

**MEETING: REGULAR MEETING OF THE ECONOMIC
DEVELOPMENT COMMISSION**

DATE & TIME: Tuesday, June 9, 2026 at 6:00 PM

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2553 499 7080** Password: **nBNrkwyj267** which can be accessed by phone at 408-418-9388 or by clicking the link below:
<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m1666b64b10c3c10021fac1cb82ed04dd>

NOTICE: Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded meeting videos can be viewed at https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- IV. **MEETING MINUTES:**
 - A. May 19, 2026 Meeting Minutes (ACTION)
- V. **UNFINISHED BUSINESS:**
- VI. **NEW BUSINESS:**
 - A. Foundational Document #1: Municipal Code 1.379 (DISCUSSION)
 - B. City of Eagan, MN, Business Survey Review (DISCUSSION)
 - C. Business Survey Development (DISCUSSION)
 - D. Prioritization of 2026 Goals and Initiatives (DISCUSSION AND ACTION)
 - E. Development Process Guidelines (DISCUSSION)
- VII. **NEXT MEETING:**
 - A. July 14, 2026
 - B. August 18, 2026
- VIII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

ECONOMIC DEVELOPMENT COMMISSION AGENDA

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Notice is hereby given that a possible quorum of other boards, committees, and/or commissions may attend this meeting to gather information about an item over which they have decision-making responsibility. This may constitute a meeting of these bodies per State ex rel. Badke v Greendale Village Board, even though these bodies will not take formal action at this meeting.

MEETING:	<i>AMENDED</i> REGULAR MEETING OF THE ECONOMIC DEVELOPMENT COMMISSION
DATE AND TIME:	Tuesday, May 19, 2026 6:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

Chairperson Trustee Scott Hefle called the Economic Development Commission meeting to order at 6:00 PM.

II. **ROLL CALL:**

Present: Trustee Scott Hefle, Trustee Patrick Kaiser, Member Joletta Kerpan, Member Melanie Smythe, Member Derek Arnold, Member Joey Carini

Excused: Member Jim Sedgwick, Member Jeffrey Voyer

Also Present: Chief Deputy Clerk Kasie Miller

- III. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

IV. **MEETING MINUTES:**

- A. March 10, 2026 (ACTION)

Motion: Approve as presented

Motioned By: Melanie Smythe

Seconded By: Patrick Kaiser

Yes: Scott Hefle, Patrick Kaiser, Joletta Kerpan, Melanie Smythe, Joey Carini, Derek Arnold

No: None

Abstain: None

Motion Passed by Voice Vote (Yes 6, No 0, Abstained 0)

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

A. Introduction of New EDC Members (DISCUSSION)

Economic Development Commissioners introduced themselves, shared their backgrounds, and their aspirations for the commission.

B. *Germantown Business Development Loan Pool Application: Elizabeth Ortin, A Kid at Heart Playland (ACTION)*

Motion: Approve the Germantown Business Development Loan Pool Application contingent upon obtaining a known Germantown address

Motioned By: Melanie Smythe

Seconded By: Patrick Kaiser

Yes: Scott Hefle, Patrick Kaiser, Joletta Kerpan, Melanie Smythe, Joey Carini, Derek Arnold

No: None

Abstain: None

Motion Passed by Voice Vote (Yes 6, No 0, Abstained 0)

C. Request for Joint Survey with Germantown Chamber and Village of Manufacturing and Businesses within the Village (DISCUSSION)

Commissioners Smythe and Kerpan proposed conducting a joint survey with the Village of Germantown and the Germantown Area Chamber of Commerce to better understand the needs and challenges of manufacturing and other businesses in the Village. The survey aims to improve outreach and identify development opportunities. Commissioners emphasized keeping the survey concise and short to encourage participation and meaningful feedback. Commissioners discussed using the Chamber's upcoming new website as a platform for the survey.

D. Outline of 2026 Initiative and Goals (DISCUSSION)

Chairperson Trustee Scott Hefle requested Commissioners provide some initiatives and goals to avoid overextension and to achieve tangible results. Discussion ensued. Commissioners planned to review and order initiatives at the next meeting to establish a clear work plan.

VII. NEXT MEETING:

A. June 9th, 2026 at 6:00pm

VIII. ADJOURNMENT:

Chairperson Trustee Scott Hefle adjourned the Economic Development Commission meeting at 7:03 PM.

DRAFT

BUSINESS OF THE ECONOMIC DEVELOPMENT COMMISSION

MEETING DATE: June 9, 2026

PLACEMENT: Discussion

ITEM TITLE: Foundational Document #1: Municipal Code 1.379 (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. \$RGF2TLE

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

1.379 ECONOMIC DEVELOPMENT COMMISSION. (Cr. Ord. #16-07; Am. Ord. #19-2025)

- (1) **CREATION AND PURPOSE.** There is hereby created an Economic Development Commission of the Village of Germantown, the purpose of which shall be to stimulate and encourage economic development in the Village.
- (2) **MEMBERSHIP.** (Am. Ord. #05-2026) The Economic Development Commission shall consist of 9 voting members, who must be Germantown residents, business owners or community leaders. Members shall be appointed by the Village President and confirmed by a majority vote of the Village Board. The Village President shall appoint the Chairman.
- (3) **TERM OF OFFICE.**
 - (a) Two of the appointed Commissioners shall be members of the Village Board and shall serve during their term of office as Village Board members.
 - (b) The first appointments of the 5 non-Board members shall be 2 for terms expiring on April 30, 2008, 2 for terms expiring on April 30, 2009, and one for a term expiring April 30, 2010.
 - (c) Thereafter, appointments shall be made at the Village Board's second regular meeting in April, and the terms of non-Board members shall be 3 years and until their successors are appointed and qualify.
 - (d) Members shall be reimbursed for their actual and necessary expenses, including local travel expenses incurred in the discharge of their duties, but shall receive no other compensation.
- (4) **MEETINGS.** The Commission shall conduct its meetings at scheduled times and places as shall be determined by the call of the Chairman. Except in the case of an emergency, written notice of all meetings and agendas shall be delivered to each Commission member at least 48 hours in advance of said meeting. Minutes and recommendations of the Commission shall be submitted to the Village Board.
- (5) **POWERS AND DUTIES.** The Economic Development Commission shall have the following powers and duties:
 - (a) Formulate, manage and administer the Village's economic development program, carrying out short-range and long-range elements of the program.
 - (b) Recommend an annual budget for its activities and programs.
 - (c) As called upon, serve in an advisory role to the Plan Commission and Village Board on matters relevant to economic development in the Village.
 - (d) Engage in policy deliberations relative to economic development activities, such as business park development and marketing, and make policy recommendations to the Village Board and also to the Plan Commission when requested or where appropriate.
 - (e) Such other duties as may be assigned elsewhere in this Code, or by the Plan Commission and Village Board.

Editor's note(s)—Section I of Ord. No. 16-07, adopted Aug. 20, 2007, enacted provisions designated as § 1.378. Inasmuch as there already exists a section so designated, to avoid duplication of numbers, said provisions have been redesignated as § 1.379.

BUSINESS OF THE ECONOMIC DEVELOPMENT COMMISSION

MEETING DATE: June 9, 2026

PLACEMENT: Discussion

ITEM TITLE: City of Eagan, MN, Business Survey Review (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

City of Eagan, MN, Business Survey: <https://cityofeagan.com/business-survey>

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

BUSINESS OF THE ECONOMIC DEVELOPMENT COMMISSION

MEETING DATE: June 9, 2026

PLACEMENT: Discussion

ITEM TITLE: Business Survey Development (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Survey Questions

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

From Joletta:

For the survey of businesses discussion I have been going over the example City of Eagan 2025 Business survey and think we should look into doing surveys for our business community in the following format

- Introduction for first time survey and then moving forward only for new businesses to Germantown – business tell about themselves, current needs, roadblocks, and where they see themselves in the next few years
- Follow-up survey going more into any of the needs which came up from multiple businesses which could focus on - housing, developing their workforce/employee training, transportation, daycare etc
- Survey of new businesses to Germantown who have recently been through permitting, plan commission etc and how was their experience, what went well, what was challenging
- Yearly check-in survey moving forward to keep pulse of business community.

From Melanie:

Workforce Section:

- A)Quality of hires currently?
- B)Are you having issues hiring for open positions?
- C)What percent of your workforce lives in Germantown?
- D)What is your perception of housing availability for workers in Germantown?

Business Section:

- A)How is business for you currently?
- B)Will you stay and/or expand?
- C)Why or why not?

Interaction with Community:

- A)Schools
- B)Village
- C)Amenities lacking?

Services (How would you rank these)

- A)Fire
- B)Police
- C)Roads

Follow Up:

Would you be open to a deeper discussion with the Chamber and/or Village?

BUSINESS OF THE ECONOMIC DEVELOPMENT COMMISSION

MEETING DATE: June 9, 2026

PLACEMENT: Discussion

ITEM TITLE: Prioritization of 2026 Goals and Initiatives (DISCUSSION AND ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

BUSINESS OF THE ECONOMIC DEVELOPMENT COMMISSION

MEETING DATE: June 9, 2026

PLACEMENT: Discussion

ITEM TITLE: Development Process Guidelines (DISCUSSION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

STAFF RECOMMENDATION:

ACTION BY COMMITTEE: