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Office of the City Administrator

## FINANCE-PERSONNEL COMMITTEE

Tuesday, April 8, 2025

7:00 PM

North Conference Room

### Minutes

#### 1) Call to Order, Roll Call

**Present:**

Mayor Andrew Nerbun  
Alderman William Gebhardt  
Alderman Brian Parrish  
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Caroline Fochs, City Clerk, Justin Schoenemann, Assistant City Administrator and Brian Erlichman, Telecom Fitness.

#### 2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of March 11, 2025

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Gebhardt

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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#### 3) License Applications

a. April, 2025 Licenses

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Gebhardt

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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#### 4) Vouchers Paid

a. March 2025 Vouchers Paid List

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Parrish

**SECONDED BY:** Alderman Strzelczyk

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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5) Resolutions

- a. **RESOLUTION 4197** A Resolution Approving a Second Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11333 North Buntrock Avenue Through 2049

Assistant Administrator Schoenemann briefed the Committee on the background of this license agreement and the new agreement that is set to extend by an additional five automatically renewing five-year terms. If left unchanged for the next twenty-five years, the City is projected to receive over \$2.1M in cell tower lease revenue.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Gebhardt

**SECONDED BY:** Alderman Parrish

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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- b. **RESOLUTION 4198** A Resolution Awarding a Contract for Replacement of the City-Wide Voice Over Internet Protocol (VOIP) Phone System and Five Years of Service Support to RingCentral of Denver, Colorado, in the Amount of \$86,575

Mr. Schoenemann explained the background of the current phone system and the Request-for-Proposals (RFP) that was issued in January 2025 to select a replacement. Brian Erlichman from Telecom Fitness, the City's long-term telecommunications advisor, assisted the City with the effort.

The one amendment is a typo in section D of the recitals. The amount should read \$86,575.

**RESULT:** **Approved with Amendments [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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- c. **RESOLUTION 4199** Adoption of a Resolution Authorizing a Sixth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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6) Discussion Items

- a. Finance - Personnel Work Plan

The Insurance Review and Library Review are to be discussed with the relevant parties in the next few months. The fundraising efforts will commence once the Civic Campus Master Plan is finished.

7) Adjourn

A motion to adjourn was made at 7:23 PM by Alderman Parrish, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

*Marie Keyser*  
*Assistant Finance Director*