

SUGAR GROVE COMMUNITY BUILDING  
Board Meeting Minutes (in-person)  
February 21, 2023

6:30 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalczyk

Also, Present: Debbie DeBoer and Marion Bond

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 2/21/2023 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda as presented with the note that the ice rink will be discussed under “other” during Unfinished Business. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- January 10, 2023 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from January 10, 2023, Trustee Stalcup 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for January 13, 2023 through February 23, 2023. The balance sheet is as of February 23, 2023. There is a profit and loss budget vs actual for the fiscal year and an employee payroll report for the current year-to-date.
2. Review and approve Sugar Grove Township Community Building accounts payable for January 13, 2023 through February 23, 2023. Check numbers 11728-11756. We had three Payroll periods: January 26, 2023, February 9, 2023 and February 23, 2023.
3. Trustee Kowalczyk motions to approve the accounts payable January 13, 2023 through February 23, 2023. Check numbers 11728-11756; no debit card payment this month and three Payroll periods: January 26, 2023, February 9, 2023 and February 23, 2023. Trustee Sutton 2nds. Roll Call Vote: Trustee Kowalczyk: yes, Trustee Sutton: yes Trustee Stalcup: yes.

## Committee Reports

### Administrator Report (Debbie)

1. Verified our Statement of Economic Interest system information. All the same as last year.
2. Thursday, January 12<sup>th</sup> I dropped off our Ice Rink paperwork and I have since received a executed copy for our files.
3. Started working on our budget for next year.
4. I submitted and received a receipt for filing the Certificate Exempt of Status for 2023
5. Steve came up with a great idea to update the drinking fountain outside the gym with a new one that accommodates refilling sport bottles. I contacted our plumber and received a quote we will discuss later.
6. My surgery was the 23<sup>rd</sup>. Received a call on the 25<sup>th</sup> that the Parlor was 90 degrees. Met Artlip there Thursday 26th. Valve stuck open. Will discuss.
7. I will discuss the corn boil dates and rental story.
8. On Feb 6<sup>th</sup> we received our insurance renewals. This will be discussed during Proposals and quotes.
9. On Feb 7<sup>th</sup> I received a correspondence from Advanced Elevator Co. I will discuss.
10. February 21, 2023 Holmgren here to add ice rink lights and correct outside alarm bell.
11. I reached out to Bohr & Sons regarding stairwell.
12. Received boiler replacement cost estimate from Artlip.
13. Drop Box – Debbie shared her idea of a aluminum, locking parcel drop box for the front corridor. Trustee Stalcup motions to approve the purchase of a parcel drop box in the amount of \$300 Trustee Sutton 2<sup>nd</sup>. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes Trustee Kowalczyk: yes.

## Scheduler Report (Debbie)

1. One HOA meeting (Waterford)
2. Two (2) Library Referendum Meetings
3. Two (2) Dining Room party rentals
4. Ten (10) scout meetings (boy/girl/leader mtg)
5. One (1) Senior Lunch
6. One (1) Senior Game Day
7. Clothes Closet
8. Five (5) Gym rentals

## Township Building Liaison (Marion Bond).

1. Our current contract with Teddy allows for an annual renewal with a 2% increase beginning with the lawn mowing season April 1, 2023. The board did approve the one-year extension with the 2% increase. It's a minimal increase and we do not have to go out to bid for another year.
2. Phil, the county clerk, will be retiring. The Township will be appointing a Clerk to fill the role until the next vote is available.
3. 104 rides were given in January. 2022 yearend total was 3,349 rides.
4. 12 homes are signed up for snow removal this season.
5. TOI is offering a scholarship. A flyer was provided with the information.
6. Senior lunch was provided to 60 seniors and lunch was from Fireside.

## Unfinished Business:

1. Trustee Stalcup led a discussion about the ice rink. The upcoming tear-down meeting was coming up. It was decided that Debbie would attend to represent the Community Building and forward the Scouts information and phone number for help during the take down.

## New Business:

1. Review Correspondence.

There was one correspondence from an individual who wanted to rent that was not a resident.

2. Review Draft Budget

The board reviewed the draft budget. We made some notes and changes and we will review another draft at our next meeting.

3. Review Proposals and Quotes

- We received our insurance renewals from our broker for 2023-2024. The Commercial Package went up due to the value of real estate. Our Workman's Comp only increased \$2.00. It was noted that this November we will put our policy out to bid and also look for options for a new broker as well. Trustee Stalcup motions to approve our Commercial Package in the amount of \$7,752 and our Workman's Comp package in the amount of \$366. Trustee Sutton 2<sup>nd</sup>. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.
- We had an old vendor find an invoice that had been missed. It was for Advanced Elevator. I was able to look in our files and validate that the invoice was correct and had Trustee Baum's signature on it for approval. I was working here at the time and remember the site visit. Trustee Kowalczyk motions to approve Advanced Elevators Invoice 46462 in the amount of \$554.24 for a site visit after the power was down to cycle and return the car to service. Trustee Stalcup 2<sup>nd</sup>. Roll Call Vote: Trustee Kowalczyk: yes, Trustee Stalcup: yes Trustee Sutton: yes.

- We reviewed a proposal that was for budgeting purposes only, for a boiler replacement. This was so we would have an idea of what one would cost if the emergency came up.
- We reviewed a proposal for a replace drinking fountain to be installed outside the gym that would accommodate a new fountain that includes the feature that will fill a water bottle. The board likes the idea but has tabled any decisions at this time.

Trustee Kowalczyk makes motion to adjourn open meeting at 7:48 pm. Trustee Stalcup 2nds; motion carried unanimously.

Our next regular meeting date: March 21, 2023 at 6:30 pm.