

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
February 20, 2024

6:30 PM

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

Also, Present: Trustee Bobbe and Debbie DeBoer

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 2/20/2024 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. January 16, 2024 - Open Session Minutes - Trustee Sutton motions to approve the open session minutes from January 16, 2024 Trustee Stalcup 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for July 2022 or earlier. Trustee Stalcup motion to approve the destruction of any audio recordings from closed session meetings from July 2022 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 January 16, 2024 through February 22, 2024. The balance sheet is as of February 22, 2024. There is a profit and loss budget vs actual 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 January 16, 2024 through February 22, 2024. Check numbers 12036-12058. We had three (2) debit card purchases. We had three payroll periods: January 25, February 8 and February 22, 2024.
3. Trustee Stalcup motions to approve the accounts payable for January 16, 2024 through February 22, 2024. Check numbers 12036-12058; two (2) debit card payments this month and three payroll periods: January 25, February 8 and February 22, 2024. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. January 30th we had a clean/check for our elevator.
2. Also, on Tuesday January 30th we had an issue with our key fab system not working. Jim Daw installed a new computer for Tom next door that caused some issues. I will discuss.
3. Wednesday, January 31st I set up our new pickleball net. I did this with Sarah so she is familiar with how to set it up for rentals. We can discuss.
4. On February 1st, while attempting to check our AED to make sure it works, it triggered our burglar alarm. This led to a discussion about updating our AED unit.
5. On February 2nd Wire Wizard confirmed they ordered the module and that it should be arriving shortly. (switch over elevator phone line).
6. Thursday, February 8th I filed our Certificate of Exemption for our parcels.
7. Went back and forth with Steve Lawrence about basketball backboards. Will discuss.
8. Monday, February 12th was first Park District Pickleball rental.
9. I spoke to the park district about some events here at the building. I will discuss.
10. I reached out to our insurance broker for renewal info to discuss at tonight meeting.
11. Com Ed bill audit.
12. Saturday February 10th Renters/Fire Alarm. Will Discuss.
13. Phones are dead. No longer charge.
14. 100-year celebration. 1929-2029

Scheduler Report (Debbie)

1. Twelve (12) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. One (1) Clothes Closet
5. One (1) Parlor rentals
6. Two (2) Gym rentals

Township Building Liaison

- a. Commissioner Musser reported that he has been looking for another place to hold the equipment currently in the bus barn. He looked at the 220 Main, he called the owners who said they would get it appraised. This is to look into option for food pantry to take over their spot in the bus barn at 141 Main Street.
- b. Blackberry Creek is up to 33 cfps.
- c. Pedestrian Bridge will begin construction in April.
- d. Teddy's new contract for 2024 was approved.

Unfinished Business:

- a. Basketball Hoops

This was discussed. We will discuss again at our next meeting.

- b. Front Door Repair

Trustee Stalcup motioned to approve Quote 285287 in the amount of \$3,761 for TeeJay's Service to include the inside front door controller to be replaced at the same time as the previous approved Quote 285292 in the amount of \$7530 for the double-door exterior front doors. Trustee Sutton 2nds. . Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

- c. Between Friends Food Pantry Update

This update with discussed under the Township Building Liaison's report.

New Business:

a. Review Correspondence. - Email from resident regarding open gym.

b. Review Proposals and Quotes

2024-25 Insurance Renewal

Utica National Insurance Group presented our 2024-25 Commercial and Workman's Compensation package invoice in the amount of \$8932.00. Broken down that is \$8572 for commercial and \$360 for Workman's Compensation.

c. Discuss Trustee/Board member compensation

Trustee Kowalczyk discussed the situation with Community Buildings in Illinois and the difficulty trying to change the board compensation amount. He has a call in to Kari Lynn and we will see what suggestions she has (if any) about this at our next meeting.

d. Review 2024-25 Preliminary Budget

The draft budget was reviewed. A few suggestions were made. A revised draft will be presented at our next meeting on March 19, 2024.

Executive Closed Session – Yes. To review personnel

Trustee Kowalczyk makes motion to adjourn the open meeting at 8:23 pm and go into Closed Session to discuss personnel matters, with potential action to be taken upon return to open session. Trustee Sutton 2nds; motion carried unanimously.
(Closed session started at 8:27 pm and ended at 9:03 pm)

Return to Open Session started at 9:03

Action Item #1: Employee review for the Building Scheduler was discussed during closed session. Trustee Stalcup makes a motion to give the Building scheduler an hourly rate increase of \$2/hr. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes; Trustee Sutton: yes; Trustee Kowalczyk: abstains

Action Item #2: Employee review for the Building Administrator was discussed during closed session. Trustee Stalcup makes a motion to give the Building Administrator a five percent (\$1.65/hr) hourly rate increase. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes; Trustee Kowalczyk: yes.

Trustee Kowalczyk makes motion to adjourn open meeting at 9:03pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: March 19, 2024 at 6:30 pm.