

Village of Hoffman Estates

GENERAL ADMINISTRATION & PERSONNEL COMMITTEE MEETING MINUTES

December 8, 2025

1. ROLL CALL

Members in Attendance:

**Patrick Kinnane, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Mayor William D. McLeod**

Absent Members:

Gary Pilafas, Trustee

Management Team Members in Attendance:

**Eric Palm, Village Manager
Jon Pape, Assistant Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Patrick Seger, Director of HRM
Alan Wenderski, Director of Engineering
Jennifer Horn, Director of Trans. & Eng.
Kevin Kramer, Dir. Of Economic Dev.
Kasia Cawley, Police Chief
Ric Signorella, Cable TV Coordinator
Amy Senior, Production Assistant**

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of November 10, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

A. Approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).

An item summary sheet from Jon Pape was presented to Committee.

Motion by Trustee Stanton, seconded by Trustee Arnet, to authorize the sale of personal property owned by the Village of Hoffman Estates (auction items). Voice vote taken. All ayes. Motion carried.

B. Approval of an ordinance increasing the membership of the Economic Development Commission of the Village of Hoffman Estates.

An item summary sheet from Hallie Karle was presented to Committee.

Trustee Stanton inquired how many are currently allowed. Mayor McLeod indicated the number would go from 9 members to 11 members.

Motion by Trustee Arnet, seconded by Mayor McLeod, to increase the membership of the Economic Development Commission of the Village of Hoffman Estates. Voice vote taken. All ayes. Motion carried.

C. Approval of an ordinance authorizing the Village Manager to execute agreements with Fidelity, Nationwide, Mission Square and NPPFA for 457 retirement plans

An item summary sheet from Patrick Seger was presented to Committee.

Motion by Trustee Arnet, seconded by Trustee Stanton, to authorize the Village Manager to execute agreements with Fidelity, Nationwide, Mission Square and NPPFA for 457 retirement plans. Voice vote taken. All ayes. Motion carried.

D. Discussion regarding the 2026 Village Board and Standing Meeting Schedule.

An item summary sheet from Eric Palm was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Arnet, to approve the 2026 Village Board and Standing Meeting Schedule as amended. Voice vote taken. All ayes. Motion carried.

6. REPORTS (INFORMATION ONLY)

A. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

B. Human Resources Management Monthly Report

The Human Resources Management Monthly Report was received and filed.

C. Legislative Operations and Outreach Monthly Report

The Human Resources Management Monthly Report was received and filed.

7. PRESIDENT'S REPORT

Mayor McLeod reported on his activities from December 1st through December 8th. He wished Trustee Newell a Happy Birthday.

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Stanton, seconded by Trustee Arnet, to adjourn the meeting at 7:07 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Dir. Of Operations/Outreach
Office of the Mayor and Board

Date