

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
February 18, 2025

6:30 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalczyk
Also, Present: Debbie DeBoer. Trustee Bobbe was absent

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 2/18/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. January 14, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from January 14, 2025, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for July 2023 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from July 2023 or earlier. Trustee Sutton 2nds: Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register January 14, 2025 through February 20, 2025. The balance sheet is as of February 20, 2025. There is a profit and loss 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 January 14, 2025 through February 20, 2025. Check numbers 12330-12350. No debit card purchases and three payroll periods: January 23, 2025, February 6, 2025 and February 20, 2025.
3. Trustee Stalcup motions to approve the accounts payable for January 14, 2025 through February 20, 2025; Check numbers 12330-12350; No debit card purchases and three payroll periods: January 23, 2025, February 6, 2025 and February 20, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

Busy month! CD renewal, Annual Insurance Renewal. Payroll snafu. Firewall install. Quotes for vendor work/window treatments. Lots of rentals!

1. Thursday, January 23 renewed CD. Will discuss.
2. Thursday, January 23rd payroll had a snafu. Will discuss.
3. Wednesday January 29th I was in the hospital. Will discuss. January 20th – February 2nd I only had 13 hours.
4. February 5th Dustin reached out from Hardwoods Americana. Will discuss under Correspondence.
5. I had an appointment scheduled with Megan from Hill Mechanical (HOH's recommendation for Chemical feeder/filter project). I had to cancel due to the hospital and we are rescheduled for this Thursday, February 20th.
6. Thursday, January 30th I received a request from Kiwanis regarding Building rental. We will discuss it under Correspondence.
7. February 11th I set up Window Treatment appointment with 3-day Blinds. Met with them today. Will discuss under Proposals and Quotes.
8. I have been working with Mary at Dan Borowiak's office. Our account is out to bid for insurance. West Bend Insurance had great numbers. Working on Workman's comp now. Needed to clarify claims. Will discuss.
9. Firewall update. Installed but lost connection to Key Fab system. One last little step needed. Will discuss.
10. February 13th I reached out to AMS to get a quote on the Boiler Chemical Feeder/Filter. Will discuss under Proposals and Quotes.
11. February 18th – Today. Lots happened. Man in parking lot. Fridge died. Wire Wizard here. 3-day blinds here. Orkin. Will discuss.

Scheduler Report (Debbie)

1. Eight (8) scout meetings (boy/girl/leader mtg)
2. One (1) HOA
3. One (1) Senior Lunch
4. One (1) Senior Game Day
5. One (1) Clothes Closet
6. Fifteen (15) Gym rentals
7. One (1) Dining Room rental

Township Building Liaison (via email)

1. Blackberry Creek is running at 12.5 cfs
2. The township is looking for consideration to connect our two parking lots to ease the traffic of the food pantry. This was discussed during the meeting and Trustee Stalcup motioned to approve moving forward with this layout. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes

Unfinished Business:

1. Boiler Maintenance
I reached out to AMS to get a third quote for a filter for the boiler system that will allow us to treat the water and use the access to enter the chemicals into the system. I will have all 3 quotes by next meeting.

New Business:

1. Review Correspondence. We had two items of correspondence. First, we received a request from Kiwanis regarding a pancake breakfast and car show. We will discuss. Second was an email from Dustin Long, regarding featuring our gym in a pilot project showcasing hardwood floors in America. He is from Sugar Grove.

2. Review Proposals and Quotes

a) Commercial Insurance/Workman's Comp.

We received two quotes from Dan Borowiak Insurance Agency. West Bend was the best coverage, and the best price for our Commercial Insurance package. We only received one quote for our Workman's Comp, which was from Utica.

Trustee Stalcup motioned to approve the Commercial Insurance with West Bend in the amount of \$8,812 and approve the Workman's Comp package with Utica in the amount of \$340. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes

Executive Closed Session – Yes. To review personnel

Trustee Stalcup makes motion to adjourn the open meeting at 7:12 pm and go into Closed Session to discuss personnel matters, with potential action to be taken upon return to open session. Trustee Sutton 2nds; motion carried unanimously.
(Closed session started at 7:12 pm and ended at 7:23 pm)

Return to Open Session started at 7:24pm

Action Items from Closed Session:

- Action Item #1: Employee review for the Building Scheduler was discussed during closed session. Trustee Stalcup makes a motion to give the Building scheduler an hourly rate increase of \$1/hr (5%). Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes; Trustee Sutton: yes; Trustee Kowalczyk: abstain
- Action Item #2: Employee review for the Building Administrator was discussed during closed session. Trustee Stalcup makes a motion to give the Building Administrator an hourly rate increase of \$1.73/hr (5%). Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes; Trustee Kowalczyk: yes.

Trustee Stalcup makes motion to adjourn the open meeting at 7:26 pm. Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: March 18, 2025 at 6:30 pm.