CITY OF FAIRBORN
COUNCIL WORK SESSION
August 17, 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, Deputy Mayor	☐	☒
Mary Reaster, Councilwoman	☒	☐
Tana Stanton, Councilwoman	☒	☐

STAFF MEMBERS PRESENT

Adkins, Gebhart, McNamee, Schell, and Taylor.

MEMORANDUM OF UNDERSTANDING DISCUSSION

Mike Gebhart, City Manager, explained he wanted to talk about a standardized memorandum of understanding. This is returning from the April 6, 2026, meeting. He explained council has before them two things, draft standardized MOU and the first organization MOU for the Fairborn Environmental Advisory Board. He worked on that one first because that is the one he is most directly connected to. Cherise Schell has the FDC and will work with Fairborn TNR on an update for them. The City may need to redo one with the Fairborn Civic Band. Not much has changed there. The whole point is to have a standardized base for every organization the City works with. It will be tweaked a little bit here and there depending on the mission of the non-profit. We want to provide consistency among agreements, treat organizations fairly, establish clear roles and expectations, maintain flexibility for unique missions of each organization and assure that it is consistent with city municipal form of government.

He has worked to update the standardized form and agreement and also moved on to the FEAB. The FEAB memorandum of understanding preserves the FEAB's environmental education outreach and advisory mission and clarifies the respective roles of the FEAB, City Council and City staff. It establishes clear communication and reporting expectations, provides for a dedicated City liaison, recognizes the opportunity for the FEAB collaboration and uses the standardized framework of the standardized MOU. For the FEAB this clarifies the research and evaluation of the Environmental issues, education and community engagement, encourage volunteer participation, work with the staff on approved initiatives, and provide recommendations to the City.

On the City side, it considers recommendations within the broader City priorities, determines staff and financial resources and retains responsibility for City operation and administration, incorporates initiatives into established and planning budgeting processes

and then makes policy decisions through City Council. Those are the things that he looked at in this particular MOU.

Mr. Gebhart is asking for guidance as to whether the standardized MOU framework that he provided is acceptable. If so, does the proposed FEAB agreement appropriately define the relationship between the City and the FEAB. Are there provisions that Council thinks he should change before they discuss it with the FEAB. Is there any concern with using this general framework across all of our non-profit volunteer Boards. If there are he needs to know those clearly tonight so that he can go back and redraft the document. He is open to any questions anyone may have about the standardized one or the FEAB document, or what could occur with TNR and the FDC. He is looking for feedback from Council. His next step would be to take this and work with Tana and the FEAB to get their buy in to it. Ultimately with each one of these MOUs they will come back to Council for adoption and approval through a Resolution, but at this point he just wants to make sure Council is good with the standardized form across the board for anyone that is a non-profit potential partner with the City that they would enter into these agreements so that they understand roles and responsibilities. Further, are there any comments on the one proposed for the FEAB.

He would say they are going to bring Chapter 547, Trees, shrubs, noxious weeds, tall grass back to Council before the end of the year. There were some elements in the change to Chapter 547 that Engineering felt would be better clarified so they are working on those changes. One of the changes he would propose is adding 547.22, which clearly defines the Tree Board. He had a draft version of what 547.22 would be so they could all take a look at it. He thought it was best to leave the Tree Board out of the FEAB agreement because in this draft the Tree Board would be appointed by City Council. They would not want that to be a part of a Memorandum of Understanding, but to stand alone. He does not necessarily have to have comments tonight on 547.22 because they are still working on 547 as a whole re-write of trees, shrubs, tall grass and noxious weeds; but if in the next week or two you could get him some of their thoughts on that it would be great. Right now, he is mainly looking for questions about the standardized MOU and then anything specific to that or the FEAB agreement. He asked that they take a few minutes to review it quickly.

Councilman Allen stated one of the key comments of the MOU is specific responsibilities the City and the agency have, whether it is the FEAB or the FDC, those are defined specifically. Is there a need for an annual review, or whatever that period is? Mr. Gebhart stated he would like to make it our regular practice to review MOUs every three to five years. Sometimes they get lost in the shuffle. He thinks it is important that they look at them and missions change. Councilman Allen thinks five years is a little bit long. He feels two years would be a good number for him. Even if they just look at them as a review.

Mayor Kirkpatrick stated it does establish an annual report, so that will be reviewed. Mr. Gebhart stated he had a discussion with Jeff Brock on Thursday where he said the FDC has never come in and given its annual report to Council. Mr. Gebhart stated the Senior Center should come in every year, but that is not a MOU per say. He will schedule those folks for late first quarter or early second quarter presentations in 2027. Council should anticipate the FDC, the Fairborn Senior Center and then the Environmental Board and

Fairborn TNR for prescheduled business, maybe a 10-minute presentation to Council that first quarter or early second quarter of each year.

Councilwoman Stanton stated for the FEAB they did not get specific on the reporting as Mr. Gebhart is going to be involved in that discussion anyway; but when it comes to the reporting from the other groups that is because they want to know some answers from TNR. Councilwoman Reaster likes the standardization but the ability to adjust to the nuances of the organizations. Like with TNR they have the ability to put those nuances in the document, like the expectations of the tipped ears and tracking.

Mayor Kirkpatrick asked if there was any staff input to add. Mr. Gebhart stated at this point he thinks staff is seeing some various versions of it. For this particular one, he will likely go over it in the Director's meeting on Wednesday with them if there is a consensus here to roll these out.

Councilman Dodd stated the game plan is to correct and revamp current MOUs and use the standard MOU. Mr. Gebhart stated the FEAB was 2023, the FDC 2022 or 2023 and the Fairborn TNR is several years old. They just did one with the Fairborn Civic Band in 2024 so that would put us at the two-year mark. So, everything they would bring forward for Council to adopt would be based on this one replacing the old one. These would all start the counter over again. In theory, every 2 – 4 years, they would be refreshed, potentially at Council retreats. After elections, they should probably be reviewed with each Council as they come on board.

Councilwoman Reaster asked if there is concern of staff being beyond their role of reviewing them. Mr. Gebhart stated with the FEAB, one of the summer GIS interns, is interested in serving the rest of this semester with them, as long as there is funding.

Councilwoman Stanton feels an intern would be helpful. Mr. Gebhart stated if there's an intern dedicated to the FEAB, overall staff time is reduced. Currently, the designee is himself or the City Manager's designee.

Councilwoman Reaster loves the support of these boards, but she doesn't want to detract from the day-to-day operations. It may not be necessary in this first round, but if we start to see that it's an issue, maybe consider that for future MOU updates.

Councilman Allen feels this is a great start.

Mr. Gebhart stated over time it will change as mission statements change.

Councilwoman Reaster stated that if Council agrees with FEAB's MOU and puts it in writing, then in six months, the mission statement changes, does Council have to reevaluate or is it okay until the next review. Mr. Gebhart said the core mission stays the same.

Mr. Gebhart stated that Ms. Schell suggested that there be objectives review every year, such as when the annual report is completed.

Ms. Stanton liked that idea.

Mr. Gebhart feels it's important to start at the ground floor. The master standardized agreement can be tweaked, but there's enough flexibility that allows the individual ones to be done. TNR is a good example.

When we have something ready, we'll take 15 minutes at a work session. He assumes the FEAB will be ready first.

Mr. Gebhart discussed his response to Chickens for Fairborn. When he met with them a couple of weeks ago, he came up with some questions to forward to them. One of the biggest ones is how to do code enforcement. If you have a six-foot privacy fence, you have a reasonable expectation to privacy, so if one neighbor calls and complains their neighbor's property is not clean and it stinks, how does code enforcement enforce it. It would be a massive undertaking.

Once Chickens for Fairborn receives the questions, Mike, Cherise, and Kathleen will get back with them. They gave them about 30 days.

Mr. Gebhart discussed the following meetings and events:

- Next Council Meeting is Tuesday, September 8, due to the Labor Day Holiday. No work session is scheduled
- Capital Budget will be discussed on October 12th at the Operations Budget meeting
- New Assistant Finance Director Jeremy Munch started today. He was the assistant treasurer for the Northwest Schools District and is a Fairborn High School and Wright State University graduate
- Capital budget will be moved from Terry Adkins to the Finance Department
- Hairborn – September 18
- Marathon – September 19
- Chamber car show – September 20
- Chamber Halloween Festival – October 16-18
- Hometown Holiday Tree Lighting – December 7
- Veteran's Day Ceremony – details to come

COUNCIL COMMENTS

Councilwoman Chess apologized for not attending the Sweet Corn Festival. She was not feeling well. She also appreciates the prayers for her health.

Councilman Allen thanked Ms. Chess for sharing her story. The City is a learning organization. The MOU's are living documents.

Councilman Dodd feels having the MOU's standardized is a great idea. He asked if there is a place on the website that says what projects are being done in the City. Mr. Gebhart stated one of the great things about Cleargov is it will do that for all roadway projects. It will tell us the funding source, etc. Once the Planning Board and Council approve something and they submit for building inspection and civil engineering, we turn plans around in Building Inspection in 10 business days. He said on the civil side, there's a goal of doing something similar. Once those are back to the developer, the question is raised as to when they will begin building. The City doesn't control that.

Mr. Adkins stated when it comes to roadway projects, we advertise that it's going to start, but sometimes circumstances dictate timing. With development projects, details can't be released right away.

Mr. Gebhart stated that Raider Road at Colonel Glenn and SR844 is closed for the next four days for resurfacing. On SR 235, the railroad project is beginning August 24th. Message boards are out alerting residents to the closure.

Mayor Kirkpatrick mentioned:

- Report a Concern cards
- Sweet Corn Festival – the weather was an issue; Community Park is damaged, so repairs will be made; corn eating contest – WPAFB won. The trophy will be presented to them.

Mr. Allen said the relationship between WPAFB and the City is phenomenal.

- 250th Anniversary – new mugs are out for $20 (2 versions); coin; passport from Domicone; Time Capsule at Memorial Park to be opened in 50 years (will be recognized at Veteran's Day Ceremony); Veteran's Coalition selling raffle tickets to raise money for their website – drawing will be held on Veteran's Day at 4 p.m. at the Military Museum.

ADJOURNMENT

Councilwoman Chess moved to adjourn the meeting. Councilwoman Reaster seconded. Yeas, six: Chess, Reaster, Allen, Dodd, Stanton, and Kirkpatrick. Nays, none. Motion carried. The meeting was adjourned at 5:54 p.m.

MAYOR

CLERK, CITY OF FAIRBORN