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Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Wednesday, March 2, 2022

11:00 AM

Administration Conference Room

Minutes

1. Call to Order, Roll Call

Chair Azinger called the meeting to order at 11:00 AM.

Present:

Chair T. Azinger
Commissioner Jim Doornek
Commissioner Ron Heinritz
Commissioner Rob Holyoke
Commissioner John Liegeois

Absent:

Commissioner Kristin Wade

Also present were Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, and Administrative Assistant Deuster.

2. Approval of Meeting Minutes

a. November 11, 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Holyoke

SECONDED BY: Commissioner Heinritz

AYES: Azinger, Doornek, Heinritz, Holyoke, Liegeois
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b. January 13, 2022 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Holyoke

SECONDED BY: Commissioner Heinritz

AYES: Azinger, Doornek, Heinritz, Holyoke, Liegeois

3. Resident Communications

Resident Dave Schlageter informed the commission of an upcoming event on April 23 with Rails for Trails along the Ozaukee Interurban Trail (OIT). The organization plans to get permitting with Ozaukee County for use of the OIT. They would like to have tables out for vendors to have information out to riders as they go through.

Director of Public Works/City Engineer Lundeen stated if there was interest in having tents or using any of the City of Mequon property a special event agreement would be needed along with approval from the Park and Open Space Board.

Dave Schlageter stated they would utilize the parking lot space in Spur 16 for placement of tables and tents which has been approved by Spur 16.

Chair Azinger stated he would like this item put on the April Agenda for further discussion about the Commissions participation.

4. Discussion/Action Items

- a. **RESOLUTION 3926** A Resolution Supporting the M-T Trails Foundation, Inc. Application for a Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program (TAP) Grant and Pending Memorandum of Understanding/Donation Agreement for an Off Road Path on Highland Road from the Ozaukee Interurban Trail to Rotary Park

Chair Azinger informed the commission that this is an urgent item which is why the board is meeting earlier to provide a recommendation to the Public Works Committee and Common Council. M-T Trails Foundation is a separate entity to the Mequon Community Foundation. In order to qualify for the TAP Grant, the applicant's purpose has to be solely for the development for recreational trails. The TAP Grant application has been submitted but the Foundation requires a resolution from the City which authorizes the foundation to proceed. Mequon Community Foundation is a 501C3 but the M-T Trails Foundation is waiting approval from the IRS.

Director of Public Works/City Engineer Lundeen stated the City has done this before on behalf of OWLT and other entities. What the City requires is a Memorandum of Understanding which assigns sole financial responsibility to the foundation. The City has not otherwise agreed or committed to any funding, the City wants to make sure we are not obligated for either the match or any overage's that may come through with the project. The City's financial policy requires a donation agreement. Assuming the intent is for the path to be constructed and donated to the City, the financial policy requires acceptance of that donation. The donation agreement comes with terms and conditions, which has been provided. When it was initially introduced to staff, staff expressed concerns with long term maintenance and replacement costs that would otherwise be the obligation of the City if its dedicated. This is something that while the Common Council will consider with the actual

resolution for support to complete the Grant application. The other terms will require further discussion and analysis before the City would agree to actually allow for the path to be constructed.

The Commission discussed the pros and cons of the off-road bike path and recommended approval for the TAP Grant.

RESULT: **Approved [Unanimous]**

MOVED BY: Holyoke

SECONDED BY: Commissioner Heinritz

AYES: Azinger, Doornek, Heinritz, Holyoke, Liegeois
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b. Master Plan Scope of Services: General and Initial Task Identification

Director of Public Works/City Engineer Lundeen stated this agenda item is to be focused just on the general part of the scope of services and task list. Assistant City Engineer McCraw generated the content of the tasks to move forward. At this point in time staff wanted to talk about the general scope and task list in case staff was off base when we created the list. She recommended the Commission release the RFP for proposals and then go forward with the plan.

Chair Azinger inquired where the funding request was, is this a comprehensive scope of services.

Director of Public Works/City Engineer Lundeen stated from previous discussions the intent was the current plan needed to be updated. The plan was if we generate a scope of services with a task list of what needs to be done, that the commission could issue it as an RFP and recommend it for award. If the city/village denied it, then this could be the commissions work plan to go through and do the same.

The Commission discussed the General and Initial Task List and recommended submitting for an RFP to have a contractor bid creating the plan.

c. Master Plan Scope of Services: Task 1: Inventory and Task 2: Community Assessment

The Commission discussed the Master Plan Task 1 and Task 2. The board recommended adding E-Bikes, Rental Bikes and Electronic scooters to the list for further clarification in the plan. They also discussed if E-Bikes should be allowed on the bike trails.

d. Review 2010-2030 Recommendations: Introduction

The Commission Reviewed the current introduction in the 2010-2030 plan.

e. Quarterly Road Program Update

Director of Public Works/City Engineer Lundeen provided an update on the Road Program.

f. 2022 Work Plan

Director of Public Works/City Engineer Lundeen updated the Commission on the 2022 Work Plan.

5. Other Business

6. Adjourn

a. Motion to Adjourn at 12:22 PM.

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

MOVED BY: Commissioner Heinritz

SECONDED BY: Commissioner Doornek

AYES: Azinger, Doornek, Heinritz, Liegeois

NOT PRESENT: Holyoke

Respectfully Submitted,

Casey Deuster