

## FY 2025 Transportation Planning Work Plan



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# Introduction

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The Regional Planning Commission is designated as a “Transportation Planning Partner” 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 fulfill this responsibility and engage regional leaders, the Board of Directors approved a policy that establishes the process for appointing representation of the region’s Transportation Advisory Council (TAC). The policy was developed to provide an equitable and established process for appointing members to the council.

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 Regional Planning Commission 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 TAC consists of appointees from each county representing the following disciplines:

- Retail/Commercial/Residential Development,
- Trucking/Transportation,
- Agriculture/Agri-business,
- Economic Development/Chamber of Commerce,
- Private Citizen
- Local Government

## Task 1 – Administration

### Purpose:

*This task covers general administration 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.*

### End Documents:

- Invoices
- Quarterly activity and financial reports
- FY 2025 Transportation Planning Work Plan
- FY 2024 Transportation Performance Evaluation
- Annual Performance and Expenditure Report
- Financial audit
- Provide certification or direct and/or indirect costs, as required

### Prior Year Accomplishments:

- Staff Completed quarterly financial reports to MoDOT within 30-60 days of the end of each quarter
- Staff completed and submitted quarterly activity reports to MoDOT within 30-60 days of the end of each quarter
- Staff reported on transportation planning activities, needs and prioritization process, and major project investment activities to general membership and transportation stakeholders
- Staff completed preparations for annual independent financial audit
- Completion of FY2025 Transportation Planning Work Plan
- Staff completed, and submitted the annual MACOG performance evaluation
- Completion of FY2023 audit and shared report with Office of Administration

### Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submit quarterly invoices/financial reports, prepare bi-weekly payroll	Executive Director, Fiscal Officer	275	June 30, 2025
Prepare and Submit annual financial audit	Executive Director, Fiscal Officer	182	December 31, 2025 (financial audit)
Submit quarterly activity reports and annual progress report	Transportation Planner	50	June 30, 2025

Prepare and submit FY 2024 Work Plan	Transportation Planner, Fiscal Officer, Executive Director	30	May 18, 2025 (First Draft Submission)
Submit Annual MACOG performance Evaluation	Executive Director, Transportation Planner, Fiscal Officer	28	April 21, 2025
<b>TOTAL STAFF HOURS:</b>		<b>565</b>	

#### Budgeted Funds:

<b>Total Task Expense:</b>	<b>\$</b>	<b>43,871.43</b>
MoDOT 80% Share:	\$	35,097.14
RPC 20% Share:	\$	8,774.29

## 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.*

#### End Documents:

- Updated version of the Regional Transportation Plan
- Assist with development and approval of MoDOT High Priority Unfunded Needs List
- Inventory of transportation stakeholders (all modes) with contact information
- Develop 2025 TAC Priorities for the region submitted to MoDOT
- GIS/map development
- TAC agendas, minutes, and other documents used to conduct at least four TAC meetings throughout the FY
- Updated PTRPC website

- PTRPC Board agendas, minutes, and other documents used to conduct at least four PTRPC Board meetings throughout the FY

**Prior Year Accomplishments:**

- Held four Transportation Advisory Committee Meetings
- Provided sidewalk inventory to the City of Knob Noster
- Provided traffic data to various entities for planning and grant purposes
- Updated regional maps
- Updated demographics, and statistics in the Pioneer Trails Regional Transportation Plan.
- Staff, in conjunction with the TAC, updated the list of needs and priorities in the RTP
- Maintained communications with stakeholders regarding transportation funding.
- Staff notified local community and county officials of transportation funding opportunities and provided assistance with writing grant applications
- Staff attended meetings with MoDOT District personnel to discuss developments within the region
- Staff participated in Destination Safe (Blueprint) meetings and grant application scoring
- Maps developed for Johnson, Pettis, Lafayette, and Saline Counties and Cities
- The organization convened four TAC meetings
- Participated in and provided assistance to the Spirit Trail Coalition
- Participated in Community Economic Development meetings
- Participated in 2024 TAP applications scoring and selection
- Staff provided administrative support for six PTRPC Board meetings
- Staff attended public meetings on scheduled transportation improvement projects
- Staff completed updates on the PTRPC website
- Staff completed updates on the PTRPC Facebook page
- Participated in MoDOT Unfunded Project Needs update for the KC Rural District
- Maintained communication with USBR-51 development team for route planning efforts through the PTRPC region completing regional connection identification
- Identified and applied for funding opportunities to improve roadways and infrastructure in the region.
- Staff discussed various economic development projects in the region and their impact to the transportation system, as well as provided safety data and traffic information.
- Participated in the selection of engineering firm to develop KC Regional Freight Plan in partnership with MARC. Provided data and support during project development.
- Participated in KC District BRO selection and funding cycle.

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
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; update of multi-modal asset and prioritization information and update sidewalk assessments/mapping.	Executive Director, Deputy Director, Transportation Planner, GIS Planner	110	Ongoing, June 30, 2025
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development, MoDOT Tier 1, 2, 3, and Multimodal High Priority Unfunded Needs List development, and support towards the development of the statewide planning efforts.	Executive Director, Deputy Director, Transportation Planner	155	June 30, 2025
Continue to assess and update the inventory of transportation stakeholders (all modes) with contact information	Transportation Planner, Deputy Director	75	June 30, 2025
Help administer traffic counts, sidewalk assessments, road safety assessments, and other means of transportation evaluations to the region	Transportation Planner, Deputy Director	55	June 30, 2025 Ongoing
GIS activities	GIS Planner	75	Ongoing, June 30, 2025
Engage in specific MODOT transportation studies conducted by MODOT or in coordination with.	Executive Director, GIS Planner, Transportation Planner, Deputy Director	30	Ongoing, June 30, 2025
Grant application services	Executive Director, GIS Planner, Transportation Planner	170	Ongoing, June 30, 2025

Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Executive Director, Deputy Director, Transportation Planner	80	June 30, 2025
Distribute transportation information to communities and constituents	Transportation Planner	60	June 30, 2025
Provide administrative support for PTRPC Transportation related activities	Transportation Planner, Executive Director	457	June 30, 2025
Participate in MODOT sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings. District level meetings include district prioritization meetings, high-priorities, unfunded needs prioritization meeting and project selection meetings for TAP and BRO projects.	Executive Director, Transportation Planner	60	June 30, 2025
Assist communities with transportation funding opportunities	Transportation Planner, Executive Director	90	June 30, 2025
Update PTRPC webpage and social media accounts with information pertaining to Transportation, PTRPC Board and Services	Homeland Security Planner	50	June 30, 2025
<b>Total Staff Hours:</b>		<b>1,467</b>	

#### **Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$</b>	<b>45,648.60</b>
MoDOT 80% Share:	\$	36,518.88
RPC 20% Share:	\$	9,129.72

## **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.*

#### **End Documents:**



- Certificates of achievement
- Conference attendance

**Prior Year Accomplishments:**

- Staff participated in various transportation related webinars
- GIS Planner attended MidAmerica GIS Consortium (MAGIC) Symposium
- GIS planner participated in various mapping and ESRI webinars and trainings
- Staff attended 2023 MO Highway Safety and Traffic Conference
- Staff participated in quarterly MACOG Transportation Planners meetings
- Staff participated in quarterly MACOG Fiscal Officers meetings
- Staff participated in in monthly MACOG Executive Directors meetings
- Staff attended MoDOT Statewide Partners and Planners meeting

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Attend NADO Annual Conference	Executive Director, Deputy Director, Transportation Planner	25	June 30, 2025
Participate in GIS seminars and conferences	GIS Planner	35	June 30, 2025
Attend NADO National Transportation Conference	Transportation Planner, Deputy Director	20	June 30, 2025
Attend Traffic Safety and Blueprint Conference	Transportation Planner, Deputy Director	25	June 30, 2025
Attend various professional development opportunities related to transportation and transportation safety.	Transportation Planner, Deputy Director	25	June 30, 2025
Transportation related Professional Development Seminars and Webinars	Transportation Planner, Deputy Director	15	June 30, 2025
RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officer's quarterly meetings, Transportation Planners' quarterly meeting, transit and bike/pedestrian information and other	Executive Director, Fiscal Officer, Deputy Director, Transportation Planner	60	June 30, 2025

transportation-related work to benefit RPCs. (\$600)			
<b>Total Staff Hours:</b>		<b>205</b>	

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$ 7,855.50</b>
MoDOT 80% Share:	\$ 6,284.40
RPC 20% Share:	\$ 1,571.10

**Financial Summary Table**

Task	Description	Salary Expense	Direct Expenses	Total Expenses	Staff Hours
Task 1	Administration	\$ 17,612.20	\$ 26,259.23	\$ 43,871.43	565
Task 2	Core Planning Activities/Public Engagement	\$ 45,648.60	\$ -	\$ 45,648.60	1,467
Task 3	Professional Development	\$ 7,855.50	\$ -	\$ 7,855.50	205
	<b>Grand Total</b>	<b>\$ 71,116.30</b>			<b>2237</b>

<b>Direct Expense Summary (Task 1)</b>	
Copies	\$ 1,200.00
Postage	\$ 50.00
Telecommunications	\$ 1,200.00
Mileage	\$ 4,000.00
Lodging	\$ 1,000.00
Meals	\$ 1,000.00
Conferences & Memberships	\$ 3,900.00
Equipment & Supplies	\$ 5,000.00
Electronic Supplies	\$ 1,300.00
MACOG Meeting Coordination	\$ 1,000.00
Insurance Expense	\$ 1,500.00
Audit Expense	\$ 1,880.00
Rent Expense	\$ 2,930.76
Miscellaneous Expense	\$ 298.47
<b>Total Direct Expenses</b>	<b>\$ 26,259.23</b>

### Staff Information

**Executive Director** – Norman Lucas  
**Deputy Director** – Christopher P. Hess  
**Transportation Planner** - *Vacant*  
**Fiscal Officer** – Susan Flandermeyer  
**GIS Planner** – Nathan Cooley  
**Homeland Security Planner** – Debbie Brackman  
**Community Development Planner** – Janet Luetjen

### PTRPC Board Members May 2024

Name	County	Position
Tracy Brantner	Johnson	City/Village Caucus
JD Kehrman	Saline	City of Marshall Representative
Marsha Corbin	Lafayette	Stakeholder
Brad MacLaughlin	Lafayette	Lafayette County Commissioner
Troy Mathews	Johnson	Johnson County Commissioner
Kelvin Shaw	Pettis	City of Sedalia Representative
Becky Plattner	Saline	City/Village Caucus
Stephanie Gooden	Saline	Saline County Commissioner
Israel Baeza	Pettis	Pettis County Commissioner
Jim Marcum	Pettis	Private Sector
Allan Rohrbach	Pettis	City/Village Caucus
Beth Hansen	Lafayette	City of Lexington (Ex Officio)
Greg Swift	Saline	Private Sector
Tracy Dyer	Lafayette	Private Sector
Danielle Dulin	Johnson	City of Warrensburg Representative
Ron Kumm	Lafayette	City of Higginsville Representative
Shawna Davis	Lafayette	City of Odessa Representative (Ex Officio)
Kit Lindsay	Johnson	Stakeholder
<i>Vacant</i>	Johnson	Private Sector
<i>Vacant</i>	Lafayette	City Village Caucus
<i>Vacant</i>	Saline	Stakeholder

### PTRPC Transportation Advisory Council (TAC) Members May 2024

Name	County	Affiliation
Jimmy Tye	Johnson	County Highway Department
Bill Bernier	Johnson	Private Citizen
Phil Adlich	Johnson	City of Warrensburg
Paul Engelmann	Johnson	University of Central Missouri
Phil Harris	Johnson	Private Citizen
Tom Charette	Johnson	City of Knob Noster Mayor

John Marr	Johnson	County Highway Department
Richard Strobel	Johnson	Private Citizen
Craig Williams	Lafayette	Lafayette County Assessor
Randy Florence	Lafayette	Mayor, City of Wellington
Tracy Dyer	Lafayette	County Commission
Harold Hoflander	Lafayette	County Commission
Dane Plymell	Lafayette	County Commission
Kris White	Lafayette	Private Citizen
Adam Couch	Lafayette	Private Citizen
<i>Vacant</i>	Lafayette	<i>Vacant</i>
Clark Fobian	Pettis	Private Citizen
Israel Baeza	Pettis	County Commission
Riley Cameron	Pettis	Private Citizen
Jim Marcum	Pettis	County Commission
Noah Shepard	Pettis	Executive Assistant to the Commission
Bill Taylor	Pettis	County Commissioner
David Brown	Pettis	Private Citizen
Chris Marshall	Pettis	Private Citizen
Paul Porter	Saline	Private Citizen
Bryan Berlin	Saline	Private Citizen
Cindy Schroeder	Saline	Private Citizen
Jack Harvey	Saline	Private Citizen
Stephanie Gooden	Saline	County Commission
Greg Swift	Saline	Swift Carriers, Inc.
Keith Windmeyer	Saline	Private Citizen
Jim Wiseman	Saline	Private Citizen