

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
March 19, 2024

6:31 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 3/19/2024 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda with the addition of adding February 20th closed session meeting minutes review and possible approval. Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. February 20, 2024 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from February 20, 2024, Trustee Kowalczyk 2nds; Motion carried unanimously.
- b. February 20, 2024 - Closed Session Minutes - Trustee Stalcup motions to approve the closed session minutes from February 20, 2024, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for August 2022 or earlier. Trustee Stalcup motion to approve the destruction of any audio recordings from closed session meetings from August 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 February 23, 2024, through March 21, 2024. The balance sheet is as of March 21, 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 February 23, 2024, through March 21, 2024. Check numbers 12059-12082. No debit card purchases were made. We had two payroll periods: March 7, 2024, and March 21, 2024.

3. Trustee Stalcup motions to approve the accounts payable for February 23, 2024, through March 21, 2024. Check numbers 12059-12082; No debit card payments this month and two payroll periods: March 7, 2024, and March 21, 2024. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. Thursday, February 22, Wire Wizard came out and installed bridge for elevator. We are switched over for that line. I am just waiting on Metronet to convert our main number over before I cancel.
2. Also, on Thursday I spoke to Tom R next door basketball backboards and our plans. Will discuss.
3. I contacted 3 vendors for quotes for sealcoating and striping our parking lot. We will discuss it later.
4. Wednesday, March 6th we had someone contact Sarah about renting the building. This is my reminder to discuss.
5. Thursday, March 7th I investigated where a resident could donate a wheelchair and walker to keep local. (Senior Services in Aurora). I learned about the Elburn Legion hosting a lending closet for medical supplies. The person's name is Harley, and his number is 630-365-6530.
6. Tuesday, March 12th the Ice Rink liner was cleaned up.
7. Thursday, March 14 Tee Jay's was here to install the new controllers.
8. Also on Thursday 14th, I requested quotes from both Youngren's and Artlip for our AC clean and checks this year.
9. Also on Thursday March 14th, Jim Daw was here to set up my computer. Needs to come back.
10. Monday, March 18th I had to work to open for voting set-up.
11. Today, March 19th, I had to be here at 4:50 am to let in the voting group. Reminder to discuss no access to key fab system.
12. I am preparing for the Annual Town Meeting on Tuesday April 9th. I will share what I have so far.

13. Vacation April 27 – May 4th. I will miss two days of work. Tues April 30 and Thursday May 2nd. I am excited to say I will use 8 hours of my PTO for this time!

14. Metronet was out this morning. They will be running a new line (fiber) to the building for our phone line. It will happen in 3 stages. Outside work first. Inside work second (setting up line/box in my office). On the third visit (sometimes happens during 2nd visit) they port over number and check that it works.

Scheduler Report (Debbie)

1. Ten (10) 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. Three (3) Dining Room
7. Two (2) Gym rentals

Township Building Liaison

- a. The Road and Bridge department is purchasing a building near them to move out of the bus barn and let the food pantry take over their space.
- b. The pedestrian bridge is getting closer to the start of construction. Trees have been removed. Should start by the end of April.
- c. Blackberry Creek is at 55.1 cfs.

Unfinished Business:

a. Basketball Hoops

Talks of painting the backboards instead of replacing them were held. No urgent need at this time. We will revisit after the parking lot is seal coated.

b. Front Door Repair

The front door Controllers have been replaced! Tee Jay's did suggest a Handicap switch (push to open) be installed in the foyer for the outside doors to open if someone is wait in the vestibule and doors shut. Trustee Stalcup motions to approve Tee Jay's quote number 289944 in the amount of \$611. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

c. Between Friends Food Pantry Update

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

New Business:

a. Review Correspondence. - None.

b. Review Proposals and Quotes

All American Flag Company
Debbie asked the Board to approve an amount not-to-exceed \$499 so she can call to have the swivel snap hooks replaced, as one has broken. Trustee Stalcup motions to approve that All American Flag Company can come out and replace snap hooks for an amount not-to-exceed \$300. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes.

c. Review of the 2024-25 Preliminary Budget

The preliminary draft budget was reviewed. A few suggestions were made. Trustee Stalcup motions to approve the Preliminary Draft Budget for 2024-25, Ordinance No. 2024-1 in the amount of \$379,750. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes. Trustee Kowalczyk: yes. This budget will be open for review from April 1st to April 30th, with the Annual Budget Hearing taking place on May 21, 2024, at 6:30 pm.

d. Consideration & Potential Approval of Employee Handbook 2024 Updates

Trustee Kowalczyk discussed the two updates that were made in the Employee Handbook effective January 2, 2024. Trustee Kowalczyk motions to approve Employee Handbook with 2024 updates. Trustee Stalcup 2nds. Roll Call Vote: Trustee Kowalczyk: yes, Trustee Stalcup: yes, Trustee Sutton: yes.

e. Investment into CD's

Trustee Stalcup discussed we start the process to get two cd's, each for \$50,000 with a 1–3-month maturity date. Trustee Stalcup motions that we move forward with two cd's in the amount of \$50,000 each with a 1–3-month maturity dates. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Executive Closed Session – No.

Trustee Kowalczyk makes a motion to adjourn the open meeting at 7:58 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: April 16, 2024, at 6:30 pm.