

Alan Spesard, City Engineer
1010 E. Northland Dr.
Shelbyville, IL 62565

January 17, 2000

To: Bill Shoaff, Mayor, City of Shelbyville

In an effort to avoid confusion and to facilitate future engineering work, I met with Tim Finks and Rich Mochel on January 08, 2000, to discuss Rich's role as it relates to ongoing and future projects and my role as it relates to the city engineering position. As a result of that meeting, I am in agreement that it is in our best interest that "K&M Engineering" continue to perform projects that are in process and that "K&M Engineering" should continue to be considered for future projects. The attached letter from Rich Mochel details the projects that are being prepared for the city by K&M Engineering.

In addition, at that meeting, I requested input as to the appropriate duties of the city engineer. After a lengthy discussion, it was agreed that the duties of city engineer should be documented. As a result, I have attempted to provide that documentation in the attached memorandum.

I hope this letter and attachments will help make this situation clear and provide a basis for continued work relationships. Please review the attachments and contact me should you desire to discuss this further.

Sincerely,

S. Alan Spesard
City Engineer

Attachments *William B. Shoaff 1-17-00*
Mayor

MEMORANDUM

To: The Mayor and City Council of Shelbyville

Subject: City Engineering Duties

I am writing this memorandum in order to document routine city engineering duties and to coordinate outside consultant projects that are being performed in addition to those routine city engineering duties.

I, Alan Spesard, do hereby submit the following for your consideration and approval:

1. I propose to perform routine city engineering for the City of Shelbyville, including the following:
 - Engineering consultation for the Mayor, City Commissioners, City Clerk and the Cemetery as requested.
 - Attend regular meetings of the City Council unless prior arrangements are made with the Mayor or City Clerk.
 - The coordination, design and construction of routine projects performed by the Street Department personnel; such as temporary access roads for Capital Improvement Projects and modification to access walkways to obtain compliance with the American Disability Act (ADA).
 - Annually review and update the city-zoning map.
 - Prepare routine specifications at the request of the Mayor and the City Council.
 - Review and comment on outside contracted consulting engineering projects as requested (for example the Shelby Hospital addition, city water line extensions, and road and drainage improvements).
 - Perform any other routine engineering functions requested by the Mayor or City Council.

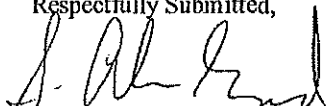
Any projects beyond the scope of the above performed by the City Engineer shall be on an additional fee basis as agreed by and between the City Engineer and the Mayor and the City Council.


In consideration of the above, the City Engineer will be paid a fee of \$300.00 per month.

2. I propose to perform the following, for additional compensation.
 - Prepare maintenance estimates for routine maintenance of the city streets annually in cooperation with the street commissioner, to supervise the performance of said maintenance and to prepare maintenance expenditure statements at the conclusion of the maintenance period for the approval of the state. Payment for my services for this work will be from Motor Fuel Tax (MFT) funds and will be based on the State approved percentages.

It is understood that major engineering projects will be performed by outside consultants (see attachment for engineering projects that are being prepared for the city by outside consultants).

Respectfully Submitted,


Alan Spesard, Jan. 17, 2000


Mayor