

**Minutes of the Site and Facilities Committee Meeting of
Hawthorn Community Consolidated District #73, Lake County, Illinois
841 West End Ct, Vernon Hills, IL 60061
12:00 pm on the 11th day of March 2025**

Board Members Present: Jennifer Akin Asst. Supt. of Finance and Business Operations, Joel Finfer, Board Member and George Fievet, Board Member

Others Present: Jennifer Ezop, Administrative Assistant, Mike Labbe, Director of Facilities, Stephanie Peters, Rodney Erb, Safety and Security Specialist

1.1 Meeting called to order at 12:00 pm

1.2 Roll Call: Joel Finfer and George Fievet present

1.3 Public Comment: None

Discussion Items

2.1 Rental Agreement Discussion

Mrs. Akin and Mike Labbe informed the committee that revisions were made to the Facilities Rental Agreement. This is comparable to rental rates in neighboring districts. The revised agreement will be discussed at the April 10, 2025, board meeting and approved at the May 15, 2025 board meeting . The new rental agreement will take effect at the start of the 2025-2026 fiscal year.

2.2 Food Service Contract Renewal

Mrs. Akin reported that a 3% increase is in line with the original RFP contract with Quest. This agenda item will be discussed at the March 19, 2025, meeting and considered for approval at the April 10, 2025, meeting. Mrs. Akin also reported that Chef Jonathan Crites started as Food Service Director effective March 10, 2025. To ensure a smooth transition, regular check-ins between the business office and the new Food Service Director will be implemented following his first month in the position. Food Service will be added as a standing topic to all future Site and Facilities meetings. The committee also recommended that Quest be prepared to present a detailed report on proposed timelines and provide an update on the action plan at an upcoming meeting.

2.3 Waste Disposal Discussion

Mrs. Akin reported the renewal will be a 10% increase. This item will be brought for discussion on March 19, 2025 and approved on April 10, 2025.

2.4 Landscape Renewal Rate Discussion

The renewal rate for 2.06% increase for summer of 2025 was discussed. This item will be brought for discussion on March 19, 2025, and approval on April 10, 2025.

2.5 SMPG Grant Discussion

The district was approved for the SMPG grant in November 2024 after the application process in the fall. The district is awarded a \$50,000 dollar-for-dollar matching program for the maintenance or upkeep of buildings or structures for educational purposes. These funds will be used for the Middle North flooring project scheduled for the summer of 2025.

2.6 Joint Purchasing Agreement for Rock Salt

A Certificate of Authority, as required by the Bylaws, must be signed for the district board secretary to be included as part of the Governmental Unit for contractual obligations. This joint purchasing agreement will enable us to participate in the state contract for purchasing rock salt.

2.7 Vehicle Purchase Agreement

Mr. Labbe reported the 2015 dump truck will be traded in for a 4 door pickup truck and plow. State contract pricing will be utilized. This item will be on the agenda for discussion at the April 10, 2025, board meeting and approved at the May 15, 2025, board meeting

Future Agenda items: (As standing items)

Item: Food Service Update

Item: Federal and State Funding

Action Items

3.1 Approval of Site and Facilities Minutes January 7, 2025

Recommended Motion: George Fievet moved that the Site and Facilities approve 3.1 Site and Facilities Minutes, January 7, 2025; seconded by Joel Finfer

3.2 Approval of Site and Facilities Minutes February 11, 2025

Recommended Motion: George Fievet moved that the Site and Facilities approve 3.2 Site and Facilities Minutes, February 11, 2025; seconded by Jennifer Akin.
Joel Finfer, abstained

With no further items to discuss. The meeting adjourned at 12:25pm.

Enter into Closed Session at 12:30pm

Closed adjourned meeting at motion by Joel Finfer and second by George Fievet at 12:49pm

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____