



**Minutes  
Regular Meeting  
Bellbrook-Sugar Creek Park District  
March 23, 2023**

**CALL TO ORDER**

The Regular Meeting of the Board of Park Commissioners of the Bellbrook-Sugar Creek Park District, also known as the Bellbrook-Sugar Creek 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, Tischer, Johnson, Mr. Stewart, Executive Director and Sarah Mantia, Business Manager. Notice of this meeting was sent to the Xenia Daily Gazette on January 6, 2023.

**APPROVAL OF MINUTES**

Mr. Johnson moved, Mr. Haller seconded, and the minutes of the February 23, 2023 scheduled Regular Meeting were approved as delivered to all members in advance.

Vote on the motion was as follows:

Ayes: Tischer, Haller & Johnson

**VISITORS**

Dony Benson, representing Bellbrook Soccer Association (BSA) and the Wee Eagles organization.

Mr. Benson said he was approached about the possibility of adding an adult soccer team/league that would fall under the scope of BSA. Mr. Benson projected this expansion would consist of approximately 50-60 adults, require 1 field and would most likely occur in the summer months. Mr. Johnson asked if this was an existing league? Mr. Benson confirmed that it was not an existing league and had hoped to keep the cost to a reasonable amount, thus the reason for the request to operate under BSA's status. Mr. Johnson stated that conceptually he did not have an issue with an adult league, provided that there was space available, however he could not support BSA bringing in an outside team/league, which would include non-resident players, utilizing BSA's "Recognized Organization" status, and insurance to circumvent the process and associated fees for a scenario that he felt would be more appropriately be classified as an "Independent Organization" request. There was some general discussion about using the Soccer Factory as an alternative site, but concluded that the space was too small and lacked climate control for the summer months.

Mr. Benson then moved to discuss a conceptual drawing that involved the relocation of the existing football field at Sackett Wright Park and included infrastructure enhancements on property currently owned by the school district. Mr. Johnson stated that he did not have an issue with the proposal as presented since it has very little impact on the Park District, with the

exception of some possible grading and seeding for the new field. Mr. Benson said that he wanted to approach the Park District first to gauge interest and then approach the City and the Schools. Mr. Stewart asked if he has discussed this concept with the Lion's Club since the organization has historically used this site for their annual festival? Mr. Benson said that he has yet to formally approach them, but some members of the Lion's are aware of the plans and did not have an issue. Mr. Stewart stated that he had consulted with the City of Bellbrook some years back about the possibility of constructing a restroom facility on the property owned by the school district and was told that there was not adequate "fall" for a sanitary line without the installation of a lift station. Mr. Benson stated that was incorrect according to his calculations. Mr. Stewart asked Mr. Benson if he had received the email he sent expressing concern about the structural integrity of the Eagles Nest (spotters booth) at Sackett Wright Park. Mr. Benson said he had not and asked Mr. Stewart to resend the message to his personal email. Mr. Benson thanked the Board for their time and being there was no overwhelming objections from the Park District he would begin reaching out to the other agencies that would be impacted by the proposal and provide an update when completed.

## **FISCAL**

### **Permanent Appropriations - 2023**

Mr. Johnson moved, Mr. Tischer seconded, and the Commission approved a motion for the authorization of the Permanent Appropriations for year 2023.

Vote on the motion was as follows:

Ayes: Tischer, Haller & Johnson

### **Approval of New Expenses**

Mr. Haller moved, Mr. Johnson seconded, and the Commission approved a motion for the payment of expenses incurred from February 1 through February 28, 2023.

Vote on the motion was as follows:

Ayes: Tischer, Haller & Johnson

### **Transfer of Funds**

\$25,000 was moved from Money Market to Checking on 2/14 and 2/28.

## **NEW BUSINESS**

### **Employment Policy and Procedures**

Mr. Haller moved, Mr. Johnson seconded, and the Commission approved a motion to adopt revisions to the Park District's Equal Employment Policies and Procedures. The policy will become effective upon adoption by the Board.

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

### **Seasonal Employment**

Mr. Johnson moved, Mr. Haller seconded, and the Commission approved a motion to authorize the hiring of the following seasonal positions:

Seasonal Program Assistant (3)  
Seasonal Maintenance Technician (4)

Salary range for the above positions will be between \$11.00 and \$15.00 per hour depending on position and experience.

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

### **Recommendation for Commission Appointment**

Mr. Tischer moved, Mr. Haller seconded, and the Commission approved a motion to recommend the reappointment of Mr. Michael Johnson to the Greene County Court of Common Pleas to serve a 3 year term as Commissioner representing the Bellbrook Sugarcreek Park District.

Vote on the motion was as follows:  
Ayes: Tischer, Haller

Mr. Johnson abstained

### **ATHLETIC UPDATES** – Mr. Johnson

Mr. Johnson reported that he has continued to have conversations with members of the Lion's Club, including a presentation at a recent Lion's Club sponsored event regarding the possibility of constructing additional baseball fields.

### **STAFF REPORTS**

- Program staff is working with several of the local Scout organizations on projects to benefit the community
- New fitness classes have experienced a significant increase in attendance numbers
- Naturalist, Gracie Monroy has been working with the local schools on service project ideas and support the student's ecology curriculum
- Maintenance has been working with several contractors for solutions to the erosion issue at Brookview Reserve
- Magee Shelter has been demolished and new pad installed
- Meeting with residents near Kehl Park to discuss park enhancements

**EXECUTIVE SESSION**

Mr. Haller moved, Mr. Johnson seconded, and a motion was made to recess into Executive Session for the purpose of discussing the acquisition of real property for public purposes in accordance with R.C. 121.2(g).

Vote on the motion was as follows:

Ayes: Tischer, Haller & Johnson

Mr. Tischer reconvened the meeting.

**RECORDS COMMISSION MEETING**

Mr. Stewart called the Records Commission meeting to order for the purpose to review the Park District's Records Retention Schedule as presented.

Mr. Stewart moved, Mr. Haller seconded, and the motion was made to approve the Records Retention Schedule as presented.

Vote on the motion was as follows:

Ayes: Stewart, Haller & Mantia

There being no further business to conduct, Mr. Stewart moved to adjourn the Records Commission meeting at 9:40AM.

**ADJOURN**

There being no further business to conduct, Commissioner Tischer moved to adjourn the meeting at 9:40 AM.

Vote on the motion was as follows:

Ayes: Tischer, Haller & Johnson

Submitted by:

  
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Jeff Stewart, Executive Director

  
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Stephen K. Haller  
Commissioner

  
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Commissioner

  
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Commissioner