Missouri Local Technical Assistance Program at Missouri University of Science and Technology

Annual Progress Report

by

Heath Pickerill

A National University Transportation Center at Missouri University of Science and Technology
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This project provided a resource and technology transfer center for use by local officials throughout the state of Missouri.
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Missouri Local Technical Assistance Program
at Missouri University of Science and Technology

ANNUAL PROGRESS REPORT

January 1, 2009 – December 31, 2009

Missouri S&T Contact:
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Deliverables:
The deliverables required of the LTAP contract consist of 6 tasks, which are outlined in detail below.

Task A - Compile and Maintain a Mailing List
Goals for Task A:
- Maintain the current data base to insure a realistic customer base is being reached;
- Increase the number of addresses included in our mailing list by a minimum of 15% each year.

Progress to date:

<table>
<thead>
<tr>
<th>MISSOURI LTAP MAILING LIST COMPARISON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2007</strong></td>
</tr>
<tr>
<td>Per quarter</td>
</tr>
<tr>
<td>Mailing list total</td>
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<tr>
<td>Clean up from prior year</td>
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</table>

- Mailing list is still continually being updated to purge outdated addresses, while adding new contacts to our database. We have recently added the state Emergency Management Directors through our partnership on the ATSSA training.

Task B - Publish a Quarterly Newsletter
Goals for Task B:
- Maintain the size of the newsletter at a minimum of 12 pages;
- Expand the size of the newsletter as needed to provide relevant and timely information to our customer base;
- Increase newsletter circulation by a minimum of 15% over 2006 levels.

Progress to date:

<table>
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<tr>
<th>MISSOURI LTAP NEWSLETTER COMPARISON</th>
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<tr>
<td><strong>2007</strong></td>
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<tr>
<td>Annual</td>
</tr>
<tr>
<td>Circulation Total</td>
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<tr>
<td>Return %*</td>
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</table>

*Approximate % based on returns per quarter

- The circulation total decrease for 2009 is due to the mailing list clean-up, as well as the decrease in production order amounts;
- Throughout 2009 we maintained the newsletter at 16 pages;
- Circulation is reflected in our mailing list total due to the continuous clean-up process.
Task C - Provide Technology Transfer Materials

Goals for Task C:
- Distribute timely and relevant publications to our customer base at conferences, meetings, and through our partners.
- Provide a Media Center Coordinator to coordinate library services, maintain relevant technical information, and improve response time to client requests.
- Continue a cooperative relationship with our MoDOT ambassadors in order to improve the promotion of Missouri LTAP services and the distribution of technical information.

Progress to date:

| MISSOURI LTAP TECHNOLOGY TRANSFER MATERIALS COMPARISON |
|-----------------------------------------------|----------|-----------|
|                                                | 2007     | 2008      | 2009      |
| Materials Distributed                          | Annual   | Annual    | Annual    |
| Technical Assists*                            | 4,887    | 5,467     | 6,527     |

*Includes letters, phone calls, emails and face-to-face meetings
**Measured by percentage of quarterly time spent on technical assists.

- Distribution of materials per quarter:
  - 1st – 2,259 publications at no charge
  - 2nd – 1,259 publications at no charge
  - 3rd – 1,104 publications at no charge
  - 4th – 1,905 publications at no charge
- An Advisory Committee meeting was held with Advisory Committee members on March 10, 2009 and November 12, 2009. It was agreed by the committee to meet twice a year (see attached notes for more detail). Guidance was provided at both meetings and is being implemented.
- The Ambassadors' meeting was held December 3 (see attached notes for more details). We feel the ambassadors understand their role with LTAP and how important their connection with the counties is in helping us reach our customers. We agreed on action items that they could do to help initiate the counties and local agencies involvement. We also discussed ways we can continue to strengthen their relationship with LTAP.

Task D - Provide Information Services

Goals for task D:
- Maintain the Missouri LTAP Web Page to include dynamic capabilities;
- Provide improved response time through increased staffing;
- Increase advertisement of the cooperative and surplus equipment purchasing program.

Progress to date:

- In May 2007, the webpage was approved and went live. We have since had approximately 21,000 hits. The webpage includes a more user-friendly look and easier surfing approach. We continue to update and add new items to the webpage.
Implementation of the online registration is still in progress. The University has looked at several different options to best meet our needs, as well as be cost effective. They have narrowed it down to a few options for accepting payment. We have decided to move forward with the online registration with the option to mail a check, fax their credit card information or request invoicing. The projected live date for this will be late January or early February. We will continue to work diligently within the UM system to finalize the online payment option.

- We continue to hire part-time students to aid in various projects.
- Advertisement of the cooperative and surplus equipment purchasing program has increased through the newsletter. There are currently 291 local agencies enrolled in the cooperative purchasing program.

Task E - Conduct and/or Arrange Seminars and Workshop Training Sessions

Goals for Task E:
- Establish a Core Curriculum of at least eight topics for the following professional levels:
  o Field/Entry level
  o Technical/Professional
  o Mid and Senior Management
- Establish an instructor base to support the core curriculum topics at each level.
- Build an in-state instructor portfolio. Utilize the LTAP Clearinghouse National Instructor Base until the portfolio is fully developed. Work with national and in-state partners to promote partnered training whenever possible. APWA’s Click, Listen and Learn web based training is one example of available training resources.
- Increase delivered workshops and training sessions by 50% over FY 2006 levels.

Progress to date:

- We created a 12-month calendar starting in January 2008 and had great success with the number of attendees. A 12-month calendar was created for 2009 and again for 2010 (see attached schedule).
- The Missouri “Show-Me” Road Scholar Program was deployed in the summer of 2008. The core curriculum courses were an integral part of the courses outlined for the Road Scholar Program. The Road Scholar Program allows us to broaden the types of trainings we offer and recognize those individuals who attend and therefore take an interest in their future personal and professional development. There was and continues to be constant interaction with the partners who participated in the development of the program. This has allowed us to have all of the interested organizations involved throughout the process of developing and finalizing the structure of the program. The partnering organizations signed a partnership agreement in effort to pledge their support to Missouri LTAP for the Road Scholar Program. More information on the Road Scholar Program is available in the section labeled Road Scholar Program. We are happy to report that we have our first five (5) Road Scholar graduates from the city of Republic. They will be recognized in a ceremony in early 2010.
- Our instructor portfolio has increased dramatically since 2006. We continue to add instructors to our portfolio (see attached list).
- We have continued to partner with the MoDOT Safety Team to assist in the logistics for partnered training. We participated in the Blue Print Coalition for Safety Conference planning. In addition, Missouri LTAP gave three presentations on various programs at the last conference.
Conferences we have attended for 2009:
  - Transportation Research Board (TRB), January
  - CCAM Training Conference, February
  - TEAM Conference, March-presented a break-out session
  - NACE, Portland, OR, April
  - APWA Snow Conference, South Dakota, April
  - APWA Education Summit, Kansas City, April
  - Traffic & Safety Conference, Columbia, May
  - Region 7/8 Conference, June
  - Councils to Campus, Columbia, June
  - NLTAPA Conference, July
  - APWA Congress, September
  - MML Annual Conference, October
  - MINK9, October
  - MACTO, October
  - Missouri APWA Conference, November-presented a break-out session
  - MAC Conference, November

Meetings we have attended regularly in 2009:
  - Blueprint Coalition Regional Meeting
  - Infrastructure Subcommittee Meeting, every other month
  - APWA Education Committee On-line Meeting, scheduled monthly
  - MoDOT Safety Team Committee Meeting, quarterly
  - APWA Transportation Committee Conference Call Meeting, monthly

<table>
<thead>
<tr>
<th>MISSOURI LTAP TRAINING COMPARISONS</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
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<td>04/01-12/31/07*</td>
<td>01/01-12/31/08</td>
<td>01/01-12/31/09</td>
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<tr>
<td>Number of Trainings</td>
<td>49</td>
<td>61</td>
<td>110</td>
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<tr>
<td>Number of Attendees</td>
<td>916</td>
<td>1,883</td>
<td>2,594</td>
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</table>

*2007 Based on a 9-month calendar. Received LTAP contract 2/12/07 to proceed.

Task F - Evaluate Effectiveness of Program
Goals for task F:
  - Continue to evaluate the effectiveness of the program through course evaluations and other customer feedback;
  - Seek guidance on center operations from the Advisory Committee and the MoDOT Ambassadors;
  - Review membership on the Advisory Committee to ensure that it reflects our customer base;
  - Finalize hiring actions to bring center staffing up to an acceptable level to provide the best-possible customer support within available funding.

Progress to date:

  - Evaluation forms are distributed to all course attendees (see attached evaluation summary). Input from the evaluation forms is used to improve future training.
  - We held an Ambassadors’ meeting on December 3, 2009 (see attached notes). Eight of the districts were represented. We updated the ambassadors on the MO LTAP Program and budget, as well as briefed them on the new programs that we have or will be implementing. The Ambassadors provided great feedback and guidance for LTAP’s growth. The Ambassadors continue to give valuable input and provide an important link to the local agencies in their respective districts.
  - At our last Advisory Committee meeting, we discussed the make-up of the group, and the consensus was the group is well represented across the state. However,
suggestions were made on other individuals who could represent a new segment of our customer base. These suggestions will be explored and possibly be considered to replace a few members who have not been active. The committee agreed that members who have not attended meetings in the past two years should be replaced.

- The staff includes a full-time director, program coordinator, administrative assistant, part-time outreach/training coordinator and student worker. Match funding opportunities are being explored to increase the part-time outreach/training coordinator to a full-time position. One option includes incorporating a safety circuit rider into this position. The intent is to finalize this staffing in the first half of 2010.
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**LTAP committees**

**APWA Roadway Safety Subcommittee:**
- Committee members through interaction recommend to the Transportation Committee roadway safety educational opportunities, grants, programs and policies;
- The sub-committee serves as a conduit for exchange of information to and from APWA members.

**APWA Transportation Committee:**
- Assists APWA members to acquire and maintain the skills and knowledge necessary to successfully manage public works infrastructure and deliver transportation services cost effectively;
- Acts to make APWA the voice of the public works profession on transportation issues to policy-makers, implementing agencies, and the general public;
- Acts to mobilize APWA's resources to participate in public policy development and inform the public of transportation's contribution to the nation's economy and community wellbeing and APWA's members' role in managing our transportation system;
- Heath serves as the NLTAPA liaison on this national committee.

**Blueprint Coalition Regional Committee:**
- Working with the Southeast region to provide educational materials on buckling up and safety seatbelts;
- Aided in the regions push for the primary seatbelt law;
- Worked with the Highway Patrol, Troop I in the past, to bring the teen program “21 days” to the Phelps County High Schools. “21 days” is an intense program that works with the school, local media relations, and the coalition to implement the “Buckle UP” concept.

**Missouri Coalition for Roadway Safety Infrastructure Subcommittee:**
- Produced a Road Safety Assessment (RSA) brochure to handout at conferences, meetings, and to our mailing list on the benefits of RSAs;
- Continue to coordinate with MoDOT, MARC, and FHWA to get mapping information on high crash areas easily accessible to the locals;
- Received a grant from FHWA to do a Road Safety Assessment pilot program in Boone County. Worked with the MoDOT safety team to pull the RSA team together.

**Missouri CPM Program focus group:**
- Provide feedback during course development;
- Program is designed to help refine and improve the management skills of today’s emerging leaders in state, local government, and non-profit agencies.

**NLTAP Advisory Committee on Partnerships**
- Maintain existing national partnerships and review the potential for new ones;
- Heath serves as co-chair of the committee.
LTAP partnerships

Advisory Committee:
- Having more frequent meetings than in previous years to bring the best possible training and resources to local agencies;
- Committee provides great feedback and suggestions on areas that need improvement.

County Commissioner’s Association of Missouri (CCAM):
- MO-LTAP staff attended regional meetings to promote the center;
- MO-LTAP served as a sponsor at the annual training in February 2009 and will do the same in 2010.
- MO-LTAP will present a Gravel Roads training session at the annual training in February 2010.

Management Develop Institute (MDI) at Missouri State University:
- Heath completed the full Supervisor’s Bootcamp course; 2 sessions-8 days total;
- Supervisory and managerial courses offered by MDI are a resource for offering these types of courses to our customers;
- Heath serves on their Missouri CPM Program focus group.

Missouri Association of Councils of Government (MACOG):
- Attend various MACOG meetings to promote Missouri LTAP;
- Maintain a close relationship with MRPC-Meramec Regional Planning Commission; Executive Director, Richard Cavender, is a member of the Advisory Board. Gave a presentation on Missouri LTAP and the Road Scholar Program during a recent TAC meeting at MRPC;
- All RPC’s on mailing list and training mailing list.

Missouri Association of Counties (MAC):
- MAC is a partner in the Road Scholar Program;
- MO-LTAP contributes articles to their newsletter.
- MO-LTAP staff attends their yearly meeting, which includes having a display booth.

Missouri Association of County Transportation Officials (MACTO):
- MACTO is a partner in the Road Scholar Program;
- MO-LTAP staff member serves as Executive Director;
- Serve on the planning committee for the MACTO Conference;
- Provide important link to maintenance crews and others at the local level.

Missouri Association of Public Entity Risk Management Fund (MOPERM):
- MOPERM is a partner in the Road Scholar Program;
- Often require the local agencies that they underwrite for insurance to take training to avoid raising their rates;
- Receptive to partnering in order to take advantage of existing MO LTAP training;
- Interested in partnering with MO-LTAP to develop new training that could benefit their customers.
Missouri Chapter American Public Works Association (APWA):
- MO Chapter APWA is a partner in the Road Scholar Program;
- Coordinate with John Buckwalter, Education Director of Missouri Chapter, and Gary Scheipeter, 2009 MO Chapter APWA President, on partnering opportunities.
- MO-LTAP staff attended the Basic Supervision Certification course in 2008 and the APWA Accreditation Workshop in 2009;
- Larry Frevert, APWA past president, serves on the Advisory Committee;
- Partnering on a Basic Construction Inspection course in Columbia, April 2010;
- Buy the Click, Listen & Learn CD”s to include in our library;
- Offer Click, Listen & Learn session to local agencies.

Missouri Department of Transportation (MoDOT)
District Ambassadors:
- Understand their role and importance in bringing the knowledge of LTAP to the local agencies in their district;
- All have agreed to be our liaison for the counties;
- Agreed to provide us the information of the demographics in their area to better aid in getting the appropriate training in their district.

Incident Response:
- Partnering on registration for the ATSSA class, Incident Traffic Control for Emergency Responders;

MO-LTAP Program Administrator:
- Has helped strengthen partnerships throughout MoDOT;
- Provides valuable input on areas in which to focus;
- Provides great resources to aid in bettering our relationship with the locals;
- Attends meetings, regional and NLTAPA conferences, to be a part of the team effort, as well as provide great input at the meetings.

Safety Team:
- Partnering on doing training sessions. Worked with them to do the Horizontal Curve Safety Training sessions in Springfield and Chesterfield;
- Serve on the planning committee for the Traffic & Safety Conference.

Training Development & Delivery:
- Collaborate on sharing resources and training

Missouri Municipal League (MML):
- MML is a partner in the Road Scholar Program;
- MO-LTAP is a member of MML;
- A resource to help increase our mailing list;
- Attend their yearly conference, which includes having a display booth.

University of Missouri Extension Center
- Partner in the Road Scholar Program;
- MO-LTAP using UM Extension Centers and UM Telecommunications Resource Centers (TCRCs) to hold training classes;
- Attend the UM Extension Councils to Campus event on the Columbia campus to share information on MO-LTAP;
- Partnered to offer UM Extension Basic Computer Skills training class in December 2009; will continue to offer the training.
## 2009 Training Sessions Summary

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Title of Training</th>
<th>Location</th>
<th>Number Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12, 2009</td>
<td>Bridge Management &amp; Maintenance</td>
<td>Joplin City Hall</td>
<td>9</td>
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<tr>
<td>January 29, 2009</td>
<td>Snow and Ice Control, Morning Session</td>
<td>St. Charles County</td>
<td>23</td>
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<td>January 29, 2009</td>
<td>Snow and Ice Control, Afternoon Session</td>
<td>St. Charles County</td>
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<td>Communication Skills</td>
<td>Jefferson City</td>
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<td>Workplace, Equipment &amp; Job Site Safety</td>
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<td>February 18, 2009</td>
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<td>Communication Skills - Morning</td>
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<td>Macon</td>
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<td>MINK9-PCC Overlay How-to Bonded &amp; Unbonded; Understanding Latino Cultures in the Workplace; What's New in Roadside Safety Testing</td>
<td>St. Joseph</td>
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<td>October 13, 2009</td>
<td>MINK9-Status of Federal-Aid Project; Using Stimulus Funds for State &amp; Local Roads</td>
<td>St. Joseph</td>
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<td>MINK9-New Geotech Requirements for Bridge Design; Bridge of the Future</td>
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<td>Work Zone Safety &amp; Flagger Training (Full Day)</td>
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<td>Grandview</td>
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<td>MACTO-Winter Maintenance</td>
<td>St. Charles</td>
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<td>MACTO-Funding; In-house vs. Contract Maintenance &amp; Construction</td>
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<td>Sign Retroreflectivity-CLL APWA (Part 2)</td>
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<td>Computer Basics</td>
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<td>December 15-16, 2009</td>
<td>OSHA Training (10 hours)</td>
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Total number of classes: 2594
Missouri ‘Show-Me” Road Scholar Program – Level 1

Course Descriptions

Core Courses: (required of all participants)

Communication Skills
The course will cover verbal and non-verbal communication. It will be an interactive course where those attending will study the basic communication skills of speaking and listening, as well as conflict resolution. Those attending will be presented with the best methods of communicating with those around them, which include their superiors, fellow workers, the people they are supervising, and the general public. The course will also explore the three speech/presentation patterns, which includes the causation, categorical, and sequential patterns.
Time: 4 hours

Work Zone Safety & Flagger Training
The course will cover Work Zones - the when, where and how, as set forth in the Manual on Uniform Traffic Control Devices (MUTCD). Those attending will be instructed on the proper set-up for traffic control in various situations that may be encountered during construction and maintenance of urban and rural streets and highways. Attendees will also be instructed on how to manage the traffic at a construction and/or maintenance site. The course will cover proper apparel to be worn and the equipment that is approved for use in the MUTCD. The course will also cover the best locations for flaggers to be stationed, proper hand signals and how best to move traffic through different construction and maintenance sites. Attendees may be tested on their abilities and issued a document verifying their attendance at the course.
Time: 4 hours

Workplace and Job Site Safety (Worker Safety)
The course will cover safety procedures around the workplace by highlighting some of the most dangerous activities employees experience, as well as some of the more mundane and overlooked areas of safety. The intent is to increase safety awareness of workers in order to increase job satisfaction, decrease turnover, improve the quality of work, decrease insurance claims and reduce loss of work time. It will examine various topics, such as types of personal protective equipment, proper lifting, slips trips and falls, confined space entry, trenches & excavations lock out/tag out, blood borne pathogens, using Material Safety Data Sheets (MSDSs) along with some defensive driving skills.
Time: 4 hours
**Elective Courses:** (required to complete 5)

**Bridge Incident Inspection**
What do you look for when a truck hits one of your bridges or maybe the bridge has been underwater for a week? This course will take you through a process that will let you do a cursory inspection of your bridges to insure that they are safe to allow traffic to use.
Time: 4 hours

**Bridge Management and Maintenance**
This course discusses the advantages of having a good bridge maintenance program. It will provide you with the information needed to develop a system, what to look for when reviewing your bridges and many different types of maintenance solutions.
Time: 4 hours

**Culvert Design and Drainage**
This course will cover the importance of culverts in the proper design of roads and the various types of culverts on the market today. The course will cover where to use a drainage structure and what type to use. It will go into proper sizing of culvert and determining lengths required for new and replacement culverts.
Time: 4 hours

**Culvert Installation and Management**
Most road maintenance people will say, I can dig a trench and drop a tube in it and cover it up. But do they have any idea of what size pipe to use, what is the best method of installation and do they think to check on the culverts after it is installed. Proper installation of new culverts and the importance of a good management system for all drainage structures within a local agency
The class will point out some best practices in doing all these things and more
Time: 4 hours

**Defensive Driving**
We all know how to drive but what about the other guy? This course trains, those in attendance what to watch for and how to react. It covers situations that occur on the road everyday and encourages everyone to watch out for that other vehicle. Attendees will learn to anticipate the other driver’s actions.
Time: 4 hours

**Equipment Operation and Safety**
The course will provide participants with the knowledge and understanding of common safety factors and practices relating to the operation of power tools and equipment used in common public works and road maintenance work. It will also provide an agency with the information needed to establish an effective work safety program.
Time: 4 hours
**Gravel Road Maintenance**
The course will cover the proper maintenance of gravel roads. It will stress the importance of using the correct aggregates, proper grading methods and the use of various dust control methods and stabilization processes. The safety of the traveling public will be stressed.
Time: 4 hours

**Materials Inspection**
The course will discuss the importance of using the proper materials in road construction and maintenance and how best to get those materials. It will cover some of the more popular test used to guarantee the material being purchased meet the requirement set up for them. There will be a discussion on writing specifications and bidding materials.
Time: 4 hours

**Math Skills**
The course will cover the fundamentals of arithmetic and help show and strengthen computational skills with fractions, decimals, areas, volumes and percents. Discussion is all based on actual examples of public works field-related topics. The course will also provide public works personnel with skills that can be applied to a variety of day-to-day topics. Solutions to simple measurements and figuring out the need for supplies for tasks at hand are discussed and worked out in an orderly fashion. Trainees will have hands-on instruction in this course. The instructor will work with individuals to show the correct use of simple calculations and encourage/improve development of new skills.
Time: 4 hours

**Motor Grader Training**
This course will instruct those attending on good grading practices. Those attending will be advised the various ways to set a grader to perform different functions with a grader. They will also be shown some of the best methods of grading roads and cutting ditches. Proper maintenance of the machine will be stressed along with operator safety and the safety of the traveling public. One should have a general knowledge of the operation of a grader before attending the class.
Time: 4 hours

**Preventive Pavement Maintenance**
With the ever increasing demand for better roads and the decreasing revenues agencies need to look at methods of extending the life of their pavements. This course will sturdy the various methods available to give life to your roads. You will learn about the equipment and materials available and how best to apply the modern techniques to you highway system. You will also be advised of the merits of developing a Pavement Management System.
Time: 4 hours
**Signing and Pavement Marking**

The course covers sign pavement marking warrants, proper installation, value of a good inventory and management system and the new federal requirement on retro reflectivity standards.

Time: 4 hours

**Snow and Ice Control**

The course will cover the need for advanced planning, keeping the public informed, types of equipment available, various chemicals available and when to use them, plowing techniques and above all stress safety of the worker and the traveling public.

Time: 4 hours

**Traffic Signal Maintenance**

Traffic signals are becoming more common everyday and like every thing mechanical they must be maintained. This course will cover some of the common maintenance problems that occur with signals. It will cover the different types of signals and how they function. It will also look at traffic control when working on signals.

Time: 4 hours

**Paved Road Maintenance**

The course will cover some of the best practices used to maintain the various types of paved roads. Various materials available for patching pot holes, cracks and low areas will be discussed. Some of the different equipment available for maintaining paved roads will be highlighted. There will be discussion of setting up a Pavement Management System to track maintenance efforts and to aid in decisions as to when to rebuild a road. Above all the safety of the worker and the traveling public will be stressed.

Time: 4 hours

**Other options:**

**Attending a public works or traffic conference**

Register and attend various educational sessions provided at one of the many conferences held throughout the state that is transportation or public works related. Credit for only one elective course can be earned by attending a conference while completing the Road Scholar Program. The conference must be approved by the Road Scholar partnership committee to earn credit. Examples include the Annual Traffic & Safety Conference of Missouri, County Commissioners Association of Missouri (CCAM) annual training session, Missouri Municipal League (MML) annual conference, Missouri Association of County Transportation Officials (MACTO), or the Missouri Chapter of American Public Works Association (APWA) state conference.

**Attending an external non-LTAP training class**

Register and attend an external training class hosted by an agency other than LTAP. Credit for only one elective course can be earned by attending an external training class while completing the Road Scholar Program. The course must be approved by the Road Scholar partnership committee to earn credit.
‘Show-Me” Road Scholar Program – Level II

Course Descriptions

Core Courses: (required of all participants)

Managing Employee Performance
Not everyone is suited to perform every task in your workplace. The purpose of this session is to enable you to assess the abilities of your workers and to assign them in the areas where they can contribute the most to your agency.
Time: 4 hours

Supervisory Communication Skills
Being able to communicate with your workers is very important. This course will present the many different techniques available to let your workers know you care about them and how to develop a relationship that ensures top performance from everyone.
Time: 4 hours

Roadway Safety Fundamentals
This course introduces the critical relationships between roads, the roadside, roadway user behavior, and safety. Participants will learn about basics of road safety, solving traffic safety problems, traffic control devices, roadways, improving roadside safety, intersections, and railroad grade crossings.
Time: 4 hours
**Elective Courses:** (required to complete 5)

**Asset Management and Cost Accounting**

**Bridge & Culvert Hydraulics**
This course will cover what information is required for the proper sizing of culverts and bridges. It will where and how to attain the information needed and the various computer programs available to use the information. It is advisable for those attending to have knowledge of math and some computer skills if they wish to gain anything from the session.
Time: 4 hours

**Community and Media Relations**
This course will cover the importance of good public relations. It will stress the importance of having a good relationship with the media and how best to attain and maintain that relationship. The session will cover some ways of communicating with the public, through mailings, websites, group meetings and simply talking to them.
Time: 4 hours

**Enhancing Cooperative Work Relationships**

**Human Resource Management**
This course will cover the importance of using employees in jobs best suited for them. It will give those attending the ability to identify the personal skills of individuals and certain personality traits. Participants will be instructed in the importance of assigning the right people and the correct number of people to various job assignments. Proper hiring procedures will also be covered and sexual harassment in the workplace will be touched on.
Time: 4 hours

**Innovative Financing**
This class will cover where the MONEY is and how to get it. The course will give an overview of various grant programs available to finance local transportation improvements. Participants will be enlightened on the different funding options available to do specific projects, say bridges, sidewalks, trails etc.
Time: 4 hours
Intergovernmental Relations
This course will cover the importance of having a good relationship with other government agencies. In today’s world of funding shortages it is more important than ever to work with other agencies to eliminate duplication of services. The course will suggest ways of communicating with other agencies and at what level those communications work best.
Time: 4 hours

Legal Aspects of Supervision

Project Planning and Management

Rural Roads Safety Assessments
This course will take you through the road safety assessment process. It will show the benefits of performing them and where best to apply the process. Those attending will be taken through the process and learn what steps are essential in the program. Time will be spent discussing what to look for when doing a road safety assessment.
Time: 4 hours

Traffic Design

Traffic Signal Installation

Other options:

Attend a public works or traffic conference
Register and attend various educational sessions provided at a national conference that is transportation or public works related. Credit for only one elective course can be earned by attending a conference while completing the Road Scholar Program. The conference must be approved by the Road Scholar partnership committee to earn credit. Examples include the National Association of County Engineers (NACE) annual conference or the American Public Works Association (APWA) Congress.

Attend an external non-LTAP training class
Register and attend an external training class hosted by an agency other than LTAP. Credit for only one elective course can be earned by attending an external training class while completing the Road Scholar Program. The course must be approved by the Road Scholar partnership committee to earn credit.
Course Descriptions

**Emergency Management for Public Works Officials**
This course will instruct those attending on having a basic understanding of the emergency management process, knowing the roles of the County Presiding Commissioner and the County Emergency Management Director in a disaster situation, understanding the relationship between County, State, and Federal initiatives during and following a disaster. It will also cover who to contact for additional resources and how to request them, general knowledge of what materials/activities are eligible for reimbursement, and what information/documentation to keep during and following an event.
Time: 4 hours

**Paved Road Maintenance**
The course will cover some of the best practices used to maintain the various types of paved roads. Various materials available for patching potholes, cracks and low areas will be discussed. Some of the different equipment available for maintaining paved roads will be highlighted. There will be discussion of setting up a Pavement Management System to track maintenance efforts and to aid in decisions as to when to rebuild a road. Above all the safety of the worker and the traveling public will be stressed.
Time: 4 hours

**Traffic Signal Maintenance**
This course will cover some of the common maintenance problems that occur with signals. Traffic signals are becoming more common everyday and like everything mechanical they must be maintained. It will also cover the different types of signals and how they function. It will also look at traffic control when working on signals.
Time: 4 hours
## ROAD SCHOLAR PROGRAM

### Registered Counties

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<tr>
<th>Agency</th>
<th>Contact Person</th>
<th>Title</th>
<th>Address</th>
<th>City</th>
<th>Zip</th>
<th>Phone</th>
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<tr>
<td>Atchison County</td>
<td></td>
<td></td>
<td>602 Main Street</td>
<td>Tarkio</td>
<td>64491</td>
<td>660-744-4652</td>
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<tr>
<td>Boone County PW</td>
<td>Derin Campbell</td>
<td>Interim Director</td>
<td>5551 Hwy 63 South</td>
<td>Columbia</td>
<td>65201</td>
<td>573-449-8515</td>
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<tr>
<td>Christian County Commission</td>
<td>Julia Maples</td>
<td>Admin. Assist.</td>
<td>100 W Church Street, Room 100</td>
<td>Ozark</td>
<td>65721</td>
<td>417-581-2112</td>
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<tr>
<td>City of Bland</td>
<td>Ben Cooper</td>
<td>Public Works Director</td>
<td>PO Box 40</td>
<td>Bland</td>
<td>65014</td>
<td>573-821-6143</td>
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<td>City of Bolivar</td>
<td>Rick Shuler</td>
<td></td>
<td>PO Box 9</td>
<td>Bolivar</td>
<td>65613</td>
<td>417-326-2489</td>
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<td>City of Clayton</td>
<td>Gary Scheipeter</td>
<td>Supt. Of Public Works</td>
<td>10 North Bemiston</td>
<td>Clayton</td>
<td>63105</td>
<td>314-290-8540</td>
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<td>City of Festus</td>
<td>Brent Abrams</td>
<td>Public Works Director</td>
<td>950 N 5th Street</td>
<td>Festus</td>
<td>63028</td>
<td>636-937-6646</td>
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<tr>
<td>City of Fulton</td>
<td>Greg Hayes, P.E.</td>
<td>City Engineer</td>
<td>PO Box 130</td>
<td>Fulton</td>
<td>65251</td>
<td>573-592-3161</td>
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<td>City of Gladstone</td>
<td>Tim Herrman</td>
<td>Public Works Supt.</td>
<td>4000 NE 76th</td>
<td>Gladstone</td>
<td>64119</td>
<td>816-436-5442</td>
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<td>City of Houston</td>
<td>Joe Kirkman</td>
<td>Public Grounds Supervisor</td>
<td>601 S. Grand</td>
<td>Houston</td>
<td>65483</td>
<td>417-967-3444</td>
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<td>City of Kearney</td>
<td>Gary Lawson</td>
<td>Street Supt.</td>
<td>100 E Washington</td>
<td>Kearney</td>
<td>64060</td>
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<td>City of Kirksville</td>
<td>John Buckwalter</td>
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<td>201 S. Franklin</td>
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<td>63501</td>
<td>660-627-1291</td>
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<td>City of Moscow Mills</td>
<td>Donald Hopkins</td>
<td>Superintendent</td>
<td>PO Box 36</td>
<td>Moscow Mills</td>
<td>63362</td>
<td>636-299-2559</td>
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<td>City of Ozark Public Works</td>
<td>Larry Martin</td>
<td>Public Works Director</td>
<td>205 N 1st Street</td>
<td>Ozark</td>
<td>65721</td>
<td>417-581-2407</td>
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<td>City of Republic</td>
<td>Nick Ashbach</td>
<td>Street Supt.</td>
<td>221 N. Main Street</td>
<td>Republic</td>
<td>65631</td>
<td>417-732-3400</td>
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<tr>
<td>City of Springfield Public Works</td>
<td>Craig Noblitt</td>
<td>Street Maint. Supervisor</td>
<td>1111 W Chestnut Expressway Bldg 5</td>
<td>Springfield</td>
<td>65802</td>
<td>417-864-1478</td>
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<tr>
<td>City of Vienna</td>
<td>Dan Germann</td>
<td>Parks &amp; Street Supt.</td>
<td>PO Box 196</td>
<td>Vienna</td>
<td>65582</td>
<td>573-422-3932</td>
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<td>City of Wentzville</td>
<td>Dave Kralemann</td>
<td>Supt. Of Streets</td>
<td>200 E Fourth Street</td>
<td>Wentzville</td>
<td>63385</td>
<td>636-639-2060</td>
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<tr>
<td>Clayton Parks &amp; Recreation</td>
<td>Susan Renard</td>
<td></td>
<td>50 Gay Avenue</td>
<td>Clayton</td>
<td>63105</td>
<td>314-290-8554</td>
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<tr>
<td>Drexel Public Works</td>
<td>James Martin Doughty</td>
<td>Superintendent</td>
<td>137 E Main</td>
<td>Drexel</td>
<td>64742</td>
<td>816-419-4914</td>
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<tr>
<td>Jasper County Hwy.</td>
<td>Bob Burris</td>
<td>Asst. Superintendent</td>
<td>Jasper County Courthouse, Room 101</td>
<td>Carthage</td>
<td>64836</td>
<td>417-358-0451</td>
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<tr>
<td>Joplin Special Road District</td>
<td>Cary Lee</td>
<td>Superintendent</td>
<td>1016 South Picher Ave.</td>
<td>Joplin</td>
<td>64801</td>
<td>417-624-3489</td>
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<tr>
<td>Pike County</td>
<td>LaDon Atkinson</td>
<td>Supervisor</td>
<td>119 E Park</td>
<td>Bowling Green</td>
<td>63334</td>
<td>573-324-3902</td>
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<tr>
<td>Purdy Special Road</td>
<td>Marvin Carney</td>
<td>Road Superintendent</td>
<td>PO Box 344</td>
<td>Purdy</td>
<td>65734</td>
<td>417-236-2060</td>
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<tr>
<td>Washington County Hwy Dept.</td>
<td>Greg Horton</td>
<td>Superintendent</td>
<td>102 N Missouri St.</td>
<td>Potosi</td>
<td>63664</td>
<td>573-779-3360</td>
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<tr>
<td>Webster County Road Dept.</td>
<td>Wayne Turner</td>
<td>Superintendent</td>
<td>101 S. Crittenden</td>
<td>Marshfield</td>
<td>65746</td>
<td>417-859-4544</td>
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</tbody>
</table>

**Total Participants Registered**: 130
SUMMARY OF EVALUATIONS

Overall the workshops were:
- 43.41% Good
- 41.95% Excellent
- 3.41% Fair
- .39% Poor

Speaker presented the material:
- 74.34% Very Well
- 13.85% Well Enough
- .49% Not Well

The information presented is:
- 66.93% Very Valuable
- 20.69% Somewhat Valuable
- .59% Not Valuable

Learned of the workshop:
- 30.73% Fellow Worker
- 24.98% Newsletter
- 6.05% Flyer
- 16.59% from Workplace
- .49% Other
- 3.61% MoDOT Staff

Work for:
- 51.80% City/Municipality
- 25.17% County
- 7.22% Townships
- .29% MoDOT
- .00% Engineering
- .49% Road District
- 1.76% Other

Primary Responsibility:
- 57.27% Maintenance Worker
- 12.88% Crew Chief/Foreman
- 6.34% Superintendent
- 1.95% Administrator
- 2.05% Other
- .78% Fire Chief/Fire Department
- .39% Presiding Commissioner
- Safety Coordinator
- .29% Operator
- Law Enforcement
- Senior Sign Technician
- Heavy Equipment Operators
- .20% Electrical Utility
- Highway Department
- .10% City Engineer
- Road Work Crew
- Environmental
- Lineman
- Assistant Foreman
- Park Caretaker
- Trash Man
- Groundsman
- Electrical & Signs Department
- Gardner
- Mechanic