

VILLAGE OF MAZON  
PERSONNEL COMMITTEE MINUTES  
APRIL 22, 2025

The meeting was called to order by Chairman Kirk Houchin at 4:30 pm on April 22, 2025.

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

Guest: D. Punke

The meeting was to discuss employee schedules and employee purchases.

**K. Webster made a motion at 4:00 pm to enter 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. Houchin. Roll was taken.**

**K. Houchin-Yes, K. Webster-Yes, R. Tondini-Yes. Motion carried.**

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

The committee discussed setting a policy for purchasing limits for Village employees. They discussed emergent purchases and what qualifies as emergent.

The personnel committee recommends setting a employee purchase limit policy, any purchase \$500.00 or more will need prior Board approval before purchase can be made.

**K. Webster made a motion to adjourn at 5:33 pm. The motion was seconded by R. Tondini. Roll was taken. K. Houchin-Yes, K. Webster-Yes, R. Tondini-Yes. Motion carried.**