

LOWELL TOWN COUNCIL
WORK SESSION
July 11, 2022

A Work Session of the Lowell Town Council was called to order on Monday, July 11, 2022, at 6:00 P.M., by President Todd Angerman. Members present were John Alessia, Todd Angerman, Mike Gruszka and John Yelkich. Councilman Shane Tucker arrived at 6:10 P.M. Also present were Clerk-Treasurer Judith Walters, Town Manager Craig Hendrix, Town Attorney David Westland via Zoom, GIS Director Greg White, and Police Chief Jim Woestman. The purpose of the work session was general town business.

Employee Handbook - Patrick McKenna, New Focus HR, was present via Zoom, to review the proposed Employee Handbook that had been contracted for his company toupdate. Mr. McKenna stated they took the current document and created a comprehensive document that is accurate on how the Town currently does business and manages employees. This is the third draft of the handbook as Mr. Hendrix and Mrs. Walters has been reviewing with him. Mr. McKenna stated there are Illinois laws in the proposed handbook because there was an Illinois resident working in Lowell and you must abide by those laws. Mr. McKenna reviewed the contents and stated the yellow highlighted sections are policies that must stay in due to a federal or state law, and the red highlighted sections are items that requires Council's input or approval to revise. The two items needing addressed are Sick Leave Benefits in regard to the Sick Leave Bank and Compensatory Time. Discussion followed. Mr. McKenna said if the Town wanted to keep the Sick Bank, the Sick Leave Committee should not be comprised of town employees but rather council or administrative staff. Discussion followed among Council on eliminating the Sick Bank and offering employees short term disability. Clerk-Treasurer Judy Walters stated that the Sick Bank has worked over the years and didn't feel that it had been abused, and agreed to the recommendation to change the committee. Council agreed to leave the Sick Bank and change the committee to read Town Council President, Clerk-Treasurer, and Town Manager. Comp time was discussed for exempt employees in management positions. Currently they are able to bank upto 80 hours. Councilman Gruszka was in favor of leaving comp time, and other council members felt if a supervisor is working a lot of overtime hours their salary should be increased to compensate for their time. Mr. Hendrix said when you are in an exempt position you just know you may work more hours one week than another and the annual salary should compensate for that. After further discussion it was determined to do away with compensation hours, and if any current supervisors have any hours they are to use by December 31st or be paid out for them. The policy will now be reviewed by Attorney Westland for legal opinions.

Sanitary Rate Update - The proposed ordinance has been modified to have the increase over a three year period. The first reading will be held tonight and a Public Hearing will be set. A memo summarizing the increase will be prepared and placed on the town website for review.

Bianchi offer - Clark Street - The offer has been accepted by Mr. Bianchi and will be acted on at the July 25th Redevelopment Commission meeting.

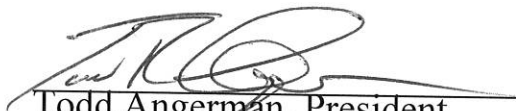
Community Crossing Matching Grant - Mr. Hendrix stated the next call for grant applications for street reconstructions are due by August 31st. He stated

since we are now a 50/50 match town, rather than 75/25%, the next phase will have to be reviewed if we will need to cut streets because the costs have increased 30-40%.

No further discussion, the work session adjourned at 7:04 P.M.

Attest:


Judith Walters, Clerk-Treasurer


Todd Angerman, President