



# CITY MANAGER'S NEWSLETTER



Volume II Issue 8

February 21, 2014

## **WPD RECEIVES AED DONATION**

Last week at the monthly Coffee with the Chief meeting, the **Woodstock Police Department** received a donation of an Automated External Defibrillator (AED) from the Woodstock Lions Club and the Sara Kathleen Schacht Memorial Foundation.

Currently each of the Permanent Beat squads carries an AED; the new unit will be placed in the Supervisor's squad car. This means that at any given moment, there are five life-saving units on the streets of Woodstock ready to assist any stricken resident or visitor.

Ron Steadman represented the Lions and Trevor Schacht, Kathleen's brother, and her mother, Erin Anderegg, represented the Foundation. **Chief Robert Lowen** was honored to receive the donation on behalf of the department.

Thank you to the Woodstock Lions Club and the Sara Kathleen Schacht Memorial Foundation for your outstanding service to our community.

## **BUSY WEEK FOR DARE GRADUATIONS**

**DARE Officer Michael Gustis** presided over three graduations this week; Greenwood Elementary on Tuesday, Dean Elementary on Thursday and Olson Elementary earlier today.

**Chief Robert Lowen, Mayor Brian Sager** and **City Manager Roscoe Stelford** along with representatives from District # 200 and the Rotary Club all participated in the various ceremonies.

Former **DARE Officer Fred Spitzer** represented the **Woodstock Police Department** at today's graduation at Olson Elementary School as his granddaughter, **Savannah**, was graduating.

Congratulations to all of this semester's graduates and good luck in middle school!

# Congratulations!

## **FINANCE DEPARTMENT STAFFING UPDATES**

Congratulations to two hard-working members of the **Finance Department** at City Hall who receive well-deserved promotions effective next Monday, 2/24: **Trish Bayer**, who has been serving in a temporary capacity since last fall, will assume a regular full-time position as **Front Desk Clerk**. In addition, **KateLynn Lisk** will remain in a part-time capacity, but will assume expanded duties as **Finance Office Assistant**. Both positions report to **Finance Director Paul Christensen**, and we wish both of these valued staff members the very best in their new roles!

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## **SEWER & WATER MAINTENANCE DIVISION**

The **Department of Public Works' Sewer & Water Maintenance Division** which is led by **Supervisor Shawn Parker** and **Foreman Steve Major**, with employees **Tim DeWane, Joe Vasquez, Adam Mass, Jim Wegener, Phil Groh, Jason Walters** and **Zac Maxwell**, are responsible for the sewer & water utilities for City of Woodstock residents.

During this winter season the Department of Public Works has been very busy handling snow removal on almost a daily basis. Since the end of November 2013 thru mid-February 2014, our Sewer & Water Maintenance Division has been extremely busy repairing 22 water mains breaks and one sanitary sewer force main break along with assisting our **Street Division** with plowing snow.

To put this in perspective the division, on average, repairs about 18 breaks each calendar year. During 2013 we had a greater amount of main breaks; 30 water main breaks and 4 sanitary sewer force main breaks. Most of this work was completed during the extreme winter weather conditions that we have experienced this season. At this time the ground frost is approximately 4 – 6 feet deep (normal winter frost is typically 2 – 3 ½ feet deep) which means crews have to break through significantly more frost before repairs can be made.

Not only were our crews able to repair the main breaks, but they also repaired several lift stations, completed JULIE underground locate requests, Customer Service Requests, meter reading, meter appointments and snow removal.

Most recently we have been responding to residents who have experienced frozen water service lines, along with a couple of frozen sanitary sewer services. Although these repairs are the homeowner's responsibility, we are our resident's first point of contact and we are glad to provide advice.

If you have any questions, please contact the Department of Public Works at 815-338-6118.

## **TOTS ARE ROCKIN' AT THE REC CENTER**

Pictured are participants in one of the **Recreation Department's Tot/Kid Rock** classes that began this past Wednesday morning.

Tot/Kid Rock are introductory music and movement classes with a large sensory component. Each week the kids and parents will use rhythm instruments such as hand bells and maracas, play with parachutes and beanbags, and explore sensory items like bubbles and feathers.

In addition to improving motor skills, each class provides structured and unstructured time to encourage socialization.

Tot Rock is for ages 1-2 years old and Kid Rock is for ages 20 Months-4 years. Two sessions of the classes are offered this season. The next session will begin in April.



### ***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 or post is inadvertently damaged by the City's snowplowing efforts, the City will replace the mailbox or post with a temporary one and make permanent repairs in the spring. Please report broken mailboxes and/or posts to the **Department of Public Works**, at 815-338-6118.



### ***WINTER ACCESS TO 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.*

## ***FREEZING WATER LINES***

As frigid temperatures continue, homeowners should be aware of precautions they can take to help to protect interior pipes and water meters from freezing so that exterior service lines aren't affected. Prolonged cold temperatures like we have experienced this winter season can cause water in pipes and water meters to freeze and burst in unprotected and unheated areas of your home. Buried water service lines can also be affected as frost can penetrate deep into the ground, some areas as much as 3 to 4 feet, which can result in the freezing of buried service lines, thereby preventing residents from having access to water. A burst water pipe or frozen service line can cause considerable property damage resulting in costly repairs and interrupting water service. You would then require the services of a professional to make the necessary repairs or thaw the buried water service line.

Here are some simple tips to protect your home:

- Seal cracks in doors, windows and foundations. Small openings concentrate cold air creating a cold blow torch that can quickly freeze pipes.
- Open cabinets and closets that contain water lines to allow warm air to circulate around the plumbing.
- Allow cold water to drip through faucets. Running or dripping water can help prevent water lines from freezing; however, even running water can freeze in sub-zero temperatures.
- Consider installing water pipe insulation. Local building supply stores carry a number of products designed specifically for this purpose. If you decide to use a heat tape, be sure it has the UL seal of approval.
- Check pipe insulation periodically to make sure it is dry. Wet insulation can be worse than no insulation.
- If you're going away for an extended period, keep the heat on low inside the house. This will help protect the pipes in the event the temperature drops.
- If you plan to turn the heat off, be sure to drain all the water from the pipes, toilets and water heater, and turn off the power source to the water heater.
- Make sure the shutoff valves on either side of the water meter are working properly. Place a tag on the main shutoff valve and make sure everyone in the house knows where it is and how to operate it in case of an emergency.

If a resident experiences a water outage caused by freezing pipes, they should contact the **Department of Public Works** at 815-338-6118.



## ***RECRUITMENT NEWS***

The following recruitments are now active and posted:

### **Economic Development Coordinator**

Woodstock seeks dynamic, experienced economic development professional to attract and facilitate new and existing business, and market Woodstock as a unique and thriving business destination. This full-time position reports to the Director of Community & Economic Development and serves as the City's main contact to handle all retail, commercial and industrial recruitment and expansion.

**Minimum qualifications:** BS in Business or Public Admin, Marketing, Urban Planning, or related field; 5 years' progressively responsible work experience; excellent communications, marketing and computer skills; and valid driver's license with good record, required. CECD, EDFP or AICP a plus.

**Beginning salary:** \$42,127 - \$65,377 depending on qualifications and experience, with excellent benefit package.

**Current resume and cover letter – clearly outlining relevant experience and education - should be emailed no later than Tuesday, March 18, 2014 to:** [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) Formal applications will be sent to the most qualified candidates and must be returned by the specified due date in order to receive consideration. The City reserves the right to select only the most qualified applicants for an interview. EOE

### **Woodstock Opera House Production Manager**

Due to retirement, the City of Woodstock is seeking qualified applicants for **Production Manager** with the **Woodstock Opera House**. This full-time exempt position coordinates technical theatrical scenery, lighting and sound for all public performances in the Opera House, Stage Left Café and Square Park Bandstand; organizes and assigns personnel and equipment; supervises personnel training; purchases and maintains production equipment. Work is performed under the direction of the Opera House Managing Director.

**Minimum Qualifications:** Bachelor's degree in Theatre Production, Theatre or Fine Arts (MFA degree in Theatre preferred); 5 years' theatre scenery, stage lighting, sound and design production experience, at more than one venue; valid driver's license with good record; ability to obtain CPR and first aid certifications, and to be federally licensed to manufacture, possess and use pyrotechnic materials.

**Salary Range:** \$58,498 - \$90,833 DOQ, with full benefits package of group health & dental insurance, benefit time and IMRF retirement plan.

Qualified candidates may submit a current resume and cover letter—clearly outlining relevant experience and education—to: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) no later than **Friday, March 14, 2014**. Formal applications will be sent to the most qualified candidates and must be returned by the specified due date in order to receive consideration. The City reserves the right to select only the most qualified applicants for an interview. EOE

Recruitment remains open for 2014 Summer Seasonal Workers for **Recreation Lifeguards** and **Playground Program Counselors**, with a minimum age of 16; and for **Public Works Summer Maintenance**, with a minimum age of 18 and a valid driver's license required. Deadline to apply is Friday, March 7, 2014, with applications available via email at [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov), or in the HR Department at City Hall.

**HEALTH & SAFETY MESSAGE: SIMPLE STEPS, DONE TOGETHER**

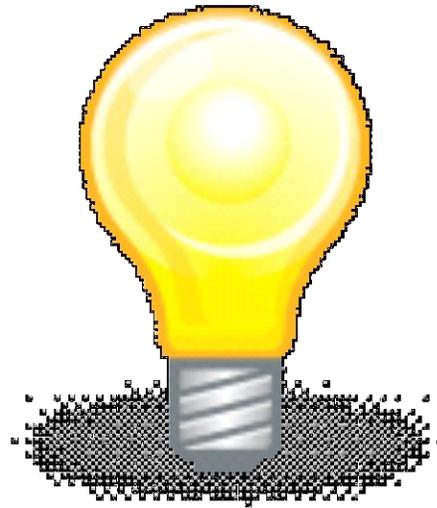
Heart disease is the number one killer in the United States, but changes in diet and lifestyle can prevent problems from arising, especially when started sooner, rather than later. However, sometimes it's easier to motivate our loved ones to do the right thing when we're willing to join them and provide partner support and role-modeling. Simple activities that can be done together that could very well make a big difference include:

- Going for an evening walk instead of watching TV.
- Sharing an order of fish instead of steaks or burgers when out to eat.
- When your partner seems stressed, remind him or her to take several deep breaths.
- Make doctor's appointments to get your blood pressure and cholesterol checked, and follow-up with recommended changes to improve those numbers.

**QUOTE**

I have not failed. I've just found 10,000 ways that don't work.

-Thomas A. Edison



**MEETINGS NEXT WEEK...**

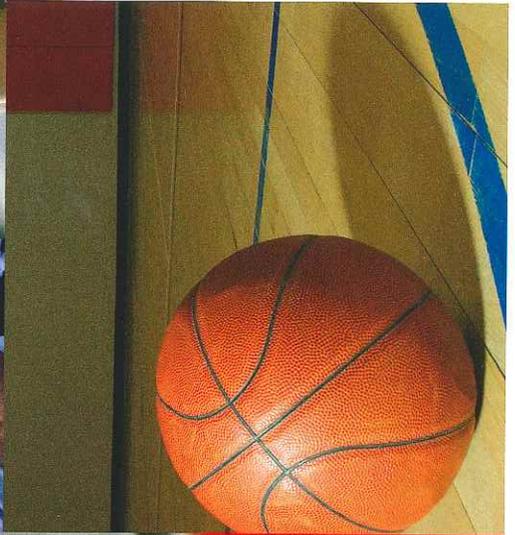
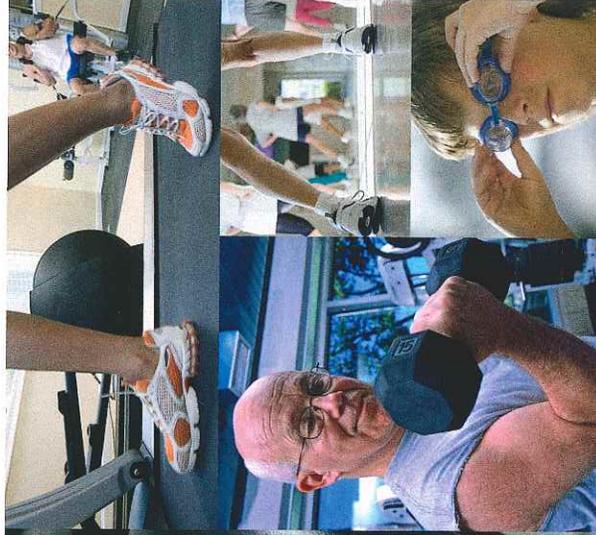
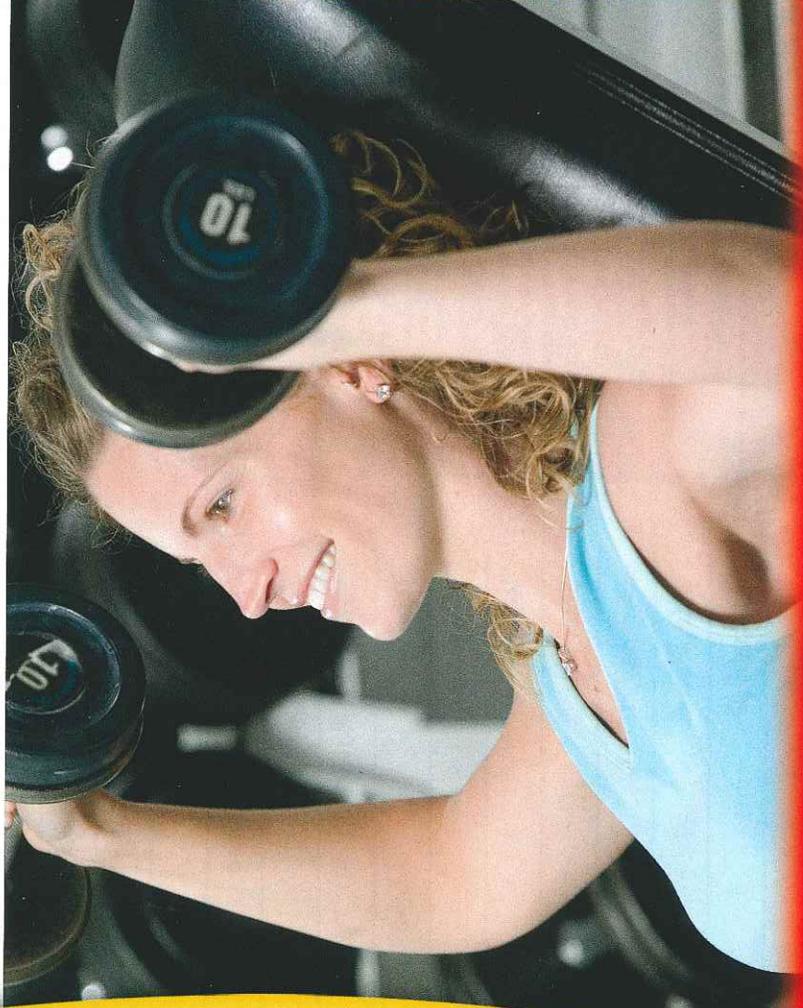
Monday, February 24 – Historic Preservation  
Commission, 7PM, Council Chambers



# WOODSTOCK RECREATION CENTER

Woodstock's  
Most Complete  
Fitness Center

- 50 Floor & Water Group Fitness Classes Offered Per Week
- Cardiovascular Machines (Treadmills, Ellipticals, NuSteps, Bikes, Steppers, Rower)
- 16 Magnum Circuit Weight Lifting Machines
- Fitness Ropes, TRX and Kettle Bells
- 17 Free Weight Stations
- Indoor Pool/Whirlpool/Sauna
- Unlimited Tanning Available
- 2 Racquetball Courts
- Full Size Gymnasium/Track
- Supervised Play Room
- Personal Trainers
- Free Towel Service
- Open 110 Hours Per Week
- Facility Rentals



820 Lake Ave • Woodstock, IL 60098  
815-338-4363 • [woodstockrecreationdepartment.com](http://woodstockrecreationdepartment.com)

Monday-Friday 5:00 a.m. to 9:00 p.m.  
Saturday-Sunday 7:00 a.m. to 5:00 p.m.

PLAY ROOM HOURS (Children 6 months and older)  
Monday-Saturday mornings 7:45 am to 11:00 am  
Monday-Thursday evenings 4:00 pm to 8:00 pm  
Sunday mornings 9:00 am to 11:00 am

# FAMILY MEMBERSHIP SPECIAL

Kids, 13 years old and younger, are FREE!

Full-time members are encouraged to sign-up their children, 13 years and younger, as members of the Recreation Center.

## No Initiation Fee or Monthly Membership Fee for Youth Membership

Play with the kids in the gym, take them swimming, teach them racquetball, or dance on the aerobics floor. When the child reaches age 14 and is eligible to use the facility without adult supervision, regular student rates will apply.\*

Fees still apply for supervised play room.

\*With the exception of the pool; one must be 16 years old to swim without adult supervision.

SHORT TERM MEMBERSHIPS AVAILABLE FOR COLLEGE STUDENTS DURING THEIR BREAKS.



### TRY 7 DAYS FREE!

Give the Woodstock Rec Center a try... on us! We'll show you that we are the best in town. Improve your health and confidence in our welcoming atmosphere. We can give you the personal attention you need to succeed!

#### WOODSTOCK RECREATION CENTER

Woodstock's Most Complete Fitness Center  
820 Lake Ave, Woodstock, IL  
815-338-4363

New members only • One time offer

Expires

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Remember, "Variety is the spice of life."  
Don't get bored with the same routine, get to the

# WOODSTOCK RECREATION CENTER

820 Lake Ave • Woodstock, IL 60098

815-338-4363 • woodstockrecreationdepartment.com

COMPARE US TO THE COMPETITION AND SEE FOR YOURSELF WHY

THE REC CENTER IS A GREAT VALUE AND

"WOODSTOCK'S MOST COMPLETE FITNESS CENTER."

	WOODSTOCK RECREATION CENTER		ANYTIME FITNESS		SNAP FITNESS	
Floor Group Fitness Classes	YES	YES	NO	NO	NO	NO
Water Group Fitness Classes	YES	NO	NO	NO	NO	NO
Cardiovascular Machines - Steppers, Treadmills, Bikes, Ellipticals, Rower	YES	YES	YES	YES	NO	NO
Circuit Weight Machines	YES	YES	YES	YES	NO	NO
Free Weights & Kettle Bells	YES	YES	YES	YES	NO	NO
TRX	YES	YES	YES	YES	NO	NO
Fitness Ropes	YES	NO	NO	NO	NO	NO
NuSteps Rehab Machines	YES	NO	NO	NO	NO	NO
Personal Trainers	YES	YES	YES	YES	NO	NO
Supervised Play Room	YES	NO	NO	NO	NO	NO
Tanning	YES	YES	YES	YES	NO	NO
Indoor Pool	YES	NO	NO	NO	NO	NO
Whirl Pool	YES	NO	NO	NO	NO	NO
Sauna	YES	NO	NO	NO	NO	NO
Gymnasium	YES	NO	NO	NO	NO	NO
Indoor Track	YES	NO	NO	NO	NO	NO
Racquetball	YES	NO	NO	NO	NO	NO
Wallyball	YES	NO	NO	NO	NO	NO
Towel Service / Lockers	YES	YES	YES	YES	NO	NO
Member's Children, 13 and Under, <u>FREE</u>	YES	NO	NO	NO	NO	NO
Fun Fitness Contests	YES	NO	NO	NO	NO	NO
Member Appreciation Events	YES	YES	YES	YES	NO	NO
Facility Rentals	YES	NO	NO	NO	NO	NO