THE CITY OF FAIRVIEW HEIGHTS
ADMINISTRATION COMMITTEE MINUTES
Wednesday, December 10, 2025 – 7:10 p.m.
Council Chambers, Fairview Heights City Hall, Fairview Heights, Illinois

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

Committee Members absent - None

Other Aldermen and Elected Officials in attendance – Mayor Mark Kupsky, Alderpersons Brenda Wagner-teleconf, Jimmy Winkeler–teleconf, Josh Frawley, Jeff Harris and Derrick King

Staff in attendance - City Attorney Andrew Hoerner, City Attorney – Garret Hoerner – teleconf, Finance Director Gina Rader, Public Works Director, John Harty, HR Associate Director Becky Thompson-teleconf, Chief of Police Steve Johnson, Land Use Director Dallas Alley-teleconf, IT Associate Director Chris Elliott, Parks & REC Director Angie Beaston

Recorder – Dena Wylder

Public Participation – None

Approval of Minutes – Wednesday, November 12, 2025
A motion and second to approve the minutes were made by Alderpersons Brumfield and Peck.
Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Mayor Mark Kupsky requested a suspension of the rules to allow Finance Committee Item No. 3 to be heard out of order due to the presence of the auditors. The Committee unanimously consented. The Finance Committee was temporarily suspended, and the Committee returned to Personnel prior to continuing with the remainder of the Finance agenda.

Personnel Committee
Alderperson Barb Brumfield, Chairman

Discussion – Personnel / Police Department Positions - Mayor Mark Kupsky and HR Associate Becky Thompson participated by phone to discuss two personnel matters. The first item involved the previously discussed proposal to add an Associate Director position within the Parks Department, which will be reviewed for potential funding during the six-month budget review.

The second item involved a proposed new position within the Police Department. Mayor Kupsky explained that the City previously maintained Support Services, which were eliminated during the COVID period, and that there is now an increased need for administrative and enforcement support. Following the move of Code Enforcement to the Police Department, those responsibilities have been placed primarily on the Police Department Lieutenants.

Mayor Kupsky noted that the Police Department is anticipating leadership transitions over the next 12–18 months, including the retirement of a Captain and an upcoming Lieutenant retirement, resulting in less-experienced Lieutenants assuming supervisory roles. Code Enforcement responsibilities require significant time and oversight due to aging properties, increased compliance issues, and ongoing enforcement matters, including extensive time spent addressing issues related to a bankrupt cemetery.

Mayor Kupsky recommended the creation of a management-level civilian position within the Police Department, tentatively titled Manager of Code Enforcement and Administration. This position would oversee the Code Enforcement team and assume responsibility for Police Department administrative functions and fleet coordination, currently handled in part by Public Works Director John Harty.

Police Chief Johnson stated that this position would remove a significant administrative burden from sworn officers, allowing Lieutenants to focus on leadership, supervision, and field operations. Duties would include maintaining the Police Department vehicle database, coordinating vehicle deployment, assisting with building and equipment coordination, managing uniforms and equipment, and handling routine administrative tasks. Chief Johnson noted that approximately 60% of Lieutenants' time is currently devoted to administrative duties.

Mayor Kupsky stated that the position would also serve as a fleet management and maintenance liaison, recognizing the specialized equipment requirements of Police Department vehicles. Mayor Kupsky advised that Steve will work with Becky Thompson to finalize the job title and description. If supported during the Finance review, the request would be brought forward to amend the budget to allow sufficient time to fund and fill the position within the current calendar year.

Mayor Kupsky explained that formal action would include amending the Police Department force level to add one management position and to eliminate the existing civilian supervisor position under law enforcement, either by removing the title entirely or reclassifying it. Mayor Kupsky stated his agreement that the Police Department is the appropriate placement for Code Enforcement to allow Lieutenants to dedicate more time to leadership and maintaining departmental standards.

Motion: Alderperson Menn made a motion to forward a recommendation to City Council to amend the Police Department force level by adding one management position and to eliminate the civilian supervisor position under law enforcement, removing the title "Manager of Enforcement and Operations." The motion was seconded by Alderperson Poletti. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Finance Committee
Alderperson Pat Peck, Chairman

Brian with Scheffel Boyle presented the FY 2024–2025 audit and reviewed highlights. Auditors reported the City's net position increased by approximately $2.6 million, resulting in an overall net position of approximately $87 million, compared to approximately $85 million in the prior fiscal year.

Sales tax revenue continues to be one of the City's largest revenue sources, accounting for approximately 26% of total revenue. Auditors reported that while some revenues increased, several revenue categories declined during the fiscal year, including sales tax (down approximately 8%), home rule sales tax (down approximately 9%), food and beverage tax (down approximately 2%), and hotel/motel tax (down approximately 6%). Income tax revenue increased by approximately 7%, and motor fuel tax increased by approximately 1.5%. The largest revenue decrease was grant income, which declined by approximately 68%, or approximately $1.2 million, due primarily to the completion of prior COVID-related grant funding.

Auditors reported City expenses remained generally consistent. General government expenses accounted for approximately 15% of total expenses compared to 13% in the prior year. Public safety expenses accounted for approximately 38.5%, compared to 37.6% in the prior year. Streets and public works expenses decreased to approximately 16%, compared to 21% previously. Recreation expenses accounted for approximately 13%, compared to 15% in the prior year. Debt service remained consistent at approximately 4%.

Auditors noted a significant increase in capital outlay expenses, which accounted for approximately 15% of total expenses this fiscal year, compared to a historical range of approximately 1%–4%, due to substantial capital improvement projects completed during the year.

The audit resulted in an unqualified opinion the highest opinion issued by auditors. Auditors reported that the four TIF audits remain in progress and will be completed soon. The audit was conducted as a standard GAAP audit. No Yellow Book or Single Audit was required, as federal funding was less than $750,000.

Regarding pension funding, auditors reported the Police Pension Fund actuarial underfunding decreased to approximately $18.8 million, compared to approximately $20.5 million in the prior year. The City contributed approximately 140% of the actuarially required contribution. The IMRF pension fund was underfunded by approximately $671,000, compared to approximately $916,000 in the prior year, and the City contributed 100% of the actuarially required contribution in the amount of approximately $272,000.

Auditors reported that over the past five fiscal years, City expenses increased approximately 20%, while revenues increased approximately 40%. As of April 30, the City has two outstanding debt balances, both scheduled to be paid in full by April 30, 2026.

Motion: Alderperson Peck entertained a motion to forward the FY 2024–2025 audit to the City Council with a recommendation for approval. The motion was made by Alderperson Poletti and seconded by Alderperson Menn. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Mayor Mark Kupsky requested a suspension of the Finance Committee to return to the Personnel Committee. The Committee unanimously consented.

Bill List - Alderperson Pat Peck presented the Bill List and noted that on page 9, the columns for Midwest Municipal Supply were shifted; however, the totals were not affected. She also noted that on page 8, items listed under computers, door signs, binders, and silk plants for new hires should be moved under Account 480, which would not change the total amount.

Motion: Alderperson Peck entertained a motion to forward the Bill List to the City Council with a recommendation for approval in the amount of $4,004,088.79. The motion was made by Alderperson Brumfield and seconded by Alderperson Poletti. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Recreation Expansion Discussion - Mayor Mark Kupsky reported that the City has been working with Holland Construction on the Recreation Center expansion project. Bids were received, and Angie distributed the contract document for consideration. Mayor Kupsky stated that approving the agreement prior to the bond sale would be prudent.

Mayor Kupsky noted that although Council previously authorized bonds in the amount of $8.25 million, the City will proceed with issuing approximately $6.7 million in bonds. The City originally anticipated contributing approximately $9 million in cash and now expects to contribute approximately $8.25 million. Overall project costs are coming in near target. He noted that the addition of generators increased costs by approximately $750,000 and that excavation may be rebid due to limited bidder participation.

Mayor Kupsky explained that the agreement includes a guaranteed maximum price (GMP), which limits project costs unless changes are approved. Garrett Hoerner participated by teleconference and stated that the agreement allows Holland Construction to manage subcontractors and change orders without requiring Council approval for each individual subcontract, avoiding project delays.

Mayor Kupsky stated that the City intends to complete the bond sale later this calendar year, noting that municipalities are limited to borrowing $10 million annually and issuing the bonds this year preserves borrowing capacity for future needs, although no additional borrowing is anticipated at this time.

Greg from Holland Construction reported that value engineering options totaling approximately $600,000 to $700,000 have been identified and would be negotiated and deducted from the contract once finalized. Garrett Hoerner stated that a GMP amendment will be approved by ordinance at a future meeting utilizing home rule authority.

Mayor Kupsky summarized that the project includes construction of a Field House at the Recreation Center and a complete renovation of Pleasant Ridge Park, including new pavilions, roads, and infrastructure. Construction is anticipated to begin early next year and be completed by late next year, as previously discussed in Parks Committee.

Motion: Alderperson Menn made a motion to forward the guaranteed maximum price amendment document to the City Council with a recommendation for approval. The motion was seconded by Alderperson Brumfield. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

6-Month Budget Review - Mayor Mark Kupsky explained that the City conducts a six-month budget review process each year to address necessary budget adjustments throughout the fiscal year. He noted that only a limited number of adjustments are proposed at this time. Finance Director Gina Rader provided a packet outlining the key items reviewed by department heads.

Public Works Director John Harty addressed proposed adjustments related to the Motor Fuel Tax (MFT). He explained that the increase reflects additional Motor Fuel Tax funding associated with the Lincoln Highway project. At the beginning of the fiscal year, approximately $1 million in Motor Fuel Tax funds was allocated toward street and alley improvements.

Director John Harty explained that the current project underway is fully funded through Motor Fuel Tax sources, including the Rebuild Illinois portion of funding. He noted that the project exceeded original budget estimates, was bid twice, and ultimately awarded with a single bidder. He reported that the State approved funding in the amount of approximately $2.4 million and that the City had access to the full amount of approved funds. He further stated that the City's current Motor Fuel Tax balance remains approximately $2.9 million.

Motion: Alderperson Menn made a motion to forward a recommendation to City Council to adjust Motor Fuel Tax fund line items as presented. The motion was seconded by Alderperson Poletti. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Expense for the Recreation Center - Parks and Recreation Director Angie Beaston explained that several capital-related expenses were incurred during the year, including replacement of two hot water heaters and a significant elevator repair. She stated that a total of $75,000 is requested to be transferred from accumulated surplus to cover the expenses.

Motion: Alderperson Poletti made a motion to forward a recommendation to City Council to transfer $55,000 to Account 017-000-5-320-00 and $20,000 to Account 017-000-5-480-00 for Recreation Center expenses, funded from surplus. The motion was seconded by Alderperson Menn. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

Pleasant Ridge Expansion - Finance Director Gina Rader explained that budget adjustments are necessary to reflect the receipt of bond proceeds and related expenditures for the Pleasant Ridge Expansion project. She reported that bond proceeds in the amount of $6.75 million were received.

Motion: Alderperson Poletti made a motion to forward a recommendation to City Council to record $6.75 million in bond proceeds to Account 018-000-4-382-00 and to appropriate $5 million to Account 018-000-4-504-00 for capital expenditures related to the Pleasant Ridge Expansion. The motion was seconded by Alderperson Menn. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

General Fund – Parks - Mayor Mark Kupsky explained that the Associate Director position was added for the Parks Department. He stated that funds are needed to cover the salary expense for the remainder of the current fiscal year, with the position to be fully budgeted in the next fiscal year.

Motion: Alderperson Menn made a motion to forward a recommendation to City Council to appropriate $50,000 for salary expenses to Account 001-140-5-100-00. The motion was seconded by Alderperson Poletti. Roll Call: Menn – Yes; LeFlore – Yes; Brumfield – Yes; Peck – Yes; Poletti – Yes. Motion carried.

General Fund – IT Expense - IT Associate Director Chris Elliott explained that the request relates to a proposed redesign and consolidation of the City's website. He noted that the current City website has not been redesigned in approximately eight to nine years. Chris explained that the proposal includes consolidating multiple City websites under a single platform, improving functionality, accessibility, and long-term hosting efficiency.

Mayor Mark Kupsky summarized that the City currently maintains four separate websites hosted by different vendors and that consolidating services would improve efficiency and consistency. He stated that the redesigned site is expected to take approximately four months to complete, with a target launch on or before May 1, 2026.

Motion: Alderperson Menn made a motion to forward a recommendation to City Council to appropriate $60,000 to Account 001-115-5-320-05 for website hosting and development. The motion was seconded by Alderperson Poletti. 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 Alderperson Poletti and seconded by Alderperson Peck. The meeting adjourned at 8:23 p.m.

Submitted by:
Dena Wylder
Dena Wylder
Recorder