

**CHEYENNE METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COMMITTEE MEETING MINUTES**  
 City Municipal Building, Room 208 (& virtually on Zoom)  
 June 12, 2024, 2:00pm



Attendance in person and via Zoom

<b>Voting Members:</b>	Connor White (for Mr. Bloom)	Planning & Development
	Tom Cobb	City Engineer
	Cassie Pickett	City Traffic Engineer
	Molly Bennett	Laramie County Public Works (Zoom)
	Matt Butler	Laramie County EMS (Zoom)
	Justin Arnold	Laramie County Planning (Zoom)
	Betsy Hale	Cheyenne LEADS
	Renaë Jording	City of Cheyenne, Transit (Zoom)
	Craig LaVoy (for Ms. Nemecek)	City Public Works
	Andrea Allen	WYDOT
	Juli Monahan	WYDOT Planning
	Wayne Shenefelt	WYDOT Resident Engineer
	Sally Stainbank	Lowe's Distribution (Zoom)
	Kristina Richardson	Mayor's Council for People with Disabilities (Zoom)
	Pat Rudd	Southeast Wyo Builders Assoc.
	Tim Bradshaw	Cheyenne Airport
	Frank Strong	Cheyenne BOPU (Zoom)
	Bryce Dorr	Cheyenne BOPU (Zoom)
	Todd Eldridge	F.E. AFB, Base Planning (Zoom)
	Vicki Bonds	LCSD #1
<b>Non-Voting Members:</b>	Richard Duran	FHWA (Zoom)
<b>Guests:</b>	Brenden Schaefer	WYDOT Systems Planning Engineer
	Ryan Shields	WYDOT District Construction Engineer
	Craig Cox	WYDOT Resident Engineer
	Ben Weaver	Stantec
	Jill Rosselott	Stantec (Zoom)
	Joanne Cho	Stantec (Zoom)
	Joe Polacek	Stantec (Zoom)
	Amy Gorbey	City Community Development Manager (Zoom)
	Paul Belotti	City Project Manager (Zoom)
	Renee Smith	Grants Manager
<b>Staff:</b>	Jeff Noffsinger	MPO Director
	Christopher Yaney	MPO Senior Technician
	Valerie Pickard	MPO Office Manager

1. Call to Order

2. Election of Officers

- a. Allen moves to keep the same officers, seconded by Bennett. Motion passes.
3. Approval of Minutes February 22, 2024
  - a. Allen moves to approve minutes as corrected, seconded by Bennett. Motion passes.
4. Approval of Minutes April 22, 2024
  - a. Correction to attendance list add Brenden Schaffer to attendance list and add him to Tech and Policy invites. Motion to approve the minutes as amended, by Bennett, seconded by Allen.
5. Safe Routes to School – Consultant Presentation
  - a. Ben Weaver gave an introduction on the Safe Routes to School Plan.
  - b. JoAnne Cho gave an update on initial parent/guardian concerns, high level recommendations.
  - c. Joe Polaeck presented best practices for achieving the recommendations.
  - d. Cobb: Was there a safety audit conducted?

Weaver: We did 21 onsite visits, and the rest through the desktop. We spread this through all three triads. We could get you a list of some of the items.

Cobb: We are looking at implementable items to fix immediately.

Weaver: Our goal is to have the draft report by the end of July and would have some of this information in it.

Cobb: I would like to get ForMAK an update as soon as possible.

Cho: This is the hard part about these plans, some of the grant applications require adoption of the plan and take time. After adoption you can start applying for the next grant cycle.

Weaver: If you would like to fund something in the plan in the interim you can.

Allen: If the non-profit is raising funds, are we using this as a match for the Federal Grant or...? How will that money come in and be used?

Cobb: Mak's family is looking at implementable items that they can do and match funds so she can help fund these changes. We want to get to a point where we can help.

Weaver: It will be clear in the documents to where you can pick out some items to get fixed.
6. TIP 2024-2027 Amendment

Noffsinger: We received amendments from WYDOT and Laramie County. We are looking for approval to forward onto Policy and WYDOT. This is only updating the costs.

Bennett: We added our 6<sup>th</sup> penny projects to this list.

Cobb: When is the full update?

Noffsinger: We have historically done this every 2 years.

Monahan: Every other year this needs to be updated. And to the Governor's Office by July.

Cobb: With the change of Dell Range, I am hoping to chase Federal funding to help pay for the intersection of College and Dell Range. Should this be a separate project?

Shields: I wouldn't worry about that this cycle.

Bennett: A separate project would be best.

Motion to approve by Bennett, seconded by Allen. Motion passes.

## 7. Connect 2045 Update

Noffsinger gave an update, we are looking at doing this in house. We have begun work internally. Chris has been working on traffic modeling. We are looking to have a stakeholder group review the projects from 5 years ago.

Cobb: We will need a professional engineer to complete the level of service analysis. Who would do this if you complete this in house?

Noffsinger: We have Kimley Horn and the Synchro program we could do some of that, anything outside consulting help we would need to budget for in FY25 UPWP.

Bennett: Are you planning to do that?

Cobb: You will need a professional to review the level of service analysis.

Yaney: We can discuss with Kimley Horn to add this and have them give us another quote.

Bennett: Will this have to go out to RFP?

Yaney: We have Kimley Horn under contract. We have them doing the analysis of the TAZ.

Cobb: We will need a separate contract with them. We usually have a third-party review.

Bennett: What was Casper's scope, when we talk about an update to the plan, what does that entail?

Noffsinger: Casper is doing a complete update. We are just updating costs. Most of the work that was done 5 years ago is still relevant, we just need to update costs.

Cobb: I don't know what needs to be updated. Has WYDOT reviewed this?

Monahan: I have not had a chance to compare to Kimley Horn's scope, a big part of this is public engagement, and the projects that the community wants to see, maybe they do or don't want to see these projects now? Casper's projects are completely off the list.

Cobb: Van Buren was on that list.

Noffsinger: We would go through a public process to update the list, to add, delete or reprioritize.

Bennett: With review from City, County and State?

Noffsinger: Yes, there are many stakeholders.

Bennett: Do you feel that you have capacity to do this?

Noffsinger: Most certainly.

Bennett: This seems like a lot. This is not in the current fiscal year budget.

Noffsinger: There are funds for in-house projects, on demand consulting.

Cobb: Is this an item we would vote on?

Noffsinger: We are looking to take your comments to the Policy Committee this afternoon.

Bennett: I have concerns with doing this in-house. It would be a good idea to have someone oversee this. I see that there are a lot of items that could be done in-house but concerned about oversight of the project management.

Cobb: Have you done one of these before?

Noffsinger: I have done many Master Plan updates. Not specifically for a transportation update.

Cobb: Could we get a detailed list and have a professional expert assist with this update.

Arnold: Do you have a running list of what needs to be updated? I think we need to itemize the deficiencies and understand the technical work that needs to be done. So, we are looking at pinpointing the deficiencies that are currently there and what scope of work would be precipitated from that and have someone with the transportation expertise to review it.

Noffsinger: I am not aware of any deficiencies with this, we are looking to update the Census information and validate and calibrate this plan. I feel a partnership with Kimley Horn could handle this.

Arnold: I think having a good list to nail down the deficiencies for the jurisdictions to review.

Bennett: I agree that an update could be beneficial.

Monahan: This is not like a TIP, this is a standalone document. This is a big deal to complete this.

Arnold: If we don't have to reinvent the wheel completely, and parse things out...

Schaefer: From WYDOT's standpoint we do not have confidence that this can be done in-house. This is a serious document. I agree it doesn't have to be done completely by consultants.

Cobb: Some things that are helpful in having a consultant is for them to take the heat of the document.

White: Charles has similar concerns, that the project should be completed by a consultant. The plan delegates other City staff to work on this and the Planning Department does not have the band width to work on this.

Bennett: I think some of the things that you are doing could help with getting the cost down. Do we have to put this out to bid?

Yaney: The current contract will not cover the rest; this is just focused on the TAZ and the updates that need to be done.

Monahan: Until you know what will be done in-house and what will be done by consultants, you don't know what your dollar amount is going to be.

Bennett: With the timeline constraints, does it have to go out to RFP?

Monahan: If the cost is over \$250k, it will have to go out to RFP, the RFP process requires advertising to the public.

Cobb: We really do need a motion on this, for us to move this to Policy.

Monahan: I think this can be just for discussion.

Yaney: Moving forward are we looking for a blended program between the consultant and the MPO.

Cobb: I am not sure about how we define the scope of work to start with. How do we get there? That is the part that is making me apprehensive. I have some concerns about this.

Noffsinger: I have the original file and it is easy for us to update this through In-Design, but our plan is to modify the existing plan.

Cobb: There is a benefit to have someone else look at this plan, a transportation professional.

Allen: I think we should hire a consultant on this, I don't think it was ever discussed to do this in-house. The public involvement part is a big part of this.

Cobb: It is important to have a 3<sup>rd</sup> party come in and make these recommendations.

Bennett: If we have a copy of the scope of work showing what the consultant will do and what the MPO will do.

Cobb: I think you can assist with this update, but you could define those tasks and go out for RFP and let the consultants add to the scope.

Schaefer: I think the Technical Committee should have input on this.

Allen: Part of the update is the public meeting; this is new work.

Noffsinger: I was going to do the public meeting in-house.

Allen: I think you need to hire a consultant do this.

Bennet moves to update the former Connect 2045 plan, MPO staff to provide a breakdown of the update, what will be done by the consultant and what will be done by MPO Staff. This is to be reviewed by Tech Committee prior to the next meeting, then discussed at the next meeting.

## 8. Director's Report

Noffsinger gave an update on the Southwest Drive. This was voted down at Planning Commission.

Noffsinger gave an update on East Allison Drive. A draft report was provided to you.

Noffsinger: Passenger Rail, the MOU approved with the Front Range Passenger Rail. Council approved the site selection study.

Shaefer: The ballot initiative has been postponed to 2026.

Monahan: Does Rapid City have a station?

Noffsinger: Each community that has been identified will have to determine their locations.

Noffsinger gave an update on County Road Impact Fee Study, draft will be presented to County Commissioners on July 1<sup>st</sup>.

Noffsinger gave an update on EV Charging Station project. We have identified locations in the community. We are working with Black Hills Energy to determine infrastructure costs.

Noffsinger: Grant applications: We applied for the SS4A, this was awarded to us in the amount of \$200,000 with a \$50,000 match. We will be looking for a consultant for this. This and the SRTS can be used to apply for an implementation grant.

Bennett: Do we have an MOU for the City County sharing that?

Noffsinger: Yes, after we get through this FHWA meeting.

Noffsinger: ATIIP, we determined that we do not have sufficient time to prepare for this grant. FY '25 will be coming up in October, looking for suggestions on projects for the UPWP. Much of the UPWP could be consumed by the updating the 2045 plan.

Noffsinger: We are looking to revisit the Master Agreement and get that worked out.

Monahan: Have you updated the bylaws?

Noffsinger: No, we are looking to get the Master Agreement updated first.

Schaefer: There are some concerns with this.

## 9. Update on Local Construction Projects

- City of Cheyenne – Cobb: We are very busy; Dell Range 2<sup>nd</sup> Phase will be going out next week. 19<sup>th</sup> and Missile we have funding for the intersection analysis, looking for a steering committee for this.
- Laramie County Bennett: Our big project is County Road 142, we have Simon under contract for this project. Archer Parkway, Knife River has been awarded this project.
- WYDOT Shenefelt: Terry Ranch Road chip seal, Chalk Bluff Road and US 85 punch list work, I-80 high performance wearing course, patching on Roundtop and US 85 port of entry. US 30, we switch traffic on to the westbound half, eastbound lanes are going to be paved in July. Overhead warning system on I 80, extension of on Ramp at I 80 and Central after CFD. District 1 slab repair on Central Ave. Striping project on South Greeley and the College Drive ADA project this summer.
- Others (LEADS, Warren AFB, LCSD #1, etc.)  
Eldridge (FE Warren): We have gone to the 2<sup>nd</sup> offer on the EUL, they met yesterday, and the developer is ready to move forward. We have some on base construction.  
Dorr (BOPU): We are hoping to go to bid on the transmission portion of the storage tank.  
General rehab work in town, most significantly on Carlson St.  
Bonds (LCSD #1): Signal is going up at Carlson, should be up before school starts.

## 10. Other Business Next Meeting – August TBD

Cobb: Could we schedule these meetings quarterly unless we need to meet more?

Noffsinger: Yes, we need to meet in August so that we can have the UPWP ready to go before the end of the fiscal year.

Cobb: Could we separate the meetings out on different days.

Noffsinger: Yes, today was just to accommodate Stantec.

Motion to close by Bennet, seconded by Shenefelt, motion passes.

Meeting concluded at 11:38am