

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
April 15, 2025

6:31 PM

Roll Call: Trustee Sutton and Trustee Kowalczyk are in attendance. Trustee Stalcup is absent.

Also, Present: Debbie DeBoer is in attendance. Trustee Bobbe is absent

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 4/15/2025 – Agenda reviewed. Trustee Sutton makes a motion to approve the agenda, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

- a. March 18, 2025 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from March 18, 2025, with the correction to the Teddy's quote to include snow removal. Trustee Kowalczyk 2nds; Motion carried unanimously.

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

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register March 21, 2025, through April 17, 2025. The balance sheet is as of April 17, 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 March 21, 2025, through April 17, 2025. Check numbers 12375-12395. No debit card payments and two payroll periods: April 03, 2025, and April 17, 2025.

- Trustee Sutton motions to approve the accounts payable for March 21, 2025, through April 17, 2025; Check numbers 12375-12395; no debit card payments and two payroll periods: April 03, 2025, and April 17, 2025. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton: yes, Trustee Kowalczyk: yes,

Committee Reports

Administrator Report (Debbie)

March 25th, diagnosed with Ocular Hypertension. Stop all the medication. Then, Saturday, April 5th, I was put back on medication. Yesterday was last day. Been hectic and uncomfortable.

- CD's. We have two (2) CD's up in April. \$50,000 at FNBO on 4/19 and \$70,890.31 Wintrust 4/23/25.
- March 20th Holmgren Electric came by. The outlet was replaced, and my One-Drive was set up. I was able to copy over one folder, but my second kept failing. Jim Daw will look at it when he comes to install the controller.
- Tree Down March 27th.
- April 1st was voting. We will discuss parking lot solicitation.
- Our budget notice was posted on 4-3-25
- Sarah's review was also April 3rd.
- Lindsay Windows recommend J.P Services to fix the parlor window. Will discuss.
- April 27th is gym video guy.
- April 29th the sprinklers will be turned on.
- I am waiting to schedule the boiler shut down when we do the proposed feeder work.
- I need to schedule the clean/check on the HVAC.
- I sent a rental agreement to the clothes closet. Hope to get it back shortly. I will be sending one to each scout troop as well, to have a current one on record. I am also going through our COI's and will be requesting updated certificates if needed.
- We need new phones in the office. Will discuss.
- Newsletter. New format this year. Do we want to put anything out?

Scheduler Report (Debbie)

1. Seven (7) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. One (1) Clothes Closet
5. Eleven (11) Gym rentals
6. Three (3) Dining Room rental

Township Building Liaison (via email)

Trustee Bobbe was not in attendance.

Unfinished Business:

1. Boiler Chemical Feeder/Filter Project
Trustee Stalcup was working on this with me. We will put on hold and discuss at the next meeting when he is available.
2. New Refrigerator
This was not a priority with all that was going on. It will get ordered before the next meeting.
3. Garbage/Dumpster Enclosure

Trustee Kowalczyk shared information from Tom Rowe regarding the Recycle garbage and enclosure for the food pantry. The food pantry no longer wants to move forward on this project. We will investigate replacing our enclosure on our own. We will explore new location ideas. It was also mentioned that the food pantry will no longer be putting a road to connect our parking lot with the Township's. We will inquire as to why this is changing from the initial project description.

4. 2025-26 Budget

We reviewed our revised budget with the updated numbers mentioned during our March meeting. Budget looks correct.

New Business:

1. Review Correspondence. None
2. Review Proposals and Quotes

None

Executive Closed Session – No.

Trustee Kowalczyk makes motion to adjourn the open meeting at 7:32 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: May 20, 2025, immediately following our budget meeting at 6:30 pm.