

ADMINISTRATION COMMITTEE MEETING MINUTES

Wednesday, June 10, 2026 - 7:09 p.m.

Council Chambers

Fairview Heights City Hall

Fairview Heights, Illinois

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

Committee Members absent: None

Other Alderpersons and Elected Officials in attendance – Alderpersons Brenda Wagner, Jimmy Winkeler and Derrick King

Staff in attendance - City Attorney Andrew Hoerner, Human Resource Coordinator Heather Hinson, IT Associate Director Chris Elliott – Telecon, Land Use and Development Director Dallas Alley – telecon, Acting Police Chief CJ Beyersdorfer-telecon, Acting Police Captain David Kitley, Public Works Director, John Harty

Recorder – Dena Wylder

Public Participation – None

Approval of Minutes – Wednesday, May 13, 2026

Motion and second to approve minutes were made by Alderpersons Menn/Poletti. **Roll Call:** Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck– Yes; Poletti– Yes. **Motion carried.**

Personnel Committee: Mayor Mark Kupsy presented a request to increase the Management Force Level by one position to create a Building Maintenance Supervisor. He explained that the position has remained vacant since COVID and is needed to oversee maintenance of City facilities, including City Hall, the Police Department, Library, Public Works garage, parks, and other city buildings.

Mayor Kupsy stated that the increased workload, aging facilities, and staffing needs warrant filling the position now rather than waiting until the six-month budget review. He noted that hiring the supervisor at this time would also allow for training alongside two new laborers.

Finance Director Gina Rader advised that the current budget can support the position. Public Works Director John Harty added that the supervisor would improve departmental oversight and allow him to focus on long-term planning and maintenance.

Alderman Frank Menn motioned to increase the Management Force Level 1 by creating one (1) Building Maintenance Supervisor position. Alderman Bill Poletti seconded the motion.

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

Finance Committee

Aldersperson Pat Peck, Chairman

Bill List

Aldersperson Pat Peck indicated the only item for consideration was the Bill List and there were no changes, questions or concerns.

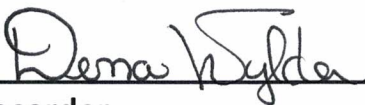
Aldersperson Barb Brumfield moved to forward the Bill List to City Council with a recommendation for approval in the amount of \$2,226,315.58. Aldersperson Frank Menn seconded the motion.

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

Adjournment

A motion to adjourn the Administration Committee meeting was made by Aldersperson Bill Poletti and seconded by Aldersperson Pat Peck. **Motion carried.** The meeting adjourned at 7:16 p.m.

Submitted by:



Recorder