

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 TUESDAY, JUNE 23, 2025, 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, MAY 27, 2025 (APPROVE)
6. ITEMS FOR DISCUSSION:
 - a. POLICE DEPARTMENT COMMUNITY ENGAGEMENT UPDATE
 - b. WINTER WONDERLAND AT WILLOW POND
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, MAY 27, 2025 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 Gretchen Boerwinkle, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Parks and Recreation Dustin Kleefisch, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka, and Deputy Clerk Christine Mardegan.

ABSENT: None.

PRESENT REMOTELY: Assistant Village Administrator Alex Arteaga

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Clerk Mardegan 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, April 28, 2025 (APPROVE)

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

MOTION: Made by Trustee Davi and seconded by Trustee Berglund 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 OF A NEW ORDINANCE REGULATING THE USE OF LOW-SPEED
ELECTRIC OR GAS BICYCLES OR SCOOTERS WITHIN THE VILLAGE OF
WILLOWBROOK

Chief Kaspar began the discussion regarding the regulation of low-speed electric scooters and/or gas bicycles in the Village. The subject of an ordinance has been brought up due to the increased prevalence of these vehicles. She began with a discussion of the state statutes indicating that there were different restrictions for bicycles and scooters.

A Low-speed electric bicycle is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts that meets the requirements of one of the following classes:

(a) "Class 1 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.

(b) "Class 2 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches a speed of 20 miles per hour.

(c) "Class 3 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour.

There is no age restriction in the state statute on riders of Class 1 and Class 2 vehicles, but Class 3 is restricted to riders aged 16 years and older. The rules of the road for bicycles in the Illinois code apply to all riders. Bikes may not be ridden on any sidewalks or in areas that would be considered a public downtown area.

The laws for electric scooters went into effect in August 2024. E-scooters are not permitted for use in a municipality unless an ordinance is passed allowing it. In municipalities where e-scooters are allowed they may only be ridden by adults, 18 years or older. Additionally, their speed is limited to 10 miles per hour, they are not allowed on roads with speed limits higher than 35 miles per hour or on public highways, nor can they be ridden under the influence of drugs or alcohol.

The new Willowbrook ordinance would reiterate what's in the State statutes, definitions, and all applicable laws and rules. The ordinance

will also allow for enforcement, not only for violation of State statutes, but also of the local ordinance. The Village ordinance would also restrict e-bikes, gas bikes and e-scooters on streets, alleys, sidewalks, and essentially any other public property within the Village.

The changes from State statute in the Village ordinance includes adding a restriction of a minimum age of 16 years old for all classifications of e-bikes, not just class 3. With e-scooters, the ordinance cannot change the minimum age below 18 years old so, although many younger than 18 are currently using these vehicles, this is not allowed.

The maximum speeds will remain the same as well as the road restrictions as well. On bike paths, vehicles will only be allowed under manual power. There are exemptions for motorized wheelchairs.

The police department will be publicizing this information to educate the public about the changes coming to Willowbrook and the new ordinance. The information will be posted on the website, social media platforms as well as signage in all the Village's parks.

The Board continued the discussion bringing up numerous issues being currently experienced such as resident complaints, issues between pedestrians and the vehicles on sidewalks, damage to the grassy areas of the parks or the sports courts, and speeding. It was also noted that violations of the ordinance can also be cited on private property as well as public thoroughfares. It was suggested to make the signs planned for the parks be provided to the homeowners' associations as well. An additional question was raised regarding the lack of visibility of the e-vehicles. It was noted that the State regulations for lighting e-bikes and e-scooters travelling on a roadway are similar to those of a motorcycle.

Additional discussion was had regarding the age of the current riders and the lack of information regarding State statutes and providing information on the additional Village ordinance. It was stressed that it is not only the children but also their parents or guardians who need the information.

There was concern for e-scooters being ridden on the Village streets as many of them have speed limits below 30 miles per hour. Although the use of e-scooters would be allowed, the change is that it is restricted to adults 18 years and over. Again, educating the public will be of the utmost importance. Again, the plan is to work diligently on public outreach including to grade schools.

b. DISCUSSION OF A NEW ORDINANCE REGULATING PUBLIC CAMPING
WITHIN THE VILLAGE

Chief Kaspar began her presentation with background information on the Supreme Court ruling in June 2024 preserving the right of local municipalities to regulate public camping on public property. The Illinois Municipal League (IML) developed a model ordinance to regulate public camping that complies with the Supreme Court ruling.

The ordinance contains definitions of what public camping is, where it's prohibited and exceptions to that, and when and how a campsite can be removed. It also allows for the disposition or release of the personal property that might be removed from a public camping campsite, and penalties and mitigations in a step-up form which escalates, based on the number of offenses.

Currently, the ordinances in Willowbrook only establish park hours, specific to the parks only, closing at dusk except Borse which stays open until 10 p.m. for ball field activity. The proposed ordinance would be applicable to not only the parks but other public areas as well.

Although not currently a prevalent issue in Willowbrook, it is a situation that the police handle on occasion. Currently when the issue arises, officers will take a humanitarian approach to assisting the individual in finding shelter or additional resources. With the help of the Board, the Village has added several new social work outreach programs to its resources. However, if an individual does not want to utilize the available resources or refuses to leave, this ordinance provides the officers with another method of enforcement.

7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adjourn the Committee of the Whole meeting at the hour of 5:56 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.

_____, 2025.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.a.

DATE: June 23, 2025

SUBJECT:

POLICE DEPARTMENT COMMUNITY ENGAGEMENT UPDATE

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Lauren Kaspar, Chief of Police
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Provide the Village Board with updates on various community engagement projects conducted by the Police Department which will be taking place in the near future.

BACKGROUND/SUMMARY

Community engagement has been one of the primary goals of the Willowbrook Police Department for the past several years. In 2023, the department implemented a Community Oriented Policing unit (COPs). The purpose of the COPs unit is to decrease crime by increasing awareness in our communities. The COPs unit attended various neighborhood functions including homeowner's association meetings to conduct presentations on crime trends and any other topics related to law enforcement. The goal of the unit is to foster positive interactions, work through problem solving, and establish partnerships within the Village of Willowbrook.

In 2024 the COPs unit expanded its partnerships with the Indian Prairie Library and Village of Willowbrook Parks and Recreation Department. In 2025, the unit further expanded with the first session of the Citizen's Police Academy. As the unit continues to build annually upon community engagement, staff has several new partnerships and programs scheduled for the new fiscal year including Neighborhood Roll Calls, Public Safety Open House, and Car Seat installation partnership with Tri State Fire Protection District (FPD).

Neighborhood Roll Call Program

This program is modeled after a program implemented by the **several other Police Departments within the area**. The Neighborhood Roll Call concept brings officers to specific neighborhoods throughout the summer months to have one on one interactions with the residents. During these roll calls, officers will be speaking with residents about crime trends, Village programs, crime prevention, and community concerns. These brief interactions will allow residents to get to know the officers patrolling their streets and also learn what is going on in their neighborhoods. **The Village's program**, led by Sergeant Inez Benson, will begin in July 2025 and will be pushed out via social media and the Village website.

**Partnerships with Tri State Fire Protection District**

Over the upcoming fiscal year, staff has two separate partnerships planned with Tri State FPD. The first will be to support and market their Child Passenger Safety Program. The National Child Passenger Safety Certification Training Program (CPS certification program) certifies individuals as child passenger safety technicians and instructors. Tri-State FPD has several trained technicians. CPS technicians can check to make sure car seats are installed correctly and teach individuals how to use and install a car seat on their own. Staff plans to market this service provided by Tri State to Willowbrook residents to support the program.

The second partnership with Tri State will be a Public Safety Open House. This event will be hosted at the Willowbrook Police Department on September 13th, 2025. This will be an all-ages event with vendors to include local businesses, utility companies, other Village departments, and more. There will be vendor tables, activities, and tours planned between 11:00am and 2:00pm. Staff plans to use this event to disseminate important crime and fire prevention information to the residents. The Public Safety Open House is an event the entire community will enjoy while gaining valuable safety information for their families, neighborhoods, and workplaces.

FINANCIAL IMPACT

Possible overtime and staffing costs associated with event coverage. Supplies and handouts for attendees will all come from the Community Events budget, line item 01-30-670-331.

RECOMMENDED ACTION:

Provide feedback about upcoming community engagement events.



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.b.

DATE: June 23, 2025

SUBJECT:

Winter Wonderland at Willow Pond

STAFF REPORT

TO: Mayor Trilla and Board of Trustees

FROM: Dustin Kleefisch, Director of Parks and Recreation

THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Staff seeks feedback and direction regarding a proposed seasonal transformation of Willow Pond into a “Winter Wonderland” in partnership with Holiday Outdoor Décor (HOD).

BACKGROUND/SUMMARY

As part of this fiscal year’s strategic initiative, which was presented to the Board during Budget Workshop #2 and later approved in the 2025-26 fiscal year budget, staff are prepared to present the first Winter Wonderland event for Board discussion. This initiative aims to establish a signature winter destination, enhance community engagement, and support local tourism and economic vitality by decorating Willow Pond with seasonal lights and attractions.

Staff has identified an exciting opportunity to activate Willow Pond during the winter months by transforming the park into a festive destination through a leasing partnership with Holiday Outdoor Décor. The proposed transformation includes illuminated holiday features, interactive photo ops, and thematic decorations, including:

- A 22’ lighted panel tree
- Bear Photo Faces
- Big Bear display
- Snowflakes and light-wrapped light poles
- Gingerbread house and gift package arch
- Christmas carolers and elf displays
- Candy chair and Mister Xmas photo scene
- Happy Holiday scene
- Snowman family
- 8’ Candy Cane displays

These elements would be strategically arranged around Willow Pond to create an immersive winter display with high visual impact and family appeal.

Under the leasing agreement with HOD, the Village would enter into a 3-year lease for selected décor elements. This structure provides a cost-effective solution with manageable annual payments while allowing flexibility to



evolve the display over time. The yearly cost for the lights and features is \$41,573.00. The additional first year cost of \$19,975 for a three year labor, equipment, installation, removal, storage and maintenance service agreement, plus a one-time warehouse delivery fee of \$4,3750, brings the first year total to \$65,298. The cost in years 2 and 3 would be \$41,573 per year.

Decoration	Leasing cost - 1 year	Cost each for lease	Leasing cost - 3 year	Purchase Price	Cost each for purchase
22' Panel Tree	\$5,991.00		\$17,973.00	\$18,155.00	
Bear Family photos (3 figures)	\$948.00	\$223-\$370	\$2,844.00	\$2,870.00	\$675-\$1120
Little Teddy Chic	\$5,828.00		\$17,484.00	\$11,655.00	
Mister Xmas	\$8,265.00		\$24,795.00	\$16,530.00	
Candy Chair	\$4,160.00		\$12,480.00	\$8,320.00	
Happy Holidays Marquee	\$4,163.00		\$12,489.00	\$8,325.00	
Snowman family (3 figures)	\$2,466.00	\$226-\$1120	\$7,398.00	\$2,925.00	\$685-\$1120
Gingerbread house	\$2,100.00		\$6,300.00	\$6,365.00	
Christmas Carolers (4 figures)	\$1,408.00	\$307-\$396	\$4,224.00	\$4,265.00	\$930-\$1200
Decorating Elf - 2 elves	\$948.00	\$474.00	\$2,844.00	\$2,870.00	\$1,435.00
Snowflake on light poles - 8 snowflakes	\$1,584.00	\$198.00	\$4,752.00	\$4,800.00	\$600.00
Light Pole wrap - 8 poles	\$832.00	\$104.00	\$2,496.00	\$2,520.00	\$315.00
Candy cane displays - 8 candy canes	\$2,880.00	\$360.00	\$8,640.00	\$8,720.00	\$1,090.00
Display Total	\$41,573.00		\$124,719.00	\$98,320.00	
White Glove Premium Service 3-year labor, equipment, installation, removal, storage and maintenance	\$19,975.00		\$19,975.00		
Quote Total	\$61,548.00		\$144,694.00		
One time shipping	\$3,750.00		\$3,750.00		
Grand Total	\$65,298.00		\$148,444.00	\$98,320.00	

FINANCIAL IMPACT

The estimated first-year lease investment is \$65,298.00 including a service agreement for labor, equipment, installation, removal, storage, and maintenance of all lights. Years 2 and 3 of the 3-year contract would be \$41,573.00 per year.

RECOMMENDED ACTION:

Staff asks the Board to provide a consensus on pursuing the transformation of Willow Pond into a Winter Wonderland and authorizing staff to proceed with formalizing a 3-year lease agreement with Holiday Outdoor Décor.