

**THE CITY OF FAIRVIEW HEIGHTS
ADMINISTRATION COMMITTEE MINUTES**

Wednesday, January 14, 2026 - 7:00 p.m.
Council Chambers, Fairview Heights City Hall, Fairview Heights, Illinois

Committee Members in attendance – Alderpersons Frank Menn, Barb Brumfield, Pat Peck and Bill Poletti

Committee Members absent – Alderperson Anthony LeFlore

Other Aldermen and Elected Officials in attendance – Mayor Mark Kupsky, Alderpersons Jimmy Winkeler, Derrick King, and Josh Frawley

Staff in attendance - City Attorney Andrew Hoerner, Finance Director Gina Rader, Public Works Director, John Harty, Chief of Police, Steve Johnson

Recorder – Dena Wylder

Public Participation – None

Approval of Minutes – Wednesday, December 10, 2025

A motion and second to approve the minutes were made by Alderpersons Brumfield and Poletti.

Roll Call: Menn – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes; LaFlore – Absent. **Motion carried.**

Personnel Committee

Alderperson Barb Brumfield, Chairman

Alderperson Brumfield reported that there was no Personnel Committee business to discuss.

Administrative Updates

Mayor Mark Kupsky provided the following administrative updates:

- An offer has been extended for a new Building Official to replace Tom Green.
- A new Finance Supervisor, Amy, has started employment.
- Amanda transferred from Land Use to the Finance Department, replacing Kelly Youngman, who retired.
- A vacancy in Land Use will be filled.
- Wade Gummersheimer, has been hired as Manager of Code Enforcement and will focus primarily on code enforcement duties, with limited additional responsibilities within the Police Department.

Mayor Mark Kupsky encouraged elected officials to introduce themselves to new staff members and welcomed the new hires.

Finance Committee

Aldersperson Pat Peck, Chairman

Bill List

The Administration Committee reviewed the bill list in the amount of **\$2,571,744.93**.

Motion: Aldersperson Brumfield made a motion to forward the bill list to City Council with a recommendation for approval. The motion was seconded by Aldersperson Poletti. **Roll Call:** Menn – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes; LaFlore – Absent. **Motion carried.**

Budget Discussion

Mayor Mark Kupsy advised that departments are currently working on budget submissions using the provided templates. Internal budget review meetings with department heads will take place in February, with budget hearings scheduled for March. The first reading of the budget is anticipated in early April, followed by a second reading in mid-April.

Police Escrow Fund Procedure Discussion

Discussion was held regarding the use of Police Department escrow funds and the need for clearer internal guidelines. The Chair and Finance Director explained that while escrow funds are subject to state guidelines, the committee discussed implementing a review process for larger purchases, particularly those involving warranties, service agreements, or significant monetary amounts.

It was noted that routine eligible purchases would not be restricted; however, items of substantial cost would be reviewed by the Finance Committee to ensure transparency, consistency, and compliance. The discussion was informational only, and no formal action was taken.

Adjournment

A motion to adjourn the Administration Committee meeting was made by Alderspersons Peck and seconded by Poletti. The meeting adjourned at 7:11 pm.

Submitted by:

A handwritten signature in black ink, appearing to read "Dena Wylder", is written over a horizontal line.

Recorder - Dena Wylder