



**Minutes  
Regular Meeting  
Bellbrook-Sugarcreek Park District  
November 20, 2025**

**CALL TO ORDER**

The Regular Meeting of the Board of Park Commissioners of the Bellbrook-Sugarcreek Park District, also known as the Bellbrook-Sugarcreek Park District, was held at the Park Headquarters. The meeting was called to order at 7:00 A.M. with the following in attendance: Commissioners Haller, Johnson, Krane, Mr. Stewart, Executive Director and Ms. Mantia, Business Manager. Notice of this meeting was sent to the Xenia Daily Gazette on January 8, 2025.

**APPROVAL OF MINUTES**

Dr. Krane moved, Mr. Johnson seconded, and a motion was made to approve the minutes of the October 23, 2025 scheduled Regular Meeting as delivered to all members in advance.

Vote on the motion was as follows:

Ayes: Haller, Johnson, Krane

**VISITORS**

Lisa Burke introduced herself as community resident and representative for the Bellbrook Soccer Association. Ms. Burke said that it was her understanding that ownership and maintenance obligations of Sacket Wright Park is split between the City of Bellbrook and the Bellbrook Sugarcreek Park District. Ms. Burke expressed that she had concerns with some of the infrastructure on the City owned portion of the park and has sent e-mail messages to both the City Manager and members of City Council regarding her concerns. Ms. Burke asked the Park Board if there was anything the Park District could do to motivate the City to address these issues and asked if the Board thought if sending a letter to the City would help? Mr. Haller asked if the Board did decide to send a letter, what would be the context? Ms. Burke said that she would like to see clarification for the overall management of the park. Mr. Stewart said that the Park District has been in contact with the City on multiple occasions regarding this matter and it was his understanding that the City may have several issues they are trying to address before making any decisions, including possible annexation of parcels in the vicinity of the park and possible EPA concerns. Ms. Mantia explained that the goal is to ultimately have a comprehensive management agreement between the City and the Park District for Sacket Wright Park that should address these issues.

Ms. Burke also had a question about the disposition of the property located at 51 S East Street, which is owned by the School District. Mr. Burke said that she was aware that a portion of that property was previously donated by the School District to the Bellbrook Lion's club in 2017, and asked if the Park District was interested in the parcel that is now being considered for divesture by the School District? Mr. Stewart said that he attended the initial public meetings hosted by the School District and at least at that time, a parcel split was not an option that was being considered, and based on that position, the Park District would have had concerns assuming the financial liability involved with assuming the responsibilities for the structures located on the property. Mr. Stewart also mentioned that the Lion's club has significant interest in that parcel since that is the site they have historically used for their yearly festival and have invested significantly in upgrading the electrical grid to satisfy the power demand for their events.

Ms. Burke also mentioned that she had been informed by the School District that school administration had vetoed the idea of creating additional field space at the middle school for the time being. Ms. Burke asked what services the Park District could provide if this was to go forward? Mr. Stewart said that he was personally frustrated with the local athletic organizations for not collectively approaching the School Board about this topic, as it directly affects each of their programs, and feels that it is underutilized communal land, but understands the reluctance due to the parents perceived retribution on their children for speaking out. In regards to what the Park District could do to assist in the project if it were to go forward, he said that the Park District's ability to contribute in a fiscal sense would be limited due to not being park owned property, however, the agency could allow school employees borrow equipment and park staff could, in a volunteer capacity, could possibly dedicate personal time to assist with the project. Dr. Krane speculated that perhaps the reasoning for the reluctance to move forward is the disc golf course that is currently occupying the land in question. Ms. Burke was unsure if that was the case, but feels that the decision rests with the Scholl District at this point.

Lastly, Ms. Burke inquired about a grant that the City of Bellbrook received to make the City a more age friendly community and asked if the City was working with the Park District since the agency partners with the Greene County on Aging? Ms. Mantia said that they did not contact us regarding this grant and thought that it may be because the grant focuses primarily on service, while the Park District focuses more on programing.

The Commissioners thanked Ms. Burke for taking the time to express her concerns and encouraged her to contact them if any additional questions should arise.

## **FISCAL**

### **Ohio Auditor of State – Fraud Training**

Pursuant to Ohio Revised Code Section 117.103(B), the auditor of state shall create training material detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. The auditor of state shall provide the training material to employees and elected officials of a political subdivision.

Ms. Mantia provided an overview of the requirements as addressed in Section 117.103 and Section 4113.52 of the Ohio Revised Code respectively and explained how the Park District would maintain compliance. All Commissioners viewed the training video provided by the Auditor of State.

### **Payroll**

Mr. Johnson moved, Mr. Haller seconded, and a motion was made to authorize a \$100.00 addition for each permanent park district employee to be included in the 12/5/25 payroll batch.

Vote on the motion was as follows:  
Ayes: Haller, Johnson, Krane

### **Reallocation of Funds**

Mr. Johnson moved, Dr. Krane seconded, and a motion was made to realign the 2025 Permanent Appropriations Resolution by modifying the following appropriations from one account to another within the General Fund:

From: 1000-120-730-2400 Improvements – Morris	\$4050.00	
From: 1000-110-240-0000 Unemployment	\$1000.00	
From: 1000-610-420-5500 Halloween in the Park	\$1000.00	
To: 1000-120-310-0000 Professional & Technical		\$2000.00
To: 1000-110-230-0000 Workers' Compensation		\$1900.00
To: 1000-610-120-6400 Christmas in the Park		\$1000.00
To: 1000-760-740-0000 Machinery & Equipment		\$500.00
To: 1000-110-223-0000 Dental		\$300.00
To: 1000-610-223-0000 Dental		\$200.00
To: 1000-120-229-0000 Other-Insurance		\$150.00

Vote on the motion was as follows:  
Ayes: Haller, Johnson, Krane

### **Approval of New Expenses**

Mr. Johnson moved, Mr. Haller seconded, and a motion was made to approve payment of expenses incurred from October 1 through October 31.

Vote on the motion was as follows:  
Ayes: Haller, Johnson, Krane

### **Transfer of Funds**

\$25,000 was moved from Money Market to Checking on 10/7, 10/21, 10/28, and 10/29.

## **NEW BUSINESS**

### **Revision to Bylaws**

Dr. Krane moved, Mr. Johnson seconded, and a motion was made to adopt the revised bylaws for the Bellbrook Sugarcreek Park District. Notice of their adoption has been previously published once a week, for two consecutive weeks occurring February 7, 2025 and February 14, 2025 in the Xenia Gazette.

Vote on the motion was as follows:

Ayes: Haller, Johnson, Krane

### **Memorandum of Understanding – Terminating Participation**

Dr. Krane moved, Mr. Johnson seconded, and a motion was made to officially terminate the Bellbrook Sugarcreek Park District's participation in the Memorandum of Understanding (MOU) between the City of Bellbrook and Sugarcreek Township, which defined the appointment process of Commissioners for the Bellbrook Sugarcreek Park District.

Vote on the motion was as follows:

Ayes: Haller, Johnson, Krane

## **ATHLETIC UPDATES**

- No updates from the City regarding the boundary issues, maintenance agreement or liability concerns. Kathrine Cyphers has indicated that she may address the issue at her next council meeting.
- No updates from the school district regarding athletic field improvements at the Middle School.
- Aeration, repair and seeding performed on all athletic fields.
- Baseball mounds repaired with clay.
- Baseball backstop and team bench demo/rebuild has begun. All fields located on Park District property will be completed. Those on City owned property will be addressed once a decision is made on the jurisdictional boundaries.

## **STAFF REPORTS**

- Over 400 people attended Halloween in Park. This was the first year that the event was held at Bellbrook Park and feedback from the community was very positive.
- Bridge has been completed at Magee including grading, seeding, straw. Feedback has been very positive from the community.

- Construction is well underway at Bieser Reserve. Initial issue with potential egress has been resolved with Sugarcreek Fire. Estimated completion within 60 days.
- Roof repairs completed at Park District Headquarters
- Sarah Mantia and Jeff Stewart met with Thad Camp, representing the Lion's Club to discuss the gazebo at Petrikis Park. Options discussed included renovating existing structure or replacing with several benches and landscaping.
- Sarah Mantia and Jeff Stewart attended site visits and scoring sessions for the current slate of NRAC projects. Only one project was selected to be funded (BW Greenways).
- Sarah Mantia, Steve Haller and Jeff Stewart attended the Bellbrook-Sugarcreek Community Leaders meeting held on 11/17/25.

Items discussed included:

- Disposition of school district owned property at 51 S East Street
  - Options include splitting the parcel (building/land) which would involve the City of Bellbrook's CIC and the Lions Club. Those making public comments expressed ethical concerns about current members of the Lions organization holding positions of public office that have been charged with making decisions regarding the property. The Park District informed the school board that our agency may have interest if the intent now is to split the property.
- Sugarcreek Township unable to provide a School Resource Officer due to staffing reasons.
- Update on a feasibility study for the City and Township to have a joint Fire District.
- The school district briefly discussed potential implications of several bills that may affect property taxes and funding going forward.

## **ADJOURN**

There being no further business to conduct, Commissioner Haller moved to adjourn the meeting at 9:30 AM.

Vote on the motion was as follows:

Ayes: Haller, Johnson, Krane

Submitted by:

  
Jeff Stewart, Executive Director

  
Commissioner

  
Commissioner

  
Commissioner