

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
August 19, 2025

6:32 PM

Roll Call: Trustee Stalcup, Trustee Sutton and Trustee Kowalczyk are in attendance.
Also, Present: Debbie DeBoer

Pledge of Allegiance

Public Comment: There is no public in attendance.

Approval of Agenda for 8/19/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. July 15, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes July 15, 2025, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for January 2024 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from January 2024 or earlier. Trustee Kowalczyk 2nds: Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register July 16, 2025, through August 21, 2025. The balance sheet is as of August 21, 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 July 16, 2025, through August 21, 2025. Check numbers 12471-12487. Five debit card payments and three payroll periods: July 24, August 7, and August 21, 2025.
3. Trustee Stalcup motions to approve the accounts payable for July 16, 2025, through August 21, 2025; Check numbers 12453-12470; Five debit card payments and three payroll periods: July 24, August 7, and August 21, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes,

Committee Reports

Administrator Report (Debbie)

1. July 17th, Holmgren Electric came out and did the electrical survey of our building. It worked out that Trustee Stalcup was available to attend as well. We will discuss.
2. Fun Fair – about 60 kids attended. All in the first hour! Second hour was dead. Only a handful of kids attended during the second hour. We will discuss.
3. July 31st, put deposit down for Halloween Event (4 inflatable games).
4. Clothes Closet has left the building.
5. Broken window(s) in Parlor. Will discuss.
6. Park District and use of Closet room
7. Thursday August 7th, Taves with Partner Systems was here. Will discuss later under Technology.
8. Gym floor was sanded and sealed August 14th.
9. I came into work on Monday August 18th to give Natalie invoices that need to be paid and found the security night light pole down and it was still hot (electric on). I did not see a breaker in any of the boxes; Holmgren Electric came out. Will discuss.
10. September 16th boiler will have the chemical feeder installed and clean and check for winter.
11. October 2nd I will have the two Annual Backflow tests, the Annual Fire Sprinkler system drained and tested, and our Annual Fire Alarm test completed.
12. I will share a draft of a flyer we can add to the “welcome to the neighborhood” bag.
13. There are a few dead trees at the back of the property. We will discuss.

Scheduler Report (Debbie)

1. Four (4) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Gym Closed
5. One (1) Community Event – Fun Fair

Township Building Liaison

No update

Unfinished Business:

None

New Business:

1. Review Correspondence

None

2. Review Proposals and Quotes

None

3. Technology Update

Debbie met with Partner Systems. They provided a proposal for their services. The board discussed, and agreed, that next time there is a project that needs to be completed we can reach out and try their services.

Executive Closed Session – No.

Trustee Stalcup makes motion to adjourn the open meeting at 7:08 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: September 16, 2025, at 6:30 pm.