

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

May 13, 2026

1. ROLL CALL

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Jon Pape, Assistant Village Manager
Patrick Seger, Dir. HRM
Jenny Horn, Dir. Development Services
Tiffany Cuevas, Management Analyst
Jacob Cuthbert, Civil Engineer II
Alan Wenderski, Director of Eng.
Ric Signorella, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:10 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve the General Administration & Personnel Committee meeting minutes of April 13, 2026. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

- A. Approval of an Ordinance Amending Chapter 5, Village Administration, by Creating Article 10, Disposal of Surplus Property, of the Hoffman Estates Municipal Code.**

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

Trustees expressed concern about the disposal of items and indicated their wish to continue reviewing a list of all items slated for disposal.

Village Manager Palm noted that we currently do not have local procedures or rules on the books for items of disposal. Staff put together the ordinance with various tiers to differentiate items (based on current value.) Tiers or thresholds that would need board approval. He noted there are equipment that has lost value such as old computers, broken cell phones, etc. Anything that has a title would be auction offed. There would be a prohibition on employees (or employee family members) bidding on any of the items. This ordinance is modeled after Schaumburg. Their threshold for Village Manager determination of disposal without board consent is \$50,000 while Hoffman Estates is at \$5,000.

Trustee Mills has no issue with the first section of the ordinance but seeing as many others have questions suggested to defer to the next committee meeting. She inquired about the last section stating a report would be given to the Village Manager as part of the annual reporting requirements. She would like the board to also receive that list.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to defer this item (Ordinance Amending Chapter 5, Village Administration, by Creating Article 10, Disposal of Surplus Property, of the Hoffman Estates Municipal Code) until the next Committee meeting in June. 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 Legislative Operations and Outreach Monthly Report was received and filed.

7. PRESIDENT'S REPORT

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Arnet, seconded by Trustee Stanton, to adjourn the meeting at 7:21 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date