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## ECONOMIC DEVELOPMENT BOARD

Tuesday, July 29, 2025

8:00 AM

North Conference Room

### Agenda

1. **Call to Order, Roll Call**
2. **Approval of Meeting Minutes from June 24, 2025.**  
*Action requested: review and approve*
3. **Hotel Development Feasibility Contract Award.** The Economic Development Board may convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may re-convene into open session to take such action it deems appropriate.
4. **Long Range Financial Planning**
5. **Staff Updates**
6. **Announcements**  
The next meeting is Tuesday, September 30, 2025, at 8:00 a.m.
7. **Adjourn**

**Dated:** July 25, 2025

**/s/ Tim Carr, Chairman**

.....  
*Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and / or gather information about a subject over which they have decision making responsibility, although they will not take formal action thereto at this meeting.*

*Any questions regarding this agenda may be directed to the Dept. of Community Development office at 262-236-2903, Monday through Friday, 8:00 a.m. – 4:30 p.m.*



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## ECONOMIC DEVELOPMENT BOARD

Tuesday, June 24, 2025

8:00 AM

North Conference Room

### Minutes

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

**Present:**

Chair Timothy Carr  
 Alderman William Gebhardt  
 Board Member Colin Boyd  
 Board Member Dennis Engel  
 Board Member Daniel Gannon  
 Board Member Michael Kramer  
 Board Member Jeff McLean  
 Board Member Tracy Johnson -- **Absent**  
 Board Member Inge Plautz -- **Absent**

Chairman Tim Carr called the meeting to order at 8:00 a.m.

#### 2) Approval of Meeting Minutes from May 20, 2025

**Action**

Board member Mike Kramer made a motion to approve May 20, 2025, meeting minutes.  
 Board member Denny Engel seconded the motion.  
*A voice vote was taken; vote passed (7-0)*

**RESULT:                    Approved [Unanimous]**

#### 3) EDB Purpose, Objectives and Workprogram

Director Kim Tollefson stated that there was a meeting last month to discuss where EDB is headed and what projects the Board should be working on. She mentioned that some of the work the Board has done in the past few years was typically initiated through the Planning Commission (evaluating zoning, evaluating how specific properties are zoned, etc). She commented that this is an opportunity to focus on the Board's objectives. She added that there are several recommendations that staff are working on from the market analysis including the hotel RFP.

Alderman Bill Gebhardt stated that he believes that the Board should approach all projects with a business case as a foundation. He commented that it is important to educate the public about ongoing issues and to understand community sensitivity when making decisions.

There was discussion amongst the Board about the various projects that are currently being worked on and how to best move forward. It was agreed that it would be beneficial to put together a one-page data sheet for the southwest industrial project going before the Common Council, highlighting targeted information.

There was some conversation about the outlots in front of existing properties along Port Washington Road. This would involve initiation of staff outreach to these property owners. The Board expressed support for this endeavor.

#### 4) Staff Updates

Director Kim Tollefson stated that eight (8) proposals were received for the hotel RFP, and an additional two (2) after the deadline that will were not included. The review committee will begin to vet them and an update will be provided to the Board next month.

Other ongoing developments in the city were discussed.

#### 5) Announcements

The next meeting is Tuesday, July 29, 2025, at 8:00 a.m.

#### 6) Adjourn

Chairman Carr left the meeting at 9:10 a.m. and Board member Jeff McLean assumed the chair position.

#### Action

Board member Denny Engel made a motion to adjourn the meeting.

Board member Mike Kramer seconded the motion.

*A voice vote was taken; vote passed (6-0)*

The meeting adjourned at 9:20 a.m.

Respectfully Submitted,

*Kim Tollefson*

*Director of Community Development*