

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
September 16, 2025

6:32 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 9/16/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. August 19, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes August 19, 2025, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for February 2024 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from February 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 August 26, 2025 through September 18, 2025. The balance sheet is as of September 18, 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 August 26, 2025 through September 18, 2025. Check numbers 12488-12511. One debit card payment and two payroll periods: September 4 and September 18, 2025.
3. Trustee Stalcup motions to approve the accounts payable for August 26, 2025 through September 18, 2025; Check numbers 12488-12511; One debit card payment and two payroll periods: September 4 and September 18, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Thursday, September 11th met with Greg Schackle – new key fab system.
2. September 16th boiler will have the chemical feeder installed and clean and check for winter.
3. October 2nd I will have the two Annual Backflow tests, the Annual Fire Sprinkler system drained and tested, the alarm system tested and the kitchen hood inspection. Along with the sprinkler system shut down.
4. I spoke with Tom about the new garbage can location. We will discuss.
5. There are 55 new residents in Sugar Grove for the month of August. I provided CB brochure for the welcome bag. I still need to fix it up.
6. CD's – we have 3 Cd's up in October. We will discuss.
7. 2025 Building Maintenance – after October we will have everything for the year complete.
8. Vacation – I will be off 2 days for vacation starting this Thursday (18th) and returning the following Thursday (25th).

Scheduler Report (Debbie)

1. Five (5) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Gym Closed
5. One (1) HOA meeting

Township Building Liaison

- Blackberry Creek is at 1.3 cfm, 1/10th of where it should be.
- Jerry Elliott submitted a FOIA request to Aurora to find out what their water usage needs are for using so much water from Blackberry Creek.
- 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

None

2. Review Proposals and Quotes

Martinez Tree Service provided a quote to remove 3 dead trees, stumps and brush. Trustee Stalcup motions to approve the Proposal in the amount of \$1,000. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Greg Schackle with LaForce provided a quote to replace our existing Rosslare Access Control with a new Brivo Cloud Base Access System. The board motioned to gather a few more quotes before moving forward.

Four (4) vendors submitted bids for our pole replacement project. The most affordable was Holmgren Electric. They were also able to complete the project in the required timeframe to be completed for our Halloween event. Trustee Stalcup motions to approve the Proposal from Holmgren Electric in the amount of not-to-exceed \$7,243.24. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

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: October 20, 2025, at 6:30 pm.