

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 24, 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, Clerk Gretchen Boerwinkle, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal and Gregory Ruffolo, Village Attorney Thomas Halloran, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

ABSENT: Village Attorney Michael Durkin, Director of Parks and Recreation Dustin Kleefisch, Chief Financial Officer Amy Curtin, Deputy Chief Benjamin Kadolph, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrator Halloran 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 10, 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 THE ICC CODE SERIES UPDATES

Director Krol began the discussion proposing the adoption of the 2024 International Code Council (ICC) series building codes as well as revisions to Title 4, Chapter 2 of the Village Code of Ordinances. This update would replace the current 2018 ICC code.

Although ICC releases new model code editions every 3 years, municipalities are not required to adopt each new edition. The ICC recommends local governments update their codes every 6 to 8 years to remain consistent with national best practices, neighboring jurisdictions, and evolving industry standards.

By reverting closer to the 2024 codes, the Village will:

- Align with surrounding communities' code, enhancing regional consistency and efficiency in development review
- Simplify code interpretation for contractors, design professionals, and homeowners
- Reduce staff time spent navigating outdated or unnecessary local amendments
- Eliminate the need for frequent "minor amendments" and variances that increase costs and project delays for residents.

The updated ordinance adopts the following codes:

- 2024 IBC - Building Code
- 2024 IRC - Residential Code
- 2024 IMC - Mechanical Code
- 2024 IFGC - Fuel & Gas Code
- 2024 IECC - Commercial & Residential Energy Code
- 2024 IFC - Fire Code (referenced through our fire districts)
- 2024 IPMC - Property Maintenance Code
- 2024 IEBC - Existing Building Code
- 2024 ISPSC - Swimming Pool & Spa Code
- 2023 NEC - Electrical Code (state-mandated)
- Leaving the 2014 Illinois Plumbing Code - adopted in 2019 and required by State law

Summary of the major code improvements from 2018 to 2024:

- Stronger wind, snow, and structural load standards
- Improved fire-resistance and life-safety provisions
- Clearer rules for egress, glazing, and stair geometry
- Updated mechanical and ventilation requirements
- Stronger energy-efficiency requirements under the IECC
- Updated accessibility provisions

Although most of the code amendments are being removed, several key local provisions remain in place to address Willowbrook's specific development conditions including soil and foundation elevation verification, spot surveys, grading and stormwater conditions that align with DuPage County regulations, certificate of occupancy procedures, and enforcement for work without permits.

With the Board's direction tonight, staff will finalize the amendment package and prepare the adoption ordinance for the December 15th Board meeting, for an effective date for the new code of January 1st, 2026.

Trustee Mistele asked about the requirements for sprinkler systems. Director Krol noted that the requirement would be eliminated for single-family residences. They would still be required for townhomes, i.e., 3 or more attached units, for new construction only.

Trustee Neal remarked that this was obviously something that was needed and ties into the recent updates to Title 9. She offered her thanks and kudos to Director Krol and his staff for the hard work they've put into the changes.

Trustee Davi also noted that the fee for the code update appeared to be reasonable. Director Krol noted that yes, working with a team of three experts from SafeBuilt since June, Willowbrook was fortunate to be able to schedule their time and limited services.

b. PRESENTATION OF THE VILLAGE OF WILLOWBROOK WATER MASTER PLAN

Director Valent explained that in October 2024, the Board approved an agreement with Christopher B. Burke Engineering (CBBEL) to prepare a comprehensive Water Master Plan. The purpose of the plan is to evaluate existing system conditions, review operational reliability, and develop recommendations to support long-term infrastructure planning and reinvestment.

The Master Plan provides the Village with an updated analysis of current system performance, capacity during peak hours and maximum day demands, areas where aging infrastructure may limit service quality, community fire flow reliability, long-range capital improvement needs, and operational opportunities for improved efficiency.

He then introduced Kevin Baldwin from CBBEL to present the Executive Summary of the Water Master Plan. As an introduction, Mr. Baldwin described his background and qualifications.

Mr. Baldwin began with a description of the existing system:

- Filtered Lake Michigan Water purchased from the DuPage Water Commission (DWC)
- Average Day Usage (Annual) 1,000,000 gal/day, Maximum Day Usage (Summertime) 1,700,000 gal/day
- ~50 Miles of Water Main
 - Vary in Size from 6" to 16" -Mostly Ductile Iron
- ~2,200 Service Connections
- Major System Components
 - 3 Storage Facilities
 - 4 million gallons of total storage
 - 1 Pressure Adjusting Station and Pump Station
 - 4 Emergency Interconnects (Darien, Burr Ridge, DuPage County, & Westmont)

He provided a definition of a water model: A tool to simulate and analyze the behavior of a water distribution system. The model uses mathematical equations to calculate pressure, fire flow, pipe flow, flushing operations, water age, water quality, temporary shutdown scenarios, and watermain replacement programs. The model can also be used as an informed decision-making tool for municipal comprehensive planning and future capital improvements.

With this information, a Potable Water Master Plan is created. Previous plans were created in 1983 and 1997. A Water Master Plan can be a road map to guide the future of the system and identify deficiencies and make recommendations to improve overall performance. The plan is typically updated every 5-10 years. The plan contains highly sensitive information and therefore the full plan is not made available to the public.

Mr. Baldwin outlined the near term (1-3 years) proposed system improvements:

- SCADA System Improvements
 - Allow Town Water Operators to Remotely Monitor Flows, Pressures, Tower Levels, and Pump Status
 - Antiquated Parts / Connectivity
- Water Meter Changeout Program
 - 75% of the Village's Meters are 20 + years old (~1,800 of the 2,400)
 - Accuracy of meters is outside the acceptable range of use
- Pump Station Redundancy
 - Allows for Routine Maintenance Operations
- Emergency Generator at Pump Station
 - Significant Deficiencies List
- Tank Maintenance Items (*Priority List*)
 - Priority list of repair items to meet current IEPA Requirements
- Water Main Replacement Program

Regarding the water main replacement program, the decision matrix criteria includes: age, break density history, size (diameter), material, fire flow available status, planned street replacement locations, and lead service lines locations. The goal is to sustain the water distribution network by proactively replacing older mains in the system to coincide with road improvement plans. The typical service life of water mains is 75-100 years with an average replacement rate of .5 to .75 miles per year.

Water main break density was also analyzed. The Farmingdale area showed the highest instances of breaks. Breaks can be caused by hydraulic failure, but it is usually just the age of the mains.

The proposed long-term improvements, 3-5 years, include

- 2nd Redundant Feed from DWC
- Asset Maintenance and Leak Detection Programs
- Inclusion of Proposed Developments
- Interconnection - Valve Turning Program
- Tank Maintenance Items (*During Next Paint Project*)
 - Elevated Towers Recently Painted in 2015-2017
 - Repair List of Damaged or Missing Components
- Maintain and Update Water Model
- Continuation of the Water Main and Water Meter Replacement Programs

Trustee Neal asked how the fire hydrant replacement program fit into the Water Master Plan. Director Valent responded that although that program was a piece of the puzzle, it was not part of the plan. The hydrant replacement needs to continue on an annual basis due to parts availability for the older models. It is not necessary to replace the hydrants before other improvements to the water system are made. By the same token, if water mains are being replaced in a specific area, then replacing the hydrants at the same time would be a practical effort.

If the water main improvements are made during road improvements, how does this tie in to replacing mains on private property? In considering these types of improvements, road, water main as well as stormwater, whether on private property or public roads, the timing would need to be considered carefully. It would be impractical to make an improvement in one area, for example road repaving, to then replace the water mains in the same area the following year and have to redo the pavement. In creating a capital budgeting plan, the goal is to take care of all the different elements in just one area at a time.

Trustee Neal also questioned the water meter replacement program and the effort involved with that program. Director Valent indicated that the replacement of commercial meters was generally less of an issue than replacing residential meters.

Trustee Davi wondered about replacing the water meters that are read by remote signal. Director Valent clarified that the water meters themselves are not transmitting the signal, but rather an MTU radio unit that works in conjunction with the meters. The meters are all simply an electronic device that calculates consumption. The meters have not changed in many years. There are approximately 2,400 meters in the Village, 18% of which are over 24 years old, while about 75% are over 20 years old.

Trustee Davi also wanted to know why the fire hydrants were being changed out. Director Valent indicated that the current Traverse City hydrants were no longer being manufactured, limiting parts availability. Additionally, the fire flows are not up to current standards. Director Valent indicated that last year was the first year of a five-year replacement program. He noted that the cost can range between \$500 and \$7,500 per hydrant based on the amount of excavation required for replacement.

The Mayor wanted to know if the current water meter radio transmittal readers are compatible with the new meters. Director Valent indicated that they were now obsolete, but the newer units coming in were compatible with a variety of meters, depending on the age of the meter.

However, there is an additional issue with battery failure; the technology is still compatible, but the battery life is expired. Administrator Halloran noted that the issue of the water meters, radio transmittal readers, as well as the software and other technology needed to operate the program, has been a topic of discussion and planning will continue during the 26/27 budget discussions to plan for a replacement of the meters and reading devices. Staff will be providing a report and a recommendation in either December or January.

Trustee Mistele brought up the issue of closing existing water main loops and the introduction of zone valves to facilitate maintenance. He wondered if this had been identified or considered in the Water Master Plan. Mr. Baldwin indicated that, yes, these had been identified, a handful in the northwest section of the Village and cul-de-sac locations, altogether about two dozen.

Trustee Mistele also questioned the single connection to the DuPage Water Commission (DWC) and how it related to the agreements in place for backup sources during catastrophic conditions. Mr. Baldwin indicated that Willowbrook maintains four interconnects with Darien, Burr Ridge, DuPage County, and Westmont. The importance of these interconnects requires that testing is conducted to ensure operational stability.

Trustee Berglund felt that the information being presented indicated that Willowbrook was quite out of date and wondered where the Village stood in comparison to other communities. Mr. Baldwin indicated that Willowbrook was not in that bad a position, that it was simply the fact that mains from the 60s and 70s are associated with the majority of the current breaks. With the creation of a Master Water Plan, that helps keep the Village ahead of the curve rather than waiting for major issues.

The Mayor thanked Mr. Baldwin for his efforts and his presentation.

c. PRESENTATION OF THE 2025-2026 SNOW OPERATIONS MANUAL

Director Valent indicated that the Public Works department continues to update the snow operations manual that communicates policies and procedures for snow and ice removal and control within the community. It also ensures that staff and contractors fully understand their roles during the winter season.

For the 2025/2026 season some notable updates include a dedicated supervisory role and an expansion of contractual services early in the season due to in-house staffing reductions. Additionally, contractors'

equipment is now outfitted to utilize anti-icing and deicing liquids to enhance roadway safety and efficiency.

At the close of the season, staff and the contractual team will debrief to review what went well and identify areas for improvement, focusing on snow and ice removal operations at the library and the continued use of liquid anti-icing and deicing procedures.

Public Works currently has approximately 500 tons of rock salt remaining from the 2024/2025 season, with an additional 900 tons available if needed. There is also 6,000 gallons of liquid material on hand for roadway and rock salt pretreatment.

7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adjourn the Committee of the Whole meeting at the hour of 6:25 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.

December 15, 2025.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.