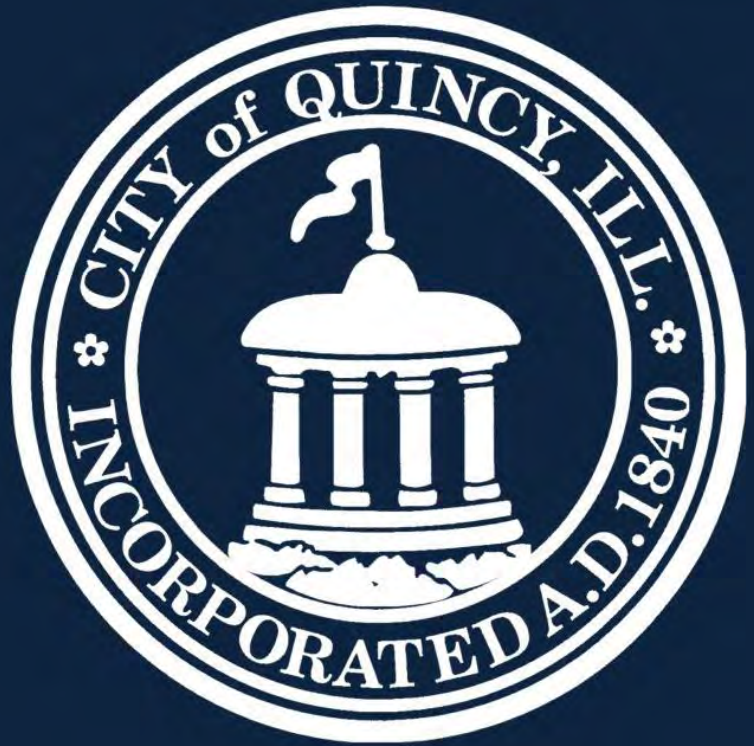


# Council Meeting for January 19, 2021



## **ATTENTION**

Due to the closure of City Hall to the general public, the city is working on a solution that will allow live broadcasting of City Council meetings to our residents. Starting Monday, August 31<sup>st</sup> go to the city's **Facebook** page to watch the city council meeting at <https://www.facebook.com/QuincyILGovernment> The City Council meeting rebroadcast is also available on the city's website, Adams channel 19 or Comcast channel 15 within 24 hours of the meeting.

## **Requests to Speak**

In lieu of a Request to Speak, any comments regarding a city council agenda item will need to be sent as an email with contact information to [cityclerk@quincyil.gov](mailto:cityclerk@quincyil.gov) by 11:00 a.m. the Friday before the meeting. The City Clerk's Office will make sure that the comment is read in **summary** and a full copy of the comment is provided to the city council in advance.

## **CITY COUNCIL AGENDA**

**January 19, 2021**

**Final Agenda**

**7:00 P.M.**

**Note: All items presented are subject to final action.**

## **VACCINATION UPDATE**

### **SALES TAX**

October 2020 - \$901,908.61

### **HOME RULE SALES TAX**

October 2020 - \$821,374.12

## **RESOLUTIONS**

Resolution Authorizing Professional Services Agreement With PGVA Planners To Develop A Mid-Town Business Development District and Amend The Enterprise Zone Boundary.

## **ORDINANCES**

### **Adoption of an Ordinance entitled:**

**Ward 2** An Ordinance Vacating An Alley. (East/west alley bounded by Cherry, Chestnut, North 5<sup>th</sup> and North 6<sup>th</sup>.)

### **Second presentation of an Ordinance entitled:**

**Ward 4** And Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Replace "Yield" signs with "Stop" signs at the intersection of 20<sup>th</sup> & Jersey, traffic on Jersey will stop for traffic on S. 20<sup>th</sup>.)

**Ward 7** And Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Replace "Yield" signs with "Stop" signs at the intersection of 13<sup>th</sup> and Ohio, traffic on S. 13<sup>th</sup> stopping for traffic on Ohio St.)

**Ward 2** And Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Add: "4-Way Stop" at intersection of 7<sup>th</sup> & Lind.)

## **REPORT OF FINANCE COMMITTEE**

# CITY OF QUINCY

## DEPARTMENT OF PLANNING & DEVELOPMENT

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288



### MEMORANDUM

TO: Mayor Moore and City Council  
FROM: Chuck Bevelheimer  
DATE: January 11, 2021  
SUBJECT: Mid Town Business Development District

At the request of Cullinan Properties, the city sought Requests for Proposals to develop a Business Development District (BDD) that encompasses Quincy Mall properties as well as several adjacent properties. The city has discussed the incentives associated with a BDD with the owners/representatives of the former Shopko, Kmart, and Sears (Marx Properties) locations. Attached is a summary of the proposed Mid-Town BDD.

The one response to the RFP came from PGVA Planners (St. Louis). The company says it will provide the following services as part of the attached agreement for services:

- Develop Business District map and determine eligibility for inclusion
- Evaluate conditions of buildings/properties in proposed District, identify potential “Blighted Areas” and document findings as defined by the Business District Law
- Develop Business District Plan and submit draft to City for review
- Prepare documents and schedule public hearing required prior to approval of BD
- Provide guidance for filing with Illinois Department of Revenue

In addition, PGVA will help the city amend its Enterprise Zone (EZ) to permit only the EZ sales tax exemption incentive for building materials associated with redevelopment projects within the Business District. PGVA’s EZ services include working with city staff to prepare the EZ amendment application and providing templates for amending the EZ ordinances, intergovernmental agreements and resolutions. PGVA will attend public meetings/hearings and submit the application for the EZ amendment to DCEO.

The city will pay the \$25,000 fee to PGVA Planners from the City Economic Development Loan Program (Fund 702). The money will be refunded when the new 1.0% retail sales tax in the BDD begins generating revenue.

Attached is a resolution to contract with PGVA to develop the Business Development District for Quincy Mall and adjacent properties as well as to amend the EZ boundary to permit the utilization of the sales tax exemption incentive.

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH  
PGVA PLANNERS TO DEVELOP A MID-TOWN BUSINESS DEVELOPMENT  
DISTRICT AND AMEND THE ENTERPRISE ZONE BOUNDARY**

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents, neighborhoods and commercial businesses area; and

WHEREAS, the City wishes to establish a Business Development District pursuant to the Business Development District and Redevelopment Act (65ILCS 5/11-74.3-1) in order to attract new retail businesses to the city, provide for the retention and expansion of existing retail businesses located in the city and make public infrastructure improvements to support of such businesses; and

WHEREAS, the City desires to engage the professional services of PGVA Planners to provide administrative and technical assistance to the City in establishing the Mid-Town Business Development District and amending the Quincy/Adams County Enterprise Zone boundary; and

WHEREAS, PGVA Planners fee for providing this professional services is \$25,000.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the Mayor and City Clerk on behalf of the City Council execute an Economic Development Service Agreement with PGVA Planners.
- 2) that the fee the City is authorized to pay PGVA Planners for the Economic Development Services an amount of \$25,000.

This Resolution shall be in full force and effect from and after its passage, as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

## City of Quincy BUSINESS DEVELOPMENT DISTRICT (BDD)

A BDD is a special financing program created by a municipality to encourage the development of new businesses on vacant properties or on existing properties within targeted geographical areas of the community. New business development at these targeted locations would increase employment opportunities, boost sales and property tax revenue for the municipality and other taxing bodies, and provide additional local services and amenities for residents and visitors from throughout the region.

The BDD would be able to impose and collect an additional retail sales tax of 1.0% and an additional hotel/motel tax of 1.0% to invest in public infrastructure or private development projects that would benefit the BDD and the municipality.

Municipalities generally have the same opportunities for improvements within the BDD as they do within a TIF district, including but not limited to:

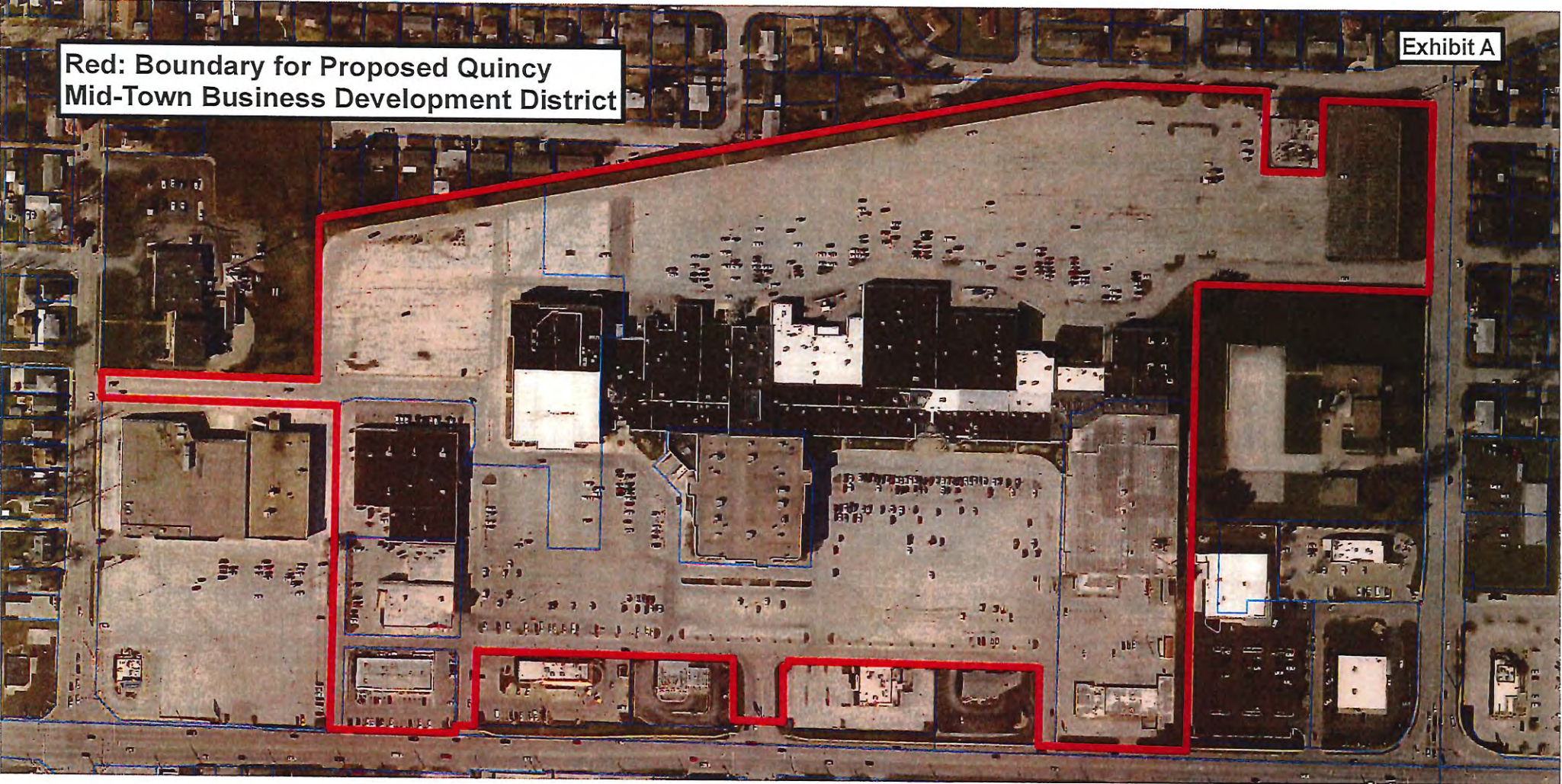
- Installing, repairing, constructing, reconstructing or relocating public streets, public utilities, and other public site improvements;
- Constructing public improvements, including but not limited to buildings, structures, works, utilities or fixtures;
- Renovating, rehabilitating, reconstructing, relocating, repairing or remodeling any existing buildings, structures, works, utilities, or fixtures;
- Acquiring, managing, conveying or otherwise disposing of real and personal property for the purposes of a development or redevelopment plan;
- Clearing any area within a business district by demolition or removal of any existing buildings, structures, fixtures, utilities, or improvements and to clear and grade land.

A BDD generally has the same “eligible project costs” as a TIF district, including, but not limited to: plans and studies, land acquisition, site preparation, public infrastructure, renovations to existing buildings, and relocation costs. Funds generated by a BDD can also be used to pay for new construction.

The establishment of a BDD is less complicated than the establishment of a TIF district because a BDD does not affect the collection or distribution of real estate taxes to local governing bodies. Instead, the BDD generates increased retail sales tax and/or hotel/motel tax revenue from commercial/retail development occurring within the boundaries of the BDD.

A BDD (like a TIF district) must be a contiguous boundary. The municipality must prepare a BDD Redevelopment Plan and hold a public hearing prior to approval by a simple majority of the city council. The BDD can usually be established within 60-90 days and it cannot be in effect for more than 23 years.

Red: Boundary for Proposed Quincy  
Mid-Town Business Development District



## ORDINANCE NO.

### AN ORDINANCE VACATING AN ALLEY

WHEREAS, the City Council of the City of Quincy has determined that the public interest will be served by vacating an alley located within the jurisdiction of the City of Quincy.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS, as follows:**

**SECTION 1. VACATION:** That the following alley as described below is hereby vacated:

The eastern 40-feet of an east-west public alley located in the city block bounded by Cherry, Chestnut, North 5<sup>th</sup> & North 6<sup>th</sup> Street, situated in the City of Quincy, the County of Adams and the State of Illinois.

**SECTION 2. MAINTENANCE:** That the City of Quincy, Adams County, Illinois, be and is hereby relieved of any and all further duties and requirements in keeping and maintaining said former alley.

**SECTION 3. RESERVATION:** Notwithstanding this vacation, the City of Quincy, hereby reserves to itself or to the appropriate public or private utilities owning or having located any public or private service facilities in such alley, and its or the franchises, successors, or assigns a permanent easement or right of way for the location, maintenance, renewal, reconstruction or replacement of any and all such public or private service facilities, including, but not necessarily limited to, water, sewer, telephone, gas, electric or cablevision facilities and appurtenances, together with all necessary free rights of ingress or egress are necessary for the location, maintenance, renewal, reconstruction or replacement of such public or private service utilities. The reservation and rights shall be without liability or obligation to pay for any damage now or hereafter occasioned to person, property or otherwise by the location, maintenance, renewal, reconstruction or replacement of any such public facilities, including but not limited to, damage to improvements of any kind located on the areas vacated, to the surface, fencing or landscaping.

**SECTION 4. VESTING OF TITLE:** Title shall vest as provided in 65 ILCS 5/11-91-2. The city of Quincy shall retain ownership and maintenance responsibilities of the eastern 40' of the above described alley.

**SECTION 5. REPEAL:** All ordinances and parts of ordinances in conflict with the provisions of this Ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

**SECTION 6. EFFECTIVE DATE:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED:

CITY CLERK

APPROVED:

MAYOR

Officially published in pamphlet form this       day of       , 2021.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)  
OF CHAPTER 81 (TRAFFIC SCHEDULES) OF THE  
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section TITLE VII, Chapter 81, Schedule IV, of the Municipal Code of the City of Quincy of 2015 be and hereby is amended adding thereto, the following:

Replace "Yield" signs with "Stop" signs at the intersection of 20th & Jersey. Traffic on Jersey Street will stop for traffic on South 20th Street.

Section 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance shall be and the same are, to the extent of such conflict, hereby repealed.

Section 3. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Officially published in pamphlet form this \_\_\_\_\_ day of

\_\_\_\_\_, 2021.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)  
OF CHAPTER 81 (TRAFFIC SCHEDULES) OF THE  
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN  
ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section TITLE VII, Chapter 81, Schedule IV,  
of the Municipal Code of the City of Quincy of 2015 be and hereby  
is amended adding thereto, the following:

Replace "Yield" signs with "Stop" signs at the  
intersection of 13th and Ohio. Traffic on South 13th will  
stop for traffic on Ohio Street.

Section 2. All ordinances and parts of ordinances in  
conflict with the provisions of this ordinance shall be and  
the same are, to the extent of such conflict, hereby  
repealed.

Section 3. This Ordinance shall be in full force and effect  
from and after its passage, approval and publication as  
provided by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Officially published in pamphlet form this \_\_\_\_\_ day of

\_\_\_\_\_, 2021.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE VII (TRAFFIC CODE)  
OF CHAPTER 81 (TRAFFIC SCHEDULES) OF THE  
MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN  
ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section TITLE VII, Chapter 81, Schedule IV  
(A), of the Municipal Code of the City of Quincy of 2015 be and  
hereby is amended by adding thereto, the following:

<u>Streets - Stop</u>	<u>Intersection</u>
7th Street	Lind
Lind	7th Street

(4-Way Stop to be installed)

Section 2. All ordinances and parts of ordinances in  
conflict with the provisions of this ordinance shall be and  
the same are, to the extent of such conflict, hereby  
repealed.

Section 3. This Ordinance shall be in full force and effect  
from and after its passage, approval and publication as provided  
by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Officially published in pamphlet form this \_\_\_\_\_ day of  
\_\_\_\_\_, 2021.

# THE CITY COUNCIL

## OFFICIAL PROCEEDINGS

### REGULAR MEETING

Quincy, Illinois, January 11, 2021

Due to COVID-19, President Donald Trump declared a national emergency on March 13, 2020, and Governor Pritzker issued an Executive Order on March 20, 2020.

Mayor Kyle A. Moore announced that City Council meetings will be closed to the public starting August 10, 2020.

The regular meeting of the City Council was held this day at 7:00 p.m. with Mayor Kyle A. Moore being absent the meeting was called to order by the City Clerk.

#### ALD. REIN ELECTED TEMPORARY CHAIRMAN

Ald. Entrup nominated Ald. Rein for Temporary Chairman.

There being no further nominations, Ald. Bauer moved the nominations be closed. Motion carried.

Ald. Entrup moved Ald. Rein be declared elected Temporary Chairman. Motion carried.

Ald. Rein took the chair and presided over the meeting.

The following members were physically present:

Ald. McKiernan, Entrup, Bergman, Bauer, Finney, Rein, Mast, Reis, Awerkamp, Uzelac, Holtschlag. 11.

Virtual: Ald. Holbrook, Farha, Sassen. 3.

The minutes of the regular meeting of the City Council held January 4, 2020, and the Town Business minutes of December 14th were approved, as printed, on a motion of Ald. Entrup. Motion carried.

Legal: Corporation Counsel Lonnie Dunn.

Ald. Bauer moved the City Council sit as a Town Board. Motion carried.

#### TOWN BUSINESS

The City Clerk presented and read the following:

##### Registered Requests to Speak

No one registered to speak.

#### Report Of The Quincy Township Supervisor For General Assistance For The Month Of December, 2020.

##### DISBURSEMENTS

Relief orders were issued  
to 13 cases containing 24  
individuals at an average  
grant per case of \$354.47                      \$ 4,608.15

##### CASH ACCOUNT

Balance December 1, 2020		
GA Checking	\$ 892.20	
GA Money Market	122,478.36	
Interest	<u>14.97</u>	
Total	\$ 123,385.53	
Obligations paid during the month	\$ 4,783.25	
Balance December 31, 2020		\$118,602.28

Cindy Brink  
Supervisor Quincy Township

We the undersigned auditing committee to which were referred the above bills respectfully report it has examined same and recommend their payment.

Dave Bauer, Chairman  
Jeff Bergman  
Ben Uzelac

Ald. Bauer, seconded by Ald. Uzelac, moved the report be received and vouchers be issued for the payment of disbursements and administrative bills for the various amounts, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

**Report of the Town of Quincy Auditing Committee  
Bill Payments for All Vendors  
January 2021**

<u>Vendor</u>	<u>Amount</u>
Adams	385.38
Alarm Systems	47.50
Ameren Illinois	359.02
Appraisers Laser.com	844.00
Chris Stegner	45.00
City of Quincy Self Insurance	36.54
Digital Copy Systems	33.95
Illinois School Supply	114.73
Marco Assessor	41.50
O'Donnell's	56.00
Total	<u>\$1,963.62</u>

Committee:  
Dave Bauer  
Jeff Bergman  
Ben Uzelac

Ald. Bauer seconded by Ald. Uzelac, moved the reports be received and vouchers be issued for the various amounts and on the roll call each of the 14 Aldermen voted yea. Motion carried.

The meeting resumed its sitting as a City Council on motion of Ald. Bauer.

**PETITIONS**

By Adam Bowles requesting consideration for multiple zoning changes for multiple properties at or near 4625 Broadway to allow for consistent zoning in order to construct an addition to the distribution center of the north side of the building at 4625 Broadway.

Ald. Finney moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

By Adam Bowles requesting consideration for a special permit for planned development to develop an area for storm water detention for a proposed addition to the property at 4625 Broadway, currently zoned NR1.

Ald. Finney moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

By Stephen Mock, on behalf of Michael & Nancy Bernhardt, for approval of a subdivision (dividing one lot into three) for property commonly known as 3209 North 5th Street under the small tracts provision of the subdivision ordinance, zoned RU1.

Ald. Entrup moved the petition be received and referred to the Plan Commission for study and to report back. Motion carried.

Application for Revocable Permit for Encroachment of City Right of Way from Beth Cornwell, President of Right to Life of Adams County, requesting permission to hang a banner across 5th & Maine Street in conjunction with National Right to Life Week from January 17th to January 23rd. She has asked that the City of Quincy assist in the installation and removal of this banner. The Utilities and Engineering Director presents this request subject to the condition that the City is not responsible for damage to the banner.

Ald. Bauer moved the prayer of the petition be granted. Motion carried.

**MAYOR'S APPOINTMENT**

By Mayor Kyle A. Moore making the appointment of Kelby Rescinito to the Human Rights Commission.

Ald. Reis moved the appointment be confirmed. Motion carried.

### **RESOLUTION**

WHEREAS, the City of Quincy is a home rule unit of local government pursuant to the provisions of Section 6, Article VII (Local Government) of the Constitution of the State of Illinois, and,

WHEREAS, pursuant to such authority, on September 18, 2017, the City adopted Ordinance 9315, which re-affirmed and re-adopted the City's Home Rule Purchase Tax rate of one and a half percent (1.5%) which was set forth by Ordinance 9058 on September 13, 2005; and,

WHEREAS, Section 2 of Ordinance 9315 requires said rates to be reviewed and if decided by appropriate City Council action, revised annually beginning in January of 2018, and every subsequent January of every year prior to budget review process; and,

WHEREAS, the City Council has reviewed the Home Rule Purchase Tax rate according to the Ordinance 9315 and desires to make no change to the Home Rule Purchase Tax rate;

NOW, THEREFORE BE IT RESOLVED, the Mayor and City Council have affirmed the review of the current Home Rule Purchase Tax rate and will maintain the city's current Home Rule Purchase Tax rate of one and a half percent (1.5%).

Sheri Ray  
City Comptroller

Ald. Uzelac moved for the adoption of the resolution, seconded by Ald. McKiernan, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

### **RESOLUTION**

WHEREAS, the City of Quincy is a home rule unit of local government pursuant to the provisions of Section 6, Article VII (Local Government) of the Constitution of the State of Illinois, and,

WHEREAS, pursuant to such authority, on September 18, 2017, the City adopted Ordinance 9314, which re-affirmed and re-adopted the City's Hotel Tax rate of eight percent (8%) which was set forth by Ordinance 8849 on October 25, 1999, and,

WHEREAS, Section 2 of Ordinance 9314 requires said rates to be reviewed and if decided by appropriate City Council action, revised annually beginning in January of 2018, and every subsequent January of every year prior to budget review process; and,

WHEREAS, the City Council has reviewed the Hotel Tax rate according to the Ordinance 9314 and desires to make no change to the Hotel Tax rate;

NOW, THEREFORE BE IT RESOLVED, the Mayor and City Council have affirmed the review of the current Hotel Tax rate and will maintain the current Hotel Tax rate of eight percent (8%).

Sheri Ray  
City Comptroller

Ald. Uzelac moved for the adoption of the resolution, seconded by Ald. McKiernan, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

### **RESOLUTION**

WHEREAS, the Information Technology Department is charged with maintaining the City of Quincy network infrastructure; and

WHEREAS, the City needs to replace an older network storage unit used for storing the City's virtual Desktops and Servers; and

THEREFORE BE IT RESOLVED, the Technology Committee and the Director of Information Technology recommend to the Mayor and City Council that normal bidding requirements be waived and purchase a Hewlett Packard Nimble Storage unit off the State of Illinois contract for \$32,725.00.

Jim Murphy  
Director of Information Technology

Ald. Reis moved for the adoption of the resolution, seconded by Ald. Awerkamp, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

### **RESOLUTION**

WHEREAS, the City of Quincy Purchasing Department did advertise for sealed competitive bids for office supplies for all City offices; and

WHEREAS, the bid request called for pricing for our core item list and a percentage off of catalog prices; with no ex-

ceptions; and

WHEREAS, the following sealed bids were received for 36 items:

Area Distributors Inc. \$11,490.02 Offering 37% off Catalog pricing

Office Essentials \$11,584.96 Offering 35% off Catalog pricing

WHEREAS, the Purchasing Agent has reviewed the bids received and found the low bid from Area Distributors Inc. to be satisfactory; now

THEREFORE BE IT RESOLVED, the Purchasing Agent recommends to the Mayor and City Council that the bid from Area Distributors Inc. of Quincy, IL, in the amount of \$11,490.02 with 37% off catalog pricing be accepted for a one-year contract period of February 1, 2021, through January 31, 2022.

Mary-Ann Ervin  
Purchasing Agent

Ald. Reis moved for the adoption of the resolution, seconded by Ald. Awerkamp, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

**RESOLUTION**

Local Public Agency Agreement  
for Federal Participation  
LOCAL PUBLIC AGENCY

<u>Local Public Agency</u>	<u>County</u>	<u>Section Number</u>
Quincy	Adams	17-00329-00-RS
<u>Fund Type</u>	<u>MPO Name</u>	
STU	N/A	
X Construction on State Letting		
Construction		
<u>Job Number</u>	<u>Project Number</u>	
C-96-212-17	9UZW(460)	

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LPA jointly propose to improve the designated location as described below. The improvement shall be consulted in accordance with plans prepared by, or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration hereinafter referred to as "FHWA".

<u>Local Street</u>	<u>Key Route</u>	<u>Length</u>	<u>From</u>	<u>To</u>
Maine Street	FAU 7807	0.51	100+40	127+09

Location Termini  
S. 24th Street to S. 30th Street

<u>Current Jurisdiction</u>	<u>Existing Structure Number(s)</u>
Quincy	N/A

**PROJECT DESCRIPTION**

Project involves milling 3" of existing asphalt surface, placing 1-1/2" of binder and 1-1/2" of HMA surface, pavement patching, sidewalk replacement, driveway replacement, concrete curb repair, pavement markings, and related items.

**LOCAL PUBLIC AGENCY APPROPRIATION - REQUIRED  
FOR STATE LET CONTRACTS**

By execution of this Agreement the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum.

Ald. Uzelac moved for the adoption of the resolution, seconded by Ald. Finney, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

**RESOLUTION**

BE IT RESOLVED, by the Council of the City of Quincy, Illinois, that the following described street(s) be improved under the Illinois Highway Code. Work shall be done by contract.

<u>Name of Street</u>	<u>Length</u>	<u>Route</u>	<u>From</u>	<u>To</u>
Maine Street	0.51	FAU 7807	24th Street	30th Street

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of milling 3” of existing asphalt surface, placing 1-1/2’ binder and 1-1/2” surface, pavement patching, sidewalk replacement, driveway replacement, concrete curb repair, pavement markings, and related items. Funds also cover construction engineering.

2. That there is hereby appropriated the sum of three hundred thousand Dollars (\$300,000.00) for the improvement of said section from the Local Public Agency’s allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. McKiernan, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

### RESOLUTION

WHEREAS, in June of 2019, the Department of Utilities and Engineering advertised for proposals to remove, haul and dispose of 875,000 cubic feet of biosolids and 875,000 cubic feet of water treatment plant lime sludge from the City’s Wastewater Treatment Plant; and,

WHEREAS, on August 9, 2019, the Quincy City Council approved a resolution awarding the contract to J. Oros Environmental of Carlinville, Illinois, in the amount of \$582,750; and,

WHEREAS, additional biosolids material was removed and disposed over and above the original proposal amount; and,

WHEREAS, this work has now been completed in a satisfactory manner and a pay request has been submitted for payment; and,

WHEREAS, funding for the contract changes is available in the current fiscal year budget; now,

THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that the Director of Utilities and Engineering be authorized to issue a payment in the amount of \$34,055.57 to J. Oros Environmental of Carlinville, Illinois.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call each of the 14 Aldermen voted yea. Motion carried.

### RESOLUTION

WHEREAS, in August of 2018, the Illinois Environmental Protection Agency approved the City of Quincy’s Long Term Control Plan (LTCP) for the elimination of combined sewer overflow (CSO); and,

WHEREAS, the City of Quincy recently requested bids for the CSO Phase I LTCP Improvement Project which consists of the modification and replacement of select CSO diversion structures to improve the capture of combined sewage and conveyance to the Waste Water Treatment Plant for treatment; and,

WHEREAS, the following bids were received:

Laverdiere Construction	
Macomb, Illinois	\$6,185,000.00
L. Keeley Construction	
St. Louis, Missouri	\$5,289,716.00
Plocher Construction	
Highland, Illinois	\$4,056,000.00
Engineer’s Estimate	\$5,000,000.00

WHEREAS, the Director of Utilities and Engineering has reviewed these bids and finds them to be acceptable; and,

WHEREAS, this project will be funded through the Illinois Environmental Protection Agency’s low interest loan program; and,

WHEREAS, to allow for the uninterrupted progression of this project in the event that changes or modifications are required, an additional 10 percent over the amount of the low bid shall be included in the encumbrance for this project.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that the low bid from Plocher Construction of Highland, Illinois, in the amount of \$4,056,000.00 be accepted and that the Mayor be authorized to sign the contract documents.

Jeffrey Conte

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. McKiernan, and on the roll call the following



vote resulted: Yeas: Ald. Rein, Mast, Reis, Awerkamp, Uzelac, Holtschlag, McKiernan, Entrup, Bergman, Bauer, Finney, Holbrook. 12. Nays: Ald. Farha, Sassen. 2. Motion carried.

#### **ORDINANCE**

Adoption of an Ordinance entitled: An Ordinance By The City Of Quincy Authorizing And Approving The Donation Of Surplus Park District Property. (1300 N. 2nd)

Ald. Entrup moved for the adoption of the ordinance, seconded by Ald. McKiernan, and on the roll call each of the 14 Aldermen voted yea.

The Temporary Chair, Alderman Mike Farha, declared the motion carried and the ordinance adopted.

#### **ORDINANCE**

Adoption of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Replace Yield with Stop signs, 14th & Maple, North 14th stops for traffic on Maple.)

Ald. Entrup moved for the adoption of the ordinance, seconded by Ald. McKiernan, and on the roll call each of the 14 Aldermen voted yea.

The Temporary Chair, Alderman Mike Farha, declared the motion carried and the ordinance adopted.

#### **ORDINANCE**

Adoption of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (No Parking Zones) Of The Municipal Code Of The City Of Quincy Of 2015. (Adding, parking restrictions at the east side-fire zone, west side-angle and timed parking shall be removed on North 6th, Vermont and Broadway)

Ald. Uzelac moved for the adoption of the ordinance, seconded by Ald. Holtschlag, and on the roll call each of the 14 Aldermen voted yea.

The Temporary Chair, Alderman Mike Farha, declared the motion carried and the ordinance adopted.

#### **ORDINANCE**

Adoption of an Ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 82 (No Parking Zones) Of The Municipal Code Of The City Of Quincy Of 2015. (Adding, Police Dept. only parking zone on both sides of North 6th, Vermont and Broadway)

Ald. Uzelac moved for the adoption of the ordinance, seconded by Ald. Holtschlag, and on the roll call each of the 14 Aldermen voted yea.

The Temporary Chair, Alderman Mike Farha, declared the motion carried and the ordinance adopted.

#### **ORDINANCE**

Second presentation of an Ordinance entitled: An Ordinance Vacating An Alley. (east/west alley bounded by Cherry, Chestnut, North 5th and North 6th)

#### **ORDINANCE**

First presentation of an ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Replace "Yield" signs with "Stop" signs at the intersection of 20th & Jersey, traffic on Jersey will stop for traffic on S. 20th.)

Ald. Holtschlag moved the ordinance be read by its title, seconded by Ald. Uzelac. Motion carried.

The City Clerk read the ordinance by its title.

#### **ORDINANCE**

First presentation of an ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Replace "Yield" signs with "Stop" signs at the intersection of 13th and Ohio, traffic on S. 13th stopping for traffic on Ohio St.)

Ald. Uzelac moved the ordinance be read by its title, seconded by Ald. Holtschlag. Motion carried.

The City Clerk read the ordinance by its title.

#### **ORDINANCE**

First presentation of an ordinance entitled: An Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic

Schedules) Of The Municipal Code Of The City Of Quincy Of 2015. (Add: “4-Way Stop” at intersection of 7th & Lind.)  
 Ald. Bauer moved the ordinance be read by its title, seconded by Ald. Bergman. Motion carried.  
 The City Clerk read the ordinance by its title.

**REPORT OF FINANCE COMMITTEE**

Quincy, Illinois, January 11, 2021

	Transfers	Expenditures	Payroll
City Hall.....		3,345.48	38,429.40
Planning & Dev .....	24,000.00		
Reg Trng Facility.....	500.00		
Recycle .....	3,500.00		
Cash Reserve to Airport Loan .....	21,700.00		
Employee Assistance .....		62.47	
Building Maintenance.....		979.81	
Comptroller.....		0.00	9,911.07
Legal Department .....		0.00	8,667.59
Commissions.....		0.00	634.60
IT Department.....		7,779.69	15,309.80
Police Department.....		12,757.46	263,159.61
Fire Department .....		9,796.11	195,849.11
Public Works.....		544.43	47,659.34
Engineering.....		5,430.58	21,956.83
<b>GENERAL FUND SUBTOTAL.....</b>	<b>49,700.00</b>	<b>40,696.03</b>	<b>601,577.35</b>
Planning and Devel.....		1,759.59	22,081.25
911 System.....		0.00	51,659.77
911 Surcharge Fund.....		3,091.78	
Traffic Signal Fund.....		1,421.24	
Police Dept. Grants.....		60.83	
Police Donation Fund .....		1,000.00	
Crime Lab Fund.....		1,644.85	
Transit Fund.....		712.63	66,762.63
Capital Projects Fund.....		675.00	
Special Capital Funds .....		12,626.99	
Special Tax Alloc - TIF #2.....		11,263.87	
Water Fund .....		53,403.26	87,575.55
Sewer Fund .....		35,622.23	19,500.04
Quincy Regional Airport Fund.....		5,914.59	17,116.91
Municipal Dock .....		102.49	
Regional Training Facility.....		654.50	
Garbage Fund.....		0.00	15,361.07
Recycle Fund .....		0.00	6,549.67
Central Garage .....		11,937.94	23,945.51
Self Insurance .....		1,341.49	5,715.92
<b>BANK 01 TOTALS .....</b>	<b>49,700.00</b>	<b>183,929.31</b>	<b>917,845.67</b>
Motor Fuel Tax.....		46,926.75	
CDAP RLF .....		2,500.00	
<b>ALL FUNDS TOTALS .....</b>	<b>49,700.00</b>	<b>233,356.06</b>	<b>917,845.67</b>

Jack Holtschlag  
 Mike Rein  
 Richie Reis  
**Finance Committee**

Ald. Reis, seconded by Ald. Awerkamp, moved the reports be received and vouchers be issued for the various amounts and on the roll call each of the 14 Aldermen voted yea. Motion carried.

The City Council adjourned at 7:29 p.m. on a motion of Ald. Holtschlag. Motion carried.

**LAURA OAKMAN**  
 City Clerk

**AGENDA**  
**QUINCY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES= MEETING**  
**January 12, 2021 - 6:00 p.m.**

- I. APPROVAL OF AGENDA
- II. APPROVAL OF MINUTES
  - \*Regular Meeting – December 8, 2020
  - \*Joint Meeting – December 8, 2020
- III. PRESIDENT=S COMMENTS
- IV. RECOGNITION OF CORRESPONDENCE
- V. PUBLIC COMMENTS
- VI. LIBRARY REPORTS
  - Financial Reports – Lynn Niewohner
  - Circulation & Events Report – Bobbi Mock & Burgundy Hill
  - TAB Report – Charles Hall
  - Director’s Report – Kathleen Helsabeck
- VII. COMMITTEE REPORTS
  - Audit – Lynn Niewohner
    - \*Approval of December 31, 2020, Expenditures
  - Finance – Lynn Niewohner
  - Building & Grounds – Lynn Niewohner
  - Personnel – Kathy Ridder
  - Policy – Megan Duesterhaus-AuBuchon
  - Ad Hoc Advocacy – Chris Pratt
- VIII. UNFINISHED BUSINESS
  - A. Review of Chapters 10, 11, 12 of *Serving Our Public*
- IX. NEW BUSINESS
  - A. Discussion on Approving Closed Session Minutes
- X. PUBLIC COMMENTS

**Quincy Public Library  
Board of Trustees Meeting  
December 8, 2020  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees met online via Zoom, and was called to order at 6:38 p.m. on Tuesday, December 8, 2020, with Pam Rein presiding. Trustees present: Cheryl Predmore, Angela Ketteman, Ben Uzelac, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, and Megan Duesterhaus-AuBuchon. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, Jennifer Harvey – TQ Liaison, and Charles Hall – TAB Representative.

**I. APPROVAL OF AGENDA**

Cheryl Predmore moved to approve the agenda as presented. Chris Pratt seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and zero absent.

**II. APPROVAL OF MINUTES**

Lynn Niewohner moved to approve the November 10, 2020, regular meeting minutes and the November 15, 2020, special meeting minutes as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and zero absent.

**III. PRESIDENT’S COMMENTS**

President Pam Rein welcomed everyone to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

No correspondence was presented to the Board.

**V. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**VI. LIBRARY REPORTS:**

**A. Financial Report Lynn Niewohner**

Lynn Niewohner reported that the balance in the Homebank Operating Fund as of November 30, 2020, was \$1,213,458.74. Total assets were \$1,213,548.74. Total liabilities were \$41,771.27.

**VII. COMMITTEE REPORTS:**

**A. Audit Lynn Niewohner:** Lynn Niewohner presented the Expenditure Approval List for the month ending November 30, 2020, in the amount of \$60,948.30. She noted an invoice to A. H. Kemner & Sons to repair and paint the ceiling in the staff parking area and an invoice to SHI for data backup for the Library's servers. Kathleen Helsabeck explained that the Library recently moved its servers back to the Library requiring new data backup. Previously the Library's servers were at the City and shared backup space with the City. There being no further discussion, Lynn Niewohner moved to approve the November 30, 2020, Expenditure Approval List as presented. Cheryl Predmore seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteyman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and no absent.

**VIII. UNFINISHED BUSINESS**

**A. Approval of Annual Audit.** Pam Rein asked for an approval of the annual audit which was presented by Anita Failor of Wade Stables at the November QPL Board meeting. Lynn Niewohner moved to approve the FY19/20 annual audit as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteyman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and no absent.

**IX. NEW BUSINESS**

**A. Resolution for Flex Plan Adjustment.** Kathleen Helsabeck stated that due to the staff being on furlough at the beginning of the fiscal year, Cason, Huff, & Schlueter offered to extend the enrollment period for staff to enroll in the flex plan. This extension incurred an additional fee as well as the need for a board resolution approving the

amendment to the plan. There being no further discussion, Megan Dueterhaus-AuBuchon moved to approve the resolution as presented. Kathy Ridder seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Dueterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Kettelman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and no absent.

**B.** Lynn Niewohner reported that she got a call from a patron on December 5 informing her that the book drop at the Library was full and she was unable to return her materials. Bobbi Mock stated that someone had tampered with the book drop cover causing the materials to become jammed in the slot. Kathleen Helsabeck went to the Library on that Saturday and fixed the book drop so it could accept materials. Will Matlick then repaired the problem the following week. Pam Rein raised the question of opening the other book drops around town. Ms. Helsabeck stated that the main reason why the other book drops are closed is to avoid staff having to touch materials. At the Library, all materials fall into a cart and are quarantined for a three-day period. If staff had to touch materials to transfer them from the book drop to a bag and then into the Library, that would potentially expose staff, negate any preventative measures, and be pointless to continue the quarantine. Ms. Helsabeck stated that RSA requires a three-day quarantine for any materials that are delivered through the system.

**X. PUBLIC COMMENTS**

There were no comments from the public in attendance.

There being no further discussion, Kathy Ridder moved to adjourn the regular session and reconvene into executive session for the purpose of discussing an appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s). Chris Pratt seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Dueterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Kettelman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and no absent. The regular meeting was adjourned at 6:53 p.m. The Board left the zoom call established by Kathleen Helsabeck and reconvened in executive session on a zoom call established by Kathy Ridder. Chris Pratt moved to adjourn the executive session. Cheryl Predmore seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteyman	absent	Harry Ruth	yes
Pam Rein	yes		

The motion carried with eight yes votes, zero no votes, and one absent. The meeting was adjourned at 7:34 p.m.

There being no further discussion, Lynn Niewohner moved to adjourn the regular session. Kathy Ridder seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteyman	absent	Harry Ruth	yes
Pam Rein	yes		

The motion carried with eight yes votes, zero no votes, and one absent. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,  
Kimberly Akers

**Quincy Public Library and Townships of the Quincy Area Public Library District  
Board of Trustees Joint Meeting  
December 8, 2020  
Minutes**

A joint meeting of the Quincy Public Library and Townships of the Quincy Area Public Library District Board of Trustees met online via Zoom on Tuesday, December 8, 2020. It was called to order at 5:49 p.m. by QPL President Pam Rein. Trustees present: Cheryl Predmore, Angela Ketteman, Ben Uzelac, Chris Pratt, Lynn Niewohner, Kathy Ridder, Harry Ruth, Megan Duesterhaus-AuBuchon, Fred Witte, Charlie Jones, Susan Schmitz, Malinda Vogel, Jennifer Harvey, and Christa Johnson. TQ Board Member Phyllis Robertson was absent. Others present: Kathleen Helsabeck, Kim Akers, Bobbi Mock, Burgundy Hill, and Charles Hall – TAB Representative.

**I. LIBRARY REPORTS:**

**A. Circulation and Events Report**

Bobbi Mock reported that the Library saw a slight increase of 249 in average daily traffic figures in November as compared to the 239 average in October. In the first week of the new limited service model, the Library scheduled 30 computer appointments, filled 22 Q-Picks requests, and saw 142 curbside pick-up appointments in addition to increased use of the hold lockers. Staff have been kept busy while working in the building answering the phones, filling hold requests, handling curbside and computer appointments, and checking in and shelving materials. While working from home, staff have been doing increased online training, performing routine computer tasks, cleaning up patron and catalog databases, updating the Library's website, and working on new projects such as the architectural database. Ms. Mock also reported that the Library has set up a trial with a new streaming service called Kanopy. This service offers streaming of independent films and educational courses. It works similar to Hoopla; the Library is charged per circulation and the patron can stream up to eight titles a month. Burgundy Hill reported that the Library hosted a Fall Reading Challenge in October and November, which saw 80 patrons participating. She is planning a Winter Reading Challenge in January. The Library worked with the Quincy Park District to set up a StoryWalk®, which was sponsored by the Tracy Family Foundation. Although there was no way to gauge the participation for the StoryWalk®, many favorable comments were passed along from patrons. Young Adult Librarian Deborah Riddell retired on November 20, and new YA Librarian Michelle Grinstead began her stay at the Library on November 30. In addition, new Reference Specialist Amy Rainbolt began her new position on November 30, and Jennifer Burkett will be transitioning into the IT/Marketing Coordinator position in mid-December. Ms. Hill concluded her report by stating that the Library staff have been working very hard within the new service model and have been very adaptable to the changes. The Administrative team continues to tweak the service model as needed, and staff are pitching in around the Library wherever they are needed.

**C. TAB Report**

Charles Hall reported that teens were sad to see Deborah Riddell retire from the Library,



but are looking forward to working with Michelle Grinstead. The teens enjoyed the online tour of the All Wars Museum at the Illinois Veterans' Home, the cooking demonstration on making a Thanksgiving dessert, and the craft program to learn how to make a gratitude bracelet in November. He noted that the next meeting of TAB will be on December 9 with Ms. Grinstead where they will discuss future plans for TAB.

**D. Director's Report**

Kathleen Helsabeck reported that new network lines and power outlets have been installed in the reference area and by the new windows. She attended a virtual meeting with LIRA to discuss changes to the Library's policy and the 2021 premium. She stated that LIRA has added a Crisis Protection component to the policy, which will cover the Library in case there is a fire, shooting, or other crisis and will cover counseling and support services for staff. She stated that the new premium will increase approximately 30% and will be \$36,000. However, this is still less than the \$48,000 paid to MICA, and LIRA offers more benefits and lower deductibles. A copy of the program cost comparison was included in the Board packet. Ms. Helsabeck then reported that the Friends of the Library have canceled their monthly business meetings, their annual Christmas dinner, and closed the bookstore until further notice. She stated that the Administrative team is meeting often to review daily concerns and improvements to the current service model. Ms. Helsabeck concluded her report by stating she asked four library patrons to write letters to the City Council sharing their experiences working within the new service model. She read two of the letters to the Board, and noted that they were all complimentary and supportive of the Library's decision to close to the public. Ben Uzelac thanked Ms. Helsabeck for providing those letters to the City Council, and said that the aldermen appreciated her efforts on behalf of the Library. Ms. Helsabeck stated she would like to start working on an advocacy plan after the new year.

**II. COMMITTEE REPORTS:**

**A. Finance B Lynn Niewohner:** Lynn Niewohner reported that the Finance Committee met on December 2, 2020, where they reviewed revisions to the FY19/20 budget, discussed the draft FY20/21 budget, and discussed increasing the credit card limit for the credit cards issued to Bobbi Mock and Burgundy Hill. Lynn Niewohner moved to approve a credit limit increase to \$5,000 for the business credit cards issued in the name of Roberta Mock and Burgundy Hill. Chris Pratt seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and zero absent.

**B. Building & Grounds:** Lynn Niewohner reported that the Building and Grounds Committee did not meet.

**C. Personnel:** Kathy Ridder reported that the Personnel Committee did not meet. She emailed the director’s evaluation forms to the Board and staff members to complete. She will discuss those evaluations in an executive session at the end of the QPL Board meeting.

**D. Policy:** Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet, but presented a revised QPL Coronavirus Policy. She stated that the revisions include a change in the length of time a staff member is without symptoms and may return to work from 24 to 48 hours, slight changes to documentation required to return to duty, and changing the date the policy expires from December 31, 2020, to December 31, 2021. She noted that if the pandemic subsides before December 31, 2021, and the Board feels the policy is no longer necessary, it can cancel the policy at any time. After a brief discussion, Megan Duesterhaus-AuBuchon moved to approve the revised QPL Coronavirus Policy as presented. Chris Pratt seconded. A roll call vote was held with the following results:

Kathy Ridder	yes	Chris Pratt	yes
Cheryl Predmore	yes	Megan Duesterhaus-AuBuchon	yes
Lynn Niewohner	yes	Ben Uzelac	yes
Angela Ketteyman	yes	Harry Ruth	yes
Pam Rein	yes		

The motion carried with nine yes votes, zero no votes, and zero absent.

**F. Ad Hoc – Advocacy.** Christopher Pratt reported that the Ad Hoc Advocacy Committee did not meet.

**III. Review of Strategic Plan.** Bobbi Mock reviewed the Strategic Plan with the two Boards. The latest updates to the Plan include sharing the plan with the Mary Weems Barton/Quincy Public Library Foundation Board, the revised Foundation Distribution Policy and subsequent distribution from the Foundation, the new service model as of November 19 and subsequent staff training, the hiring for three new positions and one vacant position, the creating of a Staff Engagement Committee and a staff engagement survey, the receipt of an Illinois State Library PPE Grant of \$500, a total of 97 children enrolled in the 1000 Books Before Kindergarten program and 18 graduates as of November 2020, loaning STEM materials purchased with funds from the Tracy Family Foundation as the Library transitioned into the limited service model, the new George Irwin Architectural database on the Library’s website, an online library card registration form, free non-resident cards for children outside the Library’s service area as part of the Cards for Kids Act, and an expected 1% increase in cardholders in FY20/21.

**IV. Review of Chapters 7, 8, and 9 – *Serving Our Public.*** Kathleen Helsabeck reviewed

Chapter 7 – Collection Management with the Boards. She stated that the recommended amount of the general operating budget expended for materials is a minimum of 8-12%. Currently, the Library is expending approximately 12-13% of the budget on materials. She also noted that the Library has a written collection development policy, which is reviewed periodically. Bobbi Mock stated that it was last revised in 2018 and should be reviewed in the near future. The Library also has a collection plan as part of the RSA consortium. Ms. Helsabeck then reviewed Chapter 8 – System Member Responsibilities and Resource Sharing. She noted that the Library is one of the highest circulating members of RSA, and receives and sends materials daily both through delivery and interlibrary loan. Ms. Mock serves on the RSA Board, and contributes to their policies and procedures. Ms. Helsabeck concluded her review by discussing Chapter 9 – Public Services: Reference and Reader’s Advisory Services. She noted that the Library developed a new model of service in 2020 to remain essential to the community during the pandemic. This model encourages use of the online and digital services, access to learning and historical databases, and offers distribution of physical materials through hold lockers, curbside services, and the kiosk. In addition, the Library addresses the particular needs of patrons by allowing computer use, research appointments, and other in-person services through daily appointments. The Library has created a new level of reader’s advisory services through the new Q-Picks subscription service, which allows patrons to complete a form sharing their reading / viewing preferences. Library staff then selects materials based on this form and checks them out to the patron. Ms. Helsabeck completed her review by stating that the State Library has extended the Per Capita Grant application deadline to March of 2021.

There being no further discussion, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,  
Kimberly Akers



## DEPARTMENT OF CENTRAL SERVICES COMMITTEE MEETING NOTICE

A Central Services Committee meeting will be held Tuesday, January 19<sup>th</sup>, 2021 in the Council Chambers of City Hall at 6:15 p.m. before the City Council meeting.

**The public is not allowed to attend the above referenced meeting in person per the Governor's Restore Illinois guidelines. Anyone wishing to participate in the meeting via phone must email Kevin McClean at [kmclean@quincyl.gov](mailto:kmclean@quincyl.gov) prior to 2:00 p.m. on Tuesday, January 19th.**

### Agenda

1. Call Meeting to Order
2. Approval of Minutes
3. Public Comment (3 minutes)
4. Old Business
5. New Business
  - a) Glass recycling proposal
  - b) Proposed streetscape improvement to Jersey St. at 133 S. 4th St
  - c) Supplemental Engineering Services Agreement for Bond Projects
6. Late Additions

Respectfully submitted,

Kevin McClean  
Central Services Director

# Quincy/Adams/Brown County Enterprise Zone Board Meeting

Wednesday, February 17, 2021  
5:00 p.m.  
City Council Chambers  
Quincy City Hall (First Floor)



## \*NOTE\*

The above-referenced meeting is closed to the public due to the COVID-19 pandemic. The city is providing remote access. You can request remote access to the meeting by calling 217-221-3663 or emailing [jparrott@quincyl.gov](mailto:jparrott@quincyl.gov) prior to 2:00 pm the day of the meeting.

Written comments will be accepted. Comments received prior to 2:00 pm the day of the meeting will be read into the record during the meeting. Comments can be mailed to “Quincy/Adams/Brown County Enterprise Zone – 706 Maine St. (3<sup>rd</sup> Floor) – Quincy, IL 62301” or emailed to [jparrott@quincyl.gov](mailto:jparrott@quincyl.gov) .

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## AGENDA

- Call to Order – Opening Remarks – Mayor Moore
- Present and approve Minutes of March 4, 2020 meeting
- Presentation of Year 2019 commercial/industrial projects
- DISCUSSION
- New Business
  - a) Mid-Town Business Development District and Enterprise Zone
- Request for Public Comment
- Adjourn