

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

6:30 PM

Roll Call: Trustee Stalcup and Trustee Kowalczyk are in attendance. Trustee Sutton arrived at 6:55pm.

Also, Present: Debbie DeBoer. Jon Bobbe was absent.

Pledge of Allegiance

Public Comment: There is no public in attendance.

Approval of Agenda for 12/16/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

- a. November 18, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes November 18, 2025, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for May 2024 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from May 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 November 19, 2025 through December 16, 2025. The balance sheet is as of December 16, 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 November 19, 2025 through December 16, 2025. Check numbers 12560-12586. Two debit card payment and two payroll periods: November 27, 2025 and December 11, 2025.
3. Trustee Stalcup motions to approve the accounts payable for November 19, 2025 through December 16, 2025; Check numbers 12560-12586. Two debit card payment and two payroll periods: November 27, 2025 and December 11, 2025. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes.

## Committee Reports

### Administrator Report (Debbie)

1. When I did a building walk thru the other day, one of the boilers was making a noise. I videoed it and sent it to Artlip. They said it's a bearing and that means it's failing. I sent them the make/model info and they will order one.
2. Sarah received a call from Midwest Monitoring (they are fire/burglar monitoring). They said one of our devices has a low battery. Wire Wizard will stop out and see which item and then take care of it.
3. A gym light is out. Holmgren is looking into the warranty. Will need scaffolding. I will fix as soon as we can.
4. Holiday in the Grove was a hit. This year they had reindeer at the church across the street, curtesy of Kiwanis.
5. Tee Jays came out and replaced our solenoid with the QEL. Works great.
6. AMS received our signed quote and we will probably work on it in January. Everyone is busy with the holidays and vacations.
7. Brett Burke will come out and measure after the holidays to make sure he gets enough of the new tiles now that we are including the two halls and the restrooms.
8. We had a surprise fire inspection on Tuesday December 9<sup>th</sup>. We passed. Said we run a tight ship and everything looks great. I asked him what he thought of Cintas compared to other companies. He said he recommends Cintas to everyone. He has seen many not show up, forget to send them the paperwork. He said Cintas is the best. Headache free.
9. We had two HOA meetings here on Monday, December 8<sup>th</sup>. We will discuss is closed session.
10. I received our Food Permit application and will be mailing it soon.
11. I have had a terrible sinus infection since our last meeting. I am finally better. It's been a heck of a month.

## Scheduler Report (Debbie)

1. Seven (7) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Two (2) Gym
5. Four (4) Dining Room
6. One (1) HOA

## Township Building Liaison

No update

## Unfinished Business:

Building Maintenance Projects – We reviewed the status of each of the following projects: Drinking fountain, ceiling tiles, garbage enclosure, clothes closet tear-down.

### Discuss Rental Rates/Packages

The board finalized our package rate that would include the dining room and gym together as one rental rate, at a lesser amount than the two individual costs. It is as follows 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 will be no more “ala-cart” for gym and dining room rentals. If they want both, it would be package options only. We also added \$100 deposit for gym rentals of 9-20 guests.

## New Business:

- a. Review Correspondence: We received two correspondences. One from a food establishment looking to rent the kitchen. The other was from Tom Rowe regarding our Audit documents and presentation.
- b. Review Proposals and Quotes
  - **American Tree and Turf** provided a quote for our 2026 lawn care needs (4 treatments, same as last year). Trustee Stalcup motions to approve American Tree and Turf quote in the amount of \$726.00. Trustee Sutton 2nds; Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

- c. Consideration & Potential Acceptance of FY25 Annual Audit  
The board reviewed the FY25 Annual Audit. Trustee Stalcup motioned to approve the FY25 Audit portion for the Community Building Funds as presented. Trustee Sutton 2<sup>nd</sup>. Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.
  
- d. Consideration & Potential Approval of Estimated Levy for Community Building Funds  
The board reviewed the Tax Levy Ordinance No. 2025-2. Trustee Stalcup motioned to approve the estimated Levy for the Community Building Funds as presented. Trustee Sutton 2<sup>nd</sup>. Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.
  
- e. Consideration & Potential Approval of 2026 Community Building Meeting Dates and Times  
The board reviewed the draft dates presented. All were in approval. Trustee Stalcup motioned to approve the 2026 Community Building Meeting Dates and Times. Trustee Sutton 2<sup>nd</sup>. Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

Executive Closed Session – Yes. To review an event that occurred at the building.

Trustee Stalcup makes motion to adjourn the open meeting at 7:26 pm and go into Closed Session to discuss event at building. Trustee Sutton 2<sup>nds</sup>; motion carried unanimously. (Closes session started at 7:26 pm and ended at 7:51 pm).

Return to Open Session started at 7:52pm

Trustee Stalcup makes motion to adjourn the open meeting at 7:53 pm. Trustee Sutton 2<sup>nds</sup>; motion carried unanimously.

Our next regular meeting date: January 20, 2026 at 6:30 pm.