

Village of Mazon  
Personnel committee minutes  
November 27, 2023

The meeting was called to order at 4:03pm on November 27, 2023.

Present were; J. Matteson, K. Webster, K. Houchin, J. Marques and K. Marques.

The purpose of the meeting was to meet with employees for annual reviews.

**K. Houchin made a motion at 4:03pm to enter into executive session pursuant to 5ILCS 120/2(c)(1) to discuss the employment compensation, discipline, performance, or dismissal of specific employees of the public body. The motion was seconded by K. Webster. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**

**K. Webster made a motion to reconvene regular session. The motion was seconded by J. Matteson. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**

**K. Webster made a motion to recommend to the Village Board to increase the hourly pay rate of the following; Director of Public works from \$31.00 to \$34.60, Public Works Laborer from \$26.50 to \$27.50, The Village Secretary from \$18.00 to \$20.00, All wage increases to be effective January 1, 2024. The motion was seconded by J. Matteson. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**

**K. Webster made a motion to recommend to the Village Board to change the Village Office hours from Tuesday – Friday 7 – 3 and 2nd and 4th Monday 7-3, closed on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Mondays to the new hours of Monday – Friday 7-3. The motion was seconded by J. Matteson. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**

**K. Webster made a motion to recommend to the Village Board to give each of the following employees; John Frederick, Nick Angelokas, Melanie Murphy, Kim Marques, and Rachel Carrell a year end bonus of a visa gift card in the amount of \$150.00 each, and to give employee Larry Pastick a year end bonus of \$50.00. The motion was seconded by J. Matteson. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**

**K. Webster made a motion to recommend to the Village Board to extend the retirement date of Kim Marques from January 5<sup>th</sup>, 2024 to February 2, 2024 under the same terms and conditions as previously agreed upon. The motion was seconded by K. Houchin. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**

**K. Webster made a motion to adjourn the meeting at 5:23pm. The motion was seconded by J. Matteson. Roll was taken; J. Matteson-Yes, K. Houchin-Yes, K. Webster-Yes. Motion carried.**