



# CITY MANAGER'S NEWSLETTER



Volume III Issue 4

January 29, 2016

## **GROUNDHOG DAYS EVENTS**

Bring your friends and family out to the historic Woodstock Square over the next few days to participate in the annual Groundhog Day Events.

Many family-friendly events are scheduled, such as Groundhog Bowling at Wayne's Lanes, a Chili Cook-Off at the Woodstock Moose Lodge, the Woodstock Rotary Bags Tournament at Ortmann's Red Iron Tavern, Walking Tours of the filming sites, the Lion's Club Pancake Breakfast at the Woodstock Moose Lodge, and "Groundhog Day" the movie, being shown *free* at Classic Cinemas in Woodstock.

And, don't forget about the always popular Groundhog Prognostication in the Park in the Square on Tuesday, February 2 at 7:00AM.

For the complete schedule of Groundhog Days' Events, go to their website [www.WoodstockGroundhog.org](http://www.WoodstockGroundhog.org) or call 815-334-2620.

## **SAVE THE DATE FOR CWTC!**

The program for the February Coffee with the Chief will feature **K-9 Officer Sharon Freund** and her **K-9 partner, Blue**. Officer Freund and Blue have only been on the job since November, but already they have had great success as a crime fighting duo. Come and meet them both and hear about their recent exploits on Monday, February 8, 2016 at 7:00PM. The meeting will be held in the Training Room at the **Woodstock Police Department** located at 656 Lake Avenue.



- 2 Changes to Payroll Process**
- 3 Catalent Tour**
- 4 HR News**
- 5 Recruitment.**
- 6 Sediment Removal**
- 7 Senior Talk**
- 8 Science of Hanger**

## **HR NEWS**

Congratulations to **Kimberly Krysiak, Christine Mrzlak, and Sara Sykora** who have been hired as Limited Part-Time Records Clerks in the Police Department. Sara's first day was Monday, January 25<sup>th</sup> and Christine and Kimberly's first day will be Monday, February 1<sup>st</sup>. Welcome!

## **CHANGES TO PAYROLL PROCESS**

On 1/21/2016 you received an email from HR Deb Schober regarding Human Resources and Finance partnering to make important changes to our payroll process.

### **Here are the Key Points to Remember About Changes to the Payroll Process:**

- 1. Paperless Payday Initiative:** We continue to encourage all City of Woodstock employees to sign up for direct deposit of paychecks so that the funds are conveniently available in your respective bank account. In striving to "go paperless", all employees who continue with paper paychecks rather than direct deposited paychecks, will have their live paper paychecks mailed to their home address on file on payday starting with the payroll dated 5/4/2016.
- 2. Employees with Direct Deposit:** As of 5/4/2016, any employee with direct deposited paychecks will no longer receive paper direct deposit stubs. You will receive alternative access to your payroll information via "miPay Online." You will be able to access to your pay stubs (or W2s) from any computer at any time of the day or night. Once you establish your account, when a new pay stub is available, you will receive an email notification.
- 3. 1/27/16 Paydate:** You will receive an e-mail notification on 1/27/2016 from [info@mipayonline.com](mailto:info@mipayonline.com). Please keep and carefully review this e-mail as it will contain instructions on how to log into your miPay Online account for the first time. At that point, you will also set your password and security questions. Your login ID will be the email address on record with the City that we obtained in previous requests from Human Resources for this effort.
- 4. Email:** For those employees who have not already done so, we are requesting that you provide an email address where you would like your payroll notice sent. You may notify us through email, phone, or in writing. Unfortunately, if we do not get an email address from you, your pay stub will not be accessible on the website at [www.mipayonline.com](http://www.mipayonline.com) and if you have not opted for direct deposit, your live paycheck will be mailed out via USPS on payday starting 5/4/2016. Because we know that this will be a transition, we will provide paper paychecks and direct deposit slips on paydays between 1/27/2016 and 4/20/2016 as we have done in the past. **However, as of 5/4/2016, we will no longer provide paper direct deposit slips and all live paper paychecks will be mailed out on payday.**



If you have any questions regarding this new initiative and process or need to notify us of your e-mail address that we may not already have on file, please feel free to contact Human Resources during the hours of Monday – Friday, 8:30AM to 5:00PM at 815-338-1172 or via email at [dschober@woodstockil.gov](mailto:dschober@woodstockil.gov) or [jmay@woodstockil.gov](mailto:jmay@woodstockil.gov). You may also contact Finance during the hours of Monday, Wednesday, Thursday and Friday, 8:30AM to 5:00PM, or Tuesday 8:30AM to 7:00PM at 815-338-4300 or via email at [pchristensen@woodstockil.gov](mailto:pchristensen@woodstockil.gov) or [rlieb@woodstockil.gov](mailto:rlieb@woodstockil.gov). We are looking forward to providing access to this new software and paperless paydays!

We are looking forward to providing access to this new software and paperless paydays!

## **CATALENT TOUR**

The Mayor and other representatives from the City of Woodstock had the opportunity this past week to tour the Catalent plant at Highway 14 and Lake Shore Dr. The 408,000 square foot Woodstock location specializes in packaging aseptic pharmaceutical liquids, primarily for respiratory and ophthalmic drugs. At over 600 employees, they are one of Woodstock's largest employers.

Catalent's Woodstock plant is in the middle of an expansion project that will provide a new entrance and a new look as residents pass the building on Highway 14.

"We are very pleased to see the level of investment that Catalent is making in our community," said Mayor Sager. "This includes not only improvements to their building, but their commitment to the employees." Catalent is a worldwide pharmaceutical company, and a leader in drug development, delivery and supply partner for drugs, biologics and consumer health products. Their Woodstock location is one of 33 Catalent locations on five continents.



City Council and Staff, suited up in lab coats at the conclusion of the plant tour. From left to right: Councilman Joe Starzynski, Economic Development Director Garrett Anderson, Economic Development Coordinator Krista Coltrin, City Manager Roscoe Stelford, Mayor Brian Sager, Councilman RB Thompson, Public Works Director Jeff Van Landuyt, and Finance Director Paul Christensen.

## **HR NEWS**

### ***DON'T FORGET TO SIGN UP FOR THE HEALTHPOINT CHECK-UP!***

**Who is eligible?** All Employees and their Spouses on the City's Medical Plan.

#### **What does the HealthPoint Check-Up include?**

- 35-panel blood draw including Vitamin D test
- PSA for men 40 years, and over
- HgA1c for anyone with an out of range Glucose Level
- Blood Pressure Check, Height, Weight & Body Mass Index (BMI)



#### **How do I Register?**

Register at [member.healthasweage.com](http://member.healthasweage.com) at "First Time User" login using Promo Code 4500

**Dates:** Thursday February 18<sup>th</sup> & Wednesday February 24<sup>th</sup>

**Time:** 6:00AM. to 10:00AM.

**Place:** Woodstock City Hall, 121 W. Calhoun, 2nd Floor in Council Chambers & Conference Room

**Register by:** February 9th (For help contact: [support@healthasweage.com](mailto:support@healthasweage.com) or call 1-855-888-7006)

Please also note the following important dates:

- **February 9<sup>th</sup>:** the deadline by which HAWA accounts need to be created and HealthPoint Checkup appointments made
- **March 15<sup>th</sup>:** the deadline by which 100 points must be earned to receive a full calendar years' worth of applicable premium reductions (if 100 points are earned after this date, the premium reductions will be prorated by the number of full calendar months remaining in 2016)

**Questions?** Contact the HR Department: Deb Schober at ext. 11203 or Jill May at in 11206.

## **RECRUITMENT**

**Summer Seasonal Positions:** The City of Woodstock is accepting applications for Summer Seasonal Positions with the Woodstock Recreation Department and Public Works Department as outlined below:

- **American Red Cross Certified Lifeguards, WSI Instructors, Swim Aides:** These positions provide safety and instruction to swimmers at Woodstock WaterWorks pool and work days, evenings and weekends, dependent on pool attendance and weather. Lifeguards ensure the safety and health of all pool patrons, while WSI Instructors and Aides provide proper instruction/teaching for all City of Woodstock Recreation Department swimming lessons. Minimum age is 16. **Candidates must attach copies of certification to application, or must show proof of certification by program orientation date in late Spring.** Pay rate to be determined but will be at least: \$8.46/hour (Certified Lifeguards); \$8.67/hour (Certified Instructors); \$8.25/hour (Aides)
- **Playground Program Counselors:** Counselors interact with and supervise a group of 8-12 children, ages 4-12 years, in a recreational setting. This position requires planning, implementing, and evaluating daily activities, and communicating with participants' parents on a regular basis. Counselors ensure safety of campers at all times. Minimum age is 16. Experience working with elementary school aged children is preferred. **This position requires attendance at the training session the first week of June and the ability to work during the entire 7-week session that runs thereafter. Tentative Dates: May 31<sup>st</sup> – June 3<sup>rd</sup> (Training Week) and June 6<sup>th</sup> – July 22<sup>nd</sup> (Program).** Pay rate to be determined but will be at least: \$8.25/hour.
- **Public Works Seasonal Maintenance Workers:** These temporary positions perform various manual unskilled and semi-skilled tasks in the maintenance of City streets, parks and sewer/water utilities. Positions work under the direction of Superintendents and/or Foremen for the respective divisions of the Public Works Department. These positions work 7:00AM – 3:30PM., Monday - Friday during the specified time period. Parks positions generally begin in late April/early May and run through August, while other divisions generally begin in June. **Must be age 18 or over with a valid IL driver's license and good driving record.** Previous construction, landscaping or maintenance experience is preferred. Pay rate to be determined but will be at least: \$8.46/hour.

**Application Deadline for Summer Seasonal Positions: Friday, March 4, 2016 at 5:00PM**

Please refer to the City's website at [www.woodstockil.gov](http://www.woodstockil.gov) and click on the Jobs section for further details and the application process on the above opportunities. *The City of Woodstock is an Equal Opportunity Employer.*

### ***RAINTREE PARK SEDIMENT REMOVAL***

Included as part of an overall stormwater management plan, detention basins perform a vital and specific function. Designed and built at a predetermined location, basins receive stormwater through a series of underground pipes. An unfortunate result of moving water to a specific location is the accumulation of silt and sediment that eventually restricts the pipe outlet, reduces basin capacity, and minimizes the basin's effectiveness. Additionally, this condition creates pockets of standing water, wet ground, and an inability to mow and maintain portions of the basin. Observation of the detention basin at Raintree Park indicates the level of silt and sediment is at a point where removal is necessary.

Several years ago the Illinois Environmental Protection Agency issued regulations pertaining to Clean Construction of Demolition Debris (CCDD) to address potentially contaminated soils. Compliance with CCDD regulations requires testing of excavated soils and removal to an approved site. Silt proposed for excavation at Raintree Park falls under those requirements and the City has hired a local contractor to remove and properly dispose of silt debris from the basin.

During the first phase of the project, the contractor will remove approximately half of the silt and sediment in February when the ground is partially frozen. Crews will return later in the year when summer heat dries the ground to remove the remaining silt and complete phase two of the project. Working when the ground provides the most support minimizes the chance of damaging the existing underdrain system.

The contractor will temporarily store removed silt and sediment on the parking lot at the west end of Raintree Park, allowing water to drain from the material. Allowing the excavated material to dry reduces hauling costs and minimizes risk to motorists as a dry load is safer to haul. The final phase of the project involves some minor shaping and grading of the site, the addition of topsoil as needed, and seeding. The parking lot will remain closed for several months during each drying phase but will reopen as soon as removal of the excavated material is complete.

Please contact the **Department of Public Works** at 815-338-6118 if you have any questions regarding this maintenance work.

## **WATER TREATMENT OPERATOR CLASS**

This past week, **Public Works** employees **Steve Major** and **Shane Scarpace** attended a water treatment operator class sponsored through the Environmental Resource Training Center of Southern Illinois University-Edwardsville. The two-day class, held in nearby Geneva, Illinois provided instruction and information necessary to test for a class D water operator license, the first in a series of four licensing levels. The course, taught by an experienced instructor, provided information on such topics as water sources, different treatment practices, distribution systems, pumps, water quality, and related math. The class structure provided ample opportunity for attendees to share information with each other and prepare for the state exam. Best of luck to both Steve and Shane as they reach for this notable career milestone.

## **MEETINGS**

Tuesday, February 2 – City Council, 7PM, Council Chamber  
Thursday, February 4 – Library Board, 7:30 PM, Library

# Quotation

Laughter is necessary. Yelling is not.

Danda Lyon

Laughter

## **COFFEE TALK FROM THE CAFÉ IN JANUARY**

A trip to Lou Malnati's Pizza rounded out the month of activities for the senior regulars that participate in *Coffee at the Café* at Stage Left Café on Tuesdays each week at 1:00 PM. **City Manager Office Assistant Monica Amraen** and **Recreation Program Coordinator Becky Vidales** plan and coordinate events, speakers, lunch and bingo once a week for the group that averages 25-30 participants. There is no charge for the weekly programs. January events included healthy trivia, a baked potato bar, Bingo with red-themed prizes and a Candy Day complete with a candy "shoppe," candy puzzles and games of Candy Land.

Once a month the City partners with Hearthstone communities for a combined activity on the fourth Thursday of the month. This month's outing was a trip to Lou Malnati's complete with a pizza buffet and a stop at a bakery for some sweet treats. Next month the seniors are gathering at Hearthstone for a Mardi Gras party.



## **THE SCIENCE OF HANGER**

Have you ever been so hungry that you felt cranky and irritable? If the need for a snack has brought out your inner toddler, you've experienced "hanger," hunger induced anger. We talked to registered dietician Alison Massey, Director of Diabetes Education at Mercy Medical Center in Baltimore about what's prompting these episodes, why hanger only happens to some people, and how to avoid this unpleasant state.



**Why Does Hanger Happen?** Everything we eat is made up of carbohydrates, proteins, and fats, which are digested into simple sugars (like glucose), amino acids (molecules used to build proteins), and fatty acids. These essential nutrients flow through the bloodstream and are distributed to organs and tissues to be used as energy. Most of these organs and tissues can easily access stored energy when a person hasn't eaten in a while—but not the brain. The brain needs a steady supply of glucose to function properly. When you're hungry and your blood glucose level drops low enough, your brain might perceive hunger as life threatening, which might understandably make you a bit cranky.

When glucose levels drop too low, the hormone system kicks in to help the hungry brain out. When you're hungry, Massey says, "The body releases several hormones, including epinephrine and cortisol, which help the body release stored glucose. These are often called the fight-or-flight, or stress hormones, and a jolt of those can make you feel edgy or grumpy."

**Why Does Hanger Affect Some People but Not Others?** Nobody feels their best when they're hungry, but cultural factors may play a role in why some people act on their hanger. For instance, some men may display more "hangry" behavior because it's considered more culturally appropriate. Women, on the other hand, may be more attuned to keeping a lid on their hanger.

**Are Hangry Episodes Dangerous?** Probably not. It's unlikely that a healthy person who has easy access to food most of the time will ever get so hungry that their health is at risk. If you're hangry too often, though, you might want to take a look at what and when you eat and come up with a plan to sweeten your disposition.

**Are There Any Ways to Prevent Hanger?** Yes! Massey suggests the following:

1. Eat some protein and fat with every meal. Don't binge on simple carbohydrates like chips, crackers, and fries, which can burn fast and drop your glucose into hangry range quickly. Instead, focus on small amounts of complex carbohydrates (fruits, veggies, whole grains), which contain more fiber and are digested slowly.
2. Eat regularly. As Massey tells her clients, "Don't wait too long to eat and pack snacks with carbohydrates and protein for times when you know it will be awhile until your next meal. Avoid skipping meals and keep a small pack of nuts, dried fruit, or a healthy granola bar in your car for when you're stuck in traffic or in your office and working through lunch."

**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](http://www.woodstockrecreationdepartment.com)  
for more information.



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

K-9 Officer Sharon Freund will attend and introduce her K-9 partner, Blue. Officer Freund will detail their activities since beginning their assignment in November 2015.

# Coffee with the Chief



Monday, February 8, 2016  
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.