

## A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, JANUARY 22, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA
  - a. WAIVE READING OF THE MINUTES (APPROVE)
  - b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, DECEMBER 18, 2023 (APPROVE)
6. ITEMS FOR DISCUSSION:
  - a. WASTE/REFUSE STICKER FEE DISCUSSION
  - b. DISCUSSION REGARDING AN AMENDMENT TO THE TURN RESTRICTIONS IN THE VILLAGE CODE OF ORDINANCES
  - c. PRESENTATION - ANNUAL CRIME REPORT OVERVIEW
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, DECEMBER 18, 2023 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Deborah Hahn, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Chief Financial Officer Lora Flori, Chief Lauren Kaspar, Deputy Clerk Christine Mardegan, Director of Public Works Rick Valent, and Public Works Foreman AJ Passero.

ABSENT: Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Director Valent to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

a. WAIVE READING OF THE MINUTES (APPROVE)

b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING - NOVEMBER 27, 2023 (APPROVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

a. DISCUSSION REGARDING THE ESTABLISHMENT OF A COMMUNITY TREE ORDINANCE

Village Administrator Halloran noted that staff is seeking approval to update the existing community tree ordinance to see designation for the Village as a Tree City, USA.

The changes in the ordinance sought include:

- Provide clear direction to the public via Section 2 - Definitions on what is permitted in the Village.
- Establishment of enforcement of the code via the Director of Public Works.
- Establishment of permit requirements for planting, trimming, or removal of trees in the public right-of-way.
- Establishment of an approved/prohibited species list.
- Establishment of standards for tree planting, tree trimming, and tree removal.

The Trustees raised several questions on whether the Village meets the standards for the designation and why the designation had not been sought before. Administrator Halloran indicated that although the Village's program meets the standards, without the ordinance behind the program, Willowbrook did not qualify as a Tree City, USA.

The Trustees agreed that seeking a Tree City, USA designation was a worthwhile pursuit. Mayor Trilla thanked Administrator Halloran and Mr. Arteaga, in addition to Trustee Neal, for researching the criteria for the designation and bringing it to the Board.

#### b. EXECUTIVE DRIVE FLOOD CONTROL PROJECT

Director Valent indicated that the objective of the project is the installation of a perforated storm sewer conveyance system to address stormwater retention as well as roadway reconstruction for all of Plaza Court and approximately 1,125 feet of Executive Drive.

Although bids were solicited for installation of both perforated polyvinyl chloride (PVC) and perforated high-density polyethylene (HDPE) the recommendation is to proceed with the project using PVC piping due to the structural strength.

Four bids were received, and all were below the engineer's estimate. The lowest bid for the PVC piping of \$3,865,207.35 was received from United Enterprise, LLC. The second lowest bid, \$3,870,664.50, was received from Martam Construction, Inc., about \$5400 higher. As reference checks were performed, it became clear there were concerns regarding the performance and qualifications of United Enterprise, LLC.

For a project of this magnitude, it is the recommendation of the Director, Public Works staff, and the engineers, to award the bid to the second highest bidder, Martam Construction, Inc., as the lowest responsive and responsible bidder.

Mayor Trilla noted that the Village is currently working with Martam for the utility grading, water lines, and storm lines at Midway Park and questioned whether they were a dependable contractor. Foreman Passero

noted that they have been responsive indeed, completing work ahead of the deadline imposed and that they have been a reliable resource.

Trustee Neal raised questions regarding soil contamination and the acceptance of materials removed. Foreman Passero indicated that the contractor is required to work with the IEPA (Illinois Environmental Protection Agency) to obtain soil samples for testing. In the event something does not meet the criteria, there are procedures in place, including retesting, to pass the set standards.

Trustee Mistele asked which of the multiple plans originally discussed was to be used. Foreman Passero indicated that the final decision was to excavate the roadways 4-6 feet, backfill with crushed stone to allow for stormwater storage under the roadway, raising the roadway by six inches, with the water flowing through the installed PVC piping under roadway.

Trustee Mistele also asked whether the roadways would remain open during construction. Foreman Passero noted that one lane of Executive Drive will remain open at all times on either the north or south side of the street. For Plaza Drive, a temporary roadway will be installed on the east side of the street to allow that portion of the project to be completed all at one time.

A question was raised regarding how long the project would take. Administrator Halloran indicated that the contractor is estimating 6-8 months. The contractor would like to begin in January 2024.

Additional questions were raised regarding the budgeting of the project. Administrator Halloran noted that the entire amount of the project would not be billed at once. Staff has experienced some frustration with Christopher Burke (Christopher B. Burke Engineering) regarding the fluctuating project costs and timelines.

#### 7. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Committee of the Whole meeting at the hour of 5:55 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2023.

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Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.



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## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 6.a.**

**DATE:** January 22, 2024

**SUBJECT:**

WASTE/REFUSE STICKER FEE DISCUSSION

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Alex Arteaga, Assistant to the Village Administrator  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

The Village currently sells Groot Refuse/Yard Waste stickers at a rate of \$3.00 per sticker. As of 8/1/23, yard waste stickers are purchased from Groot at the rate of \$3.24 per sticker. Staff are seeking approval to increase the refuse sticker rate that we charge residents from \$3.00 to \$3.24 per sticker.

### BACKGROUND/SUMMARY

The Village's current refuse/recycling contract with Groot became effective on August 1, 2020 and expires July 31, 2024. Per the contract, each year on August 1<sup>st</sup>, the refuse/yard waste sticker increases. See the below table for applicable contract pricing:

Year	Sticker Price
8/1/20 – 7/31/21	\$3.00
8/1/21 – 7/31/22	\$3.08
8/1/22 – 7/31/23	\$3.16
8/1/23 – 7/31/24	\$3.24

Since August 1, 2020, Village staff have sold the stickers at a price of \$3.00 per sticker. Since August 1, 2021, the Village has been covering the additional amount over \$3.00 for every sticker sold. In December 2023, Village staff purchased an order of 1,000 refuse stickers to sell to residents at Village Hall.

### FINANCIAL IMPACT

According to current Village practices, 1,000 refuse stickers were purchased in December 2023 for a total of \$3,240.00. If staff were to continue to sell refuse stickers at \$3.00 per sticker, the Village would cover \$240.00 in additional refuse sticker costs. If the Village Board were to approve the sticker cost increase, refuse stickers would be sold at their actual rate of \$3.24 to residents, eliminating the need for the Village to cover any shortages between the cost of stickers from Groot and the rate at which they are sold to residents.

### RECOMMENDED ACTION:

Staff recommends the Village Board approve the increase in the refuse/yard waste stickers price for residents from \$3.00 per sticker to \$3.24 per sticker. If the Village Board approves the increase, the new rate would be potentially effective on 2/13/24 and communication regarding the price increase would be provided to residents by the Village.

**EXHIBIT A**  
**GENERAL PRICE QUOTATION SHEET**

	8.1.20- 7.31.21	8.1.21- 7.31.22	8.1.22- 7.31.23	8.1.23- 7.31.24
Cart Services*	Year 1	Year 2	Year 3	Year 4
35 gallon (per month) garbage cart	\$16.58	\$16.99	\$17.41	\$17.85
65 gallon(per month) garbage cart	\$17.58	\$18.02	\$18.47	\$18.93
95 gallon (per month) garbage cart	\$18.58	\$19.04	\$19.52	\$20.01
35 gallon (per month) garbage cart-Senior rate	\$15.58	\$15.97	\$16.37	\$16.78
Refuse/yard waste Sticker (per sticker)	\$3.00	\$3.08	\$3.16	\$3.24
<b>Optional Yard Waste Cart Service</b> <b>(Per season – April 1 through second full week of December)</b>				
35 gallon cart (per yard waste season)	\$160.00	\$164.00	\$168.08	\$172.32
65 gallon cart(per yard waste	\$180.00	\$184.48	\$189.12	\$193.84
95 gallon cart (per yard waste season)	\$200.00	\$205.04	\$210.16	\$215.44
White Goods (cost per item)	\$40.00	\$41.00	\$42.03	\$43.08
Special Collection Charge (per cubic yard)	\$22.00	\$22.55	\$23.11	\$23.69
Charge to exchange carts **	\$25.00	\$25.63	\$26.27	\$26.93

\*includes recycling cart

\*\*after initial exchange within first 90 days



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## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 6.b.**

**DATE: January 22, 2024**

**SUBJECT:**

DISCUSSION REGARDING AN AMENDMENT TO THE TURN RESTRICTIONS IN THE VILLAGE CODE OF ORDINANCES

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees  
**FROM:** Gerard Wodka, Deputy Chief of Police  
**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Village staff is seeking an amendment to the Village Code Title 8, Chapter 4, Section 8-4-11 – RESTRICTED TURNS.

### BACKGROUND/SUMMARY

Staff is seeking to update the code to reflect existing signs within the Village.

For example, a No Left Turn parking sign is erected on the east side of Holmes Avenue, in front of **5805 Holmes Avenue**. The erected sign prohibits left turns for northbound traffic from 8:00 AM – 9:00 AM and 2:30 PM – 3:30 PM into Holmes Primary School, located on the west side of Holmes Avenue (5800 Holmes Avenue).



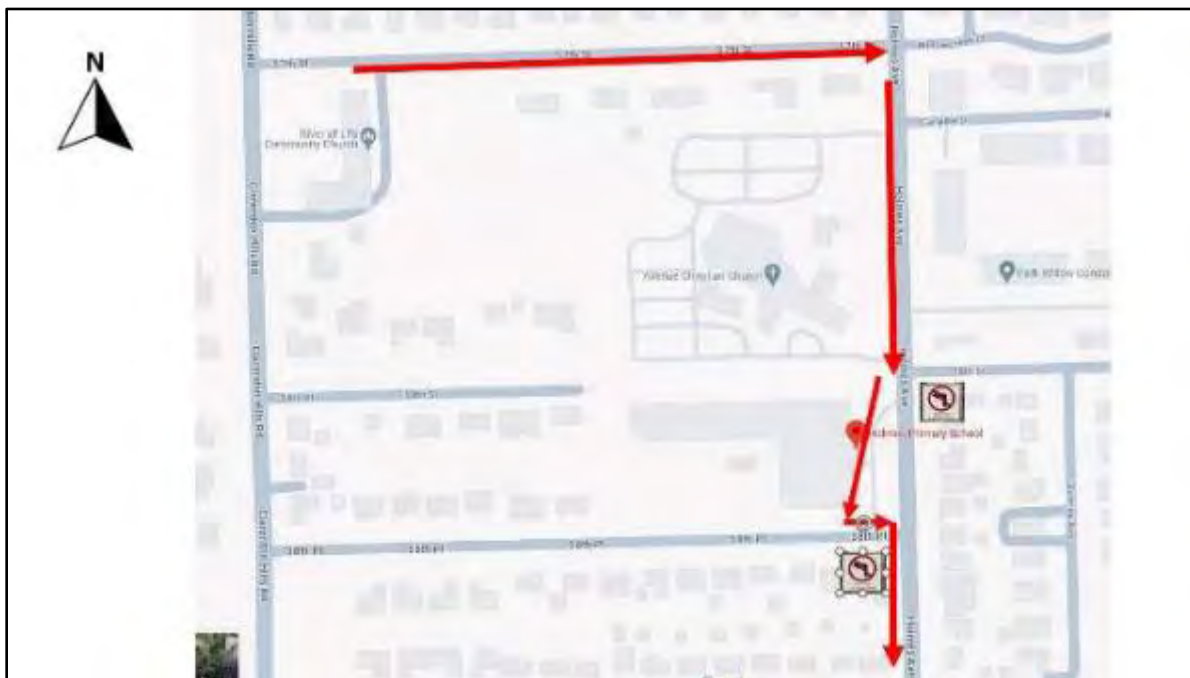




Another No Left Turn parking sign is erected on **58<sup>th</sup> Place at Holmes**. The erected sign prohibits left turns from eastbound 58<sup>th</sup> Place onto northbound Holmes Avenue from 8 AM – 9 AM and 2:30 PM – 3:30 PM.



For the safety of both motorists and pedestrians, Holmes Primary School uses a specific traffic pattern during their arrival and dismissal times: eastbound 57<sup>th</sup> Street, to southbound Holmes Avenue, through the Holmes Primary School parking lot, onto eastbound 58<sup>th</sup> Place, returning to southbound Holmes Avenue. Restricting the left turns in the Village Code where the signs are already erected allows for the continuity of the traffic pattern. The posted times of 8 AM – 9 AM and 2:30 PM – 3:30 PM cover both the arrival and dismissal times at the school, as well as leave a buffer to accommodate future changes to those times.



The proposed updated ordinance would add the signs to the existing Restricted Turn Code, allowing the Willowbrook Police Department to enforce the posted sign restrictions.

After weeks of observing arrival and dismissal at Holmes Primary School, the Willowbrook Police Department staff believes restricting left turns during the posted time frames is necessary for the safety of both motorists and pedestrians in the area.





**FINANCIAL IMPACT**

The cost for an additional sign to be erected on the west side of Holmes Avenue in front of the Holmes Primary School entrance is \$250.00 and includes the sign, post, and yellow reflective tape. The Public Works Department already has material in stock and ready to be installed.

**RECOMMENDED ACTION:**

Staff are seeking feedback on amending the ordinance for restricted turns to add the Holmes Avenue turn restrictions to the Village Code of Ordinances.



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## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 6.c.**

**DATE: January 22, 2024**

**SUBJECT:**

ANNUAL CRIME REPORT OVERVIEW

### STAFF REPORT

**TO:** Mayor Trilla and Board of Trustees

**FROM:** Lauren Kaspar, Chief of Police

**THROUGH:** Sean Halloran, Village Administrator

### PURPOSE AND ACTION REQUESTED

Presentation and discussion of the Annual Crime Report for calendar year 2023.

### BACKGROUND/SUMMARY

At the close of each calendar year, the Police Department publishes an annual report outlining various department statistics, projects, and changes that occurred throughout the year. Moving forward, staff would like to present the department's Annual Report to the Village Board to provide updates on crime trends within the Village and a snapshot of the previous calendar year in review. Additionally, staff plans to brief the Board at future Committee of the Whole meetings on a quarterly basis to provide a more in-depth discussion and comparison to what is being seen throughout the county.

Below you will find summarized information for the following items:

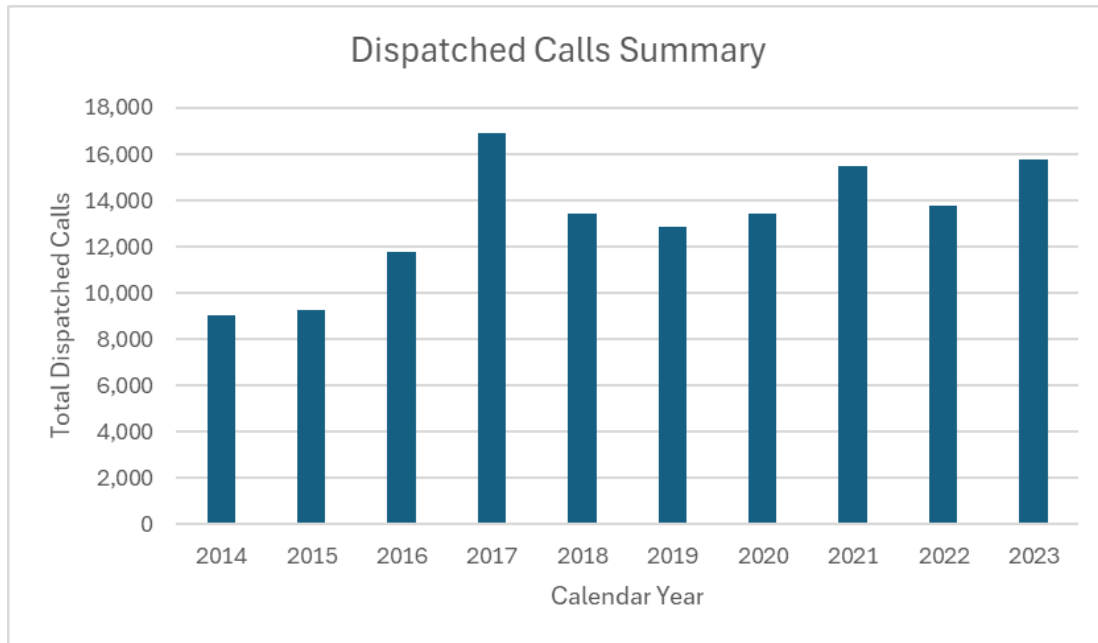
- a. Total Dispatched Calls for calendar years 2014 through 2023
- b. Traffic Enforcement Summary for calendar years 2014 through 2023
- c. Traffic Accident Summary for calendar years 2014 through 2023
- d. Index Crime Summary for calendar years 2014 through 2023
- e. A heat map overview for all calls requiring written reports during the calendar year 2023.
- f. Investigative Section Updates.

### FINANCIAL IMPACT

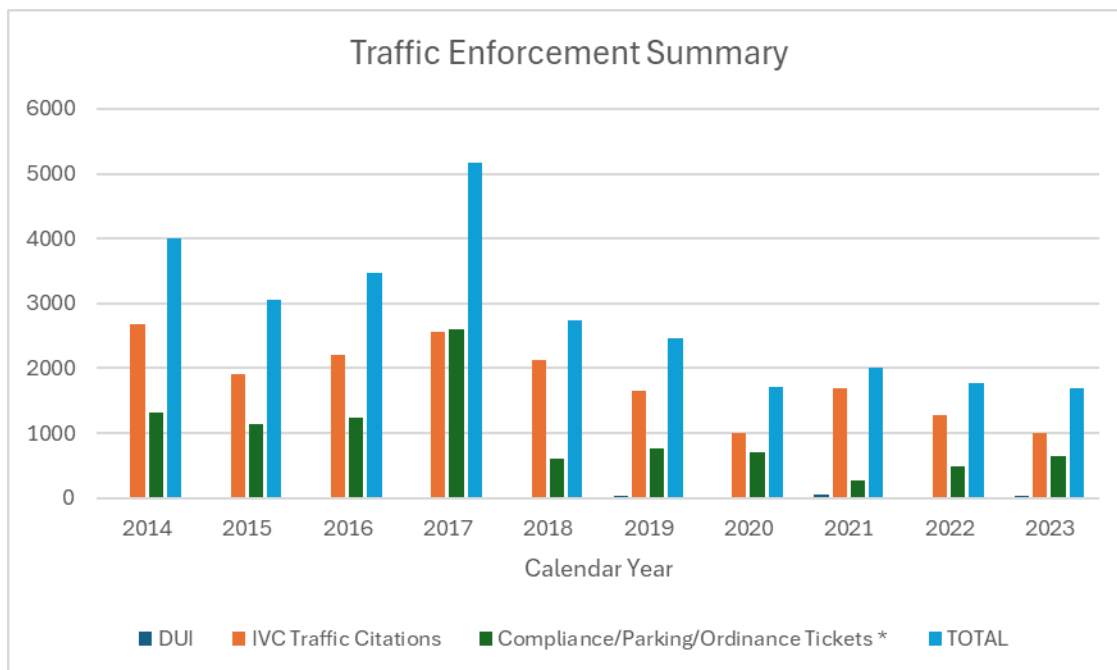
There is no financial consideration as part of this presentation.

### RECOMMENDED ACTION:

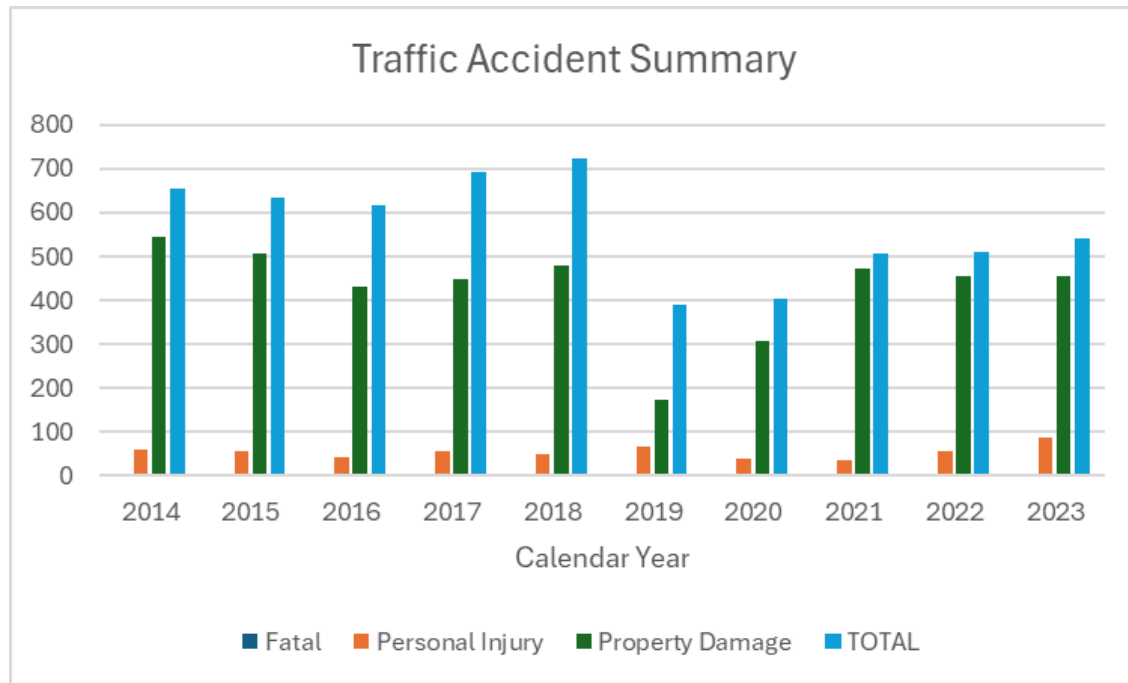
Provide comments or feedback and/or ask questions.



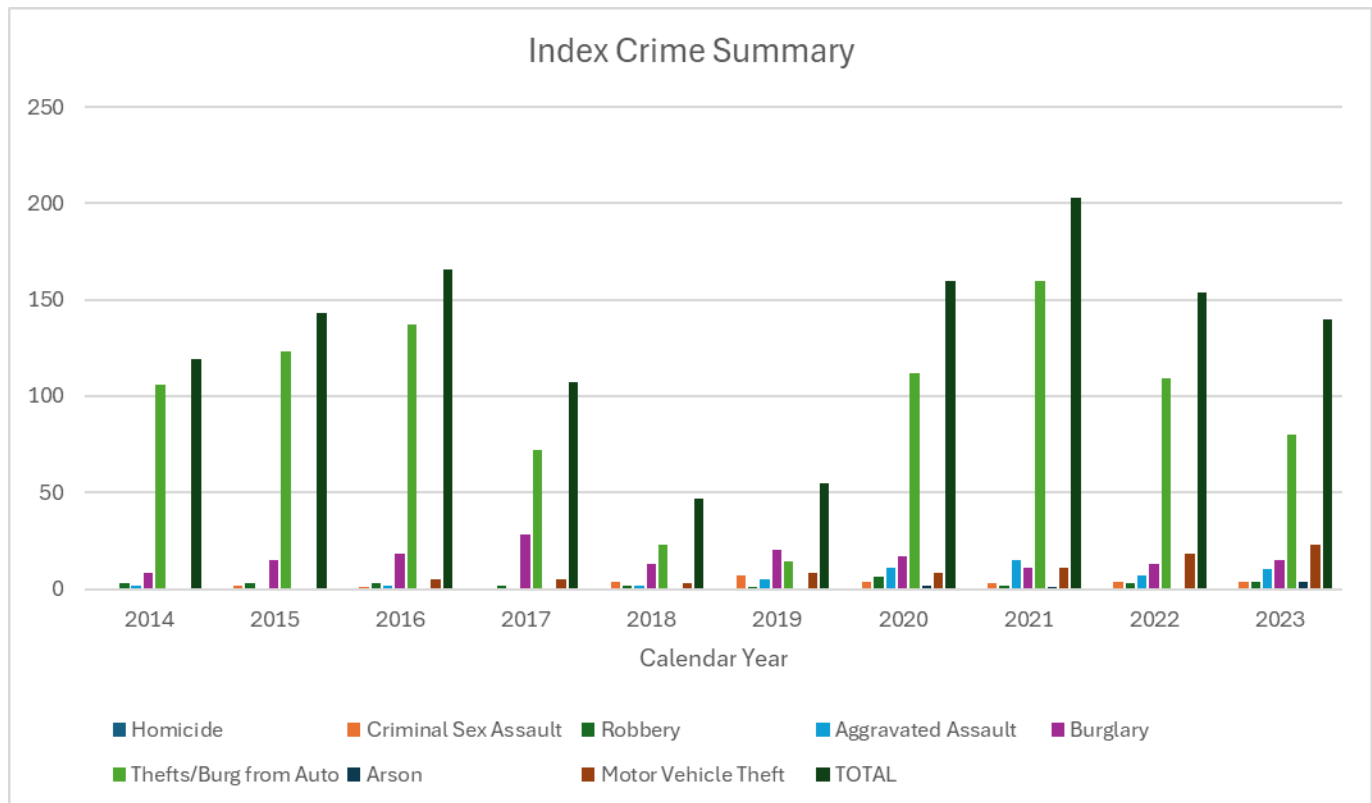
Total Dispatched Calls										
Calendar Year:	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Dispatched Calls	9,015	9,289	11,773	16,936	13,432	12,872	13,440	15,473	13,785	15,744



Traffic Enforcement Summary										
Calendar Year:	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
DUI	20	11	20	11	14	26	8	46	15	28
IVC Traffic Citations	2,674	1,907	2,196	2,563	2,124	1,662	1,007	1,685	1,271	1,007
Compliance/Parking/Ordinance Tickets *	1,315	1,139	1,245	2,591	602	767	698	277	484	648
TOTAL	4,009	3,057	3,461	5,165	2,740	2,455	1,713	2,008	1,770	1,683



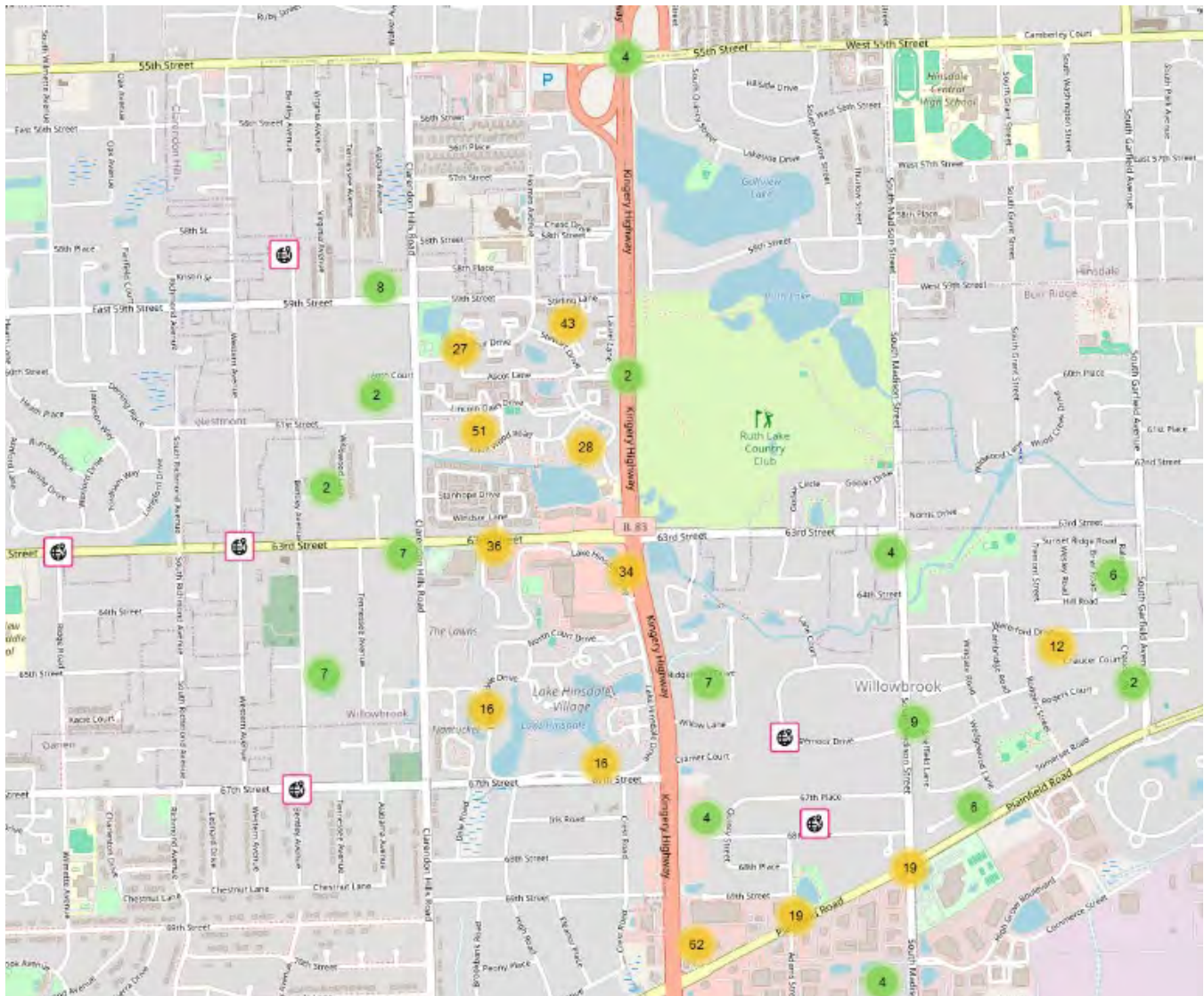
Traffic Accident Summary										
Year:	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Fatal	0	1	0	0	0	0	0	0	0	0
Personal Injury	59	55	44	58	50	66	38	35	57	87
Property Damage	546	508	431	447	479	173	308	471	454	455
TOTAL	655	634	616	692	722	389	402	506	511	542



Index Crime Summary										
Year:	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Homicide	0	0	0	0	0	0	0	0	0	0
Criminal Sex Assault	0	2	1	0	4	7	4	3	4	4
Robbery	3	3	3	2	2	1	6	2	3	4
Aggravated Assault	2	0	2	0	2	5	11	15	7	10
Burglary	8	15	18	28	13	20	17	11	13	15
Thefts/Burg from Auto	106	123	137	72	23	14	112	160	109	80
Arson	0	0	0	0	0	0	2	1	0	4
Motor Vehicle Theft	0	0	5	5	3	8	8	11	18	23
TOTAL	119	143	166	107	47	55	160	203	154	140



## North Beat 2023 Incident Report Heat Map







## South Beat 2023 Incident Report Heat Map

