

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY SEPTEMBER 1, 2015 AT 3633 WEST LAKE AVENUE  
GLENVIEW, ILLINOIS

**1. ROLL CALL**

The meeting was called to order at 5:00 p.m. by President Beutelspacher of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present.

ALEX BOTVINNIK

ALAN BEUTELSPACHER

Also present were Attorney David Arena, District Superintendent Frank Ness, Administrator Wanda Reid, Engineer Dave Gewalt, and Accountant Michael Locket t.

**2. MINUTES**

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the August 6, 2015 regular meeting. Motion passed with all "AYES".

**3. MATTERS TO BE PRESENTED BY THE PUBLIC**

None

**4. UNFINISHED BUSINESS**

**A. ORDINANCE 50 PROJECTS**

**1. Job-07-G, Glenstar Properties LLC (Update)**

Engineer Gewalt stated that there was no further report at this time.

**2. 12-A, North Branch (Ordinance #50 Deposit for Declaration of Restrictions)**

Attorney Arena stated that he has been in contact with Attorney Bulmash via email and was advised that Attorney Bulmash had waived all legal charges in excess of what remains for the North Branch, Ordinance #50 account in the amount of \$1,250.00 which will be paid to Attorney Bulmash.

**3. Job 07-D, Greenleaf Manor (Declaration of Restrictions)**

Attorney Arena stated that the Declaration of Restrictions has been completed, and directed that Administrator Reid contact Attorney Bulmash via email and request that he provide the District with the recorded copy of the executed documents for the District's record as well as any other additional charges he may have for this project.

**4. Job 12-F, Axley Place/3250 N. Milwaukee (Update)**

Engineer Gewalt advised the Board that the permit from the Metropolitan Water Reclamation District (MWRD) had been issued for this project. Attorney Arena then stated that he was still waiting for the finalization of the indemnity agreement between the Housing Opportunity

Development Corporation (HODC) and the Northfield Woods Sanitary District.

## **B. CURRENT AND ONGOING**

### **1. Update on Letter Regarding Increase of Sewer User Fee in 2016**

Administrator Reid stated that the letter advising the Sewer User Customers of the District increase of its sewer user rates beginning with the first quarter of 2016 has been sent on June 24, 2015.

### **2. Letter to be Sent by Attorney Arena to Building Owner at Captains Quarters**

Attorney Arena advised the Board that the letter to the Building owner for Captains Quarters was mailed out July 10, 2015. Attorney Arena also stated that a collection letter to Fran's Cleaners was mailed on June 3, 2015, and as of this date has had no response.

### **3. Update on Attorney Arena Providing Memo regarding Process for Document Distraction**

President Beutelspacher stated that he received the memo from Attorney Arena via email regarding the process of the District's document distraction. Attorney Arena then stated that someone from the Commission comes out and audits the District's documents and creates the application, setting forth a program of what documents the District has and how long the District will keep them. Once that is complete and the District reaches its dead line for destroying documents the District will need to send in a certificate of distraction and at that time the state will review and approve the documents. After review and approval by the State, the District will then be advised as to what documents could be destroyed.

### **4. Ordinance #50 Project Status**

Administrator Reid provided the Board with the status of the Ordinance #50 projects for their review. Vice President Botvinnik then stated that he would review the status of the Ordinance #50 projects with Administrator Reid and have them finalized before the next regularly scheduled meeting.

## **C. NEW BUSINESS**

None

## **5. ADMINISTRATORS REPORT**

Administrator Reid provided the Board with a current listing of the District's Accounts Receivable report through August 31, 2015.

Administrator Reid also advised the Board that all the billing has been sent out for the Sewer User Fees.

## **6. ENGINEERS REPORT**

Engineer Gewalt advised the Board that the sewer extension at Overland Pass has been approved and indicated that the project is now complete.

Engineer Gewalt also stated that there is interior remodeling going on at the old TGI Fridays however, is unaware of what the use is going to be. Superintendent Ness then stated that he would look into the matter further and advise the Board of his findings.

## **7. PRESIDENTS REPORT**

President Beutelspacher advised the Board that the District's website needs to be updated to be current. President Beutelspacher also stated that Administrator Reid needs to always have a subject on her emails. Superintendent Ness then requested that Administrator Reid confirm with him first prior to taking any vacation days. Administrator Reid stated that she will confirm with Superintendent Ness first.

## **8. SUPERINTENDENTS REPORT**

### **1. Building and Grounds**

Superintendent Ness advised the Board that the regular maintenance of the lift stations had been completed. Superintendent Ness also advised the Board that the owner of Ell'y s Pancake House installed a new gutter on the back of his building and directly concreted into the District's Sanitary. Superintendent Ness advised the owner that this was not allowed, and advised him to have it disconnected and redone according to District's standards.

Superintendent Ness also advised the Board that a meeting will be held with Mr. Footlick of the Village of Glenview, the plumbing inspector of the Village of Glenview and Mr. John Park owner of the property located at 1615 N. Milwaukee Ave. on Thursday morning. Superintendent stated that John Park is proposing in opening a pizza place and a restaurant, indicating that John Park wants to install only one grease trap, for two restaurants, and the location will be determined by John Parks Engineer and submitted to the District for review.

Superintendent Ness stated that he was going to secure the grease trap plans directly from the Village of Glenview for Chipotles, Mariannos, and the Pizza place at the Glenstar Development properties.

Superintendent Ness also stated that Attorney Bulmash inquired whether he should continue on with the Ordinance #50 projects. After some discussion ensued, the Board determined that it would only retain Attorney Arena, and advise Attorney Bulmash of its decision.

**9. Office Personnel and Procedures**

**1. Follow up on Insurance**

Vice President Botvinnik advised the Board that he received a quote for a group plan, and stated that he already provided all the information necessary for this plan. President Beutelspacher stated that he already tried applying and was advised that he could not change his plan at this time. Vice President Botvinnik advised him that he was applying as an individual indicating that he was setting up a group plan listing 4 members. Vice President Botvinnik stated that he would proceed in making it effective as of 10/01/2015.

**10. FINANCIAL REPORT**

Accountant Lockett advised the Board that a current financial report listing the current fund balances, and all invoices approved by the Board of Trustees and paid through August 31, 2015 will be provided by Accountant Lockett via e-mail once the Bank Accounts are reconciled for the month of August 31, 2015.

Accountant Lockett stated that he and Superintendent Ness met with the District's Financial Advisor, Jeff Sweno to review the District's Investment Funds. After some considerable discussion ensued Superintendent Ness stated that he will transfer \$275,000.00 from the District's CD Account to Jeff Sweno and have him invest it in the PINCO Fund.

**11. ADJOURNMENT**

There being no further business to discuss, upon motion by President Beutelspacher and a second by Vice President Botvinnik, all present voting "AYE", the regular meeting was adjourned at 6:30 p.m.

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CLERK