

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 10, 2012

I. Roll Call

Members in Attendance:

**Ray Kincaid, Chairperson
Gary Stanton, Vice Chairperson
Trustee Karen Mills
Trustee Jacquelyn Green
Trustee Anna Newell
Village President William McLeod**

Members not in Attendance:

Trustee Gary Pilafas

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Gary Skoog, Director of Economic Development
Gary Salavitch, Director of Engineering
Patrick Seger, Human Resources Mgmt. Dir.
Bob Gorvett, Fire Chief
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Bruce Anderson, Cable TV Coordinator
Gordon Eaken, Director of IS
Tia Messino, Administrative Intern
Nichole Collins, Emergency Management Coord.
Patricia Cross, Assistant Corporation Counsel
Ashley Monroe, Assistant Planner
Ken Koop, Risk Manager**

Others in Attendance:

Yousuf Ahmed, Levy Restaurant Group

The General Administration & Personnel Committee meeting was called to order at 7:22 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Green, to approve the General Administration & Personnel Committee meeting minutes of November 12, 2012. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding 2013 Village Board and Standing Committee meeting schedule.

An item summary from Jim Norris was presented to Committee.

Trustee Kincaid and Mr. Norris discussed that the Village does not take all of the banking holidays as there are too many that fall on Mondays.

Trustee Kincaid and Mr. Norris also discussed that staff checked the calendar for the major faiths and religions.

Motion by Trustee Mills, seconded by Trustee Newell, to approve the staff recommendation for the 2013 Village Board and Standing Committee meeting schedule. Voice vote taken. All ayes. Motion carried.

2. Request approval of an Ordinance to consolidate the Village's cable TV franchise holders into one Agreement document (Comcast).

An item summary from Bruce Anderson was presented to Committee.

Motion by Trustee Mills, seconded by Mayor McLeod, to approve of an Ordinance to consolidate the Village's cable TV franchise holders into one Agreement document (Comcast). Voice vote taken. All ayes. Motion carried.

3. Request Board approval of an Ordinance amending Section 8-7-14, Solicitors, of the Hoffman Estates Municipal Code (time limit).

An item summary from Tia Messino was presented to Committee.

Trustee Mills, Mr. Norris and Ms. Cross discussed that most municipalities restrict solicitors to a 9 p.m. end time on weekdays and that it was based on a District Court decision. Mr. Norris clarified variances between the memo and ordinance related to the item.

Trustee Stanton shared that he believed the hours were too long on Sundays.

Mayor McLeod shared the background history of the request for solicitation hours on Sunday.

Motion by Trustee Green, seconded by Mayor McLeod, to approve of an Ordinance amending Section 8-7-14, Solicitors, of the Hoffman Estates Municipal Code (time limit). Voice vote taken. All ayes. Motion carried.

4. Request approval of a Resolution supporting the passage of the Marketplace Fairness Act (MFA).

An item summary from Tia Messino was presented to Committee.

Mr. Norris provided background information regarding the resolution and the Village's previous support of the Marketplace Fairness Act.

Trustee Kincaid and Mr. Norris discussed that retailers that do not have a physical presence in the state do not currently have to collect sales tax. Mr. Norris elaborated that businesses with a physical location invest in the community to have those locations and provide jobs. Internet retailers do not make that investment and that puts local retailers on a competitive disadvantage. Trustee Kincaid and Mr. Norris confirmed that if the MFA passes, residents who shop on-line at retailers that do not have a physical presence in the State of Illinois who do not currently have to remit sales tax previously may now be required to pay sales tax.

Mayor McLeod thanked Senator Durbin for pursuing the MFA and explained that it was a tax fairness act for brick-and-mortar stores.

Motion by Mayor McLeod, seconded by Trustee Newell, to approve of an Ordinance amending Section 8-7-14, Solicitors, of the Hoffman Estates Municipal Code (time limit). Voice vote taken. Trustee Kincaid voted nay. Motion carried.

5. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

Trustee Kincaid and Mr. Norris discussed that the televising of Board Meetings was not included on the report and that the Board Meetings would be included in future reports.

Motion by Mayor McLeod, seconded by Trustee Mills, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was submitted to the Committee.

Trustee Kincaid and Mr. Norris discussed that civilian new hires are not usually introduced at Board Meetings and are therefore included in the report. Mr. Norris explained that promotions that take place after the first of the year will be included in the next month's report.

Motion by Trustee Mills, seconded by Trustee Green, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Mills, seconded by Trustee Newell to adjourn the meeting at 7:34 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Dir. of Operations/Outreach -
Office of the Mayor & Board

Date