

Cheyenne Metropolitan Planning Organization

Policy Committee Meeting

June 4, 2025

3:30 PM

County Commissioners Conference Room



Attendance:

Voting Members:	Patrick Collins Linda Heath Ralph Tarango	City of Cheyenne, Mayor, Chair Laramie County Commissioner, Vice Chair WYDOT District Engineer
Guests:	Vicki Nemecek Brenden Schaefer Thomas Cobb Molly Bennett Julianne Monahan Don Hollingshead Brandy Rubeck	City of Cheyenne Public Works WYDOT Systems Planning Engineer City of Cheyenne Engineer Laramie County Public Works Director WYDOT Transportation Planner County Commissioner WYDOT Community Planner
Staff:	Christopher Yaney Jennifer Corso Athen Mores Gisele Pacheco	MPO Director MPO Senior Planner MPO Planner I & Transportation Specialist MPO Office Manager

Item 1: Call to Order

Mayor Patrick Collins, Chair, called the meeting to order at 3:30 PM.

Item 2: Introductions/ Roll Call

Item 3: Approval of Minutes: March 5, 2025

Linda Heath, Laramie County Commissioner, made the motion to approve the meeting minutes from March 5, 2025. Ralph Tarango, WYDOT District Engineer, seconded the motion.

Mayor Collins, Chair, asked if there was any discussion or questions regarding the minutes.

No further discussion of the March 5, 2025 meeting minutes, and all approved at 3:33 PM.

Item 4: Stantec - Safe Routes to School

Christopher Yaney presented updates on the Safe Routes to School contract modification. The total modification amount is \$39,510.27, with a 50/50 cost share between the City of Cheyenne and Laramie County. The city's share is \$19,755.13, and the county's share is \$19,755.14. The following schools are being added as part of the update:

Public Schools:

1. Willadsen Elementary (K-6) 645 Harriman Road, Granite Canyon, WY

Private Schools:

1. Cheyenne Hills Christian Academy (Pre-K - 6th Grade) 7505 US Highway 30, Cheyenne, WY

2. Cheyenne Classical Academy (K-12) 5200 Ridge Road, Cheyenne, WY
3. Destiny Christian Academy (K-12) 215 E 8th Street, Cheyenne, WY 82007
4. St Mary's Catholic School (Pre-K - 6th grade) 2200 O'Neil Ave., Cheyenne, WY
5. Laura E Mason Christian Academy (K-8) 723 Story Blvd., Cheyenne, WY
6. Trinity Lutheran Church and School (K-12) 1111 E 22nd St., Cheyenne, WY
7. Harvest Time Christian Academy (Pre-K - 4th grade) 4700 Ocean Loop, Cheyenne, WY.

The eight schools are expected to conclude around the end of June 2025. Currently, the project is approximately 86% complete.

Mayor Collins asked if there were any questions or discussion regarding the item.

Julianne Monahan inquired whether the 86% completion referred to the amended portion of the project or the overall total.

Mr. Yaney clarified that the 86% completion reflects the overall project total.

Mayor Collins asked if there were any additional questions or discussion. Hearing none.

Item 5: West Crow Creek Greenway

Christopher Yaney provided updates on the West Crow Creek Greenway project. He noted that the project was postponed due to the consultant also working on the Missile Drive and 19th Street intersection project. A meeting was held last week to discuss options for crossing the corridor; however, some challenges have arisen. Additionally, an open house to discuss the project is scheduled for July 10, 2025, at the Laramie County Library.

Mr. Yaney also reported that the project is currently 47% complete.

Mayor Collins asked whether the delay was related to the schedule for the 19th Street and Missile Drive project.

Mr. Yaney explained that the 19th Street and Missile Drive project was anticipated within the timeline of the current contract due to the consultant's involvement in the Brick Program. Therefore, the project is not technically behind schedule, but it has experienced delays.

Mayor Collins asked if there were any additional questions or discussion regarding the item. Hearing none.

Item 6: Connect 2050

Christopher Yaney provided updates on the Connect 2050 Long Range Transportation Plan, noting that Kimley-Horn is progressing with the data received from the MPO and that the project remains on schedule for completion. Mr. Yaney also mentioned that Kimley-Horn is making minor adjustments to the model as part of the program. An open house for public input is currently being discussed, with a date to be determined.

Mayor Collins asked what is typically accomplished early in the project and whether the focus at this stage is gathering input to inform the plan.

Mr. Yaney confirmed that the initial phase involves collecting public input to help identify key priorities, areas of concern, and any elements that may have been overlooked for consideration in the planning process.

Mayor Collins asked if there were any additional questions or discussion regarding the item. Hearing none.

Item 7: Safe Streets for All Comprehensive Action Plan

Christopher Yaney provided updates on the Safe Streets for All Comprehensive Action Plan. He noted that while the planning process has begun, the official start of the project is pending the execution of a signed contract and

a formal notice to proceed for the selected contractor. The plan has already been approved by the City Council. It was advertised in January 2025 and received five proposals. Following the selection process, FHU was chosen through the Selection Committee. The MPO has worked closely with FHU to develop the scope of work. The contract is a not-to-exceed agreement totaling \$250,000.00, which includes a \$200,000.00 grant. The local cost share includes \$32,500.00 from the City of Cheyenne and \$17,500.00 from Laramie County. A Memorandum of Understanding (MOU) has been drafted for the county to reimburse the city for its share.

Mayor Collins asked whether there were any concerns if FHU is unable to deliver the full scope of work or meet expectations, requiring the city to complete parts of the plan independently.

Mr. Yaney responded that there are currently no concerns, as the scope of work was included in the contract proposal. During the evaluation process, it was identified that certain elements were missing, and those gaps were communicated to FHU and addressed.

Mayor Collins asked if there were any additional questions or discussion regarding the item.

Ralph Tarango asked whether the city has previously worked with FHU and where the firm is located.

Mr. Yaney replied that FHU has offices in Denver and Fort Collins, Colorado.

Brenden Schaefer noted that FHU previously conducted the Wind River Canyon Study and is beginning work on additional projects.

Thomas Cobb added that FHU is one of several on-call traffic consultants and has provided quality service in past engagements.

Mayor Collins asked if there were any further questions or discussion. Hearing none.

Item 8: Transportation Improvement Program (TIP)

Jennifer Corso provided information regarding the Transportation Improvement Program (TIP), a federally mandated document. The TIP outlines a four-year list of transportation projects for the City of Cheyenne, the City Transit Program, Laramie County, and WYDOT.

Mayor Collins asked how the order of projects within the TIP is determined.

Mrs. Corso responded that the order is based on the year in which each project is scheduled.

Mayor Collins clarified his question, asking how project priority is established.

Mrs. Corso explained that all projects included in the TIP must originate from the Connect 2045 Plan or the previous Master Transportation Plan. Once included in the Master Plan, each agency is responsible for evaluating and prioritizing projects based on various factors such as political considerations, funding availability, safety needs, and other relevant criteria.

Mayor Collins asked whether the Technical Committee determines the project order.

Thomas Cobb confirmed that the Technical Committee is responsible for determining the order after all necessary project elements have been submitted and reviewed.

Mayor Collins then asked about the criteria used for establishing the order.

Molly Bennett requested clarification, asking if the question referred to how a specific department prioritizes and arranges the projects listed in the TIP table.

Mayor Collins indicated that his understanding was that the project order in the table reflects project priority.

Ms. Bennett clarified that the table does not indicate project priority, and the order should not be interpreted as such.

Mrs. Corso confirmed this, stating that the TIP table reflects scheduling by year, not priority.

Mayor Collins asked if there were any additional questions or discussion regarding the item.

Ralph Tarango asked for clarification regarding the table and whether the fiscal year listed as 2024 should instead be 2026.

Mrs. Corso confirmed that the table should reflect fiscal year 2026.

Mayor Collins asked if there were any further questions or discussion. Hearing none.

Ralph Tarango, WYDOT District Engineer, made the motion to approve the Transportation Improvement Program (TIP). Linda Heath, Laramie County Commissioner, seconded the motion.

Roll Call: The motion to approve the item passed unanimously.

Item 9: STP-U Sequence List

Christopher Yaney provided updates on the STP-U Sequence List, noting a correction to the cost of the first item, which has been revised to a reconnaissance-only project. He also noted adjustments to incorporate Fiscal Year 2026 figures.

Mayor Collins asked whether all the amounts are expressed in 2026 dollars.

Mr. Yaney confirmed that all figures are presented in 2026 dollars.

Mayor Collins asked if the projects listed in the sequence are arranged in priority order.

Mr. Yaney confirmed that the projects are listed in priority order.

Mayor Collins asked if there were any additional questions or discussion regarding the item. Hearing none.

Ralph Tarango, WYDOT District Engineer, made the motion to approve the STP-U Sequence List. Linda Heath, Laramie County Commissioner, seconded the motion.

Roll Call: Motion to approve the item was passed unanimously.

Item 10: Title VI

Jennifer Corso provided information regarding Title VI, a federally mandated program addressing nondiscrimination on the basis of race, color, origin, sex, disability, age, or income status. Mrs. Corso also mentioned that Title VI needs to be updated every three years, and the new document is online.

Mayor Collins asked if there were any questions or discussion regarding the item. Hearing none.

Linda Heath, Laramie County Commissioner, made the motion to approve the Title VI document. Ralph Tarango, WYDOT District Engineer, seconded the motion.

Roll Call: Motion to approve the item was passed unanimously.

Item 11: Online Citizens Advisory Committee Bylaws

Jennifer Corso explained the process and rationale for transitioning the Committee to an online platform. She noted that the platform will enable citizens to provide input through surveys, review projects, and leave comments on plans without needing to attend evening meetings, which should encourage greater public engagement. Since the platform's introduction, 22 members have signed up. Additionally, the Committee's Bylaws have been revised to align with the online format and require adoption. Mrs. Corso also noted that the Bylaws include a clause stating that if the online platform does not function as intended, the matter and Bylaws will be brought back to the Policy Committee to consider reestablishing a Citizens Advisory Committee with four meetings per year.

Christopher Yaney noted that feedback will be gathered through the review process of posted plans, surveys, and citizen comments, which will then be forwarded to the Technical Committee for review and vetting.

Ralph Tarango asked how many members have signed up for the new online Committee.

Mrs. Corso confirmed there are currently 22 members.

Mr. Tarango asked whether the membership reflects representation across the planning boundaries.

Mrs. Corso responded that a map of all member addresses is maintained to ensure coverage within the planning boundary. However, all current representatives reside north of I-80. Efforts are underway to engage individuals south of I-80. Flyers will be distributed at open houses and other public engagement events to encourage broader participation.

Mr. Tarango suggested that targeted outreach is needed to secure representation from the south side.

Thomas Cobb, City of Cheyenne Engineer, recommended that the MPO contact the Wyoming Independent Citizen Coalition for assistance.

Mrs. Corso invited any additional suggestions.

Molly Bennett asked if flyers or QR codes could be placed in transit vehicles.

Mayor Collins suggested reaching out specifically to residents of the Sweetgrass Subdivision.

Mayor Collins also asked whether the platform tracks where individuals live or work.

Mrs. Corso clarified that it differentiates based on residence.

Mayor Collins asked if there were any additional questions or discussion regarding the item. Hearing none.

Linda Heath, Laramie County Commissioner, made the motion to approve the Online Citizens Advisory Committee Bylaws. Ralph Tarango, WYDOT District Engineer, seconded the motion.

Roll Call: Motion to approve the item was passed unanimously.

Item 12: Local Construction Projects

Thomas Cobb, City of Cheyenne Engineer, provided the following project updates:

- **Dell Range Boulevard Mill and Overlay:** Work is ongoing, but a full schedule has not yet been provided.
- **Cheshire Mill and Overlay:** An additional Mill and Overlay is planned for Cheshire, located north of Pershing Boulevard and south of the Cheyenne Airport.
- **Regional Detention Pond on College Drive:** The project is currently on hold due to weather conditions.

- **5th and Deming Bridge Replacement:** The project is still scheduled to proceed in the fall.

Mayor Collins asked if Miller Lane has been resolved.

Mr. Cobb responded that the final plan set is currently in the queue. Once it is complete, a final offer will be issued.

Mayor Collins asked if there were any additional questions or discussion regarding city projects. Hearing none.

Molly Bennett, Laramie County Public Works Director, provided the following project updates:

- **Archer Parkway Paving:** Paving at Archer Parkway and the Events Center at the Archer Complex has been completed.
- **Road 142 Paving:** The paving project has also been completed.
- **Wallick and Division Design:** Design work is ongoing. Updates on the associated grant opportunity have not been provided. Right-of-way negotiations are currently in progress.
- **Chalk Bluff Road:** Design is underway, but the construction timeline remains uncertain.
- **Public Open House:** Scheduled for June 10, 2025, at the Archer Complex.
- **Road 164 – 6th Penny Project:** Construction is anticipated, though the specific start date is yet to be determined.

Mayor Collins asked if there were any questions or discussion regarding county projects. Hearing none.

Ralph Tarango, WYDOT District Engineer, provided the following project updates:

- **Warren Avenue (24th St to Pershing Boulevard):** Overlay, spot curb/gutter, and sidewalk replacement; additional work due to deteriorated concrete on Pershing Boulevard.
- **US30 (Christensen to Archer):** Overlay of deteriorated pavement; five-lane configuration maintained.
- **College Drive (S. Greeley Hwy to LCCC):** Overlay.
- **College Drive & 12th Avenue:** Concrete intersection replacement; detours required.
- **I-25 Northbound On-Ramp at Missile Drive:** Concrete replacement; detours required.
- **College Drive & Four Mile Road (Dell Range to Yellowstone):** Chip seal.
- **Roundtop Road (Otto to Happy Jack):** Chip seal.
- **Pedestrian Overpass Lighting Upgrades:** At I-25 (near McCormick JH) and I-80 (east of Parsley Boulevard).

Mayor Collins asked if there were any questions or discussion regarding WYDOT projects. Hearing none.

Item 13: Other Business

Mayor Collins opened the meeting for any other business from staff or members of the Committee. Hearing none.

Next Meeting: September 3, 2025, at the City of Cheyenne Municipal Building Mayor Conference Room.

Item 14: Meeting Adjourned: 4:12 PM