

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

6:35 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalczyk  
Also, Present: Trustee Bobbe and Debbie DeBoer

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 3/18/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. February 18, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from February 18, 2025, Trustee Sutton 2nds; Motion carried unanimously.
- b. February 18, 2025 - Closed Session Minutes - Trustee Stalcup motions to approve the closed session minutes from February 18, 2025, with one correction (Trustee Stalcup motion to adjourn) Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for August 2023 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from August 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 February 21, 2025 through March 20, 2025. The balance sheet is as of March 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 February 21, 2025 through March 20, 2025. Check numbers 12351-12374. Seven debit card purchases that total \$7,180.69 and two payroll periods: March 06, 2025, and March 20, 2025.

3. Trustee Stalcup motions to approve the accounts payable for February 21, 2025 through March 20, 2025; Check numbers 12351-12374; Seven debit card purchases that total \$7,180.69 and two payroll periods: March 06, 2025, and March 20, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

## Committee Reports

### Administrator Report (Debbie)

1. Thursday Feb 20<sup>th</sup> met with Hill Mechanical. Jim Daw was here. Will discuss.
2. Friday, Feb 21<sup>st</sup> met with Tom and Greg regarding the dumpster. Also met with AMS to get boiler quote.
3. Tuesday Feb 25<sup>th</sup> was voting for Aurora Mayor. Was also senior lunch.
4. Wednesday Feb 26<sup>th</sup> Met with Russ – Wire Wizard (discussed as part of Jim Daw above). Also met with 3-day blinds. Final measurement.
5. Thursday Feb 27<sup>th</sup> talked with Mary about insurance renewal. Wanted to get payments completed prior to March 7<sup>th</sup>.
6. Friday Feb. 28<sup>th</sup> was my eye surgery.
7. The Annual Town Meeting will be on Tuesday April 8 at 7 pm. I will go over the building updates I plan to share.
8. CD's. We have two (2) CD's up in April. \$50,000 at FNBO on 4/19 and \$70,890.31 Wintrust. I was thinking since our Checking around \$223,000. May we add \$50,000 to the FNBO account.
9. I reached out to Concrete Hero (recommend from Doug and Village) for our stairwell cement repair. Unfortunately, they do not do foundation work. I will keep looking. Doug is looking as well.
10. March 11 I emailed the levy confirmation to Kane County.
11. March 13<sup>th</sup> I started the draft budget. We will discuss.
12. March 18<sup>th</sup> (Today) the new blinds were installed!

#### Scheduler Report (Debbie)

1. Seven (7) 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. Eleven (11) Gym rentals
7. Two (2) Dining Room rental

#### Township Building Liaison (via email)

1. Blackberry Creek is running at 40.1 cfs
2. The Township approved Teddy's lawn mowing and snow removal quote for 2025-2027 with 2 additional year extensions available.
3. The Township is working with the food pantry regarding the recycle dumpster needed for their garbage. We discussed this topic and location.
4. Discussions were had regarding connecting the two parking lots (Township and Community Building). This will allow for better traffic flow for the food pantry.
5. The water commission has been having discussions regarding the aquifer issues with Aurora tapping into Sugar Grove wells.

#### Unfinished Business:

1. Boiler Chemical Feeder/Filter Project  
We reviewed 3 quotes for our project. The three vendors were Artlip, AMS and Hill Mechanical. Trustee Stalcup will reach out and ask a few questions of the vendors and we will discuss it at our next meeting.
2. New Refrigerator  
A new refrigerator was discussed to purchase in the amount of \$2589.99 plus delivery and fees. It was also discussed for Holmgren Electric to come out and replace the outlet prior to delivery of the fridge. Trustee Stalcup motioned to approve the quote of the fridge and for Holmgren Electrics work, not-to-exceed \$500, to be completed prior to install. Trustee Sutton 2<sup>nd</sup>. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

### 3. Garbage/Dumpster Enclosure

Trustee Kowalczyk shared information from Tom Rowe regarding the Recycle garbage and enclosure for the food pantry. Discussions were had and Trustee Kowalczyk will reach out to Tom Rowe with questions from the board.

### New Business:

1. Review Correspondence. None
2. Review Proposals and Quotes
  - a) Controller – Jim Daw

Controller for wireless access points.

Jim Daw provided a quote to set up our wireless access points internally and not need to connect through the Township building anymore. We would need a Controller in our building. The quote is for the controller, 2.5 hours of set up and configuring, and a half hour to change the I.P addresses needed for our camera system. The amount is \$704.00. Trustee Stalcup motioned to approve Jim Daw's quote, with the addition of having him set up my computer with backup to the cloud through One Drive, and confirm that he will be reestablishing our wifi and provide both internal and external wifi passwords. It was also mentioned for me to purchase a 3T external hard drive to use as backup as well. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes

### 3. Review of Sugar Grove Community Building 2025-26 Preliminary Budget

The preliminary 2025-26 budget was presented and discussed. Trustee Stalcup motioned to approve the 2025-26 preliminary budget and appropriations as discussed, in the amount of \$385,040.00. Trustee Sutton 2<sup>nd</sup>. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Executive Closed Session – No.

Trustee Kowalczyk makes motion to adjourn the open meeting at 8:18 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: April 15, 2025 at 6:30 pm.