



CITY MANAGER'S NEWSLETTER



Volume II Issue 1

January 3, 2014

BABY IT'S COLD OUT THERE...



With extreme temperatures occurring throughout the City during the past few weeks, the Department of Community and Economic Development has received several calls from local renters regarding minimum temperature and heat requirements. Chapter 5 of Title 4 of the Woodstock

City Code requires that temperatures in leased residential dwellings have certain minimum temperatures during the colder months of the year. During the hours of seven o'clock a.m. to eleven o'clock p.m., from September 15 to June 1 of the calendar year, rental dwellings must be heated to a minimum temperature of sixty-five degrees (65°) Fahrenheit in all habitable rooms. From eleven o'clock p.m. until seven o'clock a.m. such dwellings must be heated to a minimum of sixty degrees (60°) Fahrenheit. Even if the heating bill is paid for by the tenant, the owner of every dwelling or dwelling unit leased for residential purposes is responsible for making heat available to such premises. Failure to meet these minimum standards is considered a violation of the City Code, except where the lack of heat is due to an act of the tenant or to circumstances beyond the owner's control, such as fuel shortage or loss of power.

SAVE THE DATE!

On Monday, January 13, 2014 a representative from State of Illinois Comptroller Judy Baar Topinka's office will speak at the monthly Coffee with the Chief open house. The timely topic will be on the subject of Identity Theft.

Chief Robert Lowen invites you to join him at the 99th consecutive Coffee with the Chief from 7:00 PM to 8:30PM in the training room at the **Woodstock Police Department** located at 656 Lake Avenue.

FROM THE REC DEPARTMENT

December 2013

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 iPads, football jerseys and Rainbow Looms, so I had to call on my helpers



Program Coordinators Renee Torrez and Becky Vidales to help me reply to over 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 employee's are able to find the magic of the holiday season. Happy Holidays to all!!

Love,
SANTA

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WINTERIZATION TIPS

The **Department of Public Works** wants to share some important WINTERIZATION TIPS with the City of Woodstock's employees and residents. Should you have any questions, don't hesitate to call Public Works at 815-338-6118.

FROZEN PIPES: Take steps to prevent frozen water pipes:

- Locate and insulate the pipes most susceptible to freezing; typically those near outer walls, in crawl spaces or in attics.
- Heat tape or thermostatically controlled heat cables can be used to wrap pipes. Be sure to use products approved by an independent testing organization, such as Underwriters Laboratories Inc., and only for the use intended (exterior or interior). Closely follow all manufacturers' installation and operation instructions.
- Seal any leaks that allow cold air inside where pipes are located.
- Disconnect garden hoses and shut off and drain water from pipes leading to outside faucets.
- Make sure you know how to shut off the water, in case pipes burst.
 - Shut off water at the main source. This can minimize the damage to your home.
 - Call a plumber and contact your insurance agent.
 - Never try to thaw a frozen pipe with an open flame or torch.
 - Always be aware of the potential for electric shock in and around standing water.

WINTERIZE YOUR HOME: Winterize your home to extend your fuel supply:

- Insulate walls and attics.
- Caulk and weatherize doors and windows.
- Install storm windows or cover windows with plastic.



Shared from the Illinois Emergency Management Agency, State of Illinois.

CHRISTMAS TREE COLLECTION

Once again, the **Department of Public Works** has started their annual collection of live Christmas trees for City of Woodstock residents. The tree collection takes place on the same day as your normal garbage collection. Discarded Christmas trees should be placed in the parkway (that area between the street and the sidewalk) **by 7:00 AM on your regularly scheduled garbage day.**

The City's curbside Christmas tree collection continues through January 24, 2014. All live Christmas trees will be collected at the curb and processed through a brush chipper. Be sure that all ornaments, tinsel, lights, decorations, nails, buckets, bags, and stands are removed from the tree or it will not be picked up. Wreaths, roping, and other greens with wire cannot be picked up by the City, and they should be discarded with normal household waste for pickup by the refuse disposal company.

When placing your tree at the curb, please be sure that it is secure enough that it does not blow into the street creating a traffic hazard. No other trees or branches will be collected during this pickup program. City employees picking up the Christmas trees also participate in the snow and ice-control activities, and as a result, winter storm events may delay tree collection. Please contact the Department of Public Works at 815-338-6118 or pwdept@woodstockil.gov if you have any questions.



RECRUITMENT NEWS

Welcome to **Christopher Naatz** who joins the **Woodstock Police Department** this week as **Patrol Officer**, prior to heading off for Police Academy training.

PAYCHECK PARTICULARS

Employees may have noticed a somewhat higher dollar amount in this week's paychecks. No, Santa didn't provide good little City workers with an extra gift. Rather, this payroll period reflected the 27th payroll for this calendar year. Since most of our voluntary employee benefit deductions are factored based on 26 pay periods, employees simply did not have those deductions taken this time around, as these amounts had been satisfied for 2013.

Employees are reminded that all new benefit deductions for 2014 will be effective with our next payroll, distributed on Wednesday, 1/15. Be sure to review paychecks at that time to ensure the desired benefit enrollments (and deductions) have been properly made. Please contact **Benefits Analyst Jill May** or **HR Director Deb Schober** with any questions or concerns.

MEETINGS NEXT WEEK...

Monday, January 6 – Cultural and Social Awareness Commission, 6:30PM, Council Chambers

Thursday, January 9 – Library Board, 7:30PM, Public Library

NEW YEAR, NEW BENEFITS IN EFFECT

January 1st marks the changeover from our previous health, dental, and vision insurance providers to the new guidelines and providers offered through UMR/United Healthcare and United Healthcare Vision. Allied Benefits and VSP vision insurance are officially inactivated as providers for City of Woodstock employees, retirees and/or dependents as of 1/1/14.

Employees should have received their new ID cards in the mail by now, and these need to be presented to all medical and dental providers, as well as to pharmacies for prescription medicines, in order to receive coverage. Those participating in the self-pay vision insurance will not receive separate ID cards as vendors can access that information using the patient's SS#. If desired, participants may print out paper ID cards via the website www.myuhcvision.com as a convenience, but these are not required for services.

Debit cards for those participating in the Flexible Spending Account program are being mailed separately, and will arrive in homes dependent upon when those requests were submitted.

As a reminder, all in-network physician office visits now require a \$20 co-pay and the network used is United Healthcare Options PPO. In addition to checking whether physicians are included in this network, employees should also be sure to check any ongoing prescriptions to see if these medicines are included in the new UHC formulary, and contact their doctors if medicines need to be revised to ensure coverage. New prescriptions will also need to be issued if employees wish to reduce costs by using the 3-month mail order option available through Optum Rx and UMR. Those employees enrolled in the new UHC Vision coverage should also check that website to ensure they visit participating network providers. Please note, however, that UHC Vision has out of network benefits as well.

HEALTH & SAFETY MESSAGE: THE WEATHER OUTSIDE IS FRIGHTFUL!

As the Midwest experiences a “real” winter for the first time in several years, it never hurts to review those basic preventive tasks that will ensure a healthy, happy New Year:

Personal safety:

- Wash hands frequently to prevent sharing flu and cold viruses
- Dress in layers with total skin coverage, especially if playing or working outdoors
- Enjoy moderate food and alcohol intake
- Keep exercising—try indoor mall walking, housecleaning, roughhousing with the kids or grandkids—for both physical and emotional benefits

Auto safety:

- Monitor the weather, check road conditions and plan trips accordingly
- Be sure your car has optimum levels of gas & oil to help with cold weather starts
- Use your snowbrush/ice scraper, and check washer fluid and replace as needed
- If planning a long car trip, pack an extra blanket, gloves, snack and flashlight
- Throw a bag of inexpensive kitty litter in for weight and traction if stuck in snow
- Keep your cell phone charged and always have handy (but only use it if your car is completely stopped!)

Bundle up, respect Old Man Winter, and be safe, not sorry!

HUDDLE FOR WARMTH AT STAGE LEFT AFTER DARK GATHERING!

All City of Woodstock employees and spouses, and interested retirees, are invited to raise a belated toast to the New Year at Stage Left Café, this coming Thursday, January 9th, for our planned after work employee get together at 5:00PM.

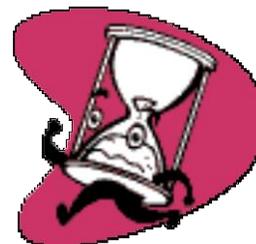
Check out the attached flyer and meet up with us on Thursday to kick back, relax, enjoy refreshments and catch up on everyone’s holiday stories!



QUOTE

Time is what we want most, but what we use worst.

[William Penn](#)



WELLNESS DAYS SIGNUPS GOING STRONG!

The City's annual Wellness Days Health Assessment program remains open for registration for all employees, retirees, and dependents age 18 and over. The quick and easy fasting blood draw only takes a few moments, followed by a brief lifestyle survey. All results are completely confidential, with individual detailed analysis sent directly to the participant's home address in a week to 10 days following the assessment.

Not only is this terrific information to have for personal reference, it is also highly valued by physicians when shared with them by the patient. Many employees have identified health issues through these assessments and have benefited from early diagnosis and treatment before conditions deteriorated.

To register for appointments on either Wednesday, January 15th or Thursday, January 23rd, simply visit <http://register.wellness-inc.com> and enter the City's key code and requested personal details for each appointment desired. At this writing, there are 19 appointments still available for January 15th, and 23 appointments left for January 23rd.

The basic assessments, and selected additional tests, are offered to all employees, dependents 18 and over, and retirees on the City's health plan, at no charge, and receive reduced monthly premium charges for participating. Only the covered employee must participate for all family members to receive the discounted premium. All other employees may pay via check or cash to receive the assessments as well.



LAND FITNESS DEMO DAYS

FREE

SATURDAY, JAN 4 • 8-11AM

- 8:00AMZumba with Judy in the aerobics room
- 8:00AMBootcamp RX with Julie in the gym
- 8:30AMStep with Josie in the aerobics room
- 9:00AMPiloxing with Molly in the gym
- 9:30AMRIPPED with Josie in the gym
- 10:00AMTurbo with Jill in the gym
- 10:30AMHip Hop Hustle with Jill in the gym

FRIDAY, JAN 10 • 5-7PM (all in the aerobics room)

- 5:00PM.RIPPED with Josie
- 5:30PM.Turbo Kick with Beth
- 6:00PM.Hip Hop Hustle with Beth
- 6:30PM.Young Warriors with Anna



**WATCH FOR SPECIAL MONTHLY DEMO DAYS,
OFFERED FEB – MAY 2014**



WOODSTOCK RECREATION CENTER

FITNESS BUCKS

Ways to Earn Bucks

- Participate in Rec Center Programs
- Work out on your birthday
- Watch signs at the Rec Center for Double Buck Days and Special Promotions to earn bucks
- Bring in your race bib



GUEST PASS!

PRIZES • PRIZES • PRIZES

Rec Center Lip Balm	2 Fitness Bucks
Adult Guest Pass	5 Fitness Bucks
Water Bottle	10 Fitness Bucks
Bondi Headband	15 Fitness Bucks
T-Shirts	20 Fitness Bucks
1 Month Dues	Value of your monthly dues (1 free month per year)

1. No Cash Value
2. Not responsible for lost or stolen bucks
3. Collect on day of promotion only
4. Bucks expire 12/31/14
5. Prizes subject to change
6. 1 Free month per year





Friday Family Fun Nights



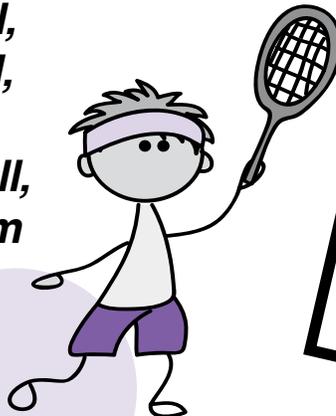
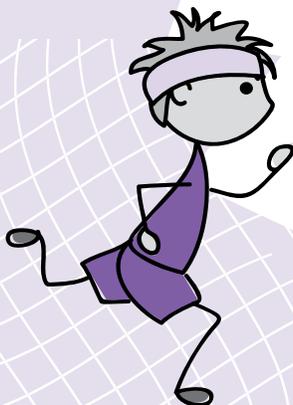
Kickoff Night!

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29

**JANUARY 10-MARCH 28 FRIDAY NIGHTS
 FROM 5:00-8:45 PM**

**FREE to Recreation Center members and their families.
 \$10 for Non-Member Families**

**Basketball,
 Walleyball,
 Soccer,
 Racquetball,
 Open Swim**



KICKOFF NIGHT
Friday, January 10
5:00-9:00 pm

- Light Refreshments •
- Try Out the Pool •
- Mercy Health System FunFest •
 Inflatable obstacle course,
 bouncy house & maze.
- Land Fitness Demo -
 (See Page 4 for schedule)

Cafe After Dark Employee Mixer



**Thursday,
January 9th**

5:00 PM to 8:00 PM

**Music, Appetizers, Beverages,
Beer & Wine *(cash bar)***

Bring your spouse or a guest!

(21 and older please)



Stage Left Cafe