

MINUTES
WOODSTOCK CITY COUNCIL
October 20, 2015
City Council Chambers

The regular meeting of the Woodstock City Council was called to order at 7:00PM by Mayor Brian Sager on Tuesday, October 20, 2015 in the Council Chambers at City Hall. Mayor Sager explained the consent agenda process and invited public participation.

A roll call was taken.

COUNCIL MEMBERS PRESENT: Daniel Hart, Maureen Larson, Mark Saladin, RB Thompson, Michael Turner, and Mayor Sager

COUNCIL MEMBERS ABSENT: Joseph Starzynski

STAFF PRESENT: City Manager Roscoe Stelford, City Attorney T. J. Clifton, Finance Director Paul Christensen, Public Works Director Jeff Van Landuyt, Building and Zoning Director Joe Napolitano, Economic Development Director Garrett Anderson, Chief Robert Lowen, Human Resources Director Debbie Schober, Library Director Nick Weber, Recreation Director Dave Zinnen, Opera House Building Manager Mark Greenleaf, Opera House Production Manager Joe McCormack, Streets and Fleet Superintendent Mark Miller, WWTP Superintendent Anne George, Water Treatment Plant Superintendent Will Smith, Library Office Assistant Stephanie Palmer, WT Plant Operator II Adam Garrison, Police Department School Resource Officer Jeremy Mortimer, Patrol Officer Brett Muehlfelt, Street Maintenance Crew Leader Barry Pierce, Police Department Office Manager Tamara Reed, Library Desk Assistant Mary Sugden, S&W Maintenance Superintendent Shawn Parker, Library Desk Assistant Carolyn O'Leary, and Street Maintenance Crew Leader Jeffrey Burgess.

OTHERS PRESENT: City Clerk Cindy Smiley

FLOOR DISCUSSION

Mayor Sager welcomed DePaul University film student, A.J. Karolczak, who is filming the meeting for a class project.

Employee Service Awards

Mayor Sager stated it is a joy to recognize these employees as we consider the many efforts that are undertaken by them on behalf of the residents. He noted it is his honor to extend the City's appreciation to the employees receiving recognition this evening. He stated municipal jobs are not 9 to 5 or Monday through Friday jobs, but rather these individuals provide service to the community every day of the year. He expressed the City's gratitude to these employees.

Mayor Sager invited the following recognized employees forward to receive their individual service awards:

5-Year

Stephanie Palmer, Office Assistant (Library)
Natalie Walker, Telecommunicator (Police Department)

10-Year

John Bertram, Building Inspector (Building & Zoning)
Maria Yesenia Carreno, Telecommunicator (Police Department)

Adam Garrison, Plant Operator II – Water Treatment (Public Works)
Anne George, Superintendent – Wastewater Treatment (Public Works)
Robert Lowen, Jr., Chief of Police (Police Department)
Jeremy Mortimer, School Resource Officer (Police Department)
Brett Muehlfelt, Patrol Officer (Police Department)
Charles Vorderer, Patrol Officer (Police Department)

15-Year

Patricia Eichinger, Telecommunicator (Police Department)
Tad Lester, Crew Leader – Parks (Public Works)
John Lieb, Deputy Chief of Police (Police Department)
Barry Pierce, Crew Leader – Street Maintenance (Public Works)
Tamara Reed, Office Manager (Police Department)
Roscoe Stelford, III, City Manager (City Manager’s Office)

20-Year

Mary Sugden, Desk Assistant (Library)
Rebecca Vidales, Recreation Coordinator (Recreation)

25-Year

Shawn Parker, Superintendent – Sewer & Water Maintenance (Public Works)
Carolyn O’Leary, Desk Assistant (Library)
Robin Karolewicz, Telecommunicator (Police Department)

30-Year

Jeffrey Burgess, Crew Leader – Street Maintenance (Public Works)
Mark Greenleaf, Building Manager (Opera House)

Mayor Sager again thanked all of the professional people who work for the City and who understand that their jobs are meeting the needs of the community, stating without their efforts the City would not be able to serve the residents and because of them the City of Woodstock has the excellent reputation it does.

Those in attendance recognized the employees with a hearty round of applause.

Public Comments

There were no comments forthcoming from the Public.

Council Comments

M. Saladin stated the Enterprise Zone Board held its first meeting at which they discussed development of by-laws, a budget, marketing efforts, and a web site and elected Charlie Eldridge as Zone Administrator. He noted the Board may request funding from the Cities of Woodstock and Harvard at some point in the future to cover the cost of some of these efforts.

Mayor Sager noted that M. Saladin was elected Chairman of the Enterprise Zone Board and also that he serves as Chairman of the Board of the McHenry County Economic Development Corporation (MCEDC).

M. Saladin then noted the MCEDC is holding its annual dinner on October 27th at the Holiday Inn. He stated the meeting will feature a great speaker and a wonderful opportunity to network with 350 – 400 attendees representing the County’s businesses and industries.

Mayor Sager noted the Care 4 Breast Cancer Run/Race was held on Sunday October 18th in Woodstock with more than 2,000 participants, not including volunteers. He lauded the great effort of the organizers in putting on this event and thanked all of the participants and volunteers. He also acknowledged the work of the Public Works Department, Police Department, Woodstock Fire Rescue District, and District 200 for helping to make this happen.

Noting that the Illinois Municipal League is a group made up of municipalities throughout the State of Illinois, RB Thompson stated Mayor Sager is a member of the IML Legislative Committee and City Attorney Ruth Schlossberg is a member of the League’s General Governance Committee.

CONSENT AGENDA

Motion by M. Saladin, second by M. Turner, to approve the Consent Agenda.

Item D – Minutes & Reports: Parks & Recreation Commission Minutes – September 8, 2015

M. Turner asked to clarify that Next Level Baseball is not a Sports City team but rather is a customer of Sports City, noting that Sports City rents practice space to them.

Item E-1 – Renaming of Bates Field #4

RB Thompson noted he served on the Parks & Recreation Commission in 1971 and for 23½ years, which included the early years of girls’ softball. He stated he was fortunate to have the opportunity to know Barb Hathcock and saw how passionate she was about girls’ softball. He stated that tonight’s recognition of Ms. Hathcock is long overdue and he wholeheartedly supports this action.

A roll call vote was taken on Consent Agenda items B through E-3:

B. MINUTES OF PREVIOUS MEETINGS

October 6, 2015 Regular City Council Meeting

C. WARRANTS: 3684 3685

D. MINUTES AND REPORTS:

Human Resources Report – September 2015

Parks and Recreation Commission Minutes – September 8, 2015

Zoning Board of Appeals Minutes – September 14, 2015

E. MANAGER'S REPORT NO. 55

1. Renaming of Bates Field #4 – Adoption of Resolution No. 15-R-23, identified as Document No. 1, naming Bates Field #4 in honor of Barb Hathcock.

2. Amplified Sound in Public Places – Adoption of Ordinance No.15-O-63, identified as Document No. 2, amending Chapter 6, Title 4, Public Health and Safety of the Woodstock City Code to add Section 4.6.1.I.

3. Award of Contracts – Snow Removal – Approval to waive the requirement for competitive bids and award contracts to:

- a) GRO Horticultural Enterprises, Inc. for snow removal services at the unit prices listed in their proposal dated September 22, 2015;
- b) Gavers Excavating, Inc. for snow-loading services at the unit prices listed in their proposal dated September 21, 2015;
- c) Excavating Concepts, Inc. for snow-hauling services at the unit prices listed in their proposal dated September 28, 2015.

A roll call vote was taken. Ayes: D. Hart, M. Larson, M. Saladin, RB Thompson, M. Turner, and Mayor Sager. Nays: none. Absentees: J. Starzynski. Abstentions: none. Motion carried.

Mayor Sager stated that the City just recognized Barb Hathcock for her contributions to the City by renaming Bates Field #4 as Barb Hathcock Field. He asked her family, who was present at the meeting, to join him along with Woodstock Girls Softball Board Member Erich Thurow. Mr. Thurow introduced Ms. Hathcock's daughters.

On behalf of the City and its residents, and the many individuals involved in girls' softball, Mayor Sager stated he is pleased that her daughters were able to attend and expressed his gratitude to their mother. He then read the following resolution to be entered into the minutes:

**A RESOLUTION HONORING BARB HATHCOCK
BY NAMING BATES PARK FIELD #4 TO "BARB HATHCOCK FIELD"**

WHEREAS, the City of Woodstock is recognized throughout the area for its beautiful parks and its recreational opportunities for people of all ages; and

WHEREAS, these parks contribute to the exceptional quality of life enjoyed by Woodstock's residents; and

WHEREAS, the City's parks will always remain an asset to the City of Woodstock, enhancing the lives of present and future generations; and

WHEREAS, Barb Hathcock was instrumental in the founding and development of the Woodstock Girls Softball League in 1969, including serving as the organization's President and as a long-time coach; and

WHEREAS, Barb Hathcock has mentored countless youth of Woodstock, instilling in them the values of sportsmanship, fair play, hard work, and public service; and

WHEREAS, the dedication, sincerity, and enthusiasm Barb Hathcock brought to her service to Woodstock Girls Softball and the City of Woodstock has left a lasting impact on the entire Woodstock community,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Woodstock, McHenry County, Illinois that Bates Park Field #4 shall herein forever after be known as **BARB HATHCOCK FIELD** in honor and recognition of Ms. Barb Hathcock.

PASSED by the Mayor and City Council of the City of Woodstock, McHenry County, Illinois this 20th day of October, 2015.

Mayor Sager stated Woodstock has many individuals who dedicate themselves to giving to the

community and is a community that identifies areas of need and works together to fill those needs. Noting that Ms. Hathcock is one such individual, Mayor Sager then presented the Resolution to her family.

DISCUSSION ITEMS

4. Transportation Commission Report – Sidewalks

Mayor Sager stated one of the things the Transportation Commission was tasked with is to study the sidewalks in the City to see where there may be voids.

Andrew Celentano, Transportation Commission Chairman, stated Commission member Susan Hudson has created a presentation and spreadsheet that can be used to identify sidewalk needs. He then talked about the parameters used in this study and stated it is his hope this will serve as a foundation for improvements to the City's sidewalk network. Mr. Celentano introduced Ms. Hudson.

Susan Hudson, Transportation Commissioner, stated she was asked to study the conditions of sidewalks in Woodstock and where there are gaps. Stating she used Google Earth to determine the gaps, she presented a map with overlays of the gaps, some of which represented areas where sidewalks were missing on one side of the street and others which represented areas where sidewalks were missing on both sides of the street. From this study, the Commission was able to determine that in order to fix all of the sidewalk gaps, it would cost \$10 - \$12M. She noted this does not include the cost of curb and gutter.

Ms. Hudson presented overlays which identified how the areas of missing sidewalk were prioritized, which included whether they were near parks, schools, public buildings, or business centers, with each area given a numeric score. She noted this gives Public Works a tool to use to determine the significance of a missing segment of sidewalk and whether it should be fixed.

Ms. Hudson noted this information can be loaded into a GIS Program to be used by the City.

Ms. Hudson then showed four priority routes that were identified by the study that the City might be interested in improving.

She then gave a demonstration of how the study and its various overlays can be used to the City's benefit, including how reports can be generated that show the lengths and costs of specific segments, where people really need sidewalks, and the various spreadsheets that can be created. Ms. Hudson described how the weights may be refactored at any time in the future based on new priorities as information changes.

Mayor Sager thanked Ms. Hudson for her efforts, noting this is a remarkable tool which will provide very helpful information in the future. In response to a question from Mayor Sager, J. Van Landuyt stated the cost estimates provided by Ms. Hudson are based on the current cost proposals received for recent sidewalk and construction projects.

In response to a question from M. Turner, J. Van Landuyt stated that it is probable that the City does not own all of the right-of-way for all sidewalk gaps indicated in Ms. Hudson's report and that the cost estimate provided does not include cost of acquiring any necessary right-of-way. M. Turner suggested determining any potential right-of-way issues ahead of time.

Mayor Sager stated he is grateful for all criteria used by Ms. Hudson, noting that schools would

certainly be a high-traffic area, for example. He noted this information will provide the City Council with background information that can be used to determine how to best allocate the funds available.

Mayor Sager stated that, once again, this is an example of a volunteer in our community who serves the community and thanked Ms. Hudson very much.

5. Chamber of Commerce Visitor's Center

Mayor Sager gave background information on the Chamber's function as a Visitor's Center over the years and of the other various ideas that have been put forth concerning this issue, such as kiosks. He noted that as the years progressed, it has become apparent that individuals visit Woodstock on the weekends when the Chamber office is not open. Noting that the face of the Chamber is changing, including relocating to a new location, he thanked that organization for their past service in this capacity. He stated that, as part of this change, the Chamber finds serving as a Visitor's Center beyond their scope of services. As a result, he stated the questions before the Council are: Do we believe it is important to provide a Visitor's Center and, if so, how do we do that?

As part of that discussion, a relocation of the Chamber was being considered. It was revealed that there was also a need for a location where weekend visitors could find mementoes of Woodstock. He noted that this function is different than the information function. Mayor Sager acknowledge that when people come to the Square, they ask anyone and go into the stores, noting a number of people on the Square have been sources of information. He stated, however, it is felt that there should be something more visible and, with Read Between the Lynes relocating to a larger space, this idea was forwarded even more. Mayor Sager stated this then brings forth the question of whether we should take advantage of the natural instinct of visitors asking businesses for information and connect with a particular business. If so, the question then becomes, should we provide an RFP or an interest survey to see if there are other businesses in this community who wish to provide this service.

In response to a question from Mayor Sager, R. Stelford stated with Council's greater interest in marketing the City, it is anticipated that even more visitors will come to Woodstock. Further, he stated, the Chamber's role as a Visitor's Center has diminished as the Chamber's hours have become more limited, resulting in the need to provide visitors with information in another manner.

D. Hart stated he is interested in the City developing an app which could be used by all businesses who would update their own information. He noted any business could then set up and update their own information and this should be a sufficient method for providing this information.

M. Turner noted this would allow the user to drive the experience, as he could find what he is particularly interested in. He stated he has discussed this with Real Woodstock and noted a Woodstock App could be funded by the City using Real Woodstock as a springboard. He also stated it is his opinion this would not preclude a Visitor's Center. He expressed his opinion that an RFP is not necessary for this project, noting a partnership with Arlene Lynes and her willingness to provide this service makes sense to him. He noted he feels the City should have a Visitor's Center with more traditional brochures and should put funds into an app that visitors would look at and go "Wow."

M. Saladin stated his agreement there should be a balance with a Visitor's Center with brochures and an app.

M. Larson stated it is her opinion that a Visitor's Center and an app should not be mutually exclusive, noting there are a multitude of possibilities. She noted how an app could be used to provide information concerning Groundhog Days but the human connection is also needed and could

be provided by Ms. Lynes. She stated she feels the two together could be very powerful.

RB Thompson noted that Read Between the Lynes is open as many hours as any business on the Square, which is an advantage.

Mayor Sager opened the floor to the public.

In response to a question from Andrew Celentano concerning brochures, Mayor Sager noted that parking brochures are provided to the hotels and various other locations. J. Napolitano detailed for those present the redesign of the Visitors' Guide, noting this brochure is now created in-house and can be updated frequently to ensure the information is up-to-date and accurate.

M. Turner noted the city needs a general brochure and the entire Square and City needs to be ambassadors driving visitors to the Woodstock app.

Mayor Sager stated the City should look at all possibilities including an app and the website. He noted there is still a portion of the population who wish to have a brochure in hand and the City should provide multiple opportunities.

In response to a question from M. Saladin, G. Anderson stated there was fierce competition in Branson and all of the above is used, including an app and a marketing brochure.

In response to a question from Mayor Sager, it was the consensus of the City Council that the City has a role in the placement of visitors' information. It was also the consensus of the City Council to approach the provision of visitors' information in a variety of ways to include but not exclusive of an app, the City website, printed material, and the new opportunity for a Visitor's Center.

RB Thompson suggested providing material to Harley-Davidson, with M. Turner noting this would be a place for a kiosk.

In response to a question from Mayor Sager concerning whether Staff should prepare and distribute an Interest Survey to see if there is interest from businesses to serve as the Visitor's Center, M. Turner asked if there are other viable options. Mayor Sager stated the opportunity should be presented to other businesses who may want to express interest. M. Larson noted that hours of operation would be key and does not feel there are any other businesses that could provide the number of hours provided by Read Between the Lynes. In response to a statement that the question should be put out there, M. Larson stated she does not wish to waste time.

It was the consensus of the City Council that Staff should conduct an informal interest survey of businesses' interested in serving as a Visitor's Center.

Arlene Lynes, Read Between the Lynes, thanked Council for their confidence and stated she would be honored to serve as the City's Visitor's Center. She stated she likes the idea of an app and thinks it is necessary and noted there are also people of all ages who like the human interaction. She noted she has many young people coming to her business who are in town because of the Groundhog connection looking for things to do and places to eat.

6. Scheduling of Future City Council Workshop

Mayor Sager stated the purpose of this item is to schedule a special City Council Workshop exclusively devoted to Economic Development.

Following a brief discussion, it was the consensus of the City Council that the workshop will be held at 3:30 PM on Monday, November 2nd at Stage Left Café.

FUTURE AGENDA ITEMS

There were no changes or additions to the Future Agenda.

Mayor Sager noted that the City's new Economic Development Coordinator will join the City next Wednesday.

Mayor Sager then stated there will a Roundtable tomorrow afternoon at 2:30 PM for Service Providers for the homeless population. He noted this is an opportunity for this group to get together and hold discussions to be more efficient and collaborative to meet the needs of this group.

ADJOURN

Motion by M. Turner, second by M. Larson, to adjourn this meeting of the Woodstock City Council to the next regularly scheduled meeting on Tuesday, November 3, 2015, at 7:00 PM in the Council Chambers at City Hall. Ayes: D. Hart, M. Larson, M. Saladin, RB Thompson, M. Turner, and Mayor Sager. Nays: None. Absentees: J. Starzynski. Abstentions: None. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Cindy Smiley
City Clerk