

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY MARCH 1, 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, Accountant Michael Lockett and Administrator Wanda Reid.

**2. MINUTES**

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the, February 2, 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 inquired whether the District received the Ordinance #50 deposit in the amount of \$1,500.00 as requested. Administrator Reid stated that as of this date, it has not been received. Attorney Arena then stated that he emailed the Attorney representing Greenleaf Manor and advised him where to send the Ordinance #50 deposit, and directed him to have the indemnity agreement signed by Greenleaf Manor. Attorney Arena stated that he will follow up on the matter, but anticipates completion before the next regularly scheduled meeting.

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

Attorney Arena stated that he has 4 parcels that are owned by 4 different owners under Glenstar Properties, indicating that that it is all under one job number. Vice President Botvinnik suggested using accounts 1,4,6 & 7 in identifying the different parcels for Glenstar. Attorney Arena stated that he would contact Glenstar Properties and inquire how to identify each parcel. Attorney Arena then stated he draft a Declaration of Restrictions for each parcel, however, needs the owner information. Superintendent Ness then provided Attorney Arena with Larry Debs contact information. After some discussion ensued, the Board then determined that an additional Ordinance #50 deposit in the amount of \$10,000.00 would be required by the District. Attorney Arena then stated that he

would advise Glenstar Properties of the Boards decision when he sends out with the Declaration of Restrictions for their review.

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

Attorney Arena advised the Board that the Declaration of Restrictions have been drafted. Attorney Arena then inquired whether the District had John Park's contact information. Superintendent Ness provided Attorney Arena with the contact information. Attorney Arena then stated that he will forward the Declaration of Restrictions for John Park's review and advise him of the Board's decision to have him submit an additional Ordinance #50 deposit in the amount of \$2,500.00 to the District.

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

Attorney Arena advised the Board that the Declaration of Restrictions have been drafted and forwarded to the owners of the Tapestry of Glenview for their review. Attorney Arena anticipates completion before the next regularly scheduled meeting.

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

Attorney Arena inquired whether if this was part of 1625 N. Milwaukee project. Engineer Gewalt stated it was. Attorney Arena advised the board that the drafting of the Declaration of Restrictions has not been completed, indicating that he will get all the necessary information from Engineer Gewalt to begin drafting the Declaration of Restrictions. President Beutelspacher advised the Board it is no longer the Park Place Hotel and will advise Administrator Reid with the new name. Attorney Arena then stated that the Declaration of Restrictions had been signed but not recorded. Engineer Gewalt stated that he will review the Declaration of Restrictions prior to finalization.

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

Superintendent Ness advised the Board that he was advised by the VOG (Village of Glenview) that Axley Place has no funds to complete their project. After some discussion ensued, the Board determined it would put the project on hold, until further notice.

**B. CURRENT AND ONGOING**

Superintendent Ness advised the Board that new Com-Ed poles were installed in the Northfield Woods Sanitary District area. Superintendant Ness then stated that he provided Com-Ed with a map of the district to install the new poles.

## **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 February 29, 2016. All the past due amounts of annual grease trap fees have been paid.

### **6. ENGINEERS REPORT**

Engineer Gewalt stated that he submitted all the necessary information requested by 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 of 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 as well as 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 in building a Senior Housing Facility, indicating that the use would change from office to Senior Housing. Engineer Gewalt then 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 (per acre) 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. 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 a new restrictive covenant agreement with the developer.

### **7. PRESIDENTS REPORT**

President Beutelspacher advised the Board that Berryman advised him that there is 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 during the Spring time, and

recommended that Jeremy of Kloepper 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 time.

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 next Audit. The Board then determined it would meet with the auditors on the 2<sup>nd</sup> day of the audit.

President Beutelspacher also advised the Board that

## **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 then stated that he spoke with Mr. Burton, the Inspector General for Cook County, who inquired whether the District and its employees filed with the State of Illinois a Statement of Economic Interest. Vice President Botvinnik then stated that upon research, he found that the Sanitary Districts are not one of the entities listed, but will investigate the matter further, and will provide the Board with his findings at the next regularly scheduled meeting.

Superintendent Ness also advised the Board that JULIE will be covering a smaller area of the District, eliminating the unnecessary calls.

The Board also directed that Superintendent Ness continue to keep track of Administrator Reid's vacation time until further notice from the Trustees.

Superintendent Ness also inquired whether Administrator Reid had contacted the new restaurants for information regarding their grease trap vendor. She advised Superintendent Ness that she did. Superintendent Ness also advised the Board that he and Accountant Lockett will be meeting with Mr. Sweno in March to discuss the District's best options for the Districts Investments, as well as transfers of funds in the various accounts.

## **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**