

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY JUNE 7, 2016, AT 3633 WEST LAKE AVENUE  
GLENVIEW, ILLINOIS

**1. ROLL CALL**

The meeting was called to order at 5:04 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, Accountant Michael Lockett, Superintendent Frank Ness, Engineer Dave Gewalt, and Administrator Wanda Reid.

**2. MINUTES**

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the, May 3, 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 advised the Board that as of this date there has been no response from Mr. Pollack representing Greenleaf Manor regarding the additional Ordinance #50 Deposit in the amount of \$1,500.00 requested by the District, nor the finalized executed copy of the Declaration of Restrictions. Attorney Arena stated that he attempted to contact him today with no response. Attorney Arena stated that he will follow up on the matter, and anticipates completion before the next regularly scheduled meeting.

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

**Parcel 1. Mixed Use Development**

Attorney Arena advised the Board that the Declaration of Restrictions has been finalized, stating that he is waiting for the executed copies. Attorney Arena also advised the Board that he requested an additional Ordinance #50 deposit in the amount of \$1,500.00 requested by the District for the preparation of the Declaration of Restrictions. Attorney Arena anticipates completion before the next regularly scheduled meeting.

**Parcel 4. Daycare**

Attorney Arena advised the Board that the executed copies of the Declaration of Restrictions had been received however needs the original copy of the Declaration of Restrictions in order to record it. Attorney Arena stated that he emailed Jay Joyner advising him that he needed the original executed copy of the Declaration of Restrictions. Attorney Arena also advised the Board that the request for an additional Ordinance #50 deposit in the amount of \$1,500.00 by the District had been sent.

**Parcel 6. CVS Pharmacy**

Attorney Arena advised the Board that he drafted a letter and mailed the Declaration of Restrictions to the owner of parcel 6. Attorney Arena stated that he was still waiting for a response. Attorney Arena also stated that he requested an Ord#50 deposit in the amount of \$2,000.00. Attorney Arena also stated that he did not have the information for main contact for this property. Superintendent Ness then stated that he would find out who the contact is for that property and will provide Attorney Arena with the information.

**Parcel 7. Lot 4/Vacant Lot**

Attorney Arena stated that a bank is being proposed for this property, indicating that as of this date he has not received any additional information.

**3. Job-08-E, 1615 N. Milwaukee (Declaration of Restrictions & Ord#50 Deposit in the amount of \$2,500.00).**

Attorney Arena advised the Board that he forwarded the revised Declaration of Restrictions and emailed them to John Park for his review and comments along with a request for an additional Ordinance #50 deposit in the amount of \$2,500.00 stating that he advised Mr. Park that the original deposit submitted to the District was for his hotel which is a separate project. Attorney Arena stated that as of this date there has been no response from Mr. Park, however will follow up on the status of the matter.

**4. 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 Brian McBride, the owner's contact for the Tapestry of Glenview for their review. Attorney Arena stated that he sent another email to Ryan McBride regarding the status of the Declaration of Restrictions as well as the Ord#50 deposit in the amount of \$1500.00.

**5. Job-12-E, Park Place Hotel (Declaration of Restrictions)**

Engineer Gewalt advised the Board that he will provide Attorney Arena with the necessary information for the drafting of the Declaration of Restrictions. Engineer Gewalt then stated that he

will review the Declaration of Restrictions once Attorney Arena completes it.

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

Attorney Arena advised the Board that he is still attempting to locate a Bonding Provider for Axley Place.

**B. CURRENT AND ONGOING**

**1. Ordinance #50 Account Status**

**2. Lack of Funda in Ordinance #50 Accounts/Attorney Arena to Request for Additional Ordinance #50 Amount**

**C. NEW BUSINESS**

**1. Lack of Funds in the Ordinance #50 Accounts**

Accountant Lockett stated that he would like to go over the Ordinance #50 Accounts with Vice President Botvinnik. Vice President Botvinnik stated that he will coordinate a date and time with Accountant Lockett within the next couple of weeks.

**2. Revised Collection Letter by Attorney Arena**

Attorney Arena provided the Board with a revised collection letter for its review and approval, upon review, the Board found the collection letter satisfactory.

**5. ADMINISTRATORS REPORT**

**1. Accounts Receivable**

Administrator Reid provided the Board a current listing of the District's Accounts Receivable report through April 29, 2016.

**6.ENGINEERS REPORT**

Engineer Gewalt provided the Board with a copy of the letter received from the Metropolitan Water

Reclamation District regarding Infiltration/Inflow Control Program. Engineer Gewalt stated that they received the District's initial report, however wants the District to make changes to its maps and now have a formal process where President Beutelspacher has to sign the actual annual submission of the report.

## **7. PRESIDENTS REPORT**

President Beutelspacher stated that he would like for Administrator Reid to update the District's website. Vice President Botvinnik stated that he already does the updating, and will show Administrator Reid how to update the files.

## **8. SUPERINTENDENTS REPORT**

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

Superintendent Ness advised the Board that he provided the electric company with maps of the area of Forest Drive in Northfield Woods. Superintendent Ness also stated that the fence at Manor Care needs to be replaced, indicating that he will advise Manor Care to replace it.

Superintendent Ness also stated that he Transferred 55,000 from the Sewer Fund into the Variable CD.

Superintendent Ness stated that the Grease traps are ok. Superintendent Ness also stated that the manhole at Woodgrain Pizza is bolted down and will advise Layla to take out the bolts.

Superintendent Ness also stated that the old Korean Billiards place is now EZ Pain relief and will provide Administrator Reid with the information.

Superintendent Ness also stated that a new Thai Rest is located at 3542 Milwaukee with the phone number of 847-376-8481. Administrator Reid stated she will forward the District's introductory letter.

## **9. Office Personnel and Procedures**

Vice President Botvinnik provided the Board with a copy of the employee handbook, which will be reviewed during the District's 2015/2016 Audit.

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

Accountant Lockett submitted to the Board the District's Appropriation Ordinance #235 for the FYE 04/30/2017 for the Boards approval. President Beutelspacher advised those in attendance that he was opening a Public Hearing with respect to the District's 2016/2017 Appropriation Ordinance #235 for the FYE 04/30/2017. President Beutelspacher then noted that no one was present to be heard; thereafter upon motion by Vice President Botvinnik, and a second ny President

**Northfield Woods Sanitary District  
June 7, 2016**

Beutelspacher, all present voting "AYE", Ordinance No.#235,"An Ordinance of the President and the Board of Trustees of the Northfield Woods Sanitary District Appropriating Money for the Purpose of Defraying Necessary Expenses and Liabilities for the Fiscal Year May 1, 2016 to April 30, 2017, and setting forth the projected budget of the District for said period was approved. Thereupon, President Beutelspacher declared Ordinance No. #235 be attached to the Minutes of this meeting. Thereafter, upon motion by Vice President Botvinnik, and a second ny President Beutelspacher, all present voting "AYE", President Beutelspacher was authorized to execute the Certificate of Estimated Revenues.

**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 6:37.

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**CLERK**