

Cheyenne Metropolitan Planning Organization

Policy Committee Meeting
September 15, 2021
Mayors Conference Room
2101 O'Neil Avenue



Attendance:

Voting Members:

Patrick Collins
Ralph Tarango
Troy Thompson

City of Cheyenne, Mayor
WYDOT, District Engineer
Laramie Co. Commissioner, Chair

Non-Voting Members:

Molly Bennett
Charles Bloom
Tom Cobb
Craig LaVoy
Jean Parlow
Juli Monahan
Brenden Schaefer
Wayne Shenefeld
Mark Wingate

Laramie County Public Works
City Planning & Development
City Engineer
City Public Works
FHWA Community Planner via zoom
WYDOT Planning
WYDOT Asst. Transportation Engineer
WYDOT Resident Engineer
WYDOT State Planning Engineer

Staff:

Jillian Harris
Tom Mason
Nancy Olson
Valerie Pickard
Christopher Yaney

MPO Senior Planner
MPO Director
MPO Office Manager via zoom
MPO Office Manager
MPO Senior Planning Tech

- 1) Meeting was called to order at 3:01 p.m. by Commissioner Thompson
- 2) **Introductions** were made for in-person attendees and those on Zoom.
- 3) **Approval of the June 30, 2021, minutes.**
Mayor Collins moved to approve the June minutes, Mr. Tarango, seconded the motion.
Commissioner Thompson called for a vote. Motion passes.

4) **Budget Amendment to the FY '21 Unified Planning Work Program**

Mr. Mason referred to the last budget amendment for the year that was sent to the committee via email. He said the main changes were to reduce the Henderson GW project to zero; and four of the projects' totals were changed to reflect the actual contract amounts. Mr. Mason said he juggled line items in hopes of keeping all balances in the black. Mayor Collins asked if this was the budget for the past fiscal year, ending at the end September. Mr. Tarango asked about the COVID bonuses. Mr. Mason answered that the bonuses were taken out of the MPO budget because the City gave all their employees from the last calendar year bonuses. He felt it was fair to provide to the MPO staff although, the Federal COVID money that was used for the bonuses could not come to the MPO because federal dollars cannot pay for federal dollars. Mr. Tarango

pointed out that the Policy Committee did not vote on spending the \$27,000. Mr. Tarango asked if the MPO employees were City employees. Mr. Bloom stated that the City is the MPO fiscal agent therefore the MPO employees are treated like City Employees. The CTP employees are also funded by the Federal Government. Mr. LaVoy stated that the CTP employees qualified for the Federal money because they deal directly with the public during the pandemic. Mr. Tarango made a motion to remove the COVID money from administration and have it added as a separate line item. Mayor Collins seconded. This motion passed.

Mayor Collins made a motion to pause the meeting to hold a brief executive session. Mr. Tarango seconded and the motion to pause was passed. The Policy Committee held a short session off the record discussing personnel matters. The Committee returned, and Mayor Collins moved to approve the FY '21 UPWP budget amendment, Mr. Tarango seconded. Motion passed.

5) Discussion and approval of the *FY '22 Unified Planning Work Program*

Mr. Mason sent the new budget out a couple of weeks ago, but he has made a few adjustments based on the projected Fiscal Year carryover. The final budget is now \$868,533. Some of the proposed Planning Projects needed to be reduced to balance the year.

Mayor Collins asked for clarification of the used car purchase. Mr. Tarango asked for the year and mileage. The Ford Escape is a 2004 and has 62k on it. The City Treasurer confirmed there is \$7,097.00 in a MPO car fund which was a hail insurance payout. Mayor Collins asked if it was normal to have 74% of an MPO budget to go to administration and 26% for studies? Mayor Collins moved to amend the budget to add \$2,500 to bring up the total to \$3,500 for salaries & benefits. Mr. Tarango seconded. The amendment passed.

Mr. Tarango asked if the MPO staff could use their personal vehicles. Mr. Bloom answered, only if a motor pool vehicle is not available. Discussion commenced on using the motor pool vehicles and about the existing vehicle. Mr. Tarango made a motion to amend the MPO budget a second time, to remove the \$30k purchase of a new vehicle from the budget and to put \$25k into Planning Projects and \$5k into Maintenance. Mayor Collins seconded the motion. Commissioner Thompson called for the vote and amendment #2 passed.

Commissioner Thompson called for the vote on approval of the FY '22 UPWP. Mayor Collins moved and Mr. Tarango seconded. Motion passed.

6) Update on MPO Planning Projects

a) *Converse Avenue Plan*

Ms. Harris reported that MPO staff is finalizing the draft document and moving into the adoption phase. First it will go to the Tech and Citizens Committees on Oct 13 for their recommendation of approval. Then on Oct 18th it goes to the City Planning Commission. It will be introduced on Nov 8th to the City Governing Body. Once it is through the GB it will be brought before the Policy Committee on December 15th. Ms. Harris said the project began last fall as a Corridor Study to right size the corridor and make it more multimodal friendly. The limit of the project is from Dell Range to the future intersection of Carlson. The hope is to get the corridor designed and built before the 600 new apartment's residents make too big

of an impact to the corridor. Mayor Collins asked how this fit in with the project that City engineering is working on. Mr. Cobb explained that the project the city is looking at is south of where the Converse Plan limits are and is from the intersection of Converse and Masonway south through Dell Range to the pedestrian overpass of the Greenway.

b) *East Park Greenway and Drainage Plan*

Ms. Harris reported this is not a typical MPO project as drainage is a large component. It ties into transportation because moving the Dry Creek drainage channel from the historical tunnel under the UPRR tracks, will free the tunnel up to be used as a pedestrian pathway from East Park to the future Greenway in the LEADS Business Park open space. A contract amendment for additional hydraulic modeling and a 35% design for Greenway south of the UPRR tracks has been approved. The consultants have come up with a couple of options for the new drainage alignment. Next is final public engagement and finalizing the plan. Ms. Vetter has signed a contract with a consultant to do the master plan for East Park. It was decided that public involvement for both projects should be done simultaneously.

Mayor Collins told Ms. Harris that when he first brought the subject up with UPRR they said no, but when he spoke about their tracks being affected by hydrological issues, they then said they would need to talk about that.

c) *Walterscheid Blvd. Corridor Plan*

Ms. Harris said this Plan takes a similar approach as Converse in right-sizing the corridor from Deming and 5th Street to College Dr. Benchmark has completed the traffic analysis. The City Engineer has requested an amendment to include intersection analysis at Fox Farm. The City had begun work to design traffic signals at the Walterscheid and Fox Farm intersection, but ran into significant utility challenges, therefore, the request was made to rethink the intersection design. The MPO is getting the contract amendment adopted and it will add approximately \$10,000 to the contract and three months to the schedule.

d) *East Pershing Plan*

Ms. Harris said the Plan will look at making E. Pershing more multimodal as it is a major corridor for the east side of town. The project limits are from U.S. 30 to the Christensen Rd. intersection. They have selected Y2, and they have developed a website using Social Pin Point for more public engagement through online surveys and eventually interactive maps.

e) *Transit Development Plan*

Ms. Harris said that this plan is required by federal law and is overdue. We have selected LSC Transit Consultants out of Colorado Springs to do the plan and are in process of coordinating a kickoff. This will look at operations through brand new eyes and not necessarily build off previous studies. They will consider everything including new tech improvements, operations, routes, efficiency, fare structure and payment types, Wi-Fi in transit vehicles, where to put the transit center and how to truly make it an asset to the community. Mayor Collins mentioned the City has already bought a new building on Westland Rd. for the transfer center. Ms. Harris said the consultants are aware of that fact.

7) Update on current and upcoming local construction projects

a) City of Cheyenne

Mr. Cobb reported for City Engineering and said the 26th St. storm sewer project will not be completed this year. A section of roadway between Carey and Randall will be closed over the winter. The 24th St. mill and overlay will be finished this year. Meadow Drive and 12th St. will be done next year with added drains and storm sewer. Next year there will be many projects, most are listed here: 18th St.; LCCC underpass; Carey Ave. Greenway; 17th St. lighting project with curb and gutter; crack and slurry seals; misc. downtown curb and gutter; Storey and Ridge new signal; Pershing and Windmill signal replacement; 5th and Deming bridge replacement; U.S. 30 Pump station replacement; and Nationway from Logan to College.

Commissioner Thompson asked about the 6th Penny projects from the current ballot. Those will not get programmed until the collections start coming in after a couple of years.

b) Laramie County

Ms. Bennett reported the County is working out on Military Road putting in three 36" pipes between Happy Jack and Roundtop Rd. Public Works are doing regular day-to-day activities. She wants to have Gravel and Pavement management plans done this year. The County has a contract with Benchmark Engineers to design for Powderhouse Rd. from Four Mile Rd. to Rising Star. This may have a potential for reconstruction in the future. Ms. Bennett may ask the MPO to do a corridor plan for Powderhouse from Dell Range to US 85.

c) WYDOT

Mr. Tarango shared with the committee, that Mr. Bybee is no longer a District Construction Engineer, but is now the Asst. Materials Engineer.

Mr. Shenefelt gave the WYDOT construction update. He said they have the last contract patch project on College Dr. from Pershing to UPRR for the year. They have had five total bridge work locations in the Cheyenne area. They have finished three locations: south of town on I-25; the pedestrian overpass on I-180; and the structure on I-180 over Deming Dr. They are still working on the Stinner Rd/Country Club Rd. over I-25 and the Horse Creek structure over I-25. Another three bridge locations in Cheyenne: Allison Draw at U.S. 85; Crow Creek structure on Lincolnway two to three weeks for finishing; and some I-80 structures over Southwest Drive.

Mayor Collins asked Mr. Shenefelt about the possibility of bridge design without flat areas near the top which are being used by the homeless people as camps, and if there are better bridge designs that include colored concrete. Mr. Mason said that there is already a plan done by the MPO for interstate and bridge enhancements. Mr. Tarango said that WYDOT has a program that if the City is willing to pitch in, they can do enhancements. However, the bridge work that Mr. Shenefelt is talking about is rehab and that does not include enhancements. Mr. Shenefelt reported a big sign replacement project from Cheyenne all the way to Glendo. Slab repairs are ongoing on Central between Lincolnway and 22nd. Also, traffic signal

replacements around town at 8th and Central, 8th and Warren, and Evans and Lincolnway. A Horse Creek wooden bridge has one-way traffic around it and will be completed by the end of October.

Projects for 2022 include the Parsley Blvd. bridge replacement with enhancements and storm sewer and a detention pond on SGH around Murray Rd. as the water is encroaching on the drive lanes. Next year they will be working on the I-25 structure over Lincolnway and the UPRR, as well as some slab replacements along downtown Lincolnway.

8) Other Business

- a) Welcome to Jean Parlow, the new FHWA rep for the Cheyenne area.
- b) Nancy Olson is retiring, good luck and good wishes.
- c) Valerie Pickard is the new office manager for Planning and the MPO and her salary will be split between the two.
- d) Mr. Mayor suggested the MPO Master Agreement should be updated to work in the modern world. Ms. Monahan agreed.

Next Meeting December 15, 2021 – Laramie County Commissioners Boardroom -Converse Plan