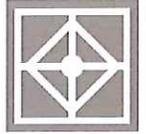




# CITY MANAGER'S NEWSLETTER



Volume III Issue 2

January 9, 2015

## WINTER TREE IDENTIFICATION WALK

Discover another way to enhance your enjoyment of the woods during the winter months!

Attend the "Winter Tree Identification Walk" on Saturday, January 17<sup>th</sup>, from 10:00 a.m. - 2:00 p.m. at Hennen Conservation Area, 4522 Dean Street, Woodstock.

You will learn how trees can be identified based on only the twigs and bark. The first hour of the event will be inside looking at different twig samples; the next three hours will be walking the hiking trails and using your new skills.

Wear appropriate clothing for an outdoor winter hike! Bring your own lunch. There is a \$5.00 registration fee.

To register, call The Land Conservancy, 815-337-9502.



## POLICE ANNOUNCE JANUARY TRAFFIC ENFORCEMENT INITIATIVE



The **Woodstock Police Department** has announced that the Special Traffic Enforcement Initiative for January will target Stop Sign Violators. As always, the ultimate goal of this initiative is

two-fold: to prevent traffic crashes resulting from dangerous driving behaviors such as failure to come to a full stop or yield the right-of-way, and to encourage motorists to voluntarily comply with traffic laws.

Questions regarding this or any other traffic enforcement issue should be directed to **Sergeant Rob Pritchard** at 815-338-2131 or at [rpritchard@woodstockil.gov](mailto:rpritchard@woodstockil.gov).

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## **BEING A GOOD NEIGHBOR – SNOW REMOVAL**

### **Clearing Snow for Mail**

Clearing snow from the area in front of your mailbox is difficult for the City's large plow trucks. Residents are asked to help by shoveling out the remaining snow so that mail deliveries can continue.

If a mailbox is inadvertently damaged by the City's snowplowing efforts, the City will replace the mailbox with a standard box as soon as snowplowing efforts for that storm are completed. If a post has been broken, a temporary mailbox will be installed in late April (or when a permanent post can be installed). Please report broken mailboxes and / or posts to the **Department of Public Works** at 815-338-6118.



## **MEETINGS NEXT WEEK...**

Tuesday, January 13 – Economic Development  
Commission, 8AM, Council Chambers

Tuesday, January 13 – Police Pension Board, 6PM,  
Police Station

Tuesday, January 13 – Parks and Recreation  
Commission, 7PM, Council Chambers

## **FIRE HYDRANTS**

Please assist the Fire Department by clearing snow from any fire hydrant near your home to maintain access to the water supply in case of a fire.



***We appreciate your assistance!***

## **POLICE CAREER EXPLORER PROGRAM BENEFITS FROM WALMART GRANT**

**Grant Writer Terry Willcockson** reports that the City has been awarded \$2,500 from the Walmart Foundation in support of the **Police Department's** Police Career Explorer program. The Walmart Foundation offers funds to communities who are working to improve the lives of their residents in four categories of service: Hunger Relief & Healthy Eating; Sustainability; Women's Economic Empowerment; and Career Opportunity, the category under which the Police Career Explorer program was submitted. Applications are reviewed by local store managers and maximum funding of \$2,500 awarded as part of Walmart's Community Grants program. Woodstock's Walmart Superstore previously provided discounted milk for the City's annual Milk & Cookies with Santa event. The City is very grateful for Walmart's continued support and for being an outstanding corporate partner.

### ***DOES YOUR HOME DISPLAY HOUSE NUMBERS?***

Ever wonder about your house number? Most of us move into a home and numbers are already displayed on the house. Most residents have no idea why the numbers are displayed where they are or why a particular color or size was chosen. Here in Woodstock, the City governs under the auspice of the 2006 International Fire Code which states that “new and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting their property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch”.

The fact of the matter is, these numbers are probably more important than you realize. House numbers should be clear enough so that in the event of an emergency, Police & Fire personnel and paramedics can locate your residence in a hurry. This may be a good time to review the display of your house numbers and seriously consider the following guidelines:

- Try to get numbers that can be visible from the road, 4-6 inches tall
- Purchase a color that contrasts with the background
- Consider reflective numbers since they are easier to see at night
- Carefully choose the location. Pick a location that can be seen from the street clear of trees, shrubs, piles of snow, etc.
- Make sure the numbers face the street that is listed in your home address
- If your house is not visible from the street, locate the address at the driveway entrance.

The use of these guidelines may save your life or that of a friend or family member. Minutes and even seconds count in the event of an emergency. Contact Woodstock Fire/Rescue District, 815-338-2621, if you need help determining a proper size or location for numbers on your home, office, or place of employment.



### **WINTERIZATION TIPS**

The **Department of Public Works** wants to share some important WINTERIZATION TIPS with the City of Woodstock's employees and residents. Should you have any questions, don't hesitate to call Public Works at 815-338-6118.

**FROZEN PIPES:** Take steps to prevent frozen water pipes:

- Locate and insulate the pipes most susceptible to freezing; typically those near outer walls, in crawl spaces or in attics.
- Heat tape or thermostatically controlled heat cables can be used to wrap pipes. Be sure to use products approved by an independent testing organization, such as Underwriters Laboratories Inc., and only for the use intended (exterior or interior). Closely follow all manufacturers' installation and operation instructions.
- Seal any leaks that allow cold air inside where pipes are located.
- Disconnect garden hoses and shut off and drain water from pipes leading to outside faucets.
- Make sure you know how to shut off the water, in case pipes burst.
  - Shut off water at the main source. This can minimize the damage to your home.
  - Call a plumber and contact your insurance agent.
  - Never try to thaw a frozen pipe with an open flame or torch.
  - Always be aware of the potential for electric shock in and around standing water.

**WINTERIZE YOUR HOME:** Winterize your home to extend your fuel supply:

- Insulate walls and attics.
- Caulk and weatherize doors and windows.
- Install storm windows or cover windows with plastic.



## **RECRUITMENT**

The following active positions are currently posted on the City of Woodstock's website:

**Limited Part-Time Playroom Attendant:** General responsibilities include: supervise members' children in the playroom to ensure appropriate play, safety and security of the children; perform light cleaning tasks such as washing and folding towels, cleaning equipment, etc. **Application Deadline: Friday, January 9, 2015 at 5:00PM.**

**Limited Part-Time Library Shelver:** General responsibilities include: shelves books, magazines, CDs, DVDs, and other library materials; reads, straightens and cleans shelves; performs other related tasks, customer service activities and/or provides assistance to Library staff as assigned. **Application Deadline: Friday, January 9, 2015 at 5:00PM.**

**Finance / Accounting Intern:** General responsibilities include: perform technical, professional and administrative work that includes, but is not limited to: utility billing; cash reconciliations; accounts payable/accounts receivable; payroll; customer service / counter help; other miscellaneous finance / accounting duties as assigned. **Application Deadline: Friday, January 16, 2015 at 5:00PM.**

**CDL-Licensed Maintenance Worker I – Public Works Streets Division:** General responsibilities with a Sunday through Thursday work schedule include: performs a wide variety of manual labor and operates vehicles and equipment in the maintenance and repair of City streets, rights-of-way, and other City-owned property. **Application Deadline: Friday, January 30, 2015 at 5:00PM.**

**American Red Cross Certified Lifeguards, WSI Instructors, Swim Aides (2015 SUMMER SEASONAL):** These positions provide safety and instruction to swimmers at Woodstock WaterWorks pool and work days, evenings and weekends, dependent on pool attendance and weather. Lifeguards ensure the safety and health of all pool patrons, while WSI Instructors and Aides provide proper instruction/teaching for all City of Woodstock Recreation Department swimming lessons. **Application Deadline: Friday, March 6, 2015 at 5:00PM.**

**Playground Program Counselors (2015 SUMMER SEASONAL):** Counselors interact with and supervise a group of 8-12 children, ages 4-12 years, in a recreational setting. This position requires planning, implementing, and evaluating daily activities, and communicating with participants' parents on a regular basis. Counselors ensure safety of campers at all times. **Application Deadline: Friday, March 6, 2015 at 5:00PM.**

**Public Works Seasonal Maintenance Workers (2015 SUMMER SEASONAL):** These temporary positions perform various manual unskilled and semi-skilled tasks in the maintenance of City streets, parks and sewer/water utilities. Positions work under the direction of Supervisors and/or Foremen for the respective divisions of the Public Works Department. **Application Deadline: Friday, March 6, 2015 at 5:00PM.**

Please refer to the City's website at [www.woodstockil.gov](http://www.woodstockil.gov) and click on the Employment Opportunities section for further details and the application process on the above opportunities. *The City of Woodstock is an Equal Opportunity Employer.*

## **8 WAYS TO CLEAN UP YOUR MOLD-RELATED ASTHMA**



Do you or a family member have asthma? If so, you should know that staying safe from triggers starts inside the home: Dampness and mold growth inside the home can make your asthma flare.

And now, researchers have discovered that treatments to improve energy efficiency in the home are a culprit, according to a recent article in the *Journal of Allergy and Clinical Immunology*. “Homes that have been draft-proofed to prevent heat loss, combined with occupants who fail to provide adequate heating and ventilation, may lead to increased dampness and mold growth,” says Richard Sharpe, PhD, a researcher with the European Centre for Environment and Human Health at the University of Exeter Medical School, in Truro, England.

That’s because practices like adding insulation in the walls, double glazing the windows, and capping chimneys can “reduce ventilation rates and prevent the natural control of moisture,” according to Sharpe and his co-authors, who looked at more than a dozen studies on the relationship between housing conditions and health.

Sharpe advises that people take steps to maintain ideal air conditions, keep out dampness, and address any mold-related issues promptly. And protecting your home from mold isn’t just for people already dealing with asthma, according to Sharpe’s research—some types of mold can even trigger new cases of asthma.

### ***How to Reduce Mold***

When it comes to preventing dampness and mold and removing mold that already exists, the U.S. Environmental Protection Agency (EPA) offers the following key steps to help prevent or reduce asthma symptoms.

1. **Identify and repair any sources of dampness in your home.** These include leaking faucets or pipes, cracks around your shower and tub, or cracks or openings in the structure itself that could allow water to creep in.
2. **Dry any spills or wet spots right away.** Mold can grow within a day or two, so you never want to wait.
3. **Scrub any patches of mold on walls, counters, and floors with detergent and water.** Then be sure to dry the area completely.
4. **Throw away any soft surfaces (like carpets) with visible mold that you are unable to remove completely.**
5. **Make sure your bathrooms and kitchen are well ventilated to allow the steam from your shower, dishwasher, and stove to be released outdoors.** This will help keep humidity levels low and prevent mold growth. You can also open a window or run a fan to prevent excessive moisture from building up.
6. **Run a de-humidifier or air conditioner to keep the air at optimal moisture levels.** The EPA says the ideal target is between 30 and 50 percent. You can buy a humidity meter at your local hardware store to check your levels.
7. **Clean your gutters to ensure they will direct rain water away from your home.**

8. **If you notice condensation on your windows, add caulk around the frame.** Or invest in storm windows to add extra insulation.

### ***Seeking Help***

When mold in your home is too big a problem for you to handle on your own, you may want to call in a company that specializes in mold remediation and restoration or air quality control.

© 2015 Richard Sharpe, PhD, [\*European Centre for Environment and Human Health, University of Exeter Medical School\*](#), reviewed this article.

# Quotation

The only man who never makes a mistake is the man who never does anything.

[Theodore Roosevelt](#)

### **Want to Start to Get Healthy with an Exercise Program?**

City of Woodstock employees receive an employee discount at the **Woodstock Recreation Center**. **The initiation fee is waived!** Executive membership is \$35 per month. Full membership is \$25 per month. Try a week for free! For more information, contact Mary Lynn Lisk or Renee Torrez at 815-338-4363 or visit [www.woodstockrecreationdepartment](http://www.woodstockrecreationdepartment) for more information.

**HR NEWS**

**2015 Wellness Screening Program – Don't Forget to Register!**



Don't forget to register for the **2015 Wellness Screening Program**. The event will be held on **Wednesday, January 14, 2015 and Thursday, January 22, 2015**. Participation in the program dramatically improved the health of many

participants last year.

This program is available at **NO COST** to all employees, spouses, dependents age 18+ and retirees **ON** Woodstock's health plan. Employees, spouses, dependents age 18+ and retirees **NOT** on the plan may self-pay for \$91 (paid via check); additional tests will be available on a self-pay basis (paid via check) on the day of the event. We encourage all employees to consider the multiple benefits of this program once again. As an additional incentive, those active employees on the health plan who participate will be rewarded with a reduction on their monthly health insurance premium contribution.

**If you plan to participate in the Wellness Screening Program, you must register for the event prior to each event date.**

To register for the event, please visit <https://register.wellness-inc.com/Woodstock>

**ADULT BASEKTBALL PLAYERS DEFY BAD WEATHER**

With the cold, snowy weather, the **Recreation Center** was very quiet Thursday night with the exception of the gymnasium where over 40 adult basketball players were in attendance. The adult basketball drop-in program is offered on Tuesday and Thursday nights.

Adult open volleyball is offered on Monday nights at the Rec Center; both volleyball and basketball run from 7PM-9PM and the drop-in fee for non-Rec Center members is just \$4.



### **FIRST TWEEN NIGHT OF THE NEW YEAR**

The Recreation Center was filled with tweens last Saturday night during the first tween event of 2015. Tweens, grades 5-8, are invited on the first Saturday of the month for open gym and swim from 6:30-8:30PM for a \$4 drop-in fee. Future Tween Nights are February 7, April 4 and May 2.

There is no shortage of programs for that age group with several trips coming up throughout the winter/spring season. Trips include Snow Tubing in January, Burgers & Chocolate in February and an Ice Hogs Trip in April.

More information is available in the Winter/Spring City Scene or visit:  
[www.woodstockrecreationdepartment.com](http://www.woodstockrecreationdepartment.com).

### **WINTER/SPRING CITY SCENE MAILED**

The Winter/Spring City Scene was direct mailed last week to over 15,000 residents in the 60098 zip code and the west side of Wonder Lake (District 200 boundaries).

The 56-page brochure was compiled by the **Recreation Department** with submittals from various City departments. In addition to the general information about City services that are published in each edition, there is also program information for the Challenger Learning Center, Opera House, Library, NISRA, Woodstock Water Works, the Recreation Center, and the Recreation Department.

This edition of the City Scene also features the schedule for Groundhog Days which will run from Thursday, January 29 through Sunday, February 8.

A special thank you to **Kate Lynn Lisk**, employee in the City of Woodstock finance department, for the great cover photo!





You are cordially invited to join Chief Robert Lowen at the Woodstock Police Department for coffee, conversation, and an informative program.

Woodstock City Manager Roscoe Stelford will speak on the State of the City and answer resident's questions concerning our community.

# Coffee with the Chief



Monday, January 12, 2015  
7:00 p.m. – 8:30 p.m.  
Woodstock Police Department  
656 Lake Avenue

For further information, please call  
Tamara Reed at 815-338-6787.