLUTION 2009-14** Authorizing the Village Manager to act for and on behalf of the Village in executing, accepting or otherwise approving all documents, agreements, instruments, or other necessary papers required by any funding agency for the planning, design and construction of infrastructure improvements at the CBE. 4-0

**9/07/2010 RESOLUTION 2010-31** Authorizing the Village Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and / or Local Transportation Programs for an access turn lane into the CBE. 4-0

**6/04/2012 RESOLUTION 2012-39** Authorizing Village Manager to enter into an Agreement with A & B Asphalt for Dayton-Yellow Springs Rd Widening Project at the proposed intersection for the CBE. 5-0

**2/19/2013 ORDINANCE 2013-03** Accepting donation of real property from the Education Village, Inc. to the Village of Yellow Springs for the purpose of creating a public Right-Of-Way on the property known as the CBE. 5-0

*10/2012 ODOT Grant Lost Available balance of \$344,000 was pulled by ODOT*

**1/2013 Project Redesign** With the loss of ODOT funding, the connector road was able to be eliminated reducing the scope of the project. Work completed by Heintz Engineering.

**10/22/2013 ORDINANCE 2013-19** Zoning of the CBE changed from Mixed Use Commerce to PUD with the adoption of the new zoning code after significant discussion. 5-0

**12/02/2013 RESOLUTION 2013-43** Execution of a letter of engagement with Squire Sanders, Bond Counsel. 4-0-1

**12/02/2013 RESOLUTION 2013-44** Execution of a letter of an agreement for underwriting services with Connors & Company, Inc. 4-0-1

12/12/13

TO: Village Council  
FROM: Marianne MacQueen  
RE: Upcoming Vote re the CBE

Probably all Council members have been thinking about the CBE and talking to folks. It is my sense that the community is fairly divided among those who think we should move forward with this ASAP, those who are unsure and would like more discussion, and those who are clearly opposed. Regardless of how Council votes I do not believe we will have majority approval, at least initially. Therefore I believe it behooves us to do whatever we can do to generate support.

I believe that the main factor for success of the CBE is us. Not just Council and the Village Government and Community Resources, but the good will and focused attention of the village as a whole. I assume that Council will vote to proceed with funding the infrastructure. There are some things that I need to feel comfortable voting in favor of this. That is why I'm sending out my requests before the upcoming meeting.

As part of moving forward with the CBE infrastructure funding, I am requesting that Council affirm the following:

- Acknowledge that this is the beginning of a long process that will take new, focused and ongoing attention from this and future Councils and Village Staff.
- Commit to creating an economic development strategy for the village of which the development of the CBE is a part. As part of our economic development strategy I would like to see such things as
  - Refunding and revitalizing the revolving loan fund for small business enterprises.
  - Promoting such things as a business incubator, mentorship programs, internships and apprenticeship programs in collaboration with local/regional businesses, educational institutions, Yellow Springs Chamber of commerce, etc.
  - Support business efforts that promote energy efficiency, environmental sustainability, and local services and products for local needs.
  - Develop policies for business incentives that are aligned with our economic development strategy and community values.
- Begin discussion with Community Resources to determine whether or not it makes sense for that organization to become a designated CIC.
- Take seriously the concerns, fears and criticisms regarding the CBE that some community members have expressed, and not discount them as misguided.
- Continue to work with Tecumseh Land Trust to protect/create the Jacoby Creek greenway.
- Work with Community Resources and other business savvy folks to determine a niche for the CBE. I see that niche including a focus on sustainability in terms of site design, building construction, and the type of businesses we want to promote. By adopting this as a goal we will be serving the needs of the village, the planet and generate increased community support for the CBE. I'm concerned that we may already be missing opportunities to have the site design be more sustainable in terms of water detention methods and road construction. For example, Sarah Hippensteel in her presentation to

Village Council about a month ago, suggested methods other than water detention basins as more sustainable. I don't know how much effort was made in the current infrastructure design to use "low impact development" techniques. Perhaps it is unavoidable because of grant criteria to do so. If that is the case, it is unfortunate.

I look forward to our meeting on Monday and hope that we can be aligned in this effort. I'm happy to talk with individual Council members beforehand. I appreciate your consideration.

~~December 3, May 30, 2012~~ 16, 2013

## **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 which are summarized in Attachment 1) and Related Statutes (O.R.C. Ch. 2921 which are summarized in Attachment 2,) specifically, as they apply to elected officials and public employees of Villages. The President of Council will ensure that each Council member receives a copy of the Ohio Ethics Laws and Related Statutes upon ~~his or her~~their election or appointment. Any Council member or Employee who believes that he/she 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.

### **Meetings**

All meetings of the Council shall be properly advertised and, with the exception of executive sessions (see below), shall be open to the public--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 7:00 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 ~~the Council Chambersroom~~ (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 10:00 p.m.

Special M~~ee~~etings 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 which should be addressed before the next regularly scheduled meeting. All news media outlets which have requested such notification will receive 24 hours minimum advanced notification of any Special M~~ee~~eting with, time, place and purpose of the meeting being stated. No other matters may be put to a vote after notice is given.

Emergency M~~ee~~etings 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 M~~ee~~eting notices will be displayed in the first floor lobby of the John Bryan Community Center and at the local Public Library 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 present to deal with matters relating to personnel, real estate, litigation and other such matters as permitted by the laws of the State of Ohio. (Charter, Section 14, which is summarized in Attachment 4).

Additionally, state law permits the following reasons to hold executive sessions:

1. Preparing for, conducting, or reviewing collective bargaining strategy.
2. Matters required to be kept confidential by federal law, federal rules, or state statutes.
3. Specialized details of security arrangements in which disclosure of the information to be discussed in executive session might reveal information that could be used to commit, or avoid prosecution for, a violation of the law.

Council may invite such persons to Executive Session as may be required for advice and information.

~~Executive session may be called on affirmative vote of the majority of Council members present to deal with matters relating to personnel, real estate, litigation and other such matters as permitted by the laws of the State of Ohio. (Charter, Section 14, which is summarized in Attachment 4).~~

### **Meeting Agenda & Materials**

The Clerk of Council shall work with the President of Council and Village Manager in constructing the agenda for each Council meeting. Items to be considered for the agenda will be accepted until 10:00 a.m. on the Thursday prior to the next scheduled meeting.

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 written copies of the agenda, minutes of the previous meeting, proposed/pending legislation, reports and communications. Meeting packets can be distributed electronically or in print as requested by each Council member. The same information will be placed in the John Bryan Community Center lobby and the Yellow Springs Public Library, ~~in advance of a regularly scheduled meeting~~ as well as linked to the Village of Yellow Springs website [www.yso.com](http://www.yso.com), 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. Meeting materials will also be available on a table outside Council Chambers 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. Announcements
4. Review of Minutes
5. Review of Agenda
6. Review Petitions/Communications
7. Public Hearings/Legislation
8. Hear Citizens' Concerns
9. Hear Special Reports
10. Discuss Old Business
11. Discuss New Business
12. Hear Standing Reports (Third Monday only)
13. Hear Manager's Report
14. Hear Clerk's report
15. Agenda Planning
16. Executive Session ([If Required](#))
17. Adjournment

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

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

## **Rules of Debate**

Council meetings will be conducted using Robert's Rules of Order, which are summarized in Attachment 5, as a general guideline. 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 Chair has recognized them before speaking. A member, once recognized, shall not be interrupted except under the general guidelines of Parliamentary debate.

## **Decorum**

While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer, except as otherwise herein provided.

## **Recess**

The presiding officer may call for a seven (7) minute recess, for the convenience of the Council and citizen participants at his or her discretion, 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 meeting will reconvene promptly after seven (7) minutes.

## **Citizen Participation**

Village Council, in convening its meetings, shall provide for, encourage and assist the participation of the public. Procedures for public participation are intended to promote dialog, the full sharing of information and perspectives, and thoughtful analysis of the issues before Council.

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

~~The agenda sets aside time for citizens to address any concerns or comments to the Council which are not on the agenda,~~ subject to the following guidelines:

1. The presiding officer must recognize citizens wishing to speak. When they have been recognized, they shall go to the microphone, give their name, 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.

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 personnel matters to the Village Manager prior to coming to Council.~~

~~5. -6. The following language shall be placed at the beginning of the agenda:~~

~~"Comments from the Public are welcomed at two different times during the course of the 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.~~ A Sign-In sheet will be made available outside Council Chambers. Please write your name and the topic you wish to discuss.

~~7. A Comment/Concerns form will be made available for persons who wish to leave written comments with the Council. The Clerk of Council must receive written comments by 10:00 a.m. on Friday before the next scheduled meeting, if they are to be reviewed at the~~

meeting-6. Citizens should address all staff and/or personnel matters to the Village Manager prior to coming to Council.

### **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 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 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 legally required. 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.

Reports to Council from Commissions or Task Forces may also be designated public hearings, at which time the public is encouraged to express their views and opinions on the subject matter to Council.

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### **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. 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 require 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 if received electronically. To the extent possible, Council Members will endeavor to review all such material prior to the start of the Council Meeting.



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Any group or individual wishing to make an oral presentation to the Council may, by notifying the Clerk of Council not later than 10:00 a.m. ~~Monday~~ ~~Thursday~~ before the next regularly scheduled meeting, make a request to Council to be placed on the agenda ~~for that meeting~~. 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 and may~~, if appropriate, ~~to~~ deny the request altogether. In the latter instance, the group or individual may still elect to speak during Citizen Concerns.

Any materials for inclusion in the Council packet for either a Monday or (in the case of a holiday) Tuesday Council meeting must be delivered to the Clerk of Council not later than 4:00 p.m. the preceding Thursday.

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

### **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.~~

December 16, 2013

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

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16. Executive Session (If Required)
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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.

Reports to Council from Commissions or Task Forces may also be designated public hearings, at which time the public is encouraged to express their views and opinions on the subject matter to Council.

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### **Other Agenda Items**

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### **Letters to Council**

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### **Reserved Time Participation**

Any group or individual wishing to make an oral presentation to the Council may, by notifying the Clerk of Council not later than 10:00 a.m. Monday 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 Citizen Concerns.

Any materials for inclusion in the Council packet must be delivered to the Clerk of Council not later than 11:00 am the preceding Thursday.

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

## **Minutes of the Yellow Springs Community Access Panel October 17, 2013**

### **Call to Order:**

The October 2013 meeting of the Yellow Springs Community Access Panel was called to order at 7:10 p.m. by President Jean Payne. Present were Panel members Jean Payne, Paul Abendroth, Millard Mier, and Thor Sage, along with Aaron Chandler (volunteer), Leo Brandon (Miller Fellow), and Interim Village Manager Kent Bristol.

### **Announcements:**

Jean introduced Aaron as a volunteer that has already been assisting with station operations. Leo will also be doing project work for the station in the near future.

### **Approval of Minutes:**

The minutes from the September 2013 meeting were approved without corrections. Paul Abendroth moved to approve and Millard Mier seconded the motion.

### **Old Business**

Paul met with Kent to discuss creating a letter of intent to send to the community foundation regarding the employment of Leo Brandon. Paul also spoke to Kent regarding the expiration of the cable franchise agreement. The Miami Valley Cable Council will be consulted on making the transition. Also discussed was the purchasing/procurement process for the station.

There was additional discussion of an upgrade of equipment and a video streaming server, the Village's new Internet connection, and equipment upgrades for the station.

### **New Business:**

Paul posted on the "Yellow Springs Media Network" group Facebook page about interest in taping a show on the upcoming bronze casting exhibit at Antioch College. Facebook is being tried as a means for community video producers to help each other with productions and as a method of community outreach.

Previously Tecumseh Land Trust and Home Inc. have provided content to the station.

### **Communications, Citizens' Input:**

None

### **Station Manager's Report:**

#### **Personnel**

We have hired a Miller Fellows for the 2013-2014 school year. Jerry and I attended the Antioch Job Fair on October 8, where we interviewed several good candidates. We chose Leo Brandon, a first year student who has had related experience managing a high school video service.

We have a new volunteer, Arron Chandler, who will initially be helping with government meetings.

#### **Programs**

Millard is editing the League of Women Voters candidates meeting and I will tape the James A. McKee candidates night(s) October 23 and 24, 6:30 at Mills Lawn.

#### **Equipment**

I contacted the distributor for Leightronics for our area, AVI Systems, Inc in Cincinnati and found the representative with them is Fred Schoenhofer, the rep who sold us the original Nexus. Had a talk on the phone and found they also do sound and lighting. He also sent me the manuals for the candidate upgrades to our Nexus system.

#### **Other**

I met with the Interim Village Manager, Kent Bristol, and discussed the Time Warner franchise, procedure for purchases, our upgrade to use the Internet, help the Miami Valley Communications Council might give us, and staff entry of emergency messages to scroll over our programming. Leo and I also met with Mr Bristol about formalizing the agreement with the Yellow Springs Community Foundation for the village to process their funds for our Miller position.

#### **Personnel**

Paul introduced Leo as the new Associate Station Manager. Paul and Leo are going to write a job description together after they work out division of responsibilities.

#### **Equipment**

The possible controller upgrades all have an improved message editor and process videos for upload to the Internet. One option is rebuilding the existing controller into an UltraNexus, one an exchange program for an UltraNexus, and UltraNexusSDI and E-HD2 add digital and HiDef capability which we don't need at this time, but might be required by Time Warner in the future. The direction the station opts to go with respect to video streaming will inform the upgrade decision. Leightronics provides a cloud streaming service at around \$250 per month. It might be possible to coordinate a group purchase with Leightronics.

#### **Other:**

Kent discussed how the Miami Valley Cable Council works and summarized their meeting schedule. Millard and Jean expressed an interest in becoming more involved with MVCC. The broadcast area for Channel 5 was discussed. It isn't currently known if the Y.S. channel can be seen outside the community.

#### **Agenda Planning:**

Paul and Leo are going to meet on the 18<sup>th</sup> in the afternoon to do planning. They will also meet on the 19<sup>th</sup>.

#### **Adjourn:**

The meeting was adjourned at 8:00



# Energy Board Minutes

## November 12, 2013

Members present: Jerry Papania (Chair), Rick Walkey (Council Representative), Eric Johnson (Secretary), Dan Rudolf

Members absent: Brett Henderson

Jerry asked Rick if the “Meter and Billing Arrangements for Behind the Meter Renewable Generators”. Rick said he was pretty sure that it had passed.

Jerry had talked to Reggie who said Antioch was unhappy with the “upcharge demand meter” portion of the ordinance (see attached flowchart). Reggie feels this is a penalty for installing renewable energy.

Reggie said that the solar array would likely be completed by the end of the first quarter of 2014.

Jerry asked if we should advocate for Reggie on this issue.

Eric said Reggie should come talk about what he would like us to do.

Jerry said that Brett could probably explain it at the next meeting. He would probably have to recuse himself from any vote on taking action due to SP&L’s involvement in the project.

In explanation Brett who missed the meeting due to an illness forwarded this explanation of the negotiation between Laura and Antioch in an email after the meeting:

*The basic reasoning was that Laura Curliss had John Courtney do a study to determine what the impact would on the Village Utility if Antioch did a 500kW solar array. John Courtney determined the net impact would be about \$8200 a year (might be \$9200 – going off memory right now). Laura was not okay with that much of a penalty to the Village Utility, so we compromised. In John’s number he was estimating that solar would reduce Antioch’s peak demand, and thus reduce the Village’s revenue beyond just the kWh reduction. We assured John that solar does not have that big of an impact for Antioch; which is why we don’t present such savings to our customers. John and the Village agreed that if they could preserve at least the demand component of Antioch’s bill, then that would provide enough to cover maintenance of Grid. This compromise made the Village comfortable with allowing as much solar capacity as they decided upon, about 1100kW’s.*

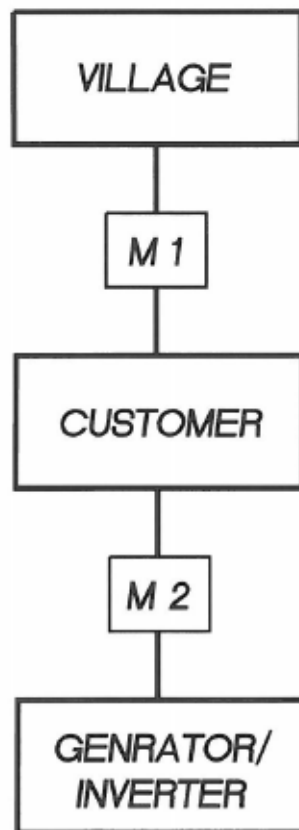
*Antioch was present at this meeting where we discussed the agreement. It was a long process and took much work on both sides to reach the compromise.*

Should we get involved with the new hotel project. This would be a possible opportunity to promote best practices. Jerry said the plans are available outside Ruth Ann’s office. A good sign is that they have left up many of the trees. It is going to be reminiscent of the original Mill’s House that sat where Mills Lawn is now.

Dan said he was very impressed with Jim Hammond's (the developer of the hotel) work on the Grinnell Mill. He has a great attention to detail. A mill is not built to be inhabited. He had to add a lot of insulation.

Dan described the Antioch geothermal status. They are drilling 150 wells. He commented that they were very close together and that it may reduce efficiency by March. Black pvc tubes are being used for the wells.

Village of Yellow Springs, Ohio  
*PROPOSED METERING/BILLING ARRANGEMENT  
FOR  
LARGE BEHIND-THE-METER GENERATORS*



- *Meters will record and store 30-minute interval data*
- *Actual Demand =  $M1_{in} + M2_{in} - M1_{out}$*
- *Net Energy =  $M1_{in} - M1_{out}$*
- *Customer will be billed for the Net Energy and peak Actual Demand pursuant to Village's Large Power Rate.*

12/16/13

To: Council

From: Judy Kintner

Re: Clerk's Report

Business as usual, only more of it, hence the brevity.

--Judy Kintner

## **NOVEMBER 2013 monthly report-Water and WRF**

### **DRINKING WATER TREATMENT PLANT-WTP**

- ❖ Monthly Operating Report, WTP for OCTOBER of 2013 sent to OEPA on 11/06/2013 due by the 10<sup>th</sup> of the month. 10.321 Million Gallons of drinking water treated for the month of OCTOBER 2013
- ❖ OHWARN Training Columbus OH. 11/07/2013
- ❖ Staff meeting. 11/11/2013
- ❖ Cl2 regulator and injector took in for rebuild, BNR. 11/14/2013
- ❖ New Council tours both plants. 11/22/2013
- ❖ New batteries installed on WTP Generator. 11/25/2013
- ❖ Water line break on Spillan Rd 9:15pm 11/27/2013
- ❖ Staff meeting. 11/25/2013

### **Water Reclamation Facility**

- ❖ Monthly Operating Report, WWTP for OCTOBER of 2013 sent to OEPA on 11/08/2013 due by the 20<sup>th</sup> of the month. 10.44 Million Gallons of Wastewater Treated for the month of OCTOBER 2013.
- ❖ Synagro completed pressing 208,202 gallons of sludge. 11/05/2013
- ❖ North and South Digesters cleaned by Brad and Richard. 11/06/2013
- ❖ West Clarifier floor cleaned for final work. 11/08/2013
- ❖ Weir bolts replaced and tightened down on West Clarifier. 11/11/2013
- ❖ Both pumps pulled from EQ basin, air locked. 11/12/2013
- ❖ Effluent contact tank cleaned. 11/15/2013
- ❖ New leaf blower used to at WRF and Lift Station. 11/18/2013
- ❖ Lunch with new Council. 11/18/2013
- ❖ Sludge bags in and put out on sludge pad. 11/19/2013
- ❖ Brad out for Training at the Dayton WWTP 11/20-11/21/2013
- ❖ Buckeye Pump in to install new wet well Flygt pump. 11/21/2013
- ❖ New SCADA hard drive installed by Tri Tech. 11/22/2013
- ❖ West Clarifier project completed and put online. 11/25/2013
- ❖ OEPA letter written and sent in response to WWTW Reconnaissance Inspection Report of Oct. 11, 2013. 11/29/2013

Joe Bates  
Superintendent, Water and Wastewater Treatment  
100 Dayton Street  
Yellow Springs, OH. 45387  
Cell # 937.371.4093  
Office # 937.767.7208

### Street Work for November 2013

- Finished catch basin fix and repaving at 150 Miami Drive
- Set-up for Yoga Conference in Bryan Center Gymnasium
- Right of way clearing (Southview, Mercer, Edgefield, Randall, Miami, Lisa, Southgate, Brookside, S. High)
- Ordered new rubber cutting edges for snow removal
- Tanner Bussey and Scott Gochenouer re-took OEPA Wastewater Collection Exams
- Picked up janitorial supplies for Bryan Center/Train Station
- Yield sign re-installed at Herman Street @ South High
- Fixed sidewalk at 212 Pleasant Street
- Swept Streets (Dayton, Xenia, all curbed areas north & west of Dayton Street)
- Installed new cutting edges on Street Crew plows
- Installed v-box salt spreader in bed of Truck 15
- Weekly checking of problem sewers (S. High/ W. North College; Barbara Street; Omar Circle; Talus Drive)
- Picked up ODOT Safe Route To School signs
- Picked up Sanitary Camera that needed some lens work
- 5 AM sweeping of Downtown Streets
- Mowed Train Station/ Bryan Center
- Fixed catch basin at Antioch (Wall breakdown)
- Installed salt spreader on Truck 30 – 8 Ton Dump
- Hauled 96 tons of salt (12 8-ton dump loads) from Greene County Garage for snow/winter preparation
- Installed salt spreader on Ford F-450
- Assisted local contractor with sanitary lateral fix – Not on Village, but assisted
- Swept Village streets (Curbed areas East of Xenia Avenue)
- Met with Marsha (Bike Shop) about use of Village bench
- Re-set barricades for CBE project on Dayton-Yellow
- Purchased parts for new vac-truck (NEW smokestack elbow, grease, odds-in to keep on truck)
- New Vac-truck delivery
- Scott/Tanner to Snow Removal Training Class
- Vac-truck training from Jack Doheny employee
- Measured Xenia Avenue Sidewalk for estimate on completion of Downtown Streetscape
- Measured W. South College Bike Path for estimate on repaving
- Measured Spillan, Miami, Edgefield, Lisa and Woodrow Streets for estimating next year's repaving
- Mr. Bristol and I met with Steve Debold concerning storm water

- Assisted Electric Department with Christmas lights downtown (Xenia Avenue and Dayton Streets)
- Barricades for Mills Lawn 5K Route
- Swept Downtown Streets at 5 AM for Christmas Tree Lighting Ceremony
- Started the replacement of Village Safe Route to School signs received from ODOT (new reflective sign and some new u-channel posts)
- Assisted Water Department with water main break on Spillan Road @ Brookside
- Blew off Train Station and Library (walkways, steps and parking lot)
- Removed dead lady-bugs from Bryan Center Lighting
- Moved Billing Clerk office around to assist with her workflow
- Re-installed heat shield in Billing Office
- Moved metal shelving from Planning to Utility Department for record retention
-

**From:** Todd Leventhal [todd@ocedarcommercial.com]  
**Sent:** Tuesday, December 03, 2013 9:14 PM  
**To:** Judy Kintner  
**Subject:** Fwd: CBE

Please forward to all the council members...Thanks

Yellow Springs Council Members,

I realize the reasons of spending \$700,000 plus for this project (increase tax base, providing jobs, etc.), but I have many concerns about the financial risk that we would be taking as a community. As an owner of a small business for the last ten years (50 associates in two locations), I like the vast majority of small businesses has chosen to rent in older existing buildings. I have chosen this route to be able to free up my limited cash for other areas of my business (R&D, inventory, personnel, etc.) where I felt that it would be more productively spent. Small businesses usually do not have the resources or cash flow to be saddled with debt from new buildings. This is why many industrial parks in the surrounding areas are not doing well. Even existing businesses such as Creative Memories or Antioch Midwest would have been far better off financially if they had not recently occupied new buildings.

I am all for giving a helping hand to businesses to locate here . Providing funds to fix up an old building or partition an existing building such as Creative Memories would make a lot of sense. Or work with Antioch College to invest in an incubator for new businesses in one of the existing buildings on their campus, would make a lot of sense. Even funding an apprenticeship program at the high school where students could be trained at current factories in the area for good long term paying jobs would be great for our community. But we must be realistic that in an entertainment and educational type of town that we have become, a new industrial park at the edge of town might not be the best way to spend our limited resources.  
Todd Leventhal



**From:** DAWN JOHNSON [dawn.johnson.firestone@gmail.com]  
**Sent:** Thursday, December 12, 2013 5:13 PM  
**To:** Judy Kintner  
**Subject:** letter for packet

Dear Council Members,

RE: Community Resources request for funding for infrastructure.

I urge Council to request an accurate and reasonable return on investment model from Community Resources that outlines what conditions will be required to recoup the cost of the infrastructure installation. That model must be based on our region's current market conditions, and on land and commercial building values for properties located more than 5 miles from a major highway interchange in order to reflect the business conditions of Yellow Springs. If Council approves a 20 year bond, and expects that the entire cost be prepaid via a TIF within that period, then Council must have some accurate expected projection that the development will indeed cover the cost of the bond repayment, otherwise the taxpayers are liable for the repayment of the bond.

Additionally I urge Council to consider this: If the Village is the "owner" of the infrastructure project, then the Village must pay prevailing wages to everyone on the job site. This will increase the cost of the project by as much as 40 percent over having a private entity responsible for the project. Has this additional cost been factored into the current fee estimate? Furthermore, the Village will be liable for the workers on that job site. Will there be additional insurance needed to cover this aspect, and if so is that fee included in the cost estimate?

I urge you to please move judiciously and ask as many questions as needed to assure yourselves and your citizens that the risk is worth the cost.

Dawn Johnson  
234 N. High St.  
Yellow Springs, Ohio  
937-681-1369

Judy Kintner

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**From:** Kate Hamilton [hamiltonk8@yahoo.com]  
**Sent:** Friday, December 13, 2013 10:04 AM  
**To:** Judy Kintner  
**Subject:** CBE funding - to be included in Monday's VC meeting

Dear Village Council members,

I completely disagree with the movement to use ANY of our tax dollars to help fund the CBE.

I believe that this venture is too risky and ill timed. I would like you, council, to focus your wonderful energy on building, fixing, and cultivating our important infrastructure. We have a large investment decision to be made regarding our current water system. We have crumbling sidewalks that pose a danger to our pedestrians (while we claim to be walking/biking friendly). We are losing our elders, that have helped form the very community that we are lucky to live in now, because they cannot afford to downsize, live closer to town. Etc. We have small family run start-up businesses in our community that could use a financial boost/loan as well as established businesses that are struggling financially.

We need to take care of our villagers right now instead of banking on a risky investment that may not show any progress (if it shows any at all) for 10-30 years (and tack on the cost that would be the burden of our village to maintain this structure).

I haven't heard of any exit strategies. Not enough due diligence has been done on this project- all I have seen are pep-rallies.

The only type of profitable business I can imagine that you would be courting at this time is UAV development & research. It's a terrible fit for this town-- unless these companies would enjoy daily picketers in their parking lots.

So, again, I would like to say that I, and many, many others, do not support any funding of the CBE with our tax dollars.

Sincerely,

Kate Hamilton

Judy Kintner

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**From:** Christine Roberts [christineorob@sbcglobal.net]  
**Sent:** Thursday, December 12, 2013 2:37 PM  
**To:** Judy Kintner  
**Subject:** Letter to council

Dear Judy,  
Thank you for distributing this letter to Council members.  
May you be well,  
Christine 937-767-7093

To the Village of Yellow Springs Council Members and Manager,

Lori Askeland, Brian Housh, Karen Wintrow, Marriane MacQueen, Gerald Simms, Kent Bristol

I believe that it is wrong for our village government to fund the building of infrastructure at the CBE. I do not want to be in this fight, but we are talking about a million dollars out of our tax base applied to a model of economic development that I do not believe in, and with no one named with the responsibility to pay it back.

Most economists agree that government funding of private industry is a dangerous move towards the reallocation of funding to the wealthy. Local economist who have studied our situation have advised us that this move is a bad risk. In other words, this means that the CBE funding is not only an immoral plan but it will also probably fail in it's goal. While we have been told in many letters in the YSN that this move will raise money in the village and lower our taxes, the truth is that this spending will show up on our Village balance sheet as a debt and will incur finance charges for many years.

Community Resources has already borrowed \$300,000 and has tried to get this loan forgiven. This time they are asking to be gifted approximately one million dollars, and they are not even offering to pay it back. This is not revenue building. This is a tax drain. Taxes go down when town debts are paid off. Taxes go up when town debt is increased. It is bad for our village leaders to surrender to a fiscal plan that increases our debt with no promise of payback.

There is a very basic economic principle that states that the desires of the people are unlimited, but the resources are scarce. Choices must be made. I believe that our taxes are best spent on the infrastructure that we already have, most notably our water distribution system. If our village council could focus on this I would appreciate it.

My position is supported by our newly written Comprehensive Plan, which states that developers are responsible for the cost of their infrastructure. The village, according to the Plan, is willing to do the maintenance on that infrastructure, after it's built.

I am not opposed to the development of the business park. In fact, I tried to bring funding to Community Resources when a solar farm attempted to locate here several years ago. I spoke with the leading members of Community Resources and pitched them the idea of downsizing the development area, by giving 1/3 of the CBE ground to the solar farm, and using the revenue from that project to build the first 2/3 of the business park. It was a complicated plan but with so much to gain, including \$500,000 up front rent for 20 years and a contract for low cost solar power for the village for 20 years. Community Resources said "No" and as Jerry Sutton explained to the crowd at the CBE Forum last week, he felt that a solar farm would not create jobs. Please fellow citizens, ask him how many jobs are created by draining our taxes for the same purpose which is the development of the property. The solar project offered him a brilliant way to both develop and prosper but he turned it down.

The company who brought the solar field idea to town has located outside of the village and has stopped calling itself Yellow Springs Renewable Energy and is now know as Green Tech. They are employing people, some from Yellow Springs, doing jobs in Urbana, Columbus and Indiana, with no thanks to our so called economic development experts, the men and women of Community Resources.

Council should tell Community Resources to find another business that will run infrastructure into their CBE and leave our tax money to be spent on what is essential for the village, which is our existing infrastructure. When this road to nowhere is built, then village funds will take care of it, even if no one shows up to use it. That's the deal.

Christine O. Roberts  
228 North High Street  
Yellow Springs, Ohio

**From:** Kathryn Van der Heiden [kathvdh@gmail.com]  
**Sent:** Tuesday, December 03, 2013 8:21 AM  
**To:** Lori Askeland; Lori Askeland; Karen Wintrow; Judy Kintner; Gerry Simms; Brian Housh  
**Subject:** FYI

Dear Council members:

I want to thank you for your vote on moving forward the two pieces of legislation last evening as a way of moving this process of inquiry about the possibilities of financing for infrastructure.. This is a necessary and significant data collection process about funding that will help you determine what kind of commitment you are willing to make to this effort. the due diligence is heartening.

I hope that you as I am looking forward to the community participation in the James McKee Mens Group forum on December 5 th , 3013. I hope to see all of you there.

I appreciate the myriad of voices in the community but worry that most of them are based on fears and a limited understanding of the greater need for economic development growth needed in the community lest we turn in to only a tourist attraction and bedroom community.

I am hopeful that as Marianne stated that we can all work together. That has always been the vision and the mission of CR from the time it became the CIC. We have been diligent in making sure that the public is informed about not only the purpose but the parameters of the Mixed Commerce District ( now a PUD) of the CBE. we have written letters to the editor, come before council, updated our blog and in August 2010 Community Resources held an advertised Community Presentation on the CBE . The Council and the public were all invited and the event was held in the auditorium of the then Antioch Midwest. The entire Board of Trustees of Community Resources came and Diane Chiddister but no one else came from the population of YSO. It was a mystery to us.

We were left with the distinct feeling that though participation is spoken of as valued in this community it is not much practiced unless it is a topic before council where only limited discourse and dialogue is possible. I am hopeful that we will have a better turn out on Dec 5th. These are important discussions. I appreciated the tone that Brian put forth last night about the willingness of Council to be active and to encourage dialogue. That feels hopeful.

I invite you to go to our blog site if you would like more information on the CBE. YELLOW SPRINGS COMMUNITY RESOURCES should get you there if you google it. Encourage citizens to do the same if you come into contact with them. Informed dialogue seems more productive .

Fear of change is always present in any proposal for a community. Unfortunately fears can become blocks to necessary movement and change need not be thought of as something to avoid.

I appreciate your listening and the hard work that is before you,  
Kathryn Van der Heiden  
President, Community Resources

p.s I do not have Marianne's email address. Could one of you forward it to me. Thanks. And in the meantime could you copy her on this note. thanks again

**MINUTES**  
**YELLOW SPRINGS LIBRARY COMMISSION**  
**December 3, 2013**

The Yellow Springs Library Commission met Tuesday, December 3 at 7 p.m. at the library.

Present were:

- x   Karl Colon, Director, Greene County Public Library
- x   Connie Collett, Yellow Springs Head Librarian, recorder
- x   Leigh Duncan, YSLA representative
- x   Gerald Simms, representing Village Council
- x   Richard Zopf, Village-at-large rep
- Lori Gravley, Village-at-large rep.
- x   Rebecca Eschliman, YSLA rep., convener

**NEW MEMBER** – Gerald Simms, new representative from Village Council

**MINUTES** – Minutes from October 1 were approved.

**RENOVATION** – The next phases of the renovation were discussed. Gerald Simms will try to get funds in the 2014 Village budget for restrooms, south window wall and roof replacement. He mentioned that in conjunction with the development of the Barr property, the storm sewer will be extended and should come as far as the library. This would seem to solve the problem of what to do with the water coming off the north end of the new roof.

**TERMS OF SERVICE FOR LIBRARY COMMISSION MEMBERS** –Terms are now unlimited in length and number. The exact procedure for getting reappointed is still unclear, but possibly there will be an annual e-mail from the Clerk of Council to each commissioner asking if he/she wishes to continue. Those answering in the affirmative would be reappointed by Council.

**PARKING LOT EDGES** – The south edges of the parking lot still lack bumpers. Gerald Simms took note.

**TREES ALONG DRIVEWAY** – Lori Gravley has a new plan that incorporates native plants. She'll bring it to the next meeting.

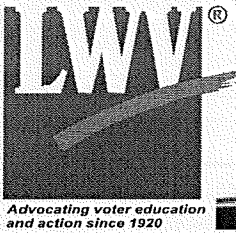
**GROUND**S – A volunteer is still needed to coordinate the volunteer gardeners. Village staff did not provide any pruning or mulching last summer, and are unlikely to do any in the future.

**PROTECTION FOR CONDENSERS** – The library's new condensers are still vulnerable to vandalism and theft, still hazardous for kids and still detracting from the appearance of the building. It was suggested that some sort of fence or wall be incorporated into the next phases of renovation.

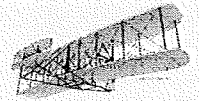
**SOUNDPROOFING THE MEETING ROOM WALL** – Perhaps this could be added to the renovation project also. Ted Donnell has never been consulted on solutions for this problem – that gatherings in the meeting room are quite audible from the other side of the wall.

**LIGHTS** – Phase one of the renovation was supposed to include replacement of 32w lamps with 25w lamps in the ceiling fixtures as an energy conservation measure. This has not yet been done.

**NEXT MEETING** – February 4, 2014, 7 p.m. at the library.



**Dayton Area  
League of Women Voters  
Education Fund**



November 20, 2013

Clerk of Village Council  
Yellow Springs Municipal Building  
100 Dayton Street  
Yellow Springs, OH 45387

Dear Village Council Yellow Springs and  
Yellow Springs Community Access TV;

The League of Women Voters of the Greater Dayton Area would like to thank you for your assistance in the filming of forums for Greene County candidates. This year, with the help of Millard Mier, we were able to interview candidates running for Bellbrook Council, Beavercreek Township Trustees, Beavercreek School Board, Miami Township Trustees, Sugarcreek Township Trustees, Xenia Township Trustees, Yellow Springs Council and Yellow Springs School Board.

This is the third year Millard has assisted the League filming these interviews and, as always, has done an excellent and professional job. Millard has a way of putting the candidates and the moderator at ease prior to filming which sets the stage for a successful interviewing process. Additionally, he provides copies of the DVDs for other public access stations throughout Greene County, an excellent service for those communities.

Before connecting with Millard, the League did not have a contact for Community Access TV that would allow us to provide these interviews for Greene County residents. We sincerely appreciate the expertise and professionalism Millard provides to the League with the support of Yellow Springs Community Access TV. We wish to sincerely thank you again for your commitment to the public service for Greene County voters.

Sincerely,

Susan Hesselgesser  
Executive Director  
League of Women Voters GDA

Cc: Gerald Simms, Council Representative  
YS Community Access TV ✓  
Millard Mier

**From:** Vickie Hennessy [vichennessy@yahoo.com]  
**Sent:** Wednesday, December 11, 2013 3:08 PM  
**To:** Judy Kintner  
**Subject:** for council's packet: Fluoride Mouthrinse Program  
**Attachments:** Adair-20-02.pdf; astdd\_school\_fmr\_policy\_statement.pdf; Mouthrinse Program ODH Manual.pdf

December 11, 2013

Yellow Springs Village Council,

Because the issue of water fluoridation has recently surfaced again in the village, I wanted to make you aware of the Ohio Department of Health's Fluoride Mouthrinse Program. This is a program offered by the state to schools in communities without public water fluoridation.

I have been in contact with Shannon Cole, Oral Health Preventive Services Coordinator, as well as Tina Fulks, ODH Field Consultant, who services Greene County. They have assured me that Yellow Springs Schools are eligible for this program, should the school desire to have it implemented.

The program, very basically, would include Mills Lawn students K thru 6, and involves a mouthrinsing exercise once per week that is estimated to take approximately 5 minutes of class time. The school would need to provide a coordinator for the program who could be a parent, school nurse, or other community volunteer. It is my understanding from a conversation with Ms. Fulks that ODH would provide the fluoride solution (rinse), dispenser, consent forms for parents to sign, as well as training for the coordinator. The school would need to furnish cups and napkins as their only cost.

As for the effectiveness of this program, I find mixed results. There is some concern that school mouthrinse programs may not be cost-effective. However, overall it seems that the incidence of dental caries does decline somewhat. Here is a link to the abstract of one study and I've attached two more studies for your review.

<http://onlinelibrary.wiley.com/doi/10.1111/j.1752-7325.1985.tb01945.x/abstract>

Additionally, I am attaching the ODH Fluoride Mouthrinse Program Manual that provides comprehensive information about the program. It would seem that such a program could serve to improve dental health among village school children, and at the very least could make them more aware of the importance of good dental hygiene in reducing tooth decay. It may also relieve some of the concerns of villagers opposed to the cessation of adding fluoride to our water supply.

If you consider this to be a worthwhile program, it would be prudent to discuss this with the superintendent and principal of Mills Lawn to determine if they concur and would be willing to implement the program. If I can assist in any way, please don't hesitate to contact me. Thank you for your attention to this matter.

Vickie Hennessy



## **Problem**

Dental caries (tooth decay) is a chronic, progressive, multi-factorial, infectious disease that can begin in early infancy and that, by the time children reach adulthood, will affect over 92 percent of the U.S. adult population.<sup>1</sup> A smaller proportion of the U.S. population will develop moderate or severe dental caries. Dental caries prevalence and severity varies by age, dentition, and type of tooth surface.<sup>2</sup> In addition, dental caries and other oral diseases are highly related to socio-environmental determinants, with the greatest burden on disadvantaged and socially-marginalized populations.<sup>3,4</sup> Historically, dental caries control has been addressed by daily brushing, modifying dietary practices, and improving the resistance of tooth enamel to acid attack. However, only fluorides and dental sealants demonstrate a high degree of scientific evidence for reducing dental caries in populations. Benefiting from fluoride in drinking water and fluoride toothpastes, the baby boomer generation will be the first in which the majority will maintain natural teeth over their entire lifetime, according to the Centers for Disease Control and Prevention (CDC).<sup>5</sup>

## **Methods**

Fluoride modalities are systemic and topical and include: drinking water (natural and adjusted levels), milk, salt, toothpaste, mouthrinse, and the professional application of concentrated fluoride in gels, foams or varnishes. Caries protection, lifetime cost and appropriateness for use in populations will vary by the fluoride method or combination of fluoride methods selected.<sup>6,7,8,9,10,11,12</sup> Fluorides are most effective when used in combination with other modalities to prevent, control and reverse early dental caries.<sup>13,14,15,16</sup> Fluorides are more effective in preventing dental caries on the smooth surfaces of teeth than in the pits and fissures.<sup>17</sup> However, for carious lesions that are limited to the pits and fissures of permanent molar teeth, dental sealants alone or combined with multiple fluoride applications are more effective than fluoride alone.<sup>18,19</sup> Daily, multiple low exposures to fluoride facilitate the balance between remineralization and demineralization of tooth enamel, thus reducing caries incidence<sup>20</sup>

School-based fluoride mouthrinse programs have been used for many years as a community-based caries prevention strategy, recognized by the ASTDD Best Practices Project as a Best Practice Approach for State and Community Oral Health Programs.<sup>21</sup> Fluoride mouthrinses containing a concentration of 0.2 percent sodium fluoride are prescribed for weekly school fluoride rinsing programs. Other ingredients may include saccharin, potassium sorbate, purified water, flavor, citric acid and coloring agents. Fluoride mouthrinses are approved as a caries preventive agent by the Food and Drug Administration, CDC and the American Dental Association.<sup>22</sup>

Fluoride mouthrinses work in the same way as other topical fluorides by enhancing fluoride concentrations in saliva, plaque and enamel. Current laboratory and epidemiologic evidence indicate that fluoride's predominant effect is post eruptive and topical, and the effect depends on regular fluoride availability.<sup>20,21,22,23, 24</sup>

Use of fluoride mouthrinse by children ages six years and older does not place them at risk for enamel fluorosis. By age six, most children can rinse and spit with little to no ingestion, making a rinse a good method for topical fluoride. Fluoride rinses are not recommended for children under the age of six because some young children might swallow the rinse rather than spit it out.<sup>22</sup> Substantial fluoride ingestion at this young age when the teeth are developing might result in enamel fluorosis, thus affecting the appearance of the teeth.

Not all people have regular access to optimally fluoridated community water supplies or other sources of fluoride. Schools provide an ideal setting for promoting oral health education and prevention activities with approximately 88 percent of U.S. children attending public schools.<sup>25</sup> An integrated approach that combines school health policy, skills-based health education, a health-supportive school environment and school health services can tackle major common risk factors and contribute to effective control of oral disease.<sup>26</sup> School fluoride mouthrinse programs can be administered by school personnel trained in mouthrinsing procedures and safe storage of fluoride, according to individual state regulations.

Evidence from studies conducted before 1985 supported the effectiveness of 0.2 percent sodium fluoride mouthrinses in preventing coronal caries of permanent teeth in school populations. These studies collectively showed that regular use of sodium fluoride mouthrinses reduced caries increments in children by 20 percent to 35 percent over two to three years.<sup>27,28,29</sup>

The National Preventive Dentistry Demonstration Program (NPDDP), conducted in ten U.S. cities to compare the cost and effectiveness of caries-prevention procedures in the late 1980's, found only a limited reduction in dental caries attributable to fluoride mouthrinse, especially when children were also exposed to fluoridated water. Benefits were more likely for children in high risk schools.<sup>22,30,31</sup>

U. S. studies on effectiveness of school fluoride mouthrinsing programs since the NPDDP have been limited. The 2003 Cochrane Review of fluoride mouthrinsing in schools found a 26 percent dental caries reduction in permanent teeth in their reviewed studies. In 2007, an observational study in Europe targeting at-risk schools demonstrated caries reductions of 20 percent.<sup>32</sup> Two studies (1985-86) reported benefits of fluoride mouthrinsing programs approximately 2.5 and seven years after completion of school-based mouthrinsing programs, but a later study (1995) did not find benefits four years after completion of a mouthrinsing program.<sup>33,34,35</sup> Fluoride mouthrinsing in school programs has been discontinued in some countries similar to the U.S. because of doubts regarding the cost-effectiveness for children with a low

prevalence of dental caries.<sup>36,37</sup> While dental caries has continued to decline, school mouthrinsing programs appear to be effective in populations at high risk for dental caries.<sup>38</sup>

The proportion of states with fluoride mouthrinsing programs has decreased 15 percent since 2003. Of the 50 states and the District of Columbia reporting to the 2010 ASTDD State Synopsis, 35 states have fluoride mouthrinse programs, primarily targeting high risk schools in non-fluoridated communities.<sup>39</sup> Increased effectiveness of fluoride mouthrinsing would be expected in schools with a high caries increment (~ 2 DMFS per year)<sup>6, 30,40,41</sup> Increased effectiveness is expected in communities with less use of other systemic and topical fluorides.<sup>42</sup>

School fluoride mouthrinse programs are inexpensive compared to professionally applied fluorides, especially when volunteers are used. Cost estimates in 1988 ranged from \$0.52 to \$1.78 per child per school year for fluoride mouthrinsing, depending on whether paid staff or volunteers supervise the procedure.<sup>43</sup> In a 2010 ASTDD survey, states reported fluoride mouthrinse program costs between \$0.54 cents and \$2.54 per child per year.<sup>44</sup>

The single greatest risk factor predicting dental caries in populations is low socio-economic status. Programs based on populations selected for socio-economic status alone, without considering dental caries incidence, may result in increased costs compared to the benefits.<sup>2,45,46,47</sup> Other population risk or protective factors to consider in school program planning include availability of dental care; proportion of the population who 1) are low SES, 2) are an ethnic minority, 3) speak English as a second language, 4) are homeless, 5) have limited education, 6) have special health care needs, 7) have high caries incidence and prevalence rates or advanced disease, and 8) lack access to fluoridated water.<sup>6,15,22</sup> Additionally, school districts and schools need to be sufficiently involved to assure a majority of students achieve 30 applications a year for at least two years, ideally age six to 16, to achieve caries reductions in the erupting permanent teeth.<sup>21</sup>

### **Policy Statement**

ASTDD supports the use of fluoride mouthrinse programs in schools for children age six years and older, when exposure to optimal systemic and topical fluorides is low, populations of children are at high risk for tooth decay and there is demonstrated support by school personnel.

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**Ohio Department of Health  
Bureau of Community Health Services &  
Patient-Centered Primary Care  
Oral Health Section**

**Fluoride Mouthrinse Program Manual**

The Fluoride Mouthrinse (FMR) Program Manual provides information for school administrators and personnel, FMR coordinators and parents and includes program administration guidelines, policies and procedures, teacher recommendations and forms.



**For the user's convenience, there are links from the table of contents  
to the respective sections within the manual.**

This revised August 2012 version of the Ohio Department of Health's School-based Fluoride Mouthrinse Program Manual will not be printed for distribution. However, the up-to-date version of the manual will be available on the ODH Web site at  
<http://www.odh.ohio.gov/odhPrograms/ohs/oral/oral1.aspx>



# Fluoride Mouthrinse Program Manual

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## I. INTRODUCTION

### History

The Ohio Department of Health (ODH) supports a school-based Fluoride Mouthrinse (FMR) program which has been provided to students in some Ohio schools since the 1980-1981 school year. The purpose of the FMR program is to provide a safe and effective method of reducing dental decay in elementary school children. In the early years of the program, the ODH approach was to maximize the number of students and schools that participated in the program. However, national studies conducted during the mid-late 1980's reported that the majority of tooth decay was being experienced by children who were at higher risk for dental caries (risk factors include sub-optimal exposure to fluoride, low income, Medicaid eligibility, poor diet).<sup>1, 2, 3</sup> It was also noted that patterns of decay were beginning to change from the smooth surfaces of teeth to the pits and fissures of the teeth.<sup>4,5</sup> Ohio's statewide oral health surveys, conducted during the 1987-1988 and 1992-1993 school years, supported these national findings. By combining various decay preventive measures, such as fluoride mouthrinse, which is most effective on the smooth surfaces of the teeth, and dental sealants (plastic coatings painted onto pits and fissures of the back teeth to seal out the food and germs that cause decay), Ohio school children can receive the most comprehensive protection against tooth decay.<sup>6</sup>

### Benefits

After carefully considering both the information from national studies and the results of the Ohio Oral Health Survey, the Bureau of Community Health Services decided to target the FMR program based on a specific criterion. Today, schools are eligible to participate in the FMR program if the majority of the children attending the school do not receive optimal levels of fluoride in their drinking water. Students' teeth will receive a *topical* (meaning the fluoride will not be swallowed) benefit from the fluoride mouthrinse, resulting in strengthening of the outer layer of tooth enamel. This program is primarily for elementary school students in grades K-6. A systematic review of the research on fluoride mouthrinses concluded that one in two children with high levels of tooth decay will have less decay by using fluoride mouthrinses in school-based programs<sup>7</sup>.

### Purpose of Manual

This manual provides school personnel and volunteers with the procedures and requirements for administering and implementing the Ohio Department of Health's (ODH) school-based FMR program. School personnel and volunteers involved with the FMR program must comply with the requirements detailed in this document. The manual is available in electronic and hard copy formats from the Ohio Department of Health, Bureau of Community Health Services, Oral Health Program.

### Authority for the School-Based Fluoride Mouthrinse Program

In Ohio, the authority for schools to administer fluoride mouthrinse programs is contained in [Ohio Revised Code 3701.136](#), (A) through (E). This statute provides schools with the authority to implement the ODH-sponsored school-based fluoride mouthrinse program without being noncompliant with Section 3313.713 of the Ohio Revised Code, which outlines requirements that must be met for school personnel to administer medications to students at school.

### Roles and Responsibilities

Participation in the FMR program is voluntary. Successful implementation will result when both the Ohio Department of Health and the participating school coordinate efforts and understand their respective responsibilities. **Figure 1** outlines the roles and responsibilities of the Department of Health and the participating school.

## **FIGURE 1: FLUORIDE MOUTHRINSE PROGRAM ROLES AND RESPONSIBILITIES**

### **ODH Role**

- Set policies related to administering the school-based FMR program based on the current scientific evidence:
  1. Develop the criteria for school eligibility.
  2. Assure the FMR program is administered in the most cost-effective, efficient and beneficial manner.
  3. Monitor individual schools for administering the program in compliance with the policies developed.
- Conduct trainings for FMR Coordinators. Provide ongoing technical assistance to school personnel.
- Provide some of the supplies needed to administer the program: fluoride mouthrinse packets, pumps, containers and classroom records for rinsing are provided at no direct charge to the schools or students.
- Monitor the FMR program by means of on-site visits, telephone calls and program reports.

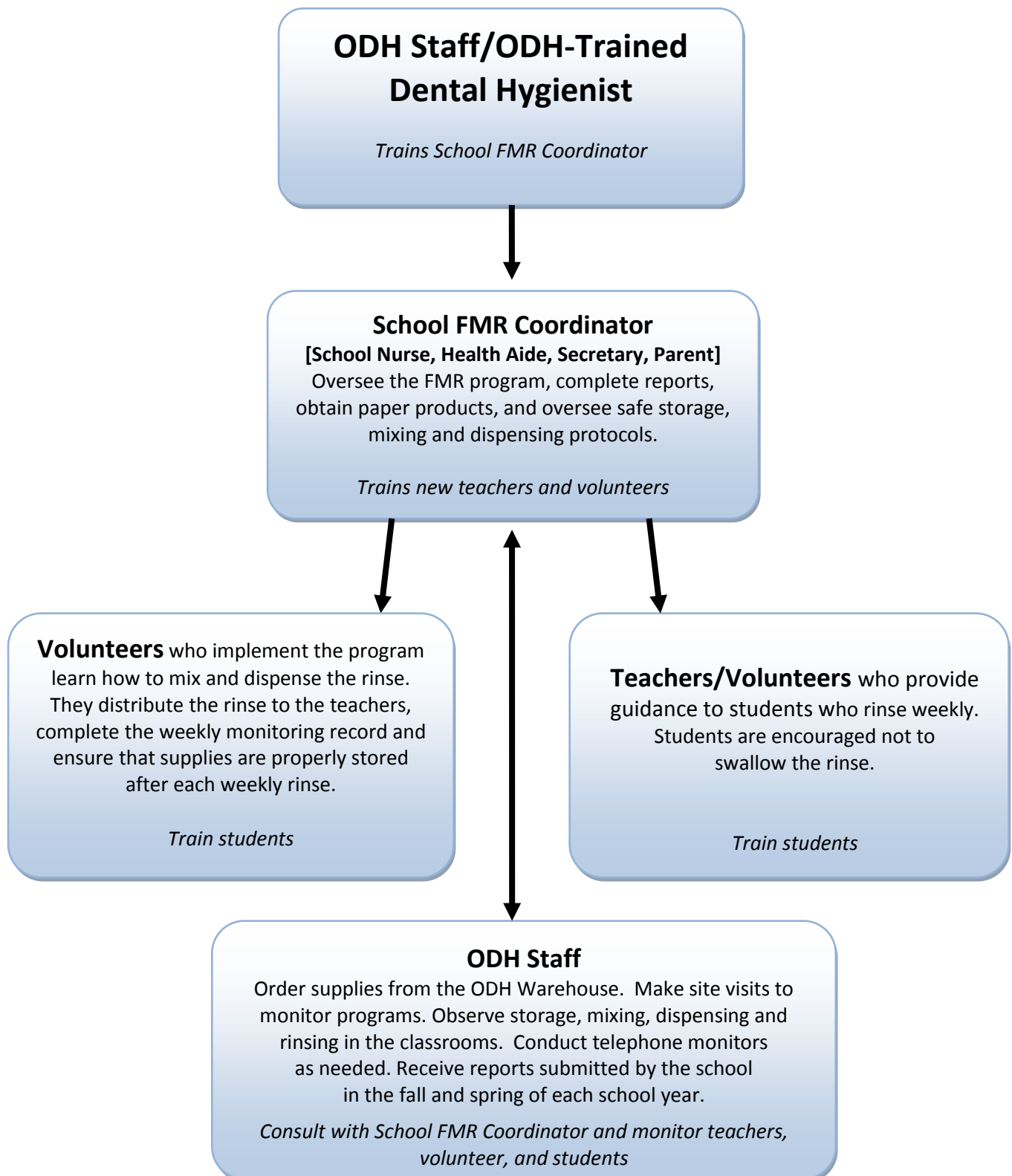
### **Participating School Responsibilities**

- Designate an FMR Coordinator to administer the program.  
FMR Coordinator responsibilities:
  - Train school personnel or parent volunteers to implement the program.
  - Obtain parental consent for participation in the FMR program.
  - Ensure children participate within the guidelines developed by the ODH.
- Provide the paper cups and napkins for the program.
- Complete all ODH-required paperwork and submit reports by deadlines.

### **Fluoride Mouthrinse Program Operation**

The FMR program operates as follows: ODH staff, or a dental hygienist trained by ODH staff, train an FMR Coordinator at each school on the policies and procedures of the school-based fluoride mouthrinse program. The FMR Program Coordinator administers the mouthrinse program, completes the required paperwork, and identifies and trains new teachers, volunteers and other personnel on the proper procedures for implementing the program. The teachers, volunteers or other school personnel who oversee the rinsing procedure in the classroom train students in the proper rinsing procedure. ODH staff members make program monitor visits or telephone calls to ensure the program operates according to ODH guidelines (see **Figure 2: Fluoride Mouthrinse Program Operation**). More information on training and monitoring visits is presented in Section IV of this manual. **The School-Based Fluoride Mouthrinse (FMR) Program At-A-Glance** (see **Attachment 5**) provides details about the program and how to contact the ODH Oral Health Consultant for participating schools. This fact sheet may also be obtained from your Oral Health Consultant.

Figure 2  
*Fluoride Mouthrinse Program Operation*



## II. FLUORIDE MOUTHRINSE PROGRAM ADMINISTRATION GUIDELINES

**General** *The Surgeon General's Report, [Oral Health In America](#), identified fluoride mouthrinse (FMR) programs as an effective strategy to prevent dental caries. Experts recommend that programs target high-risk individuals and groups. Students receive the greatest benefit when they participate in the program over a long period of time (i.e., several years).*

1. A consent form, signed by each student's parent or guardian, must be obtained before the student may participate in the program. The Ohio Department of Health (ODH) provides the consent forms for new students. One signed consent form grants permission for the student to participate in the program for the duration of the student's enrollment in that school. Signed consent forms should be filed in the child's school or health record.
2. Every teacher is to maintain a current list of participants in their classroom. A copy of the list should be provided to the school's FMR Coordinator and kept in the area where the rinse is prepared for distribution. The Coordinator should be notified of any changes in the list of the participants.
3. Designate a specific day and time for conducting the Fluoride Mouthrinse Program each week, and remain consistent with this schedule. Choose a day within the week to rinse, avoiding Monday and Friday when holidays and absenteeism tend to occur more frequently. Choose a time when the students will not eat or drink soon after the rinsing procedure. Many schools conduct the rinse immediately after school begins in the morning. Teachers may record class participation using the **Classroom Participation Record**. ([see HEA 7620 Classroom Record](#))
4. ODH staff is available to train FMR Coordinators in the administration of the FMR program, in accordance with [Ohio Revised Code 3701.136](#).

### **Mixing Procedures**

*Fluoride mouthrinse must be mixed by an adult.*

1. Make sure the plastic container, cap and pump are dry, clean and free of residue.
2. Select one packet of sodium fluoride (3 gm) and gently squeeze the packet to break up any hardened powder. If clumps remain, use a small amount of warm water in the container to dissolve them.
3. Fill the container to the line indicated (1½ quarts or 1,500 ml).
4. Cut a corner of the fluoride packet and carefully pour contents into the water to avoid inhalation of the fine powder.
5. Replace the cap securely on the container and mix the contents thoroughly by gently shaking the container until all the powder is dissolved, about 30-60 seconds.
6. Remove the cap and insert the pump into the container and tighten. Prime the pump by pushing the plunger up and down a few times until the rinse flows freely and uniformly.
7. Once the pump is primed, one full stroke of the pump delivers the proper amount of rinse (10 ml or 2 teaspoons) into the cup.
8. One container will deliver approximately 120 to 130 applications

**Methods of Implementation** *Three methods of distribution are suggested. Select one or a variation that best meets the school's needs. [Attachment 1: [Procedural Options for Administering a FMR Program](#).]*

1. The Coordinator prepares the fluoride mouthrinse in a central location, such as the nurse's clinic, teachers' lounge or the cafeteria. The proper amount of rinse is dispensed into the appropriate number

of cups for each classroom and placed on a tray, accompanied by the same number of paper napkins. The trays are delivered to each classroom accordingly.

2. The Coordinator prepares several containers of fluoride mouthrinse and distributes them throughout the school building in secure areas supervised by adults. The containers may be shared among classrooms. Cups and napkins are stored in the classrooms; the teacher dispenses rinse into the appropriate number of cups for the class after receiving the filled rinse container some time during rinsing day.
3. Students congregate in a central location such as a gym or cafeteria to receive a napkin and cup of mouthrinse. The group rinses all at once. This works best in a smaller school, which still permits adequate monitoring of the procedure by the Coordinator and teachers.

**Rinsing Procedure** *Prior to rinsing, the teacher should reinforce the benefits of fluoride mouthrinse and the proper way to “swish.” A practice session with plain water may be helpful at the beginning of each year, especially with younger students.*

1. Each student is given a cup with fluoride mouthrinse and one napkin.
2. The younger children may be instructed to blow their noses, if necessary, prior to rinsing to make sure nasal passages are clear. This will ensure that they can breathe through their noses while rinsing.
3. Time the rinsing for one minute. Signal students when to empty the entire contents of the cup into their mouths. Remind students to forcefully strain the rinse between their teeth, with their lips tightly closed. Watch for students with little cheek and lip movement or those who merely shake their heads back and forth rather than “swishing” the liquid. The sound of each student rinsing should be audible.
4. Remind students not to swallow. The fluoride rinse is only effective if it stays in contact with the teeth.
5. If a student consistently swallows the fluoride solution rather than emptying it into a cup, the child should discontinue rinsing at school. Notify the parents that the child is no longer rinsing.
6. After one minute, direct the students to carefully empty the rinse back into their cup and wipe their mouth with the napkin.
7. Instruct the students to gently insert the napkin into their cup to absorb the liquid and dispose of the cup by gently placing it in a trash can with a plastic liner.

### **Cleaning and Storage**

1. Packets of concentrated fluoride (NaF) powder must be kept in a locked, climate controlled location. **Only adults are to handle the fluoride packets.**
2. Leftover rinse may be stored up to three weeks after it is mixed. It should be stored in an area inaccessible to students. It may be refrigerated, but can be stored at room temperature. The pump must be removed from the container of leftover rinse and the safety cap used for storage. Rinse the pump and allow it to air dry before the next use.
3. Avoid placing the containers of fluoride rinse in direct sunlight or excessive heat/cold. Note: It is possible that the leftover rinse will change color slightly during storage. This does not indicate a loss of effectiveness. Before the next use, shake the capped container gently for 10 seconds to remix the contents.
4. After the container is empty, rinse the pump and container with warm water and allow them to thoroughly air dry. Use the safety cap to store an empty, dry container rather than storing it with the pump inside.

## **Supplies**

1. Supplies (plastic containers, pumps, child-proof caps and fluoride packets) are sent to participating schools in August and September. Quantities are based on the remaining supplies on hand from the previous school year. Use fluoride packets with the earliest expiration dates first.
2. If you anticipate running out of supplies before the end of the school year, please contact your ODH Oral Health Consultant to request additional items.
3. To avoid overestimating or running short of supplies, it is important to accurately report the supply inventory on the **Weekly Monitoring Record** submitted each spring to the ODH Oral Health Consultant.
4. Fluoride that will expire over the summer months should not be included in the supplies on hand when reporting the remaining inventory.
5. Many schools use their paper product supplier or contact local dental professionals, regional dental or dental hygiene associations, local businesses or service groups to obtain assistance in purchasing paper cups and napkins for the FMR program.
6. Ship any expired fluoride packets to the ODH Warehouse:

**Ohio Department of Health Warehouse  
900 Freeway Drive North, Bldg. 8  
Columbus, OH 43229  
Attn: Ms. Phyllis Green**

**Safety Guidelines** *FMR coordinators are responsible for safe storage of fluoride packets and mouthrinse solution. In over 30 years of operation no child has ever ingested toxic or unsafe levels of fluoride through participation in the ODH school-based FMR program.*

1. The individual who will be receiving the fluoride shipments must **store packets of concentrated NaF powder in a locked, climate-controlled storage area.**
2. If a student accidentally swallows his/her portion of the weekly mouthrinse solution, this amount is not harmful. One 10 ml dose = 0.55 mg of fluoride per kg of body weight for a 40 pound child. Toxic dose is 5.0 -10.0 mg/kg.
3. The 3 gm NaF (fluoride) packets come in tear-proof packaging. In the unlikely event of a student accidentally swallowing concentrated powdered sodium fluoride from a packet, call the local Poison Control Center immediately.
4. A Material Safety Data Sheet (MSDS) for sodium fluoride rinse and sodium fluoride powder, manufactured by Medical Products Laboratories, Inc., Philadelphia, PA, is available from your ODH Oral Health Consultant, upon request.



### III. FLUORIDE MOUTHRINSE PROGRAM RECOMMENDATIONS FOR TEACHERS

Dental caries (tooth decay) ranks among the most prevalent childhood diseases in the United States today. Tooth decay begins in early childhood and can continue throughout adulthood. Fluoride is a scientifically proven cavity fighter.<sup>8,9</sup> The Fluoride Mouthrinse (FMR) Program is most effective in schools where students are at high risk for dental caries. Therefore, the program is targeted primarily to schools in areas without enough fluoride in the water and to schools for children with special health care needs. The program is voluntary and parental consent is required.

#### **Keys to Success**

- ❖ Establish an environment where students have a positive attitude about rinsing and maintain that environment in your classroom throughout the school year.
- ❖ Plan to rinse the same time/day each week.
- ❖ Reward students by asking them to help with some small step in the procedure, such as passing out napkins, setting a timer or being the leader for the rinse that week.



- ❖ Rinse along with the students to reinforce your support of the program.  
Adults benefit from topical fluorides too!
- ❖ Take the time weekly to stress a positive behavior, action or strategy that helps prevent tooth decay.  
[See Attachment 2, Options for Student Involvement](#)

#### **Rinsing Process**

- ❖ A practice session with plain water may be helpful at the beginning of each year, especially with younger students.
- ❖ Remind the students that the rinse is effective only if it stays in contact with the teeth. Watch for students with little cheek and lip movement, or those who merely shake their heads back and forth rather than “swishing” the liquid.
- ❖ Children may be instructed to blow their noses before rinsing, if necessary, to make sure nasal passages are clear. This will ensure that they can breathe through their noses while rinsing.
- ❖ The sound of each student rinsing should be audible. Can you hear them rinse? Use an analogy to describe the sound, e.g. a washing machine.
- ❖ If a student consistently swallows the fluoride solution rather than emptying it back into the cup, the student should discontinue rinsing. The parents should be notified that the child is no longer rinsing.  
[See Attachment 3, Adaptations for Special Needs Students](#)

#### **Rinsing Procedure**

***Prior to each rinsing session, the teacher should reinforce the benefits of the fluoride mouthrinse and the proper way to rinse.***

- ❖ Each student is given a cup with fluoride mouthrinse and one napkin.
- ❖ Students should empty the entire contents of the cup into their mouth when signaled. Remind students to forcefully strain the rinse between their teeth with their lips tightly closed.



- ❖ Remind the students that the rinse should not be swallowed. The sound of each student rinsing should be audible.
- ❖ Time the rinsing for one minute. After one minute, direct the students to carefully empty the rinse back into their cup and wipe their mouth with the napkin.
- ❖ Instruct the students to gently insert the napkin into their cup to absorb the liquid and dispose of the cup by gently placing it in a trash can with a plastic liner.
- ❖ Forms to record each student's participation from week to week can be provided by the ODH Oral Health Consultant at the school's request.

[See FMR Program Forms, HEA 7620 Classroom Record](#)

[See Attachment 4, Tips for Making Mouthrinsing Fun](#)

### **Cleaning, Storage and Safety**

- ❖ The FMR Coordinator will oversee proper cleaning and storage of FMR equipment and supplies.
- ❖ A teacher should not store fluoride packets/solution in their classroom unless it is under lock and key. A teacher may store cups and napkins in the classroom.
- ❖ Leftover rinse may be stored up to three weeks after it is mixed. This should be stored in a secure area that is inaccessible to students, at room temperature or in the refrigerator. Avoid placing the rinse in direct sunlight or excessive heat/cold.
- ❖ The pump must be removed from the container of leftover rinse and the safety cap used for storage. Leftover rinse may change color slightly during storage, but does not indicate a loss of effectiveness.
- ❖ If a student accidentally swallows his/her portion of the weekly mouthrinse solution, this amount is not harmful. One 10ml dose = 0.55 mg of fluoride per kg of body weight for a 40 pound child. The toxic dose is 5.0 – 10.0 mg/kg.





#### IV. PROGRAM IMPLEMENTATION AND SITE VISITS

Smooth operation of the FMR program results with clear understanding of the roles and responsibilities of the participants, appropriate training at each level, consistent reporting and the provision of technical assistance as the program is implemented. After training by ODH staff or a dental hygienist trained by ODH staff, and after reviewing the **FMR Program Administration Guidelines** (see Section II), forms and attachments in this manual, the FMR Coordinator should be prepared to devise a plan of implementation and train school personnel and volunteers. Typically, teachers are responsible for administering the rinsing procedure in the classroom. They can be given pertinent information on the rinsing process and procedures, as well as keys to success found in **Recommendations for Teachers** in Section III of this manual. In addition, teachers should be supplied with copies of the attachments in this manual that encourage student participation, allow for adaptations for special needs students and offer tips for making weekly fluoride mouthrinsing fun. The FMR Coordinator may work with staff and volunteers to select variations in administering the rinse depending on school size, number of classrooms that participate and staffing levels. [See Attachment 1: Procedural Options](#). The FMR Coordinator must take responsibility for annual reporting requirements, which includes tracking rinse dates on the [Weekly Monitoring Record](#). School staff and volunteers should understand the mouthrinsing procedures as well as the appropriate responses when students are unable to participate.

The Oral Health Consultants monitor implementation of the program by reviewing school reporting forms, making telephone monitor calls and scheduling on-site visits to participating schools. These visits are conducted periodically to monitor programs for quality assurance. An important aspect of the on-site visit is for the Consultant to observe the mixing, storage and handling of fluoride. It is also helpful for the Consultant conducting the visit to observe the students rinsing in the classroom. Monitor calls, On-site monitor visits and Technical Assistance calls provide an excellent opportunity to encourage school personnel and answer questions. The ODH Consultant can assist the FMR Coordinator, teachers and volunteers with refining FMR implementation and ensuring safety, as well as timely and accurate reporting. [See Fluoride Mouthrinse Program Monitoring Checklist](#).

Any time a new FMR Coordinator is designated, the change should be reported to ODH. An Oral Health Consultant will work with the new FMR Coordinator to assist with the transition. The FMR Coordinator is responsible for training new staff and volunteers and keeping the Ohio Department of Health informed of any major program changes. ODH is committed to partnering with school personnel to improve the dental health of schoolchildren who participate in the school-based fluoride mouthrinse program.



## V. REFERENCES

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## VI. FLUORIDE MOUTHRINSE PROGRAM FORMS

There are several forms that are used to report student participation, school contact information and inventory of FMR program supplies. Timely submission of reports will assist in ordering supplies and tracking participation for state and federal reporting.

### **Fluoride Mouthrinse Program Report (HEA 7622)**

This two-sided form is **mandatory** and is usually submitted to ODH in the fall. It contains important contact and delivery information as well as data on student enrollment and participation. In addition, it provides the Oral Health Consultant with scheduled dates and times for rinsing activities so that program monitor visits can be arranged. This form reports changes in staffing and can be used to request additional training.

### **Weekly Monitoring Record (HEA 7616)**

This form is used by the school to report the actual rinse dates throughout the school year. The table format allows the FMR Coordinator to document the mouthrinse activity by day, week and month from August to June. This **mandatory** form is submitted at the end of the school year and indicates whether mouthrinsing will continue or discontinue.

### **Classroom Record (HEA 7620)**

This record may be used by the classroom teacher to track individual student participation. It is **optional**.

### **Consent Form (HEA 4331)**

This **mandatory** form is required for student participation. Every student must obtain permission to participate in the FMR program. Keep this form in the child's school record. The permission slip is good for as long as your child is enrolled in the school.

### **Fluoride Mouthrinse Program Monitoring Checklist** (used by ODH Oral Health Consultant only)

This form is used when conducting a scheduled monitoring visit. It provides a helpful checklist of important procedures to follow when implementing a school-based fluoride mouthrinse program.



# FLUORIDE MOUTHRINSE PROGRAM REPORT (20\_\_ – 20\_\_)

Please complete BOTH sides and return this form before \_\_\_\_\_ to:

Oral Health Consultant  
Ohio Department of Health  
Bureau of Community Health Services & Patient-Centered Primary Care

School \_\_\_\_\_ School District \_\_\_\_\_ County \_\_\_\_\_

Superintendent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Principal's Name \_\_\_\_\_ Phone \_\_\_\_\_

Secretary's Name \_\_\_\_\_ E-Mail: \_\_\_\_\_

School Nurse's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Nurse's Day(s) at school \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fluoride Mouthrinse Coordinator \_\_\_\_\_ E-Mail: \_\_\_\_\_

Who mixes the fluoride mouthrinse? \_\_\_\_\_ Title: \_\_\_\_\_

## School Mailing Address:

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## Delivery Address: (if different from mailing address)

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of first rinse \_\_\_\_\_

Please circle scheduled rinse day(s):    Mon.    Tues.    Wed.    Thurs.    Fri.

Scheduled rinse times (please specify time): \_\_\_\_\_ a.m.    \_\_\_\_\_ p.m.

Please indicate if you need any of the following and clarify the quantity required:

☐ Consent forms    ☐ Containers    ☐ Pumps    ☐ Safety caps    ☐ Fluoride packets  
(For new students)

What is the total enrollment in your school? \_\_\_\_\_  
(Do not include preschool classes)

(SEE REVERSE)

**FLUORIDE MOUTHRINSE PROGRAM REPORT (School year 20\_\_ - 20\_\_ ) (side 2, continued)**

Please complete the following for each eligible classroom (attach additional sheet if necessary).

Please list special education classrooms separately.

	Grade	Teacher Name	Please check <input checked="" type="checkbox"/> if teacher is new this school year	# of students enrolled in classroom	# of students participating in the Fluoride Mouthrinse Program
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
			<b>Total</b>		

Do you feel additional training in the Fluoride Mouthrinse program would be beneficial? ☐ Yes ☐ No

Comments \_\_\_\_\_

Name of person completing report \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

# Fluoride Mouthrinse Program Weekly Monitoring Record (School year 20\_\_ - 20\_\_ )

School \_\_\_\_\_ District \_\_\_\_\_ County \_\_\_\_\_

Fluoride Mouthrinse Coordinator \_\_\_\_\_ Date of first rinse \_\_\_\_\_

Please record the actual rinse date for each week.

Month	Week 1	Week 2	Week 3	Week 4	Week 5	Comments
August	<i>example</i>	<i>N/A</i>	<i>N/A</i>	<i>8/22/11</i>	<i>8/29/11</i>	Classroom teacher monitors rinse. Began rinsing first week of school.
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

Please mail this completed form to your oral health consultant listed below by (date) \_\_\_\_\_.

☐ We will continue the Fluoride Mouthrinse Program in the 2012 – 2013 school year.

☐ We will not continue the Fluoride Mouthrinse Program in the 2012 – 2013 school year.

Please inventory the supplies on hand for each of the following items:

\_\_\_\_ # Consent forms      \_\_\_\_ # Containers      \_\_\_\_ # Pumps      \_\_\_\_ # Safety caps

\_\_\_\_ # Fluoride packets, expiration date(s) \_\_\_\_\_

**Return form to your Ohio Department of Health, Bureau of Community Health Services & Patient-Centered Primary Care, Oral Health Consultant.**

HEA 7616 (Rev. 3/08)

**Ohio Department of Health  
Fluoride Mouthrinse Program  
Classroom Record**

County
Date From To

Teacher	Grade
---------	-------

[illegible]

**Ohio Department of Health**  
**School Fluoride Mouthrinse Program**

Dear Parent,

In cooperation with the Ohio Department of Health (ODH), your school is offering a supervised fluoride mouthrinse program. This program provides an effective measure to prevent tooth decay. Children who participate in the program are closely supervised while they swish with two teaspoons of a .2% sodium fluoride rinse. The rinse is swished in the mouth for one minute and then emptied into a cup that is thrown away. The mouthrinse is provided once a week throughout the school year.

The fluoride mouthrinse program works well with other decay preventive measures such as fluoride toothpaste, professionally applied fluoride treatments and dental sealants (plastic coatings painted onto back teeth to seal out the food and germs that cause decay). Together, fluorides and sealants offer the best protection against tooth decay.

The fluoride mouthrinse program does not take the place of good home care, a proper diet and regular dental visits. Participation in the fluoride mouthrinse program is voluntary. Your consent will allow for your child to participate in the fluoride mouthrinse program (which is administered in accordance with the Ohio Revised Code section 3701.136) as long as your child attends this school unless you specify otherwise on this form. You may withdraw your consent for participation at any time.

If you have questions about the fluoride mouthrinse program, please contact Colleen Wulf, RDH, MPH, Oral Health Preventive Services Coordinator: [Colleen.Wulf@odh.ohio.gov](mailto:Colleen.Wulf@odh.ohio.gov) or 614.466.4180.

Sincerely,



Carrie L. Farquhar  
Oral Health Section Administrator

Please complete and return this form to the school tomorrow.

☐ I give consent for my child to participate in the Fluoride Mouthrinse Program and understand that the mouthrinse (two teaspoons of a .2% sodium fluoride rinse) will be offered once a week for each week the school is in session.

☐ I do not give consent for my child to participate in the Fluoride Mouthrinse Program.

Child's Name   Last	First	Middle	Age
Address   Street	City	State	Phone
Teacher's Name	School Name	Grade	
Parent/Guardian Signature	Date		

This consent form must be retained by the school.



# FLUORIDE MOUTHRINSE PROGRAM Monitoring Checklist

Consultant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School:	Phone:
School District:	Rinse Day & Time:
County:	1 <sup>st</sup> Rinse this Year:

NAME	COMMENTS
Principal:	
Superintendent:	
Secretary:	
Nurse:	
Coordinator:	
Other:	

Delivery Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ENROLLMENT	SPECIAL EDUCATION ENROLLMENT
Total School Enrollment:	Total Special Ed Enrollment:
# Participating:	# Participating:
# Classrooms:	# Classrooms:
% Participating:	% Participating

Grades participating this year: \_\_\_\_\_

Types of Special Education classes participating this year: \_\_\_\_\_

Modifications/Comments for Special Needs students: \_\_\_\_\_

# Classrooms/Students Observed: Regular \_\_\_\_\_ / \_\_\_\_\_ Special Ed \_\_\_\_\_ / \_\_\_\_\_

Materials provided during visit: \_\_\_\_\_

Number of Consent Forms needed for next year: \_\_\_\_\_

*[ODH provides the consent forms for new students. One signed consent form grants permission for the student to participate in the program for the duration of the student's enrollment in that school.]*

## Monitoring Checklist, Page 2

Site Preparation/Surface Cleanliness	Yes	No	N/A	Comments
Wash hands with disinfectant soap and clean all work/dispensing surfaces with an approved disinfectant.				
1. Mixing Procedures	Yes	No	N/A	Comments
a. Water filled to line indicated				
b. One packet fluoride added to water				
c. Contents mixed with cap on jug				
d. Pump is primed				
2. Administering Procedures	Yes	No	N/A	Comments
a. Proper amount of rinse delivered into cup				
b. One cup and napkin provided to each rinser				
c. Rinse is forcefully "swished"				
d. Rinsing is timed for 60 seconds				
e. Rinse is emptied back into cups				
f. Napkins are used to absorb liquid				
g. Cups are disposed of appropriately				
h. Rinse is dispensed/distributed by adult or under adult supervision				
3. Cleaning Procedures	Yes	No	N/A	Comments
a. Fluoride packets stored in locked place				
b. Leftover rinse stored with cap on, out of reach				
c. Pump rinsed and allowed to completely air dry				
d. Empty jug rinsed/allowed to completely air dry				
4. Supplies	Yes	No	N/A	Comments
a. Inventory - Consent forms - Pumps - Containers [check cleanliness] - Fluoride packets - Expired fluoride packets				
c. Expired fluoride packets sent to ODH warehouse or otherwise disposed of properly	Yes	No	N/A	
5. Other	Yes	No	N/A	Comments
a. School has a copy of the ODH FMR Manual				
b. Weekly Monitoring Record is completed				
c. Is there a current participation list/# per class?				
d. Have new students been offered the program?				

**General Comments/Recommendations:** \_\_\_\_\_



## **VII. FLUORIDE MOUTHRINSE PROGRAM ATTACHMENTS**

There are several attachments that will be useful in implementing the FMR program.

### Attachment 1

#### **Procedural Options for Administering a Fluoride Mouthrinse Program**

This document can be used by the FMR Coordinator to provide options that are available for dispensing and distributing the mouthrinse solution. Use these suggestions to implement weekly mouthrinsing in a way that is most convenient for your school. The options you use will depend on the floor plan of your building, the number of classrooms, the time of day that mouthrinsing is scheduled and the volunteers available.

### Attachment 2

#### **Options for Student Involvement with a Fluoride Mouthrinse Program**

The FMR Coordinator or teacher can use these ideas to help with the distribution of the rinse and to improve student involvement.

### Attachment 3

#### **Fluoride Mouthrinse Adaptations for Special Needs Students**

The suggestions presented will assist the FMR Coordinator or teacher who has students with special needs.

### Attachment 4

#### **Tips for Making Mouthrinsing Fun**

The FMR Coordinator or teacher can utilize these great ideas for the classroom to make the weekly program more enjoyable for the students.

### Attachment 5

#### **FMR At-A-Glance**

A colorful handout that describes the benefits of mouthrinsing and provides ODH contact information.

### Attachment 6

#### **Contents of Fluoride Mouthrinse**

Can be used to answer questions from parents about flavoring and dyes used in the mouthrinse.

### *Attachment 1*

## **PROCEDURAL OPTIONS FOR ADMINISTERING A FLUORIDE MOUTHRINSE PROGRAM**

**After the fluoride mouthrinse has been prepared...**

1. The cups (each with 10ml of fluoride solution) and napkins are placed on trays and delivered to each classroom.



2. A teacher, parent volunteer or responsible student picks up trays of filled cups and napkins from a central location, takes them to the classroom and returns the empty tray after the rinsing activity.



3. Cups, napkins and a container of fluoride solution are carried to the classroom; fluoride rinse is pumped into cups at a designated area in the classroom.



4. A cart with fluoride rinse supplies is wheeled down the hall and the solution is pumped into the appropriate number of cups prior to entering each classroom.



5. The container is passed from room to room; solution is dispensed into the cups which are stored in the



## PROCEDURAL OPTIONS FOR ADMINISTERING THE FLUORIDE MOUTHRINSE (FMR) PROGRAM

6. The nurse or parent volunteer brings the fluoride container to each classroom where the cups and napkins are stored.



7. Trays of cups and napkins are prepared early on rinse day and stored in a safe, sanitary manner until the rinsing procedure can be supervised.



8. Each class comes to a central area (cafeteria, library, gym) to rinse at a designated time; for example, before or after recess, during classroom change or before or after a specific class.



9. The students rinse after entering the building in the morning, before going to their classroom.



## *Attachment 2*

### **OPTIONS FOR STUDENT INVOLVEMENT WITH A FLUORIDE MOUTHRINSE PROGRAM**



**In schools that are participating in the Fluoride Mouthrinse Program, older students can be assigned to help with distribution of the mouthrinse. These tasks can be a transfer and reinforcement of skills learned in other programs. For example, students can . . .**



**Count the number of cups and napkins needed for each classroom and place them on a tray.**



**Pump the solution into the cups (after it is mixed by an adult).**



**Use trays to carry the solution to the classroom.**



**Practice cooperation if working in a group.**



**Practice social skills when delivering the supplies.**



**Revise classroom participation rosters as student numbers change.**



**Reinforce the need for hand washing and cleanliness.**

### *Attachment 3*

## **FLUORIDE MOUTHRINSE ADAPTATIONS FOR SPECIAL NEEDS STUDENTS**



The Fluoride Mouthrinse (FMR) Program, with slight modifications, can be used successfully by children with special health care needs.

If the student is not able to rinse for 60 seconds, have the student:



Rinse a little longer each week, gradually working up to 60 seconds.



Practice with water on non-rinse days.



Rinse two or three times with less solution, in separate cups,  
for a total of 60 seconds.

The solution should not be swallowed routinely. If a student consistently swallows the fluoride solution, the student should discontinue rinsing. The parent should be notified that the child is no longer rinsing.



## *Attachment 4*



### **TIPS FOR MAKING MOUTHRINSING FUN**

1. Tell the children the fluoride mouthrinsing procedure is similar to swishing flavored gelatin between their teeth. All kids do that, don't they? Be quick, though, to point out the fluoride will help their teeth, whereas the flavored gelatin will harm their teeth with its sugar content.
2. Tell the children they will know that they are doing a good job if they can hear themselves swishing.
3. Children prefer a cold fluoride solution; so provide it chilled if possible.
4. Have the children watch the clock for one minute while rinsing. It will keep all their eyes in the same place.
5. Take this golden opportunity. Rinsing for one minute is a long time. This "silent period" may be a good time to make the day's announcements.
6. Allow students to take turns watching the clock and giving signals.
7. Hang a chart in the classroom with the name of each child who participates in the program. Add a star for each week that the child rinses. A reward at the end of the year for never missing a session may be a tooth care kit, dental poster, badge, comic book or dental health certificate.
8. Have a contest with another classroom to see who can have the most students participating, or the most who never miss a rinsing session.
9. Have a poster contest, hall display, slogan contest or letter writing to parents, "What I have learned about fluoride."
10. Create writing experiences. Sipping, swishing and spitting are words that lend themselves to all types of prose and poetry.
11. Place signs over mirrors throughout the school - "Smile Here" or "The Smile Place."
12. Make fluoride rinsing a prelude to a dental health unit.



# at-a-glance

2012

Ohio Department of Health

## School-based Fluoride Mouthrinse (FMR) Program



Tooth decay is the most widespread, chronic childhood disease and often requires extensive and costly repair. The use of fluorides, both ingested and applied directly to the teeth, helps prevent tooth decay. The Ohio Department of Health (ODH) sponsors a school-based fluoride mouthrinse program, targeted to elementary schools in nonfluoridated communities. In 2011-12, about 26,000 students at 109 schools participated. With parental consent, children rinse with a 0.2 percent solution of neutral sodium fluoride for one minute each week.

### The procedure is as simple as 1 - 2 - 3:



**1. The mouthrinse is prepared and placed in disposable cups.**



**2. Under adult supervision, the students rinse for one minute.**



**3. The rinse is returned to the cup for proper disposal.**

The FMR Program Coordinator at each school oversees the mixing and distribution of the rinse to classrooms and maintains records of student participation. Teachers generally supervise the rinsing. ODH dental hygienists make periodic contacts and visits to schools to answer questions, observe the rinsing activity and train new coordinators.

### Weekly mouthrinsing at school is desirable because:

- Little time is required for the procedure; less than five minutes per week for an average class.
- Mouthrinsing is easy for schoolchildren of all ages and learning abilities.
- Non-dental personnel can easily supervise the activity, e.g., a parent, teacher, school nurse or secretary.
- The procedure is well-accepted by students, school staff and parents.
- The program is completely compatible with other dental disease prevention programs at school (e.g., dental sealant programs) or at home.
- Studies show the mouthrinse is effective even when plaque is on the teeth.
- FMR supplies provided by ODH cost approximately 25 cents per child per year.

## Fluoride, in combination with dental sealants, is the most effective way to prevent tooth decay. It is recommended that:

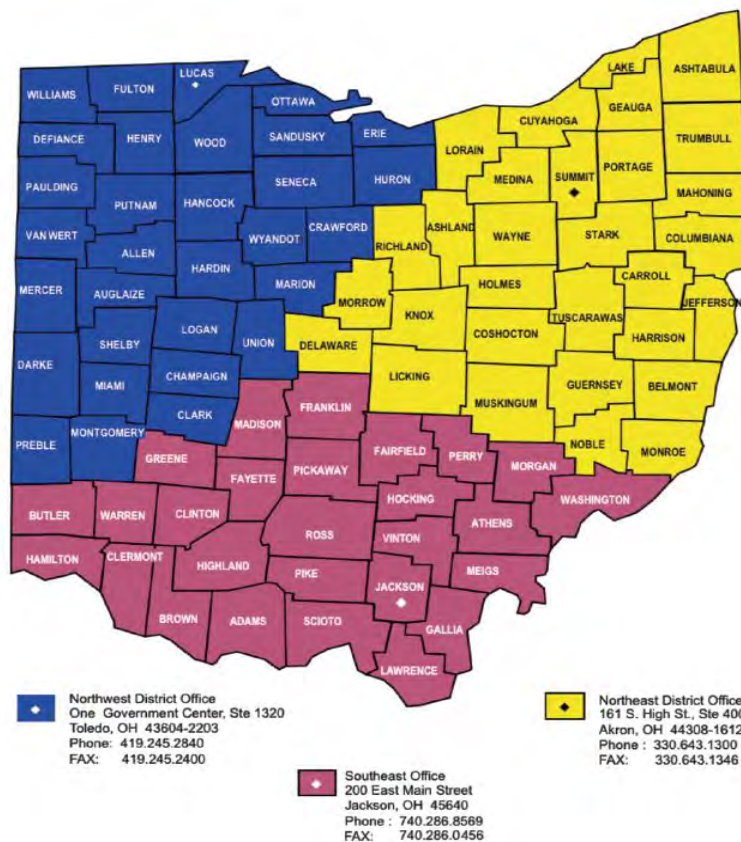
- Children drink fluoridated water and brush regularly with fluoride toothpaste.
- Children who are at high risk for tooth decay should follow a fluoride rinse program and/or receive a topical fluoride treatment at their dentist's office as needed.

## Ohio organizations that recognize the benefits of fluoride mouthrinse:

- Ohio Dental Association
- Ohio Dental Hygienists' Association
- Ohio Department of Education
- Ohio Association of School Nurses
- Ohio Parent Teacher Association

For more information about the FMR program in your area, contact the nearest Oral Health regional office below.

### The Ohio Department of Health Oral Health Regional Offices



For further information please contact:

**Ohio Department of Health • Oral Health Section**  
246 North High Street • Columbus, OH 43215 • 614-466-4180  
[BCHS@odh.ohio.gov](mailto:BCHS@odh.ohio.gov)  
<http://www.odh.ohio.gov/odhPrograms/ohs/oral/oral1.aspx>

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MEDICAL PRODUCTS LABORATORIES, INC.

September 11, 2011

Janet Pierson, RDH, BS  
School-based Oral Health Program Coordinator  
Ohio Department of Health  
Bureau of Community Health Services  
Oral Health Section  
246 North High Street  
Columbus, Ohio 43215

Dear Ms. Pierson:

The following is the list of ingredients in the U.S. sodium fluoride powder packets. When the NaFrinse powder is mixed with water, it makes .2% sodium fluoride mouthrinse.

Sodium Fluoride	Saccharin Sodium
Potassium Sorbate	Citric acid
Flavor	

grape - red dye #33 and blue dye #1  
bubble gum - red dye #33  
root beer - red dye#40, yellow#5 and blue#1  
mint - blue dye#1, yellow dye#5  
orange - red dye#33, yellow dye#6  
very berry - red dye#33

Unflavored fluoride packets:  
Sodium Fluoride, Saccharin Sodium,  
green dye which contains yellow dye #5 and blue dye #1

If you need additional information, please don't hesitate to call me at 800/523-0191 extension 126.

Sincerely,

MEDICAL PRODUCTS LABORATORIES, INC.

  
Gerry Beverley  
Director of Public Health Sales

## **Acknowledgements**

We appreciate the efforts and comments of the School-based Fluoride Mouthrinse Program Manual Advisory Committee:

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