

**CITY OF CHEYENNE
PLANNING COMMISSION MINUTES
January 17, 2023
6:00 P.M.**

MEMBERS PRESENT: Philip Griggs, Chair; Megan Connor, Bob Mathia, Amy Hernandez, Boyd Wiggam

MEMBERS ABSENT: Brian Tyrrell, Vice-Chair; Robert Chamberlin, Secretary

CITY STAFF PRESENT: Charles W. Bloom, AICP, Planning & Development Director; Erin Fagan, Planner I; Valerie Pickard, Planning and Development Office Manager; Stephanie Boster, City Attorney; Tom Mason, MPO Director; Vicki Nemecek, Public Works Director; Renae Jording, Transit Director; Ginni Stevens, Transportation Planner

OTHERS PRESENT: A.T. Stoddard, Kristina Richardson, Kayla Green, Joe Dougherty, Richard Johnson

ITEM 1: CALL MEETING TO ORDER / ROLL CALL

Philip Griggs, Chair, called the meeting to order at 6:00 PM

Roll Call was done by Charles Bloom, AICP, Planning and Development Director. There was a quorum with 5 members present.

ITEM 2: PLANNING PROJECTS

ITEM A: [Cheyenne Transit Program Transit Development Plan \(TDP\)](#)
[Final Report](#)
[Proposed Resolution](#)

MPO: Tom Mason, Cheyenne Metropolitan Planning Organization Director
Ginni Stevens, Senior Transportation Planner

Charles Bloom, AICP, Planning and Development Director, read the item into the record.

Tom Mason, agent, presented the project.

A.T. Stoddard, LSC Transportation Consultants, presented the project.

Mr. Mason stated Vicki Nemecek, Public Works Director and Renae Jording, Transit Director were both in attendance and could answer questions.

Philip Griggs, Chair, stated he was disappointed in the response from the public. He asked how the survey was publicized. He asked what is FTE and PTE in the report.

Mr. Stoddard stated FTE is full time equivalent and PTE is part time equivalent.

Mr. Griggs asked what is the staffing today.

Ms. Jording stated they have 10 full time and 11 part time employees.

Mr. Griggs asked what is the expected goal for employment.

Ms. Jording stated they are hoping to get staff levels back to pre-covid which was 11 full time and 17 part time.

** Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*

Mr. Mason asked Ms. Jording to address the survey collections.

Ms. Jording stated surveys were provided to active riders through the rider app, paper flyers and it was published on the City website. She stated they provided flyers to senior services and other agencies throughout the City.

Mr. Griggs stated the responses were extremely low.

Ms. Jording stated it was a small response.

Mr. Stoddard stated survey responses are always low in all communities.

Mr. Griggs asked him to explain micro transit.

Mr. Stoddard stated it is real time, on demand service and is door-to-door service. He stated it is not a fixed route.

Mr. Griggs asked why Phase 1 and 2 can not be implemented at the same time.

Mr. Stoddard stated they could be executed at the same time but it is dependent on funding, vehicles and employees.

Ms. Jording stated they plan on getting all 4 routes in place within the next 6 months. She stated Phase 3 will be implemented in 2025.

Megan Connor stated the cost per rider is \$2.89 and asked how it compares to similar cities.

Mr. Stoddard stated for cities like Cheyenne it is not out of line.

Ms. Connor asked if there was a good comparison.

Mr. Stoddard stated the cost prior to covid was about \$6 but that was only on a fixed route. He stated the on demand services was a higher cost option.

Ms. Jording stated Casper had \$24.40 per trip for on demand service in 2021.

Robert Mathia asked is the General Fund from the City.

Mr. Stoddard stated yes.

Vicki Nemecek, Public Works Director, stated it was the General Fund from the City and they have asked the Governing Body to fully fund the TDP.

Mr. Mathia asked if there was a special fund from the City for transportation.

Mrs. Nemecek stated it is not a special fund but it is a budgeted fund in the amount of \$300,000 and \$600,000 each year.

Mr. Mathia stated from year 1 and 2 the amount changes from \$1,032,000 to \$1,800,000. He asked how likely the money will be funded.

Mrs. Nemecek stated they will do their best to fight for the budget.

Mr. Mathia asked if the plan would be delayed if they don't get enough money.

Mrs. Nemecek stated yes and that funding, equipment and drivers are all needed to implement all of the phases.

** Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*

Mr. Mathia asked what is the difference between on demand and micro.

Mrs. Nemecek stated it is the same thing.

Mr. Mathia stated there is more emphasis on the on demand service. He asked if they would need to get additional drivers or equipment.

Ms. Jording stated the on demand is providing services that don't have a lot of ridership and can be done with what they have planned.

Mr. Mathia stated the fixed routes seem to be reduced and the on demand will need to be more active in those areas.

Ms. Jording stated there weren't a lot of riders in those areas and so they won't need to increase the on demand in those areas. She stated no one will lose service with the plan and they will provide more service than they did before.

Mrs. Nemecek stated the on-demand services provide the ability to speed up the fixed routes. She stated many riders complained the fixed routes took too long. She stated they are cutting down fixed route times.

Mr. Griggs asked how people access the micro transit.

Mrs. Nemecek stated they can call for a ride or use an app.

Mr. Griggs stated he knows citizens that don't know how to access the micro transit system.

Mrs. Nemecek asked if they use the service at all.

Mr. Griggs stated they did before covid. He stated people don't know about the micro transit system.

Mrs. Nemecek stated they are looking into a paid advertising campaign.

Mr. Griggs stated that would be a good direction.

Boyd Wiggam asked what analysis was done for a commuter route to increase ridership.

Mrs. Nemecek asked if he meant people commuting into Cheyenne.

Mr. Wiggam stated he was questioning people who live within Cheyenne and want to get to employment centers such as downtown and on north Yellowstone.

Mr. Stoddard stated they did look at possible commuter travel patterns such as out to Lowe's Distribution but they can include it in the micro transit service. He stated there wasn't a strong demand for commuter routes only.

Mr. Wiggam stated he liked they are reducing the length of the routes but he would like to see their times reduced further.

Mr. Griggs asked for questions from the Board.

Mr. Mathia stated the graph on the report showed a decline and asked what has caused the decline.

Mr. Stoddard stated during that time period the economy was good, gasoline prices were low, people had jobs and so ridership went down. He stated they also increased fares at that time.

** Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*

Amy Hernandez asked if benches and shelters would be added to the bus stops.

Mr. Stoddard stated they have planned to add some.

Ms. Hernandez asked if the lack of shelters caused a lack of ridership.

Mr. Stoddard stated he didn't think that was the reason.

Ms. Jording stated she agreed that was not the reason why people don't use the transit system. She stated they will add benches and shelters to high rider areas.

Kristina Richardson stated it would be helpful to implement longer hours for the transit program. She stated it is an excellent plan. She stated some of the disabled community have not been able to access public meetings due to the transit not operating during the hours of meetings. She stated that there have been disabled people who have not been able to get to work on the transit program and if they could it would increase ridership. She stated disabled visitors should be able to access the system on a complimentary pass during high tourist times.

Mr. Griggs asked for public comment.

Joe Dougherty stated some things do not need to be reinvented. He stated they should do some of the same things they did in 2014-2015 as that was when ridership was the highest. He stated many people in the community use the bus to go to work. He stated they would go to the neighborhoods and take them to work centers. He stated the plan is flawed.

Mr. Wiggam asked what a recommendation would look like to what Mr. Dougherty had suggested.

Mr. Dougherty stated it would behoove the City to return to a fixed route system with 6 routes.

Ms. Connor stated they are trying to balance servicing the community with fiscal responsibility. She stated she had concerns about the cost projections in the models.

Mr. Griggs asked for further public comment. Hearing none, he closed the public comment.

Mr. Griggs stated he would like to see fixed routes that run from Yellowstone, Dell Range and Ridge to Downtown. He stated raising fares decreases ridership. He stated he supported lowering fares, two services and getting buses on a route. He stated he didn't see how the plan services the residents of the City of Cheyenne.

Mr. Wiggam asked if there was a recommended form of the motion.

Mr. Mason stated the Planning Commission should recommend Planning Commission resolution #PC 2023-01 a resolution adopting the Cheyenne Transit Program 2023 Transit Development Plan.

Mr. Wiggam asked if they could make a motion and include the ordinance by reference.

Mr. Griggs stated they could include the ordinance by reference.

Mr. Wiggam stated the old route structure was losing ridership prior to covid. He stated he liked the system is getting back to some routes. He stated he would like to see some shorter routes to alleviate traffic.

Mr. Wiggam made a motion to recommend the adoption of Planning Commission resolution #PC 2023-01 which is the Transit Development Program. Ms. Hernandez seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 4-0.

** Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*

ITEM 3: ANNUAL TRAINING

Charles Bloom, AICP, Planning and Development Director presented the Planning Commission 101 training.

ITEM 4: OTHER BUSINESS/STAFF ANNOUNCEMENTS:

None

ITEM 5: MEETING ADJOURNED: 7:54 PM



Staff Signature



Board Officer

