

Village of Mazon Board Minutes
January 13, 2025

The meeting was called to order at 6:01 pm on January 13, 2025.

Present were: Jeff Marques, Melanie Murphy, Rachel Carrell, Kris Webster, Kirk Houchin, Diane Punke, John Frederick, Larry Pastick, Chris Dearth, Tim Hejny, Tim Stiles

Absent: Dalton Misener, Roland Tondini

The minutes for December 9, 2024, were presented for approval. **K. Webster made a motion to approve the December 9, 2024, minutes as presented. The motion was seconded by K. Houchin. Roll was taken. K. Houchin-Yes, K. Webster-Yes, D. Punke-Yes, J. Marques-Yes. Motion carried.**

The Personnel Committee minutes for January 7, 2025, were presented for approval. **K. Houchin made a motion to approve the January 7, 2025, Personnel Committee minutes as presented. The motion was seconded by K. Webster. Roll was taken. K. Houchin-Yes, K. Webster-Yes, D. Punke-Yes, J. Marques-Yes. Motion carried.**

The bill list for December 23, 2024, was presented for approval. **K. Webster made a motion to approve the bill list for December 23, 2024, as presented. The motion was seconded by D. Punke. Roll was taken. K. Houchin-Yes, K. Webster-Yes, D. Punke-Yes, J. Marques-Yes. Motion carried.**

The bill list for January 13, 2025, was presented for approval. **D. Punke made a motion to approve the bill list for January 13, 2025, as presented. The motion was seconded by K. Houchin. Roll was taken. K. Houchin-Yes, K. Webster-Yes, D. Punke-Yes, J. Marques-Yes. Motion carried.**

Treasurer:

R. Carrell reported overtime hours for pay period ending January 12, 2025.

The November 2024 Treasurer Report was presented for approval. **D. Punke made a motion to approve the November 2024 Treasurer Report as presented. The motion was seconded by K. Webster. Roll was taken. K. Houchin-Yes, K. Webster-Yes, D. Punke-Yes, J. Marques-Yes. Motion carried.**

The December 2024 Treasurer Report was presented for review.

Secretary:

M. Murphy informed the board that 4th quarter Illinois and Unemployment wage reports have been submitted and paid. Yearly taxes have been completed. She also stated that employee W-2s have been completed and sent out. She added that R. Carrel assisted with all of this, this year.

M. Murphy stated that we received our new employer rate for IMRF and it has decreased from 13.34% to 10% for 2025. She also stated the new unemployment rate has also decreased from 1.35% to 1.15% for 2025.

M. Murphy stated that she and R. Carrell will be working on the FY26 budget and appropriations. She Added that they will also begin setup and training on the new Locis 8 on Monday.

Public Comment:

D. Punke stated that the streets have been great with the snow and ice. That public works is doing a great job. J. Marques stated that he is also grateful that public works has been shoveling at the Park Street Church.

President:

Nothing at this time.

Committee Reports:

K. Houchin stated that the personnel committee held quarterly reviews last week and he thinks the employees did a great job answering the questions that he had laid out. He added that he wanted the questions for reviews to generally stay the same but that the answers should change. K. Houchin stated overall the reviews were all very positive. K. Houchin said that a discussion was had regarding the employees' personal logbooks where they log their day-to-day tasks and jobs they work on and complete. The committee is recommending that employees submit a copy of their logbooks to the board bi-weekly. He stated that this is solely to be used as a learning tool for the board members so that they can be more educated as to what the employees job duties and responsibilities are on a daily basis.

J. Frederick stated that he feels this is a micromanaging tactic. He believes he is being undercut by having no say in this matter and lots of other matters. He stated that he is not the only employee that feels this way. He stated that he is the one that should be informing his employees of changes and job requirements.

K. Houchin stated that this is not to micromanage but to be used as a tool for the board members that have no experience in public works and to understand all the work that they do daily.

D. Punke stated that this also has to do with the issues public works had in the fall, J. Frederick's attitude, and things not getting done.

J. Frederick asked what he was or is not getting done. He repeated what is not getting done. He asked what duties were not getting done.

D. Punke stated that she is not at liberty to say.

K. Houchin stated that the employees keep a log anyway.

D. Punke asked K. Houchin if after hearing about the tasks and jobs they work on gave him a better understanding of their jobs. K. Houchin stated yes.

J. Frederick stated that K. Houchin and all board members have employees contact information and can contact anyone at any time. K. Houchin stated he would not want to contact any employee during work hours. He added that he would rather have something to look at.

J. Marques stated that he thought we were well past the issues in the fall.

K. Webster stated she doesn't even know what kinds of questions to ask normally because she doesn't fully know their job. She added that when she saw the sample logs of Marc and Logan's in this week's board packet, she thought it was great and that she had something to look at to get her wheels moving.

J. Marques stated that he talked to both public works employees about the logs. J. Marques stated that the employees did not express any problem with it. He added that today J. Frederick is saying there is a problem with it. J. Marques stated that the board can and will set policies that you may not like but you will follow them. He said any employer can set policies that employees have to follow.

J. Marques stated I'm the mayor and I hire and fire, we decide what employees do.

J. Frederick stated that when J. Marques was Director of Public Works that he fought against this very thing. He stated that when J. Marques was Director of Public Works he also had more of a say

and involvement with projects and things.

J. Marques stated there is a better board now than when he was director of public works, with the exception of K. Webster.

K. Houchin stated that the intent of asking for these logs is solely for communication and understanding, and not to be used as a weapon against employees.

K. Webster stated that for her, it helps her understand their jobs. She stated that she wants to know what is going on so that she can ask more informed questions.

J. Frederick stated that if he is failing at any aspect of his job, he would like to know what that is.

J. Marques stated that the employees are already doing the log and that the board just wants to see them.

J. Frederick stated that these are the employees' personal logbooks that we do for our own personal reference. Logbooks are not a mandated policy.

K. Houchin asked the board if this is something we should maybe do for a trial period to see if the board feels they are helpful to us. He added that we can have them submitted for a few weeks as a trial and come to a decision then.

D. Punke stated that the logs will always change depending on what job duties they are doing and depending on the time of year.

K. Houchin stated that if they receive the logs bi-weekly throughout the year they will see these changes.

J. Marques stated that he wants to get a motion on this as soon as possible. He added that too many things get left unfinished. J. Marques stated that he and K. Houchin will work on a policy together to have ready for the next meeting.

K. Houchin stated that the committee also discussed changing the village's paid vacation policy. They recommend not paying out unused vacation time. The committee feels that this vacation time should be taken and used as a way for the employees to rejuvenate and relax from work related stress.

D. Punke asked if the village would allow roll over for certain situations. The board discussed pros, cons, and situations.

The board discussed if the employees should have to schedule their vacations at the beginning of the year as to not overlap any planned vacations. M. Murphy stated that she believes the employees are perfectly capable of coordinating their vacation time without having to schedule it a year in advance.

J. Marques stated that the committee will discuss policy changes.

Old Business:

Nothing at this time.

New Business:

J. Marques stated that M. Murphy received pricing from American Legal Publishing to update our 25 Code books and update our code library online. The estimated price they gave us is between 3k-4k.

J. Marques added they after discussing with M. Murphy, we have agreed that the village does not need to keep updating 25 of the same book. He stated that we were thinking that we only really need 2-5 copies. M. Murphy is waiting for an updated price so we will table this item until we receive new pricing.

C. Dearth left meeting early at 6:36 pm.

Director of Public Works:

J. Frederick reported to the board. He stated that they are still testing the new fluoride probe And that they will start sending some samples to TEST to see if we're getting comparable samples and then it will be put into service. He stated the storm drains on 8th Street on the south side seem to be holding water unless an issue arises from it, they will camera and possibly jet them in the Spring.

J. Frederick stated that he is still waiting on Adam Nut to email him back with where to take the water quality samples associated with the copper exceedance.

J. Frederick reported all deficiency's from our EPA water inspection have been corrected and submitted except for the fluoride, which we are currently working on.

He stated that snow plowing has been going well s far and that he got new front tires and an alignment on the F250. The cost for new tires and alignment was \$627.87.

J. Frederick told the board that when the F250 was purchased, it came with a salt spreader. He Stated that he does not use that salt spreader and never will. J. Frederick suggested donating the salt spreader to MVK schools. He added they have a truck they could attach it to and get use out of it.

J. Marques stated that they would need to discuss with the school about it and find out if we donate the salt spreader if any documentation would be needed for legal purposes.

Chief of Police:

L. Pastick reported to the board. L. Pastick stated he had a total of 129 traffic stops in 2024.

L. Pastick stated that the 2024 BWC Report, 2024 OAG Way-Forwards Act Report, and 2024 ILETSB Chiefs Training Reports have been submitted. L. Pastick reported that he is still working on camera grant and associated reports. He stated that Illinois passed a new law requiring an updated ticket book. He added that he will be using electronic tickets that can be printed right in the police vehicle but will also order the new ticket books. He stated that we received \$150.00 in citation fees from GCCO.

L. Pastick stated that he signed a contract with AXON Industries for 2 body worn cameras and one contract for an in-car camera. They discussed contract cost and payment schedules.

J. Marques stated that he believes that these contracts and costs should have been preapproved By the board with a motion and would have been approved. J. Marques also stated that he needs to find out, given the price of these contracts if these items should have gone out to bid. He added that that we will add this item to the next agenda.

Zoning:

T. Stiles reported that he has one roof permit that is finished.

Engineer:

T. Hejny reported that he is still working on water treatment plans. J. Marques stated that he and J. Frederick needs to take a ride and visit a couple of different plants. T. Hejny stated that they need to do this sooner rather than later to ensure the cost and grant amount they are asking for is realistic.

Attorney:

Nothing at this time.

K. Webster made a motion to adjourn the meeting at 7:03 pm. The motion was seconded by D. Punke. Roll was taken. K. Houchin-Yes, K. Webster-Yes, D. Punke-Yes, J. Marques-Yes. Motion carried.