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Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Thursday, March 16, 2023

9:00 AM

North Conference Room

Agenda

1. Call to Order, Roll Call

2. Approval of Meeting Minutes

Action requested: review and approve

February 9, 2023 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 Trails Updates on Highland Road Off-Road Path
- b. Master Plan Scope of Services: Scope Review

5. Other Business

6. Adjourn

Dated: /s/ T. Azinger, 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 9, 2023
9:00 AM
North Conference Room

Minutes

1. Call to Order, Roll Call

Chair Azinger called the meeting to order at 9:01 a.m.

Present:

Commissioner Kenneth Maciolek
 Chair T. Azinger
 Commissioner Ron Heinritz
 Commissioner John Liegeois
 Commissioner Kristin Wade

Absent:

Commissioner Jim Doornek
 Commissioner Rob Holyoke

Also present were Director of Public Works/City Engineer Kristen Lundeen, Assistant City Engineer Cole McCraw, and Administrative Assistant Kris Leach.

2. Approval of Meeting Minutes

January 19, 2023 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Maciolek

SECONDED BY: Commissioner Heinritz

AYES:	Maciolek, Azinger, Heinritz, Liegeois, Wade
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3. Resident Communications

Chair Azinger acknowledged that no residents were in attendance at that time.

During the discussion of the Master Plan RFP, Dave Schlageter, a representative of the Highland Road Bike/Pedestrian Path Project arrived. Following the discussion of the Master Plan RFP agenda item, Chair Azinger decided to allow the late arriving resident to address the Commission.

Mr. Schlageter, in follow up to his attendance of the January meeting, asked again for the support of this Commission. He advised that the Rails to Trails event is being held on April 22, 2023, from 10:00 a.m. to 2:00 p.m. and proposed that this Commission could co-sponsor the event with no monetary obligation. The event is designed to promote pedestrian and bike travel in Ozaukee County. They have permission to place tents at Spur 16 and are seeking the Commission's support and assistance in advertisement through the City. Director of Public Works/City Engineer Lundeen cautioned Mr. Schlageter that they will need to follow the City's sign ordinance. Chair Azinger asked if they, as a Commission, have the ability to support the event. Lundeen advised that it would need to be on the agenda for approval. Assistant City Engineer McCraw was asked to add it to the March agenda.

4. Discussion/Action Items

Master Plan RFP Response Discussion

Assistant City Engineer McCraw recapped the status of the Master Plan RFP since the January meeting. Chair Azinger asked to read an email from Commissioner Holyoke regarding the Village of Thiensville's position on the Master Plan RFP. Commissioner Holyoke advised that it was decided that the Village of Thiensville did not wish to be a part of the study and that the City of Mequon should do it on its own. This was decided based on the cost and need of the Village.

Chair Azinger asked if there were any thoughts or updates regarding private funding. Director of Public Works/City Engineer Lundeen advised that she and Assistant City Engineer received notice mid-last week that the bipartisan infrastructure law has been expanded to provide additional Transportation Alternatives Program (TAP) Grant funding. Pursuit of the TAP Grant would make the current proposal null and void. The deadline for the TAP Grant application is March 24, 2023, which could be met. It will be acted upon in a meeting in late April or early May and it is expected that funding would be available for all four years, covered by the solicitation. Lundeen did caution the Board that if they do not receive the grant funding, she is not sure the consultant will wait for them to vet through the process, however it doesn't mean the group could not reissue the RFP later. Commissioner Wade asked if the grant was for a specific dollar amount. Lundeen advised that the dollar amount would depend on available funding and the application will need to include an estimated project amount. She further stated that it is typically an 80/20 cost share based on the project amount. Further discussion ensued, considering all options. Chair Azinger asked for a motion.

Motion to table the Master Plan & to apply for TAP Grant funding

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Commissioner Maciolek
SECONDED BY: Commissioner Wade

AYES: Maciolek, Azinger, Heinritz, Liegeois, Wade

5. Other Business

Chair Azinger asked if there was any other business. Commissioner Heinritz commented on Thiensville's position regarding the Master Plan proposal. He expressed that Thiensville had confusion over the cost and what they were actually getting for the money. No staff was at the meeting to speak on it and the Committee didn't take action, so it isn't dead. Heinritz said another factor is the River Road improvement.

Commissioner Maciolek asked if anything else, such as Highland Road, should be considered for the TAP Grant. Director of Public Works/City Engineer Lundeen advised that since it is already in the agenda packet for Tuesday's Common Council meeting, it would take something from the floor to bring the TAP grant information in.

Commissioner Liegeois pointed out that the 2010-2030 study, as well as the maps packet dated 2/24/17 are not on the Village of Thiensville's website. He was advised that Director of Community Services/Public Works Andy LaFond would need to be contacted. It was verified that these documents are available on the City of Mequon's website.

6. Adjourn

Motion to Adjourn at 9:45 a.m.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Commissioner Maciolek
SECONDED BY: Commissioner Heinritz

AYES: Maciolek, Azinger, Heinritz, Liegeois, Wade

Respectfully Submitted,

Kris Leach



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Office of Joint Mequon-Thiensville Bike and Pedestrian Way Commission

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: March 16, 2023
SUBJECT: M-T Trails Updates on Highland Road Off-Road Path

Background

The Mequon-Thiensville Bike and Pedestrian Way Commission requested that a discussion item be created for general updates and discussion from Lori Lorenz of the MT Trails Foundation, Inc.

Analysis

The M-T Trails Foundation gave an update at Committee of the Whole (COTW) meeting on March 14, 2023. Please find attached the staff memo and package submitted by MT Trails Foundation, Inc. As the Bikeway packet was published prior to the COTW meeting, a verbal update will be provided at the meeting.

Fiscal Impact

The MT Trails Foundation, Inc. is accepting financial responsibility for the design, construction and long term maintenance of the proposed path.

Recommendation

The COTW will be providing recommendations for terms and conditions to be included in the agreement for the proposed trail. If the Commission has recommendations beyond those identified at the COTW, they may be contributed at the meeting for inclusion in the future document.

Attachments:

COTW Memo - Tuesday, March 14, 2023 (PDF)

MT Trails Foundation Highland Road Bike Spur Informational Packet 031423 (PDF)



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Office of Engineering

TO: Committee of the Whole
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 14, 2023
SUBJECT: Status Update Concerning the MT Trails Foundation's Proposal to Install an Off-Road Bicycle and Pedestrian Path Along Highland Road Between Rotary Park and the Ozaukee Interurban Trail

Background

In March 2022, MT Trails Foundation, Inc. appeared before the Common Council requesting that the City of Mequon provide a resolution in support of an application for a Transportation Alternatives Program (TAP) grant for construction of an off-road bicycle path connecting the Ozaukee Interurban Trail (OIT) to Rotary Park on Highland Road. The resolution of support was approved.

MT Trails Foundation, Inc. was awarded the TAP grant and is preparing to move forward with the project. The next steps for the foundation are to select a design consultant and execute the State/Municipal Agreement for the project. As noted in the attached packet, construction is planned for August 2024.

This item is intended to provide a project status update and outline how the project will proceed, as well as outlining the requirements for constructing the off-road path within the City's right-of-way.

At the time of application, City staff outlined a number of concerns with the project, but ultimately supported the application. Those concerns included:

- Execution of an agreement outlining the terms and conditions for constructing the path within the City's right-of-way.
- Long-term financial obligations for the City to maintain the 1.5-mile off-road path.
- City administration of the TAP grant.
- The off-road path was not identified by the Joint Mequon-Thiensville Bike and Pedestrian Way Commission. Further, the Commission's request for bicycle facilities was met with the installation of paved shoulders when Highland Road was reconstructed.
- An off-road path would be redundant infrastructure where other corridors are still lacking any bicycle/pedestrian accommodations.
- The need for such a path has not been identified through data gathering or provided through analysis.
- Numerous concerns with the feasibility of construction.
- The Common Council would need to address the operation, maintenance and future replacement of the path. Unless funding was increased, the project would also result in a competing request for bicycle/pedestrian funding.

In the year since the resolution of support was approved, the foundation has worked with adjacent property owners, an engineer and the Wisconsin Department of Transportation

(WisDOT) to refine the project scope and vet through some of the initial design considerations. The following information was provided to address some of the concerns outlined by staff. Please see the attached package and note:

- WisDOT will allow MT Trails Foundation, Inc. to be the local sponsor for the project. Therefore, the City has no financial participation in the project, and MT Trails Foundation, Inc. will be the executor of all grants and contracts.
- MT Trails Foundation, Inc. has committed to being the long-term financial support for the operation and maintenance of the path.
- One of the visions for the foundation includes: Aligning with the goals of the Joint Mequon-Thiensville Bike and Pedestrian Way Commission and working with the Commission to support its plans for off road paths.
- The foundation committed to entering into an agreement with the City for the off-road path.

Analysis

MT Trails Foundation, Inc. is appearing before the Committee of the Whole (COTW) with a project status update. While no formal action is requested for this agenda item, City staff requests that the COTW identify any additional terms and conditions that should be included in the future agreement. At a minimum, staff recommends consideration of the following terms and conditions:

- Reiteration of the requirement for the improvements to meet the City's Standard Specifications for Land Development.
- Specification of no financial commitment from the City for design, construction, operation and maintenance, or future replacement.
- Requirement that if a signalized beacon is approved for the crossing, it be installed to be self-sustaining, including the energy source (i.e., solar powered) and that MT Trails Foundation, Inc. is financially responsible for repair and replacement of the beacon, consistent with other requirements for private infrastructure within the right-of-way.
- Right-of-way waiver, indemnifying the City for any damage to the path and requiring that the MT Trails Foundation, Inc. be responsible for any repair or replacement costs. This is consistent with requirements for other private infrastructure within the right-of-way, such as subdivision monument signs, irrigation systems, dog fencing, etc.
- That MT Trails Foundation, Inc. does not enter into construction contracts or execute the State/Municipal Agreement until the agreement with the City is approved.

Staff also requests that the foundation truly consider the best way to support the Joint Mequon-Thiensville Bike and Pedestrian Way Commission, or at least ensure that the two entities are not competing with respect to similarly or separately identified projects. The purpose of the commission is to complete much of what is outlined in the goals and vision statement for MT Trails Foundation, Inc. Staff is concerned that some of the foundation's initiatives may distract from the momentum of the Commission and confuse the public as to who is representing the goals and objectives for bicycle and pedestrian advocacy within Mequon and Thiensville.

If both groups are claiming to represent "Mequon and Thiensville", it may be difficult for the public to understand which group is supported by the goals and objectives of the City and the Village, especially as it relates to infrastructure within the public realm. While the Commission may appreciate financial support towards completing the vision outlined in the upcoming update to its 2030 Master Plan, having two groups working apart from other for funding opportunities

and/or duplicating or negating either group's vision for the future defeats the ultimate goal of providing safe bicycle and pedestrian facilities. MT Trails Foundation, Inc. is representing an intent to construct a 20+ mile loop around the community with "spokes" connecting to the loop. However, this vision has neither been presented to the Mequon-Thiensville Bike and Pedestrian Way Commission nor the Common Council/City for approval.

Fiscal Impact

In accordance with the City's financial policies, the M-T Trails Foundation, Inc. would be subject to an agreement which would identify and define the terms and conditions associated with the infrastructure.

As outlined in the attached packet, MT Trails Foundation, Inc. will be financially responsible for the design, construction and operation and maintenance of the path. Staff recommends that the terms and conditions also address reconstruction.

Recommendation

Staff recommends that the COTW provide feedback on the terms and conditions for such a proposed agreement, prior to it being placed on a future agenda for consideration.

Attachments:

MT Trails Foundation Highland Road Bike Spur Informational Packet (PDF)



MT Trails Foundation, Inc. Highland Road Bike Spur Informational Packet

March 14, 2023

MT Trails Foundation, Inc Background and Vision

MT Trails Foundation, Inc (MT Trails) is a 501(c)(3) non-profit organization formed in 2022 after initially being conceived in 2021 by a group of citizens in the Mequon-Thiensville community. MT Trails is an all-volunteer group led by our current board of directors.

Two key goals in the MT Trails Foundation by-laws are:

- To develop and support a system of family-friendly bicycling and walking connecting off road trails throughout the Mequon and Thiensville communities.
- To provide non-motorized alternatives for transportation, recreation, personal health and well-being.

To achieve these goals, MT Trails Foundation vision is:

1. Focusing on creation of specifically off-road shared-use trails for health, recreation and safety, including securing contractors for surveys, feasibility and cost estimates, solicitation of bids, and through ultimately breaking ground and the creation, completion and maintenance of the trails themselves.
2. Connecting more of the community to the Ozaukee Interurban Trail.
3. Working toward a vision of a 20+ mile loop around the community with “spokes” connecting to the loop.
4. Creating pedestrian and bicycle friendly connections between green spaces in the community.
5. Creating pedestrian and bicycle access between subdivisions and businesses in the community.
6. Aligning with the goals of the Joint Mequon-Thiensville Bike and Pedestrian Way Commission and working with the Commission to support their plans for off road paths.
7. Ensuring that each portion of the project has utility in and of itself, serving a specific purpose.
8. Funding bike racks so that bikes can be securely locked while riders take to the pedestrian only trails, frequent local businesses and enjoy the many area parks.
9. Maintaining a fund for maintenance involving our projects that is not funded through other means, to ensure proper upkeep.



MT Trails Foundation, Inc. Highland Road Bike Spur Informational Packet

March 14, 2023

MT Trails Foundation, Inc Background and Vision

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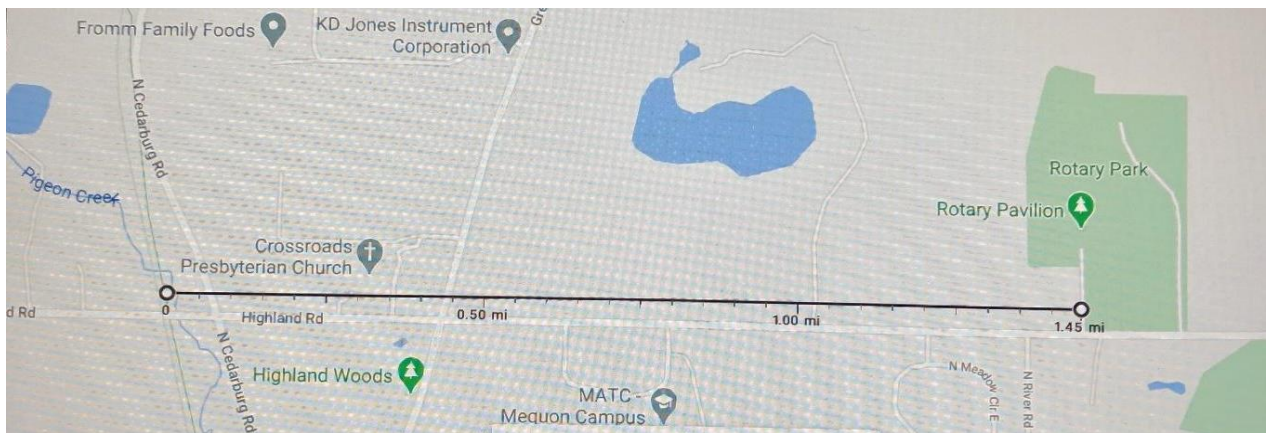
1. Focusing on creation of specifically off-road shared-use trails for health, recreation and safety, including securing contractors for surveys, feasibility and cost estimates, solicitation of bids, and through ultimately breaking ground and the creation, completion and maintenance of the trails themselves.
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4. Creating pedestrian and bicycle friendly connections between green spaces in the community.
5. Creating pedestrian and bicycle access between subdivisions and businesses in the community.
6. Aligning with the goals of the Joint Mequon-Thiensville Bike and Pedestrian Way Commission and working with the Commission to support their plans for off road paths.
7. Ensuring that each portion of the project has utility in and of itself, serving a specific purpose.
8. Funding bike racks so that bikes can be securely locked while riders take to the pedestrian only trails, frequent local businesses and enjoy the many area parks.
9. Maintaining a fund for maintenance involving our projects that is not funded through other means, to ensure proper upkeep.

Efforts to date include:

1. Created community awareness and support with our MT Trails Foundation pop-up tent/table staffed by committee members and volunteers. In 2021 the committee obtained letters of support from all facets of the community (Exhibit B). In 2022, MT Trails volunteers interfaced with the community at 12 community events utilizing 80 volunteer hours.
2. Sought input from the community regarding desires for trail placement. This work was begun with questionnaires distributed at our informative pop-up tables throughout 2022, and plans are being discussed to involve the presidents of the Home Owner's Associations (HOA's) of the numerous subdivisions in the community.
3. Sought funding for the creation of the Highland Road Bike Spur through grants and donations, including receiving a Federal Transportation Alternatives Program grant on 8/30/22 for \$988,000 as supported by the City of Mequon per resolution #3926 on March 8, 2022 (Exhibit C).
4. Developed an informational website for transparency. See www.mcfgives.org/bikepath/
5. Established our relationship with the Mequon-Thiensville Community Foundation (MTCF) to fund raise and collect donations in a Bike Path Restricted Fund and to hold related endowment maintenance funds. MTCF has been in the community since 1999 and is a significant supporter of enhancing the quality of life in Mequon and Thiensville, including the City of Mequon Police Department, Fire Department, K-9 Unit, Library, Parks and Recreation and Historical sites.
6. Formed a mutually supportive relationship with city and village government, community, business and citizen stakeholders as well as the Joint Mequon-Thiensville Bike and Pedestrian Way Commission.
7. Initiated Phase 1 of our Highland Road Bike/Pedestrian spur, including hiring an architectural firm to complete topographical surveys, wetland delineations, and path alignments for both sides of Highland Road, talking with significant landowners and the city of Mequon as to the best location and to raise significant funds through government grants and private donations.



Highland Road Bike/Pedestrian Spur



MT Trails' first project is to create a safe, off road two directional shared use 10 ft wide paved bike/pedestrian spur for approximately 1.5 miles on the north side of Highland Road from Rotary Park going west to Cedarburg Road. This will connect families and children on the Ozaukee Interurban Trail (OIT) to Rotary Park, one of our most active City parks. This also allows safer access for bikers and pedestrians to the Town Centers of Mequon and Thiensville. The paved spur is to be designed to be top quality, lasting 20 years, and 10 feet wide minimum to meet two directional standards. A 60% CADD design has been designed and revised after discussions with significant landowners. It is attached as Exhibit A. A final 100% design will be completed in conjunction with the Federal TAP grant, with design contract to be consummated by June 30th, 2023. Construction is to be consummated by August 30, 2024.

Following are the anticipated costs and funding of the project:

HIGHLAND BIKE/PEDESTRIAN SPUR COSTS*

Design	\$ 155,000
Construction	1,233,000
WisDot review	25,000
Endowment**	100,000
Total Anticipated Costs	\$ 1,513,000

FUNDING

Federal TAP Grant ***	988,000
Private donations to date	100,000
Planned fundraisers in 2023	425,000
Total Planned Funding	\$ 1,513,000

*Estimated Costs as of July 2022 60% Plan design

**Endowment held in a Mequon-Thiensville Community Foundation restricted fund to cover maintenance and snow removal for minimum of 10 years or longer

***Federal Government Transportation Alternative Program Grant received 8/30/22

Per the WisDOT State Municipal Agreement, which governs the TAP grant for this project, the project is the sole responsibility of the MT Trails Foundation and will not need the services of the City of Mequon. As such, MT Trails Foundation, Inc. will send out the request for proposal (RFP) for design architects per the TAP grant guidelines in March 2023 to consummate final design work by June 30, 2023. Once a 100% plan is received, MT Trails will come to the City for approval before proceeding to the construction phase, to be consummated by August 30, 2024.

Things to note:

- This spur will be a private path within the City of Mequon's right of way which will be completely funded at no cost to the City of Mequon, as will be outlined in a dedication agreement between MT Trails Foundation, Inc and the City of Mequon.
- MT Trails will be responsible for maintenance and snow removal of the spur through a designated endowment for a minimum of 10 years, at which time the Endowment will be assessed and future funding determined.
- This spur is in alignment with the Joint Mequon/Thiensville Bike Pedestrian Way Commission plans.

Sincerely,

Board of Directors on Behalf of MT Trails Foundation

Christopher Doughty, President

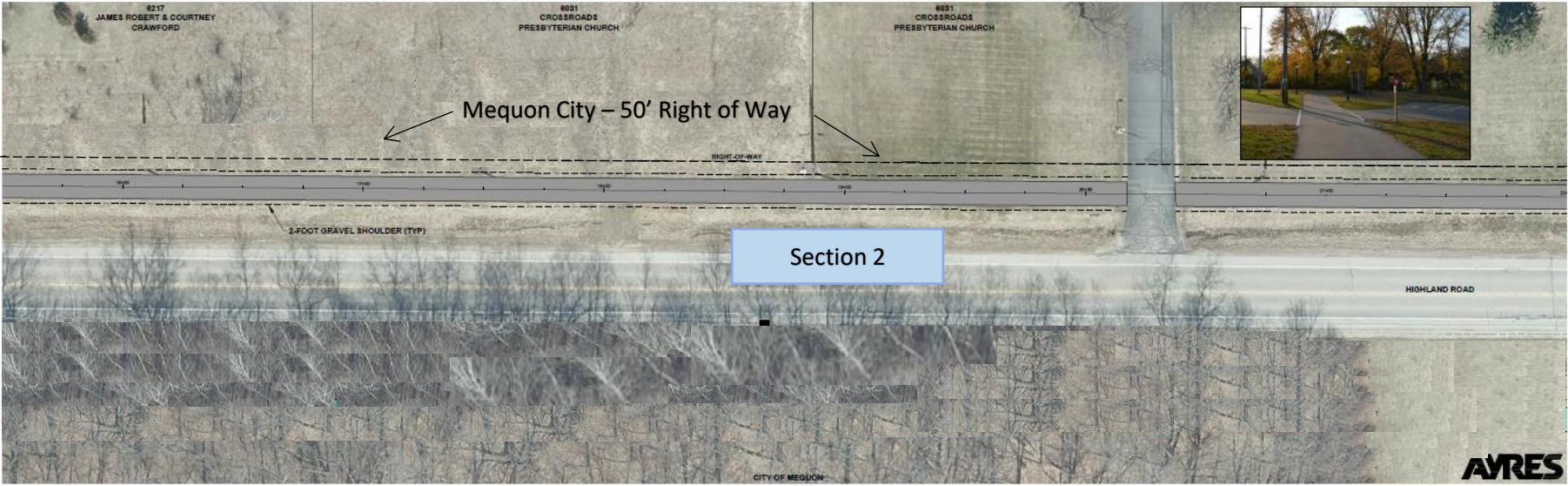
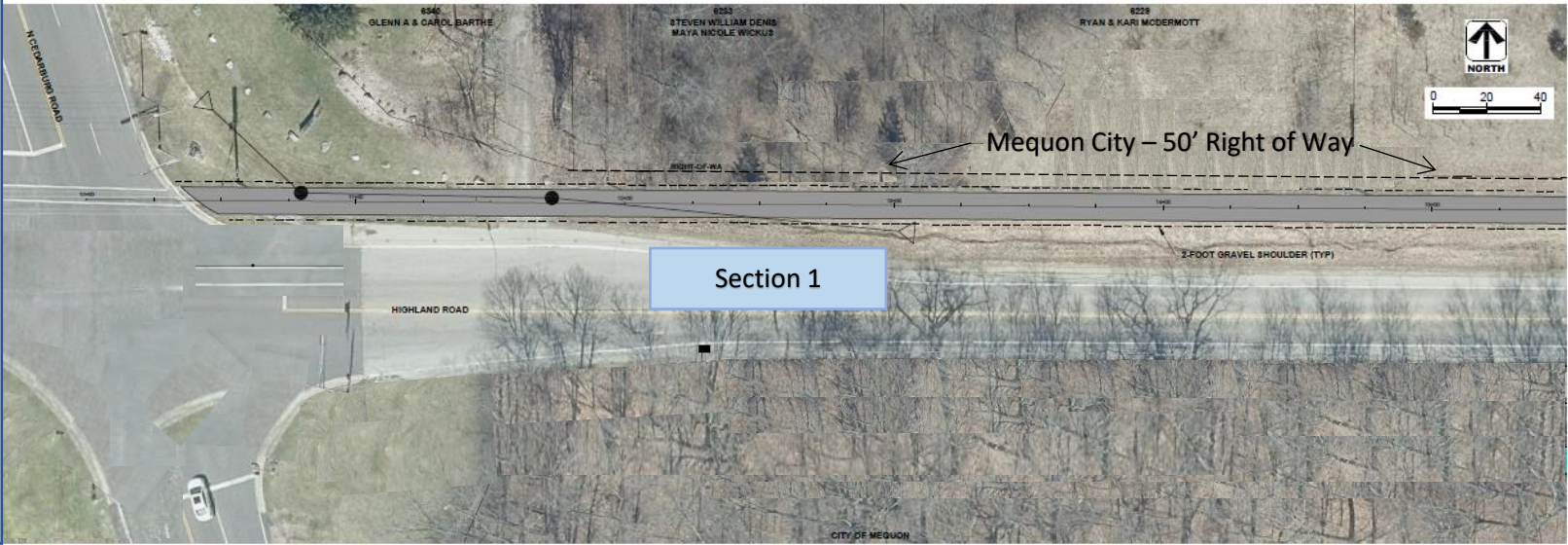
Sam Azinger, Vice President

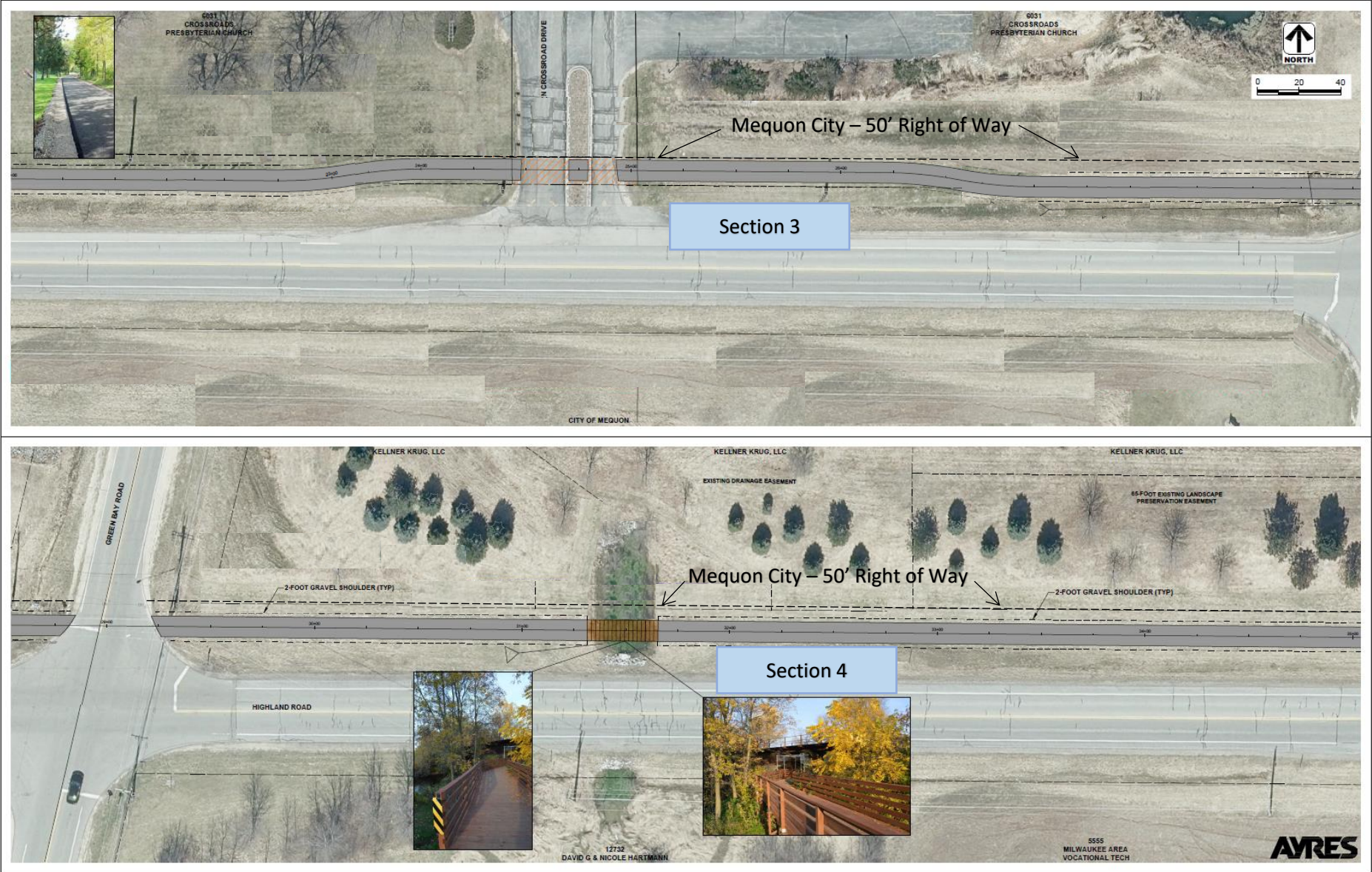
Lori Lorenz, Sect/Treasurer

"Not every community has trails for people to easily and safely access—yet. According to the CDC, however, this is a priority: "access to safe places to play and walk, such as parks, safe streets, trails, and greenways, is important for physical activity. It is also important to be able to safely and easily walk, bike, or take transit to everyday destinations such as homes, workplaces, schools, parks, health care, and food outlets." By getting outside and using the trails where you live, you can help demonstrate the value of trails and grow appreciation for them, signaling the need to create and connect more trails in more communities."

--Rails to Trails Conservancy February 2023

MT Trails – North Side Highland
Pedestrian/Bike Path













**M-T Trails Foundation, Inc.
Highland Road Bike/Pedestrian Spur
Quotes and Letters of Support for the project**

Chair of Mequon/Thiensville Bike/Pedestrian Way Committee, resident and Rotarian: Sam Azinger -- *"Rotary Park is one of the many gems in our community. As a parent of small children, accessing our community on foot or on bicycles is important to keep our kids safe and to encourage healthy lifestyles for generations to come. An off road path connecting the Ozaukee Interurban Trail and Rotary Park would not only provide a safe route for families to access Rotary Park, but would also connect people in North Mequon to the Town Center District and Thiensville businesses."*

Employee who walks Rotary park and rides OIT: Lisa Sheridan, Director of Client Operations, Gentian Financial *"I walk almost daily during my lunch hour from the Gentian Building over to Rotary Park and the Wooded trail. In fact, my total walk is 3 miles in 55 mins and part of that I have to walk on the side of the road on Highland Rd to get there. The path would be such a major improvement as I would not feel like I am about to get killed or have to be on constant alert for cars from both ways not seeing me. I also bike after work sometimes too and use the Interurban bike trail path but do NOT feel at all comfortable riding a bike on Highland Rd to get to the path. Having the path would be such an added benefit."*

Gathering on the Green Executive Director: Rob Kos: *"For decades Gathering on the Green has put on our flagship event in Rotary Park. The park is a jewel in our community and we love showing it off to those who come to our events. The possibility of a bike path that would connect Rotary Park to the Ozaukee Interurban Trail is a dream come true. It would enable many more people to safely discover and explore the fantastic asset of our park."*

Principal of Christ Alone Lutheran School in Thiensville, Paul Berger: *"Christ Alone Lutheran School sees the Ozaukee Interurban Trail as an asset for teaching our students about healthy living. Because it is located on the western edge of our property, we have easy access to it. We use the trail annually for our Run/Walk benefiting Juvenile Diabetes Research Foundation. We see the potential of using the trail for teaching about biking. Having the trail connect to Rotary Park would give a great destination and turn around point for our trips"*

Mequon Police Chief, Patrick Pryor: *"The Police Dept supports the creation of defining a space for bicyclists to ride and pedestrians to walk, to foster a safer environment for the traveling motorists and bicycles."*

Head coach of Homestead Highlanders Cross Country, Jay Fuller: *"Something additional like this path would definitely lure our cross country runners over there!"*

Project Manager for Route of the Badger and Rails to Trails Conservancy, Willie Karidis: *"The Rotary Park connection to the Ozaukee Interurban Trail along the north side of Highland Road is a game changing project for the City of Mequon. This forward thinking trail project will provide a seamless connection for all ages and abilities providing safe access where none had existed before to both of these important landmarks."*

17 year resident of Mequon, Founder of Gentian Financial (on Highland Road), Chris Doughty—*"While living in the Ville Du Parc Subdivision, we have experienced several unfortunate incidents in which pedestrians have been hurt or worse yet lost their lives traveling on Highland road. I often hear families with small children tell us that they do not walk or bike on or near Highland Road due to the high rate of speed and distracted driving that occurs today. One such instance occurred while I was driving along a busy artery near Freistadt and Green Bay Road in Thiensville Wisconsin and we noticed a family of 3 trying to get to the Ozaukee Interurban Trail on their bikes to go to the Mequon Public Market. While driving behind the family, the child lost control of his bicycle and ended up in the MIDDLE of the road. If I had proceeded to pass them (as other vehicles had) that child would be seriously hurt or dead. In another instance there was a father of a resident standing in front of his mailbox on Highland Road to get the mail. It was late in the afternoon and the car did not see him and, in front of his granddaughter, he was killed instantly. I own the building on the corner of Highland and River Road (Gentian Financial) and can see the traffic that speeds along the road. Often much faster than the limit. In a growing, younger suburb, a trail that connects the parks and the existing infrastructure (IUT) would be a very valuable community resource."*



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Mayor John M. Wirth
mayor@ci.mequon.wi.us
2632-236-2944

January 28, 2022

Ladies and Gentlemen:

I am writing in support of the grant request of M-T Trails Foundation.

Mequon has a unique interest in bike paths and pedestrian ways. Paths are good in all communities. However, with over 46 square miles and a population of only about 25,000 people, people in Mequon are unusually spread out. Paths create connections and help build community.

Moreover, as a result of our low density, we have far fewer neighborhood streets that connect areas. Instead, bicyclists and pedestrians use arterial streets and highways to get from place to place. These higher traffic streets are often unsafe for bicyclists and pedestrians, including families with children. Paths resolve the safety concerns of those streets.

The M-T Trails Foundation hopes to first build a path along Highland Road, connecting the Ozaukee Interurban Trail with Rotary Park, Mequon's largest active park. Considering that the Ozaukee Interurban Trail bisects Mequon and Thiensville, much of the community will be able to take advantage of this connection to get to Rotary Park. Further, the 30-mile Ozaukee Interurban Trail connects Mequon and Thiensville to the rest of Ozaukee County. Therefore, the proposed Rotary Park/Highland Road connection will benefit bicyclists from multiple communities. There are a number of hurdles to get this path built, but a grant would go a long way to assist to make this happen.

I respectfully request that you give the M-T Trails Foundation request your greatest consideration.

Sincerely,

A handwritten signature in blue ink that reads 'John M. Wirth'. Below the signature is the printed name and title.

John M. Wirth
Mayor, City of Mequon

Attachment: MT Trails Foundation Highland Road Bike Spur Informational Packet 031423 (8279 : M-T Trails Updates)

January 27, 2022

Travis Houle
Statewide Local Program Manager
WI Department of Transportation
4822 Madison Yards Way
Madison WI 53705



To Whom it May Concern:

I am pleased to write this letter in support of the Highland Bike and Pedestrian Path project. While bicyclists will undoubtedly enjoy the increased trail-riding opportunities this project would bring to Wisconsin's Lake Michigan coast, the far-reaching enhancements this connection will bring to the area's local economies, tourism industries, and residential health and well-being make this a worthwhile project for our state to invest in.

The Highland Bike and Pedestrian Path would connect the Mequon Rotary Park with the Ozaukee Interurban Trail via a 1.5 mile long paved path. The interconnectivity between Mequon/Thiensville area trails this project would bring is well-supported by community members, law enforcement, local advocates, and affected homeowners. I have been impressed by the dedication these motivated stakeholders have to getting this project completed and am confident that with proper funding, the project will be a success.

The importance of trails for our Wisconsin communities cannot be understated. While the obvious impacts of increased community recreation opportunities are clear, trails do so much more for the communities they serve, including bettering public health, increasing economic and transportation benefits, enhancing environmental and conservation efforts, and even establishing a sense of identity within the community. By investing in trails, we invest in our residents, our communities, and our state.

The Highland Bike and Pedestrian Path will serve as a great opportunity for interconnectivity throughout southeast Wisconsin. I offer my full support for the project and will happily work to advocate on behalf of this important community connection.

Sincerely,

Kirsten Finn, Executive Director
Wisconsin Bike Federation
187 E. Becher St.
Milwaukee, WI 53207

EXHIBIT C

COMMON COUNCIL
OF THE
CITY OF MEQUON

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

RECITALS

A. M-T Trails Foundation, Inc. applied for a Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program (TAP) Project grant (Grant).

B. The Grant requires the City to pass a local resolution of support for the proposed project, executed by a governing body that has the authority to make financial commitment on behalf of the project sponsor.

C. The Grant application terms requires a resolution will be required for an application to be eligible, which means a copy of the resolution should be submitted to the Region Local Program Manager no later than 5:00 PM April 18, 2022.

D. The City has no financial responsibility for the project.

E. If the Grant is awarded, M-T Trails Foundation, Inc. and the City of Mequon will enter into a Memorandum of Understanding (MOU) and/or Donation Agreement to provide a framework for administrating the Grant and to provide an understanding about M-T Trails Foundation, Inc.'s commitment to provide matching funds for the Grant.

F. M-T Trails Foundation, Inc. will provide all required project sponsor match funds and any additional project costs not covered under the Grant agreement and the MOU/Donation Agreement.

G. If intended to be dedicated to the City as a public off road path, the design must adhere to the Standard Specifications for Land Development, current edition and meet ADA requirements.

H. If ultimately dedicated to the City, the M-T Trails Foundation, Inc. acknowledges that the City will establish the terms and conditions for the operation and maintenance of the path, including snow removal and future replacement, as defined in the Donation Agreement.

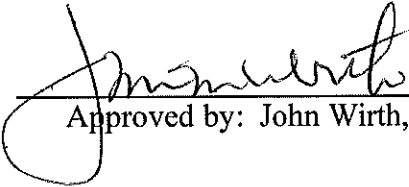
BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that:

1. This resolution shall serve as the resolution required for the application to be eligible for the WisDOT TAP grant.

2. Following the grant award, the M-T Trails Foundation, Inc. shall populate the Donation Agreement template document and work with staff for a recommendation for further Common Council consideration and approval.

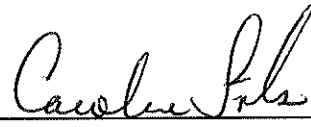
3. The Common Council will act on the Donation Agreement, including review and approval of the terms and conditions, at a future meeting in accordance with the City's Financial Policies.

4. The Mayor and City Clerk are authorized and directed to execute any necessary documentation to effectuate the purposes of this resolution subject to review and approval of the City Attorney.


Approved by: John Wirth, Mayor

Date Approved: March 8, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 8, 2022.


Caroline Fochs, City Clerk



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Joint Mequon-Thiensville Bike and Pedestrian Way Commission

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: March 16, 2023
SUBJECT: Master Plan Scope of Services: Scope Review

Background

City staff intends to apply for grant funding through the WisDOT Transportation Alternatives Program (TAP) to fund a portion of the Mequon-Thiensville Bikeway Master Plan development as directed by the Bikeway Commission. This item is intended to review the scope of services for the RFP as well as evaluate the need for any additional tasks.

Analysis

This agenda item specifically addresses the full scope of services for the RFP.

Fiscal Impact

If issued as an RFP, the consultant costs would be evaluated and recommended to the Public Works Committee and Common Council for funding. There is no fiscal impact to open the RFP.

Recommendation

Staff recommends that the Commission review and comment on the scope of services for the master plan update if needed. If the Commission thinks any additional tasks should be added, it should be discussed. If technology allows, the document will be updated during the meeting.

Attachments:

2022-10-18 Joint M-T BikePed Way Commission Master Plan RFP (PDF)



**REQUEST FOR PROPOSAL
JOINT MEQUON-THIENSVILLE BIKE & PEDESTRIAN WAY COMMISSION**

JOINT MEQUON-THIENSVILLE BIKE & PEDESTRIAN WAY COMMISSION MASTER PLAN

The Joint Mequon-Thiensville Bike & Pedestrian Way Commission is seeking proposals from a select group of qualified consultants for the preparation of an update to 2010 to 2030 Recommendations.

Scope of Services:

Section 2, Division 11 of the City of Mequon Code of Ordinances governs the Joint Mequon-Thiensville Bike and Pedestrian Way Commission. The purpose of the commission is to advise the City of Mequon Common Council and the Village of Thiensville Village Board regarding the creation of, revisions to and implementation of a city and/or village-wide master plan for bike and pedestrian ways and trails accessible to bicyclists, pedestrians and participants in other silent sports.

In 2014, the City of Mequon and Village of Thiensville approved the 2010-2030 Recommendations document. Since 2014, the City of Mequon and Village of Thiensville have evolved, the demographics and population have changed, as have the needs of the pedestrians and bicyclists. The plan requires review for the existing needs of the various users, a projection of the needs for the future users, and identification of the projects associated with both.

The scope of the master plan exceeds the constraints of the volunteer commission. At a minimum, planning services should include the following items: review, update, revise, and bring new ideas for consideration of innovative new trends. The consultant should feel free to expand items as necessary in preparing the proposal. The scope generally follows the WisDOT *Wisconsin Bicycle Planning Guidance* document.

The Commission is a joint commission containing commissioners from both the City of Mequon and the Village of Thiensville (the Owner(s)). The proposal will be separated into two “project areas” since approvals for award are performed separately. Tasks will potentially be awarded for either the City of Mequon, the Village of Thiensville, or both.

Task 1 – Inventory Roadway Characteristics, Bike and Pedestrian way Conditions, Bicycle Use, and Crashes

The City of Mequon and Village of Thiensville inventory of bicycle and pedestrian infrastructure is incomplete and outdated. As a part of this task, the existing sidewalk, on road bicycle accommodations, off road paths and trails shall be documented for inclusion in GIS format (ESRI compatible). The attribute tables associated with each data set shall be defined by the Owner and populated by the consultant. The inventory shall include both publicly owned infrastructure and private infrastructure with public access and private infrastructure.

Where appropriate, complete facility use surveys identifying the number of users utilizing the existing infrastructure. Request reports for the previous 5 years regarding bicycle or pedestrian crashes or

incidents from the Police Departments. Use this information in Task 2 and to make recommendations in Tasks 3 to 9.

Task 2 – Community Assessment

Complete a review of the inventory and identify both existing needs and project future needs based upon development and population growth. At a minimum, the task should include:

- Review existing legislation and documents governing requirements for pedestrian and bicycle users. Examples include but are not limited to: City of Mequon or Thiensville Code of Ordinances, Zoning Code, Zoning and Land Use Plan, Park and Open Space Plan and previous studies including the 2010-2030 Recommendations document.
- Include the results of previous surveys, which will be provided by the City or Village.
- Identification of safety concerns or issues within the existing inventory.
- Identification of industry standards that are not met by the existing legislation and documents.
- Identification of locations for interconnectivity or extension.
- Identification of redundancy where facilities should be eliminated.
- Identification of underutilized facilities and make recommendations for their life cycle.
- Classification of users to include E-bikes, rental bikes and electric scooters
- Identify any regulatory barriers in ordinances and City of Mequon Standard Specifications for Land Development to support of bicycle and pedestrian facilities.

Task 3 – Assist the Commission in Updating the Vision, Goals, Objectives, and Policies

Efforts to update the existing plan include, but are not limited to the following:

- Attend a kickoff meeting at the 1/12/2023 Joint Mequon-Thiensville Bike & Pedestrian Way Commission meeting.
- Compile feedback regarding the existing plan from the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and City Staff to utilize for the updated document and to serve as the Citizen Committee Public Input.
- Utilize user group surveys previously conducted by the Joint Mequon-Thiensville Bike & Pedestrian Way Commission to serve as the Informal Public Input.
- Provide standardized survey questions for an online resident survey platform to serve as the Needs Assessment Survey Public Input. Survey questions shall be provided first in draft form to be approved by the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and ultimately established in an online resident survey platform (i.e. SurveyMonkey) which includes analysis capabilities. Include question(s) on survey for identifying locations where facilities may have unsafe facilities but do not necessarily have a crash history.
- Work with the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and Owner(s) to either update the existing plan or generate new goals and objectives which are specific, measurable, achievable, results-focused, and time-bound.
- Update the existing document, dated January 2014, or create a new document in conformance with the Wisconsin Bicycle Planning Guidance document published by the Wisconsin Department of Transportation.
- In the document update, streamline the format of the document to eliminate duplicity, consolidate information, and provide an easy to read, user-friendly plan.
- Present a draft document in a Public Meeting and subsequently to the Joint Mequon-Thiensville Bike & Pedestrian Way Commission to serve as the Public Meetings and Workshop Public Input.
- Attend Commission meetings as outlined and/or proposed. The Joint Mequon-Thiensville Bike & Pedestrian Way Commission typically meets on the second Thursday of each month.
- Please note that Task 3 will only need to be completed once if the project area contains both the City of Mequon and the Village of Thiensville.

Task 4A – Identify Bicycle Travel Corridors

- Indicate potential high-use travel corridors in the project area considering trip-generating areas
- Plot major trip generating centers such as schools, parks, commercial areas, and major employers
- Connect major trip generating centers with anticipated high use residential areas to indicate travel corridors
- Consider/evaluate connection with the Ozaukee Interurban Trail.
- Incorporate survey information in developing potential high-use travel corridors.

Task 4B – Bicycle and Pedestrian Volume Counts

- Collect bicycle and pedestrian volumetric data to determine volume at useful locations within the study area. The consultant may propose as few or as many locations as they feel are useful to the study. The Ozaukee Interurban Trail should not be counted.
- Incorporate data into developing travel corridors in Task 4A.

Task 5 – Evaluate and Select Specific Route Alternatives and Design Treatments

- Plan bicycle route system through identifying route alternatives and considering and selecting appropriate facility types.
- Identify arterial and collector streets unsuitable for bicycle travel, but that could be improved with additional bicycle and pedestrian facilities with relatively low constraints or ease of implementation. For example, sufficient right-of-way, reduction of tree removal, and low drainage work are considered more advantageous for bicycle and pedestrian facility retrofit locations.
- Planning efforts should cover a 20-year period.

Task 6 – Prepare a Safety Component

- Evaluate historical bicycle and pedestrian crashes or incidents. The evaluation should indicate inadequacies in existing design elements and suggest planning and design changes to the locations where incidents are prevalent.
- Consider locations that may have unsafe facilities but do not necessarily have a crash history.
- Suggest opportunities for community education and enforcement improvements. Identify any regulatory barriers that prevent effective enforcement.
- Specifically indicate how and who should implement safety improvement strategies.

Task 7 – Evaluate the Finished Plan Against Pre-established Planning Criteria and Goals and Objectives

- Prepare an evaluation of the finished plan containing all recommendations and review the plan against the planning criteria and goals and objectives as indicated in previous tasks.
- Create a prioritized list of recommended capital projects. This could include phasing of projects. The recommendations should cover 20 years.

Task 8 – Operation and Maintenance Cost/Benefit Analysis

- Prepare an estimated implementation cost for each recommendation.
- Prepare an estimated operation and maintenance cost for each recommendation.
- Prepare an estimated life cycle cost for each recommendation.
- Recommend potential funding programs from agencies that could apply to implementation of recommended projects.
- Recommend any alternative funding options for capital improvement projects.

Task 9 – Impact Fee Evaluation

- Municipalities may charge impact fees per Wis. Stat. § 66.0617. If awarded, Task 9 would include an impact fee evaluation to determine if an impact fee applies based upon the study results and if so, the calculation of an appropriate impact fee for the City. The review should recommend a value for the fee.
- This task is only applicable to the City of Mequon.

Final Deliverables

- A final deliverable or planning report that documents the results of each task (as outlined in the Scope of Services), and should include high-resolution graphics, images, and maps to illustrate the recommendations and proposed network. The plan should be formatted with applicable subsections, easily searchable, with a logical organization framework. The final plan should be inviting and easy to read by all project stakeholders ranging from policy makers to members of the public. Maps should not be visually cluttered.
- GIS data (ESRI compatible) to coincide with final maps of existing and planned routes and facilities.
- The cost of the final deliverable shall be incidental to the tasks listed.
- Final delivery shall include six (6) bound hard copies, as well as a .pdf version and a compressed file, if required, for posting to the City's website.

Proposal Format

Consultants' proposals should include a brief resume of the firms' qualifications and a copy of a recently completed report in similar format. Proposals shall include an introduction to the project team and qualifications, plan approach, similar projects, proposed schedule, and cost. The cost for each task shall be broken down as provided in the attached format. Costs should be added in lump sum format by task with no reimbursable items.

Owner Reservation

The Owner reserves the right to reject any and all proposals and any or all of the Tasks. The Owner reserves the right to negotiate the terms of the contract, including the award amount and schedule, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the Owner may negotiate a contract with the next preferred Proposer. The proposal request does not commit the Owner to make an award or to pay any costs incurred in the preparation of the proposal. The proposals will become part of the Owner's files and are subject to open record laws.

Clarifications and Revisions

Proposer must examine the RFP documents carefully and before submitting a proposal may request from the City contact person(s) additional information or clarification by 12:00 P.M. CT on 11/7/2022. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error. The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

If questions and comments warrant, the City will hold a placeholder preproposal meeting at 10:30 A.M CT on 11/10/2022.

It is the Proposer's responsibility to assure receipt of all addenda. The City will post any addenda and clarifications online at www.ci.mequon.wi.us under Bids and RFPs. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s). All addenda and clarifications will be posted no later than 11/14/2022.

Proposal Submittal

Consultants must submit their proposals to the City of Mequon Engineering Department by **3:30 P.M. CT on 11/21/2022**. Please provide 8 proposal hard copies and one example report. An electronic version of the proposal and report shall be emailed to engineering@ci.mequon.wi.us. Consultant selection will be based on quality of proposal, qualifications of the design team, proposed schedule, and fee to complete the work. The Owner will interview select consultants as part of the review process. All proposals must remain firm and may not be withdrawn for a period of ninety (90) days after the submittal deadline.

Consultant Interviews

Consultant interviews will be scheduled for 12/13/2022. Please note that not all consultants may be requested to complete an interview. City Staff will contact consultants on 12/8/2022 with their scheduled time slot.

Project Schedule

The schedule shall adhere to the following:

10/18/22	RFP issued
11/7/22	Deadline for RFP questions and clarifications
11/10/22	Pre-Proposal Meeting
11/21/22	Proposals due to City Staff
11/22/22	Proposals provided to review team for scoring
12/6/22	Review Team Proposal Scoring Complete, due to Cole McCraw by 12:00 pm/PM – Schedule Interviews
12/13/22	Consultant Interviews
12/15/22	Final Consultant Selection at Commission Meeting
1/5/22	Commission Recommendation for Contract Award
1/10/23	Contract Award consideration at Mequon Common Council
TBD	Contract Award consideration at Thiensville Village Board
1/11/23	Mequon Notice of Award
1/12/23	Project Kick-off Meeting/Commission Meeting
To be proposed	Issuance of Draft Plan
To be proposed	Commission Review of Draft Plan
To be proposed	Issuance of Final Plan
Fall 2023 unless otherwise proposed	Commission Approval of Final Plan
Council Meeting following Commission Approval	Common Council / Public Works (City of Mequon) Approval of Final Plan
TBD	Village Approval of Final Plan

Thank you for your interest in this project, and feel free to call 262-236-2957 to discuss the scope of work.

Sincerely,



Cole McCraw
Assistant City Engineer

[see cost tabulation on following page]

COST TABULATION			
Task	Description	City of Mequon Cost (Lump Sum)	Village of Thiensville Cost (Lump Sum)
Task 1	Inventory Roadway Characteristics, Bike and Pedestrian way Conditions, Bicycle Use, and Crashes		
Task 2	Community Assessment		
Task 3	Assist the Commission in Updating the Vision, Goals, Objectives, and Policies		
Task 4A	Identify Bicycle Travel Corridors		
Task 4B	Bicycle and Pedestrian Volume Counts		
Task 5	Evaluate and Select Specific Route Alternatives and Design Treatments		
Task 6	Prepare a Safety Component		
Task 7	Evaluate the Finished Plan Against Pre-established Planning Criteria and Goals and Objectives		
Task 8	Operation and Maintenance Cost/Benefit Analysis		
Task 9	Impact Fee Evaluation		N/A
PROJECT TOTALS*			

*The Owners reserve the right to award any number of the above tasks.

References

Wisconsin Department of Transportation. (June 2003). *Wisconsin Bicycle Planning Guidance*. Retrieved from <https://wisconsin.gov/Documents/projects/multimodal/bike/guidance.pdf>