

## City Clerk

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**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:16 AM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: SRTS Funding Announcement 2019  
**Attachments:** SRTS Cycle 2019 Announcement.pdf; SRTS guidance document.pdf; Parent survey.pdf; Student Tally.pdf

----- Original Message -----

**Subject:** Fw: SRTS Funding Announcement 2019  
**Date:** 09/05/2018 10:47 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "Denise Bence" <benced@shelbyville.k12.il.us>  
**Cc:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

Denise,

The City would like to upgrade the sidewalks along Vine Street from South 3rd to the School.

I have attached information about the Grant Application. I will need:

- Resolution or Letter of Support from the School District
- A copy of the School Wellness program
- Filled out Student Tally sheets – see attached (grades K thru 8)
- Filled out Parent Survey Sheets – see attached (grades K thru 8)

The City will also have a Public Informational Meeting at some point prior to submitting the application.

Let me know of any questions or concerns.

thanks for your help

alan spesard  
774-2721  
820-2278

**From:** Shelby County Highway  
**Sent:** Tuesday, August 07, 2018 1:48 PM  
**To:** Denise Bence  
**Cc:** jeff johnson ; Thom Shaffer  
**Subject:** Fw: SRTS Funding Announcement 2019

Hi Denise,

The City of Shelbyville would like to submit another grant application for the Safe Routes to School Program (SRTS). This years application cycle has a submittal due date of November 19, 2018.

We are trying to decide on an appropriate project to upgrade sidewalks leading to the School (only School's with grades Kindergarten to 8th are eligible) .

Some upgrade ideas are:

- Upgrade sidewalks from the School along Vine Street to South 3rd street
- Upgrade sidewalks along N. 6th street from Will Street East to Morgan Street
- Installing traffic Control light at intersection of N. 6th and Rte. 128 plus section of sidewalk to school from that intersection.

**We would like to know your thoughts on these projects or if you have another idea.**

Whatever project is submitted we will once again need your help and support for:

- Resolution or Letter of Support from School District
- Student Talley and Parent Survey Results.

See attachment for information on the SRTS program.

There is no financial support needed from the school. If we are successful, the grant will pay 100% of the Construction Costs (Maximum of \$200,000).

Jeff Johnson, Thom Shaffer and myself are meeting on August 16th at city hall to discuss the selection of a project. You are welcome to join us or if you could email me your thoughts in advance of that meeting that would be very helpful.

thanks

alan spesard  
820-2278

**From:** Paris, John  
**Sent:** Friday, July 20, 2018 11:10 AM  
**To:** Shelby County Highway  
**Subject:** SRTS Funding Announcement 2019

Safe Routes to School is announcing a new funding cycle for 2019!

Applications will be available on the IDOT website very soon.

In the meantime, click on the link below to begin the GATA registration process and to start the Student Tally and Parent Survey collections.

<http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/safe-routes-to-school/index>

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You are currently subscribed to dot-srts as: [shelbycohwy@consolidated.net](mailto:shelbycohwy@consolidated.net).

To unsubscribe click here:

<http://lists.illinois.gov/u?id=18888356.dcfb067ee3212bb9ef2a18815924748a&n=T&l=dot-srts&o=1150218>

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to [leave-1150218-18888356.dcfb067ee3212bb9ef2a18815924748a@lists.illinois.gov](mailto:leave-1150218-18888356.dcfb067ee3212bb9ef2a18815924748a@lists.illinois.gov)

# **ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM**

## **SRTS FUNDING CYCLE 2019**

**IDOT will be accepting applications for the SRTS Funding Cycle 2019 from Monday, September 24, 2018 through Monday, November 19, 2018.**

**Announcement of Selected Projects – March 2019**

### **NEW for the SRTS Funding Cycle 2019**

**Every applicant must be registered through the Grant Accountability and Transparency Act (GATA) grantee portal, and all pre-award requirements must be fulfilled prior to submitting an ITEP application. The grantee portal link can be found [HERE](#). For general GATA information, please visit the [GATA website](#).**

*Safe Routes to School (SRTS) was originally established as a stand-alone Federal-Aid program in August 2005 through the passage of SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The Illinois Safe Routes to School Program is administered by the Illinois Department of Transportation.*

*SRTS uses a multidisciplinary approach to improve conditions for students who walk or bike to school. The program has three main goals: 1) to enable and encourage children, including those with disabilities, to walk and bicycle to school; 2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and 3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (within 2 miles) of both public and private primary and middle schools (grades K-8).*

**For the SRTS Funding Cycle 2019, these goals will be achieved by providing 100% reimbursable funding for infrastructure projects and non-infrastructure projects.**

*Eligible project sponsors may be Schools or School Districts, Political Subdivisions (municipalities, cities, towns, etc.), Metropolitan Planning Organizations/Regional Planning Commissions, Councils of Government, Local and Regional Agencies (law enforcement agencies, health departments, etc.), and Non-Profit Organizations. Project sponsors are responsible for supplying the upfront costs of the project and will be reimbursed by IDOT.*

*Eligible infrastructure projects include sidewalk improvements, traffic calming/speed reduction improvements, traffic control devices, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle facilities, and secure bicycle parking facilities.*

*Eligible non-infrastructure projects include events, equipment, and supplies that help to address areas of Education, Enforcement, Encouragement, and Evaluation.*

**Additional information and more specific details can be reviewed in the [SRTS Funding Cycle 2019 Program and Application Guidelines](#) found [here](#).**

# **ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM**

**Funding Application Guidance – Cycle 2019**



## **PURPOSE**

The purpose of this guidance is to explain the requirements, eligibility, and application process of the Illinois Safe Routes to School Program.

## **ABOUT SAFE ROUTES TO SCHOOL**

Safe Routes to School (SRTS) was established as a stand-alone Federal-Aid program in August 2005 through the passage of SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. Through 2009, Illinois received \$23.7M through SAFETEA-LU. In 2010, an additional \$7.5M was allotted as a result of the extension of SAFETEA-LU through December 2010.

These funds were provided to be administered through state DOTs at 100% federal participation with no state or local match required. These funds were made available until fully expended.

With the 2012 passage of MAP-21, Moving Ahead for Progress in the 21<sup>st</sup> Century, the SRTS program was changed from its status as a stand-alone program and became part of the new Transportation Alternatives Program (TAP), along with the Transportation Enhancements Program and the National Recreational Trails Program. The most notable changes to the SRTS program were the elimination of the requirement for states to provide a full-time SRTS Coordinator position and the funding participations and limits.

Funding under MAP-21 is provided as 80% federal/20% local match. Funding is also eligible for rescission after 4 years.

**Federal Participation for the SRTS Funding Cycle 2019 will be 100% in order to make full use of remaining funds from the SAFETEA-LU legislation. All guidelines and regulations from that legislation will remain in effect for this funding cycle.**

SRTS uses a multidisciplinary approach to improve conditions for the walk or bike to school. The program has three main goals:

- 1. to enable and encourage children, including those with disabilities, to walk and bicycle to school***
- 2. to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and***
- 3. to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (within 2 miles) of primary and middle schools (grades K-8).***

Safe Routes to School utilizes the five basic program components, known as the “5 E’s”, that comprehensively address obstacles and create solutions:

***Engineering*** – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

***Education*** – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.

***Enforcement*** – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, stopping for pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.

***Encouragement*** – Using events and activities to promote walking and bicycling.

***Evaluation*** – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

## **ELIGIBLE APPLICANTS**

**Grade Levels:** Safe Routes to School projects must focus on students in grades Kindergarten through 8<sup>th</sup> grade. Public grade schools, middle and junior high schools and grade centers that serve these ages are eligible. High schools and early childhood centers (that serve only pre-school children) are not eligible.

**Private Schools:** Private and parochial schools may also apply for SRTS projects. Infrastructure projects that serve private school locations are allowed as long as they are located on the public right-of-way. This may include projects on private land that have public access easements. **ROW and Easement Costs are NOT reimbursable. Necessary ROW and Easement should be secured before a project can be considered for award.** Non-infrastructure activities are also allowed at private and parochial schools.

### ***Application Sponsors:***

Infrastructure applications may be sponsored **ONLY** by the associated municipality or other roadway jurisdiction. School districts and municipalities must work together to determine the most beneficial improvements to best enable safe walking and bicycling for students.

Non-infrastructure applications may be sponsored by School districts, Political subdivisions (municipalities, counties, townships), Metropolitan planning organizations / regional planning commissions, Councils of government, Local, regional and state agencies (health departments, police departments), Non-profit organizations (PTA/PTO, community organization, health association, etc.).

For the purpose of the application, the group who will be administering the project(s) must apply as the Sponsoring Agency. A single Sponsoring Agency will be responsible for administering all project components of the application. The Sponsoring Agency will act as the fiscal agent for all projects and will put forth the initial funds for the project. Funds will be reimbursed through the Illinois Department of Transportation.

Every applicant must be registered through the Grant Accountability and Transparency Act (GATA) grantee portal, and all pre-award requirements must be fulfilled prior to submitting an SRTS application. The grantee portal link can be found HERE. For general GATA information, please visit the GATA website.

## ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM

The Illinois Safe Routes to School Program is administered by the Bureau of Programming in the Illinois Department of Transportation (IDOT) and funds both **infrastructure** (engineering) and **non-infrastructure** (education, encouragement, enforcement and evaluation) initiatives. A detailed list of eligible projects and activities in both the infrastructure and non-infrastructure categories appears later in this guide.

Key features of the Illinois SRTS Funding Cycle 2019 Program include:

- ✓ *SRTS projects are funded at 100% with no local match required.*
- ✓ *SRTS is a reimbursement program - Project sponsors are responsible for supplying the upfront cost of the project and will be reimbursed by IDOT.*
- ✓ *All infrastructure projects must be completed within a 2 mile radius of the school. Certain non-infrastructure projects must also comply with this rule.*
- ✓ *Each school district is limited to one infrastructure and one non-infrastructure application.*
- ✓ *Each project will require a separate application and will be reviewed and scored on its own merit, regardless of category or relationship to any other application submission.*
- ✓ *INFRASTRUCTURE applications may include one infrastructure project only. Each project has a funding limit of \$200,000. The minimum for any single infrastructure project is \$25,000.*
- ✓ *Infrastructure projects must be sponsored by a municipality, county, township, park district or similar entity. Infrastructure projects MAY NOT be sponsored by a school or school district.*
- ✓ *Preliminary Engineering (PE) and/or Right-of-Way (ROW) costs will **NOT** be funded as part of the project.*

**Student Tally and Parent Survey Results are required for every school affected by the project and are to be included with the project applications. Tally and Survey forms may be found on the SRTS website.**



- ✓ *All infrastructure projects must be obligated within 18 months of award announcement and construction completed and project closed by the end of three years from the date of award announcement.*

**No Federal Reimbursement will be Allowed for Work started and/or completed prior to Federal Authorization and/or a Notice to Proceed with a Contract Agreement.**

- ✓ *NON-INFRASTRUCTURE applications may include one non-infrastructure only. Each project has a funding limit of \$50,000. The minimum for any single non-infrastructure project is \$2,500. Any government entity, school district or nonprofit organization may sponsor a non-infrastructure application.*
- ✓ *All non-infrastructure projects must be completed and invoices closed before the completion of a full school year. For example, if awards are announced in March 2019 the project must be complete and closed by May 2020 (end of one full school year).*
- ✓ *Permanently mounted solar powered speed feedback signs will be funded as non-infrastructure projects. Portable speed feedback trailers will NOT be funded during this cycle.*
- ✓ *All projects will be required to comply with applicable State and Federal requirements (including but not limited to) ADA, Title 23, NEPA, MUCTD, all procurement regulations, etc.*
- ✓ *Because of the limited amount of 100% federal funds that remain available, scope or funding change requests that increase the amount of funds awarded cannot be approved.*
- ✓ *Any unused SRTS funds remaining after the project is completed will be returned to the program. They may not be used for additional work or another project.*

**One application, with all attachments, must be received by email to this office by 4:30pm CST on the last day of application submittal (November 19, 2018).**

*In addition, one hard-copy application package must be received by 4:30pm CST on Wednesday, November 21, 2018.*

## **EVIDENCE OF CONSULTATION**

**Resolutions of Financial Commitment and Administration and Letters of Support** must be obtained for all Safe Routes to School applications in order to be eligible for SRTS funds.

***For infrastructure applications,*** the following endorsements are required:

1. One **Resolution of Financial Commitment and Letter of Support** must come from the sponsoring municipal, county, regional or state roadway authority for any affected roadways. If more than one jurisdiction is involved (e.g. both county and local roads), resolutions from all jurisdictional authorities are required. The sponsoring governmental unit will be responsible for project administration, including timely bid letting and oversight of design and construction.

2. A second **Resolution or Letter of Support** must be obtained from the School District for all infrastructure projects. ) \*

3. If the project will be located along or on a state route, you must also submit a **Letter of Allowance** from your local IDOT District. This letter must state that the Department will allow this project to be constructed if it is chosen for Safe Routes to School funding.

***For non-infrastructure applications:***

1. One **Resolution of Financial Commitment and Letter of Support** must be obtained from the sponsoring entity for all non-infrastructure projects.

2. A second **Resolution or Letter of Support** must be obtained from any agency/organization involved in implementation of non-infrastructure projects (e.g. police departments for enforcement programs, etc.)

***Optional for all applications:*** Additional letters of support from other project partners (PTAs/PTOs, Local School Councils, non-profit organizations, public health agencies) may accompany any application.

## **ELIGIBLE PROJECTS AND ACTIVITIES**

Following is a list of fundable activities through the Illinois Safe Routes to School Program:

### **Eligible Infrastructure Projects:**

1. **Sidewalk Improvements** – New Sidewalk, Sidewalk Repair, Sidewalk Gap Closure, Sidewalk Widening, Sidewalk Curb, Sidewalk Curb Ramp
2. **Traffic Calming/Speed Reduction** – Speed Bump/Hump/Table, Raised Crossing, Median Refuge/Center Crossing, Narrowed Traffic Lane
3. **Traffic Control Devices** – New/Upgraded Traffic Signal, New Pavement Markings, New Traffic Striping, In-Roadway Crossing Light, Flashing Beacons, Bike Sensitive Signal Actuation Devices, Pedestrian Activated Signal Upgrades, Pedestrian Countdown Signal
4. **Pedestrian and Bicycle Crossing Improvements** – Crossing, Median Refuge, Raised Crossing, Sight Distance Improvements
5. **On-Street Bicycle Facilities** – New/Upgraded Bike Lane, Widened Outside Lanes/Shoulders, Geometric Improvements, Turning Lanes, Channelization, Roadway Realignment, Traffic Signs, Pavement Markings
6. **Off-Street Bicycle Facilities** – Exclusive Multi-Use Bicycle and Pedestrian Trail separated from the roadway
7. **Secure Bicycle Parking Facilities** – Bike Racks, Safety Lighting, Covered Bike Shelter

Within this set of fundable infrastructure projects, the following costs are reimbursable through the SRTS 2019 Cycle Program:

Construction Costs  
Construction Engineering

**Preliminary Engineering and ROW Acquisition costs will NOT be reimbursed.**

**ROW and Easement acquisition should be completed before application submittal deadline.**

**Preliminary Engineering should be completed within 6 months of the awards announcement.**

**Obligation of construction funds must occur within 18 months of the awards announcement.**

**Construction should be completed within 3 years after the awards announcement.**

**Eligible Non-Infrastructure Projects:**

1. **Enforcement** – Crossing Guard Training Program, Parent or Student Patrol Program, Equipment for Crossing Guard or Parent/Student Patrols, Permanently Mounted Solar Powered Speed Feedback Signs
2. **Education** – Educational Materials, Sponsor a Bicycle Rodeo, Teach Personal Safety Skills to students and parents, Educate Parents and Caregivers about Safe Driving Procedures at Schools, Training Workshops targeting School and Community audience
3. **Encouragement** – SRTS Promotional Campaigns and Materials, Modest Rewards for SRTS contests and events, Walking School Bus Programs, Bike Train Programs, International Walk to School and International Bike to School events, Walking/Biking Mileage Clubs
4. **Evaluation** – Costs for data gathering, analysis, and reporting at the local level, Photocopying and Printing costs, Postage costs, Measuring Parent/Guardian/Student/Law Enforcement perceptions of safety

**Many Education and Publicity Materials are available FREE-OF-CHARGE from Illinois Department of Transportation and other Safe Routes to School sources. These materials are available in PDF form. Printing of these materials is reimbursable as a project expense.**

Within this set of fundable non-infrastructure projects, the following costs are reimbursable through the SRTS 2019 Cycle Program:

Equipment and Supplies  
Educational Materials  
Promotions, Incentives, or Publicity  
Planning and Evaluation  
Associated Education and Training  
Printing and Copying

**Permanently Mounted Solar Powered Speed Feedback Signs  
will be funded as Non-Infrastructure Projects.**

**Portable Speed Feedback Trailers will NOT be funded during  
this cycle.**

### **INELIGIBLE ACTIVITIES**

Recurring and operational costs, such as salaries and overhead, will not be funded.

Expenses for existing, expanding or new program staff time are considered operational expenses and not eligible for SRTS funding.

Foods and Beverages cannot be funded.

The use of funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted.

School bus safety programs and improvements to school bus stops are not eligible for this funding.

### **SUPPLEMENTAL SUPPORTING MATERIALS**

You may wish to attach additional materials that support or provide extra information related to your proposed project. This may include photos or designs of the affected area(s), school wellness policies, survey results, walking audit findings, event photographs, speed studies, etc.

The last page of the application contains the feature for directly uploading these materials. While this is optional, inclusion of additional materials that help support your proposal may benefit the likelihood of your application being funded.

### **REVIEW/SCORING CRITERIA AND PROCEDURES**

Upon receipt of the applications, a cursory review will be conducted by the SRTS Coordinator to determine eligibility and GATA compliance according to the criteria set. Applications deemed eligible will, after the application deadline, be reviewed and scored by the Review Committee. This committee will be made up of personnel from IDOT Central Office and each of the 9 IDOT District Offices. The members will score each application independently according to the following criteria – General Project Focus, Demonstration of Need, Project Detail and Cost Estimates, Hazards and Barriers. Other factors considered to calculate a final score will be Potential for Improving Walking and Bicycling, Consultation and Support, Enrollment Data from Illinois State Board of Education, Confirmation of PE and ROW status, and Previous SRTS Award Performance. The total score will determine ranking of all projects. The highest scoring projects will then be reviewed in rating order from highest to lowest until a cutoff is agreed upon based on funding available. Geographical balance and project schedule feasibility will also be considered.

### **Announcement of Awards**

Upon final selection of projects chosen to receive awards, and after concurrence by FHWA, documents will be made available for announcement to the public.

After the public announcement of awards, a list of awarded projects will be made available on the website for public view and notice will be sent through the subscription service.

Letters of congratulations and implementation guidance will be sent to all awarded Sponsoring Agencies.

### **Project Implementation and Tracking**

Successful grantees of infrastructure projects will be directed to contact the appropriate IDOT district to initiate implementation of the project. Scheduled kick-off meetings with all parties present will be required to initiate the implementation of all infrastructure projects. The Bureau of Programming will continue to monitor and record progress of all infrastructure projects to ensure timely completion of the project.

**All infrastructure projects must be obligated within 18 months of award announcement and construction completed and projects closed by the end of three years from the date of award announcement.**

Successful grantees of non-infrastructure projects will be contacted by and directed to work with the SRTS Coordinator to guide them through all aspects of their projects, from beginning to end. All aspects of administration of these projects will be directed and completed by the SRTS Coordinator.

**All non-infrastructure projects must be completed and invoices closed before the completion of a full school year. For example, if awards are announced in March 2019 the projects must be complete and closed by May 2020 (end of one full school year).**

## **REGULATORY REQUIREMENTS**

Selected projects are required to comply with a variety of Federal and State requirements in order to proceed. Below is a listing of key requirements that will be the responsibility of the applicant.

**State Procurement Procedures:** Compliance with all State of Illinois Procurement Regulations.

**ADA:** Compliance with the Americans with Disabilities Act (ADA) includes all infrastructure requirements and making program materials available in alternative formats.

**TIP:** Safe Routes to Schools funds must be programmed in a metropolitan or regional planning organization's Transportation Improvement Program (TIP).

**MUTCD:** Signage, striping and pavement marking projects must follow Illinois DOT design and signage standards as outlined in the Manual on Universal Traffic Control Devices.

**NEPA:** Except in unusual circumstances, most SRTS infrastructure projects will fall under categorical environmental exclusions that recognize construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts. Where exclusions do not apply, projects are expected to comply with the National Environmental Policy Act (NEPA). Please contact your IDOT District Local Roads office if you have questions about NEPA and your project.

**Title 23:** Safe Routes to School program must comply with Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements, even for projects not located within the right-of-way of a federal-aid highway.

For additional information regarding the Illinois SRTS program you may contact:

John Paris  
Bureau of Programming, Room 308  
Illinois Department of Transportation  
2300 South Dirksen Parkway  
Springfield, IL 62764  
(217) 785-1250  
[DOT.SafeRoutes@illinois.gov](mailto:DOT.SafeRoutes@illinois.gov)

An e-mail subscription service is available to assist IDOT in communicating important information regarding the Illinois SRTS program. This is a one-way announcement service. Your email address will be kept private and not sold or otherwise distributed outside the department.

To subscribe or unsubscribe, click on the link below and send the blank email that pops up. (Do not add anything to the subject line or to the body of the email).

**Subscribe** [subscribe-dot-srts@lists.illinois.gov](mailto:subscribe-dot-srts@lists.illinois.gov)

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## Parent Survey About Walking and Biking to School

### Dear Parent or Caregiver,

Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 5 - 10 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results.

**Thank you for participating in this survey!**

+	<b>CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY</b>	+
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School Name:

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1. What is the grade of the child who brought home this survey?   Grade (PK,K,1,2,3...)

2. Is the child who brought home this survey male or female? ☐ Male ☐ Female

3. How many children do you have in Kindergarten through 8<sup>th</sup> grade?

4. What is the street intersection nearest your home? (Provide the names of two intersecting streets)

	and	
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Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.

5. How far does your child live from school?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Less than ¼ mile    | <input type="checkbox"/> ½ mile up to 1 mile  | <input type="checkbox"/> More than 2 miles |
| <input type="checkbox"/> ¼ mile up to ½ mile | <input type="checkbox"/> 1 mile up to 2 miles | <input type="checkbox"/> Don't know        |

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.

6. On most days, how does your child arrive and leave for school? (Select one choice per column, mark box with X)

#### Arrive at school

- ☐ Walk
- ☐ Bike
- ☐ School Bus
- ☐ Family vehicle (only children in your family)
- ☐ Carpool (Children from other families)
- ☐ Transit (city bus, subway, etc.)
- ☐ Other (skateboard, scooter, inline skates, etc.)

#### Leave from school

- ☐ Walk
- ☐ Bike
- ☐ School Bus
- ☐ Family vehicle (only children in your family)
- ☐ Carpool (Children from other families)
- ☐ Transit (city bus, subway, etc.)
- ☐ Other (skateboard, scooter, inline skates, etc.)

+ Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

7. How long does it normally take your child to get to/from school? (Select one choice per column, mark box with X)

#### Travel time to school

- ☐ Less than 5 minutes
- ☐ 5 – 10 minutes
- ☐ 11 – 20 minutes
- ☐ More than 20 minutes
- ☐ Don't know / Not sure

#### Travel time from school

- ☐ Less than 5 minutes
- ☐ 5 – 10 minutes
- ☐ 11 – 20 minutes
- ☐ More than 20 minutes
- ☐ Don't know / Not sure

+

+



+		+
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8. Has your child asked you for permission to walk or bike to/from school in the last year? ☐ Yes ☐ No

9. At what grade would you allow your child to walk or bike to/from school without an adult?

(Select a grade between PK,K,1,2,3...)   grade (or) ☐ I would not feel comfortable at any grade

+	Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box	+
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10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)

<input type="checkbox"/> Distance..... <input type="checkbox"/> Convenience of driving..... <input type="checkbox"/> Time..... <input type="checkbox"/> Child's before or after-school activities..... <input type="checkbox"/> Speed of traffic along route..... <input type="checkbox"/> Amount of traffic along route..... <input type="checkbox"/> Adults to walk or bike with..... <input type="checkbox"/> Sidewalks or pathways..... <input type="checkbox"/> Safety of intersections and crossings..... <input type="checkbox"/> Crossing guards..... <input type="checkbox"/> Violence or crime..... <input type="checkbox"/> Weather or climate.....	<input type="checkbox"/> My child already walks or bikes to/from school <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Yes</td> <td style="width: 33%;"><input type="checkbox"/> No</td> <td style="width: 33%;"><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Not Sure</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure																																

+	Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box	+
---	---	---

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?

☐ Strongly Encourages ☐ Encourages ☐ Neither ☐ Discourages ☐ Strongly Discourages

13. How much fun is walking or biking to/from school for your child?

☐ Very Fun ☐ Fun ☐ Neutral ☐ Boring ☐ Very Boring

14. How healthy is walking or biking to/from school for your child?

☐ Very Healthy ☐ Healthy ☐ Neutral ☐ Unhealthy ☐ Very Unhealthy

+	Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box	+
---	---	---

15. What is the highest grade or year of school you completed?

<input type="checkbox"/> Grades 1 through 8 (Elementary) <input type="checkbox"/> Grades 9 through 11 (Some high school) <input type="checkbox"/> Grade 12 or GED (High school graduate)	<input type="checkbox"/> College 1 to 3 years (Some college or technical school) <input type="checkbox"/> College 4 years or more (College graduate) <input type="checkbox"/> Prefer not to answer
--	--

16. Please provide any additional comments below.


# Safe Routes to School Students Arrival and Departure Tally Sheet

+	<b>CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY</b>	+
School Name: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		
Teacher's First Name: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		
Teacher's Last Name: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		
Grade: (PK,K,1,2,3,...) <span style="border: 1px solid black; display: inline-block; width: 20px; height: 1.2em; vertical-align: middle;"></span>		
Monday's Date (Week count was conducted) <span style="border: 1px solid black; display: inline-block; width: 20px; height: 1.2em; vertical-align: middle;"></span>		
Number of Students Enrolled in Class: <span style="border: 1px solid black; display: inline-block; width: 20px; height: 1.2em; vertical-align: middle;"></span>		
0 2      M M      D D      Y Y Y Y      1 5		

- Please conduct these counts on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)
- Please do not conduct these counts on Mondays or Fridays.
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question "How did you arrive at school today?"
- Then, reread each answer choice and record the number of students that raised their hands for each. Place just one character or number in each box.
- Follow the same procedure for the question "How do you plan to leave for home after school?"
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

<b>Step 1.</b> Fill in the weather conditions and number of students in each class	<b>Step 2.</b> AM – "How did you arrive at school today?" Record the number of hands for each answer. PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.																
<b>Key</b> S= sunny R= rainy O=overcast SN=snow	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Student Tally</th> <th style="width: 10%;">Walk</th> <th style="width: 10%;">Bike</th> <th style="width: 10%;">School Bus</th> <th style="width: 10%;">Family Vehicle</th> <th style="width: 10%;">Carpool</th> <th style="width: 10%;">Transit</th> <th style="width: 10%;">Other</th> </tr> <tr> <td style="text-align: center;">Number in class when count made</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">Only with Children from your family</td> <td style="text-align: center;">Riding with children from other families</td> <td style="text-align: center;">City bus, subway, etc.</td> <td style="text-align: center;">Skate-board, scooter, etc.</td> </tr> </table>	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other	Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.
Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other										
Number in class when count made	-	-	-	Only with Children from your family	Riding with children from other families	City bus, subway, etc.	Skate-board, scooter, etc.										
Sample AM	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">S</td><td style="width: 10%;">N</td> <td style="width: 10%;">2</td><td style="width: 10%;">0</td> <td style="width: 10%;">2</td><td style="width: 10%;">3</td> <td style="width: 10%;">8</td><td style="width: 10%;">3</td> <td style="width: 10%;"> </td><td style="width: 10%;">3</td> <td style="width: 10%;">1</td> </tr> </table>	S	N	2	0	2	3	8	3		3	1					
S	N	2	0	2	3	8	3		3	1							
Sample PM	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> </td><td style="width: 10%;">R</td> <td style="width: 10%;">1</td><td style="width: 10%;">9</td> <td style="width: 10%;">3</td><td style="width: 10%;">3</td> <td style="width: 10%;">8</td><td style="width: 10%;">1</td> <td style="width: 10%;">2</td><td style="width: 10%;">2</td><td style="width: 10%;"> </td> </tr> </table>		R	1	9	3	3	8	1	2	2						
	R	1	9	3	3	8	1	2	2								
Tues. AM																	
Tues. PM																	
Wed. AM																	
Wed. PM																	
Thurs. AM																	
Thurs. PM																	

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.	
+	
+	

## City Clerk

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**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:16 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Streetscape

----- Original Message -----

**Subject:** Re: Streetscape  
**Date:** 08/29/2018 09:45 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

Talked to Adam Bollinger of Simple Blessings – he is going to decline to modify his entrance due to cost

Talked to Rich Storm – told him I could not find anyone to quote me a price to revise his entrance. Told him that Brace Holland thinks his building is in very bad structural shape. Rich is going to call a few other contractors.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Wednesday, August 29, 2018 9:12 AM  
**To:** [Shelbycohwy](mailto:Shelbycohwy)  
**Subject:** Streetscape

Alan,

Have you talked to Upchurch anymore? How do you think I should phrase my email to Sherry, etc.

Something like..... Just wanting to touch base and see if any issues have been discovered in the review so far?

Jeff

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:17 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Streetscape

----- Original Message -----

**Subject:** Re: Streetscape  
**Date:** 08/29/2018 09:43 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

I have no update. They and we are waiting on review comments from the Geometric reviewers and Historic reviewers.

So, I like your idea.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Wednesday, August 29, 2018 9:12 AM  
**To:** [Shelbycohwy](mailto:Shelbycohwy)  
**Subject:** Streetscape

Alan,

Have you talked to Upchurch anymore? How do you think I should phrase my email to Sherry, etc.

Something like..... Just wanting to touch base and see if any issues have been discovered in the review so far?

Jeff

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:17 AM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: Statement of Qualifications - Phase 10 Bike Path

----- Original Message -----

**Subject:** Fw: Statement of Qualifications - Phase 10 Bike Path  
**Date:** 08/29/2018 07:07 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

### **Is it ok to advertise/solicit engineering firms for QBS – Phase 10 bike path project ?**

We need to advertise for at least 14 days.  
Would like to have the proposals received by Sept. 18th.  
Review and select during week of Sept. 24th.  
Award to Engineering firm at October 1st city council meeting.

alan

**From:** Shelby County Highway  
**Sent:** Thursday, August 23, 2018 1:51 PM  
**To:** mayor@mycci.net  
**Cc:** Thom Shaffer  
**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path

I mean "continues"

**From:** Shelby County Highway  
**Sent:** Thursday, August 23, 2018 1:50 PM  
**To:** mayor@mycci.net  
**Cc:** Thom Shaffer  
**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path

Your right.  
I will make that change and say "a continuation " instead of "completing "

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)

**Sent:** Thursday, August 23, 2018 11:58 AM

**To:** [Shelby County Highway](#)

**Cc:** [Thom Shaffer](#)

**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path

Alan,

Looks good to me. The only thing I may ask....Where it talks about phase 10 completing. Do we want to say that in case we have additional bike path improvements later?

Jeff

On 08/23/2018 11:32 AM, [Shelby County Highway](#) wrote:

See attached solicitation for engineering services for Bike Path 10.

Please review and let me know if you want any changes. I would like to advertise next week if possible.

thanks

alan

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:17 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Final Report of Expenditures for 11=00052-00-BT

----- Original Message -----

**Subject:** Re: Final Report of Expenditures for 11=00052-00-BT  
**Date:** 08/24/2018 11:21 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <cityhall@consolidated.net>  
**Cc:** "jeff johnson" <mayor@mycci.net>

Ok – It all looks good.

Jeff should sign the final reports and send back to IDOT.

thanks

alan

**From:** cityhall@consolidated.net  
**Sent:** Friday, August 24, 2018 10:26 AM  
**To:** Shelby County Highway  
**Subject:** Re: Final Report of Expenditures for 11=00052-00-BT

Alan,

Attached you will find the ledger sheet we have kept on Phase 7. If you need something different please let me know.

Kelly

On 08/24/2018 08:35 AM, Shelby County Highway wrote:

Rachel,

Can you provide me with what the City paid the IDOT on this project ?

thanks

alan

-----Original Message-----

From: City Hall

Sent: Friday, August 24, 2018 8:14 AM

To: Shelby Co Hwy

Subject: Final Report of Expenditures for 11=00052-00-BT

Alan,

Will you please review the attached and let me know if it's ok for the Mayor to sign this report for IDOT? Jeff thought there were some issues with this project.

Thank you,  
Rachel

-----Original Message-----

From: [cityhall@consolidated.net](mailto:cityhall@consolidated.net) [mailto:[cityhall@consolidated.net](mailto:cityhall@consolidated.net)]

Sent: Friday, August 24, 2018 7:06 AM

To: City Hall

Subject: Message from "MPC2003-6805"

This E-mail was sent from "MPC2003-6805" (MP C2003).

Scan Date: 08.24.2018 08:06:17 (-0400)

Queries to: [cityhall@consolidated.net](mailto:cityhall@consolidated.net)



## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:18 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Statement of Qualifications - Phase 10 Bike Path

----- Original Message -----

**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path  
**Date:** 08/23/2018 01:51 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>  
**Cc:** "Thom Shaffer" <streetcom@mycci.net>

I mean "continues"

**From:** Shelby County Highway  
**Sent:** Thursday, August 23, 2018 1:50 PM  
**To:** mayor@mycci.net  
**Cc:** Thom Shaffer  
**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path

Your right.

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**From:** mayor@mycci.net  
**Sent:** Thursday, August 23, 2018 11:58 AM  
**To:** Shelby County Highway  
**Cc:** Thom Shaffer  
**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path

Alan,

Looks good to me. The only thing I may ask....Where it talks about phase 10 completing. Do we want to say that in case we have additional bike path improvements later?

Jeff

On 08/23/2018 11:32 AM, Shelby County Highway wrote:

See attached solicitation for engineering services for Bike Path 10.

Please review and let me know if you want any changes. I would like to advertise next week if possible.

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**Date:** 08/23/2018 01:50 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>  
**Cc:** "Thom Shaffer" <streetcom@mycci.net>

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**From:** mayor@mycci.net  
**Sent:** Thursday, August 23, 2018 11:58 AM  
**To:** Shelby County Highway  
**Cc:** Thom Shaffer  
**Subject:** Re: Statement of Qualifications - Phase 10 Bike Path

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## City Clerk

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**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:18 AM  
**To:** Cityclerk  
**Subject:** Fwd: Statement of Qualifications - Phase 10 Bike Path  
**Attachments:** Statement of Qualifications Shelbyville - Phase 10 Bike Path.pdf

----- Original Message -----

**Subject:**Statement of Qualifications - Phase 10 Bike Path  
**Date:**08/23/2018 11:32 AM  
**From:**"Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:**"jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

See attached solicitation for engineering services for Bike Path 10.

Please review and let me know if you want any changes. I would like to advertise next week if possible.

thanks

alan

# **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

## **City of Shelbyville Shelbyville - Phase 10 Bike Path**

### Overview

The City of Shelbyville is soliciting for qualifications from professional engineering firms for the design of the City of Shelbyville, Phase 10 Bike Path project. Your firm is invited to submit your Statement of Qualifications (SOQs) to become eligible to provide these services.

### Preliminary Scope of Services

This solicitation will select an IDOT prequalified Engineering firm to perform Preliminary Engineering Services for Phase I – Engineering (PE I) and Preliminary Engineering for Phase 2 – Engineering (PE II). However, the City currently has approved federal funding for the Engineering (PE I) phase only. Engineering (PE II) will be performed at a later date.

See attachment for description of Engineering (PE I) areas to be evaluated by the Engineering firm.

### Description, Location, Scope, project components

See attachments for additional project specific information

### Desired Timeline for the effort:

It is desired that the Project Development Report (PDR) be approved by IDOT by October 30, 2019.

### Identify any expected problems

It is desired that no additional right-of-way be acquired for this project. The Bike Path is planned to be located entirely within State Highway IL Rte. 16 right-of-way or local street right-of way.

A pedestrian/bike bridge is anticipated to be needed in order to cross the stream "Swafford Branch" crossing State Highway IL Rte. 16.

PROWAG requirements will be followed when designing the bike path.

A PESA and potentially a PSI is anticipated to be needed to satisfy IDOT's Special Waste policy.

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES**

**City of Shelbyville  
Shelbyville - Phase 10 Bike Path**

Project Budget:

The project has a conceptual total project cost estimate of \$1.08 million (Engineering and Construction).

Requirements for Statement of Qualifications (SOQs)

Your Statement of Qualifications should be **no longer than six (6) pages (not including IDOT BDE DISC2)** and include the following information:

- Technical Approach, Firm Experience, Specialized Experience, Staff Capabilities, Work Load Capacity, and Past Performance
- Conflict of Interest Form IDOT BDE DISC 2 Template

**SOQs longer than six pages (not including IDOT BDE DISC2) will not be accepted. Presentations and interviews are not anticipated to be needed.**

SOQs shall be submitted to the City of Shelbyville by Thursday September 20, 2019 by 3:00 pm. Four (4) copies of the proposal shall be delivered to:

City of Shelbyville, City Hall  
170 E. Main Street  
Shelbyville, Illinois 62565

Questions

All questions regarding this submittal shall be directed to Alan Spesard, City Engineer, at (217) 820-2278 or (217) 774-5531 or [aspesard@hotmail.com](mailto:aspesard@hotmail.com).

## Engineering (PE I)

As the project proceeds through the PE I phase, the following areas must be evaluated. Six to eighteen months are typical time periods required to accomplish PE I.

- ✓ Environmental surveys determine involvement and mitigation for such issues as endangered species, wetlands and historic resources and provide a basis for coordination with regulatory agencies. The sponsor should conduct preliminary site assessments to identify any hazardous material concerns to ascertain any liability and determine the appropriate management for any involvement. These surveys and assessments are the responsibility of the sponsoring agency.
- ✓ Project design procedures must meet the design guidelines contained in the Bureau of Local Roads and Streets Manual, Chapters 41-42. Facilities for pedestrians and bicyclists must meet policies and procedures for local pedestrian and bicycle facilities. Building projects must meet applicable building codes and historic buildings must be in conformance with the Secretary of Interior's Standards for Historic Preservation. For more information on building and historic projects, please contact the IHPA Division of Preservation Services (Appendix 3). The requirements of the current Americans with Disabilities Act (ADA) must be met where applicable. For more information on design policies and procedures, please contact the District Local Roads and Streets Enhancement Coordinator (Appendix 2).
- ✓ New or modified bridges, with a clear span greater than 10 feet or with an opening greater than 100 square feet will require a preliminary design report and a hydraulic report if necessary. When a preliminary design report must be submitted for a project that modifies an existing bridge as part of an enhancement project, a bridge condition report (BCR) will be required including a hydraulic report if required. All new and modified bridges will be designed to the applicable sections of the AASHTO Standards Specification for highway bridges or appropriate AASHTO Guide Specification. These reports must be approved by the Bureau of Bridges and Structures before proceeding with PE II.
- ✓ Public involvement requirements will be determined based on the nature of the project.
- ✓ District coordination meetings with the sponsor will be held as necessary.
- ✓ A project report must be prepared for each project. This report will be used to obtain environmental approval from FHWA. It will also be used for IDOT approval of the design concepts for the project. The department must approve the project report.
- ✓ Section 4(f) evaluations may be required for projects using lands from public parks, recreational and wildlife areas and from historic properties. Section 106-4f documentation will be required for projects affecting historic properties. These policies are in the IDOT Bureau of Local Roads and Streets Manual, Chapters 18 and 19.

## Engineering (PE II)

As the project proceeds through the PE II phase, the following areas must be evaluated. Four to twelve months are typical time periods required to accomplish PE II.

- ✓ After environmental and design approval is received, the local sponsor can begin to prepare the final plans and specifications for the project in accordance with the appropriate design policies and approved project report.
- ✓ All permits must be obtained by the local sponsor before advertising the letting for the construction contract (examples include IDNR Office of Water Resources and Corps of Engineers permits). The need for these permits must be identified during PE I.



**Provide a brief description of the project: (maximum of 500 characters):**

Phase 10 is in the City's West Business District between the School Campus to the Business Park. It will connect to the Safe Routes to School Project located East of the School. It provides attractiveness, comfort, and an alternative surface transportation experience. It will enhance the experience of the millions of visitors to Lake Shelbyville; increase pedestrian/Bike & ADA safety and the quality of life for local residents; & improve the blighted portion of the West Business District

**Project Relationship to Surface Transportation (maximum of 500 characters):**

It will connect to the Safe Routes to School Project located in the East. It provides attractiveness, comfort, and increase the surface transportation experiences. It will enhance the experience of the millions of visitors that come to Lake Shelbyville; increase pedestrian/Bike & ADA safety and the quality of life for local residents; improve the blighted portion of the West Business District.

**Project Location (maximum for 500 characters):**

Phase 10 is located in along IL. Rte. 16 in the City's West Business District between the School campus to the Business Park. It will connect to the Safe Routes to School Project located in the East. It provides attractiveness, comfort, and increase the surface transportation experiences. The primary improvements are between Hickory Street and the West Business Park.

**Project Termini (maximum of 500 characters):**

Phase 10 is located in along IL. Rte. 16 in the City's West Business District between the School campus to the Business Park. It will connect to the Safe Routes to School Project located in the East. The primary improvements are between Hickory Street and the West Business Park. The limits begin at the Safe Routes to School Project to the East and ends at the West Business Park.

**Project Scope of Work (maximum of 2000 characters):**

The Phase 10 Bike Path project consists of construction of a multi-use Bike Path. The primary improvements consist of an off-road 10 foot wide PCC path that begins at Hickory Street and ends at the West Business Park. It involves construction concrete surfaced off-road path, ADA compliant ramps & crosswalks (i.e. cross slope and trip hazard repair, detectable warnings), bridge across Swafford branch, pedestrian lighting, necessary curb & gutter adjustment, driveway revisions, stormwater manhole relocations, striping, signs and other incidentals. The project also includes bike route signage between the School Campus and the intersection of Hickory Street and IL. Rte. 16 for on-road bikers. The Bike Path committee has generated the phased approach and is described in detail in the attached report. The City of Shelbyville has maintenance and jurisdiction for this project. It will enhance the experience of the millions of visitors that come to Lake Shelbyville; increase pedestrian/Bike & ADA safety and the quality of life for local residents.

**Anticipated Benefits (maximum of 1000 characters):**

Phase 10 completes a multi-year plan for a multi-use alternative transportation path that connects Lake Shelbyville to and through the City of Shelbyville. It will improve safety of motorists and pedestrians and will increase the surface transportation experiences. It connects Safe Routes to School Project from the East to the West Business Park. It will increase opportunity for business development; enhance the experience of the millions of visitors to Lake Shelbyville and increase the quality of life for local residents; & improve the blighted portion of the West Business District. Multi-use Bike Paths Phases 1 thru 7 and 9 have been constructed and Phase 8 is fully funded with construction planned within a year- Only Phase 10 remains to be funded. A West Business District Tax was formed in 2015 for the purpose of providing financing for constructing improvements that will

provide incentives for business & tourism growth - this funding will be used as matching dollars to the grant.

**Describe how the project will improve safety for transportation facility users (if applicable) (maximum of 1,000 characters)**

Phase 10 completes the multi-use Bike Path plan and connects the Safe Routes to School project from the east with the west part of town. It specifically resolves conflicts between bicyclists/pedestrians and vehicles and American Disability Act (ADA) issues at sidewalks & crosswalks (i.e. cross slope and trip hazard repair, detectable warnings). It will improve the safety for pedestrians and motorists by providing a designated alternative transportation lane.

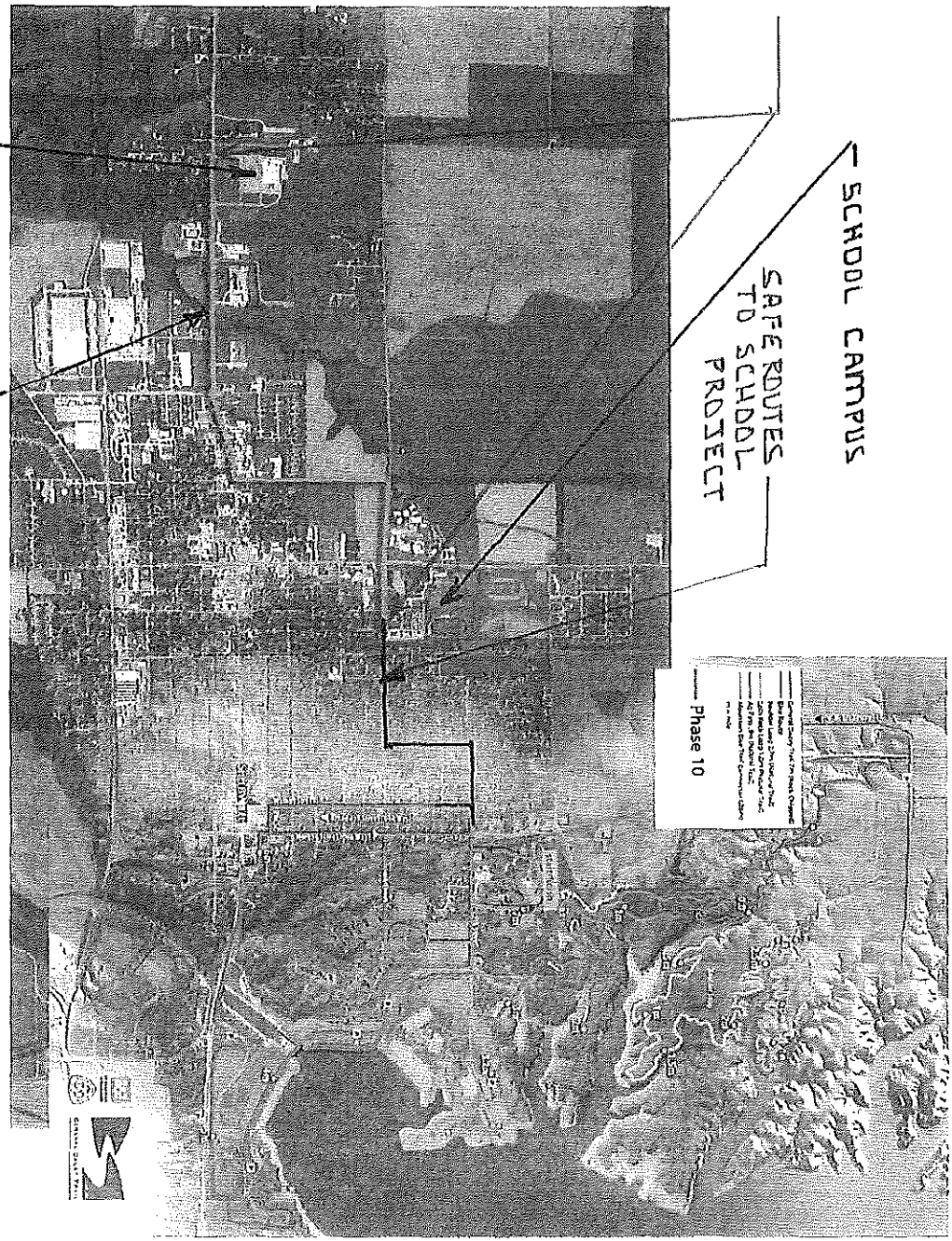
BIKE PATH  
PHASE 10

SCHOOL CAMPUS

SAFE ROUTES  
TO SCHOOL  
PROJECT

WEST BUSINESS  
PARK

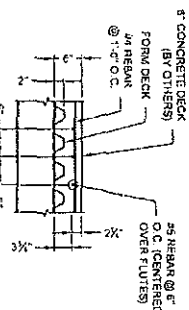
BRIDGE FOR BIKE PATH



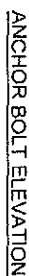
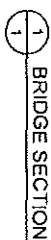
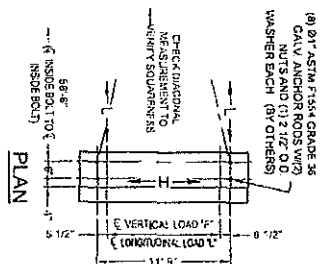
LOCATION MAP

**BRIDGE ELEVATION**

- 2 TYP SLAB REINFORCEMENT DETAIL  
1  
f<sub>c</sub> = 4,000 PSI (MINIMUM 28 DAY STRENGTH)  
GRADE 60 REINFORCING (f<sub>y</sub> = 60,000 PSI)



BRIDGE REACTIONS		• REACTION DATA	
		1st	2nd
BEAD LONG	22.250		
UPPER END (1st)	20.500		
DOWN END (2nd)	8.000		
UPPER END (1st)	3.750		
DOWN END (2nd)	0.750		
WAVE	1.000		
THICKNESS	1.000		

[illegible]

## FABRICATION



AFL-CIO

90'-0" x 10'-0"  
AASHTO EXPRESS  
PEDESTRIAN BRIDGE  
STANDARD CONCRETE DECK

**CONTECH**  
ENGINEERED SOLUTIONS LLC  
www.ContechES.com  
6361 State Highway 19 North, Alexandria, MN 56308  
800.308.7047 202.652.7300 FAX 202.652.8011 FAX

**EXPRESS**

The origin and development of the program is attributed to a desire to do a project more unique and complete by Carolyn Engstrom and her husband, (Stanley). Neither the program nor its activities are intended to be a replacement for the traditional classroom. The program would be a supplement to the traditional classroom. Carolyn, Stanley and a group of the staff have been working through a phase of the staff's own life and Carolyn's program is due to be a way of understanding the staff.

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:19 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Rt 16 Maintenance Agreement

----- Original Message -----

**Subject:** Re: Rt 16 Maintenance Agreement  
**Date:** 08/22/2018 09:14 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>  
**Cc:** "City Hall" <cityhall@consolidated.net>

Sounds like we need to meet with the people in IDOT that have authority to decide who does what.

It would help if the Legislators supported the idea that IDOT mow.

I don't think the local IDOT maintenance department is the right people. Need to go higher up.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Wednesday, August 22, 2018 8:35 AM  
**To:** [Shelby County Highway](#)  
**Cc:** [City Hall](#)  
**Subject:** Re: Rt 16 Maintenance Agreement

That's what IDOT told Brad Halbrook too. I think Brad got involved because it was brought up at the council meeting. What I have noticed is the weeds growing up in the median. Is that considered ours? Or IDOT? Who brought it up at the council meeting?

On 08/22/2018 07:52 AM, Shelby County Highway wrote:

I called IDOT maintenance yard (phone 774-3424). They say that it is the City's and Army Corps of Engineers responsibility.  
Their policy is to only take care of the pavement. He did say that in the past they have mowed it, but are now told not to do any "extra" mowing.

alan

**From:** City Hall  
**Sent:** Tuesday, August 21, 2018 2:23 PM  
**To:** mayor@mycci.net  
**Cc:** 'Shelby County Highway'  
**Subject:** RE: Rt 16 Maintenance Agreement

That is how I interpret these agreements. I believe our responsibility starts at Washington St.

Thank you,

Rachel

---

**From:** mayor@mycci.net [mailto:mayor@mycci.net]  
**Sent:** Tuesday, August 21, 2018 2:01 PM  
**To:** City Hall  
**Cc:** 'Shelby County Highway'  
**Subject:** RE: Rt 16 Maintenance Agreement

All,

Thank you. I had someone telling me that we are responsible for all of Rt 16 and the mowing on Brewster Hill was ours. I told them I didn't think there was such an agreement.

Isn't that how you guys read it too?

Jeff

On 08/21/2018 01:34 PM, City Hall wrote:

I have a copy of what Alan attached but thought the others might supersede that one???

Thank you,

Rachel

---

**From:** Shelby County Highway [mailto:shelbycohwy@consolidated.net]

**Sent:** Tuesday, August 21, 2018 1:18 PM

**To:** mayor@mycci.net; Cityhall

**Subject:** Re: Rt 16 Maintenance Agreement

I think the attached is what you are looking for ???

Let me know

alan

**From:** mayor@mycci.net

**Sent:** Tuesday, August 21, 2018 11:11 AM

**To:** Cityhall

**Cc:** Shelbycohwy

**Subject:** Rt 16 Maintenance Agreement

Rachel / Alan,

Do we have a copy of the maintenance agreement with IDOT for Route 16. There appears to be a question if it includes all the way to the city limits.

Thanks,

Jeff

## City Clerk

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----- Original Message -----

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**To:** "City Hall" <cityhall@consolidated.net>, <mayor@mycci.net>

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**Cc:** 'Shelby County Highway'

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**To:** mayor@mycci.net; Cityhall

**Subject:** Re: Rt 16 Maintenance Agreement

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**From:** [mayor@mycci.net](mailto:mayor@mycci.net)

**Sent:** Tuesday, August 21, 2018 11:11 AM

**To:** [Cityhall](#)

**Cc:** [Shelbycohw](#)

**Subject:** Rt 16 Maintenance Agreement

Rachel / Alan,

Do we have a copy of the maintenance agreement with IDOT for Route 16. There appears to be a question if it includes all the way to the city limits.

Thanks,

Jeff

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:19 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Rt 16 Maintenance Agreement  
**Attachments:** idot maintenance agreement.pdf

----- Original Message -----

**Subject:** Re: Rt 16 Maintenance Agreement  
**Date:** 08/21/2018 01:17 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>, "Cityhall" <cityhall@consolidated.net>

I think the attached is what you are looking for ???

Let me know

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Tuesday, August 21, 2018 11:11 AM  
**To:** Cityhall  
**Cc:** [Shelbycohwy](mailto:Shelbycohwy)  
**Subject:** Rt 16 Maintenance Agreement

Rachel / Alan,

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Thanks,

Jeff

M-27-A  
M. 28-A

RESOLUTION PROVIDING FOR AN  
IMPROVEMENT OF MAIN STREET (STATE BOND ISSUE ROUTE 16) IN  
SHELBYVILLE, SHELBY COUNTY, ILLINOIS

WHEREAS, the City of Shelbyville, hereinafter called the City, and the Division of Highways, Department of Public Works and Buildings of the State of Illinois, hereinafter called the State jointly propose to improve portions of Main Street for a distance of 4010.8 ft., and

WHEREAS, it has been determined that the improvement should consist of:

1. Widening the existing 32 ft. brick pavement to a width of 40 ft. face to face of curbs from Vine Street to Walnut Street with Portland Cement Concrete pavement.
2. Resurfacing the existing brick pavement with Bituminous Concrete Surface Course, Fine Dense-Graded Aggregate Type, 1½ inches thick, the existing pavement being 32 ft. wide from Vine Street to Walnut Street, 40 ft. wide from Walnut to Broadway, 54 ft. wide from Broadway to West Washington and 44 ft. wide from West Washington to East Washington Street; together with the construction of curb and gutter, underground drainage facilities and appurtenances and the adjustment of sidewalks, driveways and public or private utilities and other items of work as shown on the plans to be prepared by the Division of Highways and to be designated as Section 12 RS-1, State Bond Issue Route 16, and

WHEREAS, upon completion of the improvement the State will maintain the surface of two traffic lanes, each eleven (11) ft. wide and lying on each side of the centerline.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelbyville that if the improvement as heretofore described is constructed solely by and at the entire expense of the State, the City hereby:

1. Agrees to participate in the cost of the improvement to the extent of \$15,500.
2. Requests and authorizes the Department of Finance, upon notification from the Department of Public Works and Buildings, to deduct and pay to the Department of Public Works and Buildings, from moneys allotted or to be allotted to the City under the provisions of the Motor Fuel Tax law, the sum of Three Hundred thirty-five (\$335.00) dollars each month, said payments to begin October 1, 1952 and to continue until the total amount of \$15,500 is paid.
3. Agrees, upon completion of the improvement, to maintain all pavement outside the two traffic lanes, curbs, gutter flags, manholes, catch basins, storm sewers and other utilities and appurtenances located within the limits of the street or right of way.
4. Agrees to adopt and put into effect, before award of the contract, an ordinance stating that all parking will be parallel to the curbs on the said Street, and

BE IT FURTHER RESOLVED that the sum of Fifteen Thousand five-hundred (\$15,500) Dollars be and is hereby appropriated from the City's allotment of Motor Fuel Tax funds to pay the cost of the City's share of the improvement as outlined herein.

BE IT FURTHER RESOLVED, that approval of this resolution by the Department of Public Works and Buildings, shall be considered as its concurrence in and acceptance of the terms contained herein; and shall constitute an agreement between the City of Shelbyville and the State of Illinois for the construction of the improvement described herein;

BE IT FURTHER RESOLVED that for the purpose of the City's records this improvement shall be known as Section 5-C.8.

CM Maintenance

AND BE IT FURTHER RESOLVED, that the City Clerk be and is hereby directed to transmit fourteen (14) certified copies of this resolution to the Department of Public Works and Buildings through its District Engineer's office at Paris, Illinois.

STATE OF ILLINOIS )  
COUNTY OF SHELBY ) SS

I, Carl F. Morehead, City Clerk, in and for the City of Shelbyville hereby certify the above to be a true, perfect and complete copy of a resolution adopted by the City Council of said City at a meeting on May 26, 1952.

IN TESTIMONY WHEREOF, I have hereinto set my hand and affixed the seal of said City this 26 day of May 1952.

Carl F. Morehead  
CITY CLERK OF THE CITY OF SHELBYVILLE

APPROVED:

1952  
STATE OF ILLINOIS  
DEPT. OF PUBLIC WORKS AND BLDGS.

CHIEF HIGHWAY ENGINEER

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:19 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Quality Based Selection Process for Federal Funded Projects Committee

----- Original Message -----

**Subject:** Re: Quality Based Selection Process for Federal Funded Projects Committee  
**Date:** 08/21/2018 10:55 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>  
**Cc:** "Cityhall" <cityhall@consolidated.net>

IDOT's generic policy recommends we choose the specific length of term .

Article 8 of the policy that was approved last night says "the selection committee members are chosen by the Mayor for a 4 year period".

But, I just made that term up – we can change it as you feel necessary.

I have recommended that same term for the County's policy. The County Board will vote to approve on their QBS policy on September 12th.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Tuesday, August 21, 2018 9:23 AM  
**To:** [Shelbycohwy](#)  
**Cc:** [Cityhall](#)  
**Subject:** Re: Quality Based Selection Process for Federal Funded Projects Committee

Alan,

Does the state have a recommendation on the term for this committee?

Thanks,

Jeff

On 08/21/2018 09:14 AM, City Hall wrote:

Jeff,

What will be the term on this committee? Will you need to reappoint every year, 2 years, 3 years or will they be indefinite?

Thank you,

Rachel

## City Clerk

---

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**Sent:** Thursday, July 23, 2020 11:19 AM  
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**Date:** 08/21/2018 10:55 AM

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**To:** <mayor@mycci.net>

**Cc:** "Cityhall" <cityhall@consolidated.net>

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**From:** [mayor@mycci.net](mailto:mayor@mycci.net)

**Sent:** Tuesday, August 21, 2018 9:23 AM

**To:** [Shelbycohwy](mailto:Shelbycohwy)

**Cc:** [Cityhall](mailto:Cityhall)

**Subject:** Re: Quality Based Selection Process for Federal Funded Projects Committee

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Thank you,

Rachel

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:20 AM  
**To:** Cityclerk  
**Subject:** Fwd: Cost for replacing concrete landings - Streetscape

----- Original Message -----

**Subject:** Cost for replacing concrete landings - Streetscape  
**Date:** 08/17/2018 09:51 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

Brace Holland will be sending me a formal proposal on Monday.

**He told me the following about the cost to replace the recessed entrance landings:**

1. Simple Blessings (Adam Bollinger) - Cost is Time and Material not to exceed \$4500
2. Simply Yours (Kevin Bernson) - Cost is Time and Material not to exceed \$5000
3. Studio 1 twenty 3 (Kevin Bernson) - Cost is Time and Material not to exceed \$6500
4. Blue Circle (Rich Storm) - Brace will not perform this work because the building is in very poor condition and the repair done by Fox and Austin was not done properly.

I will keep you informed as this progresses. I think we should talk to Jack Kiley before the City agrees to participate in these repairs with TIF funds.

In addition, Brace said that his cost estimates did not include prevailing wages. So the costs will go up if the City participates.

Do we need to meet again prior to talking to the business owners ??

alan

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:20 AM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: [External] Shelbyville IL streetscape  
**Attachments:** Shelbyville Traffic Control Plans.pdf

----- Original Message -----

**Subject:** Fw: [External] Shelbyville IL streetscape  
**Date:** 08/11/2018 08:50 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>

Upchurch submitted the Traffic signal plans – see attached.

alan

**From:** Stan Fearday  
**Sent:** Friday, August 10, 2018 3:45 PM  
**To:** 'Shelby County Highway' ; 'Kreke, Tom L'  
**Subject:** RE: [External] Shelbyville IL streetscape

Tom,

See attached traffic control plans. Please let us know if you need anything additional to complete the PROWAG review.

Stan

**From:** Shelby County Highway <shelbycohwy@consolidated.net>  
**Sent:** Tuesday, August 07, 2018 10:47 AM  
**To:** Stan Fearday <sfearday@upchurchgroup.com>

**Cc:** jeff johnson <mayor@mycci.net>; Sherry A Phillips <Sherry.Phillips@illinois.gov>  
**Subject:** Fw: [External] Shelbyville IL streetscape

Stan,

IDOT needs the signal plans to be submitted in order to complete the PROWAG review.

see below.

thanks

alan

**From:** Phillips, Sherry A

**Sent:** Tuesday, August 07, 2018 10:29 AM

**To:** mayor@mycci.net

**Cc:** Allan Spesard ; Kreke, Tom L ; Macklin, Rob ; Sandschafer, Neil A.

**Subject:** RE: [External] Shelbyville IL streetscape

Jeff – the email in *italics* below is a response to your inquiry regarding plan review. They received the plans on August 3<sup>rd</sup>, but just received a correction to that set of plans today. And they will need to review the traffic signal plans for ADA approval as well, and they are not submitted yet.

I am forwarding this to you so you are in the loop.

Sherry

**From:** Sandschafer, Neil A.

**Sent:** Tuesday, August 07, 2018 10:21 AM

**To:** Phillips, Sherry A <[Sherry.Phillips@illinois.gov](mailto:Sherry.Phillips@illinois.gov)>

**Cc:** Macklin, Rob <[Rob.Macklin@illinois.gov](mailto:Rob.Macklin@illinois.gov)>; Kreke, Tom L <[Tom.Kreke@illinois.gov](mailto:Tom.Kreke@illinois.gov)>

**Subject:** Shelbyville ADA Review

Sherri,

*Saw your email from the mayor. It appears they are concerned with keeping the project on the January letting.*

*I assume you are aware that we are already behind the "proposed" schedule.*

*Today, we received the revised submittal which is approximately 3 weeks behind their proposed schedule. Also, we have only received the "grading" plan and not the entire plan set. As you know, we will need the signal plans submitted to complete our review of the ADA ramps.*

*I just want to make sure we are all on the same page when it comes to the timeline set forth in May. It appears that they may be pushing us to significantly condense our review time allotted in the schedule. I believe we will do what we can to move the project forward, however, this is not the only project we are working on. This is the main reason we have a month allotted for the first review.*

Your letter mentions that the approved plans must be submitted 4 months prior to the planned letting date. As I look at a planned letting date of January 18, 2019 (see attached), I have projected the following schedule:

May 7, 2018	Council approves engineering fees for IDOT directed redesign due to modifications to buildings on private property. (A revised PE agreement will be generated and submitted to IDOT for approval)
June 1, 2018	Upchurch starts redesign
July 15, 2018	Pre-Final PROWAG submittal from Upchurch
July 15 thru Aug 18, 2018	Review and approval by IDOT; based upon time interval on IDOT letting schedule, working backwards from Final.
Sept 18, 2018	Approved PROWAG Plans, and pre-Final PS&E submitted to IDOT
October 12, 2018	Final PS&E to D-7
Jan 18, 2019	Letting Date

Thanks,

Neil

---

**From:** [mayor@mycci.net](mailto:mayor@mycci.net) [mailto:[mayor@mycci.net](mailto:mayor@mycci.net)]

**Sent:** Tuesday, August 07, 2018 9:25 AM

**To:** Phillips, Sherry A <[Sherry.Phillips@illinois.gov](mailto:Sherry.Phillips@illinois.gov)>

**Cc:** Kreke, Tom L <[Tom.Kreke@illinois.gov](mailto:Tom.Kreke@illinois.gov)>; Shelbycohy <[shelbycohy@consolidated.net](mailto:shelbycohy@consolidated.net)>; Sandschafer, Neil A. <[Neil.Sandschafer@illinois.gov](mailto:Neil.Sandschafer@illinois.gov)>

**Subject:** RE: [External] Shelbyville IL streetscape

Thank you Sherry. I will keep in touch to follow the progress.

Jeff

On 08/07/2018 08:54 AM, Phillips, Sherry A wrote:

The plan has been sent to our geometrics unit for their review. The historic agency will be contacted once the geometrics has been approved. This will be submitted to the historic agency through our office.

Sherry.

---

**From:** [mayor@mycci.net](mailto:mayor@mycci.net) [<mailto:mayor@mycci.net>]  
**Sent:** Tuesday, August 07, 2018 8:38 AM  
**To:** Phillips, Sherry A <[Sherry.Phillips@illinois.gov](mailto:Sherry.Phillips@illinois.gov)>  
**Cc:** Kreke, Tom L <[Tom.Kreke@illinois.gov](mailto:Tom.Kreke@illinois.gov)>; Shelbycohw  
<[shelbycohw@consolidated.net](mailto:shelbycohw@consolidated.net)>  
**Subject:** [External] Shelbyville IL streetscape

Hi Sherry,

It is my understanding that we have submitted our PROWAG plan to your office on Aug 3rd. Thank you for your assistance to this point, as well as your assistance in keeping this project on track for January bid letting. Do you submit this to the historic agency for review? Or is that our responsibility?

Also, please keep me informed of the review process. I want to do everything, within my ability, to keep this moving.

Thanks,

Jeff Johnson

Mayor

City of Shelbyville

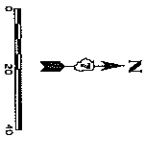
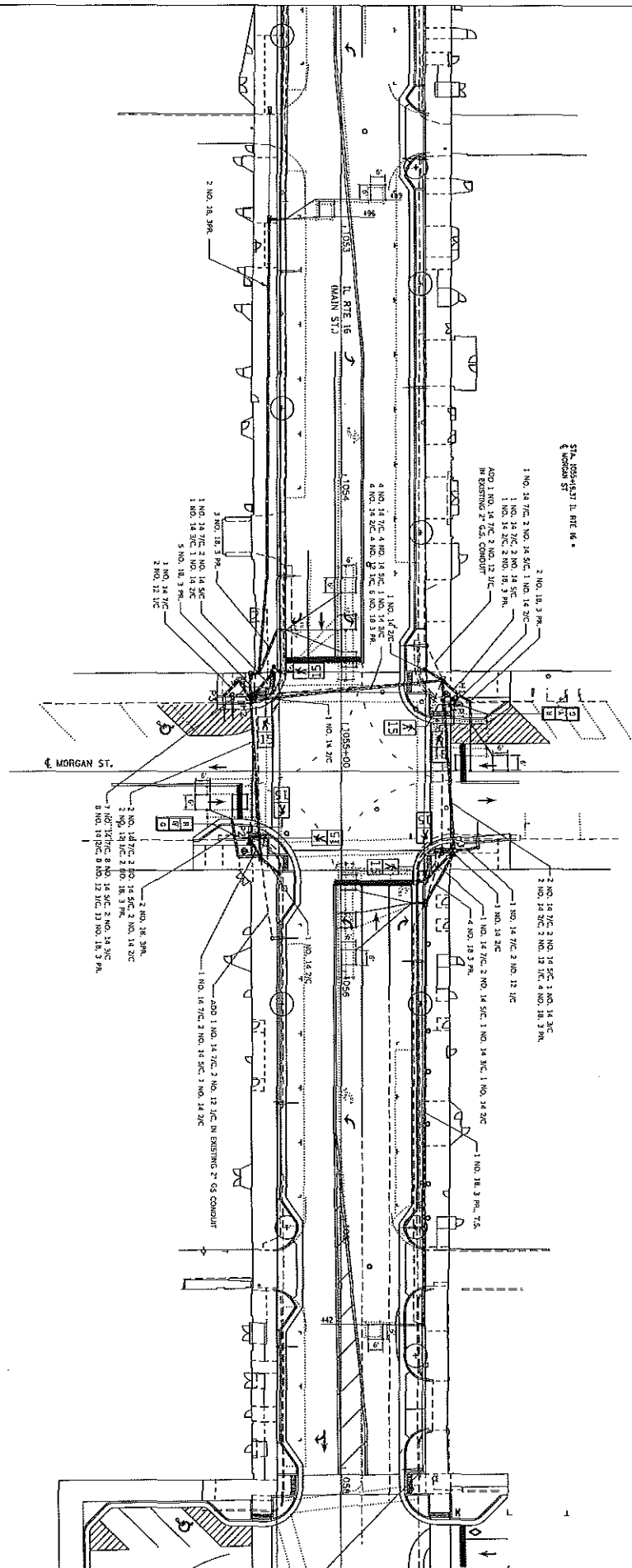
State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this

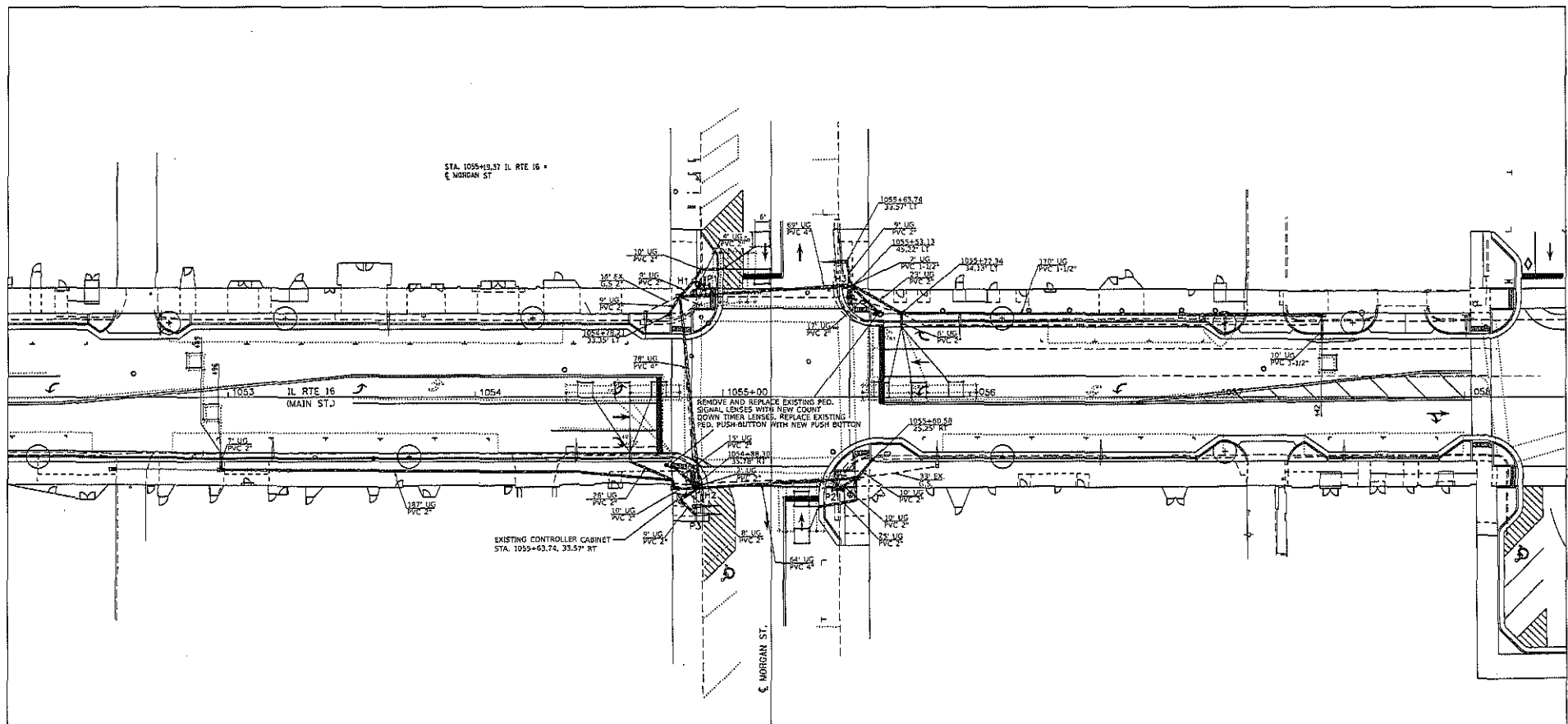
communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.



- |                 |              |
|-----------------|--------------|
| TOTAL<br>SHEETS | SHEET<br>NO. |
|-----------------|--------------|

TITLE SHEET PROJECT: 11356-01 SHEET: 100	DATE: 11/15/2017 SCALE: 1"=40'-0"	DESIGNED: A.B. CHECKED: A.B. DATE: 11/15/2017	REVISIONS:	THE UPCHURCH GROUP 123 North 16th Street, Marion, Illinois 61938	MAIN STREET (IL RT 16) STREETSCAPE IMPROVEMENTS DOWNTOWN SHELBYVILLE, SHELBY COUNTY, ILLINOIS PROJECT: 11356-01	TRAFFIC SIGNAL MODIFICATIONS CABLE LAYOUT MAIN ST & MORGAN
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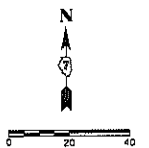


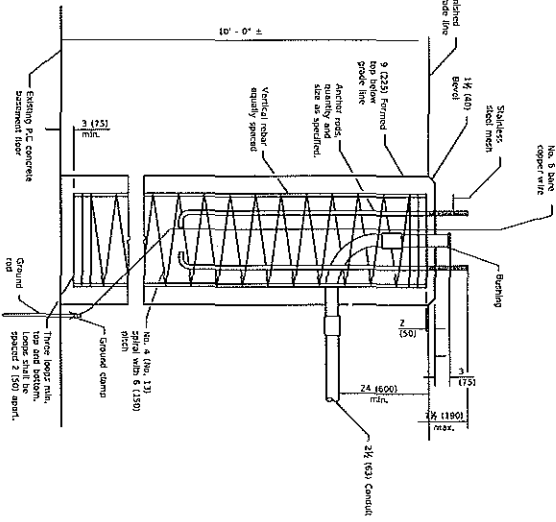
#### HANDHOLE DATA

NUMBER	LOCATION	DESCRIPTION
H1	1054+68.28 47.0' LT	STANDARD HANDHOLE
H2	1054+90.16 37.8' RT	STANDARD DOUBLE HANDHOLE
H3	1055+51.55 45.2' LT	STANDARD HANDHOLE

#### POST AND MAST ARM DATA

NUMBER	LOCATION	DESCRIPTION
1	1054+92.43 45.5' LT	RELOCATE TRAFFIC SIGNAL POST, ALUMINUM 14 FT.
2	1055+46.37 37.5' RT	RELOCATE TRAFFIC SIGNAL POST, ALUMINUM 14 FT.
3	1054+88.63 47.2' RT	RELOCATE STEEL COMBINATION MAST ARM ASSEMBLY, AND POLE 24'

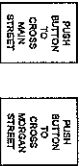




FOUNDATION COMBINATION POLE SPECIAL, 24" DIAMETER

1. Foundation shall be a 30 inch foundation constructed in accordance with (RFD) except as noted.
2. Foundation Diameter - 24 in.
3. Anchor rod length to match existing mast arm post.

PERISTRIAN PUSH-BUTTON SIGN



NOTE: THE PERISTRIAN PUSH-BUTTON SIGN SHALL BE ASSEMBLED AND MOUNTED ABOVE THE PERISTRIAN FOUNDATION AS SHOWN IN STANDARD DETAIL. THE PERISTRIAN FOUNDATION SHALL BE INSTALLED AT THE PERISTRIAN LOCATION. THE PERISTRIAN FOUNDATION SHALL BE INSTALLED AT THE PERISTRIAN LOCATION.

BILL OF MATERIALS

Main Street and Morgan Street

ITEM	UNIT	TOTAL QUANTITY
UNDERGROUND CONDUIT, PVC, 1 1/2" DIA.	FOOT	280
UNDERGROUND CONDUIT, PVC, 2" DIA.	FOOT	400
UNDERGROUND CONDUIT, PVC, 4" DIA.	FOOT	400
MANHOLE, PORTLAND CEMENT CONCRETE	EACH	2
DOUBLE MANHOLE, PORTLAND CEMENT CONCRETE	EACH	1
MAINTENANCE OF EXISTING TRAFFIC SIGNAL INSTALLATION	FOOT	2179
ELECTRIC CABLE IN CONDUIT, SIGNAL NO. 12, 3 PHASE	FOOT	628
ELECTRIC CABLE IN CONDUIT, SIGNAL NO. 14, 20	FOOT	993.5
ELECTRIC CABLE IN CONDUIT, SIGNAL NO. 14, 30	FOOT	280
ELECTRIC CABLE IN CONDUIT, SIGNAL NO. 14, 30	FOOT	1059
ELECTRIC CABLE IN CONDUIT, SIGNAL NO. 14, 70	FOOT	1158
PERISTRIAN PUSH-BUTTON POST, GALVANIZED STEEL, TYPE I	EACH	4
CONCRETE FOUNDATION, TYPE A	FOOT	2
DRILL EXISTING FOUNDATION	EACH	3
DRILL EXISTING FOUNDATION	EACH	14
DETECTOR LOOP, TYPE I	FOOT	680
PERISTRIAN PUSH-BUTTON	EACH	8
RELOCATE EXISTING SIGNAL HEAD	EACH	2
RELOCATE EXISTING SIGNAL POST	EACH	2
RELOCATE EXISTING TRAFFIC SIGNAL POST	EACH	4
RELOCATE EXISTING PERISTRIAN SIGNAL HEAD	EACH	1
RELOCATE EXISTING MAST ARM ASSEMBLY AND POLE	EACH	1
REMOVE EXISTING MANHOLE	EACH	1
REMOVE EXISTING DOUBLE MANHOLE	EACH	2
REMOVE EXISTING CONCRETE FOUNDATION	EACH	3
REMOVAL OF CABLE IN CONDUIT	FOOT	450
FOUNDATION COMBINATION POLE SPECIAL, 24" DIAMETER	EACH	1

GENERAL NOTES FOR TRAFFIC SIGNALS

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL UNDERGROUND UTILITIES FROM TO BEGINNING CONSTRUCTION UNTIL THE END OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL UTILITY PROPERTY DURING CONSTRUCTION OPERATIONS AS OUTLINED IN ARTICLE 67.01 OF THE STANDARD SPECIFICATIONS.
2. ALL WORK PERFORMED RELATIVE TO THIS IMPROVEMENT SHALL COMPLY WITH ALL APPLICABLE RULES AND REGULATIONS OF O.S.A.
3. ALL TRAFFIC CONTROL AND OTHER ADVISORY SIGNS NEEDED FOR CONSTRUCTION ARE TO BE FURNISHED BY THE CONTRACTOR IN ACCORDANCE WITH SECTION 700 OF THE STANDARD SPECIFICATIONS.
4. THE QUANTITIES PROVIDED IN THE PLANS ARE INTENDED AS A GUIDE FOR THE CONTRACTOR IN DETERMINING THE SCOPE OF WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING ALL MATERIAL, METHOD AND LABOR REQUIRED FOR THE WORK. NO CLAIM FOR EXTRA WORK WILL BE ALLOWED UNLESS ORDERED IN WRITING BY THE CITY ENGINEER.
5. TRAFFIC SIGNAL HEADS SHALL BE PROPERLY COVERED PER ARTICLE 67.01 OF THE STANDARD SPECIFICATIONS PRIOR TO INTERSECTION TURN-ON OR AS DIRECTED BY THE ENGINEER. THIS COST SHALL BE INCLUDED WITH THE COST OF THE ASSOCIATED TRAFFIC SIGNAL PAY ITEMS.
6. A 1/4" DIAMETER CONTINUOUS ROBERT RESISTANT NILON ROPE SHALL BE FURNISHED AND LEFT IN PLACE IN ALL CONDUITS BETWEEN MANHOLES AND FOUNDATIONS OR CONTROLLERS. THIS COST SHALL BE INCLUDED IN THE COST OF THE CONDUIT PAY ITEM.
7. BORED UNDERGROUND CONDUIT SHALL BE P.V.C. CONDUIT ATTACHED TO STRUCTURES SHALL BE GALVANIZED STEEL.
8. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR PLACING CONDUIT AT A GREATER THAN 2' MINIMUM DEPTH TO AVOID OBSTACLES SUCH AS UNDERGROUND UTILITIES.
9. THE ELECTRICAL CONDUCTORS FOR ALL TRAFFIC SIGNAL HEADS SHALL BE SOLID, SOFT COPPER.
10. ALL TIEBARS OR BOLTS USED IN THE ASSEMBLY OF TRAFFIC SIGNAL COMPONENTS SHALL BE COATED WITH A NON-LEAD BASED ANTI-SEIZE COMPOUND SIMILAR TO LEAD PLATE FROM TO ASSURE.
11. ALL HARDWARE SHALL BE HOT-DIP GALVANIZED AND WELL SECURED. CABLES SHALL BE NEATLY WOUND IN MANHOLES. CABLES SHALL BE NEATLY TRAINED IN THE CONTROLLER CABINET.
12. ALL RELOCATED POST SHALL BE A MINIMUM OF 5' FT. FROM THE CENTER OF THE POLE TO THE FACE OF THE POST. MOUNTED SIGNALS SHALL BE INSTALLED SO THAT NO PART OF THE SIGNAL HEAD IS WITHIN 2' FT. OF THE FACE OF CURB.
13. ALL TRAFFIC SIGNALS SHALL BE EXTENDED FROM CONTROLLER TO SIGNAL, SPACES IN JUNCTION BOXES WILL NOT BE ALLOWED.
14. DETECTOR LOOPS IN THE SAME LANE SHALL BE ROUNDED CLOCKWISE AND COUNTERCLOCKWISE IN ALTERNATING ORDER. LINES IN ADJACENT LANES SHALL BE ROUNDED ALL THE SAME.
15. ALL DETECTOR LOOP AMPLIFIERS SHALL BE CORD RACK MOUNTED AND FURNISHED WITH PLASTIC TUBS LABELED WITH RESPECTIVE PHASES AND ORIENTATION AS LISTED IN THE DETECTOR LOOP SHEET. AMPLIFIERS SHALL BE INSTALLED IN THE DETECTOR TUBS. DETECTOR TUBS SHALL BE MADE OF MATERIAL THAT DOES NOT ALLOW WEATHER TO FADE OVER TIME.
16. THE LENGTH OF DETECTOR LOOP CABLE FROM THE COB OF CURB TO THE JUNCTION BOX OR MANHOLE IS INCLUDED IN THE DETECTOR LOOP PAY ITEM.
17. ALL REMOVING MATERIALS FOR THE TRAFFIC SIGNAL CONCRETE FOUNDATIONS SHALL REFER TO SECTION 600 OF THE STANDARD SPECIFICATIONS.
18. EXISTING CONDUIT LOCATION AND ROUTING SHALL BE AS SHOWN AND DETERMINED FROM OLD PLANS AND FIELD OBSERVATION. THE EXISTING CONDUIT LOCATION ROUTING SIZE AND CONDITION OF THE EXISTING CONDUIT SHALL BE VERIFIED BEFORE CONDUIT LOCATION ROUTING, SIZE AND CONDITION BEFORE COMMENCING WORK.

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 11:20 AM  
**To:** Cityclerk  
**Subject:** Fwd: Re: SRTS Funding Announcement 2019

----- Original Message -----

**Subject:** Re: SRTS Funding Announcement 2019  
**Date:** 08/10/2018 03:21 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

### **SAFE ROUTES TO SCHOOL:**

I will try to find out the cost of a stop light before our meeting. But, IDOT may not allow it anyway. If they go strictly by the book then a traffic control stop light "has to be warranted based on a engineering study". So, they may not approve it even if we pay for it since their study said its not needed.

We may have to settle for a "flashing yellow" type signal.

Yes to all those options ... sidewalk to 128 ... bike path grant ... etc. .. but we are a few years before installation even if we get funded during this funding cycle.

### **STREETSCAPE:**

I talked to Stan Fearday of Upchurch this morning. Upchurch is supposed to submit the traffic control signal plan today per IDOT's (Neil's email) new requirement.

Stan is concerned that Neil (IDOT geometrics) might not review it without the "entire plan set" (as his email states) being submitted verses just the PROWAG plans plus the Traffic Signal Plans. Stan and I do not understand Neil wants all that just to review ADA ... but it is what it is ...

We stated in your letter of May 23rd that we would submit the pre-final PROWAG plans for review then plans, specifications after approval of the PROWAG plans. But they never responded to your letter ... so ... here we go.

Honestly, we are really trying to submit what Neil/Rob wanted and needed. We just can't seem to predict what the next "requirement" is.

Also, they are finishing the submittal to the IDOT lady for SHPO. Should be submitted to Tom (IDOT) soon. I think all they needed was a few photos to complete that.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Friday, August 10, 2018 1:46 PM  
**To:** [Shelby County Highway](#)  
**Cc:** [Thom Shaffer](#)  
**Subject:** Re: Fw: SRTS Funding Announcement 2019

Thanks Alan,

I wonder what the cost of the stoplight would be? Or if we could get the state to pay half and we pay the other half (with this grant?, Or general revenue? Or the bike path?).

Maybe we can pay for the sidewalk to Rt128 with this grant? And include the light in the bike path grant? Just thought starters.....

Have we heard from Upchurch any more?

Jeff

On 08/10/2018 01:41 PM, Shelby County Highway wrote:

Jeff and Thom,

See Denise's response below. She prefers a light at 6th and 128. She gets a lot of complaints from bus drivers and parents about it being dangerous.

But,

I also talked to her on the phone and she said if we chose any other project she would support our choice.

She also wondered if we could do the light and part of some other sidewalk project ( I told her that I would have to check)

alan

**From:** [Denise Bence](#)  
**Sent:** Friday, August 10, 2018 1:29 PM

**To:** **Shelby County Highway**

**Subject:** Re: Fw: SRTS Funding Announcement 2019

Alan,

The district will be happy to help in any way with the grant. Our first choice for projects is the traffic control light at 6th and 128.

Thanks

Denise

**On Tue, Aug 7, 2018 at 1:48 PM, Shelby County Highway** <[shelbycohwy@consolidated.net](mailto:shelbycohwy@consolidated.net)> wrote:

Hi Denise,

The City of Shelbyville would like to submit another grant application for the Safe Routes to School Program (SRTS). This years application cycle has a submittal due date of November 19, 2018.

We are trying to decide on an appropriate project to upgrade sidewalks leading to the School (only School's with grades Kindergarten to 8th are eligible) .

Some upgrade ideas are:

- Upgrade sidewalks from the School along Vine Street to South 3rd street
- Upgrade sidewalks along N. 6th street from Will Street East to Morgan Street
- Installing traffic Control light at intersection of N. 6th and Rte. 128 plus section of sidewalk to school from that intersection.

**We would like to know your thoughts on these projects or if you have another idea.**

Whatever project is submitted we will once again need your help and support for:

- Resolution or Letter of Support from School District
- Student Talley and Parent Survey Results.

See attachment for information on the SRTS program.

There is no financial support needed from the school. If we are successful, the grant will pay 100% of the Construction Costs (Maximum of \$200,000).

Jeff Johnson, Thom Shaffer and myself are meeting on August 16th at city hall to discuss the selection of a project. You are welcome to join us or if you could email me your thoughts in advance of that meeting that would be very helpful.

thanks

alan spesard  
820-2278

**From:** Paris, John

**Sent:** **Friday, July 20, 2018 11:10 AM**

**To:** Shelby County Highway

**Subject:** SRTS Funding Announcement 2019

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In the meantime, click on the link below to begin the GATA registration process and to start the Student Tally and Parent Survey collections.

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You are currently subscribed to dot-srts as: [shelbycohwy@consolidated.net](mailto:shelbycohwy@consolidated.net).

To unsubscribe click here:

<http://lists.illinois.gov/u?id=18888356.dcfb067ee3212bb9ef2a18815924748a&n=T&l=dot-srts&o=1150218>

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--

Denise Bence

Superintendent  
Shelbyville CUSD #4  
720 West Main  
Shelbyville, IL 62565  
(217)774-4626



## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:07 PM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: SRTS Funding Announcement 2019

----- Original Message -----

**Subject:** Fw: SRTS Funding Announcement 2019  
**Date:** 08/10/2018 01:41 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

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I also talked to her on the phone and she said if we chose any other project she would support our choice.

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Denise Bence

Superintendent  
Shelbyville CUSD #4  
720 West Main  
Shelbyville, IL 62565  
(217)774-4626

## City Clerk

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**Sent:** Thursday, July 23, 2020 12:07 PM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: SRTS Funding Announcement 2019  
**Attachments:** SRTS Cycle 2019 Announcement.pdf

----- Original Message -----

**Subject:** Fw: SRTS Funding Announcement 2019  
**Date:** 08/07/2018 01:48 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "Denise Bence" <benced@shelbyville.k12.il.us>  
**Cc:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

Hi Denise,

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# **ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM**

## **SRTS FUNDING CYCLE 2019**

**IDOT will be accepting applications for the SRTS Funding Cycle 2019 from Monday, September 24, 2018 through Monday, November 19, 2018.**

**Announcement of Selected Projects – March 2019**

### **NEW for the SRTS Funding Cycle 2019**

**Every applicant must be registered through the Grant Accountability and Transparency Act (GATA) grantee portal, and all pre-award requirements must be fulfilled prior to submitting an ITEP application. The grantee portal link can be found [HERE](#). For general GATA information, please visit the [GATA website](#).**

*Safe Routes to School (SRTS) was originally established as a stand-alone Federal-Aid program in August 2005 through the passage of SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The Illinois Safe Routes to School Program is administered by the Illinois Department of Transportation.*

*SRTS uses a multidisciplinary approach to improve conditions for students who walk or bike to school. The program has three main goals: 1) to enable and encourage children, including those with disabilities, to walk and bicycle to school; 2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and 3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (within 2 miles) of both public and private primary and middle schools (grades K-8).*

**For the SRTS Funding Cycle 2019, these goals will be achieved by providing 100% reimbursable funding for infrastructure projects and non-infrastructure projects.**

*Eligible project sponsors may be Schools or School Districts, Political Subdivisions (municipalities, cities, towns, etc.), Metropolitan Planning Organizations/Regional Planning Commissions, Councils of Government, Local and Regional Agencies (law enforcement agencies, health departments, etc.), and Non-Profit Organizations. Project sponsors are responsible for supplying the upfront costs of the project and will be reimbursed by IDOT.*

*Eligible infrastructure projects include sidewalk improvements, traffic calming/speed reduction improvements, traffic control devices, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle facilities, and secure bicycle parking facilities.*

*Eligible non-infrastructure projects include events, equipment, and supplies that help to address areas of Education, Enforcement, Encouragement, and Evaluation.*

**Additional information and more specific details can be reviewed in the [SRTS Funding Cycle 2019 Program and Application Guidelines](#) found [here](#).**

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:07 PM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: [External] Shelbyville IL streetscape

----- Original Message -----

**Subject:** Fw: [External] Shelbyville IL streetscape  
**Date:** 08/07/2018 10:47 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "Stan Fearday" <sfearday@upchurchgroup.com>  
**Cc:** "jeff johnson" <mayor@mycci.net>, "Sherry A Phillips" <Sherry.Phillips@illinois.gov>

Stan,

IDOT needs the signal plans to be submitted in order to complete the PROWAG review.

see below.

thanks

alan

**From:** Phillips, Sherry A  
**Sent:** Tuesday, August 07, 2018 10:29 AM  
**To:** mayor@mycci.net  
**Cc:** Allan Spesard ; Kreke, Tom L ; Macklin, Rob ; Sandschafer, Neil A.  
**Subject:** RE: [External] Shelbyville IL streetscape

Jeff – the email in *italics* below is a response to your inquiry regarding plan review. They received the plans on August 3<sup>rd</sup>, but just received a correction to that set of plans today. And they will need to review the traffic signal plans for ADA approval as well, and they are not submitted yet.

I am forwarding this to you so you are in the loop.



Sherry

**From:** Sandschafer, Neil A.

**Sent:** Tuesday, August 07, 2018 10:21 AM

**To:** Phillips, Sherry A <Sherry.Phillips@illinois.gov>

**Cc:** Macklin, Rob <Rob.Macklin@illinois.gov>; Kreke, Tom L <Tom.Kreke@illinois.gov>

**Subject:** Shelbyville ADA Review

Sherri,

*Saw your email from the mayor. It appears they are concerned with keeping the project on the January letting.*

*I assume you are aware that we are already behind the "proposed" schedule.*

*Today, we received the revised submittal which is approximately 3 weeks behind their proposed schedule. Also, we have only received the "grading" plan and not the entire plan set. As you know, we will need the signal plans submitted to complete our review of the ADA ramps.*

*I just want to make sure we are all on the same page when it comes to the timeline set forth in May. It appears that they may be pushing us to significantly condense our review time allotted in the schedule. I believe we will do what we can to move the project forward, however, this is not the only project we are working on. This is the main reason we have a month allotted for the first review.*

Your letter mentions that the approved plans must be submitted 4 months prior to the planned letting date. As I look at a planned letting date of January 18, 2019 (see attached), I have projected the following schedule:

May 7, 2018	Council approves engineering fees for IDOT directed redesign due to modifications to buildings on private property. (A revised PE agreement will be generated and submitted to IDOT for approval)
June 1, 2018	Upchurch starts redesign
July 15, 2018	Pre-Final PROWAG submittal from Upchurch
July 15 thru Aug 18, 2018	Review and approval by IDOT; based upon time interval on IDOT letting schedule, working backwards from Final.
Sept 18, 2018	Approved PROWAG Plans, and pre-Final PS&E submitted to IDOT
October 12, 2018	Final PS&E to D-7
Jan 18, 2019	Letting Date

Thanks,

Neil

**From:** mayor@mycci.net [mailto:mayor@mycci.net]

**Sent:** Tuesday, August 07, 2018 9:25 AM

**To:** Phillips, Sherry A <Sherry.Phillips@illinois.gov>

**Cc:** Kreke, Tom L <Tom.Kreke@illinois.gov>; Shelbycohwyl <shelbycohwyl@consolidated.net>; Sandschafer, Neil A. <Neil.Sandschafer@Illinois.gov>

**Subject:** RE: [External] Shelbyville IL streetscape

Thank you Sherry. I will keep in touch to follow the progress.

Jeff

On 08/07/2018 08:54 AM, Phillips, Sherry A wrote:

The plan has been sent to our geometrics unit for their review. The historic agency will be contacted once the geometrics has been approved. This will be submitted to the historic agency through our office.

Sherry.

**From:** [mayor@mycci.net](mailto:mayor@mycci.net) [<mailto:mayor@mycci.net>]  
**Sent:** Tuesday, August 07, 2018 8:38 AM  
**To:** Phillips, Sherry A <[Sherry.Phillips@illinois.gov](mailto:Sherry.Phillips@illinois.gov)>  
**Cc:** Kreke, Tom L <[Tom.Kreke@illinois.gov](mailto:Tom.Kreke@illinois.gov)>; Shelbycohw  
<[shelbycohw@consolidated.net](mailto:shelbycohw@consolidated.net)>  
**Subject:** [External] Shelbyville IL streetscape

Hi Sherry,

It is my understanding that we have submitted our PROWAG plan to your office on Aug 3rd. Thank you for your assistance to this point, as well as your assistance in keeping this project on track for January bid letting. Do you submit this to the historic agency for review? Or is that our responsibility?

Also, please keep me informed of the review process. I want to do everything, within my ability, to keep this moving.

Thanks,

Jeff Johnson

Mayor

City of Shelbyville

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this

communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:08 PM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: SRTS - PE/ROW Requirements

----- Original Message -----

**Subject:** Fw: SRTS - PE/ROW Requirements  
**Date:** 08/06/2018 02:07 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>

FYI

Info I just received for Safe Routes to School rules -- see below  
alan

-----Original Message-----

**From:** John Paris  
**Sent:** Monday, August 06, 2018 1:28 PM  
**To:** Shelby County Highway  
**Subject:** SRTS - PE/ROW Requirements

To all Safe Routes to School Funding Cycle 2019 Applicants:

Important Revisions to Preliminary Engineering Requirements

After listening to concerns from potential applicants and discussing internally, IDOT has decided to revise the requirements regarding completion of Preliminary Engineering for the SRTS Funding Cycle 2019.

1. Preliminary Engineering and ROW acquisition will NOT be funded with SRTS funds.
2. ROW and Easement acquisition should be completed before application submittal deadline.
3. Preliminary Engineering should be completed within 6 months of the awards announcement.
4. Obligation of construction funds must occur within 18 months of the awards announcement.
5. Construction should be completed within 3 years after the awards announcement.

The expenditure of these funds and the completion of these projects in a timely manner are important goals of this program, but just as important is

the accessibility of these funds without undue hardship to our applicants. These revisions should make the planning process much easier for potential SRTS grantees.

Thank you all for your input. Our goal is to make this process as efficient and effective as possible. We appreciate your thoughts, concerns, and ideas.

As always, any questions or comments can be directed to [DOT.SafeRoutes@illinois.gov](mailto:DOT.SafeRoutes@illinois.gov).

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:08 PM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: OSLAD grants  
**Attachments:** doc20180806131810.pdf

----- Original Message -----

**Subject:** Fw: OSLAD grants  
**Date:** 08/06/2018 01:17 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>

The lady from IDNR called back and sent me to another website --- see attached.

The OSLAD grant program **IS** open for applications until October 1st.

The lady from IDNR contact information is: Jennifer, phone 782-7481

Hope this helps.

alan

PS If you need a copy of what I submitted in 2012 for the mini-park let me know. But I'm sure the application process has changed.

**From:** Shelby County Highway  
**Sent:** Monday, August 06, 2018 10:50 AM  
**To:** jeff johnson  
**Subject:** Re: OSLAD grants

### Ideas:

- **Extension of trail loops:** Upgrade City Park roads to include adjacent bike path to connect Ninth Street to General Dacey trail and to connect to the sidewalks west of the Park. I think that is eligible but not sure.
- **Parking lot expansions:** At trail head and/or softball/wrestling building/ball diamond

Mark probably will have some good ideas.

We last applied in 2012 to redo the mini-park. It did not get selected.  
I think Noel got some money for the pool/aquatic center when it got built.

**Attached** is some info off the website. From the website it says its open from May 1 to July 1. I tried to call (phone 782-7607) to make sure – I left a message for them to call me back.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)  
**Sent:** Monday, August 06, 2018 8:12 AM  
**To:** [Shelbycohw](#)  
**Subject:** OSLAD grants

Alan,

Did the OSLAD grants open up again? If so, I may touch base with Mark Shanks and Kelly about submitting something. Any ideas?

Jeff





(/search)

Illinois DNR (/Pages/default.aspx) Architecture Engineering and Grants

## Grant Administration

**ANNOUNCEMENT:** Beginning August 1, 2018 the Open Space Land Acquisition and Development (OSLAD) and the Land and Water Conservation Fund (LWCF) programs will be accepting applications until 5pm on October 1, 2018. ✕

**IMPORTANT:** ALL applicants must be registered with GATA prior to the application deadline date. For more information on this process, please look here (/AEG/Documents/Important%20Information%20on%20Applying%20for%20FY%202018%20Grants.pdf).

Grant Administration is responsible for managing and coordinating the Department's various recreational Grants-in-Aid programs Updated! to local government entities. These programs provide federal and state funds to enhance and improve recreational amenities through a competitive selection process. The programs include the Open Space Land Acquisition and Development (OSLAD) Program. This funds projects which will provide new recreational facilities such as parks and playgrounds. The Bikeway's Program provides for bike trail enhancement and development. The Boat Access program provides for new and improved boat accesses. The Snowmobile Access & Development program provides for new and improved snowmobile trails and trail access.

### Functions

- Administer eight Department competitive outdoor recreational grant programs for units of local government, two programs open to various organizations for public facilities, and one for not-for-profit organizations.
- Administer various non-competitive, legislatively mandated grants to local governments and quasi-governmental organizations.
- Jointly administer or provide competitive scoring of grant programs assigned to other state agencies or Department divisions.
- Act as direct liaison between the Department and various organizations representing grant recipients.
- Provide oversight and inspection of previously awarded grant projects to ensure program compliance.
- Act as direct liaison with National Park Service and other agencies with grant oversight responsibilities.

We can be contacted at **DNR.Grants@illinois.gov** (mailto:DNR.Grants@illinois.gov)

### Grants-In-Aid Programs

All the programs operate on a cost reimbursement basis to local governments or not-for-profit entities for approved project elements. Funding through these programs is competitively awarded on an annual basis based upon written applications submitted to the Department by specified deadline dates for each program. Applications for assistance are evaluated and prioritized by the Department for funding according to specific criteria and goals established for each of the programs and designed to make selection of projects equitable and responsive to statewide and local outdoor recreation needs. All grant assisted facilities must be designed to accommodate the physically disabled and be open to the general public without regard to race, color, national origin, sex, age, or residence.

The outdoor recreation grant programs available through the Department of Natural Resources are divided into groups.

### Grants-In-Aid-Programs

Illinois Youth Recreation Corps Grant

(<https://www.dnr.illinois.gov/AEG/Documents/GrantIllinoisYouthInstructionsandApplication.pdf>)

Park and Recreational Facilities Construction Grant (<https://www.dnr.illinois.gov/AEG/Pages/Illinois-Youth-Recreation-Corps-Grant.aspx>)

\* Open Space Lands Aquisition and Development/Land and Water Conservation Fund  
(<https://www.dnr.illinois.gov/AEG/Pages/OpenSpaceLandsAquisitionDevelopment-Grant.aspx>)

Boat Access Area Development Programs

(<https://www.dnr.illinois.gov/AEG/Pages/BoatAccessAreaDevelopmentProgram.aspx>)

Illinois Trails Grant Programs-Five Grants

(<https://www.dnr.illinois.gov/AEG/Pages/IllinoisTrailsGrantPrograms.aspx>)

### Architecture, Engineering and Grants Office (/AEG/Pages/default.aspx)

### Architecture and Engineering (/AEG/Pages/Architecture-and-Engineering.aspx)

### Grant Administration (/AEG/Pages/Grant-Administration.aspx)

### Recreation Activities (/recreation/Pages/default.aspx)

About DNR (/about) Accessibility (<http://www.dhs.state.il.us/page.aspx?item=32765>)

Boards/Commissions (/programs/Pages/BoardsAndCommissions.aspx)

Contact Us (/about/Pages/Contact.aspx) DNR Offices (/about/offices)

Equal Opportunity (/about/Pages/EqualOpportunity.aspx) FAQs (/about/Pages/FAQ.aspx)



(/)

(/search)

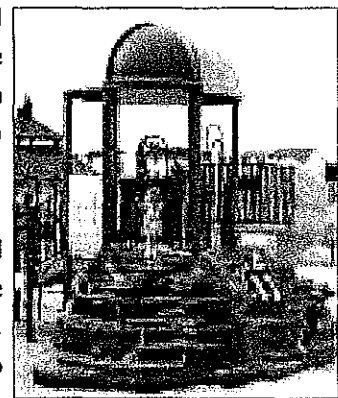
Illinois DNR (/Pages/default.aspx) Architecture Engineering and Grants

## Open Space Lands Aquisition and Development Grant and the Land and Water Conservation Fund Grant

The Open Space Lands Acquisition and Development (OSLAD) Program is a state-financed grant program that provides funding assistance to local government agencies for acquisition and/or development of land for public parks and open space. The federal Land & Water Conservation Fund program (known as both LWCF and LAWCON) is a similar program with similar objectives. Both are managed in Illinois by the Department of Natural Resources with concurrent application due dates, equal grant maximums and similar general rules.

Projects vary from small neighborhood parks or tot lots to large community and county parks and nature areas. The state program is financed by a percentage of the state's Real Estate Transfer Tax. The federal program is financed nationally by revenue from offshore oil and gas leases.

Under both programs, funding assistance up to 50% (90% for distressed communities - OSLAD program only) of approved project costs can be obtained. Grant awards up to \$750,000 are available for acquisition projects, while development/renovation projects (OSLAD programs only) are limited to a \$400,000 grant maximum.



Written applications must be submitted to IDNR during the period indicated on the current Notice of Funding Opportunity (NOFO) on the GATA website, with grant awards typically announced by with 6 months. Only those local government agencies having statutory authority to acquire and develop land for public park purposes are eligible to apply for and receive assistance under the OSLAD and LWCF grant programs.

Applications are evaluated and prioritized for funding assistance based upon recreation priorities and criteria identified in the Department's Statewide Comprehensive Outdoor Recreation Plan (SCORP). Lands acquired with OSLAD or LWCF funds are required to be operated and maintained in perpetuity for public outdoor recreation.

Examples of eligible projects include:

1. Acquisition of land for new park sites or park expansion, water frontage, nature study, and natural resource preservation. (LWCF & OSLAD)
2. Development/Renovation of: (OSLAD only)
  - picnic and playground facilities;
  - outdoor nature interpretive facilities;
  - sports courts and play fields;
  - swimming pools, beaches and bathhouses;
  - campgrounds and fishing piers;
  - winter sports facilities;
  - park roads and paths, parking, utilities and restrooms; and
  - architectural/engineering (A/E) services necessary for proper design and construction of approved project components.

You can download the Open Space Lands Acquisition and Development Program Manual or the Land and Water Conservation Manual and Application below. Applications **must** be completed and submitted in paper format. *The Online Application System is currently not available.*

**IMPORTANT:** ALL applicants must be registered with GATA prior to the application deadline date. For more information on this process, please look here (</AEG/Documents/Important%20Information%20on%20Applying%20for%20FY%202018%20Grants.pdf>).

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**GATA Uniform Budget Template 2018.pdf** (</AEG/Documents/GATA%20Uniform%20Budget%20Template%202018.pdf>)

**NEW - LWCF 2019 Manual.pdf** (</AEG/Documents/LWCF%202019%20Manual.pdf>)

**NEW - 2019 OSLAD Manual.pdf** (</AEG/Documents/2019%20OSLAD%20Manual.pdf>)

**LWCF Implementation and Billing Requirements-version 2018.pdf** (</AEG/Documents/LW%20Implementation%20and%20Billing%20Requirements-version%202018.pdf>)

**2019 ORLP Funding Opportunity.pdf** (</AEG/Documents/2019%20ORLP%20Funding%20Opportunity.pdf>)

Additional Material

- Illinois Department of Natural Resources **Playground Planning Guide**  
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- Illinois Department of Natural Resources **Outdoor Recreation Facilities Guide**  
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Podcasts (/OI/Pages/Podcasts.aspx) Privacy (/about/Pages/Privacy.aspx)

Social (/about/Pages/SocialNetworking.aspx)

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## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:08 PM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Shelbyville Streetscaping Grading Plan

----- Original Message -----

**Subject:** Re: Shelbyville Streetscaping Grading Plan  
**Date:** 08/06/2018 12:33 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

That's it for now

**From:** mayor@mycci.net  
**Sent:** Monday, August 06, 2018 11:43 AM  
**To:** Shelby County Highway  
**Subject:** Re: Shelbyville Streetscaping Grading Plan

Sounds good. Thanks. I will email / call Sherry this week to tell her that:

1. Upchurch has submitted the PROWAG submittal
2. Ask if they submitted it to historic.
3. Is there anything else?

I will ask for an ETA on the reply. I'm going to tell her we still expect this to be ready for Jan. I don't want to lower the expectations yet.

On 08/06/2018 11:28 AM, Shelby County Highway wrote:

**Ramps are at:**

Blue Circle (Rich Storms) (with handrail); Hair MD (with handrail); Chicago Title (with handrail); Craigs Sporting Goods (with handrail);  
Max's Firearms (no handrail); Lightbulb (Rinkers used to be Fishbaugh) (no handrail); Iron Keg (no handrail); Good As New (no handrail)

We have asked that a review by the historic on this submittal be performed at the same time.

We can submit pre-final PS&E after we resolve comments on this submittal – Likely miss January due to the time it takes to resolve and review comments (Unless Sherry “helps”)

The next bid letting after January is March 2019.

I will try to keep you updated as much as possible.

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)

**Sent:** Monday, August 06, 2018 8:09 AM

**To:** [Shelby County Highway](#)

**Subject:** Re: Fw: Shelbyville Streetscaping Grading Plan

Thanks. Where are the ramps? Rich Storms? Max's? Lite Bulb? Chgo Title? and the hair place?

What are next steps? IDOT reviews this? Do we submit this to historic also? For their feedback? Hopefully, within 30 days; we will have IDOTs responses and we submit pre-final PS&E?

**On 08/06/2018 07:26 AM, Shelby County Highway wrote:**

The attached was sent to IDOT for review on August 3rd via email.

It is the PROWAG submittal.

alan

**From:** [Stan Fearday](#)

**Sent:** Friday, August 03, 2018 3:24 PM

**To:** 'Kreke, Tom L'

**Cc:** [Shelby Co](#)

**Subject:** Shelbyville Streetscaping Grading Plan

Tom,

Attached is our grading plan for the Shelbyville Streetscaping project.

Stan Fearday, P.E

The Upchurch Group

123 N 15<sup>th</sup> St.

Mattoon, IL 61938

217-235-3177 Office

217-254-6363 Mobile

[sfearday@upchurchgroup.com](mailto:sfearday@upchurchgroup.com)



## City Clerk

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**To:** Cityclerk  
**Subject:** Fwd: Re: OSLAD grants  
**Attachments:** doc20180806104313.pdf

----- Original Message -----

**Subject:** Re: OSLAD grants  
**Date:** 08/06/2018 10:50 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>

### **Ideas:**

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**To:** Shelbycohwy  
**Subject:** OSLAD grants

Alan,

Did the OSLAD grants open up again? If so, I may touch base with Mark Shanks and Kelly about submitting something. Any ideas?

Jeff

## Grants Administered by the Illinois Department of Natural Resources

GRANT	WHO CAN APPLY?	WHEN TO APPLY?	TYPES OF PROJECTS FUNDED
<b>Open Space Lands Acquisition &amp; Development and Land &amp; Water Conservation Programs</b>	<b>Local units of government</b> can apply for acquisition and/or development of land for public parks and open space. Projects vary from small neighborhood parks or tot lots to large community and county parks and nature areas.	Applications must be received between May 1 and July 1 of each calendar year.	<b>Examples Include:</b> A combo soccer/football fields, combo baseball/softball fields, park pavilions, picnic tables, grills, basketball and tennis courts, interpretive trail signage, fishing piers, wetland observation decks, extensions of trail loops, parking lot expansions, splash pads, trails with fitness stations, water quality basins with native plantings, shelters with picnic tables; preservation/ biological improvement of permanent wetlands, outdoor classroom / treehouse shelters, adventure / educational play structures and interpretive prairie gardens.  <a href="#">Click here</a>
<b>Park and Recreational Facility Construction Grant Program</b>	<b>Local governments</b> can apply for park and recreation unit construction projects including acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning and installation of capital facilities consisting, but not limited to, buildings, structures and land for park and recreation purposes and open spaces and natural areas.	Application schedule and award dates vary.	<b>Capital Expenditures</b> for additional indoor/outdoor recreational purposes may include, but are not limited to, demolition, site preparation/improvements, utility work, reconstruction or improvement of existing buildings/facilities, expansion of buildings/facilities and new construction.  <b>Land Acquisition</b> projects such as the construction of new public indoor/outdoor recreation buildings, structures and facilities; expansion of existing public indoor/outdoor recreation buildings, structures and facilities; general park purposes such as regional/ community/neighborhood parks; frontage on public surface waters for recreation use; open space/ conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic/biologic features and additions to such areas.  <a href="#">Click here</a>
<b>Public Museum Capital Grant Program</b>	<b>Public museums</b> can apply for financial assistance to develop new and updated exhibits, expand facilities, renovate and restore buildings and make infrastructure improvements.	Application schedule and award dates vary.	This program is jointly administered by IDNR's Illinois State Museum and IDNR's Division of Grant Administration.  <a href="#">Click here</a>

Additional information, instructions and application forms are available at [www.dnr.illinois.gov/Grants/Pages/default.aspx](http://www.dnr.illinois.gov/Grants/Pages/default.aspx).

IDNR Grant Programs (Update 6/5/17)



(/)

(/search)

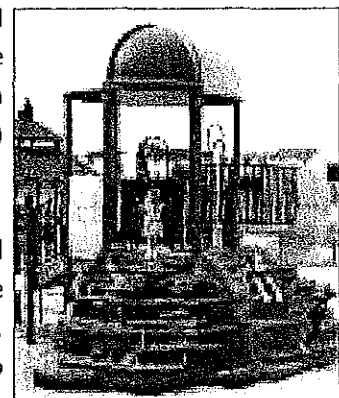
**Illinois DNR (/Pages/default.aspx)** Architecture Engineering and Grants

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  - sports courts and play fields;
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  - winter sports facilities;
  - park roads and paths, parking, utilities and restrooms; and
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You can download the Open Space Lands Acquisition and Development Program Manual or the Land and Water Conservation Manual and Application below. Applications **must** be completed and submitted in paper format. *The Online Application System is currently not available.*

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**NEW - LWCF 2019 Manual.pdf** (</AEG/Documents/LWCF%202019%20Manual.pdf>)

**NEW - 2019 OSLAD Manual.pdf** (</AEG/Documents/2019%20OSLAD%20Manual.pdf>)

**LWCF Implementation and Billing Requirements-version 2018.pdf** (</AEG/Documents/LW%20Implementation%20and%20Billing%20Requirements-version%202018.pdf>)

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Equal Opportunity (/about/Pages/EqualOpportunity.aspx) FAQs (/about/Pages/FAQ.aspx)  
Podcasts (/OI/Pages/Podcasts.aspx) Privacy (/about/Pages/Privacy.aspx)  
Social (/about/Pages/SocialNetworking.aspx)

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## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:09 PM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Quality Based Selection Policy (Draft)

----- Original Message -----

**Subject:** Re: Quality Based Selection Policy (Draft)  
**Date:** 08/06/2018 08:27 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

tonight after meeting is good.

alan

**From:** mayor@mycci.net  
**Sent:** Monday, August 06, 2018 8:15 AM  
**To:** Shelby County Highway  
**Subject:** Re: Quality Based Selection Policy (Draft)

Sounds good. Do you want to tonight after the meeting? Or when is good?

On 08/02/2018 02:08 PM, Shelby County Highway wrote:

I have attached a draft policy for QBS.

I just took IDOT's generic policy that is supposed to meet federal requirements and inserted the City of Shelbyville name and applicable city names. So, it was very easy to generate.

This policy can be changed as you want.

**The following are the steps to be taken for the Bike Phase 10 project:**

1. Review and Revise

2. City Council approval
3. Generate a project specific solicitation for the Bike Phase 10 project
4. Provide an estimated cost
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6. Advertise for engineer firms
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8. Select Engineer firm
9. Publish results
10. Request specific engineering agreement from the selected engineering firm. Negotiate as desired
11. City Council approves engineering agreement and State Joint agreement
12. IDOT approves engineering agreement
13. Work may begin by engineering firm

I think we should go over this together before it is presented to the Council ??

alan

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:10 PM  
**To:** Cityclerk  
**Subject:** Fwd: Fw: Shelbyville Streetscaping Grading Plan  
**Attachments:** Shelbyville Streetscaping Grading Plan.pdf

----- Original Message -----

**Subject:** Fw: Shelbyville Streetscaping Grading Plan  
**Date:** 08/06/2018 07:26 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

The attached was sent to IDOT for review on August 3rd via email.

It is the PROWAG submittal.

alan

**From:** Stan Fearday  
**Sent:** Friday, August 03, 2018 3:24 PM  
**To:** 'Kreke, Tom L'  
**Cc:** Shelby Co  
**Subject:** Shelbyville Streetscaping Grading Plan

Tom,

Attached is our grading plan for the Shelbyville Streetscaping project.

Stan Fearday, P.E

The Upchurch Group

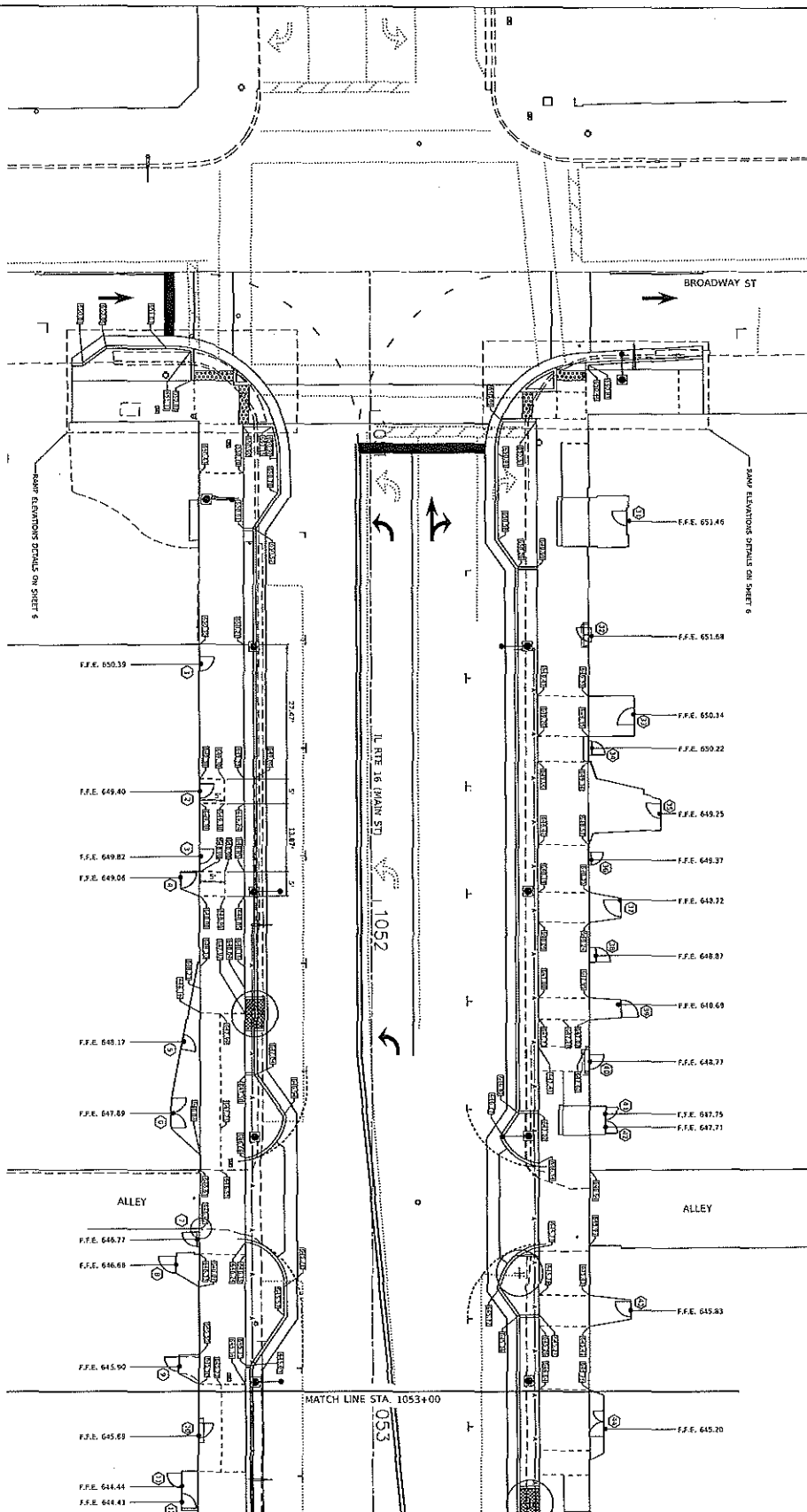
123 N 15<sup>th</sup> St.

Mattoon, IL 61938

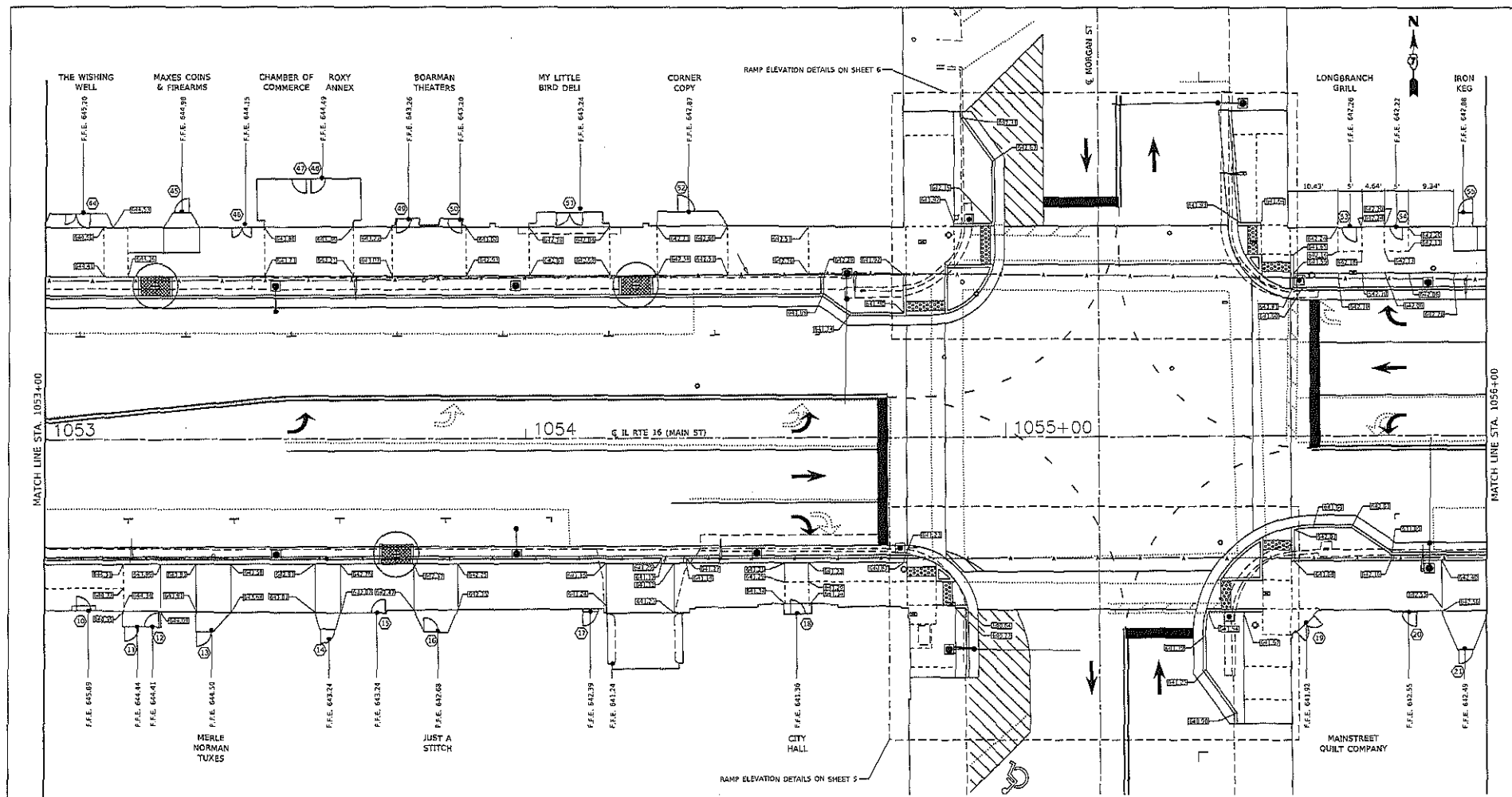
217-235-3177 Office

217-254-6363 Mobile

[sfearday@upchurchgroup.com](mailto:sfearday@upchurchgroup.com)

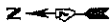


PROJECT: 15-0001 SHEET: 15-0001-08 DATE: 11/27/2018	DESIGNED: J. L. HART CHECKED: J. L. HART DATE: 11/27/2018	REVISIONS: NO. DESCRIPTION 1. 11/27/2018	PROJECT: 15-0001 SHEET: 15-0001-08 DATE: 11/27/2018
THE UPCHURCH GROUP 123 NORTH 15th STREET, CHICAGO, ILLINOIS 60604	MAIN STREET (IL RT 16) STREETSCAPE IMPROVEMENTS DOWNTOWN SHELBYVILLE, SHELBY COUNTY, ILLINOIS SCALE: 1"=40'	SECTION: 15-0001-08-002 PROJECT: 15-0001-08-002	SIDEWALK GRADING PLAN SHEET: 15-0001-08-002 OF: 1



FILE NAME: 3113056-02	USER NAME: SUE	DESIGNED: SUE	REVISION: -	<b>The Upchurch Group</b> 123 North 15th Street, Marion, Illinois 61938 Phone: (313) 305-0000 Fax: (313) 305-0001	<b>MAIN STREET (IL RT 16) STREETScape IMPROVEMENTS</b> DOWNTOWN SHELBYVILLE, SHELBY COUNTY, ILLINOIS SCALE: 20,000' = 1" SECTION: 13-00055-00-500 PROJECT: 3113056-02	<b>SIDEWALK GRADING PLAN</b>	TOTAL SHEETS: 8 SHEET NO.: 2
PROJECT: Shelbyville Streetscape ADA 3113056-02	PROJECT: Shelbyville Streetscape ADA 3113056-02	DESIGNED: SUE	REVISION: -				
PLAT SCALE: 20,000' = 1"	PLAT SCALE: 20,000' = 1"	DESIGNED: SUE	REVISION: -				
PLAT DATE: 8/2/2018	PLAT DATE: 8/2/2018	DESIGNED: SUE	REVISION: -				



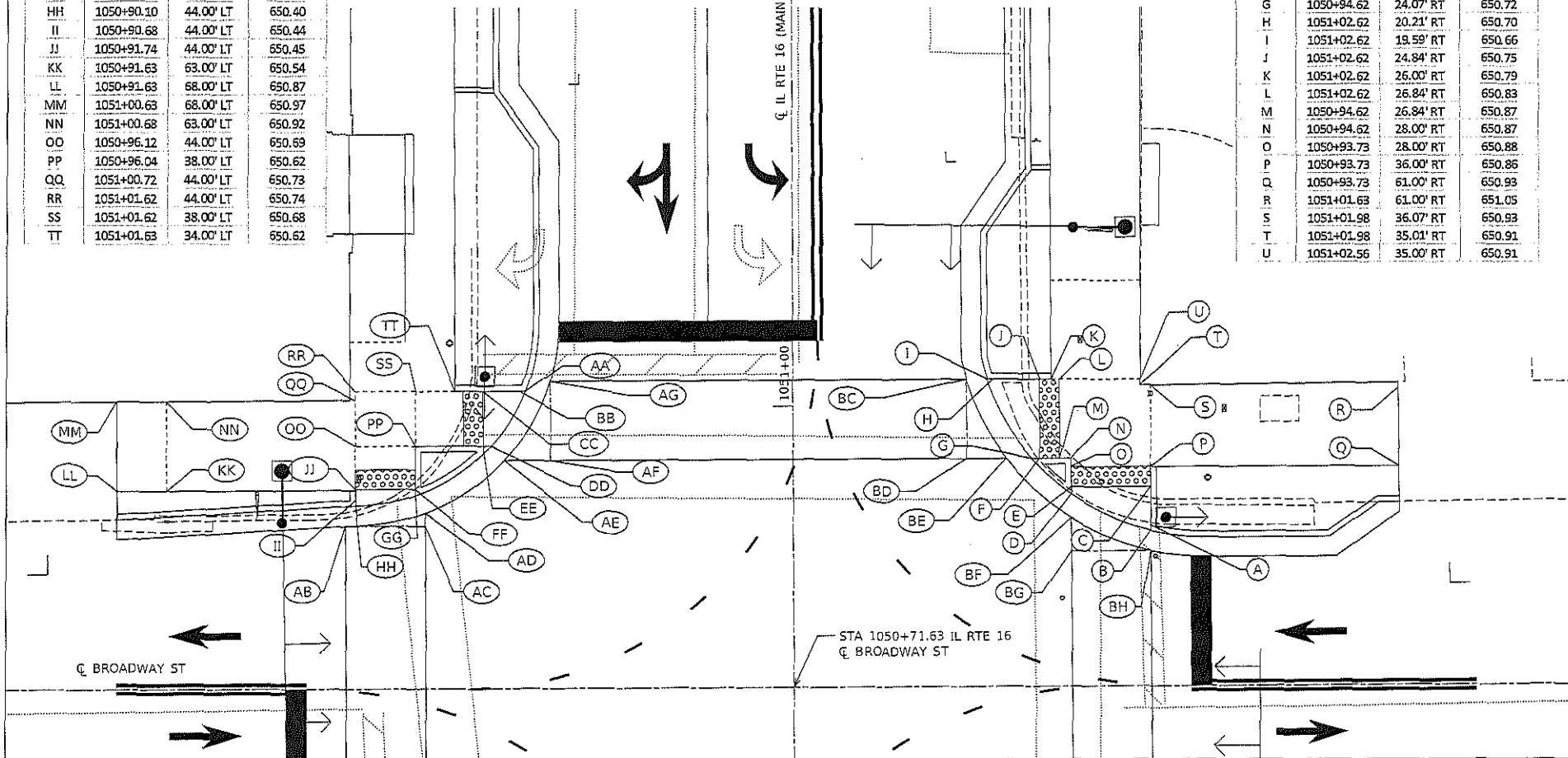


	STATION	OFFSET	ELEVATION
AA	1051+01.62	26.88' LT	650.51
BB	1051+01.62	27.51' LT	650.55
CC	1051+01.62	31.17' LT	650.57
DD	1050+96.12	30.36' LT	650.44
EE	1050+96.12	31.17' LT	650.47
FF	1050+91.74	38.00' LT	650.36
GG	1050+91.74	38.00' LT	650.36
HH	1050+90.10	44.00' LT	650.40
II	1050+90.68	44.00' LT	650.44
JJ	1050+91.74	44.00' LT	650.45
KK	1050+91.63	63.00' LT	650.54
LL	1050+91.63	68.00' LT	650.87
MM	1051+00.63	68.00' LT	650.97
NN	1051+00.68	63.00' LT	650.92
OO	1050+96.12	44.00' LT	650.69
PP	1050+96.04	38.00' LT	650.62
QQ	1051+00.72	44.00' LT	650.73
RR	1051+01.62	44.00' LT	650.74
SS	1051+01.62	38.00' LT	650.68
TT	1051+01.63	34.00' LT	650.62

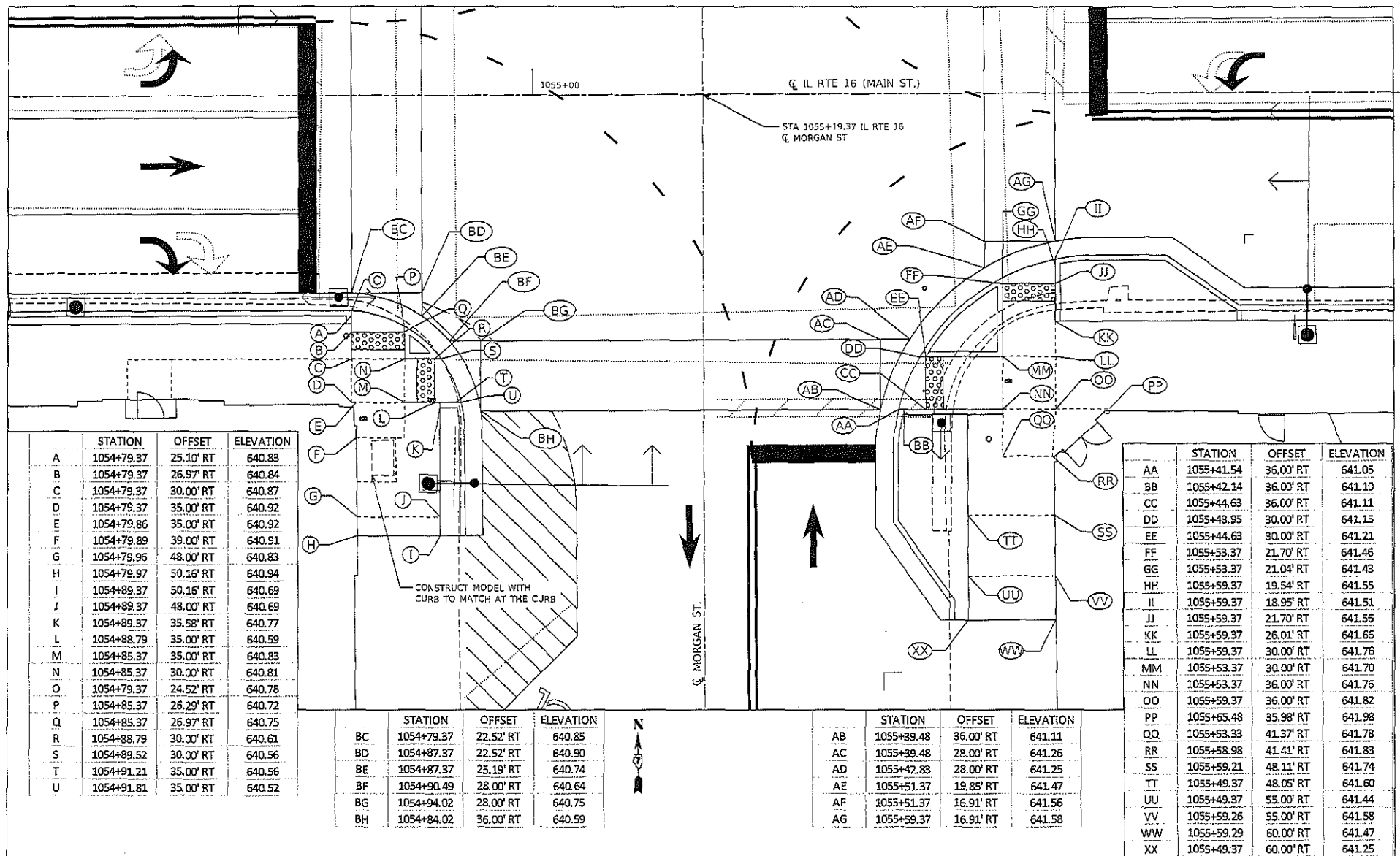
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AB	1050+88.04	45.00' LT	650.47
AC	1050+88.04	37.00' LT	650.42
AD	1050+89.36	37.00' LT	650.38
AE	1050+94.63	29.03' LT	650.50
AF	1050+94.63	24.40' LT	650.70
AG	1051+02.63	24.40' LT	650.58

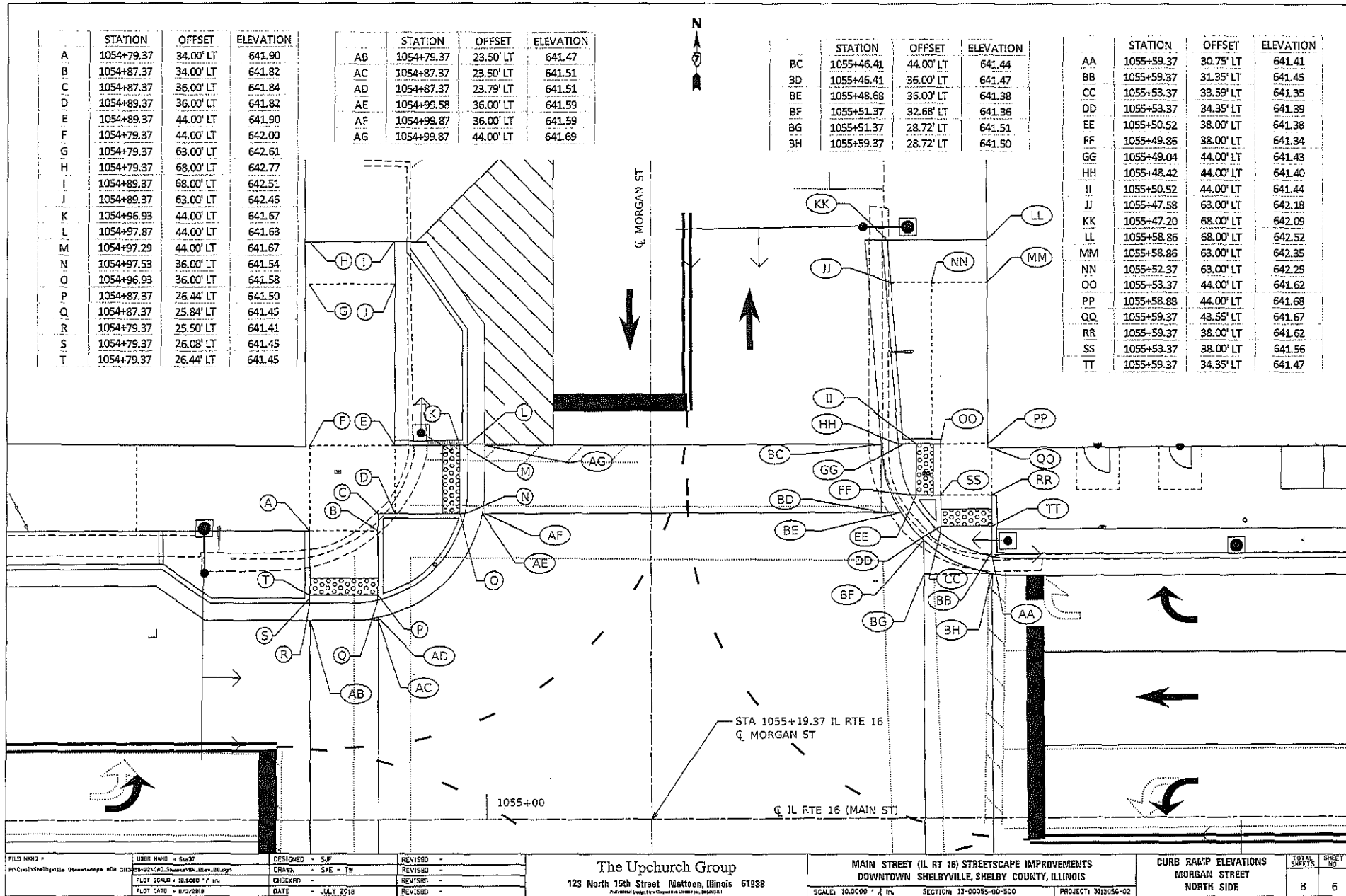
	STATION	OFFSET	ELEVATION
BC	1051+02.63	17.50' RT	650.71
BD	1050+94.63	17.50' RT	650.86
BE	1050+94.63	21.50' RT	650.78
BF	1050+88.58	28.00' RT	680.77
BG	1050+85.24	28.00' RT	650.80
BH	1050+85.24	36.00' RT	650.70

SWELEV. 03			
	STATION	OFFSET	ELEVATION
A	1050+87.89	36.00' RT	650.69
B	1050+87.29	36.00' RT	650.64
C	1050+91.73	36.00' RT	650.72
D	1050+94.62	24.84' RT	650.75
E	1050+91.73	28.00' RT	650.76
F	1050+94.62	24.84' RT	650.76
G	1050+94.62	24.07' RT	650.72
H	1051+02.62	20.21' RT	650.70
I	1051+02.62	19.59' RT	650.66
J	1051+02.62	24.84' RT	650.75
K	1051+02.62	26.00' RT	650.79
L	1051+02.62	26.84' RT	650.83
M	1050+94.62	26.84' RT	650.87
N	1050+94.62	28.00' RT	650.87
O	1050+93.73	28.00' RT	650.88
P	1050+93.73	36.00' RT	650.86
Q	1050+93.73	61.00' RT	650.93
R	1051+01.63	61.00' RT	651.05
S	1051+01.98	36.07' RT	650.93
T	1051+01.98	35.01' RT	650.91
U	1051+02.56	35.00' RT	650.91







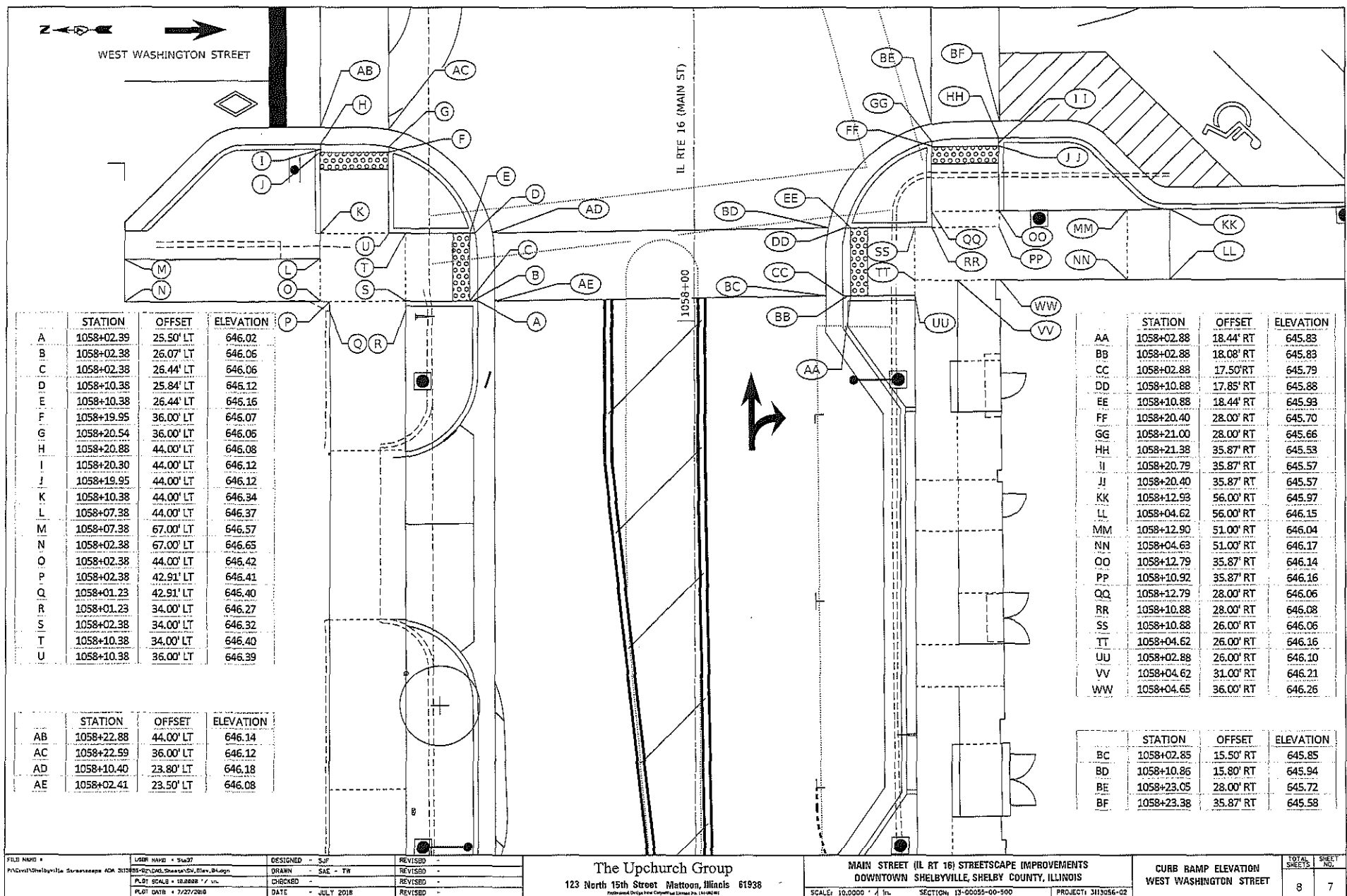


	STATION	OFFSET	ELEVATION
A	1054+79.37	34.00' LT	641.90
B	1054+87.37	34.00' LT	641.82
C	1054+87.37	36.00' LT	641.84
D	1054+89.37	36.00' LT	641.82
E	1054+89.37	44.00' LT	641.90
F	1054+79.37	44.00' LT	642.00
G	1054+79.37	63.00' LT	642.61
H	1054+79.37	68.00' LT	642.77
I	1054+89.37	68.00' LT	642.51
J	1054+89.37	63.00' LT	642.46
K	1054+96.93	44.00' LT	641.67
L	1054+97.87	44.00' LT	641.63
M	1054+97.29	44.00' LT	641.67
N	1054+97.53	36.00' LT	641.54
O	1054+96.93	36.00' LT	641.58
P	1054+87.37	26.44' LT	641.50
Q	1054+87.37	25.84' LT	641.45
R	1054+79.37	25.50' LT	641.41
S	1054+79.37	26.08' LT	641.45
T	1054+79.37	26.44' LT	641.45

	STATION	OFFSET	ELEVATION
AB	1054+79.37	23.50' LT	641.47
AC	1054+87.37	23.50' LT	641.51
AD	1054+87.37	23.79' LT	641.51
AE	1054+99.58	36.00' LT	641.59
AF	1054+99.87	36.00' LT	641.59
AG	1054+99.87	44.00' LT	641.69

	STATION	OFFSET	ELEVATION
BC	1055+46.41	44.00' LT	641.44
BD	1055+46.41	36.00' LT	641.47
BE	1055+48.68	36.00' LT	641.38
BF	1055+51.37	32.68' LT	641.36
BG	1055+51.37	28.72' LT	641.51
BH	1055+59.37	28.72' LT	641.50

	STATION	OFFSET	ELEVATION
AA	1055+59.37	30.75' LT	641.41
BB	1055+59.37	31.35' LT	641.45
CC	1055+53.37	33.59' LT	641.35
DD	1055+53.37	34.35' LT	641.39
EE	1055+50.52	38.00' LT	641.38
FF	1055+49.86	38.00' LT	641.34
GG	1055+49.04	44.00' LT	641.43
HH	1055+48.42	44.00' LT	641.40
II	1055+50.52	44.00' LT	641.44
JJ	1055+47.58	63.00' LT	642.18
KK	1055+47.20	68.00' LT	642.09
LL	1055+58.86	68.00' LT	642.52
MM	1055+58.86	63.00' LT	642.35
NN	1055+52.37	63.00' LT	642.25
OO	1055+53.37	44.00' LT	641.62
PP	1055+58.88	44.00' LT	641.68
QQ	1055+59.37	43.55' LT	641.67
RR	1055+59.37	38.00' LT	641.62
SS	1055+53.37	38.00' LT	641.56
TT	1055+59.37	34.35' LT	641.47

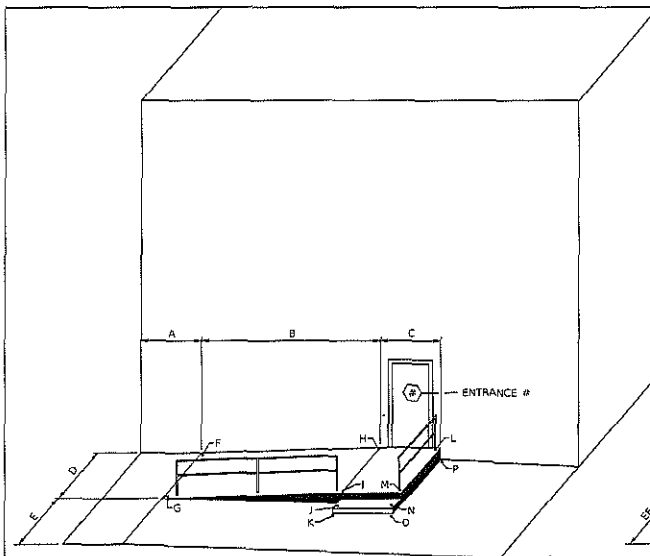


	STATION	OFFSET	ELEVATION
A	1058+02.39	25.50' LT	646.02
B	1058+02.38	26.07' LT	646.06
C	1058+02.38	26.44' LT	646.06
D	1058+10.38	25.84' LT	645.12
E	1058+10.38	26.44' LT	645.16
F	1058+19.95	36.00' LT	646.07
G	1058+20.54	36.00' LT	646.06
H	1058+20.88	44.00' LT	646.08
I	1058+20.30	44.00' LT	646.12
J	1058+19.95	44.00' LT	646.12
K	1058+10.38	44.00' LT	646.34
L	1058+07.38	44.00' LT	646.37
M	1058+07.38	67.00' LT	646.57
N	1058+02.38	67.00' LT	646.65
O	1058+02.38	44.00' LT	646.42
P	1058+02.38	42.91' LT	646.41
Q	1058+01.23	42.91' LT	646.40
R	1058+01.23	34.00' LT	646.27
S	1058+02.38	34.00' LT	646.32
T	1058+10.38	34.00' LT	646.40
U	1058+10.38	36.00' LT	646.39

	STATION	OFFSET	ELEVATION
AB	1058+22.88	44.00' LT	646.14
AC	1058+22.59	36.00' LT	646.12
AD	1058+10.40	23.80' LT	646.18
AE	1058+02.41	23.50' LT	646.08

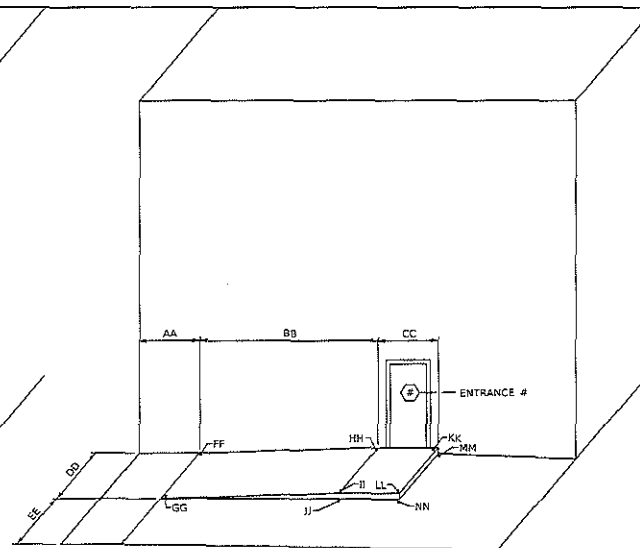
	STATION	OFFSET	ELEVATION
AA	1058+02.88	18.44' RT	645.83
BB	1058+02.88	18.08' RT	645.83
CC	1058+02.88	17.50' RT	645.79
DD	1058+10.88	17.85' RT	645.88
EE	1058+10.88	18.44' RT	645.93
FF	1058+20.40	28.00' RT	645.70
GG	1058+21.00	28.00' RT	645.66
HH	1058+21.38	35.87' RT	645.53
II	1058+20.79	35.87' RT	645.57
JJ	1058+20.40	35.87' RT	645.57
KK	1058+12.93	56.00' RT	645.97
LL	1058+04.62	56.00' RT	646.15
MM	1058+12.90	51.00' RT	646.04
NN	1058+04.63	51.00' RT	646.17
OO	1058+12.79	35.87' RT	646.14
PP	1058+10.92	35.87' RT	646.16
QQ	1058+12.79	28.00' RT	646.06
RR	1058+10.88	28.00' RT	646.08
SS	1058+10.88	26.00' RT	646.06
TT	1058+04.62	26.00' RT	646.16
UU	1058+02.88	26.00' RT	646.10
VV	1058+04.62	31.00' RT	646.21
WW	1058+04.65	36.00' RT	646.26

	STATION	OFFSET	ELEVATION
BC	1058+02.85	15.50' RT	645.85
BD	1058+10.86	15.80' RT	645.94
BE	1058+23.05	28.00' RT	645.72
BF	1058+23.38	35.87' RT	645.58



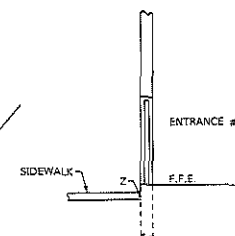
1 ISOMETRIC RAMP DETAIL

	Entrance #			
	27	30	31	41-42
A	5.00'	5.00'	5.00'	5.00'
B	6.84'	9.50'	11.00'	7.00'
C	8.50'	6.00'	10.00'	6.00'
D	5.00'	5.00'	5.20'	5.00'
E	5.00'	5.00'	5.00'	5.00'
F	645.18	646.25	650.64	647.57
G	645.11	646.21	650.59	647.50
H	645.28	646.70	651.25	647.68
I	645.20	646.63	651.17	647.60
J	644.77	646.16	650.64	647.22
K	644.77	645.93	650.35	647.16
L	645.28	646.70	651.25	647.68
M	645.20	646.62	651.17	647.61
N	644.77	646.16	650.64	647.22
O	644.32	645.74	650.14	646.87
P	644.85	645.79	650.24	646.97



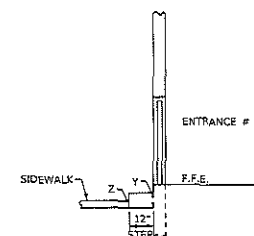
2 ISOMETRIC RAMP DETAIL

	Entrance #			
	28	45	55	61
AA	6.00'	5.00'	5.00'	5.00'
BB	7.40'	7.45'	8.73'	8.60'
CC	6.00'	7.50'	5.00'	4.80'
DD	5.00'	5.20'	5.00'	5.00'
EE	4.95'	4.95'	4.63'	4.59'
FF	645.58	644.51	642.77	644.10
GG	645.50	644.43	642.69	644.02
HH	645.68	644.75	642.84	644.37
II	645.60	644.67	642.76	644.30
JJ	645.28	644.26	642.42	643.88
KK	645.68	644.75	642.84	644.38
LL	645.60	644.67	642.76	644.30
MM	645.18	644.25	642.34	643.88
NN	645.10	644.09	642.26	643.80



3 SECTION AT DOORWAY

Entrance #	F.F.E.	Z
1	650.39	650.20
3	649.82	649.07
7	646.77	646.38
15	643.24	642.67
17	642.39	641.36
20	642.55	642.41
22	642.89	642.52
24	642.90	642.69
29	645.60	645.58
36	649.37	648.51
38	648.87	648.12
46	644.15	643.96
54	642.22	642.20
56	642.79	642.77
60	644.46	643.74



4 SECTION AT DOORWAY

Entrance #	F.F.E.	Y	Z
10	645.89	645.34	644.79
32	651.40*	650.62	649.84
34	650.22	649.74	649.26
40	648.77	648.19	647.60
58	644.01	643.45	642.88

\* EXISTING TREAD ELEVATION AT BUILDING LINE

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:10 PM  
**To:** Cityclerk  
**Subject:** Fwd: Note to landowners along Morgan Street  
**Attachments:** Document1VLANDOWNER.docx

----- Original Message -----

**Subject:** Note to landowners along Morgan Street

**Date:** 08/06/2018 07:25 AM

**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>

**To:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>, "City of Shelbyville" <cityhall@consolidated.net>

FYI

The contractor (Otto Baum) is intending to deliver the attached note to impacted landowners this week.

alan

**DEAR LANDOWNER**  
**THE OTTO BAUM COMPANY**  
**WILL BE REMOVING WEEDS AND RESEEDING DISTURBED AREAS**  
**ON OR ABOUT SEPTEMBER 6 2018**  
**ANY QUESTIONS PLEASE CALL**  
**MR JOHN BASHAM**  
**AT 309-284-1712**  
**THANK YOU**

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:10 PM  
**To:** Cityclerk  
**Subject:** Fwd: Quality Based Selection Policy (Draft)  
**Attachments:** shelbyville QBS Procedure idot.docx

----- Original Message -----

**Subject:**Quality Based Selection Policy (Draft)  
**Date:**08/02/2018 02:08 PM  
**From:**"Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:**"jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

I have attached a draft policy for QBS.

I just took IDOT's generic policy that is supposed to meet federal requirements and inserted the City of Shelbyville name and applicable city names. So, it was very easy to generate.

This policy can be changed as you want.

**The following are the steps to be taken for the Bike Phase 10 project:**

1. Review and Revise
2. City Council approval
3. Generate a project specific solicitation for the Bike Phase 10 project
4. Provide an estimated cost
5. Review and Revise
6. Advertise for engineer firms
7. Score engineer firms
8. Select Engineer firm
9. Publish results
10. Request specific engineering agreement from the selected engineering firm.  
Negotiate as desired
11. City Council approves engineering agreement and State Joint agreement
12. IDOT approves engineering agreement
13. Work may begin by engineering firm

I think we should go over this together before it is presented to the Council ??

alan



**CITY OF SHELBYVILLE  
QUALITY BASED SELECTION POLICY  
FOR ENGINEERING SERVICES OF  
HIGHWAY RELATED PROJECTS FUNDED WITH FEDERAL FUNDS**

The City of Shelbyville (AKA "The City") receives federal funds, which may be used to fund the engineering and design related consultant's services. Our written policies and procedures as describe herein for Quality Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The City of Shelbyville QBS policy and procedures assigns responsibilities to the City Engineer, within the City's organization for the procurement, management, and administration for consultant services for Highway Related Projects.

2. Written Policies and Procedures – The City believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.

3. Project Description – The City will use five items when developing the project description and may include additional items when unique circumstances exist.

- Describe in general terms the need, purpose, and objective of the project;
- Identify the various project components;
- Establish the desired timetable for the effort;
- Identify any expected problems
- Determine the total project budget.

4. Public Notice – The City will publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.

5. Conflict of Interest – The City will require consultants to submit a disclosure statement with their procedures. The City require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – The City will use IDOT's CPO's website to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – The City allows the City Engineer to set the evaluation factors for each project, but must include a minimum of five criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used.

**CITY OF SHELBYVILLE  
QUALITY BASED SELECTION POLICY  
FOR ENGINEERING SERVICES OF  
HIGHWAY RELATED PROJECTS FUNDED WITH FEDERAL FUNDS**

Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Criteria and weighting per the County's QBS procedures

- Technical Approach (10 – 30%)
- Firm Experience (10 – 30%)
- Specialized Expertise (10 – 30%)
- Staff Capabilities (Prime/Sub) (10 – 30%)
- Work Load Capacity (10 – 30%)
- Past Performance (10 – 30%)
- In-State or Local Presence\*
- Participation of Qualified and Certified DBE Sub-Consultants\*
- (\* The combined total of these two items cannot exceed 10%)

8. Selection – The City require a minimum of three person selection committee. Typically the selection committee members include City Engineer, the Mayor and one member of the City Council. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Mayor for a four year period of time. The City require each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking (Note: presentations and interviews are optional). If there are other firms within 10% of the minimum score, the City Engineer may choose to expand the short list to include more than three firms.

9. Independent Estimate – The City Engineer will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.

10. Contract Negotiation – The City require a two person team to negotiate with firms. The team consists of the City Engineer and/or Mayor and/or one member of the City Council. Members of the negotiation team may delegate this responsibility to staff members.

11. Acceptable Costs – The City require the City Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

12. Invoice Processing – The City require the City Engineer to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – The City require the City Engineer to monitor work on the project in accordance with the contract. The City procedures require an evaluation of the consultant's work at the end of each project. The City follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

## City Clerk

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**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:11 PM  
**To:** Cityclerk  
**Subject:** Fwd: Streetscape -- building owner letters  
**Attachments:** doc20180730094720.pdf

----- Original Message -----

**Subject:** Streetscape -- building owner letters  
**Date:** 07/30/2018 09:55 AM  
**From:** "Shelby County Highway" <shelbycohw@consolidated.net>  
**To:** "jeff johnson" <mayor@mycci.net>, "Thom Shaffer" <streetcom@mycci.net>

The due date for responses to the letter to business owners was July 27th.

The attached responses is what the City has received. So far, there have been no business respond that they want their landing to be replaced.

Of the 22 letters sent out we have received 8 responses.

There are three business owners that want cost estimates to help with their decision:

- Kevin Bernson – Simply Yours and Studio 1 twenty 3
- Adam Bollinger – Simple Blessings
- Rich Storm – Blue Circle Ballroom

I am trying to get cost estimates from Brace Holland for these businesses. He thought he could give them to me by the end of the week.

It is my opinion, that in order to keep this project moving -- we require any future entrance modifications to be performed "outside" the project. So businesses can hire their own contractor.

BTW Brace Holland told me when he modified "The Spigot" entrance it collapsed into the basement due to rotted joists. So this is a tricky construction with lots of unknowns.

Alan

CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: Just A Stitch  
152 E. Main  
Shelbyville, IL 62565

Re: Just A Stitch, 152 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) **must** contact each property owner and see if they want to upgrade during the project **at their expense**. It is important to document the contact and the property owner's responses.*

*While state and federal tax dollars should not be spent off right-of-way on private property, changes made by the project should not preclude the property owner from becoming compliant in the future.*

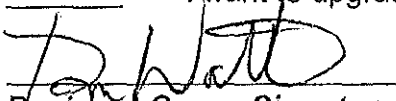
Upgrading would involve removing and replacing the existing concrete entrance to your doorway in order to have a level landing (i.e. less than 2% slope in all directions). This criteria is found in the American Disability Act (ADA). If you want to upgrade your business entrance we will revise the project construction documents to reflect that upgrade.

Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

X

I decline to upgrade my business entrance at my expense at this time.

I want to upgrade my business entrance at my expense during the project.

  
Business Owner Signature

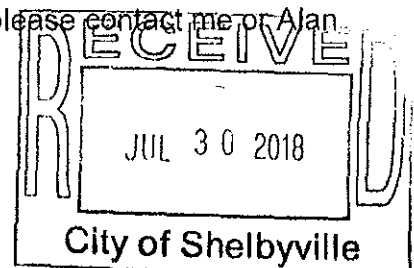
  
Printed Name of Business Owner

Written Response (optional): \_\_\_\_\_

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor



CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: CWEJ LLC  
124 E Main  
Shelbyville, IL 62565

RE: 124 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) **must** contact each property owner and see if they want to upgrade during the project **at their expense**. It is important to document the contact and the property owner's responses.*

*While state and federal tax dollars should not be spent off right-of-way on private property, changes made by the project should not preclude the property owner from becoming compliant in the future.*

Upgrading would involve removing and replacing the existing concrete entrance to your doorway in order to have a level landing (i.e. less than 2% slope in all directions). This criteria is found in the American Disability Act (ADA). If you want to upgrade your business entrance we will revise the project construction documents to reflect that upgrade.

Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

X

I decline to upgrade my business entrance at my expense at this time.

\_\_\_\_\_

I want to upgrade my business entrance at my expense during the project.

  
Business Owner Signature

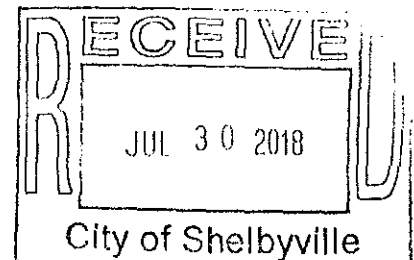
STEVEN CERANDOLA  
Printed Name of Business Owner

Written Response (optional): \_\_\_\_\_

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor



CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: Corner Copy  
157 E. Main St  
Shelbyville, IL 62565

RE: 157 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) **must** contact each property owner and see if they want to upgrade during the project **at their expense**. It is important to document the contact and the property owner's responses.*

*While state and federal tax dollars should not be spent off right-of-way on private property, changes made by the project should not preclude the property owner from becoming compliant in the future.*

Upgrading would involve removing and replacing the existing concrete entrance to your doorway in order to have a level landing (i.e. less than 2% slope in all directions). This criteria is found in the American Disability Act (ADA). If you want to upgrade your business entrance we will revise the project construction documents to reflect that upgrade.

Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

X I decline to upgrade my business entrance at my expense at this time.

           I want to upgrade my business entrance at my expense during the project.

Wallace S. Robinson  
Business Owner Signature

Wallace S. Robinson  
Printed Name of Business Owner

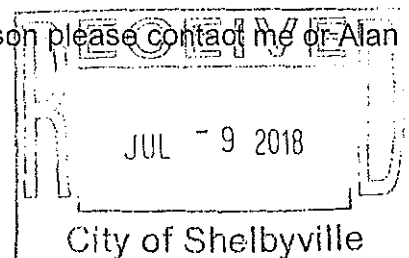
Written Response (optional): \_\_\_\_\_

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor

774-2721 Alan Spesard



CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: My Little Bird  
1403 E 1600 N Road  
Shelbyville, IL 62565

RE: 155 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) **must** contact each property owner and see if they want to upgrade during the project **at their expense**. It is important to document the contact and the property owner's responses.*

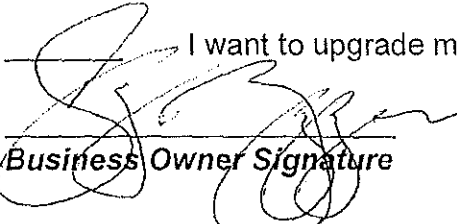
*While state and federal tax dollars should not be spent off right-of-way on private property, changes made by the project should not preclude the property owner from becoming compliant in the future.*

Upgrading would involve removing and replacing the existing concrete entrance to your doorway in order to have a level landing (i.e. less than 2% slope in all directions). This criteria is found in the American Disability Act (ADA). If you want to upgrade your business entrance we will revise the project construction documents to reflect that upgrade.

Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

X

I decline to upgrade my business entrance at my expense at this time.

  
Business Owner Signature

I want to upgrade my business entrance at my expense during the project.

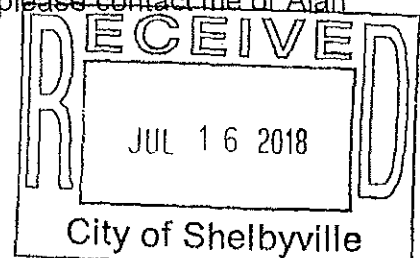
  
Printed Name of Business Owner

Written Response (optional): \_\_\_\_\_

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,



CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: Greater Area Shelbyville Chamber of Commerce  
143 E. Main St.  
Shelbyville, IL 62565

RE: 143 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) **must** contact each property owner and see if they want to upgrade during the project **at their expense**. It is important to document the contact and the property owner's responses.*

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Upgrading would involve removing and replacing the existing concrete entrance to your doorway in order to have a level landing (i.e. less than 2% slope in all directions). This criteria is found in the American Disability Act (ADA). If you want to upgrade your business entrance we will revise the project construction documents to reflect that upgrade.

Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

X I decline to upgrade my business entrance at my expense at this time.

         I want to upgrade my business entrance at my expense during the project.

*Jeff Johnson - Mayor*  
Business Owner Signature

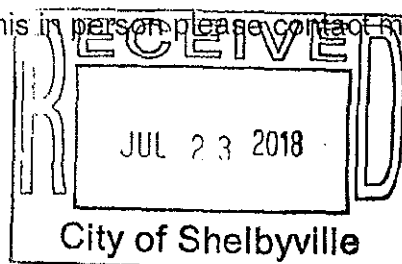
Greater Shelbyville Chamber of Commerce  
Printed Name of Business Owner

Written Response (optional): \_\_\_\_\_

If you need further information or would like to discuss this in person, please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor





CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: John Tynan  
511 N Broadway  
Shelbyville, IL 62565

RE: DJ's Custom Frame, 115 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) must contact each property owner and see if they want to upgrade during the project at their expense. It is important to document the contact and the property owner's responses.*

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Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

X

I decline to upgrade my business entrance at my expense at this time.

I want to upgrade my business entrance at my expense during the project.

John Tynan  
Business Owner Signature

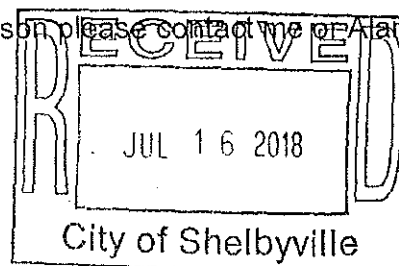
John J Tynan  
Printed Name of Business Owner

Written Response (optional): MY ENTRANCE IS Level with  
sidewalk.

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor



CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: Carol Kessler  
PO Box 321  
Shelbyville, IL 62565

RE: 144 E. Kirksey  
140-150 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

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Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:

☒ I decline to upgrade my business entrance at my expense at this time.

☐ I want to upgrade my business entrance at my expense during the project.

Carol Kessler  
Business Owner Signature

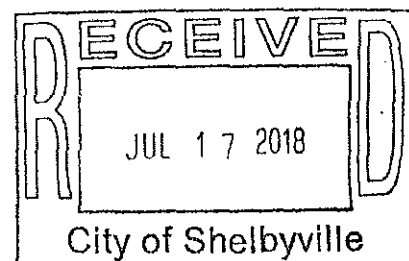
Carol Kessler  
Printed Name of Business Owner

Written Response (optional): There is already an incline into both  
140 & 144 E. Main businesses.

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor



CITY OF SHELBYVILLE  
170 E. Main Street  
Shelbyville, Illinois 62565  
217-774-5531

Date: July 2, 2018

To: Connie Nacke  
1129 Ginger Road  
Lake Ozark, MO 65049

RE: 132 E. Main St., Shelbyville, IL

We are planning on starting the construction of the Main Street Streetscape Project in the spring of 2019. This project will require the replacement of the sidewalk located in front of your business entrance.

We have recently been directed by the Illinois Department of Transportation the following:

*Where there are recessed entrances off the public right-of way, Local Public Agencies (i.e. the City) **must** contact each property owner and see if they want to upgrade during the project **at their expense**. It is important to document the contact and the property owner's responses.*

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**Please sign and return a copy of this letter BY JULY 27, 2018 and check the applicable response below:**

☒ I decline to upgrade my business entrance at my expense at this time.

☐ I want to upgrade my business entrance at my expense during the project.

**Business Owner Signature**

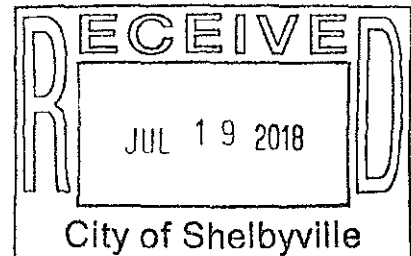
**Printed Name of Business Owner**

Written Response (optional): I Already have Handi Cap  
entrance to my store front.

If you need further information or would like to discuss this in person please contact me or Alan Spesard at 774-5531.

Sincerely,

Jeff Johnson,  
Mayor



## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:11 PM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Streetscape - IDOT

----- Original Message -----

**Subject:** Re: Streetscape - IDOT  
**Date:** 07/26/2018 11:23 AM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

see below in red.

alan

**From:** mayor@mycci.net  
**Sent:** Thursday, July 26, 2018 10:43 AM  
**To:** Shelby County Highway  
**Subject:** Re: Streetscape - IDOT

Hi Alan,

At least they know we will be in constant contact and still expect Jan bids.

1. Have they ID'd the buildings that will have ramps? And how those ramps will be placed? Yes, Upchurch have ID'd the entrances and detailed – They will be shown on their plans that I get next week. Some will have handrails.

2. I spoke with Dial again today. He has some back issues and asked that we postpone until next week. Did he say how much add'l expansion? Building expansion again? Or just adding employees into the existing infrastructure. My understanding is that the current building additions will accommodate 12 manufacture lines. The current expansion of 150 employees is for 5 manufacture lines. But I am not totally sure of that. He did not mention additional building additions so I am assuming its just adding employees.

Thanks,

Jeff

On 07/25/2018 04:06 PM, Shelby County Highway wrote:

That's great. I guess we need to trust her word since they won't respond to your letter.

1. Streetscape project: Talked to Upchurch today and they should have plans to me for review next week. I met with them earlier this week so I don't expect any surprises. So, should be able to submit to IDOT next week.

Also, Keith told me that Toby Lynch and Brick Holland may not want to reconstruct any of the building entrance landings. They are afraid of impacting the buildings that are in bad shape. I will keep you posted.

2. IHI Turbo Project: Talked to Tom Hampton (IHI Turbo) today. I explained the parking issues and lack of ROW along eastern boundary of Sylvester Drive. We went over some options -- reduce width of road and thus increase width of parking to allow head in parking; or have angle parking or parallel parking. There is no "great" solution.

He mentioned that he thought they were discussing expanding again already -- which means the need for even more parking.

He also had heard that Dial was remodeling the building south of their property and thus thought that acquiring the property would be even more difficult ???

3. Phase 8 bike Project: Meeting with Howell paving tomorrow to discuss drainage issues at North 3rd street and Morgan street.

Also, I think we have found a brick supplier and am waiting on price.

Also, the seeding company is meeting with Otto-Baum and we are waiting on what they are proposing to fix the grass/weeds along Morgan Street. They said they will redo it in September.

4. Phase 10 bike Engineering Selection: I should have a draft Quality Based Selection (QBS) procedure for your review next week. It will need to be approved by the council. You also will need to assign a selection committee. Hopefully we could send it to engineering firms next month ?? We should talk about this before it goes before the council ??

alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)

**Sent:** Wednesday, July 25, 2018 3:25 PM

**To:** [Shelbycohw](mailto:Shelbycohw@shelbycountyga.gov)

**Subject:** Streetscape - IDOT

Alan,

FYI. I spoke to Sherry today. She said she heard we had a good meeting the other day and that she thought things were still on track to put out for bid in Jan. I told her that was the goal and that Upchurch / you would have the PROWAG info in a couple weeks.

Jeff

## City Clerk

---

**From:** mayor@mycci.net  
**Sent:** Thursday, July 23, 2020 12:11 PM  
**To:** Cityclerk  
**Subject:** Fwd: Re: Streetscape - IDOT

----- Original Message -----

**Subject:** Re: Streetscape - IDOT  
**Date:** 07/25/2018 04:06 PM  
**From:** "Shelby County Highway" <shelbycohwy@consolidated.net>  
**To:** <mayor@mycci.net>

That's great. I guess we need to trust her word since they won't respond to your letter.

1. Streetscape project: Talked to Upchurch today and they should have plans to me for review next week. I met with them earlier this week so I don't expect any surprises. So, should be able to submit to IDOT next week.

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alan

**From:** [mayor@mycci.net](mailto:mayor@mycci.net)

**Sent:** Wednesday, July 25, 2018 3:25 PM

**To:** [Shelbychowhy](#)

**Subject:** Streetscape - IDOT

Alan,

FYI. I spoke to Sherry today. She said she heard we had a good meeting the other day and that she thought things were still on track to put out for bid in Jan. I told her that was the goal and that Upchurch / you would have the PROWAG info in a couple weeks.

Jeff



Verizon LTE

1:35 PM

77%



Alan

Kinney contractor. But  
you already signed. I  
didn't realize that. So I  
will mail to Idot today

Also have issue with  
door swing at hailmd.  
Will need to modify  
swing to match ramp

Monday, 12/28/16

Can you sign contract  
bond for south Morgan  
street storm sewer  
project? Tonight is fine

Sure

Delivered



Verizon 51%

1:21 PM

77%



Alert

Afternoon

Wed, Jan 15, 1:48 PM

I got contracts from  
Kinney contractor. But  
you already signed. I  
didn't realize that. So I  
will mail to idot today

Also have issue with  
door swing at hairmd.  
Will need to modify  
swing to match ramp

Monday, 1/13/17

Can you sign contract  
bond for south Morgan  
street storm sewer  
project? Tonight in firm

