



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/242-3100

[www.cityofmequonwi.gov](http://www.cityofmequonwi.gov)

Department of Community Development

**ECONOMIC DEVELOPMENT BOARD**  
**Regular Meeting**  
**Tuesday, January 27, 2026 - 8:00 AM**  
**Christine Nuernberg Hall**

**Minutes**

**1) Call to Order and Roll Call**

The meeting was called to order by Chairman Carr at 8:00 a.m.

**Also present:** Director of Community Development Kim Tollefson and Administrative Assistant Robin Buzzell

**2) Approval of Meeting Minutes from November 18, 2025**

<b>MOTION:</b>	Approve
<b>MOVER:</b>	Board Member Colin Boyd
<b>SECONDER:</b>	None
<b>AYES:</b>	Chair Timothy Carr, Alderman William Gebhardt, Board Member Colin Boyd, Board Member Dennis Engel, Board Member Daniel Gannon, Board Member Michael Kramer, Board Member Inge Plautz
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation

- a) Draft Minutes 11.18.25

**3) SW Industrial Development**

Community Development Director Kim Tollefson reminded the Board that she included the history thus far regarding this item. She noted that there will now be a shift from the Planning Department to the Public Works Department as the next issues to tackle involve the utilities and infrastructure. The Board will somewhat be on pause while these issues are addressed. She offered that staff could work on the previously discussed one-page fact sheet (business case) while the DPW work is being done. She asked the Board to let her know which are the most important data points to be included in the fact sheet.

The Board discussed the cost benefit as well as various issues at the location (grading, infrastructure (including the potential lift station), sewer costs to neighboring residential properties, road conditions and the multiple entities responsible for road improvements as well as 3rd water main implementation). Dir. Tolleson stated that is critical that the infrastructure is in place and ready to go for potential development.

The next steps would include:

- Director Lundeen and her office would work with the original consultant to revise the document to establish a clean master plan based on the Board's recommendation. Dir. Tollefson will update the numbers (sq.footage, potential value) so that Dir. Lundeen can develop scenarios for a financial policy decision that the sewer utility and Council Committee of the Whole can make. They would be deciding how and when this gets paid for, how much involvement the city would have, what a developer would need to ante up, if anything, and what is the mechanism in which to do that.
- The financial analysis policy analysis would be back in front of the Board to have input regarding the funding mechanisms/financial policy mechanisms.
- That recommendation, along with the financial analysis, would go to the Sewer Utility.

Part of the discussion included the timing, and it was stated that it would be about 6–9 months to be up and running as there are many issues and varying entities involved. The public water connection still needs to be confirmed.

The Board was in unanimous agreement to approve the master sewer service plan to include conditions #1 & #2 per the staff report.

<b>MOTION:</b>	approve
<b>MOVER:</b>	Alderman William Gebhardt
<b>SECONDER:</b>	Board Member Michael Kramer
<b>AYES:</b>	Chair Timothy Carr, Alderman William Gebhardt, Board Member Colin Boyd, Board Member Dennis Engel, Board Member Daniel Gannon, Board Member Michael Kramer, Board Member Inge Plautz
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation

C

a) SW Industrial Development

4) **2026 Work Program**

Director Tollefson reminded the Board that in addition to the SW Industrial project moving forward, that staff is working on the rezoning for the Port Washington corridor and that the Port Washington Road streetscape project will be out for bid very soon, with the contract to be awarded by the Council in March and the work to be done between April — October. She commented that this is an open dialogue for the Board to share feedback about what they would like the work program to include for the year ahead. It was mentioned that the Board could meet every other month according to the flow of the work program.

Although it was decided not to continue working with RevPar on a hotel analysis, it was decided to do an analysis regarding a hotel room tax study. This analysis will come before the Board with an opportunity to weigh in on how to spend the room tax funds.

There was some discussion about the Jansen parcel and that a consultation has been requested from developer Miller Marriott regarding a residential development project for that location.

Ald. Gebhardt suggested that the Board review the financial tools available in relation to TIFs #4 & #5 closing soon and the opportunity to possibly create new financial tools or different approaches for potential development.

During the conversation, it was suggested that outreach to property owners in the city and local developers be made, and that connections made between the two groups, where some potential momentum could be established. It was agreed that this work can be done while waiting for the southwest industrial public works issues that are going through the necessary vetting processes. It was agreed that a subcommittee or two be formed to address outreach efforts in both the southwest area and along the Port Washington corridor. The Board needs to work on establishing a comprehensive message to keep the message consistent.

a) Staff Memo

## **5) REVPAR Hotel Development Feasibility Analysis**

This item was previously discussed that the results from the hotel feasibility analysis concluded that the city is not a viable candidate to support a hotel.

Dir. Tollefson stated that RevPar will need about 5-6 weeks to get the room tax analysis put together.

## **6) Announcements**

The next meeting is Tuesday, February 24, 2026 at 8:00 a.m.

Dir. Tollefson gave an update about developments throughout the city.

The next meeting is Tuesday, February 24, 2026, at 8:00 a.m.

**7) Adjourn**

<b>MOTION:</b>	Adjourn
<b>MOVER:</b>	Board Member Dennis Engel
<b>SECONDER:</b>	Board Member Inge Plautz
<b>AYES:</b>	Chair Timothy Carr, Alderman William Gebhardt, Board Member Colin Boyd, Board Member Dennis Engel, Board Member Daniel Gannon, Board Member Michael Kramer, Board Member Inge Plautz
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation

The meeting as adjourned at 9:25 a.m.

Respectfully Submitted,  
Robin Buzzell, Administrative Assistant