



Parks & Rec. Supervisor Samantha Stewart overseeing summertime fun at Gaunt Park Pool.

Photo by Ben Guenther

Staff Report

September 8, 2026
Village of Yellow Springs

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STAFF UPDATE

As we prepare for transition in leadership, there is no “Manager’s Desk” section of the report. Staff have provided their usual reports regarding ongoing projects and maintenance needs.

There has been continued progress across a number of Council’s goals, including housing, strategic planning, financial management, economic development, and project management. The updates below provide a current snapshot of work underway, including efforts being led by both staff and Councilmembers.

Cameron Fortin
Leadership Team Assistant

VILLAGE COUNCIL GOAL	ACTIONS TAKEN / PROGRESS
Develop a clear, data-driven housing strategy.	Staff worked with the Bowen team to complete the revisions discussed at the August 17 Council meeting. Bowen has completed the revisions and has sent a final draft for Village review.
Advance priority Village-led housing initiatives.	An appraisal is scheduled for the Glass Farm property.
Develop and run a thoughtful strategic planning process and complete a Council and staff supported plan.	The selection committee reviewed over 20 RFQ submissions, then narrowed it down and interviewed five finalists.
Align capacity and goals for current and proposed projects to assure manageable workload and improve outcomes.	Staff have selected a task tracking and project management platform. The Planning & Zoning Director will take the lead on build out in the coming months.

VILLAGE GOAL	ACTIONS TAKEN / PROGRESS
Identify and implement cost cutting strategies while tracking progress on a return to a balanced budget by 2028.	- The FY 2027 budget proposal from each department has been submitted to the Finance Director. A schedule for Council FY 2027 budget finalization has been established. - The Finance Department has been working with the State Auditors to completed the Village audit.
Deepen our shared understanding of the budget and clearly identify what is considered a need.	The proposed zoning fee schedule text amendment is scheduled for Planning Commission. The amendment will remove fees from the zoning code, allowing Council to establish them more easily by resolution. It will also make the fees easier for residents and contractors to locate without searching throughout the zoning code.
Strengthen policies and tools for rental housing management.	Councilmember Pearce hosted roundtable discussions to engagement renters and landlords around this topic.
Prioritize environmental sustainability and energy efficiency into housing-related decisions.	The Planning & Zoning Director is scheduled to attend the October Environmental Commission to discuss conservation development and Zero Energy Ready Homes (ZERH). The discussion will be centered around the current code and proposed changes outlined in Councilmember Brown's white paper.
Evaluate zoning code vis-à-vis housing goals.	Planning Commission discussed researching/exploring the short-term recommendations which came out of the SWOT analysis at their August 11 th meeting.

STAFF UPDATE

VILLAGE GOAL	ACTIONS TAKEN / PROGRESS
Evaluate and advance Lawson Place Apartments as a Village owned housing asset.	The Village Manager and Leadership Team Assistant are working with MTR to install knockboxes at the Lawson Place Apartments.
Explore policy tools to encourage property utilization and reduce vacancies.	The Planning & Zoning Department met with Lisa Abel (YSDC) to discuss strategies for address vacant lots and structures in August.
Clarify role of Village in economic development, including expectations for intergovernmental communication to support long-term planning.	Councilmember Semere and Planning & Zoning Department staff have met several times on this topic. Staff recommendations have been drafted and shared with Councilmember Semere.
Review CRA and TIF policies and consider legislation if needed.	- Planning & Zoning Department Staff has developed draft CRA application which have been sent the Village Solicitor for review. They are also developed a CRA guide which is available on the Village website based on the ordinance language. Staff is currently reviewing the ordinance and will recommend updates for the October 5th Council meeting. - Planning & Zoning Staff attend a webinar on public finance and incentives. TIFs and CRAs were discussed.

Police Update: 7/20 - 09/03

9-1-1 Calls	99
Non-emergency Calls	1251
Noise Complaints	9
Traffic Stops	56
Business Checks	539
Community Policing	539

4 Paws for Ability Update

Department 4 Paws for Ability Service Dog in Training Brother was promoted to Fabulous Flunky! He has officially been adopted by a loving family and will go to this forever home on September 8, 2026.



Brother enjoying his summer.

Congratulations, Danny!

Community Outreach Specialist and Victim Advocate Danny Steck, who graduated from Indiana Wesleyan University in February 2026, sat for her Licensed Social Worker exam on August 24, and we are happy to report she passed that exam with flying colors, making her an LSW. Congrats Danny; we are so proud of you.

Police Update: 7/20 - 09/03 (Continued)

Leadership Training

Earlier this year Chief Burge enrolled in Harvard Business Schools Organizational Leadership certificate program, on September 1st, she successfully completed that course earning her certificate in Organizational Leadership.

Closeout of Annual Survey

September 1st also marked the end of our 2026 Annual Community Survey. Thank you to everyone who took the time to participate in our annual police department community survey; your feedback is genuinely valued and helps guide our continuous efforts to better serve you. We are currently finalizing the closeout of the survey and analyzing your responses; in direct response to what you've shared, we will be publicizing the complete results across all of the same channels and platforms where the survey was originally announced before the end of this year. We appreciate your partnership and commitment to keeping our community safe and connected.

COS Monthly Activity Report: 8/1/26 - 8/31-26

Community Outreach Specialists - Monthly Activity Report

Community Outreach Specialists (COS) provided 362 total services during August 2026. Overall service volume increased compared to July, reflecting continued demand for direct assistance, case management, referrals, and mental health support.

August activity was particularly concentrated in food assistance, mental health checks, COS referrals, and case follow-ups. Food & Voucher services remained one of the largest areas of need, while mental health contacts and referrals also represented significant portions of the month's workload.

Average service delivery for the month was approximately 12 services per day.

Month-to-Month Comparison

August represented a substantial increase in service activity compared with July, with 80 more services provided during the month.

- July: 282 services
- August: 362 services
- Net Change: +80 services
- Percent Change: +28.4%

Significant Increases

The largest increases were seen in case follow-up, COS referrals, food assistance, and utility assistance. This suggests increased demand for both immediate assistance and continued client coordination.

Compared with July:

- Food & Vouchers: +29 (+56%)
- Mental Health Checks: +8 (+13%)
- COS Referrals: +20 (+50%)
- Case Follow-up: +21 (+68%)
- Utility Assistance: +13 (+81%)
- Victims Advocate: +2 (+11%)

COS Monthly Activity Report: 8/1/26 - 8/31-26

Annual Summary (January–August 2026)

Through August 31, 2026, COS has provided:

- 616 Food & Voucher services
- 434 COS Referrals
- 371 Case Follow-up contacts
- 425 Mental Health Checks
- 264 Victim Advocacy services
- 158 Homeless/Housing contacts
- 180 Utility Assistance contacts

Additionally, COS has documented:

- 2,321 Yellow Springs/Township resident contacts
- 480 Homeless/At-Large contacts
- 258 Visitor/Non-resident contacts
- 3 Veteran contacts

Overall, the first eight months of 2026 have shown continued growth in community engagement and service delivery, with August representing a significant increase in activity compared to the previous month. Demand has remained particularly strong for food assistance, mental health support, case follow-up, and resource referrals, highlighting the expanding role of the COS program in connecting community members with both immediate assistance and ongoing support.

Planning & Zoning Update

- Bowen sent in the revised version of the Housing Needs Assessment based on the feedback they received at the work session.
- Nia serves on OKI (Ohio Kentucky Indiana) Regional Planning Conference Organizing Committee. The committee held a meeting on August 12th. Members of the Planning Commission and Board of Zoning Appeals have been registered to attend the OKI Citizen Planner Bootcamp on September 30th.
- Nia and Susan Stiles, Planning Commission Chair, have begun preliminary research into Data Center regulations. Nia attended a webinar hosted by the Ohio American Planning Association chapter on this topic on August 7th. Susan has looked into other community regulations for best practices.
- On August 20th Staff met with GFT (consultant) to get a progress report on the update to the Active Transportation Plan. Since the first steering committee meeting GFT has held on pop up event at Art on the Lawn.
- The first Smoke & Vape Shop stakeholders meeting was held on August 18th. Representatives from the existing businesses, schools, and community were present. A second meeting will be held with only the existing businesses. Staff is working on definition development following the first meeting.
- Nia participated in the selection committee for the strategic plan process.

Economic Development Update

- Stakeholder engagement:
 - On August 4th Nia had an introductory meeting with the Tecumseh Land Trust staff.
 - Staff met with the Miami Township Fire Department on August 25th.
- Nia will be taking over as the Village staff representative at the YSDC Board meetings. She attended her first board meeting on August 4.
- Aaron took part in the Business First! meeting on August 12th to discuss local business needs and economic development initiatives. It was a virtual resource meeting.
- Village Staff supported local business growth and Chamber activities by taking part in the ribbon-cutting ceremony for Tik's Thai (August 13th).

Economic Development Update (Continued)

- Village staff met with Downing Community Advisors to learn more about the services that offer related to several of the Villages ongoing projects.
- Staff develop a CRA guide which is now available on the Village website site. Draft CRA applications have also been created and are undergoing legal review. Staff will have a memo prepared with recommendations for amendments to the CRA ordinance for the October 5th Council meeting.
- Nia participated in a downtown walking tour of Springfield. The tour started off with an economic development presentation which included a discussion of the Electra project. This investment will have an impact on the region and increase the demand on housing and other support services.

Permitting Update (Since 7/20/2026)

Staff completed research and developed recommendations regarding building permit fee updates.

24 Zoning permits: 7 fence, 10 working in ROW, 3 single-family home, 1 sign, 1 replat, 1 accessory structure, 1 home occupation.

23 Building permits: 7 electric, 4 HVAC, 3 single family homes, 3 tents, 2 roof, 1 demolition, 1 gas line test, 1 revision, 1 generator.

Utility Round-Up

A total of \$633.34 in Utility Round-Up assistance was processed for July, and \$1,560.27 was processed for August, bringing the current fund balance to \$16,332.60.

State Audit

The State Auditors were in on August 20th to conduct an IT audit. The State Auditors also started the 2025 annual audit.

Utilities Department

Disconnects & Extended Hours

Disconnects are on Thursday the 24th and we will have extended hours (8-4:30) on Sept 15th, 23rd and 24th.

Rumpke Yard Waste Pickup

Yard Waste Pickup runs from April through November, the last Friday of each month. Customers must use Rumpke/Biosave yard waste bags, available only at the Utility Office. The price of these bags is \$4.29/each, which includes pickup fees.

Water Plant Update

Completed	• Monthly lab standardizations in water lab. • Deep cleaning completed on both Softeners. This includes draining completely of sand, using an acid base solution to help break down build up on Softener, and refilling with new fresh sand. • FeeCorp has completed video of piping from Softener to Filters and can see build up. Putting together a quote for cleaning. • Replaced ASCO valve for water feed on CO2 system. • Replaced bad check valve on OCV Control Valve on HSP#1. • Lead and Copper sampling completed. No results at or above action level. • Cleaned out and hauled away spent sand from WTP.
Ongoing	• Working with EPA for Water Technical Assistance program on PFAS treatment plan. Attending regular monthly meetings and providing water quality data. • Will probably conduct another PFAS testing with CDM Smith. • Conduct daily and weekly cleaning, monitoring, and sampling. • Old HSP motor also being repaired to have as backup for future use.
Upcoming	• Video and cleaning of well #5.

WATER PLANT

Water Plant and Billing Totals (2026)

MONTH	WTP TOTAL (MG)	BILLING TOTAL (MG)	WATER LOSS (MG)	WATER LOSS %
JAN	8.184	6.625	1.559	19.05%
FEB	7.384	6.282	1.102	14.92%
MAR	8.161	7.108	1.053	12.67%
APR	8.592	5.639	2.932	34.12%
MAY	8.779	6.589	2.042	23.26%
JUN	8.043	7.079	0.648	8.06%
JUL	8.894	7.207	1.474	15.57%
AUG	8.59	6.802	0.999	12.40%
SEP				
OCT				
NOV				
DEC				
TOTAL	66.096	53.331	11.739	17.76%

Wastewater Update

Completed	• Treated 9.463 million gallons in July. • Treated 11.678 million gallons in August. • 2.42 inches of rain in July. • 4.65 inches of rain in August. • Covid-19 sampling for July and August. • Mixer back from the shop and ready to place back in service. • Cleaned chlorine contact tank.
Ongoing	• Looking to replace ORP probes in aeration tanks. This will help us better monitor the phosphorous treatment process. • Continuing to run microscopic bug counts on MLSS. Microorganisms look good. • Cleaning out and organizing work areas and storage areas in garage. • Scheduling repair work on Filtrate Wet Well and Gate C in Aeration.
Upcoming	• Working on getting quotes for new trucks.

Water Distribution Update

Completed	• 520 Lincon Ct meter changeout. • 405 Stewart Rd hydrant repair and paint. • 335 Stewart Rd hydrant repair and paint. • 503 High St hydrant repair and paint. • S High/W.N College hydrant repair and paint. • 280 Park Meadows Dr hydrant repair and paint. • 128 Kenneth Hamilton hydrant repair and paint. • Antioch Midwest hydrant repair and paint. • Replace missing curbstop lid. • King St hydrant repair and paint. • 204 Dayton St hydrant repair and paint. • 888 Dayton St meter changeout. • 220 Elm St hydrant repair and paint. • Hydrant repair and paint — 155 Allen. • Hydrant repair and paint — Xylem 68 side. • 501 N High hydrant repair and paint. • 202 S Winter hydrant repair and paint. • Whitefall Farm hydrant repair and paint. • Tully St hydrant repair and paint. • Keep up with all locates. • Cleaning shop on biweekly basis.
Ongoing	• Keeping up with locates. • Install the rest of the water meters. Approximately 23. • Reading ALFX and looking for leaks. • Painting fire hydrants. ◦ Averaging 1 per week. • Installing new large water meters. ◦ We have 3 left at this time. • Should be done in next two weeks.

WATER DISTRIBUTION

Water Distribution Update

Upcoming

- GIS more of our water system.
 - Crew is GISing all assets street by street making maps more accurate
- Painting fire hydrants all over Village
- Finishing up on large water meters
- Spring Meadow phase 3 water line is installed
 - We will be purity testing it next week



Various Water and Electric Distribution Department activities.

Electric Update

Completed	• Completed multiple service calls. • Had transformer go bad at dollar general. • Had issues at Guant Park ball lighting, crew was able to get repaired (took 3 days). • Finished up center and east circuit to new take off poles at road. • Continue digging ditch at switchyard to continue conduit install • Completed bucket truck and pole top rescue • Located more problem areas on elm st branch line for tree trimmers • Removed temp service and meter for temp service at xenia st • Had village safety in morning • Called to troubleshoot ball field lights and replaced connections in flushmount box • Had three new service releases in Spring Meadows that we dug in and energized • Installed new pole on King St • Made connections on a 6 meter bank transferred meter from old meter bank to new meter bank with 500 mcm on Winter St
Ongoing	• Poly phase and Demand meters are being changed. ◦ Poly phase is done. ◦ Less than 30 small meters left. ▪ Target date of end of September to be finished.
Upcoming	• Keep working on PRP (pole replacement packets). • Pull OVHD to feed center circuit • Pull URD to feed center circuit • Install reclosers at the switch station. ◦ Crews now have materials at switch station ◦ Crew has started installing anchors for new pedestals • Installing voltage regulators in switch station. ◦ Trying to do this all-in house to save money ◦ Target date of end of November to have this done

Metering Update

5/8" Water Meter Replacement Update

- Total 23 meters have not been upgraded.
- 6 meters with bad valves, (all inside, one village owned)

Completed	• Added remotes to the large water meters that have wires.
Ongoing	• Potential High Water Use Causes: Toilets, Spigots left on or frozen, Water Softeners, Whole House Humidifiers, RO systems, back-up sump pumps, service line leaks. • Travis is collecting the data from the ALFX system monthly. • Payment Plan Disconnects 9/22/26 • Electric disconnects 9/24/26 • Meter Audit: putting eyes on each water meter once a year, datalogging, checking ERT and meter numbers, checking service line material • Scheduling inspections for Material Unknown service lines, have completed 13 inspections. • Working with Morgan Saunders from Arcadis on next steps for meeting all EPA requirements for the lead service line inventory. Sent out notification in all utility bills of Reporting Requirement Not Met. • Finish changing out FM2S electric meters • GIS service lines – Unknown and Galvanized maps • Water Reads – both manual and electronic • Working with Mapped Out to update and streamline Water Meter - Service Line Inventory map. • GIS new water and electric meters • Inspect and install new water services in Spring Meadows neighborhood. • Commercial Water Meter Change-out – inventory acquired and labeled, will schedule and create work orders for Water Dept to do changeouts. Almost complete!

Streets & Sewer Update

Completed

- Attended the fifth and sixth sessions of the CLG Leadership Academy (six sessions total).
- Raised the manhole in front of Yellow Springs High School and McKinney.
- Mowed municipal properties 10 times.
- Removed a dead sugar maple from the JBC parking lot island.
- Flail-mowed the Railroad/Cliff right-of-way.
- Mowed Village-owned rights-of-way.
- Trimmed branches along rights-of-way.
- Installed a new alternator on Truck 624.
- Rebuilt the front end on Truck 202.
- Installed new tires on the Ventrac.
- Repaired the HVAC system and rebuilt the thumb cylinder on the mini excavator.
- Root-controlled 4,000 feet of sanitary sewer.
- Began cutting brush around signs and clearing low-hanging branches.
- Cleaned a catch basin on Corry Street.
- Rebuilt the baby pool pump.
- Assisted with the repair of a lateral that was bored through at 139 E. Limestone Street.
- Installed a new shutoff switch on the baby pool pump.
- Repaired the driveway basin at the Wastewater Treatment Plant.
- Installed new grade rings on the manhole on N. College Street.
- Serviced mowers.
- Flail-mowed the bike path spur crossing.
- Prepared fields for the softball league four times.
- Street-swept three times.
- Completed downtown cleanup three times.
- Repaired a catch basin on Tully Street.
- Painted curbs and crosswalks adjacent to Mills Lawn and Yellow Springs High School.

Streets & Sewer Update

Completed	• Patched six utility cuts. • Graded the Dayton Street parking lot. • Removed brush around the water towers. • Removed a diseased elm tree in front of Dino's. • Trimmed Village-owned rights-of-way with the flail mower. • Responded to five potential sanitary sewer backups. • Flail-mowed the E. Enon ditch. • Pressure-tested the sanitary sewer for Phases III and IV of Spring Meadows. • Mandrel-tested Phases III and IV of Spring Meadows. • Flail-mowed around the skate park.
Ongoing	• Street sweeping. • Utility locates. • GIS information. • Empty trash/litter pickup every Monday, Wednesday, and Friday. • Problematic sanitary sewer checks every Friday. • Empty trashcans/ cleanup Short Street.
Upcoming	• Mulch playgrounds at JBC & Gaunt. • Continue ROW clearing. • Continue ally grading. • Full depth repairs on large potholes. • Continue park tree trimming.

STREETS & SEWER COLLECTION

Streets & Sewer Update



Various Streets, Parks & Sewer crew accomplishments around the village.

Gaunt Park Pool

Thank you to all our regular and new patrons that visited us this summer. We appreciate every one of you. Shout out to all the Village crews and staff that helped us maintain safety and equipment all summer long.

- We completed our 70th season of operations.
- 214 people attended Midnight swim on the 4th of July.

Youth Center Update

Completed	• An average of 18 youths were served per day, with 5-6 dinners provided each night. • Accepted deliveries of dinners and extra grocery donations from the Food Pantry and Beloved Community Project. • Accepted prepared dinners from Who's Hungry on Monday and Wednesday. • Accepted burritos from Beloved Community Project for evening dinners. • There have been 172 rentals in the building. • Collaborating with The Little Art Theatre, NCCJ and MLS PTO for Summer movie night at Gaunt Park.
Ongoing	• With Green County Public Library, the fall/winter FREE tutoring program will begin September 8 from 3:30-5:30 on Tuesdays and Thursdays in the Gym.

Digital Media Update

Completed	• Photographed YSPD Safety Village activities Tuesday, August 4 – Friday, August 7. • Covered Planning Commission meeting on Tuesday, August 11. • Covered Village Council meeting on Monday, August 17. • Covered Village Council Special Meeting on Friday, August 21. • Recorded America 250 Speaker Series event on Friday, September 4.
Ongoing	• Updates to new website. • Village Grapevine newsletter.

Village Facebook Followers

7,894

+212 Followers



YSPD Facebook Followers

573

+21 Followers



YSCA Facebook Followers

282

+5 Followers



YSConnect Downloads

1,933*

*Unique downloads
(76 SMS Contacts)



YouTube Subscribers

879

+24 Subscribers

