

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
January 20, 2026

6:30 PM

Roll Call: Trustee Stalcup, Trustee Sutton and Trustee Kowalczyk

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

Pledge of Allegiance

Public Comment: There is no public in attendance.

Approval of Agenda for 1/20/2026 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. December 16, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes December 16, 2025, Trustee Sutton 2nds; Motion carried unanimously.
- b. December 16, 2025 - Closed Session Minutes - Trustee Stalcup motions to approve the closed session minutes December 16, 2025, Trustee Kowalczyk 2nds; Motion carried unanimously. It was also approved for the closed meeting minutes to be moved to open status.

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

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register December 17, 2025 through January 22, 2026. The balance sheet is as of January 22, 2026. 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 December 17, 2025 through January 22, 2026. Check numbers 12587-12605. One debit card payment and three payroll periods: December 25, 2025, January 8, 2026 and January 22, 2026.
3. Trustee Stalcup motions to approve the accounts payable for December 17, 2025 through January 22, 2026; Check numbers 12587-12605. One debit card payment and three payroll periods: December 25, 2025, January 8, 2026 and January 22, 2026. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes: Trustee Sutton, yes: Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Tuesday, December 23 Wire Wizard came out and changed out old battery from Fire Alarm system. Had to deal with roof replacement next door (people using our lot) and the big item, the bat hanging out on my door. I also submitted our Food Permit paperwork as well.
2. December 30th we received information that our insurance broker is no longer working with Utica. They were making too many mistakes. They will have a different and better carrier for us for our Workman's Comp renewal in March.
3. January 8th we had an elevator clean/check.
4. January 15th I met with David from the park district. We discussed chair yoga and the Halloween event. We will discuss.
5. Also on the 15th I met with Bret Burke to finalize numbers for tile replacement project. Will discuss later under Project Updates
6. I filed our Certificate of Exempt Status for our Parcels for 2026. I received email confirmation that it was received.

Scheduler Report (Debbie)

1. Five (5) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Seven (7) Gym
5. Three (3) Dining Room
6. Two (2) 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. Trustee Stalcup asked to receive a quote to paint the ceiling tile grids upon our tile replacement to complete the project in a more aesthetic manner.

New Business:

- a. Review Correspondence: We received one correspondence. It was an email from the library sharing information regarding the importance of proper signage in a community building.
- b. Review Proposals and Quotes
 - **Burke Brothers Tile Replacement Part 2.** Brett provided a quote to continue the new tile into the two halls and the two restrooms. Trustee Stalcup motions to approve the quote in the amount of \$1,856.00. Trustee Sutton 2nds; Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.
 - **Wire Wizard.** Russ provided a quote for a replacement camera in our dining room. The current one has lost it's color and is blurry. The quote is \$225 for part and labor. Trustee Stalcup motions to approve this quote in the amount of \$225.00. 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 7:06 pm. Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: February 17, 2026 at 6:30 pm.