



CITY MANAGER'S NEWSLETTER



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THANKSGIVING OBSERVANCE



In observance of the Thanksgiving holiday, all non-emergency City offices will be closed on Thursday and Friday, November 28th and 29th.

**HAPPY
THANKSGIVING!**

THANKSGIVING HOLIDAY IMPACTS GARBAGE PICKUP

As a reminder, the Thanksgiving holiday will alter the garbage pickup schedule for residents during the week of November 25th through November 29th. With Thanksgiving falling on Thursday, residents with normal garbage pickup on Thursday or Friday will have their garbage picked up one day later. For example, those residents that normally have garbage picked up on Friday will need to place their garbage out for collection on Saturday. Any questions should be directed to the City's garbage contractor, MDC Environmental Services at 815-568-7274.



WINTER PARKING REGULATIONS



The City of Woodstock wants to remind you of the following parking regulations during snow events.

- NO PARKING on downtown streets after 11:00 p.m. after a 3" snowfall or more. Vehicles will be towed!
- NO PARKING on all other City streets **any time** after a 3" snowfall or more. Vehicles may be ticketed or towed away!

"No person shall park a vehicle on any street for a period of time longer than 30 minutes between the hours of 2:00AM and 6:00AM" (City Code Section 5.3.16)

If you have any questions concerning these parking regulations, please contact the **Department of Public Works**, 815-338-6118.

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WHO SAYS THEY WERE THE GOOD OLD DAYS?!?

This week's City Council packet contained nearly 500 pages – digital pages, that is. That got the City Manager's office thinking about "the old days" when packets were done entirely by hand with the Department Directors submitting paper copies of all documents. If changes were needed, they were handwritten and sent back to the Director who would make the corrections and submit new hard copies. A header was then typed (yes typed...with the typewriter!) on each paper page denoting the meeting date and packet number. Ultimately, 22-24 hard copies were created resulting in the Council packets which were then transmitted to the Council, Department Directors, the media, and a few other recipients. If the packet was large, such as this week's, most times staff had to stay late on Thursday evening and come in very early Friday morning to have the packets completed by the Noon Friday deadline for transmittal.

Now, all documents for the packet are submitted and reviewed electronically. All changes are made electronically. The packet numbers are put on the pages electronically. Finally, the electronic documents are assembled, creating the Council packet...you guessed it...electronically. The packet is then transmitted to the Council members, the City Attorney, and the Department Directors electronically. Copies for the media are burned to discs.

To see the full impact, since implementation of electronic preparation and transmittal of the Council packet:

The City saved approximately 2,772 hours, or 346.5 days, of staff time!

The City saved approximately 1,080,000 sheets of paper!

The City saved approximately 130 trees!

The City saved approximately \$85,000 in material and labor costs!



HOLIDAY LIGHTS RECYCLING PROGRAM

The City of Woodstock's Holiday Lights Recycling Program has begun. Collection (recycling) bins are available at City Hall, 121 W. Calhoun Street, and at the Department of

Public Works, 326 Washington Street. This recycling program goes through February 14, 2014.

Lights that will be accepted for this program are: Mini-lights (or Italian lights), C7 lights, C9 lights, rope lights, LED lights, extension cords, etc. All colors and lengths will be accepted. Garland, live greens, wreaths or other non-recyclables are not accepted in this program.

For further information or questions about this program, go to www.elginrecycling.com

MEETINGS NEXT WEEK...

Monday, November 25 – Historic Preservation Commission, 7PM, Council Chambers

PREVENT FROZEN WATER PIPES

Each winter, the Department of Public Works receives calls from residents whose water pipes have frozen. The following suggestions can help to prevent pipes from freezing:



- Shut off and drain pipes leading to outside faucets.
- Seal any leaks that allow cold air inside where pipes are located.
- Locate and insulate pipes that are most susceptible to freezing ~ those along outer walls, in crawl spaces, or in attics. Pipe insulation for this very purpose is available at most hardware stores.
- Leave a cold water faucet open over night at a trickle.
- Make sure the furnace is left on and set no lower than 55 degrees.

Hopefully, with these precautions, your pipes won't freeze. If you have any questions, contact Public Works at 815-338-6118.



WOODSTOCK'S OWC RECEIVES RECOGNITION

Congratulations to Other World Computing (OWC) for being named Green Tech Company of the Year by Business Intelligence Group. OWC is recognized for their continued efforts to protect the environment, save energy and reduce pollution. According to the organization's web site; The Business Intelligence Group recognizes true talent and superior performance in the business world through its award programs and interviews.



The City of Woodstock is pleased to welcome **Dave's Woodstock Music** to the Woodstock Square. Located at 109 Van Buren St, the new store will carry the highly sought after Larrivee guitar line as well as other music accessories and gifts. Owner Dave Schmidt envisions a relaxing environment for experts and novices alike to try their hand at a guitar, have a cup of coffee and enjoy the musical vibe. Dave is also the owner/operator of Guitar Adoptions, Inc. an online guitar and equipment sales company. Dave's storefront on the Square will live by the same mission statement: To bring the finest quality guitars, amps and accessories to music lovers all over the World, while offering unequaled selection, pricing, and customer service. Dave hopes to open around Thanksgiving.

Dave's Woodstock Music joins other new and/or expanding retail operations to downtown Woodstock over the last several months, including: Material Things Artisan Market, Sugar Circle Cake Shop, Katherine's Beads, Main Street Pour House and Ethereal Confections.



ZONING MODIFIED TO ADDRESS USE OF MEDICAL MARIJUANA

On November 19th, the City Council approved amendments to the City's zoning regulations which would allow the establishment of medical marijuana dispensaries and cultivation sites at certain locations and under specific conditions. This action was in response to the passage of Illinois Public Act 098-0122, known as "The Compassionate Use of Medical Cannabis Pilot Program Act", which regulates the production and dispensing of cannabis for medical purposes. The Act allows up to 60 state-licensed cannabis dispensary sites in Illinois and also allows a maximum of 22 state-licensed cannabis cultivation sites to be established, with no more than one such site in each of Illinois's State Police districts. Woodstock is in State Police District 2, which includes McHenry County, Lake County, DeKalb County, Kane County, and DuPage County.

By amending Woodstock's zoning regulations, a medical cannabis cultivation site can exist, subject to issuance of a special use permit, on property zoned AG Agricultural District, M1 Light Manufacturing District and M2 Heavy Manufacturing District, but not within 2,500 feet of the property line of a pre-existing public or private preschool, elementary, or secondary school, or a day-care facility, or a public or private park or an area zoned for residential use. Where approved as a special use on property zoned B2 General Business District, B3 Service and Retail District and B5 Shopping Center District, a medical cannabis dispensary may not be located within 1,000 feet of the property line of a public or private preschool, elementary, or secondary school, or a day-care facility or public or private park. A medical cannabis dispensary may not be located in a single-family residence, multi-family home, apartment, or condominium, or in an area zoned for residential use.

Public Act 098-0122 lists specific conditions required of dispensary sites, including those pertaining to electronic surveillance of dispensary sites, public parks and residential lands, record and inventory procedures, and background checks for personnel working at a dispensary. Similar requirements are set forth for cultivation sites which must be in an entirely enclosed and locked facility so that public and unauthorized access is prohibited. Both uses would continue to be subject to the restrictions and conditions set forth in the Public Act even if a special use permit was issued by the City, and would be required to meet the City's existing special use standards and criteria. Furthermore, the requirement for a public hearing before the Plan Commission would give local residents and property owners an opportunity to provide testimony regarding the appropriateness of such uses at a specific location.

Although the new Act will go into effect on January 1, 2014, the State of Illinois procedural regulations and policies are not likely to be in place until late in calendar year 2014. Until this occurs, the City will not be able to entertain any medical cannabis special use permit requests.



SPACE, THE FINAL FRONTIER

The library's new **Youth Services Librarian, Mary Ryan**, recently returned from a trip to Florida to see the launch of NASA's newest Mars probe, MAVEN (Mars Atmosphere and Volatile Evolution). Mary was one of only 40 librarians and camp counselors from across the country who participated in the NASA Space Science Training Program: Explore Mars/MAVEN. During the two-day training, the attendees learned about the history of Mars exploration, the methodology for studying a new planet, and the future of NASA's Mars Exploration Program.

Mary has brought all of this knowledge back to Woodstock to share with everyone here. Plus, while at NASA she also learned how to do hands-on science programming. These programs include how to create craters like those on Mars and the Moon, and what goes into space exploration vehicle design. These and other science and space based programs will be coming to Woodstock in 2014, capped off by a Summer Reading Program theme focused on science and space and the anticipated arrival of MAVEN at Mars in September of next year.

During her visit to Florida, Mary toured the Kennedy Space Center, including the Vehicle Assembly Building (VAB) and the MAVEN launch site. "It was awesome," Mary said of the tours. "The program attendees got to walk out onto the building's floor, standing right where the shuttles were put together." While not allowed onto the launch pad itself, attendees were taken very close to the MAVEN launch site, close enough to clearly see the huge Atlas rocket that took MAVEN into space.

While the tours and talks by NASA personnel, with a guest talk by Bill Nye, were very interesting and informative, the highlight of the program was the actual launch of MAVEN on Monday, November 18. Mary and the other guests were worried about the sky becoming overcast that morning, but the clouds held off just long enough for the launch. Viewers in the stands watched the countdown clocks and listened to the live-feed from the control room as all systems were checked to give MAVEN the 'go.' The International Space Shuttle even phoned in to wish the program good luck. At 1:28 p.m. on the dot, the Atlas rocket blasted off into the sky, climbing at thousands of miles per hour, though it seemed impossibly slow to viewers. Everyone present watched until MAVEN finally disappeared into the clouds, headed on her way to Mars.

"It was a once-in-a-lifetime experience, and I am so thrilled to have been part of it," said Mary after arriving back in Woodstock. "I can't wait to start working on next year's programming. I think it's going to be fun for all our patrons." I believe it is safe to say that everyone at the library is equally excited for Mary to share her experiences and we are all looking forward to future space-based programs and events.

Stay tuned for details here, on the library's web page: <http://www.woodstockpubliclibrary.org/> and on our Facebook page: <https://www.facebook.com/WoodstockPublicLibrary>

RECRUITMENT NEWS

The following recruitment was posted this week:

Part-Time Library Desk Assistant

The City of Woodstock has an opening for a part-time Library Desk Assistant at the Woodstock Public Library. Position works ~25 hours/week, with a current schedule including Mon 9a-6p, Tues 12-9p, Wed 2-9p with rotating weekends and other hours as assigned. Duties include checking library materials in/out, issuing library cards, reshelving materials, and customer relations. Minimum qualifications: High School graduate or equivalent, familiarity with computers, Internet and office equipment, ability to calculate multiple fee payments and make accurate change, ability to lift, carry and push heavy loads (30-40 lbs.) and stand for long periods, and skill at providing excellent customer service in high-traffic environment.

Bilingual candidates are strongly encouraged to apply. Starting rate \$14.62/hour includes prorated benefits with vacation, holiday and sick leave and IMRF pension. To receive an application, email humanresources@woodstockil.gov or contact the HR Department, Woodstock City Hall, 121 W. Calhoun St, 815/338-1172. **Deadline: Friday, November 29, 2013.**

The recruitment for **Opera House Facilities & Events Workers** closed last Friday with 14 applications received. These are being reviewed and interviews will be scheduled soon.



ALL-STAR BASKETBALL DRIBBLING ALONG

The second session of the fall *All-Star Basketball* camp is underway with 32 kids participating in the K-3rd grade class and 18 in the 4th-6th grade class. The classes meet on Monday afternoon/evening at the Rec Center.

The camps, under the direction of **Recreation Director Dave Zinnen**, are designed to prepare young basketball players for the upcoming season by teaching fundamentals such as dribbling, passing, shooting, rebounding and defense, along with an introduction to the rules and scrimmaging.

Quotation

The thankful receiver bears a plentiful harvest. William Blake



BENEFITS OPEN ENROLLMENT FAIR OFFERS INFORMATION GALORE

A wide array of employees, retirees, and several spouses, took time this week to hear presentations and receive materials regarding the new health insurance offerings available to City of Woodstock employees and dependents as of 1/1/14. Representatives from our insurance brokers, Corporate Benefit Consultants, and our new health plan administrator, UMR, explained changes involved in the plan design of the City's self-funded health plan, including transferring to the UnitedHealthcare physician network from the previous Aetna network.

As these are new providers, ALL employees wishing to participate in the health insurance plan are required to complete the separate individual Benefits Open Enrollment form provided. These health insurance benefits are available to any IMRF-eligible part-time employees (scheduled an average of 20 hours or more per week throughout the year) if they choose to pay the full monthly premium amount.

Some other points to consider when completing benefit enrollments:

- The UnitedHealthcare network is one of the largest in the country and most physicians currently used by employees are included. Be sure to check the website at www.uhc.com to confirm your doctors are listed. Hit "find a doctor," then click on UnitedHealthcare Options PPO, enter your doctor's name in the box or narrow your search by hitting "change address" in the upper left corner of the screen.
- Although UHC does offer some discounts when using dentists in their dental provider network, our plan does not require using this network; our plan still pays benefits based on procedure as it was before. The dental plan is not set up with in and out of network benefit level differences like the medical plan is set up.
- The prescription network for the new plan is OptumRX. Unfortunately, these materials were not available in time for the Benefits Fair, but are being distributed to all employees. Be sure to review the prescription drug list to confirm that your particular medicines are included, and discuss comparable substitutions with your physician before your refills after 1/1/14 are needed.
- The City still offers a voluntary vision plan, but that will no longer be handled by VSP. UnitedHealthcare Vision offers a different network; employees interested in continuing, or beginning, supplemental vision insurance are encouraged to review the list of participating vision providers prior to signing up. All employees interested in maintaining this benefit or starting this benefit must return the UMR enrollment form for vision.
- AFLAC supplemental medical insurance is also still available on a self-paid basis. If you were unable to meet with Margie Winters this week, be sure to contact her at margaret_winters@us.aflac.com to determine any new information or changes desired.
- A new Employee Assistance Program (EAP), ComPsych, is now offered through our life insurance provider, Lincoln Financial. Information about this benefit change is included in the Benefits Enrollment packets distributed to all employees.

As ALL benefit enrollments for 2014 are due to the HR Department no later than Monday, December 16th, employees are asked to review the forthcoming changes, discuss with any partners involved, make their choices and turn in their forms to HR, just as soon as possible! The individualized enrollment forms must be turned in by all employees and those employees interested in the Flex plans and/or the Vision plan must also submit enrollment forms for those respective benefits.



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

Officer David Dempsey will discuss the department's Canine Program and introduce the new K-9, Jax.

Coffee with the Chief



Monday, December 9, 2013
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.