



# CITY MANAGER'S NEWSLETTER



Volume II Issue 11

March 14, 2014

## ME AND MY SHADOW

On Tuesday, March 11<sup>th</sup>, the **Woodstock Police Department** hosted two Woodstock High School students participating in the school's *Job Shadowing Program*.

Kyle Jones and James Cornelius, both interested in possibly pursuing careers in law enforcement, spent their school day "shadowing" a day in the life of a Woodstock Police Officer.

Kyle rode with **Officer Dan Pauley** and James spent the day with **Officer Mike Niedzwiecki**. Each enjoyed a "ride along" in the Officer's squad car, accompanying him on his calls for service and getting an up close and personal chance to see how an Officer spends his day.

**Chief Robert Lowen** and the Woodstock Police Department are committed to partnering with District # 200 for this worthwhile program.



## YOUTH BASKETBALL LEAGUES MARCH MADNES CONTINUES



Pictured are "The Vipers" celebrating their victory in the 4<sup>th</sup> Grade Boys Tournament Championship last Saturday at Olson School. The Vipers, coached by **Recreation Director Dave Zinnen** and Frank Muse, defeated the number one seed Team Maxcy 28-20 in the championship game.

The finals for the 5<sup>th</sup>/6<sup>th</sup> Grade Boys and Girls Tournaments are this Saturday as are the last games for the 1<sup>st</sup>-3<sup>rd</sup> Grade Boys and 1<sup>st</sup>-4<sup>th</sup> Grade Girls Leagues.

A total of 46 teams and approximately 400 kids have participated in the **Recreation Department's 1<sup>st</sup>-6<sup>th</sup> Grade Girls and Boys Developmental Basketball Program** this season. Practices are held throughout the week at various D200 schools with 23 games played every Saturday utilizing Mary Endres, Olson, Prairiewood, and Creekside Schools.

### IN THIS ISSUE...

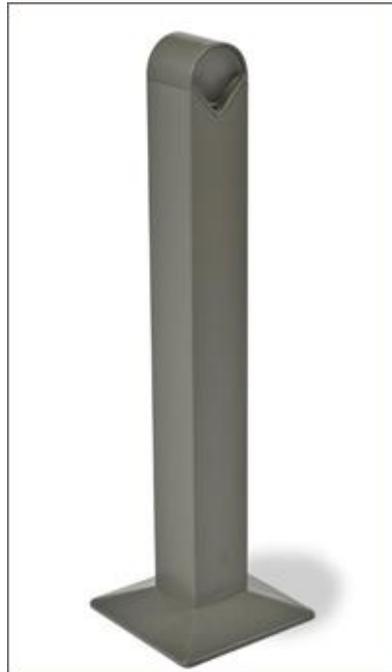
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## ***CIGARETTE RECEPTACLES***

The City Council, at its June 2013 Retreat, directed staff to develop a program for the funding and placement of cigarette receptacles on the historic Woodstock Square. The Smoke Free Illinois Act that came in effect January 1, 2008 has resulted in a significant amount of cigarette debris littering the Square, most notably in the Benton Street area. Staff was requested to place ash urns in the high traffic areas to help eliminate this litter. On January 25, 2014 an order was placed for ten ash urns with a shipping date of March 20 from the manufacturer to be installed by city staff soon after delivery has been made. Locations are as follows:

- Three receptacles located on light poles at the curb along the west side of Benton Street
- Two receptacles located on sign posts at the curb on the east side of Main Street
- Two receptacles located on sign posts at the curb along the west side of Main Street
- One receptacle that will be surface-mounted near the corner of Clay and Church Streets (i.e., near the Red Iron Tavern)
- One receptacle located on sign post at the curb on Dean and Van Buren Streets (i.e., near restaurant)
- One receptacle located on sign post at the curb on the corner of Van Buren and Johnson Streets (i.e., Starbucks)

These cigarette receptacles will be purchased through the Tax Increment Financing (TIF) Fund with installation and maintenance by Public Works employees.



## ***DON'T FORGET THAT BUILDING PERMIT!***

It's that time of year when a property owner's thoughts turn to new building projects, such as decks, swimming pools, sheds, and similar construction and home improvement activities. However, before beginning any building or construction activities, you should contact **Woodstock's Department of Community & Economic Development** to see if what you want to do is allowed and if a building permit is required.

A permit is typically required before constructing a fence, deck, utility shed, garage, or swimming pool. It's also necessary before finishing your basement, installing a sump pump, adding or renovating a bathroom, remodeling a kitchen, or adding an addition to your home. You will also need to get a permit in order to upgrade an electrical service, install a central air conditioning unit, engage in any structural work, or any plumbing or electrical work that goes beyond replacing a bathroom fixture or electrical outlet.

If a building contractor tells you that a permit is not required for the work described above, you should verify this by contacting the City and talking with one of our building inspectors. Be cautious of anyone who attempts to work on your home without getting the necessary permits.

You may wonder why a permit is necessary; many people ask themselves this question when planning alterations to their home or improvements to their property. A decision not to get a permit can be very costly. Some homeowners find that when they try to sell or refinance their home, prospective buyers or lending institutions want verification that alterations were made in compliance with local building and construction codes. Without a permit and with no record of inspection activity, there is no proof of building code compliance. The homeowner must then apply for a permit with no guarantee that the work meets minimum code standards and may face the possibility that the work has to be redone. This is costly and frustrating, and can cause delays in refinancing or in the sale of their home. Furthermore, if the home was damaged or destroyed due to fire or a structural problem, it is likely that your insurance carrier would demand proof that the work was done in accordance with a properly issued building permit, that it was inspected by a qualified individual, and that it was installed as per approved design plans.



The permitting process starts with the Department of Community & Economic Development where we are eager to assist and guide you through the permitting process and discuss your project. Individuals involved in this process include the Department Director, the City Planner, the Zoning Administrator, two Building Inspectors, the Plumbing Inspector, the Code Enforcement Officer, and Office Manager. When you apply for a building permit you will be working with some or all of these people, depending on the type of permit being requested. The Building and/or Plumbing Inspectors will do the plan review and conduct necessary inspections until your project is finished and receives final approval. The inspectors are here to help you with any questions you have about Woodstock's code requirements and are available to meet with you on-site to answer questions and explain relevant sections of the building code.

When you come to our office at City Hall, someone will help you fill out the proper permit application and verify that you have the required paperwork. In some cases the permit can be issued before you leave. For complex projects, an inspector will review your plans within no more than ten business days. The building permit will vary based upon the type of permit and the extent of your work, but is not payable until the permit is ready to be issued.

The Community and Economic Development Department is located on the first floor of City Hall (121 West Calhoun Street) and is open Monday through Friday from 8:30AM until 5:00PM and on Tuesday's until 7:00 PM. You can also speak with one of the staff members by calling 815-338-4305 or email the Department at [communitydevelopment@woodstockil.gov](mailto:communitydevelopment@woodstockil.gov).

## ***RECRUITMENT NEWS***

The recruitments shown below close today, March 14<sup>th</sup>, and next Tuesday, March 18<sup>th</sup>:

### **Woodstock Opera House Production Manager**

Due to retirement, the City of Woodstock is seeking qualified applicants for **Production Manager** with the **Woodstock Opera House**. This full-time exempt position coordinates technical theatrical scenery, lighting and sound for all public performances in the Opera House, Stage Left Café and Square Park Bandstand; organizes and assigns personnel and equipment; supervises personnel training; purchases and maintains production equipment. Work is performed under the direction of the Opera House Managing Director.

**Minimum Qualifications:** Bachelor's degree in Theatre Production, Theatre or Fine Arts (MFA degree in Theatre preferred); 5 years' theatre scenery, stage lighting, sound and design production experience, at more than one venue; valid driver's license with good record; ability to obtain CPR and first aid certifications, and to be federally licensed to manufacture, possess and use pyrotechnic materials.

**Salary Range:** \$58,498 - \$90,833 DOQ, with full benefits package of group health & dental insurance, benefit time and IMRF retirement plan.

Qualified candidates may submit a current resume and cover letter—clearly outlining relevant experience and education—to: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) no later than **Friday, March 14, 2014**. Formal applications will be sent to the most qualified candidates and must be returned by the specified due date in order to receive consideration. The City reserves the right to select only the most qualified applicants for an interview. EOE

### ***ECONOMIC DEVELOPMENT COORDINATOR***

Woodstock seeks dynamic, experienced economic development professional to attract and facilitate new and existing business, and market Woodstock as a unique and thriving business destination. This full-time position reports to the Director of Community & Economic Development and serves as the City's main contact to handle all retail, commercial and industrial recruitment and expansion.

**Minimum qualifications:** BS in Business or Public Admin, Marketing, Urban Planning, or related field; 5 years' progressively responsible work experience; excellent communications, marketing and computer skills; and valid driver's license with good record, required. CECD, EDFP or AICP a plus.

**Beginning salary:** \$42,127 - \$65,377 depending on qualifications and experience, with excellent benefit package.

Current resume and cover letter—clearly outlining relevant experience and education - should be emailed no later than **Tuesday, March 18, 2014** to: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) Formal applications will be sent to the most qualified candidates and must be returned by the specified due date in order to receive consideration. The City reserves the right to select only the most qualified applicants for an interview. EOE

The following recruitment remains active and posted:

## **RECRUITMENT NEWS CONTINUED**

The following recruitment remains active and posted:

### **LPT Playroom Attendant**

The Woodstock Recreation Center has an opening for a limited part-time Playroom Attendant to supervise members' children while they use the facility. The position works approximately 8-10 hours per week, with a current schedule as follows: Wed. 3:45 - 8pm Thurs. 5 - 6:45pm, Fri. 5 - 7pm, and Sat. 7:30 - 10:30am. Duties include supervising children in the facility's Playroom (ages 6 months through 10 years old) to ensure their appropriate play, safety and security; light cleaning; and, assisting in other customer service duties as assigned. Minimum qualifications: 16 years of age and older; childcare experience is preferable; ability to obtain CPR/First Aid Certification required (training provided); ability to respond to customer service inquiries in a pleasant, mature fashion required. Starting wage rate: \$8.25/hr.; no additional benefits are provided.

To apply, contact: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) or visit the HR Department at Woodstock City Hall, 121 W. Calhoun St., Woodstock IL. **Application deadline: Friday, March 21, 2014.** The City reserves the right to select only the most qualified candidates for an interview. EOE.

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

Tuesday, March 18- City Council, 7PM, Council Chambers

Wednesday, March 19-Transportation Commission, 7PM, Council Chambers

### **HEALTH & SAFETY MESSAGE: GREEN EGGS & HAM? TOSS 'EM!**

With busy lives leaving less time to shop and cook, it's tempting to take shortcuts in the kitchen. However, do the wrong thing while you're preparing food, and you and your family could become truly sick.

Make an extra effort to avoid these common food-safety mistakes:

- Never taste food to see if it's still good, because you may not be able to taste or smell germs. Instead, throw food out after it expires.
- Never put cooked meat on the same plate you used for raw meat.

- Never thaw food on the counter. Instead thaw in the refrigerator, microwave or cold water.
- Don't wash meat, poultry or eggs. Doing so may spread harmful bacteria.
- Always refrigerate food within two hours of cooking or eating.
- Never eat foods that contain raw eggs, such as cookie dough.
- Make sure meat, eggs, seafood or poultry are thoroughly cooked.
- Always wash your hands!

## **QUOTE**

Fortune favors the prepared mind.

**-Louis Pasteur**



*Wishing you a rainbow  
For sunlight after showers—  
Miles and miles of Irish smiles  
For golden happy hours  
Shamrocks at your doorway  
For luck and laughter, too  
And a host of friends  
that never ends  
Each day your whole life through!*