

CHEYENNE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE MEETING MINUTES

June 23, 2009

Mayor's Conference Room
2101 O'Neil Ave.
Cheyenne, WY



ATTENDEES:

Voting Members

Rick Kaysen	Mayor, City of Cheyenne
Jay Gould, Vice-Chair	District Engineer, WYDOT
Jeff Ketcham, Chair	County Commissioner, Laramie County

Secretary

Tom Mason	Director, Cheyenne MPO
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Others

Tom Bonds	FHWA-WY
Kevin McCoy	Planner, WYDOT
Gary Kranse	Laramie County Planning, Director
Don Beard	Laramie County Public Works, Director
Joe Dougherty	Director, Cheyenne Transit Program (CTP)
Nancy Olson	Planner, MPO
Matt Ashby	Director, Urban Planning
Jeff Wiggins	Parks and Recreation, Greenway Coordinator
Doug Vetter	City of Cheyenne, Engineering

AGENDA:

1. **Approval of the February 24, 2009 minutes.**
 - a. Jay moved to approve and Rick seconded. Approved.
2. **Discussion and approval of the FY `10 - `13 Transportation Improvement Program and FY `10 TEAL Projects**

Tom reported that the Federal Government mandates MPOs to create a TIP for a four year period that includes all federally funded transportation projects. The MPO updates the TIP every two years and adds local (city or county) and state (DOT), airport board and Board of Public Utilities funded projects as well. He then went over the projects in the TIP and maps. The total amount for the four year period is the substantial amount of \$181,000,000. The two TEAL project applications, one each for the city and county, were also explained: Laramie County - Greenway along Phase III of the Allison Draw. Cheyenne - pedestrian underpass at Walterscheid and W. Jefferson near future Boys and Girls Club.

Questions were asked by Mayor Kaysen: 1. Does the MPO provide public forums for input on the TIP and were any negative comments received about not having enough opportunities to comment? The MPO has not received any comments stating there is not enough opportunity to comment on the TIP. Tom listed the opportunities: Tech Committee and Citizens Advisory Committee, both Planning Commissions and advertisements in the local paper of the TIP and the MPO website. Substantial comments from citizens or Planning Commissions about transportation projects will be included in the document itself. 2. What is your best guess on the amount that is really coming to our region in the next four years using 5th or 6th Penny sources and expected revenue coming from WYDOT? Is this a realistic projection? Tom M. responded that there is no way to know until the projects come closer to the time to construct but the estimates are based on current Engineers estimates and or planning estimates. Tom Bonds says that the federal guidelines instruct the MPOs to use the previous history as a baseline and make the best estimate of available funds.

- a. Mayor Kaysen moved to approve; Jay Gould seconded to approve the TIP and TEAL. Motioned carried unanimous.

3. Discussion and approval of *FY '09 UPWP Budget Revisions.*

- a. First revision to UPWP by the MPO this fiscal year. Revisions were explained and include the Safe Routes to School/Pedestrian Plan fee increased to \$66,100; Transportation Safety Plan, Phase II was reduced to \$36, 800; Interstate Visualization (how City of Cheyenne will do enhancement work on the interstate) was increased to \$3,500, Official Mapping of Dell Range to US-30 and service roads to Christensen and the Pershing and US-30 intersection was increased to \$9050 from a Steil Surveying proposal; and Equipment and Hardware was reduced. All the proposed changes balance out to the same amount as before.
- b. Jay Gould: What is the Safe Routes to School and Pedestrian Plan? Nancy and Jeff summarized the project. The City and MPO combined resources to hire Alta Planning + Design from Portland, OR. to do a Safe Routes to School plan for 23 of the Elementary Schools and the 3 Jr. Highs in the urbanized area. The plan is intended to improve pedestrian safety for children walking to and from school, while encouraging more students to walk. The Pedestrian Plan will look at pedestrian issues and improvement opportunities and will lay out short and long term strategies to make walking a safe, convenient, and attractive travel mode. The document will contain a list of recommended projects such as sidewalk connections and intersection improvements. \$30,000 from Safe Routes funding and \$36,000 from the MPO. Held a very successful workshop on June 9th, site visit and evening public meeting. There was attendance of 30 for the day session and approx 27 for the evening workshop.
- c. Mayor Kaysen: These budget changes, are they firm costs? Tom answered that for these four changes they are firm numbers from bids.
- d. Matt Ashby: He has noticed a lot of downtown and pedestrian/automobile conflicts on Lincolnway and around the Depot; will this pedestrian plan address that? If we want to come up with solutions next year, we should be gathering the data this summer. The MPO has the ability to direct the consultants to look at this as a focus area. Jay Gould expressed that he would like the MPO to focus on planning that would solve immediate ped/auto conflicts.
- e. Jay expressed a concern about the MPO signing contracts before the Policy Committee had voted to amend the contract. Tom answered that he was pretty sure that the committee had been notified by email of the budget amount change, but he would check on that.
- f. Budget revisions were motioned by Mr. Gould and seconded by Mayor. The revisions were approved by a unanimous vote.
- g. Mayor Kaysen asked how much latitude the MPO has to amend a contract amount in the budget without coming to the Policy Board. No guidelines, Tom responded. He almost always sends emails to Board to approve. (This depends on the % modification change)

4. Update on Planning Projects

- a. East Pershing Corridor Plan and Intersections
Nancy and Tom gave an update on the draft final plan. Plan was presented to Planning Commission on May 18th and at a City Council Worksession on May 7th. After City Council adopts the plan it will go to the City Engineering Dept. so they can begin final design. Final design will take a year. City has money set aside for the design. STP-U funds will help to build the intersection. For the corridor the City has \$2.5 million of 5th penny lined up for its construction. Policy Committee has put in Federal funds to build,

but local funds will have to be added. Construction will be a year to two after the design is done depending on how much money is available. Mayor Kaysen asked to clarify what the plan means if it is a 35% plan? The plans the MPO does is to a maximum of 35% design level which is still a conceptual plan and then final design and construction plans will take the corridor and intersection to 100%. Mr. Gould asked what type of Environmental work the Plan includes? Tom answered that the MPO included what was estimated to be enough for a Categorical Exclusion. NEPA must take into account if there is negative affects due to an increase in traffic volume, noise, or economic changes.

b. Greenway Planning

Nancy reported that the plan is complete and very detailed. The final draft will be reviewed by staff and then finished up. July 13, it will go through council for “acknowledgment of receipt”. City will build a lot of Greenway with this plan using 6th Penny tax money currently being collected. Jeff Wiggins reported that when Greenway from this plan is built, the “horseshoe” of connected Greenway will be 18 miles. Total Greenway is 24 miles today.

c. Wayfinding Plan Phase II

Tom reported that the planning is moving along well and a few steering committee meetings have been held. A public meeting was held on Tuesday May 5, 2009 in the Depot Lobby. The MPO continued to work with Consultant to refine design, message, and placement locations. A display of the signs was set up at the library in the lobby from June 10th -19th for the public to view and give additional feedback.

d. Allison Road

Nancy and Tom reported that the first public meeting was held on March 10, 2009. Thirty five to 40 people attended and 23 responses to the questionnaire were received. Consultants have done a lot of data collection and turned in the existing condition report in April. A steering committee meeting was held on May 6th. The evaluation will lead preliminary recommendations for the next public meeting. The LCSD#1 South High project has been rebuilding a section of Allison from Cribbon to Walterscheid and Cribbon south of Allison to Pinto Lane. This project will consider connection of W. Allison to Parsley through the neighborhoods on the west end. The east end to S. Greeley Highway has some real drainage problems and the consultants have been asked to provide an amendment to the contract that will deal with drainage solutions.

e. Pedestrian & SRTS Plan

Nancy gave the web address for the Ped Plan SRTS project and asked all in attendance to fill out the walking survey. www.walkcheyenne.org The next public meeting is scheduled for October. The work the consultants will be continuing this summer are a “barriers analysis and solutions report” for the Safe Routes plan and existing conditions and pedestrian level of service report.

f. West Pershing/I-25 Randall Interchange/Gate 1

Doug Vetter reported that we are currently in the public input and environmental phase of that portion of Pershing. The Open House is schedule for July 7th, 5:30-7:30 at the Kiwanis Community House. TriHydro is the consultant for WYDOT. The design will be done in 2010. Jay reported the goal of the next public meeting is to get a cross-section design narrowed down and gain public acceptance. The proposed cross-section will have the least impact on the residents and will still serve the needs of the corridor. Mayor Kaysen suggests that the design would be a winner if it could leave the cottonwood trees alone. Doug stated that the city forester has determined that some of the trees are diseased and should be removed. A future alternative might be to make Randall one way for a couple of blocks. Parking will remain on one side of the street and sidewalk will meander around healthy trees if possible.

5. Update on current and upcoming local construction projects.

a. City of Cheyenne – Doug Vetter

Norris Viaduct will be mainly completed by this fall. Deming and Walterscheid will be completed by this fall. Carey Ave. extension will be done this summer. Dry Creek and Henderson flood control projects- Dry Creek should be done this month and Henderson done by the end of September. Yellowstone overlay project should be done within the next few weeks. City Engineering is in the midst of designing the Carey/Pioneer reconstruction project and should be ready for construction this fall.

b. Laramie County - Don Beard

County is just finishing up the Allison Draw Phase III project. Next project is to complete the Greenway along Phase III. County has 17 miles of overlay; some in the MPO area. WYDOT and County are doing a joint patching project north of Vandehi on Yellowstone. Summit Dr. has been delayed by rain but should be finished sometime soon. IRP project, Clear Creek Parkway - extension of College Dr. connecting to High Plains Interchange - have bid the first two phases. Phase III will need additional IRP money to get that phase going.

Gary Krans - County Planning - reported that the contract has been let for design of the Archer complex.

c. WYDOT – Jay Gould

I-25 at Randall is moving along and might be done in one year instead of two. W. Lincolnway preconstruction conference will be held at the end of the month. He anticipates that Contractor might move ahead after Frontier Days to do the west bound lane. The pedestrian fence and roadway lighting for the viaducts is supposed to go forward after Frontier Days. Chip seal projects going on in this area as well. Happy Jack widening will start this fall but go into next year.

I-80 tolling – WYDOT hired a consultant to evaluate the feasibility of tolling I-80 and where to place booths. Consultant will then present it to legislature. Legislature must then pass law to enable tolling; the next step would be to do an EIS; and then go to the FHWA for approval.

d. Others –

Joe Dougherty CTP

Council approved new two energy efficient busses and one hybrid. CTP awarded a planning and design engineering contract to JR engineering to design bus shelters and pull-outs. Left over money could go to construction. The big challenge is to make money go far enough to construct 40 pull outs around town. On the north side of Dell Range from Powderhouse to Walmart there will be four pull outs. The challenge with those will be fitting them into ROW and how to get buses back out into traffic. Plan is to go to bid in late fall.

Tom Bonds – FHWA

New authorization of Federal Transportation Bill- Don asked “what does performance based projects mean?” Tom B. – The agencies using Federal funds must have quantifiable goals and the states would certify that the agencies are meeting our goals. Minimum apportionment has solved the problem of reducing funds for rural states like Wyoming, hopefully.

6. Update from WYDOT on A Review of WYDOT’s Urban System Program- Kevin McCoy

Last summer WYDOT planning division did a white paper analysis on this program. This branch holds transportation committee meetings around the state with the cities that

have a population of 5,000 or more. They tried to be fair and take into account concerns of inflation and funding issues. Wyoming Transportation Commission has sole discretion with these funds and whether to pass on any of the \$5.7 million federal dollars that comes to Wyoming each year for 16 urban systems communities. \$1.1 million comes to Cheyenne. The paper is still with the executive staff and hasn't gone to the Commission. Some sort of flatter funding is the recommendation. Smaller more rural areas don't have enough funds to build anything so WYDOT feels this is a more equitable solution. **This also means Cheyenne would receive much less funding.** WYDOT is concerned that STP funding might go away all together.

Jay Gould interjects that the total amount of federal transportation funding coming to Wyoming is \$244 million. Large funding sources - Interstate Maintenance; National Highway System; and STP for all other road system which is 10%, or \$23 million, are in flexible funds, but 4700 State highway miles is categorized under the STP funding and must come out of \$23 million pot. Tom asked should the small areas retain urban status. WYDOT looked at that and rejected. Small areas don't have the same income generating capabilities that the larger urban areas do.

7. Discussion on *The Surface Transportation Authorization Act of 2009* and Cheyenne MPO Long-Range Goals

Tom reported that SAFETEA-LU expires at the end of Sept. Congress has just begun to discuss the new transportation authorization act. Early word out is that new MPOs will have to meet the population threshold of 100,000 or greater. However, if you are an existing MPO under 100,000 you will be grandfathered in. Unclear what the priorities that congress will require the MPOs to do. Suggestion of forming a Subcommittee of the Tech committee to work with the MPO staff to look at what are the Cheyenne area's long range goals, needs, and issues so we can be proactive on this.

8. Other Business

Jay Gould -

- This is a good time to start some strategic planning in regards to where the MPO should be headed. What type of things should we be looking at? Vital when we look at declining revenues. Should we continue building things? What can we accomplish in the shorter term for lesser cost? Should we use planning funds to hire someone or do it internally? Tom will set up a meeting with the Policy Committee and/or the Tech Committee to work out and draft strategic plan.
- How do we want the MPO structured? Citizens see MPO as a city entity. Should the MPO be separated? City, County, MPO and WYDOT. Tom will set up meeting with Policy Committee to discuss.
- WYDOT has planning funds set aside for Central from Walker Road to the Warren AFB entrance. As it becomes busier how we can handle the traffic there? Probably hire a consultant to do the plan. Jay offers to set up a meeting to discuss and will invite the MPO and the City Traffic Engineer.
- WYDOT needs to have a public meeting to refresh the NEPA document for the Vandehei intersection so we can move forward with the design. Roundabouts on each end instead of traffic signals. Mayor Kaysen suggested combining planning of Walker and Vandehei together. Single lane roundabouts at Vandehei would be better to construct first before Pershing/Converse/19th. This might help sell roundabouts to the community.

9. Chairman Ketcham declares meeting adjourned