



**Minutes  
Regular Meeting  
Bellbrook-Sugarcreek Park District  
December 18, 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, Mr. Stewart, Executive Director and Ms. Mantia, Business Manager. Dr. Krane was absent. Notice of this meeting was sent to the Xenia Daily Gazette on January 8, 2025.

**APPROVAL OF MINUTES**

Mr. Johnson moved, Mr. Haller seconded, and a motion was made to approve the minutes of the November 20, 2025 scheduled Regular Meeting as delivered to all members in advance.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

**VISITORS**

There were no visitors at the December 18<sup>th</sup>, 2025 Regular Meeting.

**FISCAL**

**Approval of 2026 Temporary Appropriations**

Mr. Johnson moved, Mr. Haller seconded, and the Commission made a motion to accept the 2026 Temporary Appropriations as presented.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

### Approval of New Expenses

Mr. Johnson moved, Mr. Haller seconded, and the Commission made a motion for the payment of expenses incurred from November 1 through November 30.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

### Transfer of Funds

\$25,000 was moved from Money Market to Checking on 11/4, 11/10, 11/13, and 11/30.

### EXECUTIVE SESSION

Mr. Haller moved, Mr. Johnson seconded, and the Commission made a motion to recess into Executive Session for the purpose of discussing the promotion and compensation affecting a public employee in accordance with ORC 121.22 G (1).

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

Mr. Haller reconvened the meeting.

### NEW BUSINESS

**Staffing Appointment** Mr. Haller moved, Mr. Johnson seconded, and a motion was made to approve the following appointment:

Mr. Harrison Shupe to the position of Naturalist. This position will be classified as a non-exempt, full-time position effective 01/05/2026.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

**Position Realignment** Mr. Haller moved, Mr. Johnson seconded, and a motion was made to realign Sarah Mantia's current position of Business Manager to Deputy Director, which will include the responsibilities of Fiscal Officer. This position will remain part-time and will include a twenty five percent increase to her existing salary. The effective date for the change in title and salary increase will be 01/12/2026. The timeline for transfer of the Fiscal Officer responsibilities shall occur in accordance with the guidelines established by the Ohio Auditor of State.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

**2026 Meeting Schedule** Mr. Johnson moved, Mr. Haller seconded, and the Commission made a motion to accept the proposed 2026 Regular Meeting schedule as amended for the Bellbrook-Sugarcreek Park District Regular Board Meetings.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

**2026 Merit Increases** Mr. Haller moved, Mr. Johnson seconded, and the Commission made a motion to create a 3 percent merit pool for 2025. The merit pool is not to exceed 3 percent of the combined total of the staff's salary. The amount of the merit increase that each employee will receive will be based on individual performance.

Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

## **ATHLETIC UPDATES**

- No updates received from the City of Bellbrook regarding property boundaries and maintenance agreement affecting the "quad" baseball complex.
- Dr. Cozad provided an update regarding the construction of practice/game fields at the middle school. He said no final decision has been and no timeline has been formally established at this time, but did have questions on what expectation the leagues may have and if the leagues would be willing to help offset any costs that the School District may incur.
- BSA has ordered several new full-sized goals for the upcoming season. BSPD will take delivery on behalf of BSA and warehouse until they can be assembled and transported to the fields.

## **STAFF REPORTS**

- Christmas in the Park event that was set for 12/13 was cancelled due to the winter storm. We were not able to reschedule the entire event, but have worked with the city to provide additional items as they open up the museum for holiday activities. We donated hot chocolate and candy canes that were purchased for the event, as well as stuffed animals for each child who stops in (donated by Petsmart). We are trying to schedule our Santa to

visit the museum; park district has offered to pay for his visit with funds that were originally donated for the CIP event.

- Winter program guides mailed 12/15. New in January, we will kick off the year-long Brookview Bird Survey, have our first session in our Sustainability series, and our first ever seed swapping program.
- 2025 programs in review: 248 programs set up for registration in RecDesk. This includes 17 camp sessions, 73 GCCOA programs, 39 programs run in partnership with Winters Library, 22 programs focused on preschool age kids and 28 volunteer opportunities. Not included in that total are preschool/school visits, community programs staff attended (like River Festival and Optimist Club Ice Cream Social) and library programs we hosted in our parks, but did not take registration for. Our most highly attended programs this year were our Halloween in the Park event at Bellbrook Park (no registration, but apx 400+ people attended) and our annual Wobble Gobble Fun Run/Walk at Morris reserve (157 people registered!)
- Meeting with local resident expressing concern over Sugarcreek Twp. Trustees decision to include the names of Trustees and staff on the plaque implying credit for the veteran's memorial on Feedwire Road. He was informed by the trustees that this is something that the Park District commonly does and was informed that is not our policy to do so.

## ADJOURN

There being no further business to conduct, Commissioner Haller moved to adjourn the meeting at 8:45AM.

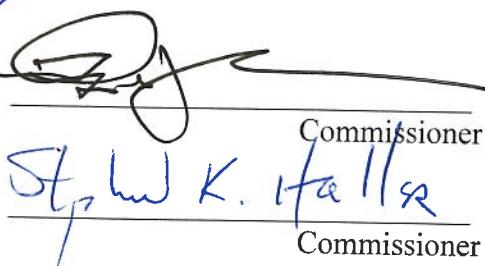
Vote on the motion was as follows:

Ayes: Haller, Johnson

Absent: Krane

Submitted by:

  
Jeff Stewart, Executive Director

  
Stephen K. Haller  
Commissioner

Dan Krane - Absent

Commissioner