



# CITY MANAGER'S NEWSLETTER



Volume I Issue 29

November 15, 2013

## **FINAL LEAF COLLECTION OF 2013**

The **Department of Public Works** will complete curbside leaf collection **south of the railroad tracks** during the week of November 18, 2013, *weather permitting*. Although we cannot guarantee that each and every leaf will be collected, we do collect the majority of leaves. Residents are asked to rake loose leaves to the parkway for collection but should NOT rake leaves into the street. Leaves that have been raked into the street can plug storm sewer intakes and cause unnecessary flooding during rain events.

**No vehicles should be parked on the street within twenty (20) feet of any leaf pile.** Residents who prefer to bag their leaves for collection may call the Public Works office to request pickup of bagged leaves. Leaves must be placed in paper bags only. The bulk collection of leaves along state highways can be dangerous for the leaf collection crews, and residents along Route 47 and Route 120 are encouraged to bag their leaves and phone the Public Works Office to arrange for collection. This, however, is only a request and is not mandatory.

If you have any questions, please contact Public Works, 815-338-6118.



## **CLAUSSEN PICKS, PACKS, AND SHIPS A PLETHORA OF PICKLE PRODUCTS**



*Cold, Crisp, Delicious.*

The City of Woodstock recently hosted a tour and business meeting between representatives of the City's Sister City of Zacatecas Mexico and Claussen Pickle. The visit included an overview of Claussen, comprehensive plant tour and a presentation from agricultural representatives of the Zacatecas region of Mexico. Farmers from the Zacatecas region, which is about 500 miles SW of McAllen, Texas, are hoping to develop a business partnership with Claussen Pickle. A subsidiary of Kraft Foods, Claussen Pickle Company enjoys a 17% market share of the U.S./Canadian pickle industry and sets itself apart as available only in the refrigerated section of the grocery store. Woodstock is home to Claussen's only plant and its over 260 employees receive, process, pack and ship all Claussen Pickle products. The company guarantees only 8 days from vine to jar!

- IN THIS ISSUE...**
- 2 Benefits Open Enrollment!**
  - 3 Buckle Up!**
  - 4 Recreation News**
  - 5 Fence Standards**

### **BENEFITS OPEN ENROLLMENT FAIR READY TO WELCOME YOU!**

Employees were sent information this week, and posters have been distributed to all City facilities, inviting employees and spouses to attend the City's annual Benefits Open Enrollment Fair, on the 2<sup>nd</sup> floor of City Hall, this coming Tuesday, November 19, 2013, from 8:00am until 7:00pm.

Representatives from our insurance brokers, Corporate Benefit Consultants, and our new health plan administrator, UMR, will conduct informational sessions on the new health plan and UnitedHealthcare network at 8:30am, 11:00am, 2:00pm, and 5:00pm, to accommodate all employees, no matter their work schedule. These sessions will cover all changes involved in the plan design of the City's self-funded health plan, as well as new processing guidelines resulting from transferring to UMR from Allied.

This means that, as of January 1, 2014, we will no longer be using the Aetna network, and Allied Benefits will not be our plan administrator. Health plan aspects will now be covered through UMR, as will our dental plan, our vision plan and our flexible spending account processing. We will also have a new Employee Assistance Program (EAP) through a partnership with Lincoln Financial, our employee life insurance provider.

Employees interested in self-paid buy-up life insurance coverage available through Lincoln Financial are also encouraged to discuss these requests with CBC representative Wendy Askew.

Also appearing at the Benefits Open Enrollment Fair will be AFLAC representatives, who meet individually with all employees interested in this self-paid supplemental insurance opportunity.

**As ALL benefit enrollments for 2014 are due to the HR Department no later than Monday, December 16<sup>th</sup>, employees are asked to learn about the forthcoming changes, discuss with any partners involved, make their choices and turn in their forms to HR, just as soon as possible!**

### **YARD WASTE PICK-UP**

As autumn draws to a close, remember that Marengo Disposal will continue picking up yard waste through the end of November again this year. All grass clippings, leaves and yard waste must be placed into biodegradable bags with a 'yard waste' sticker attached. You may also use a 32-gallon container for yard waste disposal; be certain to mark the container with a large 'X', and affix a 'yard waste' sticker to the container. The bags or containers should be placed curbside by 6:00 a.m. and will be picked up by Marengo Disposal on your regular garbage collection day.

Branches should not be placed into a bag or container, but should be cut to no longer than 3 feet in length and no larger than 4 inches in diameter. The branches should then be tied with twine in bundles weighing no more than 25 lbs. and placed at your curb.

If you have any questions regarding yard waste or garbage collection, please contact Marengo Disposal, 815-568-7274 or visit their website <http://www.mdces.com/>



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

Tuesday, November 19 – Opera House Advisory Commission, 4:30PM, Opera House

Tuesday, November 19 – City Council, 7:30PM, Council Chambers

Wednesday, November 20 – Transportation Commission, 7:30PM, Council Chambers



**DON'T FORGET TO  
BUCKLE UP!**

**Woodstock Police Department** has announced that November's Special Traffic Enforcement Initiative targets both Impaired Driving and Occupant Restraint (seat belt) violations with equal emphasis on passengers, including children in child safety seats.

The primary goal is to reduce the incidence of motorists driving while impaired or without properly buckling up themselves, their passengers and their children. Equally important is the continuing education of the motoring public by encouraging mandatory compliance with Occupant Restraint laws.

November 18th will mark the beginning of the nationwide "Click it or Ticket" and "Drive Sober or Get Pulled Over" campaigns. There will be mass media efforts at the Local, State and Federal level throughout the month. The Illinois seat belt compliance rate is at an all time high of 93.6%. It is the State's goal to increase the rate to 94% in 2013 thereby reducing death and injury due to motor vehicle crashes.

For further information regarding these traffic enforcement initiatives, contact **Sergeant Dennis Leard** at 815-338-2131 or at [dleard@woodstockil.gov](mailto:dleard@woodstockil.gov).

**DARE GRADUATION HELD AT ST. MARY  
ELEMENTARY SCHOOL**

A DARE Graduation Ceremony was held today at St. Mary Elementary School. **Woodstock Police Department DARE Officer Michael Gustis** officiated and **Detective Sergeant Jeff Parsons** stood in for **Chief Robert Lowen** during the event. Many other local dignitaries were on hand in support of the student's great accomplishment.

Congratulations to all of the St. Mary students who celebrated their DARE graduation today!

**RYLAND HOMES STARTS  
BUILDING IN THE SONATAS**

After several meetings with **Department of Community & Economic Development** personnel, Ryland Homes has announced that they will be acquiring the remaining lots in The Sonatas subdivision on Ware and Raffel Roads, and constructing new homes. Approximately 33 lots remain and are suitable for building purposes. Building plans were submitted by Ryland to the City and have been approved by the building inspectors. Construction of a model home on Verdi Street, which will include a sales office, is expected to begin shortly.



**RECRUITMENT NEWS**

The following recruitment closes today, 11/15/13!

**Opera House Facilities & Events Workers**

Assist with staging events at renowned Woodstock Opera House; build/repair props and scenery; run lights/sound; help maintain facility. Requires physical strength and flexibility, and excellent customer service skills. HS grad or equiv., 18 or older.

Work schedules average 16 hrs./week, typically 8am – noon or noon -- 4pm, with some weekends and evenings possible. \$9.57/hr. To obtain required application materials, email: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov), or call or visit the City of Woodstock HR Department, Woodstock City Hall, 121 W. Calhoun St., 815-338-1172. Deadline to apply: Friday, 11/15/13.

Following phone interviews with 9 well-qualified applicants for CDL-licensed **S&W Maintenance Worker**, interviews have been scheduled with 6 of these candidates for late next week.

### **REC DEPT SPONSORS BLOOD DRIVE**



Pictured is **Rec Center Office Manager Mary Lynn Lisk** getting prepped to give blood at the **Recreation Department's Blood Drive** held last Wednesday at the Rec Center. Seventeen units were donated with three deferrals

### **SHOW ME THE MONEY: EMPLOYEE FINANCE FAIR SET FOR DECEMBER 10<sup>th</sup>**

This year's Benefits Open Enrollment Fair will focus solely on health and life insurance changes and needs. However, as many employees have questions, or can benefit from greater financial guidance, we have also invited our IMRF pension representative Jon Renner, and our Nationwide Retirement Systems deferred compensation plan representative Brian Miller, to join us on Tuesday, December 10, 2013, from 10am – 2pm, on the 2<sup>nd</sup> floor at City Hall, to provide presentations and meet with employees individually. More information on this event will be forthcoming.

### **HEALTH & SAFETY MESSAGE: EDUCATION IS POWER**

There is no better health message this week than our encouragement to attend the Benefits Open Enrollment Fair next Tuesday!! Important information will be shared with participants at the overview meetings scheduled throughout the day. This is the perfect time to consider your health insurance coverage options, ask questions, and plan for the most effective use of your medical budget to achieve maximum health success in the coming year!

As we all know, the best possible way to minimize health concerns is through preventive medicine such as lifestyle and diet changes. Every person alive has the ability to improve his or her own chances for optimum health, and to positively influence their friends and family members as well. Pick your target Health Improvement Area and commit to one or more of these changes next year:

- Lose weight
- Stop smoking
- Improve diet
- Reduce alcohol intake
- Exercise frequently
- Take part in the City's free Wellness Day health evaluations in January (dates to be announced soon)

### **REC CENTER OPEN BASKETBALL GOING STRONG**

The *Adult Open Basketball Program* held on Tuesday and Thursday at the **Rec Center**



has taken off with thirty-three participants this past Tuesday night. This program which is free to members and \$4 to the public has run steady over the last two years averaging ten to fifteen participants in the warmer months and twenty to twenty-five in the colder months.

## **NEW BEGINNER POMS CLASS BEGINS**



The **Recreation Department's** *Beginner Poms* program began the fall session last week at the Recreation Center.

Beginner Poms teaches students, grades 3-6, the basics of Poms, including a short routine performed at the final class choreographed by instructor, **Eden Powell**. This class is a great way to see what Poms is all about before reaching a competitive level in middle school.

**Recreation Coordinator Renee Torrez** is busy planning the Winter/Spring sessions and the Spring Dance Recital.

## **FENCING STANDARDS & YOUR NEIGHBORS**

The City's Department of Community & Economic Development gets a variety of calls regarding the regulation of fences and what kind of information is needed to obtain a fence permit. Some of the more common questions received by the Department are addressed below.

### **What is the height limit for a fence?**

Most residential fences in Woodstock are limited to a height of four feet in front yards and six feet in backyards. Local regulations established by developers, or homeowners associations/subdivision rules called Covenants, Conditions, and Restrictions (CC&Rs), may also regulate fences. Fences in a front yard must be 50 percent open, i.e., a chain link fence, split rail fences, or picket fences where the opening between the pickets is equal to the width of the picket. Although the City does not regulate "natural fences", such as bushes or shrubs, these types of plantings

cannot obscure or block the view of an intersection and should be at least twenty feet away from where streets intersect.

### **Who is responsible for the maintenance of a fence between two properties?**

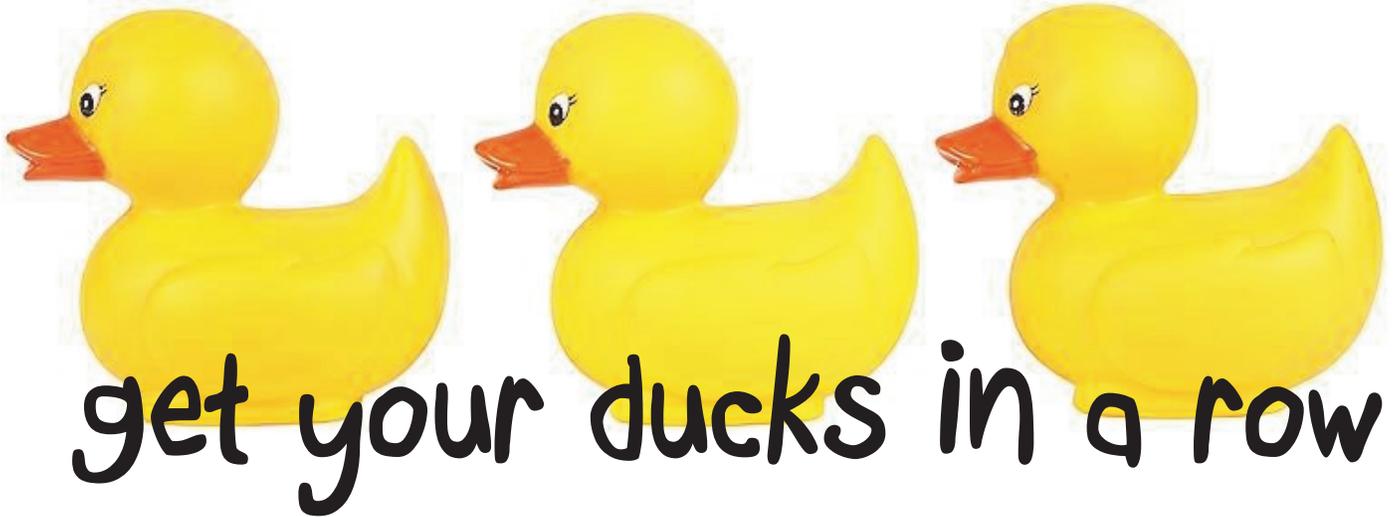
In Woodstock, it is illegal to build a fence on a common property or lot line. Permits issued by the City will allow a fence to be up to but not on a common lot line. However, in some instances, boundary fences sit on the line between two properties. Boundary fences, or division fences, must conform to fencing laws established by the City and to any applicable CC&Rs. Both property owners may be deemed to own the fence if it has been erected on their common lot line or when both use it. Responsibility for the maintenance of a boundary fence may rest on the owner that has installed or uses the fence unless an agreement between abutting owners indicates otherwise. The responsibility may be on both parties because both benefit from the fence and, consequently, when a fence needs repair, both owners may need to share the cost. The City cannot provide an opinion regarding whether a fence encroaches over a property line. Ultimately this is a civil matter and can only be determined by obtaining a survey showing property lines and the location of the fence.

### **A neighbor's fence is unsightly; is fence appearance subject to regulation?**

Woodstock's fencing regulations pertain to requirements such as the height of a fence, how far it must be set back from property lines, the use of prohibited material, fence maintenance, and dangerous fences. In almost all cases, the appearance and style of a fence is not regulated. However, blight ordinances may apply to an ugly fence that is dangerous, poorly constructed, or deteriorating due to a lack of maintenance. Subdivision CC&Rs may also have provisions that regulate the fence appearance and material. If a fence violates a subdivision rule, the homeowners association may ask the owner to make it conform or can sue to enforce the rules.

### **My neighbor's fence is in violation; how can I have the ordinance enforced?**

Your neighbors may not know of Woodstock's regulations, so it is important to inform them of the violation. If they refuse to make changes, notify the City. A written notice will be sent to them requesting compliance. If they refuse to comply, the City can issue a citation and take them to Administrative Adjudication Court.



# City of Woodstock Benefits Open Enrollment Fair

Tuesday, November 19, 2013

8:00am - 7:00pm

City Hall, 2<sup>nd</sup> Floor

## The UnitedHealthcare® Presentation:

(To accommodate everyone, the presentation will be offered multiple times throughout the day)

8:30am    11:00am    2:00pm    5:00pm

Big changes are coming! Get prepared for Open Enrollment! Stop by our Benefits Open Enrollment Fair to gather information and speak to representatives about coverage, including voluntary products.

Representatives from each benefit service will be on hand to answer questions and help guide you through your decision-making. Use this time to discover the benefits available to you.



**Spouses  
Invited!**

## ▼ Participants Include:

- ▼ • UnitedHealthcare® (UHC)/  
CBC Health Insurance
- ▼ • UHC® Vision and Dental  
Plans
- Flex Spending Account  
Assistance
- Aflac® - Supplemental  
Medical
- ComPsych® - New Employee  
Assistance Program (EAP)
- Lincoln Life®
- NCPERS - Optional Life

**All 2014 Benefit Forms are due in the HR Office  
NO LATER than Monday, December 16th, 2013.**