



## Village of Westmont VILLAGE BOARD

31 West Quincy Street, Westmont, Illinois 60559

villageboard@westmont.il.gov  
westmont.illinois.gov | 630-981-6200

### Administration & Finance Committee

**Thursday, January 8, 2026**  
**Minutes**

- I. **CALL TO ORDER - 4:30 p.m.**
- II. **ROLL CALL** - Trustees: Guzzo, Scale, Liddle, Parilli, and Plowman. Mayor Nero, Clerk Szymiski. Staff: Manager Gunther, Director Mielcarski, Assistant Parker, Director Altic, Director Hennerfeind, Director Ries, Director Liljeberg, Director Brainerd, Director McIntyre, Chief Riley, and Deputy Chief Weibler.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC COMMENTS - None**
- V. **APPROVAL OF MINUTES** - Approval of the minutes from the November 13, 2025 Budget Workshop of the Administration & Finance Committee. Motion to approve by Trustee Guzzo, a second by Trustee Plowman.
- VI. **UNFINISHED BUSINESS - None**
- VII. **NEW BUSINESS -**
  - a. **Westmont Park District: Park District Digital Sign Funding Request**

Assistant Village Manager Parker provided an update on a Park District request for \$50,000 to fund an electronic sign on 63rd Street, similar to those at the fire department and the library, to publicize events. The request stems from a verbal discussion in 2016 to give the Park District \$50,000 from the village's \$600,000 road property sale to assist with wayfinding signs after the closure of Westmont Drive. While the verbal commitment was not an official binding agreement, the prior Village Manager had reminded the Park District of the potential \$50,000 to assist with a digital sign instead of wayfinding signs in 2020.

    - **Digital Sign Location and Usage:** Executive Director Bob Fleck of the Park District confirmed the sign would be located on 63rd Street, at Bellerive Park, replacing an existing park monument sign near the water tower. Mr. Fleck stated the Park District intends to mirror the Village's digital sign policy and use the same brick for the pedestal as the other community signs at the South Fire Station and the library. The sign would be used for community-related messaging, such as youth sports registration and Fourth of July events, and the Park District would advertise village information upon request.
    - **Advertising Policy and First Amendment Concerns** The Village's sign policy currently limits advertising to government entities, excluding non-profits, to avoid

First Amendment issues and potential lawsuits, citing the example of the KKK. The Park District expressed interest in advertising for local charitable service clubs and sponsors like the Westmont Auto Mile for events such as the Fourth of July fireworks. Assistant Village Manager Parker explained that the Park District, as a separate governing entity, could choose to adjust its policy and accept the risk of liability for First Amendment questions, provided they do not advertise other businesses.

- **Funding Conditions and Liability** The Village has the option to make the \$50,000 conditional on the Park District following the Village's policy via an Intergovernmental Agreement (IGA), but they are not required to do so. If the money is provided without an IGA, the Park District and their counsel would handle any liability issues related to their independent policy, which they are willing to take on, potentially allowing for extra service for local clubs without putting the Village at risk. Mr. Fleck noted that the sign cost is just under \$80,000 and the sign dimensions are similar to existing Village and Library signs. The committee was generally in favor of approving the funding as a purchase order on the next agenda without additional requirements

**b. Social Media Policy and Best Practices** The Village has a social media policy, crafted about 10 years prior, to guide the removal of misinformation and safety-related content, but it does not remove straight criticism. Since the new Mayor's appointment in May, social media posting has increased to about four to five times a week, resulting in more public engagement. Best practices for officials and staff include directing the public to the Village website for accurate information and referring questions of uncertainty to staff, as inaccurate or sensational statements may be prioritized by the media.

- **Use of Personal Devices and Social Media Risks** Discussions on freedom of speech and best practices emphasized the risk of using private social media for village-related discussions, as it may be considered village business and subject to Freedom of Information Act requests, potentially leading to the review of personal communication devices. Director McIntyre advised against using personal devices for village matters and cautioned that posted content cannot be taken back, as it can be screenshotted. The village permits public comments on its social media but does not respond directly, opting to create separate news releases to address misinformation.

**c. Storm Water Code Revisions** A presentation was given by Director Ries and Engineer Ulreich on proposed code revisions related to storm water management, including reverting to the DuPage County ordinance for Net New Impervious (NNI) thresholds. The current village ordinance is highly restrictive, requiring detention for an entire property if even one square foot of new impervious area is added. The proposed change would adopt the county's

threshold of about 25,000 square feet of new impervious area before detention is required, aiming to support redevelopment.

- **Local Amendments to Storm Water Code** Three local amendments were proposed to the DuPage County ordinance: redefining "substantial improvement" for buildings in flood or low depressional areas by adding a 10-year rolling reset period, increasing the Flood Protection Elevation factor of safety from one foot to two feet for properties near a river like St. Joseph Creek, while keeping one foot for low depressional areas, and codifying the current practice of regulating low depressional areas similar to floodplains. The proposed changes would address concerns raised by business owners like the resident who noted that current retention requirements for a paved parking lot had previously cost over \$250,000. The Director indicated further work is planned, including applying to be a complete waiver community, modeling all low depressional areas, and updating the fee-in-lieu to reflect current pricing.

**d. Personnel Code Amendments** The Human Resources Director introduced annual personnel code updates to comply with state legislative changes and to make administrative adjustments. A complete overhaul of the manual is planned for 2026, but the current amendments are required in the code of ordinances. Two key policy changes include an administrative adjustment to allow for the payout of unused paid time off for separating part-time firefighters, which addresses operational challenges when they call off shifts to use their accrued time. The second change is a legislative one, amending the Illinois Police Training Act, which now requires the sharing of pre-employment information (e.g., physicals, psychological exams) in addition to personnel files and investigations when a current or former police officer is applying to another agency.

**e. TIF Status Update** Assistant Manager Parker began the TIF (Tax Increment Financing) status update, noting that economic development is a significant focus for the village. Then Finance Director Allen was set to start the presentation on the two TIF funds.

- **TIFF Background and Purpose** Director Altic introduced the discussion on Tax Increment Financing Districts (TIFFs), noting there is a South Tiff at 63rd Street and Cass and a Downtown Tiff, with 10 years left in the life of their TIFF. The primary purpose of TIFFs is to combat blight and break the cycle of market stagnation by offering incentives to developers, making building a more enticing investment in the community. This injection of incentive is designed to jumpstart the economy, attract more people, and improve the quality of local businesses, such as restaurants. Director Altic also noted that most neighboring communities, including Downers Grove, Clarendon Hills, and Lisle, actively utilize TIFFs, with Westmont starting later in 2013.

- **TIFF Mechanism and Increment Definition** The concept of "increment" is crucial to how TIFFs generate revenue for economic incentives. Director Altic explained that the increment is the increase in property value or assessed valuation above the base value, which was frozen when the TIFF was created (e.g., in 2013). The tax revenue generated from this increment flows into the TIFF fund. Using an example, Director Altic demonstrated that while other taxing bodies continue to receive the tax revenue based on the original base value, the TIFF captures the taxes from the value increase. The increment is most commonly generated through new construction, which is the "biggest bang" for increasing the Equalized Assessed Valuation (EAV), but also through smaller improvements and normal increases in property values over time.
- **Impact of TIFFs on School Districts** Director Altic addressed the concern that schools might be losing money due to TIFFs, particularly concerning new construction projects like Mariano's or like One West Quincy, asserting that these projects would not have been built without TIF assistance, so schools are not losing anything they would have otherwise had. If a property built with TIF assistance adds students, the Village is required to pay the school district their average cost of attendance per student from the TIFF money (approximately \$30,000 per student annually, as of 2011). However, the schools do lose potential property tax increases from small-scale new construction without TIFF assistance (like Neat's patio expansion) and from general rising property values, though the latter is mitigated by the property tax extension limitation law.
- **Intergovernmental Agreements (IGAs) with School Districts** An Intergovernmental Agreement (IGA) was established with District 60 for the South TIF, which involved only the northern half of the area to secure the district's support. This decision resulted in limitations, preventing TIF assistance to areas south of 63rd Street, such as the US Bank property. Conversely, District 201 negotiated a deal to receive 25% of all Central TIF revenue. Finance Director Altic noted that District 201 has received \$900,000 more with the deal than they would have without the TIF, although the use of these funds is restricted to capital improvements or improvements at Manning. The large 25% payment to District 201 is hindering the ability to offer developers larger incentives, leading to less development and creating a "lose-lose proposition".
- **Financial Status of Both TIFFs** Finance Director Altic provided a financial update, noting the South Tiff's EAV has increased from \$18 million to \$30 million over 13 years, generating an annual profit of about \$550,000 and having a positive cash flow of \$830,000 after paying off its IOU to the village in 2024. The Central TIF EAV increased from \$33 million to \$53 million, generating an annual profit of about \$530,000. The Central Tiff, however, currently has a \$1.6 million IOU to the village, stemming from costs related to preparing one North Cass for development, and this IOU is projected to grow to \$5 to \$6 million next year due to budgeted projects like moving the S-curve and ComEd relocation. Despite this

liability, AVM Parker expressed confidence that the Central Tiff liability will be paid off by 2032 or 2033, well before its 2036 expiration

- **Future of TIFFs and Next Steps** With only 10 years remaining, Director Altic emphasized that it is not enough time to secure sizable development projects, as the development timeline from initial conversation to tax value realization could take six years, leaving insufficient "runway". Options include allowing the TIF to expire with minimal future development, seeking a 12-year extension which requires approval from every taxing district and the state, or revamping the TIF boundaries to create a new 23-year life cycle. Revamping the TIF would take several months and likely necessitate renegotiation with the school districts. Next steps involve preliminary meetings with school districts, identifying future project sites, and conducting a TIF analysis with consultants to determine the best path forward, which may include removing some properties from the current TIF or declaring surplus funds to provide immediate cash relief to taxing bodies, like the schools.

**f. Road Construction Method Update** Following the TIF discussion, Public Works gave an abbreviated update on road construction methods, mentioning a meeting with the design engineer and an on-site review. The preliminary plan was deemed conservative, with findings indicating existing storm sewer could be reused, but also that existing ditches are substandard, difficult to fix, and more expensive than initially estimated. The conclusion was that the best approach for Westmont is "curb and gutter" construction for drainage, and value engineering, such as looking at the pavement cross-section, should keep the project within the current budget.

**VIII. REPORTS: None**

**IX. MISCELLANEOUS: None**

**X. ADJOURN:**

Motion to adjourn at 5:49 p.m by Trustee Scales, second by Trustee Plowman. All ayes.

These minutes were created by Gemini AI based on notes from the meeting audio.



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### Village of Westmont Administration & Finance Committee Staff Reports - 2026-01-08

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#### Village Manager

- November was the first calendar year budget workshop, staff worked hard on the presentations and the Board received a great deal of detailed information this year.
  - December was filled with Meet the Manager meetings with department staff, allowing for questions and answers about the change in administration.
  - 2026 looks to be a successful year!
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#### Finance

- Worked on and finalized 2026 budget
  - Working on December month end close and Fiscal Year 2025 year end close
  - Finance officially opened up the Fiscal Year 2026 accounting records
  - Finance has been working on filling the vacant Assistant Finance Director position.
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#### Government Services

- **Statistics from November & December 2025**
    - Ordinances - 22 ordinances were processed
    - Agendas/Cancellations - 20 created/posted
    - FOIAs - 72 were received, created & answered
    - Amplified Sound - 1 Amplified Sound Permit was issued for Holly Days
    - Community Events Permit - 1 application submitted & approved
    - Liquor License - All 57 2026 liquor licenses were renewed.
      - Closed - Margies Beef, 6410 S. Cass
      - Closed - Korea Garden, 204 N. Cass
    - Business Registration renewal information has gone out and 435 have renewed
    - Licenses: 31 tobacco license renewals
    - Licenses: 10 Massage license renewals
    - Solicitor permits: 9 Active Permits
    - 10 Liens / Release of Liens filed with DuPage County:
  - Finalizing 2025 was a whirlwind, staff worked through things beautifully!
  - All 2026 liquor licenses were issued, 98% before the Christmas holidays, and 2026 business registrations are still in process.
  - 2026 will see the formation of the Westmont Strategic Plan. The various community focus groups went well and the internal meetings will start soon!
  - We are so looking forward to a successful and rewarding 2026.
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#### Liquor Commission

***Below is an overview of my activities for the months of November and December 2025***

##### **NOVEMBER**

- Learned of Grab & Go 7 S. Lincoln installed Sweepstakes Machines which per se are not illegal. Chief Gruen will have Detectives check to see if they pay out customer's play. If they do that is gambling which is illegal.

- Received several calls from a potential golf simulator business which wanted BYOB liquor privileges on S. Cass Ave. They were told they need an individual liquor license class before getting the byob.
- Compiled October video gaming revenues.
- Started liquor license application review for Belly Delhi (Old Shree Restaurant).
- Attended November Village Board Meeting for license change. (an increase in license classes)

## **DECEMBER**

- Request to create a tobacco/vape license for use in barber shops. The request was declined at this time.
- Request for information on liquor server age at Westmont Yard.
- DJ's requested to remain open an extra hour on New Year's Eve. This was their second request thus it was allowed per ordinance.
- Letters sent to TQLA and later Whiskey Hill for past due Places for Eating Tax revenues. Arrangements for payment are being made by the Finance Dept. Failure to pay will result in a hearing by the liquor commissioner.
- Received a complaint from a tobacco/vape license applicant on the length of received zoning and tobacco licenses. Delays were due to lack of information provided by the applicant.
- Compiled November's Video Gaming Revenues.
- PD conducted a compliance check using the Sweepstakes Terminals at Grab & Go 7 S. Lincoln. The clerk did pay/cash out the detective's play which is illegal and is gambling. A warning will be issued.
- Tobacco/Vape license issued to Westmont Castle Mart d/b/a Mobil gas at Pasquinelli Drive & Ogden Ave. This site previously had a tobacco/vape local license thus this license was issued after review.

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## **Information Technology**

- No report

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## **Human Resources**

- **Employee Survey Results**

- Themes
  - The top three positive themes were: Appreciation/Gratitude/Feeling Valued, Enjoyment of the Job/Fun, Collaboration/Teamwork.
  - The top three areas for improvement were: Leadership, Feeling Undervalued, Engagement.
- Response
  - In response to the survey results, an email was sent to all staff on August 22 with the themes and our plans to address some of the issues, which included:
    - Launching an HR Hotline (*completed September 2025*)
    - Hosting "Mingling with the Manager" sessions for staff to interact with Jim, learn about his management style and vision and have the chance for Q&A (*6 sessions completed in December 2025*)
    - Implementing more regular communication from Manager Gunther to all staff to increase transparency (*anticipated January 2026*)

- **Health & Wellness Committee**

- We had 23 participants in the 2025 Flu Shot clinic, most of which were able to be billed through health insurance.
- There were 103 participants in the 2025 Health & Wellness Program, which is roughly a 10% increase over 2024.

- **Merit Program**

- The second Merit Bonus was paid on December 18, and the first Merit Raise was included with the January 2 paycheck.
- The 2026 Merit Program will see some changes based on feedback we received throughout 2025, including a rebranding, having one major activity per quarter and condensed versions of the rating forms.

- **New HR Team Member**

- We welcomed our new part-time Human Resources Coordinator, Sara Lawson, to the team on Monday, January 5! Sara has a range of experience, including public employment experience in the UK and human resources administration/generalist work,

most recently with the YMCA. Her friendly demeanor and people-first approach compliments the HR team well, and we look forward to working with her.

- **Training**
  - 2025 Annual Sexual Harassment Training is about 97% completed.
- **Recruitment**
  - **Open Positions / Interviewing**
    - Community Development - Building & Code Division Manager
    - Finance - Assistant Finance Director
    - Public Works - Maintenance Worker - Underground
  - **Pending Hires**
    -
  - **New Hires/Rehires**
    - Pachura, Patryk - Maintenance Worker - Forestry & Grounds - 08/04/2025
    - Fitzgerald, Andrew - Probationary Firefighter/Paramedic 3rd Class - 08/11/2025
    - Leonard, Jason - Probationary Firefighter 3rd Class - 08/11/2025
    - Lopez, Steven - Probationary Firefighter 3rd Class - 08/11/2025
    - Rangel, Alfredo - Probationary Firefighter 3rd Class - 08/29/2025
    - Sanders, Jonesha (Nesah) - Administrative Clerk PT - 09/22/2025
    - Ulreich, Gregory - Village Engineer - 10/06/2025
    - Guido, Kathleen - Probationary Firefighter 3rd Class - 10/23/2025
    - O'Connor, Michael - Probationary Firefighter/Paramedic 3rd Class - 11/04/2025
    - Bennett, Dain - Probationary Firefighter 3rd Class - 11/05/2025
    - Burrows, Darren - Probationary Firefighter 3rd Class - 11/05/2025
    - Murphy, Shaemus - Probationary Firefighter 3rd Class - 11/05/2025
    - Salgado, Jr, Ivan - Probationary Firefighter 3rd Class - 11/05/2025
    - Gallagher, Thomas - Arborist - 11/24/2025
    - Bianchi, Daniel - Probationary Firefighter/Paramedic 3rd Class - 12/03/2025
    - Ditchman, Brendan - Probationary Firefighter/Paramedic 3rd Class - 12/03/2025
    - Gill, Quaid - Probationary Firefighter/Paramedic 3rd Class - 12/03/2025
    - Krouse, Ryan - Probationary Firefighter/Paramedic 3rd Class - 12/03/2025
  - **Promotions / Job Changes**
    - Chorney, Zachary - Senior Maintenance Worker - Sign Shop Tech - 11/17/2025
    - Durst, Jeremy - Patrol Sergeant - 07/28/2025
    - Kleszyk, Merisa - FT Administrative Assistant - 12/15/2025
    - Krogull, Joshua - Foreman - Streets - 11/03/2025
    - Radtke, Timothy - Administrative Sergeant - 08/11/2025
    - Weibler, Michael - Deputy Police Chief - 07/28/2025
    - Winters, Patricia - Permit Technician - 10/06/2025
    - Dispensa, John - Maintenance Worker - Streets - 12/29/2025
  - **Retirement/Resignations/Separations**
    - Tobolt, Dale - Lieutenant - 07/23/2025
    - DeVries, Chadd - Arborist - 08/08/2025
    - Long, Brian - Probationary Firefighter 3rd Class - 08/12/2025
    - Jeraminas, Joey - Code Enforcement Officer - 08/15/2025
    - Ramirez, Jose (Fabian) - Maintenance Worker - Underground - 08/18/2025
    - Wallace, Bradley - Seasonal Maintenance Worker - 08/15/2025
    - Sisul, John - Seasonal Maintenance Worker - 08/15/2025
    - Pemberton, Quinn - Seasonal Maintenance Worker - 08/15/2025
    - Moll, John - Firefighter 1st Class - 08/16/2025
    - Santore, Gabrielle - Seasonal Maintenance Worker - 08/19/2025
    - Cates, Jackson - Seasonal Maintenance Worker - 08/22/2025
    - Peloso, Matthew - Probationary Firefighter/Paramedic 3rd Class - 08/23/2025
    - Vitell, Jason - Deputy Director of Community Development - 09/17/2025
    - Bennett, Alexander - Police Officer - 09/25/2025
    - May, Stephen - Village Manager - 10/17/2025
    - Kwasek, Michael - Public Works Foreman - Streets - 11/05/2025
    - Westra, Cynthia - Assistant Finance Director - 12/02/2025
    - Schultz, Thomas - Fire Inspector - 12/12/2025

## **November and December 2025 Overview**

- **Board Meeting & Board Reports** - Coordinated, edited, published, & distributed trustee reports for all Village Board Meetings
- **Committees** - Staff Liaison to 6 committees/programs, currently
  - **Environmental Improvement Committee**
    - 2026 schedule complete & posted
    - Speakers for 2026 in progress
    - 2026 Goals identified
    - 2026 Events identified
  - **Public Information Committee**
    - 2026 schedule completed
  - **Sister City Program**
    - 2025 student exchange visit to Village Hall
    - Coordinated dinner with families and village staff
  - **Holly Days**
    - 2025 meetings with Park Dist
    - Scheduled floats for village
  - **Vision & Vibe Fest Committee**
    - Received confirmation to move ahead for 2026
  - **Westmont First Committee**
    - No Update
- **Community Events**
  - **Coordination of events**
    - NEW Village vehicles night for 2026 Cruisin' Nights - June 18
    - Vision & Vibe coordination in progress
    - Return of Pumpkin Smashing at Wicked West Fest including community participation and promotion of composting event
    - Holly Days coordination & assistance with village floats
    - Holly Days photos of Parade
    - Coordinated and held Electronics & More recycling event
    - Luge coordination for 2026 ongoing
  - **Publicity** - Created publicity for several events, including:
    - Wicked West Fest
    - 2025 Oak-tober Tree Giveaway
    - FMC World Swimming Cup in Oct.
    - Car Shows To Area Seniors
    - Prescription Drug Take Back Day
    - Senior Expo
    - Wicked West Fest Costume Contest
    - Wicked West Fest Home Decorating Contest
    - Holly Days Schedule
    - Westmont HS Choir Sing Alongs at Holly Days
    - 2026 Winter Beer Fest Feb. 14 At Ty Warner Park
    - Restaurant Week
  - **PIO Update**
    - Developing schedule for 2026 which will be shared with participants soon
    - Worked with Westmont Police & Fire Investigate Bomb Threat & Bomb Threat Investigation & Update info
    - Worked with Westmont Police & Fire with Fire at Belly Dehli Restaurant
- **Website**
  - Completed website training for Public Works
  - Fire Dept. New facility page updated
  - 2026 meetings schedule published
  - Water rates page updated

- Solar page updated
- 6 - 311 Requests to Communications received and completed
- Several other website update/additions/requests from various departments completed
- Meeting with Civic Plus to go over re-design
- Uploaded 6 SmugMug picture folders
  - Holly Days Parade
  - Holly Days pics with Santa
  - PD recognitions
  - Kwasek Retirement
  - Mayor Nero at Manning
  - Wicked West Fest
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **News Releases - Articles In Development**
  - Numerous articles being prepped for 2026
  - Numerous articles have been published, including:
    - PRC Volunteers Needed
    - Fall Tree Planting Incentive Program
    - Senior Expo
    - DG Township Services
    - Holiday Light Rec Program
    - Holiday Light Rec Program
    - Residents Asked To Help Keep Leaves Way From Storm Drains
    - Citizens Encouraged To Report Street & Sidewalk Concerns
    - WWF Home Decorating Contest
    - WWF Costume Contest
    - New Strategic Plan Seeks Community Involvement
    - WWF Results
    - Mayor Nero Meets With Westmont Students At Manning School
    - Halloween Trick or Treating Info
    - Village Offices Closed Nov 11
    - Fall Fire Safety Reminders
    - Mike Kwasek Honored for 35 Years with Public Works
    - DuPage County Prepares SNAP Response
    - Village Offices Closed Holiday Schedule
    - Dementia Friendly Winter Programs
    - Holly Days Schedule
    - Strategic Plan Updated
    - Westmont HS Choir Sing Alongs at Holly Days
    - Budget Workshop Meeting November 13
    - Winter Business Window Mural Program
    - 2026 Winter Beer Fest Feb. 14 At Ty Warner Park
    - Community Solar Information & Resources
    - 2026 Village Budget Presentation
    - New Westmont Fire Facility Update
    - Keep the Wreath Red
    - Police Personnel Recognized For Service
    - Holiday Season Fire Safety Tips
    - Shoveling Around Fire Hydrants & Winter Safety
    - Salt Use & the Environment
    - Snow Removal Operations
    - Recycling/Garbage Alley Pickups Delayed Due To Weather
    - Christmas Tree Pickup & Holiday Waste/Recycling Collection Schedule
    - Mental Health Awareness During The Holidays
    - Westmont Fire Assist With Toy Express Collection Program

- See It, Report It - Do Not Hesitate, Call 9-1-1
  - Holly Days Parade & Pictures With Santa
  - Severe Weather Reminder From Flood Bros.
  - Service awards
  - Fire Facility Update
  - Updated Holiday Sched
  - Water Rate Increase beginning Jan
  - Westmont Fire offers CPR Classes
  - Paint Recycling on DuPage
  - Restaurant Week
  - Environmental Sustainability Presentation At Jan. 5 EIC Meeting
  - Westmont Police & Fire Investigate Bomb Threat & Bomb Threat Investigation Update
- **Social Media Posts** - Numerous graphics/links to Facebook, Twitter, & Nextdoor
  - 26 media posts including THERE'S ALWAYS SOMETHING HAPPENING IN WESTMONT posts
  - Friendly internal social media competitions
  - Significantly increases public interactions via social media
- **Graphic Design** - Created several graphics to accompany News releases, social media posts and more
- **Westmont Community News Magazine - Village Newsletter**
  - Designed & Published Fall/Winter & Winter News Magazines
  - Coordinated invoice payments for Lithoprint
  - Creating March/April issue
- **Electronic Bulletin Board Posts** - Weekly and as needed updates to the bulletin boards
- **Westmont E-Newsletter**
  - Published on Fridays after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
  - Digital versions with working links created & posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Special Projects** -
  - Independence Day band research
- **Media Materials** -
  - No update
- **Pictures**
  - Took pictures at several board meetings and special events including:
    - Holiday luncheon
    - Pictures with Santa
    - Holly Days Parade
    - Pumpkin Compost event
    - Recycling & More Event
    - PD Recognitions on 11/20
    - Student Exchange on 11/5
    - Kwasek recognition on 10/30
    - Arts Dupage proclamation
    - Mayor with Dr from Duly on 11/21
    - Mayor at Net Game 11/15
    - Pictures for News magazine Cover
    - Pictures for social media posts
- **Misc.**
  - Oakleaf Newsletter submission for Q4