



# CITY MANAGER'S NEWSLETTER



Volume II Issue 10

March 7, 2014

## **ADOPT-A-HIGHWAY**

Are you or your school, church or team looking for a new service project? The City of Woodstock, in conjunction with the Illinois Adopt-A-Highway Act, provides groups with instructions and safety guidelines to assist in organizing an Adopt-A-Highway (AAH) event.

Currently, there are seventeen AAH groups that are helping to keep Woodstock's streets and roadways clean. Each group handles from ½ mile up to 2 miles of roadway; and cleanups occur two to four times a year. We still have many roads in need of adoption.

If you have any interest, please contact the Department of Public Works to request further information; phone 815-338-6118 or [pwdept@woodstockil.gov](mailto:pwdept@woodstockil.gov)



## **MARCH TRAFFIC ENFORCEMENT INITIATIVE**



The **Woodstock Police Department** has announced that March's Special Traffic Enforcement Initiative will target Posted Speed Limit violators.

The primary goal is to reduce the incidence of speeding related motor vehicle crashes and the resulting injuries and fatalities through highly visible increased enforcement. Equally important is the continuing education of the motoring public by encouraging mandatory compliance with posted speed limits.

For further information or questions regarding this special traffic enforcement initiative, please contact **Sergeant Rob Pritchard** by phone at 815-338-2131 or by email at [rpritchard@woodstockil.gov](mailto:rpritchard@woodstockil.gov).

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## **RYLAND MOVES FORWARD WITH NEW HOME CONSTRUCTION**

Ryland Homes, which recently purchased the remaining single family lots at the Sonatas Planned Development, has completed its model home at the corner of Verdi and Vivaldi Streets. The model was inspected by the City's building inspection staff and has been approved for viewing and display purposes. Permits for two additional single family home permits were issued to Ryland this past week. In addition, Centex Homes, builders at the Sweetwater Subdivision located south of Ware Road, received four single family home permits. Construction on these new residences will start once the weather becomes more cooperative.



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

Tuesday, March 11- Economic Development Commission, 8:00AM, Council Chambers  
Tuesday, March 11 – Parks and Recreation Commission-7PM, Council Chambers

## **POTHOLE PATCHING ...**

This winter's extreme weather has certainly taken its toll on our roads this year. Many potholes are present throughout town along with areas of crumbling asphalt on roadway edges. Potholes have formed due to water on the road which gets into the soil structure under the asphalt. Vehicles driving over the area weakens the structure; thus causing these holes to form. Continued traffic encourages the crumbling away of the asphalt and the soil structure beneath.

The **Department of Public Works' Street Division** has crews out patching potholes throughout Woodstock on days when the pavement is dry.

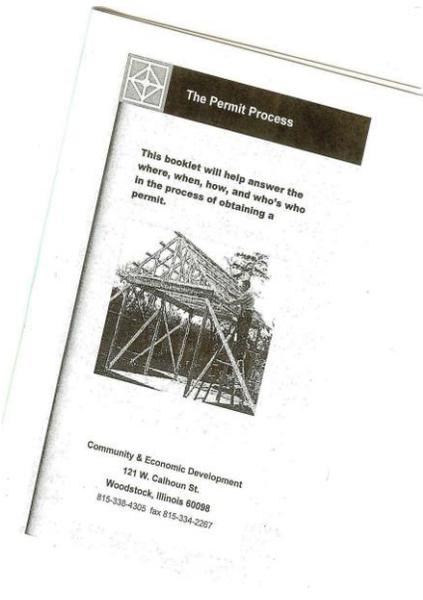
To report a pothole, please contact Public Works at 815-338-6118 or [pwdept@woodstockil.gov](mailto:pwdept@woodstockil.gov) with the location of the pothole.

We appreciate your assistance and your patience with us as we work to repair our streets.



## THE PERMITTING PROCESS

As temperatures rise and daffodils begin emerging, one's thoughts often turn to new building projects and home improvement activities. **The Community and Economic Development Department (CED)** is pleased to provide a summary of building requirements and how to move through the permitting process. Available from the Department, this document discusses why a permit is needed, what activities need to have a permit issued, and who is involved in reviewing building plans and issuing permits. Detailed information is also available regarding building fees and application submittals. Specific sections addressing shed and deck requirements, roofing standards, fencing guidelines, driveway and garage improvements, finished basements, and swimming pool installation are also included. Anyone considering a new project should stop by or contact the CED Department and obtain a free copy of this interesting and in-depth guide to the permitting process.

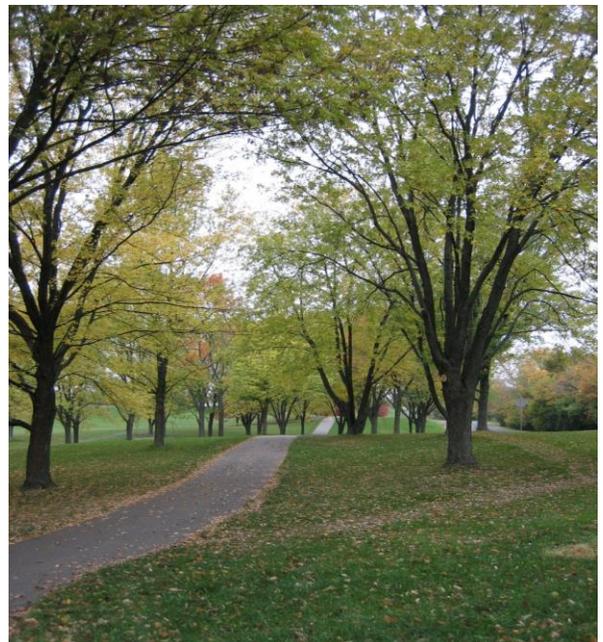


## SPRING SPORTS UPDATE

With the winter of 2013 / 2014 coming to an end, the **Parks Division** is anticipating the preparation of our fields for spring sports activities. The Division will be ordering ball-diamond materials for infield work within the next week. These materials will be used to help maintain infields during the busy season ahead. Approximately 22 tons of material such as Turface MPV, foul-line marking compound, athletic paint, fertilizer and grass seed will be delivered and stored at two separate Parks facilities.

At the present time, the baseball, softball and soccer facilities at Bates Park, Merryman Fields Park and Emricson Park still have about 18 inches of snow cover on them. We're looking forward to the warmer temperatures in our forecast; however, crews will need to fight the frost coming out of the ground. The thawing will cause muddy and unplayable fields for a short period of time.

All diamonds and soccer fields will soon be open for ballgames at all park sites. Think spring!



## **ANOTHER SESSION OF SPRING PROGRAMS UPCOMING**

The **Recreation Department** has a spring session of adult and child programs beginning in the month of April! Check out the Winter/Spring City Scene or go to [www.woodstockrecreationdepartment.com](http://www.woodstockrecreationdepartment.com) for information on the following programs; Start Smart Sports Camp, Tot/Kid Rock, Swim Lessons, Swim Team Conditioning, Youth and Adult Golf Lessons, Horseback Riding, Cooking with Kids, Archery, Youth Volleyball and Canvas Art.

## **BULLS BASKETBALL TRIP**

There are still a couple of tickets left for the **Recreation Department's** Chicago Bulls Trip on March 15<sup>th</sup> against the Sacramento Kings. Chartered bus will leave from the Recreation Center at 820 Lake Avenue on March 15<sup>th</sup> at 3:30PM. Fee for the trip is \$90 per person and includes ticket and coach bus transportation. Tickets are in the 300 level.

## **QUOTE**

Every man's life ends the same way. It is only the details of how he lived and how he died that distinguishes one man from another.

[Ernest Hemingway](#)

## **MARCH MADNESS UNDERWAY WITH THE YOUTH BASKETBALL LEAGUES**



Pictured is Dane Eddy practicing with his team at the **Rec Center** in preparation for this week's second round game of the 5<sup>th</sup>/6<sup>th</sup> Grade Boy's Post Season Tournament.

The 4<sup>th</sup> grade boy's tournament concludes tomorrow with the Muse/Zinnen team taking on the Neuhart/Filetti team at 2PM in the tournament championship game at Olson School. The 5<sup>th</sup>/6<sup>th</sup> grade boy's tournament will play the second round of their tournament tomorrow afternoon at Creekside School while the girl's 5<sup>th</sup>/6<sup>th</sup> grade plays their first round tournament games. Both those tournaments conclude next Saturday.

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 under the direction of **Recreation Director Dave Zinnen**. Practices are held throughout the week at various D200 schools with 23 games played every Saturday utilizing Mary Endres, Olson, Prairiewood, and Creekside Schools.

## **RECRUITMENT NEWS**

Recruitment closes today, Friday, March 7<sup>th</sup>, for 2014 Summer Seasonal Workers for **Recreation Lifeguards** and **Playground Program Counselors**, with a minimum age of 16; and for **Public Works Summer Maintenance**, with a minimum age of 18 and a valid driver's license required. Contact [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) to apply, or visit the **HR Department** at City Hall until 5PM today.

The following opening has just been posted this week:

### **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 10-12 hours per week, late afternoons, evenings and Saturday mornings. 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.

Required applications may be obtained at: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov), or in the HR Department at Woodstock City Hall, 121 W. Calhoun St., Woodstock IL, 60098. Application deadline: Friday, March 21, 2014. The City reserves the right to invite only the most qualified candidates for an interview. EOE.

The following recruitments remain active and posted:

### **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

## ***RECRUITMENT NEWS CONTINUED***

### **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

**BECAUSE WE NEED ALL THE SPRING WE CAN GET**

Don't forget, this is the weekend we turn our clocks forward and SPRING ahead an hour! Be sure to do this Saturday night, so you'll be well-rehearsed and can get up an hour earlier on Monday morning, bright-eyed and bushy-tailed, and ready for another great week of work at the City of Woodstock!



**OUT WITH THE OLD, IN WITH THE NEW!**

The City of Woodstock is now in month #3 of our transition to UMR/United HealthCare for health insurance coverage. As such, we would like to ensure that the process goes smoothly for all of our employees.

**The Old....Closing Out Your Allied Benefit Claims:**

If you have any outstanding Allied medical, dental or flex claims for the year 2013 that need to be processed, please note that you will need to submit your forms via one of the following ways for processing noted below.

**Flexible Spending Account (FSA) Claims:**

**Mail:**

Allied Benefit Systems, Inc.  
200 W. Adams Street, Suite 500  
Chicago, IL 60606

**Email:**

[flexclaims@alliedbenefit.com](mailto:flexclaims@alliedbenefit.com)

**Fax:** (312) 416-2870

Remember, for Flex claims incurred during calendar year 2013, you only have until March 31, 2014 to submit expenses eligible for reimbursement from an FSA. So don't forget this important deadline!

**Medical & Dental Claims:**

**Mail:**

Allied Benefit Systems, Inc.  
P.O. Box 909786-60690  
Chicago, IL 60690

If you need a form, additional claim forms can be obtained in the **Human Resources Department**.

**The New...The Importance of Updating Your Other Insurance Information:**

In making the transition to UMR/United Healthcare, one of the most important things enrolled employees need to do is update UMR with any additional health insurance coverage you may have for yourself and/or your dependents. Even if you do not have other insurance, it is critical to let UMR know that you have no other coverage.

Attached you will find a handy flyer on how the whole process works – it's really quite easy! If you have any questions, please contact **Jill May, Benefits Analyst**, in the **Human Resources Department** at (815) 338-1172.

## ***IT'S ONLY HAIR!!!***

Most people have heard of the St. Baldrick's event...but few are willing to put their money (or hair) where their mouth is! Not the case with our own **Front Desk Clerk Trish Bayer!** This year, Trish is a "shavee," willing to part with her lovely locks in exchange for donations to the St. Baldrick's Foundation.

***The Foundation*** – Worldwide, a child is diagnosed with cancer every 3 minutes. In fact, before they turn 20, about 1 in 300 boys and 1 in 333 girls will have cancer. Each year, St. Baldrick's Foundation raises millions of dollars to help fill the funding gap for pediatric cancer and pediatric cancer research. Among other things, funds raised go to provide research grants, clinical trials, and infrastructure support to help local institutions treat more children. The Foundation funds a St. Baldrick's Fellow to help train the next generation of cancer researchers and host the Research Priorities Summit bringing together the most respected pediatric cancer researchers in the United States. For more information about the St. Baldrick's Foundation, visit [www.stbaldricks.org](http://www.stbaldricks.org).

***The Event*** – This year, in exchange for donations to the St. Baldrick's Foundation, Trish will have her head shaved as part of the Woodstock High School Community Event to be held from 6:00-9:00PM on Friday, March 14 at Kingston Lanes, 1330 South Eastwood Drive. Trish invites everyone to come out to the event and cheer her on. More importantly, however, support Trish and the Foundation by donating via her own St. Baldrick's web page, <http://www.stbaldricks.org/participants/mypage/702784/2014>.

Way to go Trish!!!



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

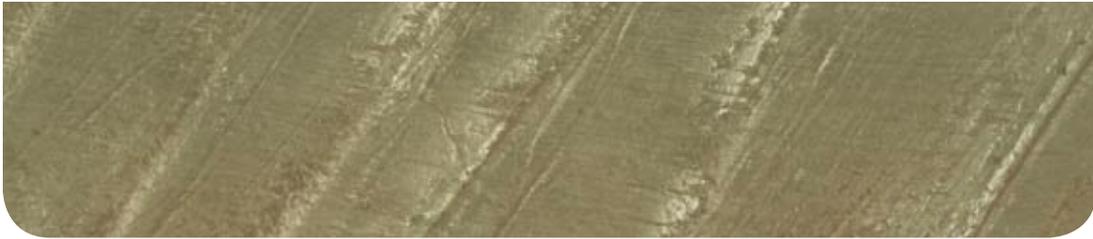
Director Paul Ruscko will discuss the various divisions and duties of Public Works and also explain how the severe winter weather has impacted both the City and his department.

# Coffee with the Chief



Monday, March 10, 2014  
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.



## The Importance of Updating Your Other Insurance Information

*with UMR*

Your group health plan requires that you notify UMR if you and/or your dependent(s) have medical coverage under another group health plan. This information is needed so we may coordinate coverage with that plan.

UMR will annually check to see if you have any other insurance coverage.

The purpose of coordinating benefits is to help you pay for covered expenses. It also makes sure total benefits are not greater than your covered expenses.

*For example:*

- A person has health insurance coverage through two different employer plans. One person is the member and one is the spouse/dependent
- Coordination of benefits makes sure the primary plan pays first on a claim
- The secondary plan will then coordinate with the primary plan and may pay an additional amount

### Updating other insurance information

Other insurance information is updated every year to ensure proper coordination of benefits. Even if you do not have other insurance, it is critical to let UMR know that you have no other coverage.

Updating other insurance information is easy. You can update it with a phone call by using our automated phone number (**1-866-586-0613**). You can also visit **www.umar.com** and log into your member account. You may also speak to a customer service representative during regular business hours by calling the customer service number on the back of your ID card.

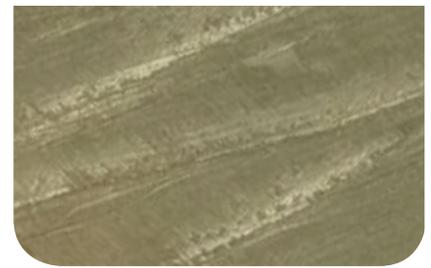
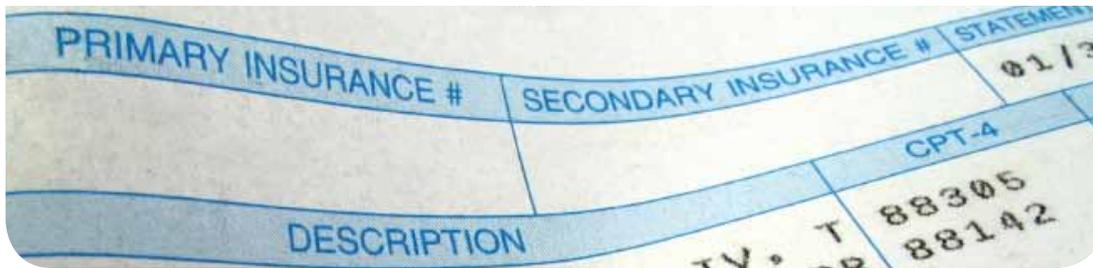
*Continued on back...*



*Your quick  
response is  
needed to process  
your claims*



A UnitedHealthcare Company



## How the process works

When a claim is received and your last other insurance update is more than 12 months old, UMR will deny all claims until you complete a new update. It does not matter what the dollar amount or diagnosis is on that claim. You will be sent an explanation of benefits (EOB) denial form like the example shown here.

Service Description	Dates of Service From: To:	Amount Billed	Amount Not Payable	Less Deductible	Allowable Amount	%	Plan Benefit Amount	Amount Paid	Provider May Bill You
99213-Medical Examination	03-25-11 03-25-11	\$197.08	\$197.08					\$0.00	\$197.08
TOTALS		\$197.08	\$197.08	\$0.00	\$0.00		\$0.00	\$0.00	\$197.08

**Note Section**  
837 Charge(s) denied: Need Other Insurance info. See www.umar.com or call 866-586-0613. Refer to your SPD.

*Updating your other insurance information...*

You can use our automated phone number **1-866-586-0613**. You can also visit **www.umar.com** and log into the member portal.

When you get an EOB denial for other insurance update, please respond quickly so your claims are promptly considered.

You have a specific time frame based on your summary plan description wording to get your other insurance information to UMR. The time frame is usually 180 days from denial. Your claim will not be considered for payment until your other insurance information is received.

If your other insurance is your primary plan, UMR will need to know the effective date of that coverage and who is covered under that plan.

Any denied claims will be reprocessed as long as your other insurance information is received within the time frame required by your plan. Once the information is provided, you will not need to take any additional action to have your claims reprocessed.



A UnitedHealthcare Company

## **McHenry County Residential Electronics and Recycling Extravaganza**

McHenry County Department of Health (MCDH) reminds residents to save the date for our McHenry County Residential Electronics and Recycling Extravaganza. Residents can drop off items on Saturday, May 3, from 8am-1pm, at the McHenry County Administration Building (North parking lot) located at 667 Ware Road, Woodstock IL.

MCDH has partnered with several businesses and community organizations to collect and recycle residential electronics and a variety of other recyclable materials for residents. Items that will be accepted include residential electronics; latex paint; documents for destruction; fluorescent lamps and CFLs; clothing (slightly stained or torn accepted); Styrofoam, packing peanuts and bubble wrap and batteries (alkaline, rechargeable and lead-acid). Recycling fees will apply to fluorescent lamps, CFLs and latex paint.

Please visit our website often for a complete list of accepted items, recycling fees and any updates at [www.mcdh.info](http://www.mcdh.info). For more information, please contact Kristy Hecke, McHenry County Solid Waste Manager, at (815) 334-4585 or via e-mail at [KLHecke@co.mchenry.il.us](mailto:KLHecke@co.mchenry.il.us)



McHenry County Department of Health  
Division of Environmental Division  
2200 N Seminary Avenue, Woodstock IL 60098  
815-334-4585  
[www.mcdh.info](http://www.mcdh.info)  
[www.facebook.com](http://www.facebook.com)  
[www.twitter.com/mchenrycohealth](http://www.twitter.com/mchenrycohealth)

## CLASS SCHEDULE

This schedule takes effect January 6, 2014

MON	TUES	WED	THUR	FRI	SAT	SUN
	6:30-7:30 am <b>AQUACISE</b>		6:30-7:30 am <b>AQUACISE</b>			
	7:30-8:30 am <b>AQUACISE</b>		7:30-8:30 am <b>AQUACISE</b>			
8:00-9:00 am <b>AQUACISE</b>		8:00-9:00 am <b>AQUACISE</b>		8:00-9:00 am <b>AQUACISE</b>	8:00-9:00 am <b>AQUACISE</b>	
	8:30-9:30 am <b>AQUACISE</b>		8:30-9:30 am <b>AQUACISE</b>			
9:00-10:00 am <b>AQUACISE</b>		9:00-10:00 am <b>AQUACISE</b>		9:00-10:00 am <b>AQUACISE</b>		
				10:00-11:00 am <b>WATERBALL</b>		
2:00-3:00 pm <b>ARTHRITIS CLASS</b>			2:00-3:00 pm <b>ARTHRITIS CLASS</b>			
6:00-7:00 pm <b>AQUACISE</b>		6:00-7:00 pm <b>AQUACISE</b>	6:00-7:00 pm <b>AQUACISE</b>			

**ARTHRITIS AQUA CLASS** - This program allows you to exercise without putting excess strain on your joints and muscles. The gentle activities in warm water, with guidance from a trained instructor, will help you gain strength and flexibility. The water is a safe, ideal environment for relieving arthritis pain and stiffness.

**AQUACISE** - Water Aerobics classes which offer a variety of moves in the 'forgiving' environment of WATER!! Cardio, strengthening of core (abs), strength & resistance training and balance & coordination are all a part of a full body workout with our variety of instructors. We offer fitness and fun early-to mid-morning and evening classes to get you moving for a healthy lifestyle no matter your age and current level of fitness.

**WATERBALL** - Hey all you volleyball fans, come out for a non-competitive, cardio-fun, water volleyball class! Just like playing a regular game of volleyball, but doing it in the pool. A short warm-up and stretch and then let the fun begin!



## CLASS SCHEDULE

January 6, 2014 - June 1, 2014

MON	TUES	WED	THUR	FRI	SAT	SUN
5:30-6:20 am <b>TURBO KICK</b> <i>Beth</i>	5:30-6:20 am <b>BOOT CAMP RX</b> <i>Julie</i> Gym	5:30-6:20 am <b>RIPPED</b> <i>Josie</i>		5:30-6:20 am <b>HIP HOP HUSTLE</b> <i>Beth</i>		
7:45-8:45 am <b>ZUMBA</b> <i>Judy</i>	7:45-9:00 am <b>CORE CENTRIC</b> <i>Pam</i> Multi-Purpose Room	7:45-8:45 am <b>LINE DANCING</b> <i>Judy</i>	7:45-9:00 am <b>MULTI-LEVEL YOGA</b> <i>Pam</i> Multi-Purpose Room	7:45-8:45 am <b>ZUMBA</b> <i>Judy</i>	7:45-9:00 am <b>MULTI-LEVEL YOGA</b> <i>Instructor Rotates</i> YMMA	
					8:00-9:15 am <b>EXPLOSIVE CIRCUIT</b> <i>Instructor Rotates</i>	
9:15-10:15 am <b>TURBO KICK</b> <i>Jill</i>	9:00-10:00 am <b>MORNING MUSCLE UP</b> <i>Anita</i>	9:15-10:20 am <b>EXPLOSIVE CIRCUIT</b> <i>Instructor Rotates</i>	9:15-10:20 am <b>BARBELL STRENGTH</b> <i>Molly</i>	9:15-10:20 am <b>STEP</b> <i>Josie</i>	9:30-10:30 am <b>HIIT/TRX</b> <i>Instructor Rotates</i> YMMA	9:30-10:30 am <b>PILOXING</b> <i>Molly</i>
10:30-11:20 am <b>LITE N' LIVELY</b> <i>Tammy</i>	9:30-10:45 am <b>BASIC YOGA</b> <i>Pam</i> Multi-Purpose Room	10:30-11:30 am <b>ZUMBA GOLD</b> <i>Pam</i>	10:30-11:20 am <b>LITE N' LIVELY</b> <i>Pam</i>	11:00-11:45 am <b>GENTLE EXERCISE</b> <i>Tammy</i>	9:30-10:30 am <b>GROUP EXERCISE INTRO SERIES</b> <i>Instructor Rotates</i>	
4:15-5:15 pm <b>PILATES FIT</b> <i>Anita</i>	4:30-5:15 pm <b>YOUNG WARRIORS</b> <i>Anna</i> (8-12 Years)	4:15-5:15 pm <b>PILOXING</b> <i>Molly</i>	4:15-5:15 pm <b>CIRCUIT BLAST</b> <i>Molly</i>		<b>FREE DEMOS</b> Saturday, January 4, 8:00-11:00 AM  Friday, January 10, 5:00-7:00 PM  Zumba • Bootcamp RX Step • Piloxing • RIPPED Turbo • Hip Hop Hustle Turbo Kick • Young Warriors	
5:30-6:30 pm <b>R.I.P.P.E.D.</b> <i>Josie</i>	5:30-6:30 pm <b>TURBO KICK</b> <i>Jill</i> YMMA	5:30-6:30 pm <b>BARBELL STRENGTH</b> <i>Tim</i>	5:30-6:30 pm <b>HIIT/TRX</b> <i>Jill</i> YMMA	5:30-6:30 pm <b>TURBO KICK</b> <i>Beth</i>		
	5:30-6:30 pm <b>STEP</b> <i>Josie</i>		5:30-6:30 pm <b>ZUMBA</b> <i>Judy</i>		Classes held at Young Masters Martial Arts (YMMA) are located at 110 S. Johnson St. Woodstock (In the Woodstock Square Mall).  Individuals must be 14 Years & Older to participate in Group Fitness Classes other than Young Warriors.	
6:45-7:45 pm <b>BARBELL STRENGTH</b> <i>Tammy</i>	6:45-7:45 pm <b>ZUMBA</b> <i>Judy</i>	6:45-7:45 pm <b>HIP HOP HUSTLE</b> <i>Beth</i>	6:45-7:45 pm <b>PILATES FIT</b> <i>Anita</i>			

FOR THE LATEST CLASS SCHEDULE, GO TO [www.woodstockrecreationdepartment.com](http://www.woodstockrecreationdepartment.com)