



Agenda
Pedestrian & Bicycle Safety Committee
February 11, 2020, 7:00 P.M.
Village Committee Room
3930 North Murray Avenue, Shorewood, WI

1. Call to order
2. Consider Approval of December 10, 2019 Minutes
3. Public Comments
4. Staff Liaison Update
5. Discuss Pedestrian and Bicycle Safety Month
6. Discuss 2019 Annual Report and 2021 Future Initiatives
7. Discuss Future Projects and Initiatives
8. Adjournment

DATED at Shorewood, Wisconsin, this 6th day of February, 2020,

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC
Village Clerk

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



Pedestrian and Bicycle Safety Committee

Minutes

December 10, 2019 7 P.M.

Village Hall

3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order

The meeting was called to order at 7:06 p.m.

Members present: Dzidra Benish, Rachel Ellerman, Chris Hansen, Sydney Shimko and Diane Jakubowski

Others Present: Assistant Village Manager Tyler Burkart, Trustee Wesley Warren, Vashti Lozier, Katie Gnau

Not Present: Jennifer Baynes and Jerry Lynn

2. Consider Approval of September 10, 2019 Minutes

Ms. Shimko moved, seconded by Ms. Benish to approve the September 10, 2019 minutes. Motion approved by 5-0 vote.

3. Public Comments

Shorewood resident Vashti Lozier was in attendance to talk about Shorewood Connects as the new Coordinator. The Age-Friendly plan calls for two walk audits. Doing one of the walk audits during the winter, potentially January 28, 2020 at 1 p.m. is being proposed. Three or four teams would go around and take photos of problematic areas. They are recruiting committee members or community members to participate. Tr. Warren mentioned the Village Board reviewed the e-scooters program and will be waiting to see what the City of Milwaukee does prior to considering any ordinance language.

4. Staff Liaison Updates

Mr. Burkart met with Milwaukee County Parks about some of the initiatives being discussed in Shorewood and involves the County. The County is going to review their application fee to propose projects. There are several other projects the County Parks Department are working on, and it doesn't seem as if the trail connection from Pinedale Ct. is something they would lead or want to manage. The CDA and Village Board is working on a joint Strategic Planning survey and asking all volunteer committees to submit one response on behalf of the committee. It is recommended to formulate a sub-committee to put together a response for the whole Committee to review during their January meeting. Ms. Ellerman, Ms. Shimko, and Mr. Hansen volunteered for the sub-committee. Mr. Burkart informed the Committee applications are now available for the 2020 Citizens Academy. There is no maximum number as to how many people can apply. Community members can decide to register for one or all five sessions if they so choose. Applications are due January 10. Lastly, the Village will be hosting a gathering for interested Village Board candidates on December 19 at 5 p.m. in Village Center.

5. Discuss Summary from the Transportation and Parking Analysis Town Hall

The Committee went through a number of the proposed pedestrian and bicycle safety recommendations in the draft report. Mr. Burkart mentioned members who want to provide feedback can do so through an online portal on the Village website. The Committee discussed briefly crosswalks, signage, parking, accessibility, and road configuration related to the report and the Committee's current initiatives. There was also discussion about specific programs that could help cultural change.

6. Discuss Bike Friendly Community Scorecard and Silver Award

Mr. Burkart informed the Village received the silver award. The Village has yet to receive the scorecard but will send out to the Committee once it comes in.

7. Discuss Future Initiatives and Agenda Items

Pedestrian and Bicycle Safety Month to be discussed in January. The Committee also asked for a pump track update. There was also an inquiry about an evaluation of some of the recent large projects (such as Lake Drive resurfacing).

8. Adjournment

Ms. Jakubowski moved to adjourn the meeting. Motion seconded by Mr. Hansen. Motion approved by 5-0 vote. Meeting adjourned at 8:16 p.m.

Respectfully submitted by,

Tyler Burkart
Assistant Village Manager

Village of Shorewood 2019 Annual Report

**VILLAGE OF SHOREWOOD
DEPARTMENT / COMMITTEE ANNUAL REPORT**

Instructions: To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

Name of Department / Committee:

Name of Department Head / Committee Chair:

Other Department Managers / Committee Members:

Identify your most significant department / committee services and activities performed in the past year.

Village of Shorewood 2019 Annual Report

Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Village of Shorewood 2019 Annual Report

FOR VILLAGE DEPARTMENTS: Please review and evaluate the Village fee schedule. For fees that should be modified or require additional review from the Village Board, please list out those fees in the chart below. In addition, please indicate your department's recommendation to amend the fee. If the fee impacts additional departments, please list the following departments you've contacted and gained their approval involving your recommendation.

Village Fee – include Fee amount	Recommended Modification	Departments Approving Recommendation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

VILLAGE OF SHOREWOOD
REQUEST EXECUTION OF NEW VILLAGE INITIATIVE

Summary: This form is used for departments, citizen committees and officials to propose new significant initiatives such as service changes, programs, studies, capital items and other requests to be considered for the annual vision planning and prioritization process. The goal of this form is to help staff, residents and officials identify the resources, steps and time involved in executing an initiative. It allows a formalized process for the Village to recognize proposed initiatives and request the Village Board to consider an initiative before investing more resources. Complete the following information and hand in to the Village Manager for the request to be considered.

Name: **Date:**

Department / Committee:

Initiative:

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

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Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

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Village of Shorewood 2018 Annual Report

VILLAGE OF SHOREWOOD DEPARTMENT / COMMITTEE ANNUAL REPORT

Instructions: To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

Name of Department / Committee: Pedestrian and Bicycle Safety Committee (PBSC)

Name of Department Head / Committee Chair: Tyler Burkart, Staff Liaison / Rachel Ellerman, PBSC Chair

Other Department Managers / Committee Members:

Jerry Lynn, Dzidra Benish, Diane Jakubowski, Jennifer Baynes, Matt Peaslee, Syndey Shimko

Identify your most significant department / committee services and activities performed in the past year.

1. Completed the resurfacing of Lake Drive (reduced lanes to 2 lanes from 4 lanes).
2. Successful completion of Ped and Bike Safety Month.
3. Present at public events to distribute bicycle safety educational materials.
4. Develop a mutual relationship with the Police Department. Police Lt. attends meetings quarterly to strategize with committee and provide number of incidents.
5. Added Safe Kids Grant infrastructure.
6. Included question about pedestrian and bicycle safety infrastructure ideas in the community survey.
7. Apply and recognized as a Walk Friendly Community.
8. Attended SIS classes to discuss bicycle safety practices.

Village of Shorewood 2018 Annual Report

Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1. Work with staff on finding a more accessible option to the Oak Leaf Trail in the south-west quadrant of Shorewood.	(1,3) Promote use of bicycles, improve health and wellness opportunities
2. Coordinate a plan and apply for a grant to develop a pump park/track in Shorewood	(1,3) Promote use of bicycles, improve health and wellness opportunities
3. Coordinate 5 th annual Ped and Bike Safety Month	(1) Promote use of bicycles, provide proactive and responsive police services for a safe community
4. Community discussions on bicycle and pedestrian safety	(1) Promote use of bicycles, provide proactive and responsive police services for a safe community
5. Complete Bike Friendly Community Application	(1,3) Promote use of bicycles, improve health and wellness opportunities
6. Provide ESAB and SRC support for the Age-Friendly Plan	(1) Promote use of bicycles, provide proactive and responsive police services for a safe community
7. Provide feedback and information for the traffic and parking study	(1,3) Promote use of bicycles; provide safe, well-maintained streets for alternative transportation; improve health and wellness opportunities

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Complete Bike Friendly Community Application

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Every 4-5 years the Village applies for the Bike Friendly Community application. Last submission the Village received the silver award in 2015. The committee will lead an application process that invites community members to provide input on the application. Things to be included in the application are bike lanes on Oakland Avenue, shared lanes on Lake Drive, improved lanes on Wilson Drive, and more bicycle safety educational programming. The Village utilizes the recognition to market Shorewood and make future policy recommendations based on the feedback it receives from the association.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are two times every year municipalities can apply for the award. The goal is to apply this Fall or the Spring in 2020.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

The Assistant Village Manager and the Administrative Payroll Specialist help put together the application with significant help from the PBSC, DPW management team, Police command staff, and the Planning Director. A total of 40 combined staff hours are utilized to put together the application. There may be additional time needed this year depending on the amount of civic engagement needed for the application.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There is a small nominal fee to apply. This is accounted to the Volunteer Committee line item in the Village Manager's department budget.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

1. PBSC leads a civic engagement process to gather community input.
2. Staff formulates draft with significant assistance from the PBSC and appropriate departments.
3. Staff and PBSC submit the application.
4. Once receive recognition, coordinate a presentation at a Village Board meeting.
5. PBSC and staff evaluate feedback and make policy recommendations based on the feedback and community scorecard.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Community discussions on bicycle and pedestrian safety

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The committee would like to meet directly with Police officers during their briefing meetings to discuss the issue of bicycles on the sidewalks. The committee will also talk with the school district to evaluate last year's bicycle and pedestrian safety curriculum and explore further ways to promote bicycle and pedestrian safety in the schools. The "Share the Walk" campaign is a cornerstone of this initiative.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

The Assistant Village Manager will need just a few hours to coordinate and communicate. PBSC drive these activities. A few hours of Police officer times is incorporated in the briefings time and meeting with the School District. The SRC Coordinator is also involved in these discussions.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There are no estimated costs associated with this initiative.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

Everything is coordinated at the committee level. No approvals necessary.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Provide feedback and information for the traffic and parking study

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The Planning Director will be working with a consultant to complete a comprehensive traffic and parking analysis for the Village. The committee has some survey results and findings they'd like to share with the consultant to investigate potential pedestrian and bicycle improvements. A representative from the committee would like to serve on any ad hoc committees that will be involved with the study to represent current pedestrian and bicycle safety issues.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

The study is slated to be completed in 2019.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

The Planning Director and several departments are heavily involved in this project taking up substantial hours to provide information to the consultant. The Assistant Village Manager will a few hours to coordinate directly with the committee and provide information they gathered to the consultant.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There will be no additional costs needed to have the committee involved in the data collection and civic engagement process.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

The committee would request to be involved in the process relatively early on and meet with the consultant if possible. Implementation steps for the traffic and parking study can be found in the communication plan and supporting documents provided by the Planning Director.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Pump Track in Shorewood

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The committee was informed of an annual grant through PeopleforBikes that would provide funding for bike infrastructure in a community. The committee would like to work with Milwaukee County on finding a location for a pump track, preferably in an area of Estabrook Park that is still in Shorewood municipal limits. A pump track is a small bicycle track with hills and curves that allows the rider to pump their bike and glide through the course.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

PeopleforBikes typically have 1-2 grant cycles annually for grant requests to be submitted. Approval of this initiative will need to keep in mind the due date of grant requests.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

The Assistant Village Manager will need just a few hours to coordinate and communicate with Milwaukee County Parks staff. The PBSC would be expected to fill out the grant request.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

The grant would cover up to 50% of the expenses for a pump track with a maximum grant of \$10,000. Based on the awarded grant, the PBSC would need to work with the Milwaukee County Parks staff to solidify the track specifications. The PBSC would ask the County Parks staff to fund majority of the remaining expenses for the pump track, and Shorewood may need to provide a small contribution if requested from the County.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

1. If approved as an initiative, PBSC invites Milwaukee County Parks to attend their upcoming meetings.
2. If County Parks willing to work with the Village on this initiative, PBSC would submit a grant request.
3. Before submitting grant request, PBSC and Village Board would need to approve.
4. Grant submitted.
5. If grant is approved, finalize specifications with County Parks. County Parks would take the lead on the project management of the pump track.
6. If asked, Village Board considers contribution to the pump track – most likely would be in 2021.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Oak Leaf Trail Accessibility for South-West Quadrant of Shorewood

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Residents contacted the Pedestrian and Bicycle Safety Committee asking for recommended access points to the Oak Leaf Trail in the south-western quadrant in the Village. The Committee would like to work with the Planning Director to identify the options and inquire about accessibility through the Pinedale Ct. cul-de-sac.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints on this initiative.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Both the Planning Director and Assistant Village Manager will put in a few hours to review options and put together materials for the Pedestrian and Bicycle Safety Committee and any other volunteer committees that need to be involved.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

Costs are unknown at this time. If there is an option approved in 2020, the Village will need to allocate dollars for asphalt and/or concrete to complete the trail connection.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

1. Planning Director writes a memorandum to the Pedestrian and Bicycle Safety Committee outlining options to consider. An easement may be needed through Culver's, Corner Bakery, WE Energies and potentially property owners on Pinedale Ct. to make a connection there.
2. PBSC reaches out to impacted partners and Trustee Liaison to discuss proposal.
3. PBSC makes recommendation to the Village Board.
4. Public Works Committee and the Village Board consider recommendation.
5. If approved, Village budgets funds in 2021 budget for trail connection.
6. Project is bid out and completed in 2021.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Coordinate 5th Annual Ped and Bike Safety Month

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The committee will continue the implementation of the Ped and Bike Safety Month in May. The month includes a fun run, medallion hunt, crossings event encouraging motorists to yield to pedestrians, specific Police enforcement days for yielding to pedestrians or not riding a bicycle on the sidewalk, and the bike rodeo. The events are to encourage safe bicycling and pedestrian practices.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

The Assistant Village Manager will need just a few hours to coordinate and communicate. PBSC drive these educational and promotional activities. A few hours of Police officer times is incorporated in the crossings event and enforcement days.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

Other than paying a few hundred dollars for promotional materials and prizes (some are donated by private businesses), there are no other expenses.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

Everything is coordinated at the committee level. If funds are needed, expenses are approved at the committee level and paid for by the Assistant Village Manager. Events are coordinated with other businesses and community partners if appropriate.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-17-19

Department / Committee: Pedestrian and Bicycle Safety Committee

Initiative: Provide ESAB and SRC Support for the Age-Friendly Plan

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The Village just approved the Age-Friendly Plan. The committee will work with ESAB and SRC on implementing specific pedestrian action steps listed in the plan. The goal is to have a representative from ESAB at upcoming PBSC meetings to coordinate with one another.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

The committee will do its best to work with ESAB and SRC to meet timeline outlined in the plan.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

The Assistant Village Manager and the SRC Coordinator will utilize some hours to carry out some of the action items listed in the plan. The Shorewood Connects Coordinator will also have some time allocated for this initiative.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

Contracted dollars for the Shorewood Connects Coordinator's time will be allocated. It is unknown at this time if any other action steps will have costs associated with them.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

There are no specific action steps at this time. ESAB representatives will attend PBSC meetings to coordinate actions and collaborate on initiatives included in the plan. Any significant items requiring money to fund will be brought to the Village Board for consideration.