

**MEETING:**                               **HOFFMAN ESTATES VILLAGE BOARD**  
**DATE:**                                   **NOVEMBER 17, 2025**  
**PLACE:**                               **COUNCIL CHAMBERS**  
                                             **MUNICIPAL BUILDING COMPLEX**  
                                             **1900 HASSELL ROAD**  
                                             **HOFFMAN ESTATES, ILLINOIS**

### **1. CALL TO ORDER/ROLL CALL**

Village President William McLeod called the meeting to order at 7:00 p.m. The Village Clerk called the roll. Trustees present: Gary Stanton, Karen Arnet, Patrick Kinnane, Karen Mills, Anna Newell.

Trustee Gary Pilafas attended electronically.

A quorum was present.

Motion by Trustee Kinnane, seconded by Trustee Arnet to allow electronic attendance of Trustee Gary Pilafas. Voice vote taken. All ayes. Motion Carried.

### **ADMINISTRATIVE PERSONNEL PRESENT**

E. Palm, Village Manager  
J. Pape, Assistant Village Manager  
J. Dickson, Assistant Corporation Counsel  
K. Cawley, Chief of Police  
A. Wax, Fire Chief  
R. Musiala, Finance Director  
J. Nebel, PW Director  
M. Saavedra, HHS Director  
D. Raszka, Director of IT  
M. Brito, Communications Manager  
R. Signorella, Multimedia Production Manager  
T. Cuevas, Administrative Intern

### **2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The Pledge of Allegiance was led by Trustee Stanton.

### **3. PUBLIC COMMENTS**

A resident inquired as to his property being incorporated or not and sought clarification on local laws regarding keeping chickens and bees. The resident provided his address, and it was confirmed that the property was incorporated. The Board confirmed that the Village has not legalized beekeeping or keeping chickens, so permits for those activities are not available at this time.

### **4. APPROVAL OF MINUTES**

**4.A. Approval of Minutes 11-03-2025**

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve Item 4.A. Voice vote taken. All ayes. Motion carried.

**4.B. Approval of Minutes 11-10-2025 Special**

Motion by Trustee Mills, seconded by Trustee Stanton, to approve Item 4.B. Voice vote taken. All ayes. Motion carried.

**5. CONSENT AGENDA/OMNIBUS VOTE:****5.A. Approval of Agenda**

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.A.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

**5.B. Approval of the schedule of bills for November 17, 2025 - \$5,836,527.75.**

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.B.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

**5.C. Approval of Resolution #1732-2025 authorizing a Joint Funding Agreement with IDOT for the Jones Road Resurfacing project.**

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.C.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

**5.D. Approval of Resolution #1733-2025 authorizing an Agreement with Hampton, Lenzini, and Renwick, Inc. for construction engineering services for the Jones Road Resurfacing project in an amount not to exceed \$94,967.**

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.D.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

**5.E.** Approval of Ordinance #5188-2025 amending Section 10-8-1 of the Hoffman Estates Municipal Code (Flood Hazard Area Requirements).

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.E.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

## **6. REPORTS**

### **6.A. President's Report**

Mayor McLeod noted the Village's sadness of the news of the passing of two community members: Jackie Green, retired trustee (2007–2013), longtime chair of the 4th of July Commission, and active member of St. Hubert's parish; and Sue Collins, wife of former trustee Cary Collins, remembered for her devotion to family and involvement in the community. Mayor McLeod mentioned upcoming events: Wine Wednesday at Moretti's on Wednesday, November 17<sup>th</sup> from 4:30 p.m. to 6:30 p.m. and the Village's annual Friendship Tree Lighting ceremony on Saturday, November 22<sup>nd</sup> at 5:00 p.m. at Village Hall. He also mentioned several meetings and events he attended including the Veterans Day ceremony at the Police Department, a PACE meeting, a Northwest Municipal Conference Board of Directors meeting, a ribbon cutting for SoxOutlet Work Wear, a 4th of July Commission meeting, a Northwest Municipal Conference Strategic Planning retreat, and a liquor license interview.

#### **1. Proclamations(s) –**

##### **a. Small Business Saturday**

Trustee Stanton read the proclamation.

Motion by Trustee Arnet, seconded by Trustee Mills, to concur with the proclamation proclaiming November 29, 2025 as Small Business Saturday. Voice vote taken. All ayes.

Motion carried.

Tricia O'Brien, along with other members of the Chamber of Commerce, accepted the proclamation and were congratulated by the Board.

#### **6.B. Trustee Comments**

Trustee Pilafas had no comment.

Trustee Stanton attended several events including the Mustafa Coffee House ribbon cutting, the Special Finance Committee Budget Workshop, Kaizen Jiu Jitsu Club ribbon cutting, the Public Works Open House, the Utilities Commission Awards ceremony, the Windy City Bulls home opener, the St. Huberts Veterans Day ceremony, the Veterans Day ceremony at our Police Department, the Sox Outlet ribbon cutting, and the Community Pride Awards ceremony.

Trustee Mills attended the Veterans Day ceremony at the Police Department and expressed appreciation to the Police Department, the Veterans Committee, and Rolling Thunder for presenting an Honor Chair to the Village. She congratulated the recipients of the Community Pride Awards. She also expressed condolences on the passing of former Trustee Jackie Green, and Sue Collins, wife of former Trustee Cary Collins. She noted family celebrations including her granddaughter's 18<sup>th</sup> birthday and twin's 16<sup>th</sup> birthday.

Trustee Newell attended a Utility Commission meeting, the Special Finance Committee Budget Workshop, the Public Works Open House, and the Windy City Bulls home opener. She also attended the Community Pride Awards ceremony and congratulated all the recipients. She expressed her condolences to the families of former Trustee Jackie Green and Sue Collins, wife of former Trustee Cary Collins.

Trustee Arnet attended the Public Works Open House and commended Director of Public Works, Joe Nebel and staff for a successful event. She also attended the Windy City Bulls home opener and thanked Ben Gibbs and staff. She congratulated the Community Pride Award recipients for their contributions to the Village's beautification. She expressed condolences to the families of former Trustee Jackie Green and Sue Collins, wife of former Trustee Cary Collins.

Trustee Kinnane attended the Special Finance Committee Budget Workshop, the Public Works Open House, and the Windy City Bulls home opener, the Veterans Day ceremony at the Police Department, a Knights of Columbus business meeting, a Knights of Columbus breakfast meeting, and a Knights of Columbus donation drive. He also attended the Community Pride Awards ceremony and congratulated all the recipients.

#### **6.C. Village Manager's Report**

The Village Manager had no report.

#### **6.D. Village Clerk's Report**

The Village Clerk had no report.

#### **6.E. Committee Reports**

**1. Finance**

Trustee Pilafas stated that they would be meeting to receive and file the Finance Department Monthly Report, the Information Technology Department Monthly Report, and the NOW Arena Monthly Report.

**2. Public Works & Utilities**

Trustee Newell stated that they would be meeting to discuss approval of a Resolution authorizing waiving formal bidding (due to state joint purchasing master contract) and purchasing up to 3500 tons of road salt through the 2025/26 State of Illinois joint purchasing contract with Morton Salt Inc., Chicago, IL in an amount not to exceed \$240,000; approval of a Resolution authorizing waiving formal bidding, purchase up-fitting for two heavy-duty dump trucks from Henderson Truck Equipment, Gilberts, IL (NPPGOV Contract) in an amount not to exceed \$332,400, and grant the Village Manager authority to approve additional change orders in a total amount not to exceed \$10,000; approval of a Resolution authorizing an Agreement with Ciorba Group, Inc. for design engineering for the 2025 Lift Station Assessment in an amount not to exceed \$XXX,XXX (to be determined); approval of an Ordinance for Acceptance of Public Improvements for 1721 Moon Lake Boulevard (Seasons Apartments); authorization to approve Change Order #3 for construction services for Pfizer Lift Station improvements to Martam Construction Inc. of Elgin, IL, in an amount not to exceed \$29,709.92; and to receive and file the Department of Public Works Monthly Report and the Engineering Division Monthly Report.

**3. Public Health & Safety**

Trustee Mills stated that they would be meeting to discuss authorization of the Design, Floor Plans and Site Plan for the construction of new Fire Station #22; and to receive and file the Police Department Monthly Report, the Health & Human Services Monthly Report, the Emergency Management Coordinator Monthly Report, and the Fire Department Monthly Report.

**6.F. Treasurer's Reports**

Mayor McLeod stated that the Treasurer's report would be received and filed.

**7. PLAN COMMISSION RECOMMENDATIONS**

**7.A.** Approval of Ordinance #5189-2025 granting a Variation for a side yard setback reduction for the property at 3992 N. Parkside Drive.

**Discussion**

Chairperson Chatwani stated that the petitioner is requesting approval for a variation to permit a combined side yard setback of 12 ft instead of the minimum requirement of 15.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 7.A.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye

Motion carried.

## **8. ADDITIONAL BUSINESS**

**8.A.** Approval of Ordinance #5190-2025 amending section 8-3-22, number of licenses, of Article 3, Alcoholic Liquors, of the Hoffman Estates Municipal Code.

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve Item 8.A.

Roll Call:

Aye: Stanton, Arnet, Kinnane, Mills, Newell, Pilafas

Nay:

Mayor McLeod voted aye.

Motion carried.

**8.B.** Approval of Resolution #1734-2025 authorizing a Joint Funding Agreement with IDOT for the Gannon Drive Resurfacing and Bicycle Facility project.

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve Item 8.B.

Roll Call:

Aye: Arnet, Kinnane, Mills, Newell, Pilafas

Nay: Stanton

Mayor McLeod voted aye.

Motion carried.

**8.C.** Approval of Resolution #1735-2025 authorizing an Agreement with Hampton, Lenzini, and Renwick, Inc. for construction engineering services for the Gannon Drive Resurfacing and Bicycle Facility project in an amount not to exceed \$121,965.

Motion by Trustee Mills, seconded by Trustee Arnet, to approve Item 8.C.

Roll Call:

Aye: Arnet, Kinnane, Mills, Newell, Pilafas

Nay: Stanton

Mayor McLeod voted aye.

Motion carried.

## **9. ADJOURNMENT**

Motion by Trustee Arnet, seconded by Trustee Stanton, to adjourn the meeting. Voice vote taken. All ayes. Motion carried. Time: 7:27 p.m.

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Patty Richter  
Village Clerk

Date Approved

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*