

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY SEPTEMBER 13, 2016, AT 3633 WEST LAKE AVENUE  
GLENVIEW, ILLINOIS

**1. ROLL CALL**

The meeting was called to order at 5:08 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 Superintendent Ness, Attorney David Arena, Accountant Michael Lockett, 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 August 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 advised the Board that Mr. Zac Pollack, attorney representing Greenleaf Manor provided him with the draft copy of the Declaration of Restrictions with Greenleaf Manor's proposed revisions. However, Attorney Arena stated that the owners proposed revisions are not acceptable. Attorney Arena stated that he will draft a revised Declaration of Restrictions for their review and approval. Administrator Reid also advised the Board that the escrow deposit in the amount of \$1,500.00 had been received by the District.

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

**Parcel 1. Mixed Use Development**

Attorney Arena advised the Board that the work is complete for parcel #1.

**Parcel 4. Daycare**

Attorney Arena stated that Jay Joiner advised him that he needed an invoice for the \$1,500.00 requested by the District, and once received, the Ordinance #50 Escrow amount of \$1,500.00, along with the original executed Declaration of Restrictions requested by the District will be forwarded.

**Parcel 6. CVS Pharmacy**

Attorney Arena advised the Board that he emailed a draft of the Declaration of Restrictions along with the District's request for an Ordinance #50 Escrow deposit in the amount of \$ 2,000.00 to Stan Klein, one of the managing members of the LLC that owns the property. Attorney Arena stated that he advised Mr. Klein why the District needed the Ordinance #50 Escrow deposit amount. Mr. Klein then advised Attorney Arena that he will have his Attorney Rob Seligman review the documents and contact Attorney Arena within a week regarding the matter. Attorney Arena anticipates completion before the next regularly scheduled meeting.

**Parcel 7. Lot 4/Retail Building**

Attorney Arena stated that he received the updated calculations for the drafting of the Declaration of Restrictions from Engineer Gewalt. The Board directed that Administrator Reid forward a letter to Glenstar advising them that the District is requesting an Ordinance #50 Escrow amount of \$2,500.00 for the preparation of the Declaration of Restrictions.

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

Attorney Arena advised the Board that he forwarded the revised Declaration of Restrictions to John Park for his review and comments along with a request for an additional Ordinance #50 escrow deposit in the amount of \$2,500.00 requested by the District. Attorney Arena also advised the Board that John Park is out of town, stating that he will follow up on the matter, and anticipates completion before the next regularly scheduled meeting.

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

Attorney Arena advised the Board that project is complete.

**4. Job-12-E, Baymont Hotel (Declaration of Restrictions)**

Attorney Arena advised the Board that he is in the process of drafting the Declaration of Restrictions for Engineer Gewalt's review.

**5. Job 12F- Axley Place/3235 N. Milwaukee Ave. (Bond Update)**

Attorney Arena advised the Board that he has the signed indemnity agreement however it has not been recorded as of this date. Attorney Arena stated that he will advise the owners of Axley Place to provide the District with a proposed substitute collateral. Superintendent Ness also stated that the project was moving along.

**B. CURRENT AND ONGOING**

None

**C. NEW BUSINESS**

None

**5. ADMINISTRATORS REPORT**

**1. Accounts Receivable**

Administrator Reid advised the Board that the Accounts Receivable will be e-mailed.

**6. ENGINEERS REPORT**

Engineer Gewalt advised the Board that the District's 2015 Annual Summary Report had been submitted and accepted by the Metropolitan Water Reclamation District of Greater Chicago. Engineer Gewalt also stated that as soon as weather permits the District will begin the smoke testing as discussed.

**7. PRESIDENTS REPORT**

President Beutelspacher inquired whether the District was billing Indian Trails Park House for a sewer user fee. Superintendent Ness stated he will contact the Villiage of Glenview and inquire if there is water meter. President Beutelspacher also inquired whether J&B Insurance had the information for the District's Property & Casulty Insurance. Accountant Lockett stated that he provided them with the information as requested. President Beutelspacher also inquired about the District's legal utility easement rights. Attorney Arena stated that he would look into the matter further and will advise the Board of his findings. President Beutelspacher also stated that there were huge concrete rings at the Willow Road Lift Station. After some discussion ensued Superintendent Ness stated he will have them removed.

**8. SUPERINTENDENTS REPORT**

**1. Buildings and Grounds**

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

**9. Office Personnel and Procedures**

Vice President Botvinnik advised the Board that the Credit Card Option has been put in place and stated that customers making any payment to Northfield Woods will be notified of that option.

**10. FINANCIAL REPORT**

**Northfield Woods Sanitary District  
September 13, 2016**

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, 2016, will be provided by Accountant Lockett via e-mail once the Bank Accounts are reconciled for the month of August 31. Trustee Beutelspacher, Trustee Botvinnik, Accountant Lockett and Superintendent Ness met with Jeff Sweno, financial advisor for the District to discuss and review the District's investments.

**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 6:25 p.m.

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**CLERK**