

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
November 18, 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 11/18/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. October 21, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes October 21, 2025, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for April 2024 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from April 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 October 22, 2025, through November 18, 2025. The balance sheet is as of November 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 October 22, 2025, through November 18, 2025. Check numbers 12531 and 12539-12559. One debit card payment and two payroll periods: October 30 and November 13, 2025.
3. Trustee Stalcup motions to approve the accounts payable for October 22, 2025, through November 18, 2025; Check numbers 12531 and 12539-12559. One debit card payment and two payroll periods: October 30 and November 13, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Halloween Event – too much to type, will discuss. We will be receiving a check for \$240 for our portion of sponsorship revenue.
2. Just Right Acoustics and Burke Brothers came out and provided a quote for the ceiling tiles. Will discuss later under quotes and proposals. Schneider Acoustics adjusted theirs to include the lower price (existing) tile.
3. AMS revised their quote for a bottle filler for the upstairs drinking fountain (previous was for lower-level location).
4. Tom Rowe asked if at our December 16th meeting, if we could have the audit review at our meeting, first thing at 6:30. The audit will not be ready in time for their December 2nd meeting.
5. Pancake flipping contest – Will discuss.
6. Oct 30th HOH was here and did the chemical treatment.
7. November 1st I went to the historical society. Will discuss.
8. November 6th I met with Groot regarding the new dumpster locations. Will discuss later.
9. Writing on wall – lower level by elevator. Will discuss.

Scheduler Report (Debbie)

1. Eight (8) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Two (2) Gym
5. One (1) Dining Room
6. Two (2) HOA

Township Building Liaison

- Blackberry Creek is at 21 cfs after last night's rain. Trustee Bobbe shared that Jerry Elliott has not received an answer to his foia request on the use of all the water from Blackberry Creek, but he did note that since the request was placed, there has been no water used.
- The audit is running behind, should be available next month.
- The township passed a minimal increase to the levy, based on the population boom.

Unfinished Business:

Garbage enclosure – we discussed a possible new location. We will start getting quotes for a new enclosure. We will reach out to Groot for the measurements of the two dumpsters (garbage and recycle) so we have a size for quotes. Goal is to start project as soon as weather allows in spring.

Discuss Rental Rates/Packages

The board discussed 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. The “draft” run right now is 1-20 guests at \$200 for four hours of use and 21-50 guests at \$280 for four hours of use. That is a \$20 savings for each group. There was also discussion that there will be no more “ala-cart” for gym and dining room. If they want both, it would be package options only. We will review again at our December meeting.

New Business:

Review Correspondence: None

Review Proposals and Quotes

- **AMS Drinking Fountain Proposal.** AMS provided a revised quote to install a new drinking fountain with a bottle filler upstairs by the gym. Trustee Stalcup motions to approve AMS Industries proposal for the new drinking fountain with bottle filler in the amount of \$8,263.00 Trustee Sutton 2nds; Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.
- **Tee Jay Service Company** – Tee Jay's provided a revised quote to replace our outdated and broken solenoid with new technology (new motor). Trustee Stalcup motions to approve Tee Jay's proposal for the QEL Replacement in the amount of \$2,104.00 Trustee Sutton 2nds; Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

- **Ceiling Tile Replacement Project.** – Schneider Acoustics, Just Rite Acoustics and Burk Bros Drywall all provided a quote to replace the dining room ceiling tile, and to use the old ceiling to redo the clothes closet, hall and both rest rooms (as-needed). Trustee Stalcup motions to approve Burks Bros Drywall proposal for the ceiling tile replacement project in the amount of \$8910.00 with the addition of adding new tile (not using the old) in the restrooms, and the two halls (lower and upper). Trustee Sutton 2nds; Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.
- **Clothes Closet Tear-Down Project.** – Burk Bros provided a quote to remove and dispose of all shelving and brackets from the old clothes closet room and provide taping repairs to the wall, so it is ready for prime/paint, in the amount of \$1,557.00. Trustee Stalcup motions to approve Burks Bros Drywall proposal for the clothes closet project in the amount of \$1,557.00. 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 7:57 pm Trustee Sutton 2nds; motion carried unanimously.

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