

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY DECEMBER 6, 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 Superintendent Ness, Attorney David Arena, Accountant Olga Ovnanyan, 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 November 1, 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 he forwarded the revised Declaration of Restrictions and Bill of Sale to Attorney Zac Pollack for his review and finalization. Attorney Arena stated 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 work is complete for parcel #1.

**Parcel 4. Daycare**

Attorney Arena stated that the work is complete for Parcel #4.

**Parcel 6. CVS Pharmacy**

Attorney Arena advised the Board that the work is complete

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

Attorney Arena advised the Board that the Declaration of Restrictions have been approved by Engineer Gewalt and forwarded to Larry Debb of Glenstar Properties for his review and execution. Attorney Arena anticipates completion before the next regularly scheduled meeting.

**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 he attempted to contact Mr. John Park on December 1<sup>st</sup> and 6<sup>th</sup> 2016, regarding the status of the Declaration of Restrictions as well as the Ordinance #50 Escrow Deposit in the amount of \$2,500.00 requested by the District, and as of this date there has been no response indicating that he will follow up on the matter before the next regularly scheduled meeting.

**4. Job-12-E, 1625-1711 N. Milwaukee Ave. (Declaration of Restrictions)**

Attorney Arena advised the Board that he emailed John Park the draft of the Declaration of Restrictions requesting to provide him with the missing information. Attorney Arena stated he called John Park on December 6, 2016 and had left a message for John Park to contact him, and as of this date there has been no response. Some discussion also ensued regarding the escrow deposit requested by the District. Vice President Botvinnik suggested that the District combine the escrow deposits which were submitted by John Park for his projects at 1655/1701 N. Milwaukee and 1625/1711 N. Milwaukee with balances remaining in the amount of \$5,594.50 and transferring some of that amount to John Park's project at 1615 N. Milwaukee. Attorney Arena stated he will advise John Park of the Board's decision to merge the escrow deposits submitted for his projects.

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

Attorney Arena advised the Board that he emailed Attorney Wenzloff, representing Axley Place and inquired about status of the execution of the Indemnity Agreement and Guaranty, along with the request for an additional Ordinance #50 Escrow deposit in the amount of \$2,500.00 requested by the District. Attorney Arena stated that he called Attorney Wenzloff and left a message, and as of this date there has been no response. Attorney Arena stated that he will follow up on the matter this week, and anticipates completion before the next regularly scheduled meeting.

**B. CURRENT AND ONGOING**

None

**C. NEW BUSINESS**

**1. Approval of Levy Ordinance #236 for FYE 5/1/2016 to 4/30/2017**

Accountant Ovnanyan presented to the Board Levy Ordinance #236 for its review and adoption. President Beutelspacher opened the Public Hearing . There being no public present, President

**Northfield Woods Sanitary District  
December 6, 2016**

Beutelspacher closed the Public Hearing. Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve Ordinance #236, "An Ordinance of the President and Board of Trustees of the Northfield Woods Sanitary District to Levy a Certain Amount of Monies for the Fiscal Year May 1, 2016 through April 30, 2017." Motion passes with all "AYES".

**2. Review and Approval of Cash Receipts & Disbursements for for FYE 5/1/2015 to 4/30/2016**

Accountant Ovnanyan submitted to the Board a statement of monies paid by the District for the FYE 4/30/2016 for its review and approval. Upon review, the Board approved the Statement of Receipts and Disbursements for the FYE 04/30/2016, and directed that it be published in the December 2016 Glenview Announcements.

**3. Review of 2017 Meeting Dates**

Administrator Reid submitted to the Board the meeting schedule for the year 2017 for its review. Upon review, President Beutelspacher stated that January 3, 2017 meeting date needed to be changed to January 10, 2017 and the September 5, 2017 needed to be changed to September 12, 2017. Upon review, all present were in agreement with the changes. Upon the changes and review, a motion was made by Vice President Botvinnik and seconded by President Beutelspacher to adopt and publish the meeting schedule for 2017. Motion passed with all "AYES".

**5. ADMINISTRATORS REPORT**

**1. Accounts Receivable**

Administrator Reid advised the Board that the Accounts Receivable is attached to the minutes. Administrator Reid also advised the Board that the accounts seriously delinquent have been turned over to the collection agency for recovery. Administrator Reid also stated she would review the past due accounts with Vice President Botvinnik.

**6. ENGINEERS REPORT**

Engineer Gewalt advised the Board that M. E. Simpson Company completed the Sanitary Sewer System Smoke Testing as requested by the District. M.E. Simpson provided the District with a detailed account of its findings, including the problem description and its locations for its files. Some discussion ensued regarding notifying homeowners that have problems. Superintendent Ness recommended that a letter notifying the homeowners of the problem found be sent on April 1, 2017, advising them that they have until June 1, 2017 to fix the problem. Some discussion also ensued regarding the District's sewer lids. Superintendent Ness stated that he would count the lids and see

**Northfield Woods Sanitary District  
December 6, 2016**

which ones needed replacing. After some discussion ensued, the Board determined it would have Layla Construction perform the work. Engineer Gewalt also stated the District should document all that is being done so that it could be recorded on the next annual report to be submitted to the Metropolitan Water Reclamation District (MWRD). Vice President Botvinnik then inquired if the District would be doing another smoke testing. Engineer Gewalt stated that he would want to do something different, indicating another smoke testing might not be worth while, since there were only a few infractions found in 1/3 of the District. Engineer Gewalt then recommended that the District pay \$12,272.08 to M.E. Simpson Company.. Vice President Botvinnik then stated that Administrator Reid contact M.E. Simpson Company advising them that the District will be sending payment this week.

**7.PRESIDENTS REPORT**

President Beutelspacher advised the Board that Michael Lockett is no longer with the District, and welcomed Olga Ovnanyan the District's new accountant.

**8. SUPERINTENDENTS REPORT**

**1. Buildings and Grounds**

Superintendent Ness advised the Board that the regular maintenance of the lift stations had been completed and found satisfactory. Superintendent Ness stated there was a sewer backup all the way to the Sybaris. Superintendent Ness stated that American Underground came out twice to jet rodd the District's sewer system. The sewer back up was found to be caused by residual sandbag from smoke test.

Superintendent Ness advised the Board that \$45,000.00 was transferred from Sewer User Fee account into the District's checking account.

**9. Office Personnel and Procedures**

Vice President Botvinnik advised the Board that Shure Payroll will be automatically depositing the Districts payroll using direct deposit. Vice President Botvinnik also stated that Shure Payroll will be responsible in filing the District's taxes.

**10. FINANCIAL REPORT**

Accountant Ovnanyan presented advised the Board that all bank accounts have been reconciled, as well as the District's investment accounts. Accountant Ovnanyan also stated that she reconciled to the District's Auditors balance sheet as of 4/30/2016. Accountant Ovnanyan also presented to the Board all the current Financial reports.

**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 6:15 P.M..

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**CLERK**