



100 Dayton Street, Yellow Springs, Ohio 45387

YSDC@YSDC.org

www.YSDC.org

Board Meeting Minutes
Tuesday, December 2, 2025 | 4:30–6:00 PM
Miami Township Conference Room

Voting members present: Lisa Abel, Brian Housh, Joanne Lakomski, Kevin McGruder, Marilan Moir, Christine Monroe-Beard, Rebecca Potter, Michael Slaughter

Ex-officis present: Johnnie Burns, Jeannamarie Cox, Phillip O'Rourke

Staff present: Aaron Arellano

Guests: Patti Dallas, Greg Edwards, Rob Houk, Tom Logsdon, Mitzi Miller, Richard Simons

YS News: Reilly Dixon

1. Call Meeting to Order

The meeting was called to order by Michael Slaughter at 4:33pm

- a. Because there were new members and several guests, Michael asked the Board members to introduce themselves.
- b. Lisa offered a motion to accept the agenda, which was seconded by Joanne and approved unanimously.

2. President's Report

Michael noted that, with Meg Leatherman's departure, Lisa has agreed to take on the tasks as Interim Executive Director. Lisa requested a leave of absence from her Board position in order to serve as Interim Executive Director. Joanne provided a motion to this proposal, which was seconded by Kevin. Brian asked whether we will need to appoint a person to the board to replace Lisa to ensure to meet quorum. The consensus was that with the Chamber, Township and Village Council making new appointments at the beginning of the year, quorum may be less of a problem. It was estimated that the interim position might be up to 6 months depending on the timing of contracting with a Project Manager for the hardware store project. The motion was approved unanimously.

3. Treasurer's Report-

- a. Statement of Activity
- b. Statement of Financial Position
Marilan noted that the financial statements reflected routine transactions.
- c. Solar installation deposit
Regarding the Solar installation deposit, Lisa noted that she is working with Village Solar on a good location for solar panels. She noted that there has been a need to learn about how the installation can be community solar (e.g. metering, differential usage, etc.). She indicated that Village Solar concluded that the Village-owned Lawson Place apartment

building is the best location, and that YSDC needs to prepare a contract for the Village to review. She added that Village Solar has indicated that the solar installation tax credits are extended past 2025 for commercial installations into 2026. [30% credit] but we need to put \$9,000 (10% of the cost) down to indicate our commitment to the installation. Lisa noted that she has given Marilan an invoice for that amount. Lisa asked whether we could use the Solar Funds (unrestricted) line from Statement of Financial position to cover this payment. Marilan agreed. Christine asked how the solar funds come in. Lisa noted that YSDC applied and received a prize of \$100,000 a few years ago.

4. Consent Agenda

Brian offered a motion to accept the Treasurer's report and November meeting minutes, which was seconded by Joanne and approved unanimously.

5. Updates and Assignments on 252-254 Xenia Ave.

Lisa provided an update on 252-254 Xenia Avenue, noting that we are getting due diligence reports on electrical, plumbing, fire code, and other health & safety issues. She explained that the purchase contract for the building was signed on November 9th and includes a provision for closing to take place within 60 days which she expects to be on December 30th. Rebecca asked that since we won't meet before Dec. 30th, who will be the decision maker? Lisa suggested that we will need to have a special meeting to review the reports.

Lisa reviewed tasks and asked for volunteers; noted that several people volunteered at the Town hall meeting to assist:

- a. Insurance – Lisa and Jeannamarie to review
- b. Loan contract with the YSCF – Lisa, Jeannamarie, Michael, Marilan
- c. Project manager search process: Kevin cautioned against adding substantial expenses to the building at this point; Jeannamarie noted that YSCF is concerned that someone is there to focus on it; Rebecca asked whether the position would be a consultant/contractor position, which Lisa indicated it would be; Marilan noted that the project manager needs to be someone very experienced in the field; Lisa read the draft job description [attached] Michael volunteered to head up the search process and Kevin volunteered to help.
- d. Property manager selection process: Kevin volunteered to prepare a Request for Qualifications document; Phillip asked about timing: Lisa noted that we can't wait until the project manager is hired, and that the responsibilities would include tenant contingency planning during construction. Marilan: explained that she moved many times in the Village; she asked whether it was a given that the tenants come with the building? Lisa indicated that it was; Marilan observed Bob Baldwin created a situation in which a relationship happened, and asked how did we become responsible for the well-being of 6 tenants rather than Bob Baldwin's heirs? What are the boundaries? Christine noted that the lease agreements will govern what we do. Rebecca noted that the lease and our quasi-government status puts more burden on us; she suggested combining the property manager and tenant contingency planning. Marilan suggested going back to the sellers and asking for a lower price to take on the tenants. Christine

gave her experience buying a building with tenants which from a seller's perspective could be seen as an asset. Rebecca noted that we're accepting the building as it is. We can use the property manager to help find replacement living arrangements over the next two years. Christine suggested that could we work with Greene Metropolitan Housing for local apartments or apartments in Xenia. She suggested including this in the Property Manager RFQ. Kevin, Michael, and Christine agreed to focus on this.

- e. Working on concepts short and long term: Rebecca, Michael, Christine and Kevin volunteered to focus on this.
- f. Costs and financing: Kevin, Lisa, and Christine volunteered to work on this.

6. New Business

- a. Yellow Springs Schools: Rebecca noted that construction is going well; she indicated that three new Board members will be coming on.
- b. Village Council: Brian noted that he will push for Council at its December 15th meeting to appoint the next 2 YSDC members at the first meeting in January.
- c. Village of Yellow Springs: Johnnie noted that the Village budget was passed on 12/1; Community Reinvestment Area agreement for the Windsor Companies apartment developments proposed for former Antioch properties is coming back for discussion at Council on 12/15; he noted that the Spring Meadows housing development is moving forward with the second phase of the development; he indicated that the Village has hired a contractor to fill in for Meg's responsibilities; he reported that 12/6 Holiday lighting of the tree will be a good community event.
- d. Yellow Springs Community Foundation: Jeannamarie noted that \$35,000 donated to local nonprofits on Giving/Caring Tuesday.
- e. Miami Township: Marilan noted routine business is underway; a proposal has been made for a new Fire department staff position for a full time paramedic for preventive measures, and also backup for emergencies; she reported that the new chief is doing well.
- f. Antioch College: Kevin noted that the college is expecting 8 to 10 new transfer students for its Winter quarter which begins on January 5th.
- g. Yellow Springs Chamber of Commerce: Philip encouraged everyone to come out to the tree lighting; he announced an event focusing on visiting downtown businesses on Wed., December 17th from 4pm-7pm as part of the Small Business Open House "Heart of the Business" initiative featuring the business owners.

7. Community Feedback

- a. Rob Houk suggested that the assumption that the tenants of the hardware store have nowhere to go may not be correct; he noted that potential commercial tenants may need financing and SBA assistance, which requires 50% occupancy, should be considered when planning the commercial space; he suggested that we consider adding an SBA rep to the committee planning the concepts for the spaces.

- b. Mitzi Miller indicated that she spoke with a tenant at the Town Hall meeting who said they hoped to have for plenty of notice of when they would need to move; she said that she was under the assumption that we were buying the property to sell it but have control over the buyer. She believes many other people have that idea. She is concerned that we have until January 6th to get the various inspections and will they say what it will cost to do various things? She believes that it is critical to have skill level people in the project manager position. Was Johnnie asked re criteria for the person? If not, we're making a mistake, and should ask for his input. Brian asked Mitzi whether the McKee Association on January 14th will do a community conversation on Short Street. She indicated that there will be a panel that will be given a question to address, and then the public may ask the panel questions. Mitzi asked about what people might be interested in the property who would want to do the renovation.
 - c. Greg Edwards noted that he went to the town hall a couple of weeks ago, and doesn't understand the math behind the building redevelopment. How will we cover our debt service and expenses? Who will be the tenants? There are some preliminary calculations but a lot more work needs to be done on some financing scenarios.
 - d. Reilly Dixon indicated that he was heartened to hear that the tenants are at the fore of everyone's mind, adding that a 90-day notice to move would put some in a difficult situation. He suggested that Antioch might have some available living space. He asked how Jamie Sharp's departure from the Toy Store will impact plans? Unknown at this time. He asked Johnnie whether the Short Street plan that he is bringing to council in February will factor in these buildings. Johnnie indicated that it will not.
8. Rebecca offered a motion to adjourn, which was seconded by Brian and approved unanimously at 6:11pm.

Kevin McGruder
12/20/25

Project Manager – Pre-Development (Phase 1)

Status: Contract position (estimated 12–18 months)

Reports to: Executive Director / YSDC Board

Anticipated Start: Early 2026 or upon contract execution

Compensation: Commensurate with qualifications and scope

About the Opportunity

The Yellow Springs Development Corporation (YSDC), a Community Improvement Corporation (CIC) serving the Village of Yellow Springs, has entered into a purchase contract for a downtown commercial property with the goal of transforming it into a vibrant, community-oriented asset.

YSDC is seeking an experienced Project Manager – Phase 1 to lead the pre-development process, including due diligence, planning, financial analysis, and stakeholder coordination, culminating in a development recommendation and construction readiness.

As part of this process, the Board intends to solicit public input to help shape the project direction. At present, two potential scenarios are being considered—though others may emerge through the pre-development process:

1. Preserve and rehabilitate the existing structure to bring it into functional and code-compliant use; or
2. Demolish and redevelop the site with new construction that better aligns with community needs and long-term goals.

In addition, the Project Manager will be responsible for ensuring that existing residential units within the property meet all applicable fire and life-safety standards and for assisting the Board in securing a qualified property manager to oversee day-to-day operations during the interim and post-development phases.

Primary Responsibilities

- Lead all pre-development activities, including feasibility analysis, risk assessment, and consultant coordination.
- Oversee due diligence investigations such as environmental, structural, mechanical, title, appraisal, and survey reviews.
- Evaluate and ensure fire and life-safety compliance for existing residential spaces.
- Develop and maintain project scope, schedule, budget, and risk management framework.

- Coordinate architectural and engineering teams in conceptual design and cost estimating.
- Identify and pursue funding opportunities, including grants, incentives (CRA, TIF, Historic Tax Credits), philanthropic sources, and private capital; attend Council meetings to support upcoming legislation for establishing a CRA
- Facilitate public engagement and communications to inform and involve residents and businesses.
- Prepare and present project updates and decision documents for YSDC and Village Council.
- Assist in the selection and onboarding of a qualified property manager for interim operations.
- Support development of RFPs and procurement for future design and construction phases.