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# Northeast Missouri Regional Planning Commission

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## 2022 Annual Work Plan

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July 1, 2022 – June 30, 2023

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**TO BE APPROVED BY THE NEMO RPC TRANSPORTATION ADVISORY  
COMMITTEE & NEMO RPC EXECUTIVE BOARD ON JUNE 15, 2022**



# Introduction

Aiding local municipal and county governments craft and institute remedies to common shared setbacks has been the task of regional planning organizations and councils of local governments since the inception of the area associations under the State and Regional Planning and Community Development Act of the late 1960s.

One of the key roles of the Northeast Regional Planning Commission and our fellow councils of local governments and regional planning commissions is our partnership with the Missouri Department of Transportation.

That working relationship evolved in the early 1990s with the implementation of the federal Intermodal Surface Transportation Efficiency Act, which expanded the transportation planning process to now include a broad range of voices including city and county elected officials, business and industry leaders as well as at-large members of the public.

The Missouri Department of Transportation graciously works with regional planning organizations across

the state as they jointly strive to capture local perspectives and develop regional consensus that reflect the transportation needs and priorities of the state's diverse regions.

*“Our decisions about transportation determine much more than where roads or bridges or tunnels or rail lines will be built. They determine the connections and barriers that people will encounter in their daily lives - and thus how hard or easy it will be for people to get where they need and want to go.”*

**- the late Elijah Cummings,  
former U.S. Representative**

## NEMO RPC TRANSPORTATION WORK PLAN

The Northeast Missouri Regional Planning Commission annually produces a transportation work plan highlighting short-term and long-range planning goals related to the regional transportation program. These goals are accompanied by performance measures targeting efficiency and accountability for the investments of time and revenue being expended to ensure that all residents of northeast Missouri have a voice in securing the safest and most viable transportation system their tax dollars can muster.

The NEMO RPC Transportation Work Plan is made up of three main components: Administration, Core Activities and Public Engagement; and Professional Development. Each category defines its purpose in the annual report, while also establishing goals for the ensuing year. Work completed in each category during the

previous fiscal year is listed and explained while also establishing a list of work scheduled and anticipated for completion in the current year. These summaries include staffing assignments for various tasks and duties as well as projections for the number of work hours allocated for each category and financial budgeting projections for cost estimates for staffing and indirect costs related to each program.

This program is funded by an annual allocation by the Missouri Department of Transportation, which provides 80% of the funding. The NEMO RPC & RDC provides a 20% match to assist funding the program each year. Financial statements including invoicing are submitted to MoDOT quarterly throughout the fiscal year to demonstrate where the revenues are being expended.

# NEMO RPC TRANSPORTATION ADVISORY COMMITTEE

Through an annual financial allocation from MoDOT, the NEMO RPC organizes and facilitates quarterly meetings of the Northeast Missouri Regional Transportation Advisory Council (TAC). The TAC is comprised of eighteen (18) members representing county government, city government, transportation corridor groups, other transportation partners, and the Missouri Department of Transportation. There are three (3) members from each of the RPC's six-county region, Scotland, Schuyler, Adair, Clark, Lewis and Knox counties. Members are appointed by the resident county commissioners.

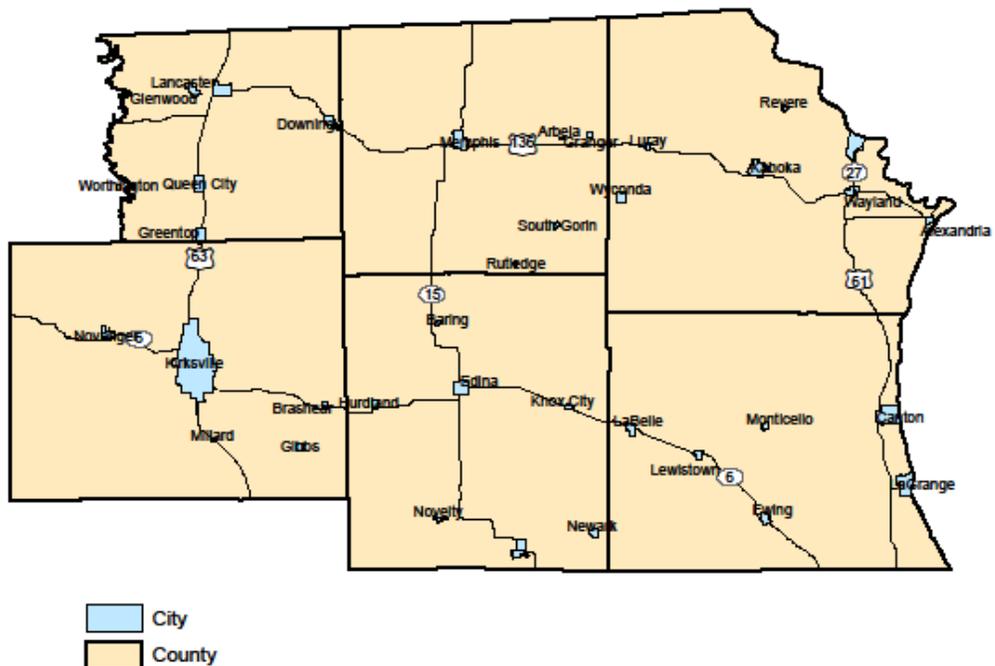
Transportation Advisory Committees incorporate local communities into the statewide transportation planning process, encouraging regular engagements between resident stakeholders and state transportation officials, where understanding of the state planning framework process is fostered and local input on transportation needs in our counties and communities is sought and supported.

The NEMO TAC works to distribute information to communities and residents and assists in establishing local prioritization of transportation needs for the region, all the while providing ideas to the NEMO RPC/RDC staff on ways to improve the local planning process and TAC meetings.

The four (4) regularly scheduled meetings of the TAC focus on identifying potential transportation improvements, maintenance needs and safety concerns as they relate to the region's state- and federally-funded transportation routes and systems.

In addition to the regular meetings, the NEMO RPC transportation planner, as well as other officers, strive to maintain regular and frequent contact with TAC members and other community representatives to share transportation news and to serve as a liaison between the public and state and federal transportation officials to foster transparency and good will to promote future success in maintaining and upgrading our roads, highways, bridges and multimodal offerings.

**Map of Northeast Missouri Regional Planning Commission**



# TASK 1 - ADMINISTRATION

The execution of the annual work plan includes a number of administrative tasks ranging from general correspondence and documentation of all processes to accounting, reporting, and performance evaluations.

Specific administrative tasks include the filing of quarterly progress reports and preparing and submitting financial reports while maintaining general correspondence regarding all transportation matters.

## **2021 WORK COMPLETED**

- Submitted quarterly invoices and progress reports to MoDOT - October 2020, January 2021, May 2021 and July 2021.
- Maintained general correspondence regarding transportation issues.
- Prepared meeting reports.
- Prepared, submitted 2022 work plan in May.

## **2022 WORK**

- Submit quarterly invoices and progress

reports to MoDOT - October 2022, January 2023, April 2023 and July 2023.

- Maintain general correspondence regarding transportation issues - Ongoing
- Accounting activities related to the program including invoicing, expenditures and payroll - October 2022, January 2023, April 2023 and July 2023.
- Prepare meeting reports - Ongoing
- Prepare and submit 2023 work plan - May 2023

## **STAFF**

Executive Director, Planner, Fiscal Officer

Total Hours	280
Total Expense	\$11,775
MoDOT 80%	\$9,396
NEMO 20%	\$2,349

# TASK 2 - CORE ACTIVITIES/PUBLIC ENGAGEMENT

Central to all efforts of the Northeast Missouri Regional Planning Commission's transportation planning is the Regional Transportation Plan (RTP). As part of ongoing development of the regional approach to transportation improvement, the NEMO RPC engages local stakeholders in identification and prioritization of local transportation needs in an annual process to assist MoDOT in the creation of the State Transportation Improvement Plan (STIP). This process involves inventorying existing transportation facilities and infrastructure, assessing current conditions and highlighting and ultimately prioritizing areas in need of repair or upgrade.

The NEMO RPC staff works with state, and district level MoDOT officials to interpret safety, pavement condition, and bridge rating data as well as other studies and initiatives to allow for informed and educated decisions to be made when

reviewing local transportation needs.

Transportation Advisory Council (TAC) meetings are held throughout the year in addition to regular correspondence with NEMO RPC staff helping to produce the annual needs rankings while also providing input for developing the 5- and 10-year regional transportation plans and the state unfunded needs lists. These efforts are not limited to just road and bridges, but also include alternative transportation methods such as pedestrian travel and multimodal assets. Additional core activities and special event attendance may arise throughout the year requiring the participation of NEMO RPC staff.

This task includes a variety of additional activities such as GIS development and mapping; generation of traffic studies involving deployment of safety and data collecting radar units; land-use reviews and economic development considerations

# CORE ACTIVITIES/ PUBLIC ENGAGEMENT

related to infrastructure and city/county roadway interfaces.

Any specific tasks identified by the district will be included in this task. The deliverables will detail the projects and products that will be provided.

NEMO RPC staff will serve as the critical linkage between MoDOT and local development trends. The NEMO RPC will research, identify and share key data to be used in the decision-making process. Data sets will be developed that support transportation planning activities. The NEMO RPC staff will use the data sets to coordinate community and economic development activities with the development of transportation systems while also assisting in the legislative process to improve safety and promote adequate funding.

This task also includes all efforts to seek and support public engagement to foster transparent sharing of information and offer educational opportunities to the public. These tasks can include attending local and regional meetings, presenting at events and gatherings, hosting public forums,

small-group sessions, TAC meetings, etc. while also actively sharing data, news and discussions via social media, the NEMO RPC website, the RPC's monthly newsletter and through local and regional press coverage. Public education and information provide opportunities to share data with the general public and specific transportation stakeholders. Meetings to engage stakeholders in the development of transportation needs and priorities is paramount to a successful planning initiative.

Projects and products that have and will be provided include:

## 2021 WORK COMPLETED

- Worked with local transportation stakeholders and MoDOT to identify maintenance and construction projects, producing supporting data, photos and images to ultimately allow prioritization of projects for MoDOT's consideration for inclusion in the STIP.

- Worked with Transportation Advisory Committee (TAC) and MoDOT to update existing chapters of the RTP.
  - Participated in MoDOT Central Office and Northeast District RTP activities including monthly MoDOT Planner meetings and monthly MoDOT Fast Act Partner webinars.
  - Staff facilitated Board/TAC participation in determining the region's priorities for the Statewide Transportation Improvement Program as well as the Unfunded Needs lists through regular meetings of the TAC as well as county-level TAC meetings.



*The Schuyler County Courthouse staff were joined by local emergency service providers as well as representatives from the Missouri State Highway Patrol and MoDOT to recognize the community's achievement of ZERO roadway fatalities in 2021.*

- Maintained and updated an inventory of transportation stakeholders (all modes) with contact information.
- Staff visited city councils and county commissions and presented information relative to general planning, transportation planning and potential revenue sources. Worked with these parties to address transportation concerns with MoDOT officials and help secure answers to questions.
- Staff provided assistance to member communities in transportation planning including grant applications and project development, keeping members informed of the pertinent federal and state legislation dealing with transportation issues and services to communities attempting to determine transportation needs, facilitating communication by the TAC with elected officials related to legislative priorities while also working to aid constituents to share transportation concerns with their elected officials.
- Worked with MoDOT Northeast District and local constituents on the delivery of Transportation Alternative Program (TAP), promoting the application process with area engineers and municipalities across the NEMO RPC.
- Worked with counties regarding road and ditching efforts for possible applications to the CDBG program.
- Worked with cities regarding street and drainage applications to the CDBG program.
- Worked with cities and counties to discuss bridge replacement programs utilizing CDBG and local funding opportunities.
- Continued GIS training in order to complete future GIS mapping to make traffic safety, road conditions and traffic volume data more accessible.
- Completed the CEDS Annual Report. Regional transportation updates were required as part of this report.
- Provided Speed Trailer to our communities to help accrue data and promote driving the speed limit. Deployed the new JAMAR radar unit that collects traffic volume and speed data and made it available for use for cities and counties across the region.
- NEMO RPC staff represented the region at district and state level events and meetings; maintained the NEMO RPC web page and a Facebook page and a Twitter account; scheduled, hosted and prepared agendas and meeting summaries for quarterly TAC meetings; provided updates for TAC members, NEMO RPC members and interested local officials about transportation issues of regional and national importance.
- Staff/TAC members represented the region during the district and statewide prioritization processes for the STIP and the Unfunded Needs.
- Staff participated in multiple media interviews to discuss the planning process; upcoming projects; legislative actions and the current state of funding.
- Attended the 2021 Missouri Highway Safety and Traffic Conference in September in Columbia, MO.
- Participated in the Scotland County KIDS Safety Day, presenting information on seatbelt usage and sharing MoDOT safety promotional items.
- Wrote and received a MASBDA grant for \$217,305 for a feasibility and market study for a potential river port in Clark County.
- Worked with the Port Authority of Lewis County and Branden Villalona of the USDOT Maritime Administration on a potential grant application for the Port Infrastructure Development Program (PIDP).
- Participated in the Freight Stakeholder meetings as part of the 2021 Missouri State Freight and Rail Plan.
- Served as a member of the Statewide LPA Advisory Committee and attended all meetings in the first year of a three-year term on the committee.
- Worked with the city of Kirksville on the creation of sidewalk advisory committee and participated in regular meetings.

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# CORE ACTIVITIES/ PUBLIC ENGAGEMENT

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## **2022 WORK**

- Work with MoDOT Northeast District to modify planning framework, identify projects for scoping, and score identified projects - Ongoing
- Consulting with the Transportation Advisory Committee (TAC) and Board of Directors (Board) on regional transportation needs - Ongoing
- Updating the RPC transportation needs list and providing this information to MoDOT annually - Ongoing
- Participate in MoDOT Central Office and Northeast District RTP activities - Ongoing
- Maintain an inventory of transportation stakeholders (all modes) with contact information.
- Work with MoDOT Northeast District and local constituents on the delivery of enhancement grants - Ongoing
- Work with MoDOT Central Office and Northeast District on other planning activities - Ongoing
- Represent the region at MoDOT Central Office and District meetings - Ongoing
- Provide updates for TAC members, NEMO RPC members and interested local officials on results of the Planning Framework process and include the information on quarterly reports - Ongoing
- Provide general transportation planning services to support local planning and development initiatives - Ongoing
- Work with MoDOT on general and miscellaneous issues as they arise or requested with MoDOT.
- Work with cities and counties to discuss bridge replacement programs utilizing CDBG and local funding opportunities - Ongoing
- Work with counties regarding road and ditching efforts for possible applications to the CDBG program.
- Work with cities regarding street and drainage applications to the CDBG program.
- Work with MoDOT and local communities on innovative transportation multimodal infrastructure activities within the region - Ongoing
- Work with local communities for traffic generation data for transportation planning - Ongoing
- Update the transportation section of the Comprehensive Economic Development Strategy for the region to address transportation improvements needed to support job growth and economic expansion - Ongoing
- NEMO RPC will continue to conduct Geographic Information Systems mapping services in house - Ongoing
- Provide speed trailer and traffic counter to our communities to help accrue new data and promote driving the speed limit.
- Hold four quarterly TAC meetings with transportation stakeholders
- Hold four quarterly RPC Executive Board meetings
- Distribute transportation information to communities and constituents. Attend scheduled MoDOT public information meetings. Continue attendance at the Northeast Coalition



for Roadway Safety / Regional Blueprint for Safety events – Ongoing

- Elementary/Secondary School safety day events
- Conduct regular media interviews with our local news outlets.
- Disseminate safety-related educational materials to local schools. Share the new state strategic safety plan with local stakeholders and promote the various safety recognition events throughout the calendar year.
- Prepare and disseminate new releases to local newspapers, radio and television media.
- Update the NEMO RPC website and social media platforms, keeping them current with relevant information to engage and educate the public.

- Share news updates, funding opportunities, construction announcements and other current events in the monthly NEMO RPC newsletter.

## **STAFF**

Executive Director, Fiscal Officer, Planner, Assistant Planner 1 & 2

Total Hours	1694
Total Expense	\$ 74,869
MoDOT 80%	\$ 59,895
NEMO 20%	\$ 14,974

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## **TASK 3 - PROFESSIONAL DEVELOPMENT**

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NEMO RPC staff members continue to regularly participate in training programming and professional networking opportunities in an effort to remain on the cutting edge of transportation planning. Memberships in state and national organizations provide the staff with ample opportunities to engage experts in the field and to utilize years of high-level experience when searching for workable solutions to local issues.

These professional organizations offer webinars, virtual meetings and conferences that enable the NEMO RPC staff to better perform its transportation planning functions via continual updates on developments at the state and national levels, introduction of new and improved technology, and the sharing of best practices from peers. Conference registrations for GIS users' conferences and Census conferences will keep staff apprised of the most recent changes and development. Participation in monthly MACOG meetings will keep the organization informed of developments at the state level and provides an opportunity to meet with MoDOT liaison.

### **2021 WORK COMPLETED**

- Staff attended professional development functions including monthly MACOG meetings and quarterly MACOG transportation planner meetings.



# TASK 3 - PROFESSIONAL DEVELOPMENT

- Staff attended regular monthly statewide MoDOT planner updates and MoDOT partner collaboration meetings and participated in the statewide freight and rail meetings.
- Staff completed ARC GIS training and also participated in StatsAmerica and Census data training workshops.
- Staff attended a variety of highway safety webinars related to the promotion of the Buckle Up, Phone Down initiative, speeding, distracted driving and road departures.
- RPC maintained its membership in MACOG, Missouri Municipal League, Missouri Community Betterment, Missouri Chamber of Commerce, Missouri Association of Counties and National Association of Development Organizations.
- Worked with local communities to provide traffic data for transportation planning and law enforcement.
- Completed LPA Certification in May of 2021 which is valid through May of 2023.



*Missouri Association of*  
**COUNCILS OF GOVERNMENT**

- Attend and participate in monthly Missouri Highway and Transportation Commission meetings and workshops
- Participate in grant training workshops such as Land and Water Conservation Fund, Recreational Trails Program, BUILD, RAISE and others
- Participate in MACOG Professional Development and Planning Retreat - Ongoing
- Attend and participate in LTAP training opportunities
- Possible attendance at NADO Conferences - Ongoing
- Attend MoDOT training workshops throughout the year - Ongoing
- Attend other professional development activities to support transportation planning activities - Ongoing
- Continue extended education in ARC GIS
- Partner with MACOG on coordination of transportation planning activities, including fiscal officer quarterly meetings, transportation planner quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPCS.

## **2022 WORK**

- Attend monthly MACOG meetings, quarterly MACOG transportation planners meetings - Ongoing
- Attend FHWA, MODOT, FoRRRwD, Missouri Coalition for Roadway Safety meetings.



## **Staff**

Executive Director, Planner, Fiscal Officer

Total Hours	230
Total Expense	\$10,518
MoDOT 80%	\$8,415
NEMO 20%	\$2,103

# July 1, 2022 - June 30, 2023 Financial Summary

NEMO RPC FY 2023 Work Plan

July 1, 2022 - June 30, 2023

Description	Task	#1	#2	#3
	TOTAL BUDGET	Administration	Core Planning Public Engagement	Professional Development
SALARIES & FRINGE	72,000.00	8,705.81	55,497.25	7,796.88
<b>TOTAL SALARY EXPENSE</b>	<b>72,000.00</b>	<b>8,705.81</b>	<b>55,497.25</b>	<b>7,796.88</b>

## DIRECT EXPENSES

STAFF TRAVEL EXPENSE	5,500.00	665.03	4,239.37	595.60
CONFERENCE FEES	2,000.00	241.83	1,541.59	216.58
EQUIPMENT	4,000.00	483.66	3,083.18	433.16
DUES & FEES	6,500.00	785.94	5,010.17	703.89
<b>TOTAL DIRECT EXPENSE</b>	<b>18,000.00</b>	<b>2,176.45</b>	<b>13,874.31</b>	<b>1,949.22</b>

## INDIRECT EXPENSES

UTILITIES	575.35	69.57	443.48	62.30
TELEPHONE	675.00	81.62	520.29	73.10
BUILDING RENT	2,550.00	308.33	1,965.53	276.14
MOWING/SNOW	30.00	3.63	23.12	3.25
JANITORIAL SERVICE	214.00	25.88	164.95	23.17
JANITORIAL SUPPLIES	45.00	5.44	34.69	4.87
EQUIPMENT LEASE/ MAINT.	30.00	3.63	23.12	3.25
EQUIPMENT REPAIRS / PARTS	37.00	4.47	28.52	4.01
ADVERTISING	63.00	7.62	48.56	6.82
SUBSCRIPTIONS	63.00	7.62	48.56	6.82
OFFICE SUPPLIES	1,200.00	145.10	924.95	129.95
POSTAGE	75.00	9.07	57.81	8.12
MISCELLANEOUS EXPENSE	75.00	9.07	57.81	8.12
CONTRACT LABOR	1,500.00	181.37	1,156.19	162.44
<b>TOTAL INDIRECT EXPENSES</b>	<b>7,132.35</b>	<b>862.40</b>	<b>5,497.58</b>	<b>772.36</b>

<b><i>NEMO RDC EXPENSES</i></b>	<b>97,132.35</b>	<b>11,744.66</b>	<b>74,869.14</b>	<b>10,518.46</b>
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<i>Modot 80%</i>	<b>64,706.00</b>	<b>9,395.73</b>	<b>59,895.31</b>	<b>8,414.77</b>
<i>NEMO RPC 20%</i>	<b>16,177.00</b>	<b>2,348.93</b>	<b>14,973.83</b>	<b>2,103.69</b>
	97,132.35			



**SCHUYLER COUNTY**

Glenwood • Lancaster  
Downing •  
Queen City  
Greentop

**SCOTLAND COUNTY**

Memphis  
Granger  
Arbela  
Gorin

**CLARK COUNTY**

Revere  
Luray  
Kahoka  
Wayland  
Wyaconda  
Alexandria

**ADAIR COUNTY**

Novinger  
Kirksville  
Brashear •  
Millard •  
Gibbs

**KNOX COUNTY**

Rutledge •  
Baring  
Edina •  
Hurdland  
Knox City  
Novelty  
Newark

**LEWIS COUNTY**

LaBelle  
Monticello  
Canton  
Lewistown  
LaGrange  
Ewing

**6 COUNTIES / 33 CITIES**

**NORTHEAST MISSOURI REGIONAL PLANNING COMMISSION**

**NEMO RPC Transportation Advisory Council**

The Northeast Missouri Regional Transportation Advisory Council (TAC) consists 18 members representing county and city government, business leaders and citizens. There are three (3) members in each county and they are appointed by the resident County Commissioners.

**ADAIR COUNTY**

Mark Shahan (county)  
Mari Macomber (municipalities)  
Harold Osborn (at-large)

**CLARK COUNTY**

Buddy Kattelmann (county)  
Wayne Blum (municipalities)  
Henry Dienst (at-large)

**KNOX COUNTY**

Evan Glasgow (county)  
Alexandra Reel (municipalities)  
Ronnie Leckbee (at-large)

**LEWIS COUNTY**

Wayne Murphy Jr. (county)  
Deanne Whiston (municipalities)  
Travis Fleer (at-large)

**SCHUYLER COUNTY**

Jim Werner (county)  
Vacant (municipalities)  
Jeff Linquist (at-large)

**SCOTLAND COUNTY**

Duane Ebeling (county)  
Jenny Aldridge (municipalities)  
David Wiggins (at-large)

Insert NEMO RPC Transportation  
Planning Work Program FY2022 signed  
Adoption Resolution  
following its approval at the June 15,  
2022 Executive Board meeting.