

# **SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

## **BOARD MEETING MINUTES**

December 11, 2012  
Osage Centre - Cape Girardeau

### Board Voting Members Present:

Mr. Chauncy Buchheit, Southeast Missouri Regional Planning Commission  
Mr. Paul Koeper, Cape Girardeau County  
Ms. Barbara Lohr, City of Jackson  
Mr. Tom Mogelnicki, Cape Girardeau County Transit Authority  
Mr. Harry Rediger, City of Cape Girardeau  
Mr. Jim Roach, City of Jackson

### Board Ex-Officio Members Present:

Mr. Dan Overbey, Southeast Missouri Regional Port Authority  
Mr. Mark Phillips, Cape Special Road District  
Mr. Mark Shelton, Missouri Department of Transportation

### Technical Planning Committee Members Present:

Mr. Rodney Bollinger, City of Jackson  
Mr. Tom Caldwell, Illinois Department of Transportation (via conference call)  
Mr. Drew Christian, Southeast Missouri Regional Planning Commission  
Mrs. Kelly Green, City of Cape Girardeau  
Mr. Dale Kinneman, Missouri Department of Transportation  
Mr. Jay Lancaster, Missouri Department of Transportation  
Mr. Mike Latuszek, Federal Highway Administration (via conference call)  
Mr. Ryan Shrimplin, City of Cape Girardeau  
Ms. Eva Voss, Missouri Department of Transportation

Call to Order: Mrs. Green called the meeting to order at 3:00 p.m.

### Introductions

The group went around the room, with each person giving a brief introduction.

### MPO Presentation

Ms. Voss gave a presentation on the purpose and responsibilities of the new MPO. Every urbanized area with a population greater than 50,000, as determined by the U.S. Census, is required to designate a Metropolitan Planning Organization (MPO) consisting of local, state, and federal government and transportation authorities. As of the 2010 Census, the Cape Girardeau-Jackson urbanized area had a population greater than 50,000 and therefore must create a new MPO.

The MPO has been named the Southeast Metropolitan Planning Organization (SEMPO). Members include the City of Cape Girardeau, City of Jackson, Village of East Cape Girardeau, Cape Girardeau County, Alexander County, Southeast Missouri and Bootheel Regional Planning Commissions, Southeast Missouri Regional Port Authority, Cape Girardeau County Transit Authority, Southeast Missouri State University (Transit), Missouri Department of Transportation, Illinois Department of Transportation, Federal Highway Administration, and

Federal Transit Administration. SEMPO will be funded through a Consolidated Planning Grant (FHWA and FTA funds) with a 20% match from the MPO membership.

SEMPO's primary function will be to serve as a transportation policy-making body. It will be responsible for developing a Unified Planning Work Program (UPWP), maintaining a Long Range Transportation Plan (LRTP), and developing a Transportation Improvement Program (TIP). SEMPO's structure will consist of a Policy Board with voting and ex-officio members, as well as a Technical Planning Committee and any necessary Ad Hoc Committees. The Technical Planning and Ad Hoc Committees will serve as an advisory body to the Policy Board. The group discussed the possibility of having some of the ex-officio members serve on the Technical Planning Committee.

By February 4, 2013, the Missouri Department of Transportation will forward SEMPO's Memorandum of Understanding (MOU), Bylaws, Metropolitan Planning Area (MPA) Map and meeting minutes to the Governor for approval. The Governor will designate SEMPO as an MPO by March 27, 2013. Once SEMPO is designated, work will begin on the Consolidated Planning Grant Agreement and the UPWP. The LRTP and TIP must be completed and adopted by March 27, 2016.

#### Memorandum of Understanding, Bylaws, and Metropolitan Planning Area Map

Mrs. Green stated that the Memorandum of Understanding has not been signed by the Village of East Cape Girardeau, Alexander County, and Scott County. None of them have indicated that they refuse to sign. If they do refuse, they will be left out of the MPO and a statement to this effect will be included in the documentation submitted to the Governor.

Mrs. Green asked the group to review the MOU, the Bylaws, and the MPA Map, and to respond with questions or comments. Mr. Latuszek stated that once the Governor approves the MOU and Bylaws, they should be made available for public review and comment prior to formal adoption by the Board. The group discussed possible options for establishing a SEMPO web page.

Mr. Mogelnicki expressed concern over the boundary shown on the MPA Map. He stated that Cape Girardeau County Transit Authority receives two types of funding, one based on urban service area and another based on rural service area. As shown, the boundary of the MPA would reduce CTA's overall funding. Mr. Koeper expressed concern over how the MPA Map would affect BRO funding. Ms. Voss stated that she will look into these matters and update the group.

#### Funding

Mr. Lancaster and Ms. Voss stated that SEMPO will receive roughly \$120,000 annually for operating expenses and transportation planning activities. A 20% match is required for any activity using these funds. The funds cannot be used for the construction of projects. Funds will be disbursed on a reimbursement basis upon the submission of invoices and supporting documentation. Full match will be payable on July 1, 2013. Up to 5 years worth of funds can be rolled over or "banked". Funds cannot be applied retroactively to cover expenses incurred prior to the MPO designation by the Governor. The City of Cape Girardeau will establish a separate account specifically for SEMPO. It is recommended that as soon as SEMPO is designated as an MPO, the matching funds should be placed in the account.

### Election of Officers

The group decided to postpone electing officers until after the Governor designates SEMPO as an MPO. Mrs. Green agreed to serve as the meeting facilitator in the mean time.

### Meeting Schedule

The group agreed to establish a regular meeting schedule once the Governor designates SEMPO as an MPO. The group will need to meet more frequently in the upcoming months to finalize the documents for the Governor. The next two meetings have been scheduled as follows:

Tuesday, January 8, 2013 at 3:00 p.m. at the Osage Centre

Tuesday, January 22, 2013 at 10:00 a.m. at the Osage Centre

### Adjournment

There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Ryan Shrimplin