

THE CITY OF FAIRVIEW HEIGHTS
ADMINISTRATION COMMITTEE MINUTES
September 16, 2025, 6:30 p.m.
Council Chambers, Fairview Heights City Hall, Fairview Heights, Illinois

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

Committee Members absent - none

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

Staff in attendance - City Attorney Andrew Hoerner, Clerk Karen Kaufhold, Finance Director Gina Rader, IT Director Chris Elliott, Dallas Alley, Director Land Use and Development - teleconf, Interim Police Chief CJ Beyersdorfer, Public Works Director John Harty

Recorder – Dena Wylder

Public Participation

A resident, Sharon Zajak, expressed concern about the absence of a current City newsletter and timely public communications. She noted the City website's newsletter page shows the last update in 2017 and requested that routine items—such as business openings/closings (e.g., gas stations) and meeting notices—be shared through an official, credible newsletter that includes both positive and negative news. She stated she has previously been directed to social media for information but does not consider social media reliable. The Mayor acknowledged the concern, indicated that misinformation on social platforms presents challenges, and stated that developing a formal City newsletter/communication plan is a work in progress.

Approval of Minutes – August 20, 2025 - A motion to approve the minutes of August 20, 2025 was made by Alderperson Peck and seconded by Alderperson Menn. Alderperson Peck reviewed changes on the revised minutes, including adding attendees Alderperson Poletti (previously omitted from the vote record) and Jimmy Winkeler. Roll call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Poletti – Yes; Peck – Yes. Motion carried.

Personnel Committee

Alderperson Barb Brumfield, Chairman. No items for Personnel.

Finance Committee

Alderperson Pat Peck, Chairman

Bill List

Alderperson Pat Peck presented the Bill List with the following corrections (no change to dollar amounts): Page 20—under “Supplies,” the last item, Belleville East High School – bus transportation, is to be moved to Tech & Outside Services. Page 21—under “Providence Bank,” the last item, St. Louis Magic House – St. Louis day camp field trip, is to be moved to Tech & Outside Services. No further questions or comments were raised. A motion to approve the Bill List in the amount of \$2,829,459.87 was made by Alderperson Brumfield and seconded by Alderperson LeFlore. Roll call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Ordinance No. XX-25 – Highland Capitol- The Mayor requested that Ordinance No. XX-25 (Highland Capitol Fairview, LLC) be considered under Finance due to time sensitivity, noting Highland Capitol’s recent acquisition of the Marketplace Shopping Center and a strong prospective tenant whose lease could be jeopardized by waiting until mid/late October. Staff summarized eligible reimbursement items for the build-out, including City permit fees (\$450), Fire Department permit fees (\$450) and overhead doors totaling (\$5,180), and HVAC repairs totaling \$56,526, with acquisition costs excluded from eligibility. Dallas stated the applicant will invest just under \$200,000 in the build-out, with the contemplated City reimbursement at approximately one-third of eligible costs. A motion was made by Alderperson Poletti to forward Ordinance No. XX-25 to City Council with a recommendation to approve, seconded by Alderperson LeFlore. Roll call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

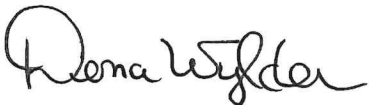
Budget Amendment for the Police Dept Grant - A budget amendment for the Police Department was presented to recognize an unanticipated grant award of \$408,512 secured through an application prepared by Lieutenant Dave Kitley. The grant will fund a variety of eligible Police Department purposes, including longevity and hiring incentives, outside services, bonuses, public relations, and health and life benefits. The amendment will establish the grant in the budget accordingly. A motion to approve was made by Alderperson Poletti and seconded by Alderperson LeFlore. Roll call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Bluebird Network– Chris Elliott reported that the contract expands the City’s existing December 2023 agreement to increase the City’s colocation footprint in Springfield, Missouri. The upgrade would expand equipment space from approximately 2U (sufficient for one slim server and a network switch) to 21U (a half rack), with a corresponding cost increase. The added capacity is intended to strengthen disaster-recovery readiness and support a dedicated connection to the data center so that the primary server stack can operate there without bandwidth constraints. The facility offers enhanced physical security—constructed within a cave and engineered for resilience to earthquakes and severe weather—providing additional secure storage and the ability to rapidly restore services off-site if necessary. A motion was made by Alderperson Poletti and seconded by Alderperson LeFlore. 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 at 6:50 p.m., and the Committee proceeded to the rescheduled Operations Meeting.

Submitted by:



Dena Wylder
Recorder