



**Minutes  
Regular Meeting  
Bellbrook-Sugarcreek Park District  
December 16, 2021**

**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 Ackerman, Tischer, Johnson and Mr. Stewart, Executive Director. Notice of this meeting was sent to the Xenia Daily Gazette on January 12, 2021.

**APPROVAL OF MINUTES**

Mr. Tischer moved, Mr. Ackerman seconded, and the minutes of the November 18, 2021 scheduled Regular Meeting were approved as delivered to all members in advance.

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

**VISITORS**

There were no visitors at the December 16, 2021 Regular Meeting.

**FISCAL**

**Payroll**

Mr. Tischer moved, Mr. Johnson seconded and the Commission approved a motion to authorize a \$100.00 addition for each permanent park district employee to be included in the 12/24/22 payroll batch.

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

**Approval of 2022 Temporary Appropriations**

Mr. Johnson moved, Mr. Ackerman seconded, and the Commission approved a motion to accept the 2022 Temporary Appropriations as presented.

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

**Supplemental Appropriation and Revenue**

Mr. Tischer moved, Mr. Ackerman seconded, and the Commission approved a request to the Greene County Auditor to certify supplemental revenue and appropriations in the General Bond Note Retirement Fund in the amount of \$200.38.

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

**Reallocation of Funds**

Mr. Johnson moved, Mr. Ackerman seconded, and the Commission approved a motion to realign the 2021 Permanent Appropriations Resolution by modifying the following appropriations from one account to another within the General Fund:

From: 110-314 Tax Collection Fees	1000.00	
To: 120-310 Professional & Technical		1000.00
From: 4301-760-730 Improvements	200.38	
To: 4301-910-910 Advances Out		200.38

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

**Approval of New Expenses**

Mr. Johnson moved, Mr. Ackerman seconded, and the Commission approved a motion for the payment of expenses incurred from November 1 through November 30, 2021.

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

**Transfer of Funds**

\$25,000 was moved from Money Market to Checking on 11/9, 11/23, and 11/30.

## NEW BUSINESS

**2022 Meeting Schedule** Mr. Tischer moved, Mr. Ackerman seconded, and the Commission approved a motion to accept the proposed 2022 Regular Meeting schedule for the Bellbrook-Sugarcreek Park District Regular Board Meetings.

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

**Position Realignment – Program Specialist/Full-Time** Mr. Johnson moved, Mr. Ackerman seconded, and a motion was made to realign Heather Luby's current position of part-time Assistant Programmer to full-time Program Specialist effective 01/03/2022.

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

**2022 Merit Increases** Mr. Tischer moved, Mr. Johnson seconded, and the Commission approved a motion to create a 5 percent merit pool for 2022. The merit pool is not to exceed 5 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: Ackerman, Tischer & Johnson

**Athletic Field Use Policy - Revised** Mr. Johnson moved, Mr. Ackerman seconded, and a motion was made to approve the revisions to the Athletic Field Use Policy.

Vote on the motion was as follow:  
Ayes: Ackerman, Tischer & Johnson

**Disposition of Surplus Items:** Mr. Johnson moved, Tischer seconded, and the Commission made a motion which authorizes the sale of the following Park District personal property which is obsolete, unfit for use or has exceeded its useful lifespan for which is was acquired:

Approximately 15 sets of soccer goals and anchors in various sizes and condition with an approximate value of \$1500.00.

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

## OLD BUSINESS

Athletics Update – Mr. Johnson

Mr. Johnson will be scheduling a meeting with the local Recognized Organizations with the intention of determining the field space requirements for each of the leagues and hopes to have this meeting sometime in January 2022. Mr. Johnson stated that he has noticed progress in the area of cooperation among the various leagues and hopes it continues to improve.

Staff Reports

- Approximately 125 people attended the annual Thanksgiving run at Morris Reserve
- Christmas in the Park had an attendance exceeding 500 people. 241 stuffed animals were handed out to children attending the program and \$380.00 was raised for the Bellbrook Sugarcreek Community Support Center
- Morris suspension bridge has been completed and inspected by Woolpert Engineering.
- Approximately 25 trees were planted throughout the District
- All athletic fields have been aerated
- 15 dead Ash trees removed at Sackett Wright park
- Criteria for existing grant funded project has been met

Executive Session

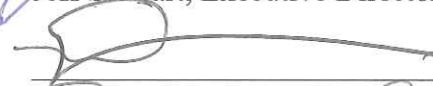

Mr. Ackerman moved, Mr. Johnson seconded, and a motion was approved to recess into Executive Session for the purpose of discussing staff issues and land acquisitions.

Mr. Ackerman reconvened the meeting.

Adjourn

There being no further business to conduct, Commissioner Ackerman adjourned the meeting at 8:10AM.

Submitted by:   
Jeff Stewart, Executive Director

  
Commissioner  
  
Commissioner