

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Steve Smith
Mike Blaies
Mathew Trout
Dean Pruett
Elizabeth Niebruegge

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

December 16, 2013

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

NOTICE MEETING OF THE PUBLIC PROPERTY COMMITTEE (Streets/Municipal Center/Pool/Parks & Recreation) (Niebruegge/Smith/Pruett)

A Public Property Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, on **Wednesday, December 18, 2013 at 6:30 p.m.**

PUBLIC PROPERTY COMMITTEE MEETING AGENDA

SWIMMING POOL:

- A. Old Business
- B. New Business
 - 1. Lifeguard applications
 - 2. Smithton Athletic Association Request

- A. Old Business
 - 1. Approval of November 25, 2013 minutes
 - 2. Safe Routes to School
 - 3. MFT/Ditch on N. Main
 - 4. Drainage Problem Areas/Southgate Drive/Huelsman
 - 5. Shady Lane dispute
 - 6. Cemetery Road
 - 7. Street banners
 - 8. Purchase of vehicles
- B. New Business
 - 1. Dandy Mowing
 - 2. Street blockoff request
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Public Property Committee Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss potential litigation [5 ILCS, 120/2 - (c)(11)]; the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)]; personnel [5 ILCS, 120/2 - (c) (1)]; or real estate transactions [5 ILCS, 120/2-(c)(5)].

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Public Property Committee Meeting
Streets/Municipal Center/Pool/Parks & Recreation
(Niebruegge/Smith/Pruett)
Wednesday, December 18, 2013 at 6:30 p.m.

The meeting of the Public Property Committee was called to order at 6:30 p.m. on Wednesday, December 18, 2013, in the Municipal Center. Those in attendance were Chairperson Elizabeth Niebruegge, Trustee Steve Smith, Trustee Dean Pruett, Mayor Seth Speiser, Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guests present: Scott Schulz and Darren Pierce.

POOL: A. OLD BUSINESS:

1. Pool: John stated the Mark Davinroy issue over the additional \$6,000 is done.

B. NEW BUSINESS:

1. Lifeguard applications: Julie advised the committee we have received applications from 3 new students wanting to be lifeguards. Scott said we had 13 guards last year with one not returning this season so this would give us 15. Julie said we will need more lifeguards soon as our current guards have been here for a while. This will ensure we have enough guards when some are out on vacation. Both Scott and Darren felt very comfortable with the prospective new hires.

Trustee Dean Pruett motioned to hire Emily Dircks, Erica Wangelin and Natalie Huskey as lifeguards for the 2014 pool season contingent upon them receiving their lifeguard certification and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

2. Smithton Athletic Association Request: *Trustee Steve Smith motioned to donate one 10-day pass for the Smithton Athletic Association's annual Trivia and Silent Auction and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.*

Trustee Smith asked if we track the number of times a donated 10-day pass is used and Scott said no. Darren suggested writing the number of the pass used on the daily record sheet. The committee discussed Scott's suggestion of changing the operating hours of the pool from 12-8 to 11-7. This way we could have the pool parties from 7-9 instead of 8-10 and possibly increase the number of parties by doing that. He said there are always kids waiting to get into the pool and usually only a small amount of swimmers in the evening. John said he would

Street Committee Meeting Minutes
Wednesday, December 18, 2013

Page 1 of 3

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

like to see the pool cleaned in the morning before swim team. Right now, Scott said we clean the pool every other day. The committee also discussed changing the swim lessons from the morning to the evening and possibly on Saturday's. The committee agreed to the changes and we will see how the season goes. Julie said we will get the changes up on the website as well as in the paper and posted at the pool and Village Hall. We have time to work on that. We will address salaries at the next meeting and hiring of the returning managers and lifeguards. Trustee Niebruegge stated we are going to hold a meeting between herself, John and the managers to go over everything before the pool season starts.

STREETS: A. OLD BUSINESS:

1. Approval of November 25, 2013 minutes: Trustee Steve Smith motioned to approve the November 25, 2013 minutes and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.
2. Safe Routes to School: We have a reimbursement request from TWM for the Main St. project. Julie said she and Tony are working with TWM since Julie's totals for the engineering costs do not equal TWM's. All of the invoices she has submitted to IDOT have been reimbursed by them.

Trustee Steve Smith motioned to recommend to the full Board we pay TWM's Invoice #50607 in the amount of \$1,470.87 for the SFTS project and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

John brought up IDOT's preliminary review dated November 26th for the Adele Street project. There are several items that need to be addressed. Under Sheets 2-4, #4 add pay item locating underground utilities: John stated we will monitor this and stay on them with respect to what needs to be located; #5 traffic signs: these are all state signs and not our responsibility; #9 Storm sewer schedule requiring 15" sewers: we will incur additional costs of approximately \$3 - \$4/ft. and there is no way to get around this; Sheets 5-17, #1: same as #9 above; #5 Connection of private downspout: The state won't allow the connection of a private downspout into the sewer and John said there isn't a lot we can do about that. John also said Rhutasel did a very good job of flaring out the driveways but IDOT wants them straight at the property line.

John said the project should go out for bid in March. He also said Rhutasel is doing a really good job on it.

3. MFT/Ditch on N. Main: John is working on getting this out for bid.
4. Drainage Problem Areas/Southgate Drive/Huelsman: John said we will have both of these projects in next year's budget.
5. Shady Lane Dispute: John said once this is finalized we need to advise the homeowners the road is ours and we will maintain it. Also, the trees in the cemetery that need to be taken down are too high, and he would like to go out for bid on that.

6. Cemetery Road: John talked to Dale Recker about this, and he said Dale would be very happy to take over Cemetery Road. Dale will talk to his contact at the County.
7. Street banners: Julie talked to Display Sales and they discourage buying the banners and ad banners at separate times. They do not believe the cost of the banners will go up very much since there was a price increase this year. Elizabeth thought Sheila was going to take this over but doesn't think anyone has talked to her. John would like to see the Christmas decorations replaced.
8. Purchase of vehicles: John said this is on hold until next year.

B. NEW BUSINESS:

1. Dandy Mowing: Dandy submitted their proposal for fertilizer and weed control treatment of Village Hall at a cost of \$899.94 for 7 treatments. The committee discussed this and John said he would rather have our guys do this and save this money for pest control. The committee agreed.

Trustee Steve Smith motioned to recommend to the full Board we pay IDOT's invoice #106338 in the amount of \$6,968.82 and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

2. Street blockoff request: Ron Phillips will be holding an auction on January 18, 2014 and would like the area blocked off. The committee was fine with the request as long as only the alley was blocked off.

Trustee Dean Pruett motioned to approve Ron Phillip's request to block off the alley behind 307 N. State Street from 7:00 a.m. until 4:00 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Dean Pruett motioned to adjourn the meeting at 7:14 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager



Smithton Athletic Association



Little League Recreational Baseball & Softball

We are writing you on behalf of the Smithton Athletic Association (S.A.A.). Our group is made up of hard working volunteers who dedicate their time and talents to helping youth in our community learn the game of baseball and softball. We are a recreational league where all children are welcome to play.

Our primary fund raising event is the annual S.A.A. Trivia and Silent Auction. Trivia will be held on Saturday, January 18, 2014 at 7:00pm. The funds raised by this single event account for 50% of our operating budget.

We need your help in the way of merchandise and/or service donations which we can offer as attendance prizes or items to be auctioned at our silent auction. Past contributions have included tickets to sporting events, movies, musicals, clothing, gift certificates and general products.

To make a donation, please contact Jennifer Davis at (618) 779-3014 or at jsweet4@yahoo.com . For your convenience, we will be happy to pick up your donation at your place of business. However, if you wish, you can mail your donation to:

Jennifer Davis
Att: S.A.A.
4839 Ledgestone Dr.
Smithton, IL 62285

Acknowledgement of your kind and generous support will be published and displayed along with your donated item at the Silent Auction. Both Smithton residents and visitors from other communities will see your business as a S.A.A. supporter.

Thank you for your consideration and we hope to hear from you!

Sincerely,
The S.A.A. board

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DEC 02 2013

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Public Property Committee Meeting
Streets/Municipal Center/Pool/Parks & Recreation
(Niebruegge/Smith/Pruett)
Monday, November 25, 2013 at 6:30 p.m.

The meeting of the Public Property Committee was called to order at 6:30 p.m. on Monday, November 25, 2013, in the Municipal Center. Those in attendance were Chairperson Elizabeth Niebruegge, Trustee Steve Smith, Trustee Dean Pruett, Mayor Seth Speiser, Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson.

POOL: A. OLD BUSINESS:

1. Pool: John stated we paid Mark Davinroy the \$10,000 and he came back stating we owed an additional \$6,000. Tony confirmed that was the money we paid to the Court for the Natarre lien. Therefore, no additional monies are owed to Mark Davinroy.

B. NEW BUSINESS:

1. St. John the Baptist Request: We received the annual request for a 10-day pool pass donation for the 15th Annual Dinner Auction on February 1, 2014.

Trustee Steve Smith motioned to approve donating one 10-day pool pass to the St. John the Baptist 15th Annual Dinner Auction on February 1, 2014 and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

STREETS: A. OLD BUSINESS:

1. Approval of October 16, 2013 minutes: Trustee Steve Smith motioned to approve the October 16, 2013 minutes and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.
2. Safe Routes to School: We have two reimbursement requests.

Trustee Steve Smith motioned to recommend to the full Board we pay Rhutasel & Associates' Invoice #9 in the amount of \$1,074.99 for the SFTS project and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board we pay TWM's Invoice #50456 in the amount of \$1,851.84 for the SFTS project and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

John advised the committee he thought we had a major leak under the box culvert by Kaesberg. He contacted TWM who had H&M Backhoe come out. They found out it is not leaking on the 12" line to SAVE but did find water was running in the old 4" abandoned main under the highway. John just doesn't know quite where it's coming from. IDOT did agree to pay for the work H&M did. It was agreed it happened since the project began. He will have IRWA come out with a leak detector because he does not want to tear up the road.

Steve stated he, John and Tony met with Rhutasel to start working on the next Safe Routes to School project. The application will be submitted in January.

3. MFT/Ditch on N. Main: John will try to get this out for bid next week.
4. Drainage Problem Areas/Southgate Drive/Saxony Lane/Huelsman/Deerfield Court: John said we can take Deerfield Court and Saxony Lane off the list. He said we have \$50,000 in ditching and culvert work in the 3- to 5-year plan.
5. Shady Lane Dispute: Nothing new.
6. Cemetery Road: Nothing new.
7. Street banners: The committee discussed ordering the banners. Julie said we only received 10 orders for ad banners. We will talk to Sheila about making this a fundraiser for the memorial at the park to see if we can get more interest in the ad banners. Julie will check to see if we can get the pricing on the banners held for a couple more months.
8. Village Hall Roof Replacement: The roof is on and the item can be taken off the agenda.
9. Purchase of vehicles: We are looking to purchase a midsize truck but they are not on the market yet. We are also looking for two smaller trucks.

B. NEW BUSINESS:

1. IDOT Request for Payment of \$6,968.82: This is an invoice from IDOT for the remainder of the work that was done when they widened Rt. 13/15 through town. Both Tony and Julie tried to obtain additional time to pay, but IDOT stated we have 90 days. We have no choice but to pay the invoice.

Trustee Steve Smith motioned to recommend to the full Board we pay IDOT's invoice #106338 in the amount of \$6,968.82 and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

2. Complete Streets: Tony stated this is in conjunction with the Get Up & Go program. This program will help us in obtaining grants. This program identifies trails or bike paths to get people in town moving and locates the best places for them to go. It would cost the Village \$5,000 and IDOT would contribute 75% of the cost. A typical cost for a Complete Streets plan is \$20,000. Our contribution will not be more than \$5,000. It also would not impact our budget

until next year. Elizabeth stated a lot of groups talked about this opportunity at the Get Up & Go Summit.

Trustee Steve Smith motioned to recommend to the full Board we apply for a Complete Streets Plan through Heartlands Conservancy at a cost not to exceed \$5,000 from the FY2015 budget and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried.

Steve said there is a big bump by the firehouse on Main Street. John said the township just purchased a machine that will grind down high spots and would like to wait and use that.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Dean Pruett motioned to adjourn the meeting at 7:05 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

Invoice

Thouvenot, Wade, & Moerchen Inc.
Exceptional Service.
Nothing Less.



Tony Funderburg
Village of Freeburg
14 Southgate Center
Freeburg, IL 62243

November 25, 2013
Project No: T25100115A
Invoice No: 50607

Project T25100115A Freeburg - Safe Routes To School Grant

- For professional services rendered including:
- IDOT paperwork
- Project file review
- Force account

Consulting Services from October 24, 2013 to November 15, 2013

Professional Personnel

	Hours			Amount
Project Engineer I	13.00			
Technician IV	.50			
Mgr Constr Engr Serv	2.00			
Junior Technician	2.00			
Totals	17.50			
	2.622 times	489.93		1,284.60
	1.145 times	1,284.60		1,470.87
Total Labor				1,470.87
			Total this Invoice	\$1,470.87

Billings to Date

	Current	Prior	Total
Labor	1,470.87	42,164.89	43,635.76
Consultant	0.00	3,975.75	3,975.75
Totals	1,470.87	46,140.64	47,611.51

RECEIVED

DEC 02 2013

Please Remit Payment to: Thouvenot, Wade, and Moerchen Inc.- 4940 Old Collinsville Road - Swansea IL 62226
Customer agrees to pay service charge of 1 1/2% (18% annual) against accounts more than 30 days past due.
Please return a copy of this invoice with payment.

Telephone 618.624.4488

Fax 618.624.6688



Illinois Department of Transportation

Division of Highways / District 8
1102 Eastport Plaza Drive / Collinsville, Illinois / 62234-6198

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DEC 06 2013

November 26, 2013

SAFE ROUTES TO SCHOOL FUNDS
City of Freeburg
Section 12-00024-00-SW
Urbana Drive Sidewalk Improvements

COPY

Mr. Anthony Schenk, P.E.
Rhutasel and Associates, Inc.
4 Industrial Drive
Freeburg, IL 62243

Dear Mr. Schenk:

The pre-final plans, proposals and estimates for the above subject project have been reviewed by this office. The following is a list of comments and/or corrections that need to be addressed prior to the final plan approval.

Cover Sheet

- 1 Add Contract No. 97545 to upper right corner this sheet and all subsequent sheets.
- 2 Mayor Seth Speiser to date and sign final submission.
- 3 Mr. Schenk to seal, date and sign final submission.
- 4 Add "FAU 9369" as noted in green.
- 5 Revise the Project Number to SRTS-4009(150).
- 6 Job Number is C-98-343-12.
- 7 Add Functional Classification: Urban Arterial, ADT on Urbana Drive 5,000, ADT on State Street 13,775 and Design Speed of 35 MPH.

Sheets 2-4, General Notes, Summary of Quantities, Typical Sections and Schedules

- 1 Consider joining General Notes #7 and #12 or deleting #7, letting the more comprehensive #12 service this situation.
- 2 GN #17 has new wooden posts for relocated mailboxes included in the cost of Contract. Please use pay item MAILBOX POST (#XX206400, Each). This will require a Special Provision, which could be a refinement of this GN. Will the new wood posts satisfy both structural and aesthetic conditions (any existing metal or decorative posts)?
- 3 The submitted Highway Standards are current to 2014 extensions:
 - A. Is #701801-05 needed for Sidewalk Construction?
 - B. Add #780001-04 for Pavement Markings.
- 4 Add Pay Item LOCATING UNDERGROUND UTILITIES (#X0327235, Foot) as this is required on State ROW. This will also need a Special Provision, a copy of which is attached.
- 5 Are there existing traffic signs that need upgrading? If so, can this project include an improvement to signs?
- 6 Though the focus of this project is Sidewalks, is there a possibility that during construction existing edge lines may be damaged? If so, add pay item for Thermoplastic 4".
- 7 Revisions to the Summary of Quantities must be matched in Plans, Estimates and Specifications.

- 8 On sheet 3 all "Existing HMA Pavement" needs a depth added as noted in green.
- 9 On sheet 4, Storm Sewer Schedule, the installation of 12" Storm Sewers is not permitted on State ROW. These can be assigned as permitted 15" Storm Sewers. This will cause revision to Summary of Quantities and Plans sheets.

Sheets 5-17, Plan & Profile, Sewer Profiles, Details and Cross Sections

- 1 On sheets 5 – 7, as noted above, the 12" Storm Sewers must meet minimum of 15", and are highlighted on each sheet.
- 2 On sheets 5 – 7, delete the extension of "-07" from the Standard 424001; the listed standards with extensions on Cover Sheet is sufficient.
- 3 On sheet 5 align the stationing of plan with the stationing of the profile.
- 4 On sheets 6 & 7 the entrances are proposed with stub aprons. State policy permits flares or tapers onto State routes. Please redesign eliminating the stubs.
- 5 On sheet 6:
 - A. The State will not permit the connection of a private downspout into the proposed Storm Sewer at Sta. 19+35. Please revise accordingly. This will also cause a change in the Entrance Detail on sheet 10;
 - B. With the revision to flares or tapers, the western edge for the Entrance at Sta. 18+34 should be outside the radius return for Elizabeth Street;
 - C. Revise the flare or taper for the Entrance at Sta. 18+91 so that the eastern edge does not cross an extension of the property line. This may also impact the location of the flare or taper on the western edge;
 - D. On the assumption of revised Entrance Details, will the design of the two Entrances at Sta. 18+91 and Sta. 19+07.50 be included in revision or will these two Entrances require a separate Detail?
- 6 On sheet 7:
 - A. The K-Value of 185 is above the maximum value of 167 on curbed streets. Please review the calculations and if no change, please submit a Design Variance Request;
 - B. The connection to the Box Culvert at Sta. 25+75 should be via a Manhole per State policy; Pipes into the side of a Box Culvert is no longer permitted.
- 7 On sheet 10 the eastern radius of Adele Street is listed as 67.45'. On Plan & Profile Sheet 7 this length is 60'. Please resolve difference.
- 8 On sheet 11:
 - A. Revise the PE Detail "A" for flares or tapers, not stubs;
 - B. Section A-A has Driveway Pavement with a 2.0% slope. The Proposed Typical Section has this slope at 1.5%. Should these be the same slope?
 - C. Section B-B isolates just the Entrance portion, while the area encased in the Detail includes the proposed Sidewalk. Please review Section B-B.
 - D. Revise the title for "Inlets, Special, No. 1-3x3" to match the Pay Item title of Inlets, Special for consistency.
- 9 On sheet 12:
 - A. Revise the Note to Downspout Connection so that the pay item of Downspout Connection includes miscellaneous materials, consequently matching the Special Provision for Downspout Connection;
 - B. Is an individual Side Road Detail needed for Adele, as it has only has one radius with proposed Curb & Gutter?
- 10 On sheets 15 and 16 as highlighted in green, the stationing for Entrances does not match the stationing on the Plan & Profile sheets. Please review.

Estimates

- 1 On the Estimate of Time revise the Project Number to SRTS-4009(150).

Specifications & Special Provisions (SP)

- 1 Update the Index for Supplemental Specifications, Check Sheet for Recurring Special Provisions and Check Sheet for Local Roads Recurring Special Provisions to January 1, 2014 editions.
- 2 Check Box LRS 2 (Furnished Excavation) as conditions apply.
- 3 Update to the Jan-Mar 2014 BDE Check Sheet, copy attached:
 - A. Check Box 19 (Construction etc.) as it is updated for 01/01/2014;
 - B. Check Box 37 (Payrolls etc.) newly required;
 - C. Check Box 41 (Progress Payments) newly required;
 - D. Insert/delete copies of BDE Special Provisions to match Check Sheet. Some 2013 SP are now included as Supplemental Specifications;
 - E. The Department will calculate the percentage for DBE participation (Box 20).
- 4 On page 5 of the Project Specific Special Provisions, Ameren shows Gas/Electric, while the Plan Cover Sheet has Ameren with Gas only. Also Village of Freeburg shows Water/Sewer, while the Plan Cover Sheet has the Village with Electric/Water/Sewer. Please review for correct utility service.
- 5 Also on page 5 under Staging, there is a call for "7 days at a time". Would it be more accurate to be described as 7 consecutive days?
- 6 On page 6 under Traffic Control Plan:
 - A. As noted earlier, should 701801 be included as a referenced Standard?
 - B. Delete "Construction and Maintenance Signs" as this SP is not found nor appropriate;
 - C. Delete "Traffic Control and Deficiency Deduction" as this is no longer a BDE SP, but is now included as a Supplemental Specification.

When submitting final plans, please return the marked up set of plans and proposal and a copy of this comments letter; on it indicate how all items listed have been addressed.

At the time of final plan submittal, this office will need three (3) sets of plan prints, all with original signatures on the cover sheets. Also submit four (4) sets of all paperwork including four copies of estimates with unit pricing and extensions and four copies without unit pricing.

If you have any questions concerning these comments, please contact Mr. Jon Schaller at 618/346-3334 or Mr. Tom Fields at 618/346-3338.

Sincerely,

Jeffrey L. Keirn, P.E.
Deputy Director of Highways,
Region Five Engineer



Lora S. Rensing, P.E.
District Engineer of
Local Roads and Streets

TDF:112613
Attachments

cc: Mr. Tony Funderburg, Freeburg Village Administrator (letter only)