

**Cheyenne Metropolitan Planning Organization
Policy Committee Meeting Minutes,
December 3, 2010,
Commissioner's Conference Room,
310 W. 19th Street,
Cheyenne**



**ATTENDEES:
Voting Members**

Jeff Ketcham	County Commissioner, Laramie County
Jay Gould	District 1 Engineer, WYDOT
Rick Kaysen, Chair	Mayor, City of Cheyenne
Secretary	
Tom Mason	Director, Cheyenne MPO
Others	
Pat Persson	District 1 Construction Engineer, WYDOT
Gary Kranse	Director, Laramie County Planning
Nathan Beauheim	Asst. City Engineer, City of Cheyenne
Jim Elias	Director, Public Works, City of Cheyenne
Kevin McCoy	WYDOT Planning
Matt Ashby	Director, Planning Services, City of Cheyenne
Sreyoshi Chakraborty	Planner, MPO
Nancy Olson	Planner, MPO

AGENDA

1. **Approval of the September 28, 2010 minutes** – Jay Gould moved to approval and Jeff Ketcham seconded. Unanimously approved.
2. **Discussion and approval of the proposed revisions to the *FY `11 Unified Planning Work Program (Budget Changes)*** – Tom provided budget estimates to Committee at the September meeting. Once the fiscal year rolled over, Tom was able to determine the final encumbered funds (approx \$44,000). The

difference between what he had estimated and what the actual numbers was a total of \$9,809 unencumbered funds. \$9,809 could be added to FY '11 funding. The projected unencumbered funds of \$262,311.68 was previously agreed upon to move to FY'11. These funds were primarily for the three projects that did not get started last year; S. Greeley Highway, On-Street Bike and Greenway Plan and the Fox Farm Corridor Plan. The Committee was asked to approve changes adding in the unencumbered funds. Changed amount are the actual contract amounts with the project consultants. Jeff motions and Jay seconds. Approved unanimously.

3. **Discussion and approval of the *STP-Urban Project Sequence List modification*** – Kevin McCoy provided the Policy Committee with the balance of funds from WYDOT for the FY '06-'11 Programming - *Surface Transportation Program – Urban*, Cheyenne Urban Area Projects Sequence List. Summit Road was the last project that was built with STP-Urban, but money was spent on W. Pershing in '07 and '10 for design work. Approximately \$6.1 million is left of the FY '06-'11 Programming. The City has been working on both W. Pershing and E. Pershing, but based on the estimated costs of the projects and the fact that the E. Pershing project is farther along in design, the MPO is asking that the Policy Committee change the sequence and provide more federal funds for E. Pershing project. Nathan Beauheim reported that the City will be ready to go to construction in either the first or second quarter of 2011, but they won't be ready for W. Pershing until first quarter of 2012. Jay Gould asked if we have come to the conclusion that the pedestrian signals on the roundabout won't turn our design bad. Nathan responded that the best information says it won't be adversely affected, but there hasn't been much research yet. It might take approximately five years for the analysis of signals at roundabouts to be completed. Doug V. says the City is not willing to wait five years. Jeff K. asked for further explanation of what was being discussed. Jay said that on a single lane roundabout a visually impaired pedestrian gets enough audible cues to know when to cross. There are a couple of lawsuits pending now that charge; with a multi-lane roundabout the audible clues are not sufficient, therefore signalization might be needed to assist with crossing. The effect to roundabout traffic with signals isn't known and everyone is waiting for the lawsuit's ruling. Should the City go ahead with construction? Nathan said that the design will include the full spectrum from signs to full signals. Mayor Kaysen is uncertain of general pedestrian safety with roundabouts. Nathan pointed out that if you wanted to cross all the way around you would need to make 10 separate crossings. Jay shared with the committee that if the City needed the 3 million in FY '11 (which is not currently programmed) Del McOmie would do everything he could to get that money programmed into STP-U. Mayor asked for a motion to approve the re-sequencing of STP-U. Jeff motioned and Jay seconded. Motion passed.
4. **Discussion and approval of the *FY `10 - `13 Transportation Improvement Program***
Tom explained that the new STP- U sequence change just now supported by the

Committee means that we now need to switching the two Pershing projects and amend the FY '10-'13 TIP project listing. The changes are shown in red. Jay said the W. Pershing should have a 90/10 match. Tom said the City has already decided to do the roundabout because design has begun and now it is just a matter of switching Federal dollars.

Kevin McCoy clarifies the urban balance as is relates to the project sequence list. \$650,000 has already been paid with W. Pershing so the amount of Federal funds available is \$6.7 million instead of \$6.1 million for both projects combined. We need to Change the Project Sequence to \$3.7 instead of \$3.1. Mayor Kaysen asked if the project funds have been allocated. Jay says the money has not been programmed yet. Mayor called for the amendment approval with the change of \$3,445,988 (**actually, after checking the math, the amount should be \$3,045,988**) under 2012 for W. Pershing. Motion approved unanimously.

5. **Discussion and approval of the *Cheyenne Metropolitan Planning Area Pedestrian Plan and Safe Routes to School Plan***

Nancy summarized the purpose, process and recommendations from the two plans, prepared by Alta Planning + Design, which were finished in summer '10. Purpose of plans was; to build on existing assets but prioritize the gaps in the system with a more detailed process than currently exists; broaden transportation options to more active choices, (epidemics of childhood obesity and diabetes); increase the safety of all pedestrians and ultimately create a more pedestrian friendly city; create clear steps for implementation. Implementation will occur over time with small re-development projects and sometime with larger infill projects. SRTS funding can be secured because we have a good Plan in place. Funding sources and cost opinions have been given for both infrastructure and programmatic recommendations. Nancy shared the priority project map with the Committee.

Jay Gould asked if during the public process; those items that the public are in favor of, are they are willing to pay for them. Nancy answered that a lot of people have asked where the funding will come from. The plan has identified funding sources that can help with the implementation. Funding for Safe Routes to School is from the federal government, if it stays in place. The Pedestrian Plan is more of an ongoing process with incremental, large scale and road reconstruction projects, and some grant funding. Nathan pointed out that providing sidewalks is the adjacent property owner's responsibility. Nancy pointed out the plans will help us with getting compliance with those resistant property owners. Sreyoshi asked what percentage of the total road or highway budget is spent on pedestrian improvements? Jay did not have the figure. Nathan stated that on overlays the City could spend 30-40% on ADA and sidewalk improvements. Bump out and crosswalks are not cheap. Mayor Kaysen asked about the Pershing corridor. Tom answered that the Pedestrian improvements for that corridor are included with the Plan. Jeff motioned, Jay seconded. Approved unanimously.

Mr. Crisp's letter was discussed and the Mayor expressed the desire to respond

to him to acknowledge we are aware of his concerns and will continue to keep working on them.

5. Update of other MPO Planning Projects

a. Transportation Safety Implementation - Sreyoshi reported that the 402 Highway Safety grant \$43,600 will be spread between four projects this coming year:

1. Year round alternative transportation program support – technical assistance for advertising. Mayor suggested the County Sheriffs Dept. should be involved as well.
2. Transit Buddy Program for seniors – Encouragement program to help older drivers use the transit system instead of driving. Presentations at three locations and then take an actual bus route trip.
3. Distracted driving campaign - Youth Campaign – Teaming up with Mayors Youth Council again. All four High Schools will participate in a contest to design a PSA, poster or media announcements or something similar.
4. Distracted driving campaign - Workplace Campaign – Work through the Chamber of Commerce to distribute the info packet from Network of Employers for Traffic Safety and reach businesses of the Chamber.

Tom added that the Cheyenne MPO is the smallest MPO doing Transportation Safety Planning so the Nation is looking to us as leaders. The MPO has been asked to speak at several national conferences including TRB in January.

b. I-25/Central/Gate 5 – WYDOT is managing this project. A final report was out for review and comments were made by the steering committee on it. Jay reported since there isn't a WYDOT project associated with this plan, the publicity campaign will start with a website. Public comments on the website will reveal if further public meetings are needed. If this area continues to grow and more traffic is generated, then a project will result sooner than later.

c. Official Mapping – Steil Surveying has done the surveying and map for the proposed alignment of the intersections of Pershing with Christensen and Dell Range with US 30 and the service roads. The City and WYDOT still need to submit comments and when collected the map will be finalized, then the 45 public-notice period will begin. After that the MPO will begin the official map of the Cheyenne Urban area update based on the Master Transportation Plan of PlanCheyenne.

d. Brownfields Grant Application – Matt reported the grant was submitted several weeks ago and the Government won't respond until April or May. Brownfields within our area will be identified.

- e. South Greeley Highway Plan (Mr. Crisp Concern) – Project kick-off meeting with consultant FHU will occur next Wednesday. The Steering Committee includes the School District, Transit, Cheyenne Light Fuel and Power, SCCDA as well as South Cheyenne Sewer and Water District. Mayor Kaysen asked if the plan is all surface work and the MPO may need to involve BOPU. Utilities may be recommended to be underground in this conceptual plan.
 - f. On-Street Bike/Greenway Plan – Not much to report. \$112, 595 is the project total; \$40,000 from MPO PL funds, \$50,000 from a TCSP grant and the remaining from Greenway funds. Alta Planning and Design is the consultant. A Bicycle Advisory Committee was formed. The first meeting was held on Nov. 10th where the Committee reviewed existing conditions and took a bicycle tour of the area to see what the bike system in Cheyenne was like. Monday, Dec. 6th a Michael Ronkin workshop will be held at the Old Community House.
 - g. Fox Farm Road Plan – Contract is up for the City approval on Dec. 13th. The initial SOW the consultants provided us was substantially higher than what our budget allowed. We have asked them to move from a 35% plan to a 10% plan. WYDOT wished us to incorporate the South Industrial Road connection to College Dr. and possible connections to Fox Farm which added to the project. A 10% corridor plan and land use plan will be done in FY '11 and with the FY '12 UPWP, at the Policy Committees discretion, more detailed planning could be proposed along with environmental work. This would require an amendment to the contract.
7. Update on current and upcoming projects
- a. City of Cheyenne – Nathan reported the City is finished with Carey/Pioneer, Vandehei, and Dell Range and Norris is getting very close. 18th will be overlaid in the spring. City is starting to design the Ames underpass and plans for substantial storm sewer work on Snyder north of 24th developing a new outfall to Crow Creek. This would be the start of a phased construction of the Capitol Basin project which would eliminate downtown flooding.
 - b. Laramie County – Gary Kranse reported that Archer construction is moving along. They are opening bids today on the Dry Creek drainage project water quality pond. Contract has gone out for juvenile services at Archer and will be awarded on Dec. 20th.
 - c. WYDOT – Pat Persson reports the Vandehei project has started on abutments for the bridge. Winter paving on Vandehei is planned for next March. I-180 and 16th repair on the bridge structure has been taking place. W. Lincolnway is about finished up. WYDOT will start a planning study for the I-25 and College Drive interchange as a diverging diamond interchange. Nathan stated the city is bringing forth cooperative agreement with the State

for a central traffic signal computer and upgrade traffic signals in Downtown area.

d. Others – none

8. Other Business

a. Employment Data Collection – MPO bought iPAD's to do the employment collection data. The project went so smooth because they chose the right equipment and software so major work was done in 5 weeks. Staff is still doing minor follow ups. Will provide the data to WYDOT by the end of the month.

b. Next meeting is February 15, 2011, probably at the City Building.

c. Farewell and Thanks to Commissioner Ketcham – Mayor Kaysen, Jay and Tom thanked Jeff and presented a commemorative plaque of thanks.

d. Kevin McCoy stated the Tom Bonds was retiring end of February so there would be a new FHWA representative.