CITY OF FAIRBORN
COUNCIL WORK SESSION
April 6, 2026, 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

Adkins, Barker, Gay, Gebhart, McClure, Roman, Schell, and Taylor.

Mike Gebhart, City Manager, announced there would be two topics for the evening. The second one may carry over to the 20th. He announced that he would be off the rest of the week. Terry Adkins will be Acting City Manager tomorrow and Wednesday and Robin McClure will be Acting City Manager on Thursday and Friday. He will be at the annual Chamber Banquet on Friday night.

STANDARDIZED MEMORANDUM OF UNDERSTANDING (MOU) FRAMEWORK

Mike Gebhart, City Manager, explained that the City has quite a few MOUs with different organizations such as the Fairborn Development Corporation (2021), the Fairborn Environmental Advisory Board (2023), the Fairborn Trap, Neuter and Release organization (2020), Military Veterans Memorial Committee (2024) and Fairborn Civic Band (2024). It is important that we have a standardized MOU in dealing with our non-profit and volunteer groups. The MOUs should be updated every 2-3 years. He provided the group with a draft of a standard MOU (Exhibit "A" attached) and reviewed the information included in the attached power point (Exhibit "B"). He believes it would be important to hear updates from each of these organization on their efforts.

He asked for comments, questions, or concerns from Council about the Draft MOU they received on Friday. He knows that Councilwoman Stanton did share two. Councilwoman Stanton stated she appreciates the work on the standardization and expectations, and she thinks they look great. She also asked where on the MOU document would be the specific content for the specifics about the relationship and the partnerships. She stated from his presentation they are saying they would go within each section and put the specifics. Mr. Gebhart stated they would go in and tweak each section depending on what that Board does with the City. For instance, they would go under Item 10 Funding if there was some source of funding; for example, Fairborn Trap Neuter and Release with

the $13,000 provided by the City that would be covered under item 10, under funding. Item 9 is use of property that would be Fairborn Trap Neuter and Release since we provide them with that building to run their rescue out of and the City also helps with their utility bills. It would also call out that they need to provide proper insurance to the City as we move forward with them each year. Those individual sections would be tweaked based on what things are being provided by the City and vice versa.

Mayor Kirkpatrick stated so the plan is that each of the different groups will go through this and sit down with City staff and work out the issues. Mr. Gebhart stated the City would produce a draft of how the City would like it to look and then provide it to the group for their input, before they would have to bring it back to Council for ratification.

Councilwoman Reaster stated like a red line between the two parties. Mr. Gebhart stated yes, what this would do is put everybody on an equal footing which is important. Each one of these MOUs looks a lot different. People could have certain expectations of what the City will and won't do as part of this partnership. This will clear up a lot of that confusion. Councilwoman Reaster stated he had mentioned timelines for follow up and reporting. She asked if he said it was two years. Mr. Gebhart stated ultimately, they should re-examine a MOU every two to three years. Councilwoman Reaster thought annually could be a good idea for habit building. Councilman McCubbins stated he could speak for the federal government, and they do every two years, except on the big policies those are five years. It does not mean that they don't get changed. He was looking at one today that is due to come up in three years, and it is already on change 62. Mr. Gebhart stated he would not pick on TNR, but they have changed their mission and added the vaccinations and rescue part of it, which is not part of the agreement. They are in the process of discussing updates to that MOU right now. In a future work session, they will review that before they bring it to Council for some type of ratification. Councilman Dodd likes the idea that they have to come back and give us an update of what is happening. Councilwoman Stanton stated even if the MOU itself has to be updated every two years, can't we require an annual reporting. Mr. Gebhart stated this would essentially do that. Once a year the City will ask them for a report. Councilwoman Reaster stated she liked the uniformity. Mr. Gebhart stated staff would work on drafts for the FEAB, FDC and review the TNR stuff and Council should see something within the next 60 or 90 days start to come through at a work session.

CIVIC ENGAGEMENT & COMMUNICATION STRATEGY

Mike Gebhart, City Manager and Emily Gay, Communications Manager, tag teamed this topic. Ultimately, at the end of the day he goes back to when he was hired in January of 2024 transparency is huge to him. He explained they have been made aware of some communication partnerships from southern Montgomery County that they really liked. They did a presentation at the Dayton Mayors and Manager's lunch. This is a communication process between the City, the Township, the Parks Districts, libraries, and school districts to share information across platforms so there is one unified place for people to find information. They have talked for years about a shared calendar with the schools. This would go one above that.

Emily Gay, Communications Manager, included some photos which are show in the attached power point. All of their Facebook profile pictures are distinct to whatever group

there is, but they all have that here at home logo with them. They all made a cohesive announcement and tagged everyone. This is just that they share all of their communication on each other's platforms. We currently do it with the schools, but we don't necessarily do it with the library. We obviously do it with the Parks and they are a part of the City of Fairborn. They have reached out with the library, the schools, Bath Township and the Greene County Public Library and everyone is on board to do something like this. Ms. Gay thinks that it would give our messaging and our programming out to a larger audience.

Councilman Dodd stated so it is not a single web page then. Ms. Gay stated for instance she just posted that we are doing a park cleanup for Earth Day the schools and parks could share it. They are working on creating Fairborn Parks, their own Facebook page. Parks programming could have their own Facebook Page and their own Here at Home banner. The City could have their own Here at Home banner showing that we are all working together. Mr. Gebhart stated this could be designed however we would want it to be. We could take it further than this. It would be a good starting platform. Maybe at some point it turns into a website. We can take this model and upgrade it from there. All the entities they have reached out to have responded quickly and very interested in the suggestion to do this.

Mayor Kirkpatrick asked if most communities are going to do something like this. Ms. Gay stated Centerville and Washington Township are the first that she has seen. Mayor Kirkpatrick stated while he was at the Chamber they were approached by a company out of Columbus for a large fee that they would manage the whole community's calendars, and it was way too expensive.

Councilwoman Reaster stated if she remembers correctly from her conversation with Dan about this it the premise was kind of like a Dayton.com where people could submit their events and things for the whole community to look at. Ms. Gay stated that would be hard to manage. She thinks big dates would be easy. Mayor Kirkpatrick thinks this is a great idea. Councilman Dodd stated it would be easy for the citizens of Fairborn to get on one page, and they will get information about others. It would be fantastic. Councilwoman Reaster thinks it would be fantastic for Parks because they have so many things that people don't realize they do.

Mike Gebhart, City Manager, stated they do have issues with Channel 5. He knows everybody makes the same comments, that Channel 5 plays the Fourth of July Parade over and over again. Mr. Petty is concerned about the ease of Channel Five being hacked. It is provided through Spectrum, and it doesn't provide good service for it anymore. Ms. Gay stated the way the content is shared is also troublesome. They disconnected the way that it could be shared.

Councilman Dodd asked if they could do a you-tube channel. Mr. Gebhart stated they want to use the you-tube channel more for inhouse videos. Other communities use it for short videos about property maintenance. It can be better than running the parade over and over again. Mayor Kirkpatrick stated the City has 27 parks and a lot of people are not aware of that. He sees this as a great opportunity to let people know about that. We have a fantastic park system.

Ms. Gay discussed a direct mailed newsletter possibility. Councilman Dodd discussed the difficult of a digital newsletter as many of the senior citizens that don't use a computer very well. He thinks a printed newsletter might get more visibility. Councilwoman Reaster sees both sides of the coin on this. She thinks the concern of a printed newsletter being read is valid. Do we explore a sign up for a printed newsletter, so we aren't wasting resources and money on something that is going in the trash. Or, if we do that, are we spinning our wheels? She is not going to look at it if it is sent to her in the mail. Ms. Gay stated she looks at the quarterly printed newsletter she receives in Oakwood. She stated a lot of cities around the area do a quarterly newsletter. Councilman Dodd thinks a quarterly one sounds reasonable. Councilwoman Stanton agrees with having a mailed newsletter even if it is once a year. She has heard citizens request it. She spoke with Pam Gayheart at the schools and the last one they did was eight pages. It went to 20,590 homes and it costs $7,788 for the printing and $2,885 for the postage and they typically do three a year. Also, she had mentioned this before Yellow Springs used to have a paper that was a collaboration. The Yellow Springs News would print it, but it was personal interest stories of things that had gone on and then advertisement which was printed once a year. They would leave it in the waiting areas of restaurants and offices. That is another possibility to team up with the newspaper. Ms. Gay stated she believes $10,000 is pretty standard for a quarterly newsletter depending on the resident size.

Councilwoman Reaster asked if Emily had seen the signup for the digital newsletter increase. Ms. Gay stated they just go up like 20 or 30 a month. It is not a huge increase. They have been sitting at around 3,100 for a couple of months now.

Ms. Gay discussed the continuation of the Ask the Mayor segments. She does think having a guest is important. People enjoy hearing it from the source, so they might start doing that more often.

Councilwoman Stanton asked if there is a City booth at every event that is held. Mr. Gebhart stated there is at the Sweet Corn Festival and the 3rd and 4th of July. Ms. Gay stated at Christmas it is just the parks as they do all the Candy Cane Lane. Councilwoman Stanton stated the Sweet Corn Festival is what Council usually signs up for. Ms. Gay stated she would love to have Council sign up for more. Mayor Kirkpatrick stated the car show could be a good opportunity to get the word out.

Mike Gebhart, City Manager, discussed ClearGov. Council will see a supplemental appropriation at the end of this month to cover the cost of ClearGov. He believes this is user-friendly compared to the Open Check Book program. The goal is to be transparent and have easily accessed information. ClearGov did a mockup which Mr. Gebhart showed. It is much easier to see what the budget is and what the money is being spent on. Ms. Gay explained there is a feature of the program where you can type in what your house costs and it will tell you how much you pay in taxes and what percentage you paid toward each fund. It gives a very detailed breakdown of where your tax bill is going. Staff could also add in different statistics. If Council approves this and they sign a contract by June 1, 2026, it will be sometime between Thanksgiving and Christmas before they are live with current information. There is some time needed to get this done. The whole point is making this accessible to residents to see what we are spending money on or find out more information about the City. Open Check Book is confusing. Councilman Dodd stated it could be useful for developers also. Mr. Gebhart stated the supplemental appropriation will be on the April 20, 2026, agenda for this and then likely a contract

approval shortly thereafter. If you have not had a chance to look at Huber Heights, Loveland, or Hilliard they all participate in ClearGov. It integrates well with Munis, which is our Finance software. In fact, he thinks it is their number one platform to partner with, and we have already had Munis in place for years. This is so the residents can have a very understandable query on what we are spending our money on, which is the key to this. Councilman Dodd asked if when this goes live could we have seminars about it. Ms. Gay stated she wanted to do a tutorial about the tax thing because as a homeowner that is valuable information. Mr. Gebhart stated at any point through the civic engagement portion of this if Council has ideas let them know. Councilwoman Chess asked the cost associated with this. Mr. Gebhart stated that would come in the supplemental appropriation as soon as they have a final quote from ClearGov. She asked if it is significantly higher or lower than what we have. Mr. Gebhart stated he believe the auditor provides Open Check Book for free and this would be in the $20,000 ballpark per year.

Councilman Dodd asked if IT has reviewed it in reference to its safety. Mr. Gebhart stated IT was involved from the very beginning. Councilwoman Stanton asked if Munis is where code enforcement complaints hooked in with Munis. Ms. Gay stated that is IWorq. Mr. Gebhart stated they do all of their building inspection and engineering and portal for citizens' complaints runs through IWorq which is a separate company and program. If anyone has any comments, questions or concerns please send Mike and Emily. Mr. Gebhart stated the topic for the next work session will be any changes or updates to the Rules of Council. He will try to send something out next week.

COUNCIL COMMENTS

Councilwoman Stanton asked if they would receive an update on the Wright State situations. Mr. Gebhart stated if there is anything to report they will. There is nothing to report. Councilwoman Stanton asked if the tree board members must live in the City of Fairborn. He is fairly certain that if you serve on any board that directly affects how they do things in the City you must be a resident. Mayor Kirkpatrick asked if they could work in the City. Mr. Gebhart stated no. Mayor Kirkpatrick stated the two ladies that worked at the high school moved out of the City. Mr. Gebhart stated that is a decision by City Council if they want to entertain that. Mr. Gebhart stated they would have to check to see if it was a Charter issue. Councilwoman Stanton stated Habitat for Humanity works with other communities to meet zoning requirements, so they are not necessarily tied to the one bathroom. They have done it in other cities where they require garages, so they have done garages. This summer they are building one in Fairborn.

Councilman Dodd stated he is flying out and will not return until the Saturday before the Council meeting.

Councilwoman Reaster returned to the civic engagement. She wants to push for them as a council to be partners in this and be sure they are supporting each other in the City and our communications and our delivery. They did a good job of showing up. She is excited to see the new plan of action get some traction.

Mayor Kirkpatrick said the Easter Egg Hunt on Sunday many people thought it was the biggest crowd they had ever seen at it. The Parks did several Easter Egg events a couple of days before. He asked Chris Barker to expound on that. Chris Barker, Parks and

Recreation Director, explained they had three Easter Egg hunts. The first one was Paws in the Park which is a dog, Easter Egg Hunt. Then they did the adaptive Easter Egg Hunt for people with disabilities and then they did the Teen Flashlight Easter Egg Hunt. He was amazed at how many eggs they did find. They had 3,000 eggs put out and they only had a dozen eggs that were not found. All the events were well attended. Mayor Kirkpatrick said the Chamber Egg Hunt included 12,000 eggs and within five minutes every one of them was found at Central Park.

Mike Gebhart introduced Jason Channels, a student from Wright State University who was shadowing Mr. Gebhart this afternoon. He is an undergraduate student in anthropology with interest in local government. Jason will be coming to Council with us tonight.

ADJOURNMENT

Councilwoman Reaster moved to adjourn the meeting. Councilwoman Stanton seconded. Yeas, seven: Reaster, Stanton, Allen, Chess, Dodd, McCubbins and Kirkpatrick. Nays, none. Motion carried. The meeting was adjourned at 5:55 p.m.

MAYOR

CLERK, CITY OF FAIRBORN

Exhibit "A"

CITY OF FAIRBORN, OHIO
STANDARD MEMORANDUM OF UNDERSTANDING TEMPLATE
(External Partner Organizations)

MEMORANDUM OF UNDERSTANDING
Between the City of Fairborn, Ohio and [Insert Organization Name]

I. Purpose

This Memorandum of Understanding ("MOU") establishes a framework for cooperation between the City of Fairborn ("City") and [Insert Organization Name] ("Organization") in furtherance of shared community objectives.

This MOU is intended to clarify roles and responsibilities, ensure alignment with the Council–Manager form of government established by the Fairborn City Charter, and maintain clear administrative accountability.

II. Status of the Organization

The Organization is an independent entity and is not a department, board, commission, or agency of the City unless expressly created by ordinance.

The relationship to the city and the purpose of this MOU is for the stated purpose of (whatever the entity will fulfill for city purposes) (SCOPE as stated below)

Nothing in this MOU shall be construed to:

- Confer administrative authority over City employees or operations;
- Authorize the Organization to obligate the City financially or City staff operationally absent formal Council approval; or
- Create an agency relationship between the City and the Organization.

III. Council–Manager Form of Government

The City operates under a Council–Manager form of government pursuant to the Fairborn City Charter and the home rule authority granted under Article XVIII of the Ohio Constitution and applicable provisions of the Ohio Revised Code.

City Council establishes policy and approves legislation, contracts, and appropriations. The City Manager serves as the chief administrative officer and is responsible for administration of all City departments, employees, procurement decisions, and capital programs.

Nothing in this MOU alters or diminishes the authority of City Council or the City Manager as provided in the Charter or Ohio law.

IV. Scope of Role

The Organization may:

- Support initiatives consistent with its mission;
- Provide recommendations to City Manager;
- Collaborate with City staff when City Manager approves and deems appropriate;
- Assist with community engagement efforts.

All recommendations made by the Organization are advisory unless proposed/recommended to the City Manager who then refers to Council for any potential Council action.

V. Staff Support (If Applicable)

If City staff provide support to the Organization, such support shall occur at the direction of the City Manager.

City employees:

- Remain employees of the City;
- Report through the City's established supervisory structure;
- Remain under the direction of the City Manager.

Staff time provided to the Organization may be considered an in-kind contribution unless otherwise specified.

The Organization shall not direct, supervise, or evaluate City employees.

VI. Capital Projects and Financial Commitments

Any project involving City funding, infrastructure investment, incentive agreements, property acquisition involving City resources, debt issuance, or financial guarantees shall require formal approval by City Council in accordance with applicable law and established budget procedures.

All capital projects involving City resources shall be evaluated through the City's established five-year Capital Improvement Program (CIP) and annual budget process and shall compete with other municipal priorities.

Nothing in this MOU authorizes the Organization to commit City funds.

VII. Reporting

The Organization shall provide an annual written report by or before March 31 to the City Manager summarizing activities, financial information, and strategic objectives of the previous calendar year. Should the City have provided any funds for specific projects or operations, the report must include a summary of expenditures and accomplishments The City Manager can refer any report to City Council.

VIII. Communications and Website

The City may provide a hyperlink on its official website directing users to the Organization's independently maintained website. With any hyperlink, the City will state a disclaimer clarifying its relationship to the Organization and such is not an endorsement or an official city entity.

The Organization shall be solely responsible for the content, maintenance, and accuracy of its website and communications.

IX. Use of City Property, Utilities, and Insurance

If the Organization is permitted to use City-owned property or facilities, such use shall be governed by separate written agreement approved by City Council.

Unless otherwise specified in such agreement:

- The Organization shall maintain adequate insurance coverage in amounts acceptable to the City;
- The Organization shall indemnify and hold harmless the City from claims arising from its operations;
- Responsibility for utilities, maintenance, and operational costs shall be defined in writing.

Nothing in this MOU creates a leasehold interest or property right unless expressly authorized by separate agreement.

Any anticipated changes to terms related to the use of City property, utilities, insurance requirements, or facility access for the upcoming City fiscal year shall be communicated to the Organization prior to December 31 of the current year, unless circumstances require modification by Council action or administrative necessity.

X. Funding

Any financial support provided by the City to the Organization shall be authorized through separate legislative action of City Council and reflected in the annual budget.

Nothing in this MOU, nor any previous financial support, creates an ongoing funding obligation beyond what is specifically appropriated.

Any anticipated changes to City financial support for the upcoming fiscal year shall be communicated to the Organization prior to December 31 of the current year, subject to annual appropriation and approval by City Council.

XI. Term and Termination

This MOU shall remain in effect until modified or terminated by resolution of City Council. The Organization must submit written request of termination 60 days prior to official resolution.

Either party may request in writing review or amendment of this MOU at any time. Any amendments must be approved by City Council at the request of the City Manager.

XII. Spirit of Partnership

The City and the Organization affirm a shared commitment to responsible stewardship, fiscal prudence, transparent governance, and constructive community engagement.

This MOU is intended to promote collaboration while preserving clear governance roles and administrative accountability consistent with the Fairborn City Charter.

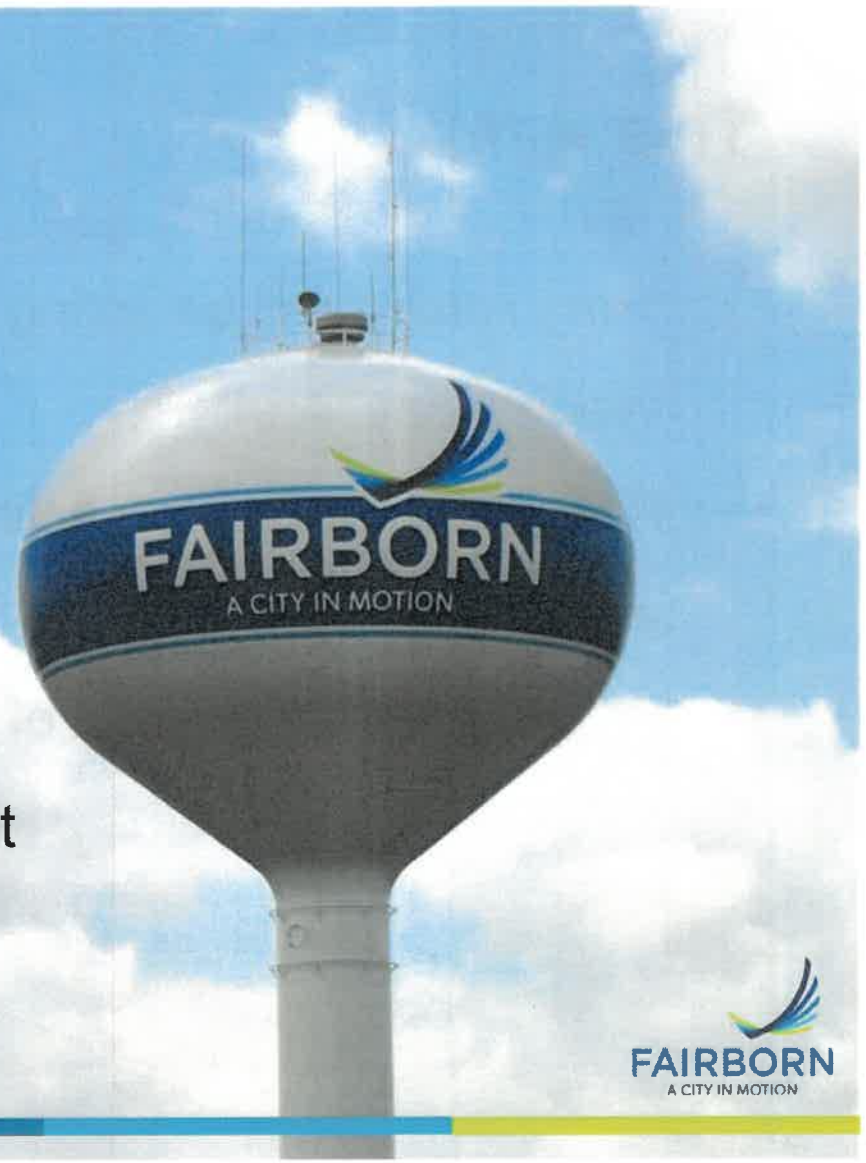
DRAFT

Fairborn City Council
Work Session

Exhibit "B"

April 6, 2026

Standardized MOUs and Civic Engagement



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A CITY IN MOTION

This week…

- Terry Adkins will be acting city manager on Tuesday, April 7th and Wednesday, April 8th.
- Robin McClure will be acting city manager on Thursday, April 9th and Friday, April 10th.
- I will be at the Chamber of Commerce Annual Banquet.

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Purpose of Discussion

- Introduce concept of a standardized MOU template
- Promote fairness and consistency across organizations
- Maintain flexibility for unique partnerships

How the Template Works

- Establishes a consistent structure for all MOUs
- Applies same governance principles to every organization
- Ensures compliance with City Charter
- Creates clear expectations from the outset

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Discussion 1: Standardized MOU

- Everyone should have a copy of the draft standardized MOU
- The draft breaks the MOU down to the following categories:

I. Purpose
II. Status of the Organization
III. Council-Manager Form of Government
IV. Scope of Roles
V. Staff Support
VI. Capital Projects and Financial Commitments
VII. Reporting
VIII. Communications and Website
IX. Use of City Property, Utilities, and Insurance
X. Funding
XI. Term and Termination
XII. Spirit of Partnership

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Current Situation

- Multiple MOUs exist with different organizations
- Each developed independently over time
- Variations in structure, language, and expectations

Current MOUs with Organizations:

- Fairborn Development Corporation (FDC): 2021
- Fairborn Environmental Advisory Board (FEAB): 2023
- Fairborn Trap Neuter Return (TNR):
- Military Veterans Memorial Committee: 2024
- Fairborn Civic Band: 2024

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Why Standardization Matters

- Ensures equal treatment of all organizations
- Eliminates perception fo favoritism or special treatment
- Establishes consistent expectations and accountability
- Applies the same governance principles to every partner
- Aligns all agreements with the City Charter

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Flexibility Within the Template

- Template provides standardized foundation
- Sections can be tailored to each organization
- Allows for unique missions and services
- Balances consistency with practicality

Examples of Customization

- Funding arrangements (if any)
- Facility use or support
- Scope of services or activities
- Reporting or communication expectations

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Benefits to the City

- Improved administrative clarity
- Reduced legal and operational risk
- Easier management of partnerships
- Consistency across current and future MOUs

Benefits to Organizations

- Clear understanding of roles and expectations
- Transparent processes for working with the City
- Consistent communication channels
- Reduced confusion or misunderstandings

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Discussion 2: Civic Engagement
This will likely be a discussion that carries over to the April 20, 2026, Council Work Session.
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“Proud to Be Home” – Regional Collaboration Concept



Coordinated communications effort among City of Fairborn, Fairborn Parks & Recreation, Bath Township, Fairborn City Schools, and Greene County Public Library. This model focuses on shared messaging, cross-promotion of programs and events, and reinforcing community identity through collaboration. It emphasizes that public entities function as a connected system to enhance quality of life for residents.

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Civic Engagement

- Evaluation of Government Access Channel (Channel 5) capabilities and potential upgrades
- Expanded transparency efforts including additional online information, contracts, and "Myth vs. Fact" resources
- Increased use of YouTube for meeting recordings and public information
- Development of in-house video programming highlighting City services and community partners

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Civic Engagement Cont'd

- Expansion of field-based storytelling (e.g., "Fairborn in 5")
- Expansion of digital and potential printed newsletters
- Development of a City calendar similar to peer communities
- Continuation and refinement of existing engagement efforts (Mayor outreach, weekly updates, etc.)
- Exploration of virtual engagement options for Council interactions with residents

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Financial Transparency Tools - ClearGov

The City currently participates in the Ohio State Auditor's Open Checkbook program, which provides access to financial data. Staff is evaluating whether additional tools, such as ClearGov, may enhance transparency and usability.

ClearGov offers:

- User-friendly dashboards and visualizations that make financial data easier for residents to understand
- Simplified presentation of budgets, revenues, and expenditures
- Ability to present financial information in a more understandable format rather than raw data tables
- Integration with City websites for easier public access
- Tools to support long-term financial planning and communication

https://cleargov.com/ohio/greene/city/fairborn

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