

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY FEBRUARY 2, 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. Accountant Michael Lockett attended via SKYPE.

**2. MINUTES**

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the, January 5, 2016 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/Greenleaf Manor (Ord#50 Deposit)**

Attorney Arena stated that Greenleaf Manor inquired if the District needed to build more sewage facilities as a result of increased water flow through the existing facilities and assess fees for their construction, how would the fees for construction be passed on to Glenview Manor. After some discussion ensued, Superintendent Ness stated the 30 inch pipe is sufficient and will not need to be increased. Attorney Arena also inquired, if the District estimates how much the sewer user fee will be for Greenleaf Manor. Superintendent Ness stated that it is based on the water consumption reports received from the VOG on a quarterly basis.

Attorney Arena also advised the Board that the \$1,500.00 Ordinance 50 deposit requested by the District will be forwarded to the District.

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

Attorney Arena advised the Board that he received the information necessary from the track book search and will proceed in drafting the Declaration of Restrictions and forward it to Engineer Gewalt for his review and comments.

**3. Job-08-E, 1615 N. Milwaukee (Declaration of Restrictions)**

Attorney Arena advised the Board that he has Declaration of Restrictions which was recorded in January of 2012. After some discussion ensued, Superintendent Ness stated that due to three additional restaurants the Declaration of Restrictions will have to be revised. Attorney Arena then stated he will proceed in drafting the Declaration of Restrictions for Engineer Gewalt's review and anticipates completion before 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, and anticipates completion before the next regularly scheduled meeting.

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

Attorney Arena advised the Board that he needs to obtain the legal description of the property prior to preparing the Declaration of Restrictions. Attorney Arena anticipates completion before the next regularly scheduled meeting.

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

Attorney Arena advised the Board that Axley Place still needs to provide the District with the required bond as requested. Attorney Arena stated that once the Bond is received, he will then 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. Engineer Gewalt stated that he would provide Attorney Arena with the information.

**B. CURRENT AND ONGOING**

None

**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 January 29th, 2016.

### **6. ENGINEERS REPORT**

Engineer Gewalt stated that he is compiling the forms required to be submitted to the MWRD on March 1, 2016. Engineer Gewalt stated that he needs to combine the District maps along with the reports of any backups, and inventory the sewer system in the area so that the District complies with the first dead line. Engineer Gewalt then stated that the MWRD report for year 2016 must identify the sewer areas where the District wants to do inspections, remove downspouts, and what infiltration sources will be removed from the sanitary sewer system and conduct smoke testing. Engineer Gewalt then stated that he will provide the Board with the report for its review upon completion.

Engineer Gewalt also advised the Board that he received an inquiry from a potential buyer for The AMC office building located at 4700 W. Lake Ave. who is proposing to build a Senior Housing Facility, indicating that the use would change from office to Senior Housing. Engineer Gewalt stated that the Housing Development would have an average daily flow rate of 97 PE, indicating that the Northfield Woods Sanitary District is subject to Ordinance #223, which allows 6,000 GPD. Engineer Gewalt stated that the Housing Development estimated that the development would be 9,706 average flow or 97 PE, and would be subject to a development fee. Engineer Gewalt then stated that he would forward the letter to the developer advising them of the Development fee required to be deposited to the District for their development. Engineer Gewalt also stated that he would forward the letter to the developer, advising him that the District has sufficient capacity to provide sanitary sewer to the proposed use and is prepared to provide new restrictive covenant agreement with the developer.

### **7. PRESIDENTS REPORT**

President Beutelspacher advised the Board that Berryman told him that there is a grease build up in the sanitary sewer wet well. Superintendent Ness then inquired whether the District had an ordinance pertaining to that. Engineer Gewalt stated that the District has an ordinance stating no fats, oils or greases can be discharged into the sanitary system above certain levels. Engineer Gewalt then stated that the grease coming out of the apartment building such as the Tapestry development can't be separated because there is only one pipe. After some discussion ensued, the District determined that it would monitor the manholes downstream in during the Spring, and recommended that Jeremy of Kloepfer Construction begin inspecting with the first manhole outside the Tapestry development. President Beutelspacher also recommended that the District have Berryman arrange to have a vacuum truck clean the lift stations in the Spring.

President Beutelspacher also inquired if Attorney Arena had reviewed the cover letter received from Eder & Casella. Attorney Arena stated that he reviewed the changes that he requested Eder & Casella to make however, not all the changes were made. Attorney Arena stated that he reviewed

all sections pertaining to the deferred compensation plan and would like to discuss it further when meeting with the auditors prior to finalization of the District's Audit. The Board then determined it would meet with the auditors on the 2<sup>nd</sup> day of the audit.

## **8. SUPERINTENDENTS REPORT**

### **1. Buildings and Grounds**

Superintendent Ness advised the Board that the regular maintenance of the lift stations had been completed.

Superintendent Ness also stated that he was advised by Mr. Burton of Cook County that the District and its employees are required to file with the State of Illinois annually. Vice President Botvinnik stated that upon research, the District and its employees are not required to file.

Superintendent Ness advised the Board that JULIE will now be doing

## **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 January 29th, 2016 will be provided by Accountant Lockett via e-mail once the Bank Accounts are reconciled for the month of January 31, 2016.

## **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 6:32 p.m.

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**CLERK**