

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
May 21, 2024

6:31 PM

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

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 5/21/2024 – Agenda reviewed. Trustee Sutton makes a motion to approve the agenda, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

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

Approval of Destruction of Audio Recordings from Closed Session Meetings for October 2022 or earlier. Trustee Sutton motions to approve the destruction of any audio recordings from closed session meetings from October 2022 or earlier. Trustee Kowalczyk 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for April 19, 2024, through May 21, 2024. The balance sheet is as of May 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 April 19, 2024, through May 21, 2024. Check numbers 12105-12148. Three debit card purchases were made. We had two payroll periods: May 1, 2024, and May 16, 2024.
3. Trustee Sutton motions to approve the accounts payable for April 19, 2024, through May 21, 2024; Check numbers 12105-12148; three debit card purchases and two payroll periods: May 1, 2024, and May 16, 2024. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. 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!
2. Took care of our new CD's. Will discuss.
3. Ordered games for Passport to Fun
4. Metronet completed our switchover from AT&T.
5. Cintas was here May 7th for kitchen hood and fire extinguishers.
6. May 7th Doug mentioned the trees in back, I will discuss.
7. May 8th Suburban Lawn was here to start up the sprinkler system.
8. May 9th, the health department was here to inspect the kitchen.
9. Also, on the 9th I contacted TOIRMA regarding repaying WC claim. She said let them think about this and get back to me. We have WC and Liability insurance through Utica National.
10. I have been working with the park district on some summer camp ideas here at the building. A “no-bake” class in the scout room and an outdoor class where the ice ring goes. I have already received their certificate of insurance and had them complete our rental agreement. I am also talking to them about a Halloween event. I will discuss.
11. May 14th the AC units were cleaned and checked and startup for the season. Additional service is needed and will be discussed later under “Proposals and Quotes”. I also reached out to Chief Moran regarding borrowing tables for their open house.
12. May 16th the boilers were shut down. Boiler 1 the bladder has blown. We both made note to have it replaced in October when he comes back to turn them on. The other 3 bladders were replaced in 2021.
13. May 23rd we have our elevator inspection, along with the parking lot reseal and stripe.

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. Two (2) Parlor rentals (HOA)
6. Six (6) Dining Room
7. One (1) Gym rentals

Township Building Liaison

1. Blackberry Creek is running at 23.5 cfu's which is low.
2. Aurora has a series of wells on our border by Blackberry Creek, collecting water.
3. Solar Panel project on 47 by the Aurora Airport was passed.
4. 2024-25 Budget was approved.

Unfinished Business:

1. Parking Lot Reseal and Stripe

This project is project to be completed this weekend, Memorial Day weekend. It is scheduled for Friday, May 24th, with Saturday, May 25th as the rain date.

New Business:

1. Review Correspondence. - None
2. Review Proposals and Quotes

Youngren's Heating and Cooling

The Board reviewed Youngren's quote to provide a leak test on the mini-split unit in the Parlor and the addition head in the main office, in the amount of \$648.00. Trustee Sutton motions to approve the open Youngren's quote, Trustee Kowalczyk 2nds; Roll Call Vote: Trustee Sutton: yes, Trustee Kowalczyk: yes.

3. Vote on 2023/2024 Budget

Trustee Kowalczyk makes motion to adopt and approve the Budget and Appropriation Ordinance No. 2024-1 for fiscal year beginning April 1, 2024 and ending on March 31, 2025 for the amount of \$379,750.00. Trustee Sutton 2nds. Roll Call Vote: Trustee Kowalczyk: Yes, Trustee Sutton: yes.

Executive Closed Session – No.

Trustee Kowalczyk makes a motion to adjourn the open meeting at 6:54 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date is June 18, 2024, at 6:30 pm.