

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

6:30 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalczyk

Also, Present: Debbie DeBoer and Jon Bobbe

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 3/21/2023 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda as presented. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- February 21, 2023 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from February 21, 2023, Trustee Stalcup 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for February 24, 2023 through March 23, 2023. The balance sheet is as of March 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 February 24, 2023 through March 23, 2023. Check numbers 11757-11784. We had two payroll periods: March 9, 2023 and March 23, 2023.
3. Trustee Stalcup motions to approve the accounts payable February 24, 2023 through March 23, 2023. Check numbers 11757-11784; no debit card payment this month and two payroll periods: March 9, 2023 and March 23, 2023. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Ice Skating Rink wrap up meeting.
2. Draft Budget – vote to approve later in meeting.
3. Looked into CD rates/options for our April 12 renewal.
4. Verified Teddy's Contract Extension with a 2% increase.
5. We need measurements of the drinking fountain. Will discuss.
6. Verified the Audit cost. It will be \$1,730.00
7. I was unhappy with Rocky taping signs on our door. Will discuss.
8. Started draft of the newsletter.
9. Drop Box – purchased and installed. Will discuss.
10. I will be here at 5 am on Tuesday April 4th in ensure voting rep are able to enter the building. Setup is Monday April 3rd.

Scheduler Report (Debbie)

1. One HOA meeting (Rolling Oaks)
2. Two (2) Library Referendum Meetings
3. Two (4) Dining Room party rentals
4. Pinewood Derby (gym and dining room)
5. Ten (10) scout meetings (boy/girl/leader mtg)
6. One (1) Senior Lunch
7. One (1) Senior Game Day

8. Clothes Closet

9. Five (5) Gym rentals

Township Building Liaison (John Bobbe).

1. The Annual All Town Meeting is scheduled for Tuesday, April 11th at the Township office.
2. The Township is working on raising its budget for the Ride-Share program, as they max out the funds last year.
3. This was Trustee Bobbe's first meeting at the Community Building. Jon told us a little bit about himself.

Unfinished Business:

There was no unfinished business to discuss this month.

New Business:

1. Review Correspondence.

One of our CD's is maturing April 12, 2023. The Board discussed renewal options and it was decided that we would renew again for 12 months, at the current going rate (4%) and that we will add \$47,543.42 to the CD so it has a balance of \$150,000.00. Trustee Stalcup motioned that the Board approve the 12-month CD renewal at the current rate (4%) and the addition of \$47,543.42 to the current balance so it has a new balance of \$150,000.00. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes Trustee Kowalczyk: yes.

2. Review / Approve Final Draft Budget

The board reviewed the revised 2023/2024 draft budget. Trustee Stalcup motioned that the Board approve the 2023/2024 draft budget for the Sugar Grove Township Community Building. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes Trustee Kowalczyk: yes. This budget will be posted online and be available to review at the Sugar Grove Township Community Building. The notice will be in the Thursday, March 30th newspaper.

3. Review Proposals and Quotes

In regards to the invoice from Holmgren Electric for the additional light for the ice-skating rink, the board proposed the following. Trustee Stalcup motioned that Holmgren Electric Invoice # 9921 in the amount of \$2,196.00 will be billed out to each of the entities in the amount of \$283.85, as to not-to-exceed the \$1,000.00 budget that was approved by each group. The Community Building will pay the remainder of the invoice. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes Trustee Kowalczyk: yes.

Trustee Stalcup makes motion to adjourn the open meeting at 7:50 pm and go into Closed session to discuss personnel matters. Trustee Kowalczyk 2nds; motion carried unanimously.

Closed session started at 7:50 pm and ended at 8:58 pm.

Trustee Kowalczyk makes motion to adjourn the open meeting at 9:00 pm. Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: April 18, 2023 at 6:30 pm.