

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
January 16, 2024

6:30 PM

Roll Call: Trustee Sutton, Trustee Kowalczyk. Trustee Stalcup was absent

Also, Present: Debbie DeBoer. Trustee Bobbe was absent

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 1/16/2024 – Agenda reviewed. Trustee Sutton makes a motion to approve the agenda. Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

December 13, 2023 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from December 13, 2023 Trustee Kowalczyk 2nds; Motion carried unanimously.

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

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for December 15, 2023 through January 16, 2024. The balance sheet is as of January 16, 2024. 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 December 15, 2023 through January 16, 2024. Check numbers 12013-12035. We had three (3) debit card purchases. We had two payroll periods: December 28, 2023, and January 11, 2024.
3. Trustee Sutton motions to approve the accounts payable for December 15, 2023 through January 16, 2024. Check numbers 12013-12035; three (3) debit card payments this month and two payroll periods: December 28, 2023, and January 11, 2024. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Wednesday, December 13th our phone lines were cut. I believe it's buried, hard to tell with snow.
2. December 14th Powel showed up and cleaned the refrigerator condenser. No coolant was needed.
3. Thursday, December 19th our Levy was filed. I invited the Seniors and Canopy, both in person, to our event.
4. Wednesday December 20th Dennis with Van's Lock and Key stopped in and replaced our POD for our key pad system. After he watched the video of the issues we were having (Sarah and I made a video) he was able to nail down the issue and hopefully all our key fobs work with no issues.
5. Tuesday, December 26th RJ Kuhn came out. One of the toilets in the men's room was leaking upon flushing.
6. Thursday, December 28th (Start set up).
7. January 3rd Holmgren came and finished the table and chair room ceiling and replaced a light (will explain).
8. Friday, January 5th Artlip came by to fix two buzzing relays.
9. Let's Make 2024 Magical Update and Final Numbers
 - a. Special Event Application
 - b. 147 signed up for first show. 67 signed up for second.
10. We received our 2024 Food Permit
11. 2023 Items to Note:
 - a. We replaced all the lower-level emergency lights, and the two doors in/out with LED.
 - b. We removed a tree that was hazardous (rotten on the inside)
 - c. Gave the gazebo a facelift (replaced bad wood, repaint, add walls) and painted garbage enclosure
 - d. New water heater
 - e. New ice rink light
 - f. Held 2 community events
12. Discuss: Confirm b-ball rentals are only 2 at a time on calendar. Corn Boil dates. 2024 events. Draft newsletter.

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. Two (2) Parlor rentals
7. One (1) Community Event
8. Two (2) Gym rentals

Township Building Liaison (Jon Bobbe was absent)

N/A

Unfinished Business:

- a. Front Door Repair
- b. Between Friends Food Pantry Update

New Business:

- a. Review Correspondence. - Letter from our insurance broker
- b. Review Proposals and Quotes
 - i. Desk Top Computer for Debbie
Trustee Sutton motions to approve the quote provide from Jim Daw to replace Debbie's desktop to same as the one Tom Rowe has for a cost of \$712 plus shipping, and not to exceed \$900. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton: yes, Trustee Kowalczyk: yes.
- c. Consideration and Potential Approval of Paid Time Off Policy
 - i. Trustee Kowalczyk motions to approve the Paid Time Off Policy as provided by the Township of Sugar Grove. Trustee Sutton 2nds. Roll Call Vote: Trustee Kowalczyk: yes, Trustee Sutton: yes.

Trustee Kowalczyk makes motion to adjourn the open meeting at 7:37 pm. Trustee Sutton 2nds; motion carried unanimously. Our next regular meeting date is: February 20th at 6:30 pm.