

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

Wednesday, February 11, 2026 - 7:33 p.m.

Council Chambers, Fairview Heights City Hall, Fairview Heights, Illinois

Committee Members in attendance – Alderpersons Frank Menn, Anthony LeFlore, Barb Brumfield, Pat Peck and Bill Poletti - *Teleconf*

Committee Members absent: None

Other Aldermen and Elected Officials in attendance – Mayor Mark Kupsy, Alderpersons Brenda Wagner, Josh Frawley-*Teleconf*, Derrick King

Staff in attendance - City Attorney Andrew Hoerner, Finance Director Gina Rader, Public Works Director, John Harty, Chief of Police, Steve Johnson, HR Director, Becky Thompson, City Clerk Karen Kaufhold – *Online, IT, Zach Bartley - Telconf*

Recorder – Dena Wylder

Public Participation – None

Approval of Minutes – Wednesday, January 14, 2026

Motion: A motion to approve the minutes was made by Alderperson Menn and seconded by Alderperson Poletti.

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

Personnel Committee: Alderperson Barb Brumfield, Chairman, turned the personnel discussion over to Chief Steve Johnson.

Police Department Staffing Discussion

Discussion was held regarding the Police Department's staffing level. It was noted that the current authorized permanent staffing level is 47 officers; however, due to workers' compensation leave, military leave, and other absences, staffing levels are currently strained. The department is requesting authorization to temporarily increase the staffing level to 49 officers to help address these shortages, with the understanding that the force level would return to 47 through attrition. Committee members expressed support for maintaining strong police staffing levels and also discussed potential incentives that could encourage officers to reside within the city, including possible housing incentives or take-home vehicle programs.

Motion: Alderperson Peck made a motion, seconded by Alderperson LeFlore, to forward to City Council with recommendation of approval to increase the Police Department force level to 49 officers, to return to 47 through attrition.

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

Finance Committee

Alderperson Pat Peck, Chairman

Bill List

The Administration Committee reviewed the bill list in the amount of \$2,202,490.44.

Motion: Alderperson Brumfield made a motion to forward the bill list to City Council with a recommendation for approval in the amount of \$2,202,490.44. The motion was seconded by Alderperson LeFlore.

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

Escrow Pre-Procurement Policy

Discussion was held regarding clarification of procedures for purchases made using federally disbursed seizure funds. The policy ensures compliance with federal guidelines and clarifies that purchases of a contractual nature, including vehicle purchases, require Council approval by resolution. Any contracts involving warranties or required signatures must be reviewed by the Finance Department prior to execution. The policy also ensures all purchases follow the City's bidding requirements and financial procedures and establishes consistent documentation to avoid confusion experienced in prior years.

Motion: Alderperson Brumfield made a motion to accept the Administrative Policy regarding Escrow Funds. The motion was seconded by Alderperson Menn.

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

Amendment to Ordinance No. 1974-2024 (Grocery Tax)

Discussion was held regarding a minor amendment to Ordinance No. 1974-2024 as requested by the Illinois Department of Revenue. The ordinance was originally adopted in 2024 using the model language provided at that time. The Department has since requested a minor clarification to the language related to the tax rate referenced in Section 3611. The amendment does not change the tax rate or the collection process. The change must be approved in March in order to remain in compliance. No further discussion was held.

Motion: Alderperson Menn made a motion to accept the change regarding Ordinance 1974-2024. The motion was seconded by Alderperson Brumfield.

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

Alderperson Peck presented an informational item regarding a bond sale that occurred after the December Council meetings. A resolution will need to be brought forward at the next Council meeting, and a reading will need to be waived to ensure compliance. This item was presented for informational purposes only, and no vote was taken.

Further discussion was held regarding the annual budget review, which is anticipated to take place during the March Finance Committee meeting scheduled for March 11, with a suggestion to begin the meeting at 6:00 p.m. The Finance Director and department heads are currently working through the budget numbers, and council members were encouraged to bring any budget questions to the attention of the Finance Director or Mayor in advance so they may be reviewed prior to the meeting. Members were advised to plan for the possibility of an extended meeting if additional discussion is needed.

Adjournment

A motion to adjourn the Administration Committee meeting was made by Alderperson Brumfield and seconded by Alderperson Menn. The meeting adjourned at 7:52 p.m.

Submitted by:


Recorder