

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS
SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY, TUESDAY JANUARY 5, 2016 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, and Accountant Michael Locket t.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the, December 1, 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-D, Lynwood Glenview/Greenleaf Manor (Update)

Attorney Arena advised the Board that he provided Greenleaf Manor with his reviews to their changes of the Declaration of Restrictions, and also advised the Attorney representing Greenleaf Manor that that Greenleaf Manor is not exempt from the sewer user fee charged by the District. Attorney Arena also stated that the Ordinance #50 Deposit in the amount of \$1,500.00 will be sent to the District as requested, and anticipates completion before the next regularly scheduled meeting.

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

Attorney Arena advised the Board that he reviewed the documents provided by Administrator Reid and found that he needed additional information in order to prepare the Declaration of Restrictions for the different parcels. Attorney Arena then stated that he will do a track book search for all the Glenstar parcels in order to prepare the Declarations of Restrictions. Attorney Arena then stated that he will review the Declaration of Restrictions provided by Attorney Bulmash prior to the drafting of the Declaration of Restrictions. Some discussion also ensued regarding additional Ordinance #50 deposit. Attorney Arena stated that upon review of the Declaration of Restrictions which were provided by Attorney Bulmash, he will then determine if an additional Ordinance #50

deposit will be needed for the different parcels and will advise the Board at the next regularly scheduled meeting.

3. Job-08-E, 1615 N. Milwaukee (Update)

Superintendent Ness stated that the MWRD has been issued. Engineer Gewalt then stated that a revised Declaration of Restrictions needed to be done. After some discussion ensued Attorney Arena stated that he would provide Engineer Gewalt with the copy of the recorded Declaration of Restrictions for his review. Some discussion also ensued regarding an additional Ordinance #50 deposit. Attorney Arena stated that he will advise the Board if an additional Ordinance #50 deposit will be required once Engineer Gewalt reviews the recorded Declaration of Restrictions for this property. Attorney Arena then advised the Board that he had an executed copy of the Declaration of Restrictions for 1625-1711 N. Milwaukee, but it had not been recorded, and inquired whether this was a part of 1615 N. Milwaukee. Administrator Reid provided Attorney Arena with the District's 1625-1711 N. Milwaukee file for his review. Attorney Arena advised the Board that he would review the file in order to come to some determination, and report his findings to the Board at the next regularly scheduled meeting.

4. Job-12-D Tapestry of Glenview (Declaration of Restrictions Update)

Attorney Arena advised the Board that Engineer Gewalt provided him with all the necessary information for the completion of the Declaration of Restrictions.

5. Job-121-E, Park Place Hotel (Declaration of Restrictions)

Attorney Arena requested that Administrator Reid provide him with whatever information the District has for the Park Place Hotel, upon review, Attorney Arena found the legal description for parcel 1 and 2. Attorney Arena stated that he can now begin drafting the Declaration of Restrictions for this parcel.

6. Job 12F- Axley Place/3250 N. Milwaukee Ave. (Indemnity Agreement Update)

Attorney Arena advised the Board that he received a copy of the indemnity agreement for the Board's signature, however, they still need to provide the District with the required bond as requested by the District. Once the District receives the required bond as requested, Attorney Arena will provide Axley Place with a copy of the executed indemnity agreement. Attorney Arena also stated that he needed the legal description for this parcel in order to begin preparing the Declaration of Restrictions.

B. CURRENT AND ONGOING

1. Captains Quarters (Update)

Superintendent Ness advised the Board that he received the \$200.00 from the new owner of Mesa Urbana formerly known as Captains Quarters, and was advised that they would pay the past due sewer user fee in the amount of \$258.80 next Friday.

C. NEW BUSINESS

5. ADMINISTRATORS REPORT

1. Accounts Receivable

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

Vice President Botvinnik then recommended that the District discuss using credit card payments for services performed by the District at the February 2016 District Meeting.

6. ENGINEERS REPORT

Engineer Gewalt advised the Board that the District is approaching the March 1st 2016 deadline for the MWRD (Metropolitan Water Reclamation District) to submit the short term annual report on infiltration, stating that he needs the report from Superintendent Ness of any backups the District had last year along with the dates. Engineer Gewalt then stated that moving forward the District will have to monitor any sewer overflows, as well as the District keep permanent records of downspouts to being connected or disconnected as well as sump pumps being connected to the Sanitary Sewer. Superintendent Ness then stated he will provide Engineer Gewalt with the information requested for the preparation of the 2015 Annual Report.

7. PRESIDENTS REPORT

President Beutelspacher stated that the Illinois Department of Revenue came to the District Office regarding the District owing money in the amount of \$129.12. Accountant Lockett stated that Illinois Department of Revenue is not allowing any overpayments on the account. Vice President Botvinnik stated that he spoke with a representative of the Illinois Department of Revenue who advised him that there was no overpayment. After some discussion ensued, the Board directed that Administrator Reid advise the Board of any notices received.

President Beutelspacher wants to review the annual audit for 2015 with Vice President Botvinnik, and Attorney Arena prior to signing off

President Beutelspacher also advised the Board that Berryman Equipment wants to increase his monthly service fees an additional \$250.00 every 6 months. After some discussion ensued, the Board suggested that President Beutelspacher propose that Berryman increase their fees an

additional \$250.00 per year instead of \$250.00 every 6 months.

8. SUPERINTENDENTS REPORT

1. Buildings and Grounds

Superintendent Ness advised the Board that the regular maintenance of the lift stations had been completed, and the heater for the gutters at Greenleaf station has been installed. Superintendent Ness also stated that the lock at Greenleaf station needs to be replaced, President Beutelspacher stated that he look into the matter and have the issue resolved within the next week.

Superintendent Ness also stated that he will advise Layla Construction to do a follow up plow at the lift stations when it is necessary.

Superintendent Ness also inquired about a dental insurance plan. After some discussion ensued, Vice President Botvinnik stated that he will look into the matter further, and will advise the Board of his findings.

9. Office Personnel and Procedures

None

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 December 31, 2015 will be provided by Accountant Lockett via e-mail once the Bank Accounts are reconciled for the month of December 31, 2015.

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 6:50 p.m.

CLERK