SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
September 22, 2026

6:33 PM

Roll Call: Trustee Stalcup, Trustee Sutton and Trustee Kowalczyk.

Also, Present: Trustee Bobbe and Debbie DeBoer

Pledge of Allegiance

Public Comment: No public in attendance

Approval of Agenda for 9/22/2026 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda with the removal of the Water Authority presentation, since Trustee Elliott was not available. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- August 18, 2026 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes for August 18, 2026, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for February 2025 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from February 2025 or earlier. Trustee Sutton 2nds: Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for August 21, 2026 through September 22, 2026. The balance sheet is as of September 22, 2026. There is also a profit and loss for the fiscal year.

2. Review and approve Sugar Grove Township Community Building accounts payable for August 21, 2026 through September 22, 2026. Check numbers 13047-13081. Six debit card payments and two payroll periods: September 3, 2026 and September 17, 2026.

3. Trustee Stalcup motions to approve the accounts payable for August 21, 2026 through September 22, 2026. Check numbers 13047-13081. Six debit card payments and two payroll periods: September 3, 2026 and September 17, 2026. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes: Trustee Sutton: yes Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Thursday August 20th our gym floor was sanded and sealed. Also, the exterior of the building was painted.

2. On Friday, August 21st I had to run to Kane County and update our new checking account info so we could receive our tax payments! I got it done it time for our big September deposit.

3. Tuesday August 25th the new key fob system started to be installed. It is now complete and will provide an update.

4. Holmgren replaced the light at the top of the stairs on Thursday August 27th.

5. On Thursday, September 10th I had a very busy day. We had 3 inspections. Fire Sprinkler. Backflow and Smoke Alarm. I also had our broken parlor window picked up for repair.

6. Vacation – I only missed one day of work (Tues 15th) but I was on vacation from the 12th – 16th.

7. Fire Alarm going off……. When Cintas was here doing our inspection, they noticed our main battery supply was expired, and the backup expire next year. That would cause our alarms to go off during storms. I had him replace the main one, and I told him next year we will do the back up so there is a year difference between the two.

8. Today (22nd) we completed the original work order with Consultnet. We waited until the new email was in place before setting up the cloud backup so it was with the correct email. $30/year. Will explain.

9. Great news on Special Event insurance, will discuss.

10. CD renews Thursday.

Scheduler Report (Debbie)

1. Four (4) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Three (3) Dining Room
5. Five (5) Park District Camp
6. Three (3) Parlor

Township Building Liaison

- Blackberry Creek is currently at 282 cfs.
- The Township is currently reviewing renewal numbers for medical and dental insurance for full and part-time employees.

Unfinished Business:

Building Maintenance Projects – We reviewed the status of each of the following projects: garbage enclosure, leak in women's restroom ceiling, water infiltration – foundation, AC in main office, Boiler replacement plan, clean carpets/rugs. Trustee Stalcup suggested contacting AMS to come out and quote 3 of the projects since they do all three categories. Debbie will reach out on Thursday.

New Business:

a. Review Correspondence: None

b. Review Proposals and Quotes

- **NewWay Carpet Cleaning.** Trustee Stalcup motioned to approve the New Way Carpet Cleaning Quote in the amount of $285. This is for all the blue carpet. The main office carpet and the four commercial rugs. Trustee Sutton 2nd. Roll Call Vote: Trustee Stalcup: yes: Trustee Sutton: yes; Trustee Kowalczyk: yes
- **Legacy Insurance.** Trustee Stalcup motioned to approve the quote for 1 Mil Umbrella Policy, pro-rated until renewal for the amount of $322. At the time of renewal, it will increase to $750. Trustee Sutton 2nd. 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 7:10 pm. Trustee Sutton 2nds; motion carried unanimously.
Our next regular meeting date: October 20, 2026 at 6:30 pm.