

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
September 19, 2023

6:31 PM

Roll Call: Trustee Sutton, Trustee Kowalczyk (Trustee Stalcup is absent)

Also, Present: Debbie DeBoer, Trustee Bobbe

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 9/19/2023 – Agenda reviewed. Trustee Sutton makes a motion to approve the agenda. Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

- August 15, 2023 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from August 8, 2023, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for February 2022 or earlier. Trustee Kowalczyk motion to approve the destruction of any audio recordings from closed session meetings from February 2022 or earlier. Trustee Sutton 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for August 16 through September 21, 2023. The balance sheet is as of September 21, 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 August 16 through September 21, 2023. Check numbers 11914-11937. We had three payroll periods: August 24, 2023, September 7, 2023 and September 21, 2023.
3. Trustee Sutton motions to approve the accounts payable for August 16 through September 21, 2023. Check numbers 11914-11937; no debit card payment this month and three payroll periods: August 24, 2023, September 7, 2023 and September 21, 2023. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton: yes, Trustee Kowalczyk: yes,

Committee Reports

Administrator Report (Debbie)

1. Make 2024 Magical is a go for December 30th. We can discuss further under New Business -Activities.
2. I reached out to Julie regarding Thanksgiving Bingo (fill the food pantry). Again, we can discuss further under New Business - Activities.
3. Closed two cd's at First Secure (big newer bank at the corner of Bliss and 47). Our interest put us over the \$250,000. Reopened two new CD's (no fee's or penalty). Set them both at \$125,000 so we are right at the \$250,000 mark and interest will be mailed each payment instead of deposited so we don't go over the \$250,000 insured amount.
4. We had two fire inspections. We had our Local Village inspection with SG on August 29th. And we had our Annual Sprinkler System check and drain with Cintas on September 5th. Will provide details.
5. Holmgren Electric was out 9/12/23 to looks at what needs to be replaced/corrected and order parts and provide quote. We will discuss under New Business – Review proposals.
6. I was in the process of receiving a quote for the table and chair room ceiling and women's restroom tile. That person said too much work and they are busy until December so they passed. Need recommendations.
7. October 3rd. I have our backflow tests (sprinkler and boiler), our lawn sprinkler system will be shut down for the season and our fire alarm test with Cintas. October 17th. I have the boilers being turned on.
8. Last meeting, I asked the board if it was ok to offer to the Park District to use the gym on a Thursday morning for a Parent/Tot gym class. The park district loved the idea. We will be working together about having them store gym mats here and using our scooters and such for the class.
9. I will hand out a draft letter that I will deliver when looking for donations for our Fill the Food Pantry event. Please review and comment.

Scheduler Report (Debbie)

1. Two (2) Dining Room party rentals
2. Nine (9) scout meetings (boy/girl/leader mtg)
3. One (1) Senior Lunch
4. One (1) Senior Game Day
5. One (1) HOA meetings
6. No Gym rentals (closed for summer)

Township Building Liaison (John Bobbe – via email).

- Blackberry Creek is running at 13 CFM (cubic feet per minute) which is stable. Same as last reading.
- The Township had its annual fire inspection.
- We are working with Image Monuments replacing cemetery headstones.
- 111 rides were provided in August. From 9-1-2018 to 8-21-2023 4,070 rides have been provided.

Unfinished Business:

- Current status of the basketball hoops was discussed. Waiting for reply from a vendor.

New Business:

1. Review Correspondence. - None
2. Review Proposals and Quotes –
 - a. First proposal was from Holmgren Electric to replace what is required per our fire inspection. Trustee Sutton makes a motion to approve the Holmgren Electric proposal in the amount of \$1,699.17. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton, Yes. Trustee Kowalczyk, Yes.
 - b. Second proposal was from Cintas for our 3-Year Maintenance work. That includes a full trip test and a air test on the dry sprinkler system. Trustee Sutton makes a motion to approve the Cintas proposal in the amount of \$1,171.50. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton, Yes. Trustee Kowalczyk, Yes.

2023/24 Activities at the SGCB

- We had our first annual Corn Boil Fun Fair. We plan to host our second next July.
- We will be participating in the No Tricks Just Treats event in the Village.
- We will be partnering with the Park District to host “Let’s Make 2024 Magical”
- The Park District will be holding dance classes here in the lower level (DR) and may be offering something in the gym over the winter.
- Waiting for information from Julie to move forward with the Bingo to fill the food pantry this holiday season.

Trustee Kowalczyk makes motion to adjourn the open meeting at 7:51 pm. Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date is: October 17, 2023 at 6:30 pm.