



11333 N. Cedarburg Road
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www.ci.mequon.wi.us

Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Thursday, July 11, 2024

9:00 AM

North Conference Room

Agenda

1. Call to Order, Roll Call

2. Approval of Meeting Minutes

Action requested: review and approve

a. June 13, 2024 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. Joint M-T Bikeway Planning Study Kickoff Meeting

b. Ozaukee County Natural Resources Committee Update Regarding Repaving Ozaukee Interurban Trail and Creation of Multi-use Trail at the Little Menomonee Fish and Wildlife Preserve in Mequon

c. Safety Concerns of the Ozaukee Interurban Trail Alignment near the We Energies Substation and Railroad

5. Other Business

6. Adjourn

Dated:

/s/ Cole McCraw, 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, June 13, 2024

9:00 AM

North Conference Room

Minutes

1. Call to Order, Roll Call

Present:

Chair Kenneth Maciolek
 Commissioner Jim Doornek
 Commissioner Rob Holyoke
 Commissioner Kristin Wade

Absent:

Commissioner Ron Heinritz
 Commissioner John Liegeois

Residents Laura Koch and Sheryl Reed were in attendance, as well as Assistant City Engineer McCraw and Engineering Administrative Assistant Redeker.

2. Approval of Meeting Minutes

a. May 9, 2024 Minutes

RESULT: Approved [Unanimous]

MOVED BY: Commissioner Doornek

SECONDED BY: Commissioner Wade

AYES: Maciolek, Doornek, Holyoke, Wade

Attachment: 06-13-2024_Minutes (9527 : June 13, 2024 Minutes)

3. Resident Communications

Laura Koch discussed the bicycle collision she had on the Ozaukee Interurban Trail on September 1, 2023, including the exact location of the crash and the injuries she sustained. Commissioners discussed possible solutions to make that area safer.

4. Discussion/Action Items

a. Joint M-T Bikeway Community Survey Items

Commissioners came up with three topics for the City to include on the upcoming Community Survey. The three topics suggested were:

1. Willingness to fund extra bike & pedestrian improvements,
2. Feeling safe traveling by bike/foot from home, and
3. Do bike & pedestrian facilities contribute to quality of life?

Commissioner Holyoke made a motion to approve the topics and Commissioner Doornek seconded. The motion passed unanimously.

RESULT: **Approved [Unanimous]**
MOVED BY: Holyoke
SECONDED BY: Commissioner Doornek

AYES: Maciolek, Doornek, Holyoke, Wade

b. Bikeway Planning Study Contract Update

Assistant City Engineer McCraw updated the Commission on the status of the Planning Study Contract. The possibility of a kick off meeting next month was discussed and the Commissioners in attendance all confirmed they would be in attendance.

c. OIT Signage Discussion

Commissioners talked about either having someone from the commission attend a meeting of the Ozaukee Interurban Advisory Committee or come up with some ideas on improving Ozaukee Interurban Trail signage and submitting it to Andrew Struck with Ozaukee County.

5. Other Business

Commissioners will start submitting informational topics for the City of Mequon Weekly Bulletin, including topics regarding where to ride safely and other safety tips. Commissioner Holyoke also advised that the Natural Resources Committee for Ozaukee County recently approved a grant for improving the municipal areas of the Ozaukee Interurban Trail.

6. Adjourn

a. Motion to adjourn at 10:08 AM

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

MOVED BY: Commissioner Wade

SECONDED BY: Commissioner Doornek

AYES: Maciolek, Doornek, Holyoke, Wade

Respectfully Submitted,

Kaye Redeker

Attachment: 06-13-2024_Minutes (9527 : June 13, 2024 Minutes)



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Office of Engineering

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: July 11, 2024
SUBJECT: Joint M-T Bikeway Planning Study Kickoff Meeting

Background

GRAEF will be attending the July Bikeway Commission meeting to hold the kickoff for the planning study. The study agreement was recently signed by the City, GRAEF, and WisDOT.

Analysis

GRAEF prepared the attached agenda for the meeting. For reference, the project timeline is included below.

Report/Meeting Title	Date
Commission Kick-off Meeting	July 11, 2024
Community Online Survey	August 8, 2024
Public Involvement Meeting	September 2024
Draft Planning Report	November 7, 2024
Final Planning Report	December 5, 2024

Fiscal Impact

This project is funded locally and through the WisDOT TAP Grant approved with RES. 4118.

Recommendation

There is no staff recommendation for this item.

Attachments:

2024-07-11 Meeting Agenda - GRAEF (PDF)

The Avenue
 275 West Wisconsin Avenue, Suite 300
 Milwaukee, WI 53203
 414 / 259 1500
 414 / 259 0037 fax
www.graef-usa.com



collaborāte / formulāte / innovāte

SUBJECT: Mequon-Thiensville Bike+Ped Planning Study: Kick-off Meeting Agenda

DATE: July 11, 2024

TIME: 9:00am-10:00am

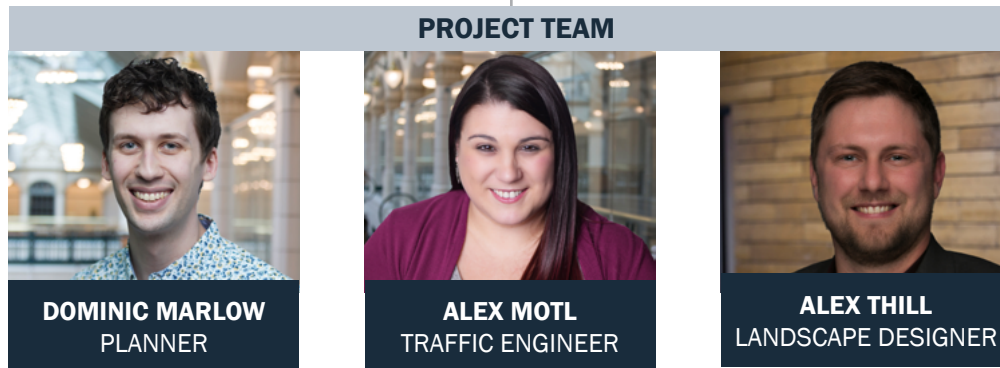
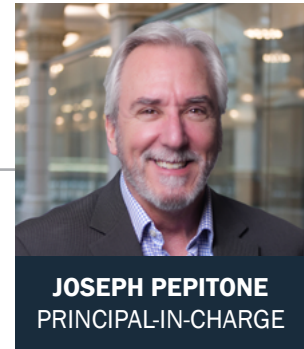
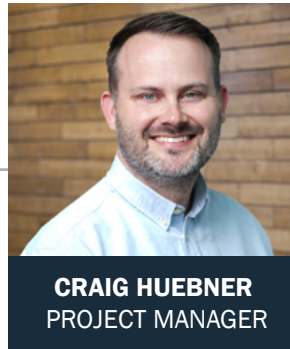
LOCATION: Mequon City Hall

1. Introductions (5 minutes)
 - a. Consultant Team
 - b. Commission Members
 - c. Municipal Staff
2. Project Overview (20 minutes)
 - a. Project Scope and Schedule
 - b. What is the problem we are solving for? What are your concerns?
 - c. Individual goals, desired outcomes, expectations
3. Online Survey (10 minutes)
 - a. Any specific questions that the Commission seeks to ask community?
 - b. Recommended duration for online survey to be open: Aug. 1-22 (3 weeks)
4. Data Requests (5 minutes)
 - a. Existing designated bike facilities and routes (on-street & off-street) (see attached 2019 Mequon CORP exhibit)
 - b. Existing street network map
 - c. Existing roadway capital improvements plans
 - d. Any future roadway, bike, and pedestrian facility design plans within the study area
 - e. Previous studies for bike and pedestrian development
 - f. Any background data regarding existing and future development, safety concerns, community input on bicycle and pedestrian facilities
5. Next Steps/Recap (5 minutes)
 - a. Next Meeting: Aug. 1 or Aug. 8 (Craig out of office the week of Aug. 5)
 - b. GRAEF to share draft survey with Commission/staff by July 19 with comments due to GRAEF by July 26

Attachment: 2024-07-11 Meeting Agenda - GRAEF (9524 : Joint M-T Bikeway Planning Study Kickoff)

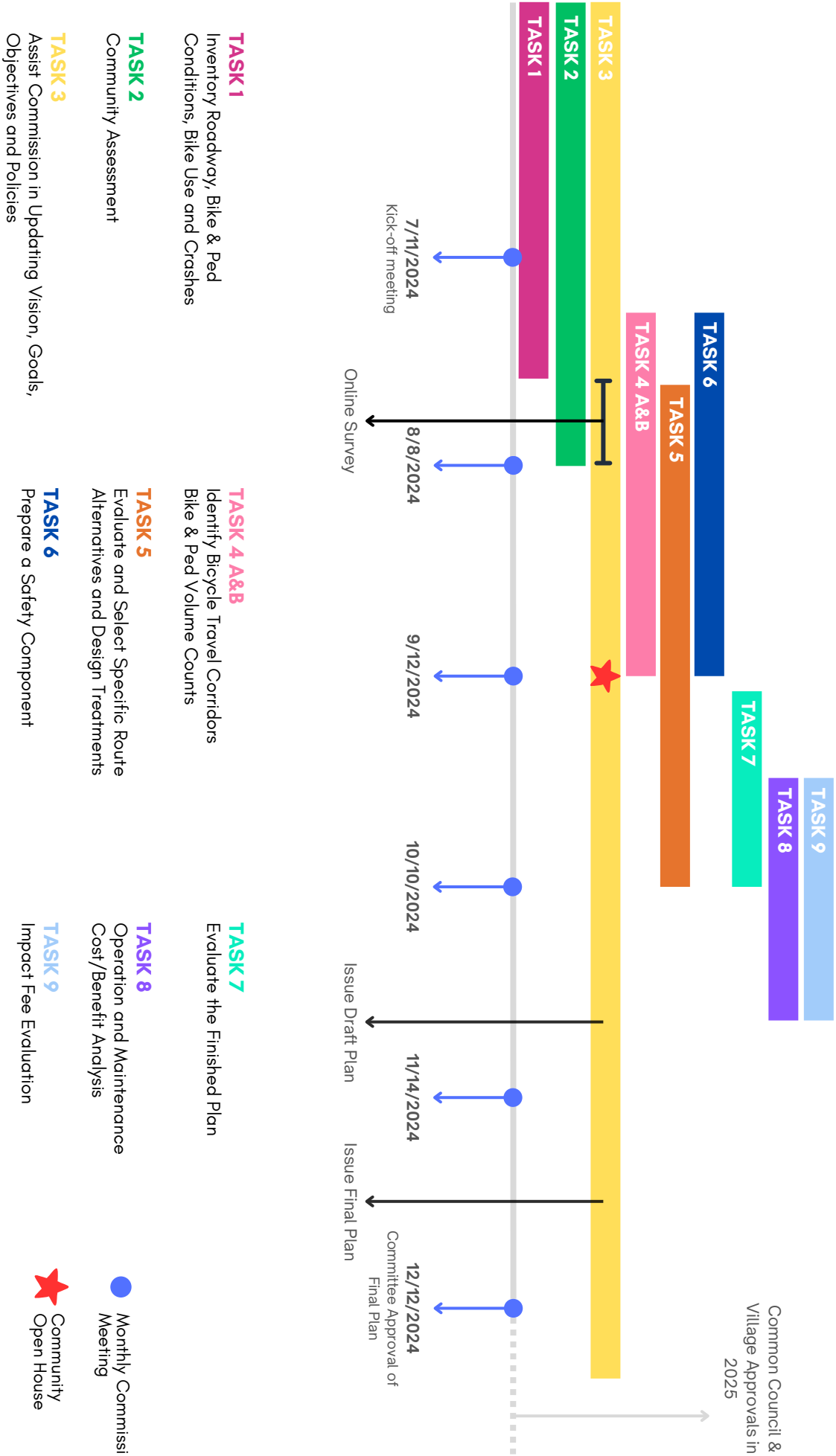
PROJECT TEAM

WE HAVE ASSEMBLED AN EXPERIENCED TEAM OF PLANNERS, DESIGNERS, AND TRAFFIC ENGINEERS WHO ARE PASSIONATE ABOUT INNOVATIONS IN BICYCLE AND PEDESTRIAN PLANNING AND DESIGN.



JOINT MEQUON-THIENSVILLE BIKE & PEDESTRIAN WAY
COMMISSION MASTER PLAN SCHEDULE

JUN JUL AUG SEP OCT NOV DEC



THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/16

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

The following sections are amended to substitute the DEPARTMENT for the MUNICIPALITY.

SCOPE OF SERVICES**A. DESIGN REPORTS**

(1) Request for Exceptions to Design Standards: Not included.

(2) Encroachment Report: Not included.

(3) Other Reports:

Prepare the following engineering reports/analyses as directed by the MUNICIPALITY:

- A Mequon-Thiensville Bike and Pedestrian Master Plan planning report that documents the results of each task as outlined in the Scope of Services.

B. ENVIRONMENTAL DOCUMENTATION: Not Included**C. AGENCY COORDINATION: Not Included****D. RAILROAD/ UTILITY INVOLVEMENTS: Not Included****E. PUBLIC INVOLVEMENT**

(1) Public Involvement Meetings:

- (a) Conduct or assist the MUNICIPALITY in holding one public involvement meeting(s) and introduce the study area and obtain feedback on existing conditions, goals/objectives, and community priorities.

- (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
 - (c) Prepare a summary report after the public involvement meeting(s).
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
 - (e) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (f) Coordinate meeting schedules with the MUNICIPALITY'S representative.
- (2) The CONSULTANT shall conduct one (1) online survey to garner input from the community and serve as the Needs Assessment input method.

F. MEETINGS

- (1) Attend or hold kick-off meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) The CONSULTANT shall attend monthly progress meetings with the Joint Mequon-Thiensville Bike & Pedestrian Way Commission (5 anticipated). Each meeting will include an update on project status.
- (3) The CONSULTANT shall conduct two (2) virtual meetings with Village of Thiensville staff.
- (4) The CONSULTANT shall conduct two (2) virtual meetings with City of Mequon staff.
- (5) The CONSULTANT shall conduct one (1) virtual meeting with Ozaukee County staff.
- (6) The CONSULTANT shall conduct two (2) virtual meeting with neighboring jurisdictions.

G. LOCATING: Not Included

H. SURVEYS: Not Included

I. SOILS AND SUBSURFACE INVESTIGATIONS: Not Included

J. ROAD PLANS: Not Included

K. STRUCTURE PLANS: Not Included**L. PLATS: Not Included****M. HIGHWAY SYSTEM CHANGES: Not Included****N. TRAFFIC**

- (1) Collect bicycle and pedestrian volumetric data to determine volume at useful locations within the study area and incorporate data into identified travel corridors. The CONSULTANT may propose as few or as many locations as they feel are useful to the study (four out of the total eighteen corridors anticipated). The Ozaukee Interurban Trail will not be counted.

O. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

1. Existing designated bike routes (on-street & off-street) in their community.
2. Existing street network map
3. Existing roadway capital improvements plan
4. Any future roadway, bike, and pedestrian facility design plans within the study area
5. Securing PIM location
6. Public meeting notices and advertisements
7. Previous studies for bike and pedestrian development
8. Any background data regarding future development, safety concerns, community input on bicycle and pedestrian facilities

P. MISCELLANEOUS LAND USE STUDIES

1. The CONSULTANT shall conduct two (2) site visits to review field conditions.
2. The CONSULTANT shall create an existing inventory of roadway, bike, and pedestrian facilities in a ESRI GIS-compatible format with data provided by City, Village, and County.
3. The CONSULTANT shall assemble and evaluate both quantitative and qualitative inventory information for both existing needs and potential future accommodations.
4. The CONSULTANT shall assist the Commission in updating the Vision, Goals, Objectives, and Policies of the Plan.
5. The CONSULTANT shall identify bicycle travel corridors.
6. The CONSULTANT shall evaluate and select specific route alternatives and concept-level design treatments.

7. The CONSULTANT shall conduct safety audit of historical bicycle and pedestrian crashes or incidents.
8. The CONSULTANT shall create a phasing plan inclusive of “priority corridor segments” and all recommended bike/ped facilities.
9. The CONSULTANT shall provide preliminary capital and ongoing maintenance cost ranges for recommended bike and pedestrian facility types (not including ROW or property acquisitions).
10. The CONSULTANT shall perform an impact fee evaluation for City of Mequon.

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT’S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by July 1, 2024.
(Date)

Report Title	Date
Commission Kick-off Meeting	July 11, 2024
Community Online Survey	August 8, 2024
Public Involvement Meeting	September 2024
Draft Planning Report	November 7, 2024
Final Planning Report	December 5, 2024

LEGEND

BIKE ROUTES

- Bike Path
- Bike Route- (includes roads with 4 foot or greater shoulder and roads determined to be suitable for biking in the 2014 CORP)

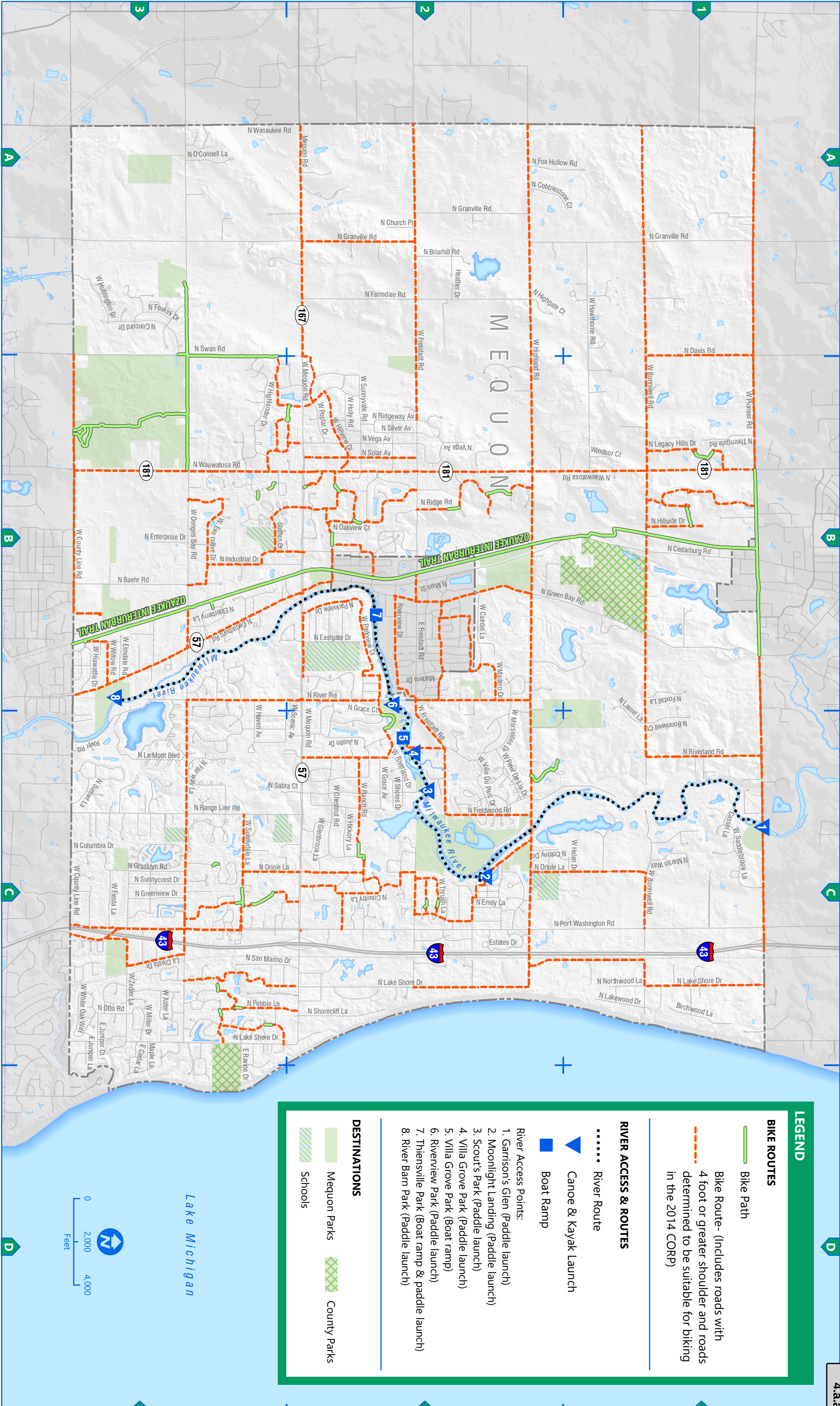
RIVER ACCESS & ROUTES

- River Route
- Canoe & Kayak Launch
- Boat Ramp

- River Access Points:
- Garrison's Glen (Paddle launch)
 - Moonlight Landing (Paddle launch)
 - Scout's Park (Paddle launch)
 - Villa Grove Park (Paddle launch)
 - Villa Grove Park (Boat ramp)
 - Riverview Park (Paddle launch)
 - Thiensville Park (Boat ramp & paddle launch)
 - River Barn Park (Paddle launch)

DESTINATIONS

- Mequon Parks
- County Parks
- Schools





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Office of Engineering

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: July 11, 2024
**SUBJECT: Ozaukee County Natural Resources Committee Update Regarding Repaving
Ozaukee Interurban Trail and Creation of Multi-use Trail at the Little
Menomonee Fish and Wildlife Preserve in Mequon**

Background

Commissioners requested an agenda item to discuss the County's plan for both resurfacing the OIT and for paving a new trail at the Little Menomonee Fish and Wildlife Preserve.

Analysis

At the June meeting, commissioners discussed the two projects mentioned that may be completed with state grant funding. The Commission was going to get an update from the Ozaukee County Director of Planning and Parks.

Fiscal Impact

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

Recommendation

There is no staff recommendation for this item.



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Office of Engineering

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: July 11, 2024
SUBJECT: Safety Concerns of the Ozaukee Interurban Trail Alignment near the We Energies Substation and Railroad

Background

This item was prepared to review the safety concerns of the OIT alignment near the We Energies substation and WATCO/WSOR Railroad. The Commission previously discussed the item in October, November, and December of 2023, and in February and April of 2024.

Analysis

The Joint Mequon-Thiensville Bike and Pedestrian Way Commission requested a discussion item for the OIT crossing with the Wisconsin & Southern Railroad (WSOR) near the We Energies substation. There was a safety concern brought up by Commissioners.

Fiscal Impact

This item has no fiscal impact.

Recommendation

Staff recommends that the Commission determine if action needs to be taken regarding the crossing.