

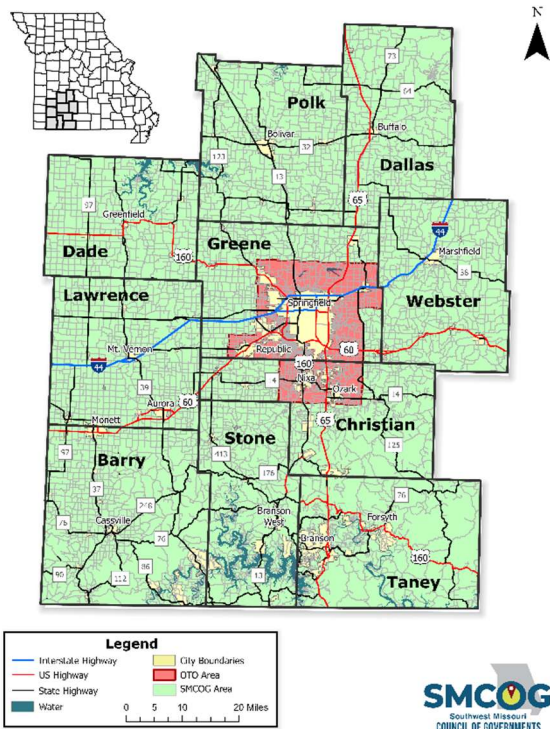
# **Regional Transportation Planning Work Plan**

Fiscal Year 2025  
(July 2024 – June 2025)

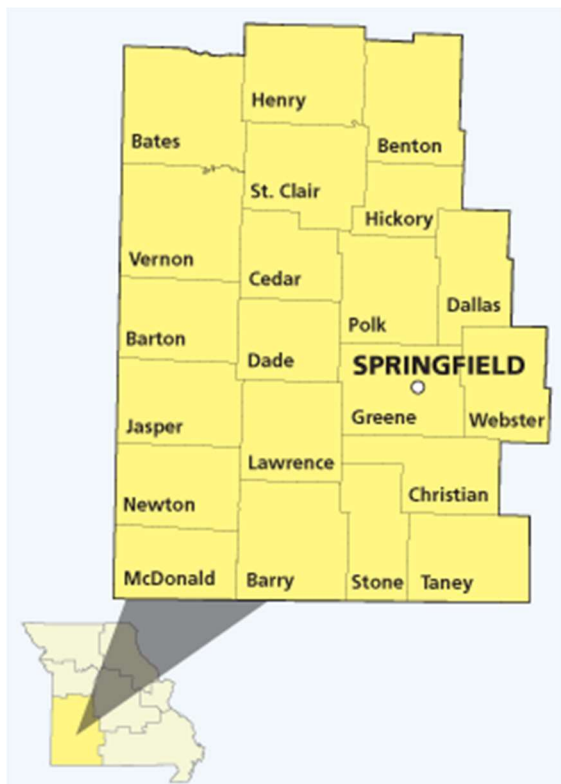


Southwest Missouri Council of Governments  
110 Park Central Square  
Springfield, MO 65806

## Regional Maps



SMCOG serves ten southwest Missouri counties in the Springfield area. These include Barry, Christian, Dade, Dallas, Greene, Lawrence, Polk, Stone, Taney, and Webster counties.



SMCOG is within the Southwest MoDOT District which includes 21 counties.

## Introduction

The Southwest Missouri Council of Governments is designated as a Regional Planning Organization (RPO) and Transportation Planning Partner with the Missouri Department of Transportation (MoDOT) and is charged with the responsibility of identifying local and regional transportation needs, prioritizing transportation needs, educating the public and general transportation stakeholders about the transportation planning and investment process, and coordinating transportation improvements with local, regional, and state development activities. To help fulfill this responsibility and engage regional leaders, the Board of Directors approved a policy that establishes the process for appointing representatives of the region's Transportation Advisory Committee (TAC). The policy was developed to provide an equitable and established process for appointing members to the committee.

The TAC plays an important role in the transportation planning process. The TAC is assigned the duty of identifying and prioritizing transportation needs within the region and recommending these priorities to the SMOG Board of Directors. The board-approved TAC recommendations are then presented to MoDOT for consideration in the development of the Statewide Transportation Improvement Program (STIP). The STIP is the tool used by MoDOT to make critical transportation investments in the State of Missouri.

The Regional Transportation Planning Plan outlines the planned activities of SMOG's cooperative program with MoDOT to provide transportation planning services to the rural and urbanized areas of the region. The work plan also includes general activities to enhance the effectiveness of transportation planning in general such as land use planning, economic development, GIS services, professional development for staff, and public engagement and educational activities.

This work plan is for the 2025 Fiscal Year, July 2024 through June 2025.

## Task 1: Administration

**Purpose:** This task covers general administrative tasks related to the execution of the contract to include, but not limited to accounting, reporting, performance evaluation, and general correspondence. All reporting will follow the guidelines described in 23 CFR 420.117(b), as well as maintain the required documentation for work elements as described in 23 CFR 420.111. This is necessary for reimbursement of RPO funds from MoDOT and provides the audit detail to justify the continued funding availability.

All indirect and direct expenses other than salaries and fringe related to the execution of this work plan will be included in Task 1, as allowed by the instructions provided in the MoDOT RPC Reporting Form, to simplify the reporting process and provide flexibility in completing the goals and activities in this work plan in a more efficient and effective manner. SMCOG anticipates purchasing supplies such as toner and ink for a duplex color printer, and any items needed for a transportation planner to conduct planning activities. Additionally, membership for MACOG, APA, NADO, and MML will be maintained.

Staff Assigned to Task 1	# of Hours and Rate	Total Salary & Fringe
Executive Director	20 hours at \$35.28/hr.	\$1,019.52
Associate Planner	25 hours at \$25.57/hr.	\$923.89
Administrative Assistant	180 hours at \$21.81/hr.	\$5,671.51
Fiscal Officer	35 hours at \$23.92/hr.	\$1,209.58
<b>Total: 260 hours</b>		<b>\$8,824.50</b>

### End Documents:

- Invoices and quarterly reports
- Activity and financial reports, on agreed-upon timeframe
- FY 25 Performance Evaluation
- FY 26 Transportation Planning Work Plan
- Financial Audit
- Direct/Indirect Cost Documentation

### Prior Year Accomplishments:

- Staff submitted quarterly activity reports to MoDOT Southwest District and MoDOT Central Office.
- Staff submitted quarterly invoices and financial documentation to MoDOT Central Office.
- SMCOG and MoDOT Staff discussed program management and upcoming activities to be included in the Work Plan.
- Completed preparation of the FY2025 Transportation Work Plan.
- SMCOG updated the Title VI Plan.

### Schedule of Activities & Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submit invoices/financial reports on agreed-upon timeframe.	Associate Planner Fiscal Officer	15	October 31, 2024 January 31, 2025 April 30, 2025 August 14, 2025
Prepare and submit progress and activity reports on agreed-upon timeframe. (At least quarterly)	Executive Director Associate Planner	15	October 31, 2024 January 31, 2025 April 30, 2025 August 14, 2025

Prepare and submit annual performance evaluation on time.	Executive Director Associate Planner	10	April 21, 2025
Prepare and submit annual work plan on time.	Executive Director Associate Planner	18	May 18, 2025
Provide certification of direct and/or indirect costs, as required.	Executive Director Associate Planner Fiscal Officer	1	As requested
Complete audit and share audit report with Office of Administration.	Executive Director Fiscal Officer	1	December 31, 2024
Renew memberships for MACOG, APA, NADO, and MML	Executive Director Associate Planner Fiscal Officer	5	June 30, 2025 Ongoing
Participate in internal staff meetings to discuss program administration, reporting, and financials. Conduct annual staff performance appraisals and address HR and financial issues as needed.	Executive Director Associate Planner Fiscal Officer	15	Weekly Staff Meetings Annual Appraisals Ongoing
Maintain SMCOG website with relevant transportation information, contact lists, send relevant information to communities and partners, and provide other administrative support to the transportation program.	Associate Planner Administrative Assistant	180	June 30, 2025 Ongoing
<b>Total Staff Hours:</b>		<b>260</b>	

FY2025 Task 1 Direct Expenses	
Salaries & Fringe	\$8,824.50
Miscellaneous	\$242.44
Copies	\$300.00
Postage	\$ 270.00
Phone	\$ 350.00
Conference & Memberships	\$5,000.00
Mileage/Travel	\$3,600.00
Lodging	\$ 4,500.00
Meals	\$750.00
Equipment & Supplies	\$ 1,200.00
Other Professional Services	\$ 1,000.00
<b>FY2025 Work Plan Indirect Expenses</b>	<b>\$13,190.29</b>
<b>Total Task 1 Expenses:</b>	<b>\$39,227.22</b>
MoDOT 80%	\$31,381.78
SMCOG 20%	\$7,845.44

## Task 2: Core Planning Activities/Public Engagement

*Purpose:* To cover all planning and public engagement activities necessary to complete the identified activities, including regional needs identification and prioritization; updating the Regional Transportation Plan, including needs and priorities, data, multi-modal asset and prioritization information and sidewalk inventories, assessments and mapping; engaging the citizens, stakeholders, TAC and board to ensure a complete and accurate needs list; supporting statewide planning efforts and participating in MoDOT sponsored event and studies; and hold at least four TAC meetings per year. This task will also include all activities that encourage public engagement and education and enhance the general transportation for the region, including activities that provide opportunities to interface with the public, such as attending public hearings, hosting forums and workshops, TAC meetings, board meetings, newsletters, social media and other methods of communication and information sharing with the public. Planning activities may include (but are not limited to) GIS development, data generation, local development trends and assistance with local financing options for communities.

Staff Assigned to Task 2	# of Hours and Rate	Total Salary & Fringe
Executive Director	135 hours at \$35.28/hr.	\$6,881.76
Associate Director	4 hours at \$30/hr.	\$129.24
Associate Planner	1025 hours at \$25.57/hr.	\$37,879.62
Grants Administrator	40 hours at \$22.88/hr.	\$1,322.25
Grants Administrator 2	40 hours at \$21.54/hr.	\$1,244.86
Associate Planner 2	60 hours at \$26.10/hr.	\$2,262.89
Intern	450 hours at \$13.00/hr.	\$5,850.00
<b>Total: 1754 hours</b>		<b>\$55,570.62</b>

### *End Documents:*

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2025 TAC priorities for the region submitted to MoDOT
- GIS/maps as developed
- TAC agendas, minutes, and other documents used to conduct at least four TAC meetings throughout the fiscal year
- Comprehensive Plans for local governments within the region

### *Accomplishments FY2024:*

- SMCOG staff facilitated Board/TAC meetings where members were informed of the pertinent federal and state legislation dealing with transportation. SMCOG staff, the TAC, and other local stakeholders continued to provide information on MoDOT's transportation planning activities.
- Updated transportation needs in the RTP.
- Participated in Planning Partners meetings for the Southwest District.
- Participated in STIP Development process for the Southwest District.
- Participated in unfunded needs list meetings for the Southwest District.
- Participated in Statewide Planning Partners meeting.
- Participated in Southwest District Coalition for Roadway Safety meetings.
- Participated in USBR51 committee meetings.
- Participated in prioritization meetings for the Southwest District.
- Participated in APA MO's Planners' Day at the Capitol event.

- SMCOG staff members met with several member communities to discuss transportation needs and scope potential projects and funding opportunities.
- SMCOG updated the Public Transit-Human Services Transportation Coordination Plan.
- SMCOG developed the Bolivar Transportation Plan.
- SMCOG developed Kimberling City's Active Transportation Plan.
- SMCOG updated Greene County's Hwy 60 Land Use Plan, which include significant transportation components.
- SMCOG updated the Pierce City Comprehensive Plan, which include significant transportation components.
- SMCOG coordinated and submitted an application to U.S. DOT's Safe Streets and Routes for All (SS4A) program to create a rural regional transportation safety action plan and host safety demonstration projects throughout the region.
- Staff wrote and submitted a RAISE application for the state (excludes Kanas City, St. Louis, and Springfield metro areas) to develop a Statewide Electric Vehicle Strategy.
- SMCOG coordinated and drafted an application to the U.S. DOT Rural and Tribal Technical Assistance program to create a corridor plan for Hwy CC between MO-13 and US-65 in northern Greene County.
- SMCOG worked with the City of Branson to scope an update to the City's Comprehensive Plan. SMCOG submitted an application to MoDED's CDBG program to partially fund the plan update.
- SMCOG hosted three Regional Climate Pollution Reduction Grant Public Input Meetings and discussed transportation-related strategies to reduce emissions.
- SMCOG conducted traffic counts in Cities of Forsyth and Hurley.
- Participated in regional transportation collaborative and Ozarks Clean Air Alliance.
- SMCOG informed member communities of MoDOT's programs and other Transportation funding opportunities such as TEAP, RTP, TAP, CDBG, RAISE, and LWCF.
- SMCOG wrote letters of support for the Transportation Alternatives Program, MoDOT Cost Share Program, SMART Grant, and Section 5310 Program.
- The SMCOG website was maintained, and staff continued to provide timely information via the SW Missouri Local Government Briefings publication.

*Schedule of Activities & Deliverables:*

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Participate in MODOT sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings and monthly MODOT leadership calls. District level meetings include district prioritization meetings, high-priorities, unfunded needs prioritization meeting and project selection meetings for TAP and BRO projects.	Executive Director Associate Director Associate Planner Intern	300	June 30, 2025
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Executive Director Associate Planner Intern	200	June 30, 2025 Ongoing

Provide identification and prioritization of Tier 1, 2, and 3 High Priority, Unfunded Needs for use in statewide planning	Executive Director Associate Planner	100	June 30, 2025 Ongoing
Provide support towards the development of statewide planning efforts.	Associate Planner	180	June 30, 2025 Ongoing
Engage in specific MODOT transportation studies conducted by MODOT.	Executive Director Associate Planner	40	June 30, 2025 Ongoing
Update Regional Transportation Plan, to include Needs and Priorities, including soliciting, fielding and following needs submitted by citizens; updated data gathered from Census, cities, counties and other sources; updated list of transportation stakeholders; update of multi-modal asset and prioritization information and update sidewalk assessments/mapping.	Associate Planner Intern	57	June 30, 2025 Ongoing
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Executive Director Associate Planner Intern	100	June 30, 2025 Ongoing
Participate in community events to raise awareness of transportation issues and programs. Have a presence at two or more community events within the region.	Executive Director Associate Director Associate Planner Intern	60	June 30, 2025 Ongoing
Continue to promote Local Public Agency programs such as the Transportation Alternatives Program, and other transportation-related funding programs, and aid communities as needed.	Executive Director Associate Director Associate Planner Intern	45	June 30, 2025 Ongoing
Research available funding and financing mechanisms for transportation projects and distribute that information. Attend relevant meetings to keep staff informed of any transportation activities and proposed legislation in the state. Provide public information program to keep local governments, the general public, and professional planners across the state through APA Missouri up to date on the latest transportation issues and/or SMCOG/TAC activities related to transportation.	Executive Director Associate Director Associate Planner Intern	80	June 30, 2025 Ongoing



Assist with pop-up traffic calming demonstrations in high-traffic, high-bike/ped usage areas within the SMCOG region.	Associate Planner Intern	20	June 30, 2025 Ongoing
Assist in local and regional trails planning and grant preparation.	Associate Planner Grants Administrator Grants Administrator 2 Intern	270	June 30, 2025 Ongoing
Distribute a Local Governments Briefing at least monthly.	Executive Director Associate Planner Administrative Assistant	12	June 30, 2025 Ongoing
Complete comprehensive plans for local governments within the region, and complete substantial work for plans of other regional communities.	Associate Planner Associate Planner 2 Intern	220	June 30, 2025 Ongoing
Attend meetings of the Springfield MPO and be informed of any transportation activities including specific projects and future planning initiatives in the metropolitan area. Meet with representatives of the MPO on a regular basis to exchange information.	Executive Director Associate Planner	30	June 30, 2025 Ongoing
Scope new projects as needs or opportunities arise. Provide planning process proposals to interested communities.	Executive Director Associate Director Associate Planner	40	June 30, 2025 Ongoing
<b>Total Staff Hours:</b>		<b>1,754</b>	

FY2025 Task 2 Direct Expenses	
Salaries & Fringe	<b>\$55,570.62</b>
<b>Total Task 2 Expenses:</b>	<b>\$55,570.62</b>
MoDOT 80%	\$44,456.49
SMCOG 20%	\$11,114.12

## Task 3: Professional Development

*Purpose:* Includes activities necessary to support transportation planning staff activities. RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officer's quarterly meetings, transportation planners quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPCs. This category should also include any memberships to professional, state or national organizations and other staff activities to stay current on transportation issues and trends.

Staff Assigned to Task 3	# of Hours and Rate	Total Salary & Fringe
Executive Director	40 hours at \$35.28/hr.	\$2,039.04
Associate Director	4 hours at \$30/hr	\$129.24
Associate Planner	80 hours at \$25.57/hr	\$2,956.46
Fiscal Officer	16 hours at \$23.92/hr	\$552.95
Intern	50 hours at \$13.00/hr.	\$650.00
<b>Total: 190 hours</b>		<b>\$6,327.69</b>

*End Documents:*

- Certificates of achievement
- Conference attendance

*Accomplishments in FY2024:*

- Staff attended MACOG meetings: Transportation Planners' and Directors' meetings.
- Attended MACOG Fiscal Officer's meetings and professional development retreat.
- Staff attended the NADO Regional Transportation Conference in Oklahoma City, OK.
- Staff attended the Bi-State Planning Conference in Kansas City, MO.
- Staff attended the National Planning Conference in Minneapolis, MN.
- Staff participated on the APA Missouri leadership retreat via Zoom.
- Staff participated in online webinars, in-person seminars, and lunch and learn events throughout the year.

*Schedule of Activities & Deliverables:*

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Attend MACOG meetings and MACOG annual professional development conference	Executive Director Associate Director	25	June 30, 2025
Participate in quarterly transportation planners workgroup.	Transportation Planner (Associate Planner)	20	June 30, 2025
Participate in quarterly fiscal officers workgroup.	Fiscal Officer	16	June 30, 2025
Attend APA, MML, NADO, OCITE, appropriate GIS trainings, and other transportation-related professional development to enhance staff skills and increase knowledge base.	Executive Director Associate Director Associate Planner Intern	94	June 30, 2025 Ongoing
Actively participate and assist in coordinating APA Missouri professional development activities, and others as they become available.	Executive Director Associate Planner	35	June 30, 2025 Ongoing
<b>Total Staff Hours:</b>		<b>190</b>	

<b>FY2025 Task 3 Direct Expenses</b>	
Salaries & Fringe	\$6,327.69
<b>Total Task 3 Expenses:</b>	<b>\$6,327.69</b>
MoDOT 80%	\$5,062.15
SMCOG 20%	\$1,265.54

## SMCOG FY2025 Funding Summary

Direct Expenses	Total Budget	Task 1	Task 2	Task 3
Salary & Fringe	\$70,722.81	\$8,824.50	\$55,570.62	\$6,327.69
Copies	\$300.00	\$300.00		
Postage	\$270.00	\$270.00		
Telephone	\$350.00	\$350.00		
Conferences & Memberships	\$5,000.00	\$5,000.00		
Mileage/Travel	\$3,600.00	\$3,600.00		
Lodging	\$4,500.00	\$4,500.00		
Meals	\$750.00	\$750.00		
Equipment & Supplies	\$1,200.00	\$1,200.00		
Other	\$1,000.00	\$1,000.00		
Misc.	\$242.44	\$242.44		
Direct Expenses Total	\$87,935.25			
Indirect Expenses	\$13,190.29			
Indirect Expenses Total	\$13,190.29			
Total Expenses	\$101,125.53			
MoDOT 80%	\$80,900.42			
SMCOG 20%	\$20,225.11			

## SMCOG Board of Directors (new board will be elected on June 26, 2024)

Chair – Cindy Stephens  
Vice-Chair – Allen Kunkel  
Secretary– Steve Childers  
Treasurer- Todd Wiesehan

### **BARRY COUNTY**

Steve Blankenship, Presiding Commissioner  
Steve Walensky, City Administrator, Cassville  
Chris Weiner, City Administrator, Monett  
Brian Bowers, Mayor, Purdy  
John Tiedeman, Washburn  
JoGina Park, Clerk, Wheaton

### **CHRISTIAN COUNTY**

Todd Wiesehan, Commission Representative  
Mickey Brown, Mayor, Billings  
Scott Hackworth, Mayor, Clever  
Luke Davis, Mayor, Fremont Hills  
Clint Elingsworth, Mayor, Highlandville  
Cindy Robbins, City Clerk, Nixa  
Cameron Smith, Community Development  
Director, Ozark  
Lynne Rodgers, Board Chair, Saddlebrooke  
Misty Holt, Mayor, Sparta

### **DADE COUNTY**

Kim Kinder, Presiding Commissioner  
David Engroff, Mayor, Greenfield  
Linda Schilling, Mayor, Lockwood  
Kitty Ayres, Chairman, South Greenfield

### **DALLAS COUNTY**

John Crawford, Presiding Commissioner  
Hollie Elliott, Economic Development  
Brandon Kenall, Mayor, Buffalo  
Dennis Bandel, Chairman, Louisburg

### **GREENE COUNTY**

Chris Coulter, County Administrator  
Melissa Mau, Clerk, Ash Grove  
Mark Crabtree, Mayor, Battlefield  
Sara Davis, City Clerk, Fair Grove  
David Cameron, City Administrator, Republic  
Eric Sutton, City Clerk, Walnut Grove  
Martha Smartt, City Administrator, Strafford  
Jason Gage, City Manager, Springfield  
Donna Stewart, City Administrator, Willard

### **LAWRENCE COUNTY**

Bob Senninger, Presiding Commissioner  
Jon Holmes, City Manager, Aurora

James Ortwein, Chairman, Friestatt  
Stacy Daniels, Mayor, Miller  
Dale Blankenship, Mayor, Marionville  
Joe Kelley, City Administrator, Mt. Vernon  
Laura Hazelwood, City Clerk, Verona

### **POLK COUNTY**

Shannon Hancock, Presiding Commissioner  
Scarlett Neil, Chairman, Aldrich  
Phil Matchell, Chairman, Halfway  
Tracy Mason, Mayor, Humansville  
Thomas Relford, City Administrator, Bolivar  
Dewey Rumpfelt, Mayor, Fair Play  
Dustin Kessler, Mayor, Morrisville

### **STONE COUNTY**

Mark Maples, Presiding Commissioner  
Steven Dalton, City Administrator, Branson West  
Jennifer Fliflet, Clerk, Coney Island  
Collin Brannan, Mayor, Crane  
Lisa Chambers, Clerk, Galena  
Chris Daugherty, Clerk, Hurley  
Susan Wright, Chairman, Indian Point  
Dawne Gardner, City Administrator, Kimberling  
City  
Cynthia Brunken, Clerk, McCord Bend  
Susan Rogers, Alderman, Reeds Spring

### **TANEY COUNTY**

Scott Starrett, Planning Director, Taney County  
Larry Milton, Mayor, Branson  
Carrie Reed, Chairman, Bull Creek  
Debi Mace, Forsyth  
Rick Ziegenfuss, City Administrator, Hollister  
Russell Anderson, Commissioner, Rockaway  
Beach  
Sharmin Palmer, Clerk, Taneyville

### **WEBSTER COUNTY**

Stan Whitehurst, County Clerk  
Barbara Holmes, Chairperson, Diggins  
Sam Rost, City Administrator, Marshfield  
Chad Bybee, City Administrator, Rogersville  
Hillary Gintz, City Administrator, Seymour

### **NON-GOVERNMENT REPRESENTATIVES**

Allen Kunkel, Missouri State University  
Bill Monday, O'Bannon Bank  
J. Howard Fisk, Fisk Limousines  
Matt Morrow, Springfield Regional Economic  
Partnership (SREP)  
Janice Piper, Senior Age Area Agency on Aging  
Yolanda Lorge, Grupo Latinoamericano  
Devin Fisher-Sonnenfelt, White River Valley  
Electric Co-op  
Alice Wingo, Community Foundation of the  
Ozarks,  
Dennis Wiggins, Taney County Partnership  
Cindy Stephens, Ozarks Technical Community  
College

## TAC Members 2023-2024 (new TAC will be approved on June 26, 2024)

### **BARRY COUNTY**

Steve Walensky  
Chris Weiner  
Alternate: Gary Schad

Cassville  
Monett  
Barry County

### **LAWRENCE COUNTY**

Joe Kelley  
Jon Holmes  
Alternate: Tim Selvey

Mt. Vernon  
Aurora  
Lawrence County

### **CHRISTIAN COUNTY**

Todd Wiesehan  
Miranda Beadles  
Alternate: Joan Doss

Christian County  
Christian County  
Christian County

### **POLK COUNTY**

Kyle Lee  
Rick Davis  
Alternate: Shannon Hancock

Bolivar  
Pleasant Hope  
Polk County

### **DADE COUNTY**

Brian White  
Kim Kinder  
Alternate: Jeff Butts

Dade County  
Dade County  
Dade County

### **STONE COUNTY**

Hank Smythe  
Randy Reed  
Alternate: Chris Daugherty

Stone County  
Kimberling City  
Hurley

### **DALLAS COUNTY**

John Crawford  
Hollie Elliott  
  
Alternate: Bill Monday

Dallas County  
Dallas County Economic  
Development  
Dallas County

### **TANEY COUNTY**

Matt Briand  
Sheila Wyatt

Branson  
Taney County

Alternate: Rick Ziegenfuss

Hollister

### **GREENE COUNTY**

Joel Keller  
Howard Fisk  
Alternate: Mark Webb

Greene County  
Greene County  
Greene County

### **WEBSTER COUNTY**

Sam Rost  
Randy Owens  
Alternate: Stan Whitehurst

Marshfield  
Webster County  
Webster County