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Public Works Department

**Joint Mequon-Thiensville Bike and Pedestrian Way Commission**  
**Thursday, March 13, 2025**  
**9:00 AM**  
**North Conference Room**

**Agenda**

1. Call to Order, Roll Call

2. Approval of Meeting Minutes

**Action requested: review and approve**

a. February 13, 2025 Minutes

3. Resident Communications

Citizens wishing to address the Commission on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limitation is FIVE minutes. Please state your name and address.

4. Discussion/Action Items

a. M-T Bike and Pedestrian Way Master Plan Status Review and Prioritization Plan

b. MT Trails Foundation Highland Road Bike Spur 70% Plan Review and Project Update

5. Other Business

6. Adjourn

Dated:

*/s/ Kenneth Maciolek, Chair*

Notice is hereby given that a majority of other governmental bodies may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility, although they will not take any formal action relative thereto at this meeting. Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914 twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Engineering Office at 262-236-2934, Monday through Friday, 8:00 am – 4:30 pm.



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Public Works Department

**Joint Mequon-Thiensville Bike and Pedestrian Way Commission**  
**Thursday, February 13, 2025**  
**9:00 AM**  
**North Conference Room**

**Minutes**

1. Call to Order, Roll Call

**Present:**

Chair Kenneth Maciolek  
 Vice Chair Jim Doornek  
 Commissioner Ron Heinritz  
 Commissioner Rob Holyoke

**Absent:**

Commissioner John Liegeois  
 Commissioner Kristin Wade

Mike and Lori from M-T Trails Foundation were present, as well as Craig from Graef. Dominic from Graef joined virtually. Also in attendance were City Engineer/Director of Public Works Lundeen and Engineering Administrative Assistant Redeker.

2. Approval of Meeting Minutes

a. January 16, 2025 Minutes

**RESULT:** **Approved [Unanimous]**

**MOVED BY:** Holyoke

**SECONDED BY:** Commissioner Doornek

**AYES:** Maciolek, Doornek, Heinritz, Holyoke

Attachment: 02-13-2025\_Minutes (10157 : February 13, 2025 Minutes)

3. Resident Communications

Chair Maciolek stated there were no residents in attendance.

4. Discussion/Action Items

a. Mequon-Thiensville Bike & Pedestrian Way Study Final Draft Review

Commissioners voted unanimously to approve the final draft plan and recommend it to the Common Council.

**RESULT:** Approved [Unanimous]

**MOVED BY:** Holyoke

**SECONDED BY:** Commissioner Heinritz

**AYES:** Maciolek, Doornek, Heinritz, Holyoke

b. MT Trails Foundation Highland Road Path Preliminary Plan

Mike and Lori from M-T Trails Foundation presented the latest update on the Highland Rd trail project and advised they would be submitting plans to the city soon.

5. Other Business

City Engineer/Director of Public Works Lundeen gave an update on the Mequon Rd OIT crossing and the activation of the traffic lights on Mequon Rd at Weston Dr.

6. Adjourn

a. Motion to Adjourn at 10:37 AM

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

**MOVED BY:** Holyoke

**SECONDED BY:** Commissioner Doornek

**AYES:** Maciolek, Doornek, Heinritz, Holyoke

Respectfully Submitted,

*Kaye Redeker*



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Office of Engineering

**TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission**  
**FROM: Cole McCraw, Assistant City Engineer**  
**DATE: March 13, 2025**  
**SUBJECT: M-T Bike and Pedestrian Way Master Plan Status Review and Prioritization Plan**

### **Background**

The Bikeway Master Plan appeared on the Public Works and Common Council agenda for adoption on March 11th, 2025. Given the plan was adopted as recommended, the plan development and approval for the master plan is now completed. The M-T Bikeway Commission can now consider using the plan to prioritize recommendations for the City and Village.

The report can be found on the City website below:

**Final Draft Report:** <https://www.cityofmequonwi.gov/media/24566>

**Final Draft Report Appendices:** <https://www.cityofmequonwi.gov/media/24571>

### **Analysis**

Per City Ordinance, the defined purpose of the Joint M-T Bike and Pedestrian Way Commission is as follows:

*The commission shall advise the common council and the Thiensville Village Board regarding the creation of, revisions to and implementation of a city- and village-wide master plan for bike and pedestrian ways and trails accessible to bicyclists, pedestrians and participants in other silent sports.*

Also in the City Ordinance and relating to the master plan, the commission has the following powers and duties:

- (1) *Advise the common council and Thiensville Village Board regarding creation, revisions to and implementation of a city- and village-wide master plan for bike and pedestrian ways and ancillary services throughout the city and the Village of Thiensville.*
- (2) *Set priorities for new bike and pedestrian ways or enhancements of existing routes in the master plan.*
- (3) *Identify and prioritize critical gaps in bike and pedestrian ways.*

Staff recommends creating a separate recommendation list for each community. Staff also recommends that the Commission fully review the final plan to consider community needs, costs

of projects, and upcoming City or Village road projects to create a project prioritization. The Commission should discuss a strategy to create the prioritization list.

The Commission should lay out and agree to a work plan for review and prioritization over the coming meetings, similar to below:

**Draft Work Plan**

- March 13 - Create prioritization work plan and generally discuss prioritization strategy.
- April 10 - Discuss North-South corridor projects and priority.
- May 8 - Discuss East-West corridor and spot improvement projects and priority.
- June 12 - Discuss and create overall priority list and vote to approve the Mequon priority list and the Thiensville priority list.
- Other 2025 items:
  - 2024 Annual Report of Commission activities
  - Discussion on steps to take to reestablish the Ozaukee Interurban Trail Advisory Committee

After the priority list is created, the Commission may review and revise the list annually, or on a case-by-case basis.

**Fiscal Impact**

This item is for information and discussion only and does not carry a fiscal impact.

**Recommendation**

This item is for discussion only and no formal action is recommended. Staff recommends that the Commission discuss and complete the following:

- Discuss prioritization strategy. Examples of questions to discuss strategy:
  - What criteria warrant a high versus low priority ranking?
  - Should project areas be scored by each member or discussed generally at meetings?
  - Do Mequon Commissioners weigh in on Thiensville projects and vice versa?
- Create work plan for upcoming meetings.



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Office of Engineering

**TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission**  
**FROM: Cole McCraw, Assistant City Engineer**  
**DATE: March 13, 2025**  
**SUBJECT: MT Trails Foundation Highland Road Bike Spur 70% Plan Review and Project Update**

### **Background**

The MT Trails group submitted 70% plans for City review on March 7th. The City will conduct an internal review and solicit public comment from area residents. Staff's review will conclude on March 14, and the City will take public comment forms from residents through March 21. Staff will forward public comments to the foundation as they are received.

Since the original right of way agreement for the project was approved, the foundation has notified the City of additional project components that require an amendment to the agreement. These items generally include the prescription of future maintenance responsibility for:

- Regulatory signage
- Traffic signal modifications
- Rectangular rapid flashing beacons (RRFBs)
- Pavement markings

The City will be drafting language for the amendment ahead of the April Common Council meeting. Additionally, the foundation will be submitting other items needed ahead of the Common Council meeting, including further plan details, temporary easement information, traffic impact analysis memo for the RRFB location info, approval from the Ozaukee Interurban Trail Advisory Committee, and a tree removal list.

### **Analysis**

The 70% project plans can be found on the City website here:

<https://www.cityofmequonwi.gov/publicworks/page/m-t-trails-foundation-highland-road-bike-spur-project-3829>

The Commission should review the plans and provide or discuss any comments with the Commission and staff at the meeting. Staff can forward a summary of comments to the foundation. Commissioners may also provide comments to staff by email before Friday, March 14.

Additionally, the Commission should consider making a formal approval of the plans if major changes are not needed and the Commission supports the general project plan.

**Fiscal Impact**

This item is fiscally neutral. Fiscal impacts of the project are further discussed in the right of way agreement with the foundation.

**Recommendation**

Staff recommends the Commission provide comments on the plans provided and consider making a formal approval of the plans if the project plans are supported by the Commission. Minor comments can be provided to the foundation.