

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
October 17, 2023

6:31 PM

Roll Call: Trustee Sutton, Trustee Kowalczyk, Trustee Stalcup (arrived at 6:40)

Also, Present: Debbie DeBoer, Trustee Bobbe

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 10/17/2023 – Agenda reviewed. Trustee Sutton makes a motion to approve the agenda with the addition of adding under new business “Discussion of Food Pantry”. Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

- September 19, 2023 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from September 19, 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. Started conversations with Scott at the Park District regarding Make 2024 Magical on December 30th. Will start working on advertising and ordering magic wands.
2. I reached out to Julie regarding Thanksgiving Bingo (fill the food pantry). It was October and I still did not have a list of needed items. I will discuss further.
3. On Tuesday October 3rd, we had our backflow tests (sprinkler and boiler), we had our lawn sprinkler system shut down for the season and winterized and we had our fire alarm test with Cintas.
4. Thursday, October 5th I received an email from Wiesbrook for outstanding invoices from 2022. I think it is ridiculous that a vendor can say “we have outstanding invoices, and you have paid, please send proof”..... I did and it is taken care of. We have a zero balance. Thank goodness I keep good records.
5. Thursday October 12th Holmgren Electric was out to replace the emergency lighting that the fire department marked on their report. We discussed the outside lights that were not on when we were leaving last meeting. We also discussed the table and chair room ceiling. I will discuss the details.
6. This morning Artlip was here to turn the boilers on. Thank goodness, it was 53 in my office! 3 relays need to be replaced. No rush. Buzzing. Will discuss.
7. Cintas was here this morning to perform our 3-Year Maintenance work. That includes a full trip test and air test on the dry sprinkler system. Both of these were approved at our last meeting.
8. The Park District is excited to work with us and offer dance classes for kids over the winter. They would like to use the gym and they have 3 sessions planned. All of these are for the 9-1 timeslot on Thursdays:
 - Session 1 (6wk) - 11/2 - 12/14 (No class on Thanksgiving)
 - Session 2 (8wk) - 1/25 - 3/14
 - Session 3 (8wk) - 4/11 - 5/30
9. No Tricks Just Treats has been cancelled.
10. Monday October 16th Tee Jay's came out to quote us door repairs. We will discuss later.

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) Clothes Closet
6. (3) Three Gym rentals

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 7:34 pm. Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date is: November 14, 2023 at 6:30 pm.