



# CITY MANAGER'S NEWSLETTER



Volume I Issue 9

June 28, 2013



## **CITY OFFICES TO CLOSE FOR 4<sup>TH</sup>**

In observance of the 4<sup>th</sup> of July, City Hall and all non-emergency City offices will be closed on Thursday.

Have a safe and happy holiday!

## **BETTER SAFE THAN SORRY**

During the month of July, the **Woodstock Police Department** is engaging in a special traffic enforcement initiative targeting “Posted Speed Limit” violators.

The purpose of the speed enforcement initiative is to reduce the incidence of speed-related motor vehicle crashes and the resulting injuries and fatalities through highly visible increased enforcement of speed-related laws. In order to achieve this initiative, the following goals have been defined:

1. To reduce the number of speed related traffic crashes.
2. To increase enforcement of speed laws.
3. To increase compliance with the posted speed limit.

Officers that are detailed to perform during this special enforcement initiative will adopt a low tolerance philosophy regarding speed-related violators. The outcome of the traffic stop will remain at the officer’s discretion.

Questions regarding this traffic initiative or any traffic related problem or question may be directed to **Sergeant Dennis Leard** at 815-338-2131 or [dleard@woodstockil.gov](mailto:dleard@woodstockil.gov).

## **FOURTH OF JULY HOLIDAY WILL IMPACT GARBAGE SERVICE**



As a reminder, the Fourth of July Holiday will alter the garbage pickup schedule for residents during the week of July 1st through July 5<sup>th</sup>.

With the Fourth of July falling on a Thursday, residents will need to place their garbage out one day later, beginning on Thursday, than the normal pickup date. For instance, those residents with a Friday garbage pickup date will need to set their garbage out during the holiday week for collection on Saturday. Any questions should be directed to the City’s garbage contractor, MDC Environmental Services at 815-334-0014.

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## **RECRUITMENT NEWS**

Recruitment to find the most highly-qualified person to fill the **Finance Director** role continues:

### **Finance Director**

The City of Woodstock continues its search for a dynamic financial leader with hands-on, involved management style to be our next **Finance Director**. This position reports to the City Manager and is responsible for supervising a staff of six and overseeing a \$28M total budget serving our population of 24,770. Operating under the Council-Manager form of government, Woodstock has received the GFOA Achievement of Excellence in Financial Reporting Award for 18 years and the Distinguished Budget Presentation Award for 10 consecutive years.

A position profile outlining required application materials, formal opportunity notice and a fillable City of Woodstock job application for this role may be obtained by clicking the links on the website, or requested via email to [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov). Application materials will be accepted until Wednesday, July 17, 2013, 5:00 PM.

Second interviews originally scheduled with the top two candidates for **Public Works Director** were postponed this week due to the county-wide flooding situation. These interviews have been rescheduled for Thursday, July 11, 2013.

Interviews with 7 candidates for CDL-licensed **Maintenance Worker** openings in **Public Works** have been rescheduled for next Tuesday, July 2<sup>nd</sup>. An additional candidate unavailable that date will be interviewed the following week.

An internal posting has been made for a current City of Woodstock **Public Works** employee to train as **Back-up Water Treatment Plant Operator I**, in addition to his or her current duties. The Opportunity Notice with position description and anticipated required work schedule is available for review at **Public Works**. Those interested may

submit a current resume and interest letter outlining his or her qualifications to the **HR Department** no later than Friday, July 12, 2013.

Recruitment closes today, Friday, June 28<sup>th</sup>, for **Woodstock Opera House's** opening for **LPT Facilities & Events Workers**.

Welcome to new employees at the **Woodstock Opera House**: **Sahara Bourgeois-Kuiper** has begun work as **LPT Box Office Worker**, while **Tish Lyon** assumes the Leadworker role of **House Manager**.

Another new face, or rather a returning face, can be found part-time at the Front Desk at **Woodstock City Hall**. **Elvira Botello**, who previously served as an informal intern in the **Finance Department**, and who also worked as **Pool Cashier** for the **Recreation Department**, will be helping out in the **Finance Department** throughout the remainder of the summer. Special recognition goes out to all the **Finance Department** staff members who so ably continue to keep things humming during this time of reduced manpower, with both the **Finance Director** and **Accounting Assistant** positions unfilled for this extended period.

Please join us in wishing “fare-thee-well” to **LPT HR Office Assistant Jill May**. Jill has been offered a full-time work opportunity in her field and will be leaving us effective July 3, 2013.

## **SUMMER DANCE CLASSES BEGIN**

The **Recreation Department's** *Little Dancers, Ballet, Hip/Hop, Poms and Kidz Pop* programs started the summer session last week with nine classes.

Little Dancers teaches students basic ballet and jazz steps while having fun expressing themselves through creative movement. The Ballet class is a beginner ballet that teaches participants ballet terms and positions while improving the child's balance, movement and flexibility. Hip/Hop, Kidz Pop and Poms all teach popular dance moves to the current popular music.

These popular six-week classes are led by Laura Powell, Jamie Pierce, Bridget Saladin and Eden Powell.

**Recreation Coordinator Renee Torrez** and the instructors are busy planning classes for fall.



## **COOKING WITH KIDS**



A popular “no-cook,” cooking class started this week through the **Recreation Department** on Thursdays at the Rec Center. The 4:30PM class filled with ten participants, ages 4-12 years, so a 5:45PM class was added that also filled!

Participants will get to enjoy the fruits of their labor including breakfast, snacks, lunch, and of course, dessert, that will be cooked up during this five-week class.

This interactive class taught participants the basic cooking skills for even the smallest of chefs while also learning about kitchen safety, healthy eating habits, and culinary delights with instructor Jen Bigler.

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

No Meetings Scheduled

### **HEALTH & SAFETY MESSAGE: WATER, WATER GO AWAY!**

If we thought last summer's extreme drought was bad, this week's excessive rain is definitely too much of a "good" thing. The City's **Public Works** crews have been doing a fabulous job, working non-stop to assist residents in pumping out yards and basements. However, the resulting cleanup requirements can be overwhelming in the wake of such events. The Department of Environmental Protection, and the American Red Cross offer the following recommendations to homeowners who suffer flood damage:

- Be careful entering a flood damaged building or space. Watch for unsuspected debris, snakes or rodents, holes in the floor and loose boards with exposed nails.
- As soon as possible, turn off the gas and electricity-wear rubber-soled shoes or boots and rubber gloves and turn off the main switch using a piece of rubber, plastic or dry wood while standing on a dry board to avoid electrocution.
- Take care to protect open scratches or wounds from coming in contact with the contaminated water. Raw sewage and other bacteria in the flood waters can cause infections. Wounds should be cleaned thoroughly with soap and water and a tetanus shot may be needed.
- Discard any food that comes in contact with flood waters. Any beverage bottles with twist caps that were under the water should also be thrown out. Dishes and eating and cooking utensils should be thoroughly cleaned with a water and chlorine bleach solution before use.
- Check refrigerated or frozen foods carefully if power outages occur. Any frozen foods that have partially or completely defrosted should be used immediately or discarded. Perishable foods kept in a refrigerator that has been off for more than four hours or has warmed to more than 45 degrees Fahrenheit should be discarded.
- Bring drinking water to a rolling boil for two minutes if you suspect it has been contaminated. Citizens are urged to boil water if it is unusually cloudy or has an unusual odor.
- Keep all cleaning and disinfecting products out of the reach of children.
- Never use a gas-powered pump or generator in an enclosed place; you could be overcome by carbon-monoxide fumes from it.
- Air-dry family treasures such as books, photographs or paintings if you can. If wet books, documents, photographs or textiles can't be air-dried within 48 hours, freeze them if you have a big enough freezer. If not, keep them as cool as possible until air-drying is possible.
- Do not pump the basement until the water has gone down-pumping a water-filled basement could result in the walls collapsing.
- Test plumbing and basement drains by pouring in a bucket of water. If the water does not run out, remove the clean-out plug from the trap and rake out the mud with a wire.
- Don't rush to move in. Before a space is habitable, it must be dried and thoroughly cleaned (flood waters pick up sewage and chemicals as they travel).

- Open doors and windows to ventilate and dry the inside, and wait until all floors, ceilings, walls and furnishings are dry and free of mold and mildew before trying to repair or salvage.
- Do not attempt to repair floors until they are fully dry. Dry wood floors as soon as possible by opening all doors and windows-this should prevent shrinkage and deformation. Once dry, buckled floors may be drawn back into place with nails, and humps may be removed by planing and sanding.
- Remove drawers and clean all mud and dirt from wooden furniture. Be sure to dry furniture slowly and indoors to prevent it from warping from the sun.
- Basement odors, although unpleasant, are usually harmless. If ventilation does not remove them, sprinkle bleaching powder (chloride of lime) on the floor (this powder is a good disinfectant).
- Washers, dryers and furnaces can usually be cleaned and tested by qualified electricians. Replacing expensive appliances after a flood is not usually necessary.
- Mattresses, carpets and rugs should be discarded-in most cases, mattresses and rugs become so saturated with contaminated material that cleaning attempts are futile.



## **SUMMER TENNIS LESSONS GOING STRONG**

The first session of the **Recreation Department's** summer tennis lesson program ended this week at the Emricson Park tennis courts with 20 participants. Youth lessons meet five days a week for three weeks.

The Recreation Department offered classes for 2<sup>nd</sup>/3<sup>rd</sup> grade at 9AM; 4<sup>th</sup>/5<sup>th</sup> grade at 10AM and 6<sup>th</sup>-8<sup>th</sup> grade at 11AM. The same class schedule will be offered for Session Two which runs July 8th – 26th.

The first session of the adult lessons are also currently meeting. These lessons meet on Tuesdays and Thursdays from 7PM-8:30PM. Session Two for the adults will be offered July 8th – 26th.

For more information about these classes check our website [www.woodstockrecreationdepartment.com](http://www.woodstockrecreationdepartment.com)



## Quotation

Nothing can be done except little by little.

[Charles Baudelaire](#)

## **WOODSTOCK HAPPENINGS**

*Pickle Palooza – Saturday, June 29 -  
11:30AM to 11:00PM at Woodstock Harley-  
Davidson*

*Woodstock City Band Concert –Wednesday,  
July 3-7:30PM in the Woodstock Square*

*Fireworks – Thursday, July 4 – 9PM at  
Emricson Park*

*Jazz Jam-Friday July 5-7PM, Stage Left  
Cafe*

*Run for Hop 5K- Saturday, July 6-8AM at  
Grace Lutheran*



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

Permanent Beat Officer Fred Eiselstein from Beat # 21 (northeast quadrant of the City) will present a program on traffic crashes, their top causes and the Police Department's response to these crashes. There will also be time for Q&A.

# Coffee with the Chief



Monday, July 8, 2013  
7:00 p.m. – 8:30 p.m.  
Woodstock Police Department  
656 Lake Avenue

For further information, please call  
#815-338-6787.