



CITY MANAGER'S NEWSLETTER



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WELL #9 RETURNED TO SERVICE AFTER THE COMPLETION OF PREVENTIVE MAINTENANCE

The City Of Woodstock has a total of six ground water wells serving its 2 water treatment facilities. Once every six years, a different well is removed from service for scheduled preventative maintenance. In 2015, the pump, motor, and column pipe were removed from Well #9 for teardown & inspection. The bowl sections of the pump are disassembled and the tolerances are checked and documented. Where necessary, repairs are made and parts are replaced. Seals in the motor are tested, the oil changed, and it is electrically tested to insure that it is in good condition. The column pipe is inspected and replaced if excessive pitting is present. While this activity is being performed, the well is televised to reveal its general condition and the condition of the screen. Preventive Maintenance on well #9 is now complete; 2 consecutive days of bacteriological testing has been completed, and the well has been returned to service. If you have additional questions or if you need more information, please contact the City's **Water Treatment Superintendent** at 815 338-5460.

PRICE FREEZE ON GARBAGE SERVICE

The cost for tote service and for garbage and yard waste stickers will **not** be increased this year because of the City of Woodstock's negotiated seven-year contract with MDC Environmental! In the past, prices have gone up every January according to the Chicago cost of living index. As part of the City's efforts to keep down costs for residents, monthly tote services will remain at \$23.00 per month, garbage stickers will stay at \$2.68 each, and yard waste stickers will still be \$2.40 per sticker. The City will continue to bill the tote service on the City water/sewer bills as part of this agreement.



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MEETINGS NEXT WEEK...

No Meetings Scheduled



I will honor Christmas in my heart, and try to keep it all the year. ~Charles Dickens

**EXECUTIVE ASSISTANT CINDY SMILEY DEPARTS;
CITY CLERK CINDY SMILEY REMAINS**

Cindy Smiley literally has “one foot out the door”...but fortunately for the City of Woodstock, the other foot will still be around for quite awhile to come.

After 18 years of serving as the invaluable right hand to both the **City Manager** and the **Mayor**, **Executive Assistant Cindy Smiley** is retiring as of 12/31/15. While her role in the **City Manager’s Office** will now be filled by the very capable **Jane Howie**, who has been promoted from her current position as **Public Works Office Manager** effective 1/4/16, **Cindy** will continue to serve the Mayor, City Council, and the Woodstock public as the **City Clerk**. **Cindy** will further continue to provide official minute-taking for several of the public commissions, while **Jane**, fulfilling the **Chief Deputy Clerk** function held by the **Executive Assistant** position, will take minutes for the others.

Cindy has not only amassed a great deal of institutional knowledge about the City of Woodstock, she has become expert at managing numerous legal aspects of the job, including responding to all FOIA requests, liquor license issuance, posting of public meeting notices, conducting local elections, and State-regulated archiving and disposal of government documents. Her conscientious attention to detail and respect for deadlines has insured the **City Manager’s Office** runs efficiently and effectively, leaving a great impression of the City’s services on the Woodstock public, and ensuring Woodstock’s numerous programs and special events are scheduled and produced with maximum enjoyment for our citizens.

During her almost two decades here, **Cindy** has provided continuity through fundamental changes in the City’s organizational structure, Department Heads, City Councils, and even in her own supervisor, when previous **City Manager Tim Clifton** retired and **City Manager Roscoe Stelford** took over. **Cindy** has contributed greatly by playing key roles with many special projects, including this year’s major overhaul and remodeling of the City’s website; the development and production of the now-annual Summer in the Park event; organizing Woodstock City Hall’s 100th Birthday events in 2006; and, assisting with numerous Sesquicentennial Celebration activities in 2002, including the design and installation of the lovely Sesquicentennial Park and Fountain.

Please join us in congratulating **Cindy** on her many accomplishments, and offering her the City’s deepest thanks for her commitment, dedication and long-lasting efforts to make Woodstock the very best place in which to live!



HR NEWS

Congratulations to **Eilish Keane** who on December 1st was promoted from Playroom Attendant to **Front Desk/Cashier**. Way to go Eilish!

RECRUITMENT

Full-Time Office Manager – Public Works Department: The City of Woodstock is accepting electronic submissions (as outlined below) for the position of Office Manager with our Public Works Department. Examples of duties include assisting the Director, Assistant Director, City Engineer, Department Superintendents, and staff with daily operations of the Public Works Department, managing office functions, providing solid customer service in a liaison role between the public and the department; and many other related duties. This is a full time position working M-F, 8:30 am – 5:00 pm. Starting salary for this role is \$20.87/hour with eligibility for the full benefits package for group insurance, benefit time, IMRF retirement benefits, and more. **Application Deadline: Tuesday, January 5, 2016 at 5:00PM.**

Please refer to the City's website at www.woodstockil.gov and click on the Jobs section for further details and the application process on the above opportunity. *The City of Woodstock is an Equal Opportunity Employer.*

December 2015

Greetings from the chilly North Pole!

In November, the **Recreation Department** placed a mailbox at the Rec Center for children to write letters to yours truly. The elves and I were extra busy this season making video games, dolls, art supplies and Legos, so I had to call on my helpers **Program Coordinators Renee Torrez and Becky Vidales** to help me reply to almost 100 children who submitted letters and get their replies back to them before Christmas. Although I read each and every one of them, I truly appreciate their help.

I understand that **Ms. Monica Amraen and Ms. Karen Forst** volunteered to help, too! A holiday HoHoHo to them!

I hope the City of Woodstock employees are able to find the magic of the holiday season. Happy Holidays to all!!

Love,
SANTA



HOLIDAY HEALTH AND SAFETY TIPS

The holidays are a great opportunity to enjoy time with family and friends, celebrate life, to be grateful, and reflect on what's important. They are also a time to appreciate the gift of health. Here are some holiday tips to support your efforts for health and safety this season.



Wash Your Hands Often

Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. Wash your hands with soap and clean running water, and rub them together for at least 20 seconds. Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

Stay Warm

Cold temperatures can cause serious health problems, especially in infants and older adults. Stay dry, and dress warmly in several layers.

Manage Stress

The holidays don't need to take a toll on your health and pocketbook. Keep your commitments and spending in check. Balance work, home, and play. Get support from family and friends. Keep a relaxed and positive outlook. Make sure to get proper sleep.

Travel Safely

Whether you're traveling across town or around the world, help ensure your trip is safe. Don't drink and drive, and don't let someone else drink and drive. Wear a seat belt every time you drive or ride in a motor vehicle. Always buckle your child in the car using a child safety seat, booster seat, or seat belt appropriate for his/her height, weight, and age.

Be Smoke-free

Avoid smoking and breathing other people's smoke. If you smoke, quit today! Call 1-800-QUIT-NOW or talk to your health care provider for help.

Get Check-ups and Vaccinations

Exams and screenings can help find potential problems early, when the chances for treatment and cure are often better. Vaccinations help prevent diseases and save lives. Schedule a visit with your health care provider for needed exams and screenings. Ask what vaccinations and tests you should get based on your age, lifestyle,

travel plans, medical history, and family health history. Get health insurance through www.healthcare.gov if needed.

Watch the Kids

Children are at high risk for injuries. Keep a watchful eye on your kids when they're eating and playing. Keep potentially dangerous toys, food, drinks, household items, choking hazards (like coins and hard candy), and other objects out of kids' reach. Learn how to provide early treatment for children who are choking. Make sure toys are used properly. Develop rules about acceptable and safe behaviors, including using electronic media.

Prevent Injuries

Injuries can happen anywhere, and some often occur around the holidays. Use step stools instead of climbing on furniture when hanging decorations. Leave the fireworks to the professionals. Wear a helmet when riding a bicycle or skateboarding to help prevent head injuries. Keep vaccinations up to date.

Most residential fires occur during the winter months. Keep candles away from children, pets, walkways, trees, and curtains. Never leave fireplaces, stoves, or candles unattended. Don't use generators, grills, or other gasoline- or charcoal-burning devices inside your home or garage. Install a smoke detector and carbon monoxide detector in your home. Test them once a month, and replace batteries twice a year.

Handle and Prepare Food Safely

As you prepare holiday meals, keep yourself and your family safe from food-related illness. Wash hands and surfaces often. Avoid cross-contamination by keeping raw meat, poultry, seafood, and eggs (including their juices) away from ready-to-eat foods and eating surfaces. Cook foods to the proper temperature. Refrigerate promptly. Do not leave perishable foods out for more than two hours.

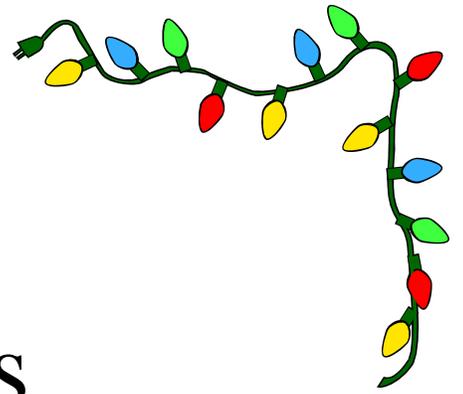
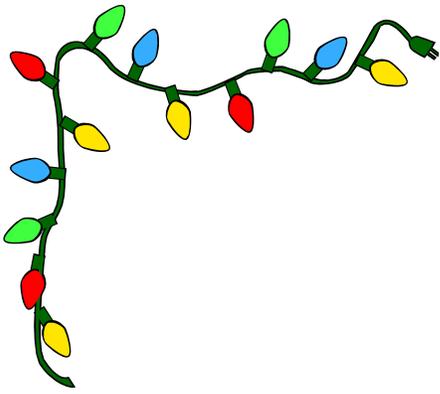
Eat Healthy, and Be Active

With balance and moderation, you can enjoy the holidays the healthy way. Choose With balance and moderation, you can enjoy the holidays the healthy way. Choose fresh fruit as a festive and sweet substitute for candy. Limit fats, salt, and sugary foods. Find fun ways to stay active, such as dancing to your favorite holiday music. Be active for at least 2½ hours a week. Help kids and teens be active for at least 1 hour a day.

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Want to Start to Get Healthy with an Exercise Program?

City of Woodstock employees receive an employee discount at the **Woodstock Recreation Center. The initiation fee is waived! Executive membership is \$35 per month. Full membership is \$25 per month.** Try a week for free! For more information, contact Mary Lynn Lisk or Renee Torrez at 815-338-4363 or visit www.woodstockrecreationdepartment.com for more information.



Holiday Hours

Christmas Eve 5am-1pm

(Play Room Hours 7:45-11 am)

Closed Christmas Day!!!

New Years Eve 5 am - 7 pm

(Play Room Hours 7:45 -11am & 4-7pm)

Turbokick & Barbell Strength Class

8 am-9:30 am

Join us for the ultimate cardiovascular challenge utilizing kickboxing, intense intervals, and body weight exercises.

Class will follow a half hour of pre-choreographed barbell routine using weights and a barbell

New Years Day 7 am - 3 pm

(Play Room Hours 7:45 -11 am)

Happy New Year 2016!

