

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
April 16, 2024

6:31 PM

Roll Call: Trustee Sutton, Trustee Stalcup, (Trustee Kowalczyk is absent).
Also, Present: Debbie DeBoer (Trustee Bobbe is absent)

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 4/16/2024 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. March 19, 2024 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from March 19, 2024, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for September 2022 or earlier. Trustee Stalcup motion to approve the destruction of any audio recordings from closed session meetings from September 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 March 22, 2024, through April 18, 2024. The balance sheet is as of April 18, 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 March 22, 2024, through April 18, 2024. Check numbers 12083-12104. One debit card purchase was made at Home Depot in the amount of \$32.30. We had two payroll periods: April 4, 2024, and April 18, 2024.
3. Trustee Stalcup motions to approve the accounts payable for March 22, 2024, through April 18, 2024. Check numbers 12083-12104; One debit card payment this month and two payroll periods: April 4, 2024, and April 18, 2024. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes.

Committee Reports

Administrator Report (Debbie)

1. March 21st the Clothes closet had ants (yearly). I placed a new trap in there and within a week they were gone.
2. March 28th. I spoke to Scott at the Park District about the grass in the back where the ice rink was.
3. Our Budget notice was published in the Kane County Chronical on Thursday, March 28th. It is on our front door along with on our website for review for 30 days.
4. April 1st Tee Jay's came out and installed the handicap button in the vestibule. They also increased the time the door stays open.
5. We had a renter on April 7th that we need to discuss.
6. Saturday, April 6th, I went to Home Depot and purchased a clip and fixed our Village flag. I canceled All American Flag for coming out for now. I was not able to purchase the stainless-steel clips like I wanted, those are only available online. So, I will order those soon. Also, Doug at Road and Bridge order new flags for everyone. I think he ordered everyone 4 new flags. They should be in shortly.
7. I attended the Annual Town Meeting on the 9th. It went well. Will discuss.
8. Thursday, April 11th, upon my walk-thru of the building, I found the men's right toilet leaks upon flushing. Will discuss.
9. Metronet will be here April 23 and 25 to complete the transition to the new land line. Once all is in place, I plan to cancel our AT&T account that day.
10. Ordering games for Passport to Fun. Will discuss.
11. Maintenance Schedule. Will discuss.
12. 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!

Scheduler Report (Debbie)

1. Seven (7) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. One (1) Clothes Closet
5. No Parlor rentals
6. Three (1) Dining Room
7. No Gym rentals

Township Building Liaison

No updates as Trustee Bobbe was not present.

Unfinished Business:

- a. Review and Possible Action of Current CD Status and Possible New CD Investment.

We have a cd at FNBO that is mature on 4/19/24. The board had discussions and the outcome is as follows. Trustee Stalcup motions to keep \$50,000 at FNBO for another 1-year cd. We will withdraw the remainder and open 3 new CD's at Wintrust Community Bank in the following denominations and time frames: \$70,000 3-month CD, \$70,000 6-month CD, and \$60,000 9-month CD, for a total of \$200,000 at Wintrust Bank. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes.

New Business:

- a. Review Correspondence. - Holiday in the Grove asked if they could have live reindeer in a pen outside the Community Building during Holiday in the Grove this year. The Board discussed and it was agreed that if they clean up and leave the area as they found it, and they add the reindeer event on their certificate of insurance, that it would be allowed.
- b. Review Proposals and Quotes

American Tree and Turf

The Board reviewed the quote provided from American Tree and Turf for our lawn care (fertilizer, weed treatments, and grub and insect treatment. Trustee Stalcup motions to approve the quote in the amount of \$726.00 Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes.

Youngren's Heating and Cooling

The Board reviewed the two quotes (Youngren's and Artlip) submitted for the buildings AC clean, check and start up. Youngren's was the lesser of the two. Trustee Stalcup motions to approve that Youngren's quote in the amount of \$845.00 Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes.

Guardian Sealcoating

The Board reviewed 3 quotes (Midwest Sealcoat, DeMarr Sealcoating and Guardian Sealcoating) for sealcoating and striping our parking lot. Trustee Stalcup motions to approve the quote from Guardian Sealcoating, Option 2 which includes crack filling in the amount of \$9,450.00. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes.

Executive Closed Session – No.

Trustee Stalcup makes a motion to adjourn the open meeting at 6:56 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date is May 21, 2024, immediately following the Budget Hearing at 6:30 pm.