



**Minutes  
Regular Meeting  
Bellbrook-Sugar Creek Park District  
April 23, 2026**

**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 7:30 A.M. with the following in attendance: Commissioners Haller, Krane, Johnson, Mr. Stewart, Executive Director and Ms. Mantia, Deputy Director. Notice of this meeting was sent to the Xenia Daily Gazette on January 7, 2026.

**APPROVAL OF MINUTES**

Mr. Johnson moved, Dr. Krance seconded, and the minutes of the March 26, 2026 scheduled Regular Meeting were approved as delivered to all members in advance.

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

**VISITORS**

No visitors present at the March 26<sup>th</sup>, 2026 Regular Meeting.

**FISCAL**

**Approval of New Expenses**

Mr. Johnson moved, Dr. Krane seconded, and the Commission approved a motion for the payment of expenses incurred from March 1 through March 31, 2026.

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

**Transfer of Funds**

\$25,000 was moved from Money Market to Checking on 3/9, 3/10, 3/17, 3/25, and 3/26.

## **NEW BUSINESS**

### **Seasonal Employment – Amended**

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

Seasonal Program Assistant (4) – Part Time

Seasonal Maintenance Technician (3) – Part-Time/Full-Time

Salary range for the above positions will be between \$13.00 and \$18.00 per hour depending on position and experience.

Vote on the motion was as follows:

Ayes: Haller, Johnson, Krane

## **ATHLETIC UPDATES**

Mr. Stewart reported that team pads, fencing and seeding has been completed on the playing fields that are located on Park District owned property. The Park District continues to wait for a decision from the City of Bellbrook regarding the property where the “quad” fields are located. Mr. Stewart reminded the Commissioners that the Park District is unable to proceed with improvements on these fields until the City of Bellbrook renders a decision.

## **STAFF REPORTS**

- Preparations have begun for the Sugar Maple Festival. Trees will be packed by volunteers 4/23 and handed out Saturday and Sunday at the festival. This year, we have 3 tree options: White Pine, Sugar Maple and Flowering Dogwoods. Activities at our tent will focus on local birds.
- The first quarter report for the Brookview Bird Survey is now available on our website. Thank you to Harrison for leading the charge on this unique research project. Highlights include: a bald eagle flying over at the first survey, a rare purple finch sighting and 40 species belonging to 20 families being detected along just 7 observation dates.
- Emily and Harrison visited all 2<sup>nd</sup> grade classes at Stephen Bell this week with a focus on fossils.
- Our partnership program with the library “Walk and Talk Book Club” is back for another year. Our first hike/discussion will be Wednesday, April 22.
- Summer camp registration opens May 1<sup>st</sup> at 8AM. Most camps fill within the first 30 minutes. This year, we are able to offer 18 camp sessions for our community to enjoy.
- Repairs to Bieser from flooding including reset of some launch stones and gravel grading have been completed.
- Mowing has begun on prairie areas for control of invasives.

- Barn at SAR has been completely painted and repaired for temporary storage.
- Justin completed CDL. Stephanie completed CPSI.
- Crews completed tree work at Magee and Bellbrock parks to mitigate potential hazards.
- Discussions continue with a local charity involving possible partnership.
- Met with engineering firm to discuss design options for SAR maintenance structure.
- Meeting with County Engineer/Soil and Water to discuss storm water permitting.
- Meeting with Township (J Puterbaugh) to discuss participating in Tree City program.
- Met with Penchura to discuss play structure replacement at Magee Park.
- Met with Accessible Ohio regarding opportunities for grants and potential programming ideas.
- Arranging meeting with consultant for strategic planning.
- Work continues on improving structure for "Friends" group.
- Final audit report has yet to be received.
- Several meetings scheduled with IT suppliers to discuss cybersecurity upgrades.

## RECORDS COMMISSION MEETING

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

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

Vote on the motion was as follows:  
Ayes: Stewart, Haller, Mantia

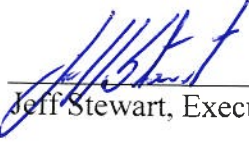
There being no further business to conduct, Mr. Stewart moved to adjourn the Records Commission meeting at 8:55 AM.

## ADJOURN

There being no further business to conduct, Commissioner Haller moved to adjourn the meeting at 9:00 AM.

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

Submitted by: \_\_\_\_\_

  
Jeff Stewart, Executive Director

  
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Commissioner

  
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Commissioner

  
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Commissioner