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Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission
Thursday, September 22, 2022
9:00 AM
North Conference Room

Minutes

1. Call to Order, Roll Call

Commissioner Heinritz called the meeting to order at 9:03 AM.

Present:

Commissioner Kenneth Maciolek
Commissioner Jim Doornek
Commissioner Ron Heinritz
Commissioner Rob Holyoke
Commissioner John Liegeois

Absent:

Chair T. Azinger
Commissioner Kristin Wade

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

2. Approval of Meeting Minutes

August 11, 2022 Minutes

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

MOVED BY: Holyoke

SECONDED BY: Commissioner Maciolek

AYES: Maciolek, Doornek, Heinritz, Holyoke, Liegeois

3. Resident Communications

Resident present was Daniel Pearson. Daniel stated he and his family are users of the trail and he was attending to see the plan and direction of development.

4. Discussion/Action Items

Master Plan Scope of Services: Full Review

Assistant City Engineer McCraw provided an overview of the Master Plan Scope of Services and highlighted any changes made since the August 11, 2022 meeting. To incorporate the Village of Thiensville's project participation, McCraw divided the tasks into project areas. He noted that Task #3 is a shared task between Mequon and Thiensville. Each municipality can take the project for review and approval. Then the two approved projects would be combined into one report.

Director of Public Works/City Engineer Lundeen stressed the importance for all Board Members to score the consultant proposals. The selection would then be interviewed, and the consultant assessment would then go to the Common Council. The current timeline can be adjusted if needed. Commissioner Maciolek asked if a month is long enough for the consultants to put proposals together. McCraw stated that a month is generous; that typically two weeks is ample time. Lundeen cautioned that the schedule between the release of the RFP and notice of award is not flexible once the RFP has been issued. Commissioner Doornek expressed concern regarding Thiensville's approval in a timely fashion to issue the RFP and asked for clarification that there is no financial commitment prior to issuing the RFP. Lundeen advised that this Board decided to include Thiensville and that Mequon is already prepared to move forward. Thiensville can review the project and approve items individually. Thiensville has no obligation to participate or financially contribute. Both communities can choose to approve some, all, or none of the project tasks. Lundeen reminded the Board that they are a recommending body and then it is up to the entities beyond this Board to decide how to act. She said it may help to delay the timeline in order to give Thiensville time to review their project piece. Commissioner Holyoke advised that this is on Thiensville's radar, although having missed the last meeting, this is the first time he is seeing the inclusion of Thiensville in the draft. McCraw offered to send the information to the necessary people in Thiensville. Holyoke advised it should go to Andy Lafond and the Village Administrator, prior to the Village's October 3rd budget workshop if at all possible. Commissioner Heinritz offered to contact Chair Azinger to draft a letter on behalf of this Board, notifying Thiensville of the proposal. McCraw was asked to update the timeline to allow Thiensville to have time to review the project.

McCraw continued to review the full document with the Board. Minor changes to the draft were made during the meeting. Commissioner Doornek asked that the two project tables be combined into one with the costs between Mequon and Thiensville divided into two columns. Lundeen acknowledged that the tasks are the similar and that it doesn't make sense for Thiensville to do an Impact Fee Evaluation, so that cost column should state N/A for Thiensville. Lundeen stated that in order to provide flexibility and receive favorable proposals, at the top language could be added that says "If all of the work is done as part of the main project, the cost for Thiensville could be zero". She further stated that if we look at the bigger picture, we should just acknowledge that the contributing area for Thiensville may not result in an additional cost. McCraw cautioned there could be an issue if Thiensville elects to do a task that Mequon does not. Lundeen advised we could address the situation if it arises, but she doesn't feel it is a likely scenario. Lundeen also mentioned that if Thiensville

wants to be removed from the project all together, there are other options such as public/private partnerships. Lundeen asked the Board to review the draft again prior to the next meeting so they are prepared to approve and issue the RFP in November.

5. Other Business

Commissioner Heinritz mentioned that Cedarburg is doing maintenance on the south end of the trail. Heinritz also mentioned that the hobby farm south of the soccer fields has a considerable amount of mud and gravel runoff on the trail, creating a hazard. . He asked who needs to be contacted to remedy the issue. Director of Public Works/City Engineer Lundeen advised that it would be an erosion control issue that Assistant City Engineer McCraw should relay to Engineering Field Coordinator, Bob Beilfuss.

Commissioner Liegeois advised that Highland Road has had its base pour and the new walkways on both sides have been built and will make it more bike and pedestrian friendly for those traveling west towards Port Washington Road.

Commissioner Doornek asked about item five from last month's meeting regarding News Graphic article and the OIT kiosk. Lundeen advised that the kiosk discussion should wait until the finalization of the OIT project has been concluded since it may need to be moved. Doornek expressed concern regarding the news article [A road map for Mequon's future](#) had no mention that bicycle and pedestrian paths are a priority and this Board didn't take any action on it. Director of Public Works/City Engineer Lundeen advised that the Board could discuss but there is no action to take since the City has adopted that strategic plan and that the Board's advocacy for this RFP would essentially be that action. It is the master planning and prioritization of those types of facilities and if the City chooses to adopt those, they would be incorporated into updates to the strategic plan.

6. Adjourn

Motion to Adjourn at 10:23 AM

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

AYES:	Maciolek, Doornek, Heinritz, Holyoke, Liegeois
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Respectfully Submitted,

Kris Leach