

VILLAGE OF MAZON  
PERSONNEL COMMITTEE MINUTES  
JANUARY 7, 2025

The meeting was called to order by Chairman Kirk Houchin at 12:30 pm on January 7, 2025.

Present: K. Houchin, R. Tondini, M. Murphy, J. Marques

Absent: K. Webster

The meeting was to discuss and review Village employees on a quarterly basis.

The committee discussed what questions they would like to ask employees. They discussed wanting to find out how employees are doing and what projects they're currently working on.

L. Pastick came into the meeting at 12:40 pm. K. Houchin asked a series of questions to L. Pastick. L. Pastick stated that he is currently working on records disposal, policy & manual updates, and he's been concentrating on traffic management. L. Pastick also informed the committee that there are new regulations for ticket books.

L. Pastick stated he is still working with Scott Benson and Crime Stoppers for the Flock cameras. He added that the county will be adding 12 new cameras this year.

L. Pastick stated that he's also still working on the Grant for new body camera and in-car camera. He informed the board that he did order the cameras that are required and discussed pricing of the contracts. He added that currently Mazon does not have an in-car camera. This will keep Mazon Police in compliance with new laws passed.

L. Pastick said he is in compliance with all required training and certification. He stated he works a lot with Grundy County Sheriff's officers. He has gotten to know many of them well.

L. Pastick informed the committee that the department's tasers are getting old and they no longer certify or maintain them. The tasers will need replaced in the next year.

K. Houchin asked L. Pastick if his scheduled hours have changed at all. L. Pastick stated he does start later and finish later a couple days a week.

The committee thank L. Pastick for his time and L. Pastick left meeting at 1:15 pm.

J. Frederick entered meeting at 1:16 pm. K. Houchin informed John that he wants to use these meetings as a line of communication with employees. K. Houchin proceeded to ask J. Frederick a series of questions. J. Frederick stated that the issues with the air release valve have been resolved. He stated the transfer pump has been installed. He added that it is not in service as of yet. J. Frederick informed the board that he was called out by Comed on Christmas Eve for right-of-way use.

J. Frederick stated that all of his certifications are up to date at this time. He added that he will be attending the RWA annual conference and will receive water license hours for that.

J. Frederick stated that M. Milburn is doing a great job. He's catching on and learning new things as he goes.

J. Frederick stated that L. Jacobsgaard is a hard worker.

K. Houchin informed J. Frederick that he wants to use these questions going forward and hopes for different answers quarterly.

J. Frederick stated he does not have any needs or requests from the board at this time.

K. Houchin commended J. Frederick for going above the call of his job for community members.  
J. Frederick stated that he will be working on EPA compliance issues.  
J. Frederick left the meeting at 1:55 pm.

M. Milburn entered the meeting at 2:05 pm. K. Houchin informed Marc that he wants to use these meetings as a line of communication with employees. M. Milburn stated that he has been working on his CDL classes, he has been getting hours of experience on the backhoe, and he has been working on the testing with the new fluoride probe. K. Houchin asked how the CDL classes are going. M. Milburn stated they are going well. He added that he has been working on cab inspections, skills, and practiced out on the roads with an instructor. He should be done with classes in March. M. Milburn informed the committee that since the last meeting, he has learned quite a bit of skills, e.g. plumbing/valves, installed heater, and changing meters. K. Houchin asked M. Milburn about and skills that have been taught to L. Jacobsgaard. M. Milburn stated that L. Jacobsgaard has been working on desalinating the public works trucks and keeping things clean. M. Milburn informed the committee that the tools discussed at the last review have been straightened out and distributed into the correct trucks. M. Milburn stated that he does not need anything from the board at this time.  
M. Milburn left the meeting at 2:25 pm.

L. Jacobsgaard entered the meeting at 2:35 pm. K. Houchin explained to L. Jacobsgaard that he wants to use these meeting as a line of communication with employees. L. Jacobsgaard stated that since the last review he has finished the mowing and yard waste clean-up which finished up in November. He has been keeping the storm drains cleared and he has been shoveling and salting certain areas of village property and desalinating the trucks with a salt neutralizer. L. Jacobsgaard stated that M. Milburn taught him to use the pressure washer. He stated that he will cleaning and painting the box of the red dump truck.  
K. Houchin asked what he enjoys best and what he enjoys least about working for public works.  
L. Jacobsgaard stated that he enjoys mowing and desalinating the trucks best and he dislikes getting splashed with sewage while helping with sewer ponds. The committee thanked L. Jacobsgaard for his hard work.  
L. Jacobsgaard left the meeting at 2:55 pm.

The committee then spoke with M. Murphy about past and future projects. M. Murphy stated that since the last review some projects that she's completed are sent certification of ballot paperwork to the county for upcoming election. She stated that she has finalized 2024 payroll, setup 2025 payroll, completed and mailed employee W-2s. She stated that she began teaching the village treasurer how quarterly taxes and end of year payroll is done. M. Murphy informed the committee that she has just begun working on the budget and appropriations for FY26. She also informed the committee that she and the treasurer will begin on set up and training on Locis 8 in 2 weeks. The committee and J. marques stated that M. Murphy is doing a great. J. Marques stated that M. Murphy has learned her rolls fast and he is happy that she was hired by the village. The committee agreed.

K. Houchin stated that he thinks the reviews went well and he is pleased that everyone seems to be learning new skills. He asked if any other committee member have and thoughts or opinions.  
J. Marques stated that he was thinking that a good way for the board members to better understand employees job duties and responsibilities would be for all employees to submit a list of day-to-day tasks, duties, projects to the board bi-weekly. He added that he does not want the

employees to think they are micromanaging them or questioning them about what they're doing on the clock, but rather a learning tool for board members who really have no idea what goes into making the village run. The committee agreed.

J. Marques stated that he also has a concern regarding employees being paid out unused vacation time at the end of year. He went on to express concern about employee's mental health and that they need to take time for themselves and their families and should not be consumed by work. He stated that employees should be taking the paid vacation time that the village provides to full-time employees. They discussed changing the employee manual stating that employees use their vacation time by December 31<sup>st</sup> or lose it.

K. Houchin stated that he feels overall that this quarter's reviews were positive, and he is happy with how they went. The committee agreed.

The Personnel Committee recommends employees provide a day-to-day list of job duties and tasks and also recommends changing the village's vacation time policy.

**K. Houchin made a motion to adjourn at 3:30 pm. The motion was seconded by R. Tondini. Roll was taken. K. Houchin-Yes, R. Tondini-Yes, J. Marques-Yes. Motion carried.**

