

SUGAR GROVE COMMUNITY BUILDING  
Board Meeting Minutes (in-person)  
December 17, 2024

6:30 PM

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

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 12/17/2024 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda as is. Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

- a. November 12, 2024 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from November 12, 2024, Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for May 2023 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from May 2023 or earlier. Trustee Kowalczyk 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register November 15, 2024 through December 17, 2024. The balance sheet is as of December 17, 2024. There is a profit and loss 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 November 15, 2024 through December 17, 2024. Check numbers 12278-12308. One debit card purchase, and two payroll periods: November 28, 2024 and December 12, 2024.
3. Trustee Stalcup motions to approve the accounts payable for November 15, 2024 through December 17, 2024; Check numbers 12278-12308; One debit card purchase and two payroll periods: November 28, 2024 and December 12, 2024. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes.

## Committee Reports

### Administrator Report (Debbie)

1. November 15<sup>th</sup> two new cameras were installed.
2. Kane County food permit. Save \$688
3. The only two items on my maintenance schedule left for the year were the semi-annual hood inspection and the Food Permit renewal. Both are now complete.
4. Tuesday, December 10<sup>th</sup> HOH came out for first water treatment. Will discuss.
5. Contacted Holgren about electrical outlet installed in lower-level closet for point-to-point wifi and for thermostat replacement. Will discuss.
6. Tuesday, December 10<sup>th</sup> found our phone line was cut.
7. Tuesday, December 10<sup>th</sup> we had a surprise fire inspection.
8. Received notice that our Sales Tax Exemption is automatically renewing. Great news as I had started the application process.
9. Front Doors and Senior lunch November 26th. Will discuss.
10. Front Garbage Can. Will discuss.
11. Our Sprinkler heads are rated 25-year. Need to research how old they are. Next time Cintas here I will ask.
12. Found a broken window and broken blind in Parlor. Will discuss.
13. Sunday December 15<sup>th</sup> toilets overflowed in Women's restroom. Will discuss. After the line was cleared, I had Spectrum cleaning come and sanitize. Senior Christmas lunch is the 17<sup>th</sup>.

### 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. Nine (9) Gym rentals
6. Four (4) Dining Room rental
7. Two (2) Community Events (actually December, but wanted to mention)
  - a. Christmas Tree Lighting event, Cocoa and Cookies in Dining Room
  - b. Holiday in the Grove

### Township Building Liaison

1. No updates

### Unfinished Business:

1. Building Internet Service  
Discussed and will review under proposals and quotes.
2. 2025 Board Meeting Dates  
The board approved the January 14, 2025 meeting date and will select the remaining dates for 2025 at our January meeting.

### New Business:

1. Review Correspondence. - None
2. Review Proposals and Quotes
  - A. Metronet proposal for internet Service

Trustee Stalcup motioned to approve the quote prepared by Metronet for our Business fiber internet - standard 100 mb with Static IP in the amount of \$99.95 a month. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes.

## B. American Tree & Turf

Trustee Stalcup motioned to approve the quote prepared by American Tree & Turf for our 2025 Lawn Weed and Feed agreement (4 applications) in the amount of \$689.70. This includes a 5% discount for paying the full-year upfront. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes.

### 3. Consideration & Potential Approval of Levy for Community Building Funds

The board reviewed the Tax Levy Ordinance No. 2024-2. Trustee Stalcup motioned to approve the Levy for the Community Building Funds as presented. Trustee Kowalczyk 2<sup>nd</sup>. Roll Call Vote. Trustee Stalcup: yes, Trustee Kowalczyk: yes.

### 4. Discussion on Accounting Services

The board reviewed and discussed the quote from Swanson for accounting services that will be a month-to-month contract. Trustee Stalcup motioned to approve the quote from Swanson as presented. Trustee Kowalczyk 2<sup>nd</sup>. Roll Call Vote. Trustee Stalcup: yes, Trustee Kowalczyk: yes.

Executive Closed Session – No.

Trustee Kowalczyk makes a motion to adjourn the open meeting at 7:10 pm Trustee Stalcup 2nds; motion carried unanimously.

Our next regular meeting date is January 14, 2024, at 6:30 pm.