

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
October 21, 2025

6:31 PM

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

Pledge of Allegiance

Public Comment: There is no public in attendance.

Approval of Agenda for 10/21/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. September 16, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes September 16, 2025, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for March 2024 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from March 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 September 19, 2025, through October 21, 2025. The balance sheet is as of October 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 September 19, 2025, through October 21, 2025. Check numbers 12512-12538 (minus 12531). Two debit card payments and two payroll periods: October 2 and October 16, 2025.
3. Trustee Stalcup motions to approve the accounts payable for September 19, 2025, through October 21, 2025; Check numbers 12512-12538 (minus 12531); Two debit card payments and two payroll periods: October 2 and October 16, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Vacation – I was off 2 days for vacation and returned Thursday (25th). Traverse City, Sleeping Bear Dunes and Torch Lake. All were amazing! Great trip.
2. October 2nd I had the two Annual Backflow tests, and the annual Fire Sprinkler system drained and tested. The fire alarm system was tested the following Tuesday (7th) as they had to reschedule due to an emergency call prior to us. We also had the lawn sprinkler system shut down. I am still waiting to have the kitchen hood inspected
3. CD's – we have 4 Cd's up in October. Working on new CD's this week.
4. Tuesday October 7th Tee Jays came out for our clean and check on the front door. Will discuss.
5. Also on Tuesday October 7th I had Artlip come out for a leak in the boiler room.
6. Thursday October 9th we had a Halloween meeting.
7. Schneider Acoustics came out and provided a quote for the ceiling tiles. Will discuss later under quotes and proposals.
8. AMS came out to provide options for a bottle filler for one of our drinking fountains.
9. Final maintenance due is the kitchen hood inspection. Will reach out next week.

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) Gym
5. One (1) Dining Room

Township Building Liaison

- Blackberry Creek is at 28 cfs. Trustee Bobbe shared that Jerry Elliott reported that Blackberry Creek increased from 2,700 gallons per minute to 7,000 gallons per minute, indicating the watershed is functioning effectively. However, he noted that the average flow is typically 12,000 gallons per minute, and the six monitoring wells remain about 1.5 feet below normal levels compared to the same time last year. Trustee Elliott also shared that the City of Aurora had been pumping from Well 101 at Blackberry Farms between August 14 and 22, extracting nearly 21 million gallons of water—an average of 8 million gallons per day. The reason for the increased pumping remains unclear. Trustee Bobbe will share with us when he hears the results of the foia request.
- The audit is running behind, should be available next month.

Unfinished Business:

Garbage enclosure – we discussed a possible new location. We will start getting quotes for new enclosure and new cement pad. We need to gather two dumpster measurements and such to know the size of pad.

New Business:

1. Review Correspondence

Review email from Jim Daw (computer contractor).

2. Discuss Rental Rates/Packages

The board discussed creating a “package deal” that would include the dining room and gym together as one rental rate, at a lesser amount than the two individual costs. This will be discussed again at our next meeting.

3. Review Proposals and Quotes

AMS Drinking Fountain Proposal. AMS provided a quote to install a new drinking fountain with a bottle filler. The cost is to install it in the lower level, as the drywall and piping is easier to work with down there. The Board asked to have the quote rewritten to be upstairs outside of the gym. We will review next meeting.

Tee Jay Service Company – Tee Jay’s provided a quote to replace our outdated and broken solenoid with new technology (new motor). Trustee Stalcup asked for them to requote with a breakdown of material and labor costs, not just one number. We will review at the next meeting.

Schnieder Acoustics, Inc. – Schneider Acoustics provided a quote to replace the dining room ceiling, and to use the old ceiling to redo the clothes closet, hall and both rest rooms (as-needed). The board asked to receive two more quotes by next meeting, and we will discuss them further then.

Executive Closed Session – No.

Trustee Stalcup makes motion to adjourn the open meeting at 7:37 pm Trustee Sutton 2nds; motion carried unanimously.

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