CITY OF FAIRBORN
COUNCIL WORK SESSION
December 15, 2025, at 5:00 p.m.
Fire Training Room

COUNCIL MEMBERS	Present	Absent
Dan Kirkpatrick, Mayor	☒	☐
Clint Allen, Councilman	☒	☐
Sylvia Chess, Councilwoman	☒	☐
Brian Dodd, Councilman	☒	☐
Rodney McCubbins, Councilman	☐	☒
Mary Reaster, Deputy Mayor	☒	☐
Tana Stanton, Councilwoman	☒	☐

STAFF MEMBERS PRESENT

Browning, Davis, Gebhart, M. McNamee, Riggs, Schell, Taylor and White.

Mike Gebhart, City Manager, explained there was a question about the second reading for Ordinance 36-25 about adopting our purchasing policy. So, he asked Hilary Browning and Janel Regelski to do a brief presentation about that. He turned the floor over to them and they made the attached power point presentation included herein as Exhibit "A."

Councilman Allen asked if there would be any challenges in obtaining three quotes when required. Mrs. Browning stated she does not think there will be a challenge with staff asking for them, but we cannot make vendors quote though. The goal is to try to get three quotes when necessary.

Mayor Kirkpatrick asked out of curiosity the 0 to $4,999.99 purchases what percentage of the City's purchases fall in that range? Mrs. Browning stated she would need to run multiple reports to gain that information, but she would be happy to do it. Mayor Kirkpatrick asked because he would like to be able to tell citizens a vast majority of our purchases fall under the provision that we must receive quotes for the purchase. Mrs. Browning stated she would need to go back and calculate that. She stated the things they can buy under $5,000 at this point in these market conditions is very low. Also keeping in mind state law allows for a direct purchase of anything under this threshold as well.

Councilwoman Chess asked if they could have a copy of the power point. Mrs. Browning responded, yes.

Councilwoman Stanton questioned the difference between the informal quote and solicited bed. Mrs. Browning explained the informal quote is that staff can email vendors on their own and basically say can you provide us with what we are looking for under these specifications for a certain item or service. That said it also does say in the policy that if it is a construction activity they also have to follow the state's procedure. So, it

could be three informal quotes. What solicited quotes are again is formally requesting by a memo that could still be an email that basically says the City of Fairborn is wishes to procure xy service or pdq goods or they need to repair a roof on this facility with these specifications please provide us your quote for bid by this date. It can be emailed, or you can give it to us in our office, but no more proposals will be accepted after this date. That is the more formal procedure and then leading up to the formal competitive bid.

What they are putting together in the purchasing policy is asking for more directive and a little bit more staff work.

Mike Gebhart, City Manager, stated since he has been here for 13 years, he has always had Finance reference their policies and procedures and never seen them. So, part of this whole process is to now have that in place. This will help end the confusion and give them a better framework to move forward in the future.

Mike Gebhart, City Manager, stated the January 5, 2026, work session will be a review of the Cyber Plan that they must have in place by January 30, 2026. He does not want to email it out, just we don't want to identify who particular vendors are for that type of thing, nor do we want our plan out there he will print those copies off for them as he sees them New Year's week. He will physically hand them a copy of that for their review. They are going to use some of our own and some of the information provided by the State. That will go for a first reading on January 5, 2026, and the second reading and public hearing will be at the second meeting in January. The goal is they have to have it adopted by January 30, 2026, to be in compliance with the biannual budget that this was a part of. That is what they will do at the January 5, 2026, work session. He asked that the goal be to try to set out the Deputy Mayor appointment and at least the Council member appointments to the Boards and Committees at the January 5, 2026, meeting and then the citizens board appointments at the second meeting in January. That is what needs to be discussed.

APPOINTMENT OF DEPUTY MAYOR DISCUSSION

Councilwoman Stanton stated as Rodney McCubbins email mentioned Mr. McCubbins is interested in the Deputy Mayor position.

Mayor Kirkpatrick stated the Deputy Mayor basically functions when the Mayor is not available. Mayor Kirkpatrick has been fairly fortunate and only missed one meeting in the last two years and that was due to a funeral. There are other meetings that he attends for the City. It really is a who is available to fill in for the Mayor type position. They have used it in the past to put someone in that position who is up for office. This coming year no one is running for office. It will be important for 2027.

It is an important position in the sense that you are covering for the Mayor responsibilities. Mayor Kirkpatrick stated he also saw the email from Rodney McCubbins and he would like to speak with him about his availability. It has worked out well for Mary Reaster as she has some flexibility with her job. He is not sure what Rodney's flexibility is. Councilwoman Stanton felt Councilman McCubbins would understand that since we have talked about that here before. She does not think he would have thrown his name in the hat unless he had that availability. Councilman Dodd agreed.

Mayor Kirkpatrick stated his question tonight was if there was anyone else interested in the position of Deputy Mayor. Councilman Dodd asked if Mary Reaster was interested in serving in the position again. Deputy Mayor Reaster stated she is fine with staying on board, but majority rules.

Councilman Allen stated he is flexible in his schedule and he would be interested. Mayor Kirkpatrick stated he would like to speak with each of them that are interested individually.

Mike Gebhart, City Manager, stated they could hold off on any decision until the January 5, 2026, work session. Mayor Kirkpatrick agreed that waiting would be best. Mr. Gebhart suggested holding off on the MVRPC representative as it is the Deputy Mayor and the Mayor who serve on that board. Mayor Kirkpatrick agreed.

Councilwoman Chess asked if they wait or will they be voting. Mr. Gebhart stated they must vote in a regular council meeting, but they are looking on nominations and consensus on who those people would be so that we can prepare the agenda for whatever meeting the 5th or the 20th. Councilwoman Chess stated she would love to serve on the MVRPC. Mayor Kirkpatrick stated the MVRPC is not open to anyone except the Mayor and Deputy Mayor. Mayor Kirkpatrick explained with the MVRPC the Mayor is automatically the representative and the Deputy Mayor fills in. There is no other Council representation on the MVRPC. There is an annual dinner that all of Council is usually invited to attend.

Mike Gebhart, City Manager, stated the only thing they must come out of the meeting with tonight is an idea of who they want on a citizen board for the January 5, 2026, agenda is the Planning Board member as the Planning Board meets the second Tuesday of each month. We are automatically down one member because she is term limited. We have one open seat and another person to determine if Council wants to appoint them to another three-year term, but that board will meet less than a week after Council meets on the 5th. If we come out of here with no other consensus, he would like an idea of who Council would want to put into the two spots on Planning Board. That is why Kathleen Riggs is with us tonight. It is important that Kathleen have some input on who serves on that board since she works with them on a weekly or daily basis. If council does not want to do anything with the Council appointed board tonight and just focus on citizens' boards, specifically Planning Board and then hear from Cherise Schell and Jalen White about the CRA Board. If we could at least address Planning Board and the CRA Housing Council.

APPOINTMENT OF CITY COUNCIL MEMBERS AND CITIZENS TO VARIOUS BOARDS AND COMMISSIONS.

Councilman Dodd stated Dr. Cox comes off the Planning Board and Councilman Dodd has worked with him on the Planning Board previously and he would be a great person to re-appoint. Mr. Gebhart discussed all the applicants.

Mike Gebhart, City Manager, stated there are two spots that need to be filled on the Planning Board.

Councilwoman Stanton asked who the new applicants are and if they have been through the Greene County training. Mr. Gebhart stated staff would recommend that Brad Clough who is on the year and half steering committee, be appointed to the spot that Marilyn McCauley was in. The second person who just came out of the leadership academy who has served previously on the Personnel Advisory Board, Jeannette Jack be moved to the Planning Board. Councilwoman Stanton asked if any of the people had attended the Greene County training. Ms. Riggs stated they have not attended those training courses, but she is not sure that those exist. She sends that information out to our existing BZA and Planning Board members. Councilwoman Stanton asked if any of the other ones were on the Board of Zoning Appeal. Ms. Riggs stated there did not have any applicants from the Board of Zoning Appeals apply to be on the Planning Board.

Councilwoman Stanton stated Ms. Riggs is saying Brad because he has experience with the steering committee of the Land Use Plan update and Jeannette has experience because she attended the leadership academy.

Councilman Dodd pointed out that while he was on Planning Board he mentioned to the board that they must stay on topic. Councilman Dodd stated it is important that Kathleen Riggs be comfortable with who is selected. Ms. Riggs stated she believes those two recommended would do a good job. She thinks through the interactions with Jeannette through the citizens academy and Brad's interaction with the steering committee makes them good choices.

Mike Gebhart, City Manager, stated he thinks they are going to have to ask people to do double duty on some boards. There are nine spots open on the Parks and Recreation Board are open. Some folks only signed up for one board. He thinks we will have to ask them if they would be willing to serve on other boards. He is not sure how often the Community Reinvestment Board meets. Mr. White responded once a year. Mr. Gebhart suggested could they serve on the Personnel Advisory Board and do a year on the CRA Board.

Mike Gebhart, City Manager, stated he would send an updated chart to Council this week as we may need citizens to serve on two different board. The CRA Board meets once a year. Jalen White explained they meet once a year to go over the previous years' CRA activities.

Penny Davis, Secretary to the City Manager, reminded everyone that applicants can only serve on one hearing board. Mr. Gebhart explained the Planning Board would be a Planning Board would be a hearing board and Park and Recreation would be a non-hearing board.

Councilman Allen was comfortable with the suggestions made by staff. Mr. Gebhart stated they would put the information on the January 5th agenda. They do have 10 minutes before they have to adjourn.

CITY MANAGER COMMENTS

Mike Gebhart, City Manager, stated he knows Council received emails this weekend about the cold storage facility on Xenia Drive. He met with Manuel Jacobs and Terry

Adkins today and then Manuel and Terry met with him and Tana Stanton to go over the process with that particular project the Army Corps. Determines the permitting on the issues like that. In this particular case there is 0.49 acres of wetland on that property that the developer has agreed to purchase one acre within the Greater Miami Valley River basin to take the place of that particular half acre wetland. He knows they met with Mr. Jurick from BW Greenway he also understood the reasoning and advocated for more discussion at the Planning Board level as part of the review process which Manuel indicated Kathleen Riggs is willing to include as part of her process when she prepares for both Planning Board and City Council approval. He wanted to make sure that everyone understands that they did go through the Army Corps as it should and there was arrangement for the loss of the half acre for a protected one acre in the Greater Miami Valley River basin.

COUNCIL COMMENTS

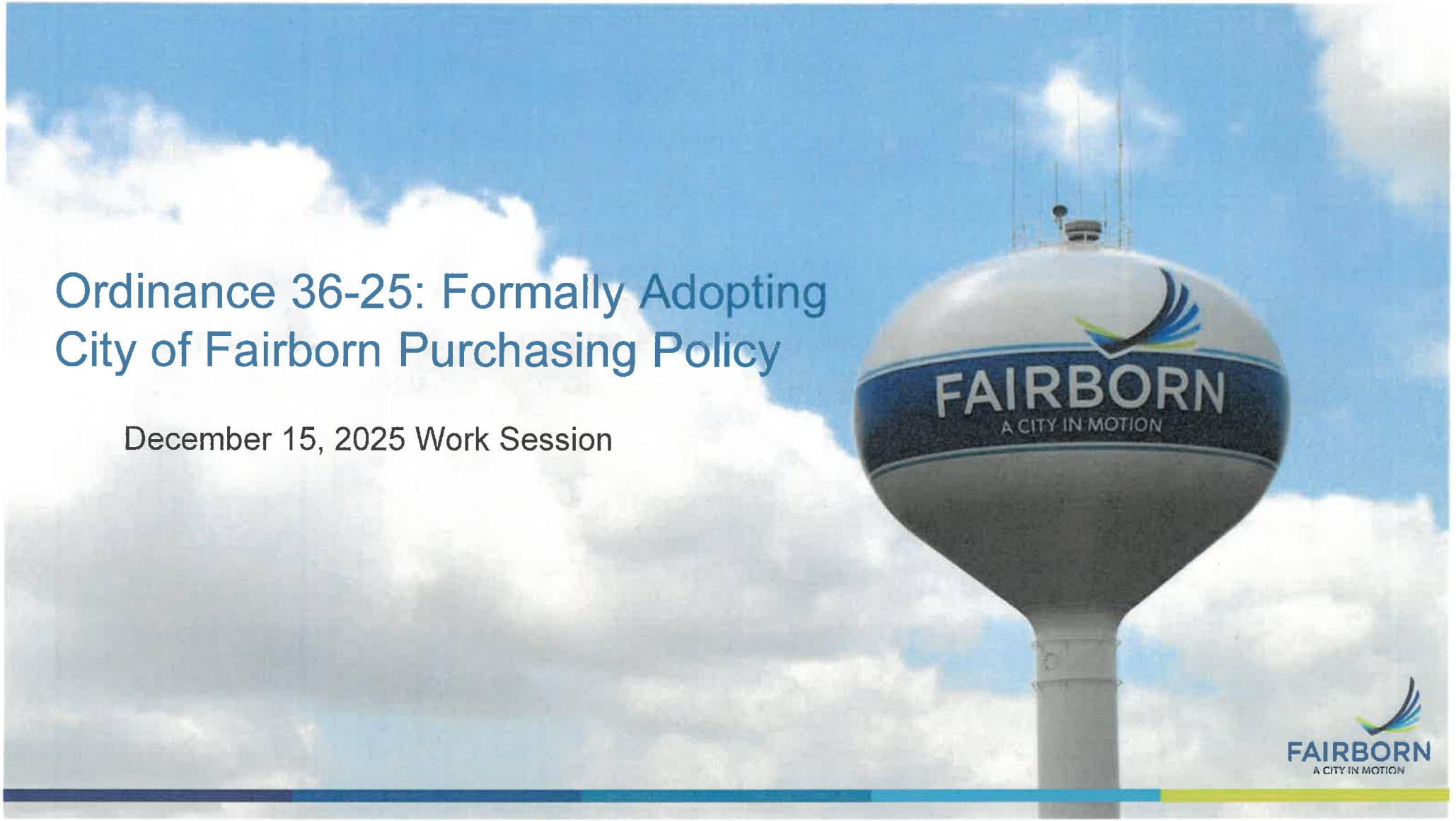
Councilman Dodd stated he would be out of town all next week in Iowa.

ADJOURNMENT

Deputy Mayor Reaster moved to adjourn the meeting. Councilman Allen seconded. Yeas, six: Reaster, Allen, Chess, Dodd, Stanton, and Kirkpatrick. Nays, none. Motion carried. The meeting was adjourned at 5:50 p.m.

MAYOR

CLERK, CITY OF FAIRBORN



Ordinance 36-25: Formally Adopting City of Fairborn Purchasing Policy

December 15, 2025 Work Session



The successful use of purchasing policies earns and maintains public trust through fairness, efficiency and fiscal responsibility.

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Ord 36-25: How Did We Get Here?

- Existent policies and practices were reviewed
- In July, the Finance Director completed a review of 18 purchasing policies from across the State of Ohio
- In August, the City Manager convened Department Directors to get feedback on purchasing practices in the City
- After initial feedback, the Assistant Finance Director created a draft policy
- McNamee Law completed a legal review of applicable ordinances and proposed policy changes
- Finance met with Department Directors with a draft policy, then met with administrative staff to gain feedback
- City Manager, Directors and staff feedback was incorporated into the final Purchasing Manual and legislation under consideration today

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ORD 36-25: What Do Purchasing Policies Do?



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Goals of Ordinance 36-25 Continued

Reduce Risk

- Protect the City's interests through standard contract language and establishing guidelines for when legal reviews are required
- The goal is to reduce liabilities and clarify expectations
- Enhance Audit readiness through consistent documentation, demonstrating our compliance with financial regulations
- Greater Fraud Prevention through built-in checks and balances

Operational Efficiency

- Create clear and consistent procedures so departments know exactly how to make purchases, reducing rework, delays and confusion
- Improve coordination so departments can work together, leverage shared contracts and reduce duplication
- Create training opportunities so staff have clear guidance on their purchasing authority and responsibilities

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Goals of Ordinance 36-25

Greater Accountability and Transparency

- Every dollar we spend comes from our residents and taxpayers
- Established policies and procedures creates a clear process that allows council, auditors and the public to see how contracts are awarded
- Standard procedures help create integrity in procurement and helps the City meet laws and best practices set forth by Ohio Ethics Commission

Financial Responsibility

- Get the best value through competitive bidding and comparison shopping, to ensure we receive quality goods and services at the best available price
- Enhance budgetary discipline, as policies keep spending aligned with approved budgets and financial plans
- Create Long-term savings through standardized purchasing and negotiated contracts

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Ordinance 36-25: Amending Chapter 126

Ord. 36-25 updates the City's ordinances and practices to comply with changes in the Ohio Revised Code (O.R.C).

Through adoption of 36-25, we are seeking to match State thresholds for consistency and to ensure greater compliance with the following ORC Sections:

(1) Section 5705.41
(2) Section 735.05
(3) Section 9.17
(4) Section 149.43 (A)(1)(v)
(5) Ohio Administrative Code Rule 117-2-02 (C) (2)

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Ordinance 36-25 in Detail

- Purchasing procedures are established by Chapter 126 of the Fairborn Codified Ordinances
- Ord. 36-25 will update Purchasing Thresholds to align with the Ohio Revised Code
- Ord. 36-25 clarifies Purchasing Methods and Council Approval of Expenditures
- Ord. 36-25 establishes a uniform Purchasing Policy under the Direction of the City Manager
- Ord. 36-25 directs the Finance Department to create, maintain and update a Purchasing Manual in compliance with the new Purchasing Policy
- Ord. 36-25 also establishes special provisions for Cyber Security purchases in compliance with the Ohio Revised Code
- Fairborn First Business First Initiative, currently codified by Chapter 126 remains in effect

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Ordinance 36-25 Purchasing Thresholds

- $0 – $4,999 – Direct Purchase
- $5,000 - $39,999 – 3 Informal Quotes
- $40,000 – $77,249 – 3 Solicited Quotes
- Greater than $77,250 Formal Competitive Biding

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Ordinance 36-25: Next Steps

Training & Knowledge Building:

- Training on the new policies and procedures will including training on Purchase Orders, P-Cards, Travel, and use of cooperative purchasing agreements
- We hosted a training on December 4th on the Requisitions workflow in our financial system
- We will offer future trainings on more advanced workflows in our accounting system, Tyler MUNIS.

Implementation:

- Once Ordinance 36-25 is effective on January 15, 2026, we will start implementation with Purchase Order requests (known as requisitions) for 2026.

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Questions?