



# CITY MANAGER'S NEWSLETTER



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## **RECRUITMENT NEWS**

The following recruitments remain active at this time: **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.

Also, the **Woodstock Police Department** offers opportunities for experienced **part-time Telecommunicators** to serve as backup coverage during staff absences. These positions will earn \$20/hr. and receive no additional benefits. Send resume and cover letter outlining experience to: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) no later than Friday, January 31, 2014.

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## **MCHENRY COUNTY POLICE OFFICER OF THE YEAR**

On Saturday evening, the McHenry County Chiefs of Police Association held their holiday reception which included the county- wide Police Officer of the Year honors. Officers from agencies in Algonquin, Harvard, Lake in the Hills, Woodstock and the McHenry County Sheriff's Office vied for the title of McHenry County Police Officer of the Year. Our very own **Detective Rob Branum** proudly represented the Woodstock Police Department.

**Chief of Police Robert Lowen** and his wife, Debbie; **Deputy Chief John Lieb** and his wife, Michelle; **Detective Sergeant Jeff Parsons** and his wife, Mani; and **Detective Rob Branum** and his wife, Jenny, attended the event. It was a festive occasion celebrating some of the best of the county's law enforcement community. Ultimately, Harvard Police Department Officer Dean Burton was named the 2013 McHenry County Police Officer of the Year.

Earlier in the year, Officer Burton saved the life of a young man whom he found unresponsive and not breathing. After Officer Burton administered CPR, the young man's pulse returned and he survived.

Congratulations to Officer Burton and each of the individual honorees – you are all winners!



## **OLD COURTHOUSE AND SHERIFF'S HOUSE RFP RELEASED**

The City of Woodstock is seeking proposals for the acquisition, restoration, preservation and reuse of the historic Old McHenry County Courthouse and Sheriff's House, located at 101 N. Johnson Street overlooking the town square in Woodstock, Illinois. The property is offered in "as is" condition.

The City of Woodstock envisions the Old McHenry County Courthouse and Sheriff's House as a destination and attractive anchor for downtown Woodstock, combining a unique mix of uses that appeal to residents and visitors alike, with the buildings fully rehabilitated and significant original features restored to last another 150 years.

The following goals have been established for the property:

- To maintain and preserve the structures, for present and future generations.
- To operate, develop, enhance, and preserve the buildings in such a way that the public can continue to visit—as customers, patrons, clients, etc.
- To establish future uses that will maintain the integrity of the exterior and the significant interior spaces.
- To operate, develop, enhance, and preserve the buildings with uses that are tax generating.
- To rehabilitate the property as a catalyst for other activities in the downtown.
- To beautify and rehabilitate the west side of the building and site, and to establish aesthetically pleasing pedestrian access to the Throop Street (west side of the property) and if feasible to allow a pass-thru to the public square.
- To sell the property to an owner that can demonstrate the experience, expertise, and financial ability to fulfill their proposed reuse and preservation as soon as reasonably possible, and to maintain the properties well into the future.

Interested parties can download the RFP packet from the City's website, [www.woodstockil.gov](http://www.woodstockil.gov)

or by visiting [www.woodstockcourthouse.org](http://www.woodstockcourthouse.org)

### **ADOPT A FIRE HYDRANT**

Please consider clearing the snow from around the fire hydrant in front of your home when you clear your driveway and sidewalk during the winter. By doing so, you save the Fire Department precious time when called to the scene of a fire. With over 1,400 fire hydrants on the City's water system, it is impossible for the **Department of Public Works** and / or Woodstock Fire Rescue District to clear the snow from every hydrant. If every resident, however, cleared a 2-3' radius around the fire hydrant in front of each home making the hydrant visible, firemen can concentrate on their job, and you will be doing a great service to yourself, your neighbors, and your community.

Please, adopt a fire hydrant this winter!

Please contact the Department of Public Works if you have any questions, 815-338-6118.



### **LAST WEEK FOR CHRISTMAS-TREE COLLECTION**



The **Department of Public Works** has been collecting live Christmas trees for City of Woodstock residents for a few weeks now. The tree collection takes place on the same day as your normal garbage collection. Discarded Christmas trees should be placed in the parkway (that area between the street and the sidewalk) **by 7:00 AM on your regularly scheduled garbage day.**

The City's curbside Christmas tree collection continues through Friday, January 24, 2014. All live Christmas trees will be collected at the curb and processed through a brush chipper. Be sure that all ornaments, tinsel, lights, decorations, nails, buckets, bags, and stands are removed from the tree or it will not be picked up. Wreaths, roping, and other greens with wire cannot be picked up by the City, and they should be discarded with normal household waste for pickup by the refuse disposal company.

When placing your tree at the curb, please be sure that it is secure enough that it does not blow into the street creating a traffic hazard. No other trees or branches will be collected during this pickup program. City employees picking up the Christmas trees also participate in the snow and ice-control activities, and as a result, winter storm events may delay tree collection. Please contact the Department of Public Works at 815-338-6118 or [pwdept@woodstockil.gov](mailto:pwdept@woodstockil.gov) if you have any questions.

### **FLEX DEBIT CARDS APPEARING IN MAILBOXES SOON!**

UMR, the City's new third party administrator for health, dental and vision insurance, has now mailed out the final batch of requested Flexible Spending Account debit cards to employees' homes. These cards were sent this week on January 13<sup>th</sup> and should therefore be arriving within the next week or so.

If FSA participating employees do not receive their flex debit cards by the end of next week, they should notify the **HR Department** so that another one may be ordered (which will then take another 2-4 weeks for production and mailing).

For charges that may have already been incurred for prescriptions or doctor visits, there are FSA reimbursement forms available in the **HR Department**, and on the shared drive under HR Files, for employees' use in submitting receipts to receive direct reimbursement from their FSA account.

Also available on the Shared Drive under HR Files are PDFs of all new UHC/UMR forms, which may be copied for employees' use. These include the UMR Enrollment/CHANGE form, that should be used for address or name changes, or when requesting "qualifying event" status changes in number of dependents. Please don't forget to notify the HR Department whenever changes in address, marital status or addition of dependents might occur!

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

Tuesday, January 21 – City Council Meeting – 7pm,  
Council Chambers

### **REC DEPARTMENT OFFERS HORSEBACK RIDING LESSONS WITH JOHN WHITE STABLES**



The **Recreation Department** has partnered with Lisa White and John White Stables to offer *Youth and Adult Horseback Riding Lessons*.

The focus of the lessons is to provide our riders with confidence, self-esteem, a sense of achievement, and an understanding of horses and horsemanship in a safe environment.

As their skills develop, riders will be encouraged to participate in local academy shows where they will compete against other beginning riders.

The first session of classes for the winter/spring session started this past week.

More sessions of Horseback Riding are available in February, March and April. Youth lessons are offered on Monday and Tuesday evenings and adult lessons are on Wednesdays at 5:30PM. Registration is available at [www.woodstockrecreationdepartment.com](http://www.woodstockrecreationdepartment.com).

For more information about John White Stables, visit their website at [www.johnwhitestables.com](http://www.johnwhitestables.com).

**FOR A HEALTHY NEW YEAR, WELLNESS DAYS CONTINUE NEXT WEEK**

For those who missed the opportunity to participate in the City's annual Wellness Days Health Assessment this week at City Hall, the program remains open for registration for all employees, retirees, and dependents age 18 and over.

To register for appointments for **Thursday, January 23<sup>rd</sup>**, simply visit <http://register.wellness-inc.com> and enter the City's key code (Ci-97951-4) and requested personal details for each appointment desired. The quick and easy fasting blood draw only takes a few moments, followed by a brief lifestyle survey. All results are completely confidential, with individual detailed analysis sent directly to the participant's home address in a week to 10 days following the assessment.

The staff from Optum/Wellness Inc. earn high praise each year for their efficient handling of participants involved, and deserve special thanks for the great professional service provided by the excellent phlebotomists.

Based on the final list of names shared with the **HR Department**, employees who participated either day will be confirmed, and adjustments reflecting reduced health insurance employee contributions made to future paychecks accordingly.

**OPEN ME! PAY ENVELOPES CONTAIN IMPORTANT DETAILS!**

Thanks to the stellar efforts of **Staff Accountant Ruth Ann Lieb**, employees' annual W2 forms were conveniently made available in this week's pay envelopes. This document, indicating complete payroll amounts for 2013 for use with tax filing and other financial transactions, should be reviewed and retained with employees' personal records.

As mentioned previously, these paychecks also reflect all new benefit deductions requested by employees for 2014. Please don't hesitate to contact **HR Benefits Analyst Jill May** or **HR Director Deb Schober** with any questions or concerns regarding the new benefit deduction amounts.

Benefit time accruals for 2014 have not yet been fully calculated, but will be detailed at the bottom of paychecks in the near future.

**QUOTE**

Health is the greatest gift,  
contentment the greatest  
wealth and faithfulness the  
best relationship.

Buddha



### **ADULT 5- ON- 5 BASKETBALL TOURNAMENT CONCLUDES**

After a five-week season that saw Woodstock Public House go undefeated in the league play, they were narrowly defeated in the Tournament championship game by a “Need Some Help” team with a turn around, fade-away, three pointer from the corner for a buzzer beating win 57 – 54. It just so happened that the shooter was none other than **Woodstock Recreation Department Front Counter Staff Trey Grover.**

The new adult winter basketball league is scheduled to start Wednesday, Jan 29 at the Recreation Center. Deadline for team registration is Jan 17<sup>th</sup>. League fees are \$400 plus \$10 for each non-resident. For more information contact Alan at [adunker@woodstockil.gov](mailto:adunker@woodstockil.gov)



### **BIG FUN AT THE REC CENTER'S MERCY FRIDAY FAMILY FUN NIGHT KICK-OFF**

The Rec Center was a hectic place Friday night as the **Recreation Department and Mercy Health System** hosted the annual *Friday Family Fun Nights Kick-Off*. Over 130 kids and their parents challenged family members on the inflatable obstacle course set-up in the gym, jumped in the bouncy house, or found their way through the inflatable maze.



Families also snacked on healthy treats and played ping-pong, racquetball, walleyball, swam, or relaxed in the whirlpool and sauna.

Again this year, the Recreation Department has partnered with Mercy Health Systems to provide this family- friendly activity during the chilly winter months to promote health and exercise. Many thanks to the volunteers from Mercy who passed out information and goodies for the participants.

Mercy Friday Family Fun Nights will be offered every Friday night from 5PM to 9PM until March 28. The program is free for Rec Center members and their families, and \$10 per family for non-members.

