

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
December 13, 2023

6:31 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalczyk

Also, Present: Debbie DeBoer and Trustee Bobbe

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 12/13/2023 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

October 17, 2023 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from October 17, 2023 Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for April 2022 or earlier. Trustee Stalcup motion to approve the destruction of any audio recordings from closed session meetings from April 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 November 17, 2023 through December 14, 2023. The balance sheet is as of December 14, 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 November 17, 2023 through December 14, 2023. Check numbers 11988-11212. We had two payroll periods: November 30, 2023 and December 14, 2023.
3. Trustee Stalcup motions to approve the accounts payable for November 17, 2023 through December 14, 2023. Check numbers 11988-11212; no debit card payment this month and two payroll periods: November 30, 2023 and December 14, 2023. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Items to discuss:
 - a. Last meeting, we discussed AT&T (phone lines and elevator line). I did reach out to Wayne. Thought to message Wire Wizard. Good news. Will discuss.
 - b. Front doors (Pod needed)
 - c. Polling Place Agreement- March 18/19th and November 4/5th.
 - d. Order 4 new rugs
 - e. Holiday in the Grove
2. I ordered and pick up the two signs for Make 2024 Magical (3 total – got one free) and had them on display during HITG.
3. I spoke with Tom Rowe regarding the new Illinois Paid Leave for All Workers Act. We will discuss.
4. Thursday, December 7th was a busy day! The FD picked up their griddle. Van's changed the locks on the closet doors (4 keys each = 8). Holmgren Electric did a TON. Changed one wall pack light to LED and had to fix short. Will discuss. Changed out last two emergency lights (double lights). Changed Peak outdoor lighting. Changed ground outdoor lighting. The hole covers in table and chair room were not ready yet, but he wanted to get the outdoor work done. He will come back for those. He will also bring a LED ballast with for one of the lights in the table and chair room.
5. On Monday, December 11th we received a FOIA request for the Township and possibly ourselves. Tom Rowe and Marion Bond will respond.
6. Last two items on my yearly list are file the Levy and Food Permit. Kitchen inspection will occur sometime this month.
7. Out front garbage. 52 weeks. Will discuss.

REMINDER TO SIGN UP FOR THE MAGIC SHOWS!!!! Also, let's plan that 2 of you are at one and the other is at a different time, so we have a board member at each show.

Scheduler Report (Debbie)

1. Four (4) Dining Room party rentals
2. Eleven (11) scout meetings (boy/girl/leader mtg)
3. One (1) Senior Lunch
4. One (1) Senior Game Day
5. One (1) Clothes Closet
6. Five (5) Parlor rentals (2 are HOA mtgs)
7. Four (4) Gym rentals

Township Building Liaison (Jon Bobbe)

- a. Blackberry Creek is at 21.7 cfm.
- b. The Township voted on the insurance for the highway and township employees. They increased their contribution from 10% to 15% for dependents.
- c. The Sugar Grove Township Decennial Committee has been meeting. This is a group that has to respond to questions for Governor Pritzker about the Township.
- d. Nothing has been decided yet on the location of the Food Pantry.

Unfinished Business:

- a. Discuss Make 2024 Magical
Everything is in place and ready for our New Years Magic show. We are excited to have this for the community.
- b. Discuss Front Door Repair
The board discussed the 3 quotes and options that were provided by Tee Jay Service Company. We need to decided which repair we wanted to move foward with for the front doors. Replace with what is existing (cheaper, knock off brand), replace with original parts, or upgrade to new brand, better products. The board decided to upgrade to the new brand (Horton), better product. The board asked Debbie to follow up with the Township Supervisor and see if we have an Agreement for Contractor work that we can use. This will be finalized next meeting.

New Business:

- a. Review Correspondence. - None
- b. Review Proposals and Quotes
 - i. Wire Wizard Quote - Trustee Stalcup motioned to approve the quote from Wire Wizard to monitor the elevator line over radio, as they do our fire and burglar alarm. The cost for install is \$150 and the monthly cost is \$65 which includes the cell service and monitoring. Trustee Sutton 2nd. Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.
 - ii. 2024 Sprinkler Prepaid Package – Trustee Stalcup motioned to approve quote from Suburban Lawn to start up and shut down our sprinkler system in 2024. The cost is \$170. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.
- c. Consideration & Potential Adoption of Sugar Grove Community Building Levy Ordinance #2023-2. Trustee Stalcup motioned to approve the 2023-24 Levy Ordinance #2023-2 as presented. Trustee Sutton 2nd. Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.
- d. Consideration & Potential Approval of 2024 Community Building Meeting Dates and Times. Trustee Stalcup motioned to approve the 2024 Meeting Dates as presented. Trustee Sutton 2nd Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.
- e. Discussion on Other Governmental Entities Taxation and potential Impacts
There was discussion about the potential of a TIF for the development on 47 and 88. The Board asked Debbie to check with the Township Supervisor and the Assessor to see if there would be any consequences for the community building with said TIF.

Trustee Kowalczyk makes motion to adjourn the open meeting at 7:48 pm. Trustee Stalcup 2nds; motion carried unanimously. Our next regular meeting date is: January 16, 2024 at 6:30 pm.