

# Council Meeting for October 4, 2021



# CITY COUNCIL AGENDA

October 4, 2021

Final Agenda

7:00 P.M.

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

## MONTHLY REPORTS

### REPORTS OF PLAN COMMISSION

- Ward 7** Recommending approval to rezone multiple properties at 300 S. 10<sup>th</sup> Street, 304 S. 10<sup>th</sup> Street and 922 York Street to allow for the construction of a parking lot, with conditions.
- Ward 4** Recommending approval of a Special Permit for Planned Development to open a restaurant/café with delivery/pick-up service at 2001 Jefferson Street, with conditions.
- Ward 6** Recommending approval of a Non-Conforming Use Permit to allow for two-family residential use at 724 S. 15<sup>th</sup> Street.
- Ward 7** Recommending approval of a Special Permit to operate a facility with vehicle service, sales and/or leasing at 300 Broadway Street, with conditions.

## PUBLIC FORUM

### MAYOR'S APPOINTMENTS

Re-appointment of Alderman Jack Holtschlag to the Quincy Housing Authority Board for a five year term

Appointment of James Calef to the Washington Theatre Redevelopment Commission for a two year term

### PROCLAMATIONS

October, 2021 as "Manufacturing Month"

October 4, 2021 as "#BELIKEGRACE DAY"

### RESOLUTION

Resolution Accepting Authorizing Execution And Amendment Of Downstate Operating Assistance Grant Agreement. (Purpose of off-setting certain public transportation capital costs of the Quincy Transit Lines.)

### ORDINANCES

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

The Ordinance Amending Title III (Administration) Of Chapter 32 (City Council) Of The Municipal Code Of The City Of Quincy Of 2015 Establishing Rules For Public Comments At Public Meetings And Public Hearings Of The City Of Quincy, City Council, And Other Boards, Commissions And Committees, tabled for two weeks by Ald. Reis.

The Ordinance Amending The Code Of Ordinances Of Quincy, Illinois To Provide For Mayoral Appointment Of Fire And Police Chiefs, tabled for two weeks by Ald. Rein, along with the speakers.

### **Requests to Speak**

Written requests to speak under suspended rules by Barry Cheyne, 4614 Covington Lane, and Anthony Cameron, 535 Maine, Ste. 12, concerning the Mayoral Appointment Of Fire And Police Chiefs ordinance.

An Ordinance Adopting A Newer Version Of The Purchasing Policy Manual.

The Ordinance Requiring The Registration Of Residential Rental Property.

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

**Ward  
1**

An Ordinance Amending Title VII (Traffic Code) Of Chapter 81 (Traffic Schedules) Of The Municipal Code Of The City Of Quincy Of 2015, as amended. (Stop Signs at 17<sup>th</sup> & Cedar)

An Ordinance Amending The 2021-2022 Fiscal Year Budget (replacing Forestry truck bed, asphalt material for patch truck, and purchase of diagnostic computer for Central Garage, total Increase to General Fund \$38,500).

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

An Ordinance Amending The 2021-2022 Fiscal Year Budget (Firefighter Salaries, call-in pay, overtime, Building and Operational Supplies, total increase to General Fund \$215,000).

## **REPORT OF FINANCE**

**QUINCY POLICE DEPARTMENT**  
**MEMORANDUM**

**DATE:** September 10, 2021  
**TO:** Robert A. Copley, Chief of Police  
**FROM:** Susan Vahlkamp, Records Supervisor  
**RE:** **Monthly Report – For the Month of July 2021**

The monthly statistics are herewith provided for review and information. Totals from the previous month and for the same month from the previous year are also included for comparison purposes. Year-to-Date totals for the current and previous year with percentage differences are included along with other notable information from the department.

ITEM	July 2021	June 2021	July 2020	2021 Totals Year to Date	2020 YTD for Comparison	% Difference 2020 to 2021 YTD
Arrests – Criminal	116	121	174	803	887	-9.47
Arrests – Traffic	345	355	232	1674	1,102	51.90
Arrests – Juvenile	12	16	18	81	109	-25.69
Ordinance Violations	52	30	69	252	381	-33.86
DUI Arrests	6	4	6	41	33	24.24
Speeding Arrests	128	118	8	450	66	571.81
Speeding Warnings	32	16	15	84	115	-26.96
Seatbelt Arrests	17	40	0	141	6	2250.00
Seatbelt Warnings	12	2	1	19	17	11.76
Number of Seat Belt Surveys conducted	10	10	10	70	70	N/C
Seat Belt % of Use	N/A	N/A	87.1%	N/A	N/A	N/A
Distracted Driving	1	1	6	5	N/A	N/A
NOV's – Officers		13	1		75	
Warning Tickets – Officers	202	102	166	697	1,354	-48.52
Tele-serve	0	0	2	1	22	-95.45
Case File Numbers (Assigned Calls)	2,892	2,722	2,969	17,234	17,555	-1.83
Case File Numbers – Animal Control	140	112	98	722	716	0.84
Warnings – Animal Control	1	0	2	7	8	-12.50
NOV's – Animal Control	0	3	3	10	20	-50.00
Recoveries – Animal Control	78	65	56	342	345	-0.87
Domestic Recoveries – Animal Control	59	58	48	287	290	-1.03
Wild Animal Recoveries – Animal Control	19	7	8	55	55	N/C
Miles Driven	62,866	41,840	23,030	288,716	284,440	1.50
Gallons Gas – QPD	3,336.36	3,320.70	3,455.53	20,503.50	24,173.92	-15\1.18
Gallons Gas – Animal Control	151.71	117.27	168.06	851.71	1,048.17	-18.74

ITEM	July 2021	June 2021	July 2020	2021 Totals Year to Date	2020 Totals YTD for Comparison	% Difference 2020 to 2021 YTD
Accidents Investigated	66	103	92	571	455	25.49
Injuries Resulting from Accidents	15	17	26	120	78	53.85
Fatalities Resulting from Accidents	0	0	0	3	0	100.00
Abandoned Vehicles Tagged	17	11	12	118	75	57.33
Abandoned Vehicles Disposed of	0	0	0	0	42	-100.00
Sick Time Taken by All Employees	133.42	132	62	918.17	959	-4.26
Injury Hours Taken by All Employees	0	0	0	0	0	N/C
Training Hours	517.50	1,160	474	5,269.25	3,353.5	57.13
ProAct Community Talks/Meetings	0	N/A	54	267	301	-11.30
Volunteers in Policing Hours	N/A	N/A	90.50	323.65	285.15	13.50
D.A.R.E. Hours	0	N/A	4	122	115	6.09

### Illinois Uniform Crime Reporting Program Monthly Crime Index

Index Crime Offenses									
Criminal Homicide	Forcible Rape	Robbery	Aggravated Assault/Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Human Trafficking Commercial Sex Acts	Human Trafficking Involuntary Servitude
0	5	0	6	5	33	5	1	0	0
Index Crime Arrests									
Criminal Homicide	Forcible Rape	Robbery	Aggravated Assault/Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Human Trafficking Commercial Sex Acts	Human Trafficking Involuntary Servitude
0	1	0	2	1	15	0	1	0	0
Drug Crime Arrests									
Violations of Cannabis Control Act	Violations of Controlled Substances Act	Violations of the Hypodermic Syringes And Needles Act	Violations of the Drug Paraphernalia Act	Violations of the Methamphetamine Act					
0	1	0	0	8					

## K-9 Unit

	Officer Hodges/Cody	Officer Russell/Dioji
Vehicle Sniff		2 Sniffs / 1 Alert / 1 Find
Building Search		
Other Search		
Training Days		1
Demonstrations		1
Other		
Tracking		

## Criminal Investigation Unit

Number of Cases Opened in the Month	Number of Cases Closed in the Month	Closed Case - Dispositions	
<b>13</b>	<b>15</b>	SA declined	<b>6</b>
Cases opened and closed are not necessarily the same cases		Referred to other agency/jurisdiction	<b>4</b>
		Adult arrest	<b>2</b>
		Administratively closed	<b>2</b>
		Unknown	<b>1</b>

(Closed case dispositions may not equal the number of closed cases due to our capturing only those Illinois Uniform Crime Reporting Clearance Codes sent to the State)

## Training Hours

Class Description	
ERT Monthly Training	
ERT Sniper Training	
Field Training Officer School	
Hazmat Annual Recertification	
How to Perform a CDR Direct –To-Module Download	
How to Use the Bosch CDR Pro Tool Kit	
ILETSBEI-Mental Health Awareness (8 Hour)	
LEADS Biannual Recertification	
Mask Fit Testing (AVON/N95/Other)	
Methamphetamine Investigation Management	
Negotiator Quarterly Training	
Safeguarding Privacy, Civil Rights, and Civil Liberties	
Tactical Firearms Training	
TikTok and Snapchat Forensic Investigations	
Top 20 Tactical Concepts	
Training Case of the Month	
Training Courses for Animal Control Professionals	
<b>Number of Employees Trained</b>	<b>187</b>
<b>Number of Different Training Courses</b>	<b>17</b>
<b>Total Number of Training Hours</b>	<b>517.50</b>

## **Awards / Accomplishments / Promotions / Appointments**

### **Officer Andrew Cox**

The first incident took place on May 29, 2021. Officer Cox was minutes away from ending his shift that day when he observed a subject he knew to have an active warrant. After confirming the warrant, Officer Cox attempted to contact the subject who then fled on foot. After pursuing the subject on foot, Officer Cox took him into custody. Search incident to arrest of the subject's person and the area in which he fled, led to the location of approximately one ounce of suspected Methamphetamine. The subject was charged with Class X Methamphetamine Delivery.

The second incident took place on June 17, 2021. Officer Cox conducted a traffic stop and made contact with the driver, who he was familiar with. Shortly after the contact, the subject fled on foot. After a foot pursuit through several yards, Officer Cox along with Officers Printy and Bemis took the subject into custody. Search incident to arrest of his person and the vehicle he was driving produced numerous items of evidentiary value. Seized during the arrest were several items indicative of Methamphetamine delivery as well as a stolen .22 caliber handgun. The subject was charged with Class X Armed Violence and Methamphetamine Delivery.

This great work is typical of Officer Cox. He is one of the more active Patrol Officers on the department and routinely excels in numerous activities the department tracks. These two incidents are based on Officer Cox's knowledge of chronic offenders in our city and his dedication to proactive policing.



## Monthly Highlights

### From Chief Copley

- Attended City Council meetings
- Chaired weekly Commanders' meetings
- Attended the weekly department head meetings
- Attended weekly legal meetings
- Attended department head meetings
- Attended police memorial ceremony
- Attended Fire and Police Commission meeting
- Chaired Traffic Commission meeting
- Presented to Human Rights Commission
- Met with new aldermen for orientation
- Attended Quincy Public School Annual Crisis Management meeting
- Attended planning meeting for Quincy Fire Responders Chaplain program
- Attended Special Event Application review
- Spoke on Mary Griffith program on WTAD
- Attended Freedom Fest planning meeting
- Chaired Command Staff/Sergeant Recruiting meeting
- Chaired Line Council meeting
- Attended various meetings with city administration

### From Deputy Chief Yates

- Attended weekly staff meetings
- Chaired training board meeting
- Chaired communications board meeting
- Attended ZetX, cellular data mapping software, demonstration
- Met with WGEM regarding recruiting video production
- Hosted first QPD grill squad event at South Park
- Worked on Equitable Sharing Asset report
- Prepared WCICJC payment letter to PAC
- Worked with HR regarding typist job posting
- Attended emergency Covid EOC meetings
- Worked on JAG grant reports
- Prepared replacement ACO truck letter
- Worked to secure approval for mental health MOU
- Attended department head meetings (x3)
- Attended city council meetings (x2)
- Prepared for Welcome Inn relocation event
- Attended firearms training
- Met with John Simon regarding use of EMA Command Post
- Attended PAC meeting

- Participated in five hour standoff at 25<sup>th</sup>, Spring to Oak

### From Deputy Chief Pilkington

- Attended 911 Center retirement ceremony
- Attended weekly staff meetings
- Attended police memorial ceremony
- Participated in five hour standoff at 25<sup>th</sup>, Spring to Oak

### From Pro-Act Unit

- Nothing.

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ec: All QPD Personnel  
Mr. Mike Troup, Mayor  
Mr. Jeff Mays, Director of Administrative Services  
Ms. Laura Oakman, City Clerk  
Ms. Amanda Keck, City Clerk's Office  
Ms. Alyssa Ramsey for Board of Fire and Police Commissioners  
IT Department for Aldermen packets

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**FORESTRY MONTHLY REPORT**

Date: September 8, 2021

To the Honorable Mayor and City Council:

The following is a report of work done by the Forestry Department for the month of August

Trees Removed – 13 total  
Concrete Trip/Fall Hazard – 2  
Sewer Issue – 0  
Water Issue – 0  
Power Line Interference – 0  
Dead/Dying – 6  
Blocked Sign – 0  
Safety Hazard – 5  
Construction Work – 0

Stumps Removed – 27

Trees Trimmed – 36

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**MOSQUITO ABATEMENT PROGRAM  
MONTHLY REPORT**

DATE: September 1, 2021

To the Honorable Mayor and City Council:

The following is the report of the Mosquito Abatement Program for the month of August

Gallons of Chemicals – 55

Miles Driven – 360

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**SIGN AND PAINT  
MONTHLY REPORT**

DATE: August 31, 2021

To the Honorable Mayor and City Council:

The following is the report of the Sign and Paint Department for the month of August

City Signs Replaced – 3

New Signs – 19

City Blocks Striped – 179

Feet of Curbs Painted – 355

Intersections Painted – 2

Parking Lots Painted - 8

Handicapped Parking Stalls Painted - 0

Barrels of Yellow Paint Used – 4

Barrels of White Paint Used – 0

Respectfully submitted,

Kevin McClean  
Director

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**RECYCLING DIVISION  
MONTHLY REPORT**

Date: September 8, 2021

To the Honorable Mayor and City Council:

The following is a report of materials and quantities collected from the residential waste system for the month of August

<u>MATERIAL</u>	<u>POUNDS</u>	<u>TONS</u>
Fiber	85,700	42.85
Non-Fiber	36,918	18.459

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services

**City of Quincy  
Department of Central Services**



**Kevin McClean  
Director**

**2020 Jennifer Road  
Quincy, IL 62301  
Phone: (217) 228-4520**

**STREET CLEANING  
MONTHLY REPORT**

DATE: August 31, 2021

To the Honorable Mayor and City Council:

The following is the report of the Street Cleaning Department for the month of August

City Blocks Swept – 521

Loads of Refuse Hauled – 9

Gallons of Water for Flushing – 4,500

Respectfully submitted,

Kevin McClean  
Director  
Department of Central Services



**OFFICE OF THE CITY CLERK**  
CITY OF QUINCY  
LAURA OAKMAN

CITY HALL SUITE 129  
730 MAINE STREET  
QUINCY, IL 62301-4956

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[LOakman@ci.quincy.il.us](mailto:LOakman@ci.quincy.il.us)

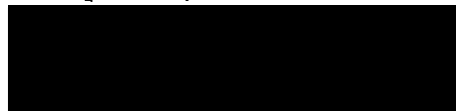
October 1, 2021

**TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL:**

I herewith submit a report of City Licenses and Permits issued by me during the month of September, 2021 the periods for which they were issued together with the fees collected and subsequently paid to the City Treasurer:

#	NAME	PERIOD	AMOUNT EACH	TOTAL
15	Cat Tags	1 Year	\$ 5.00	\$ 75.00
1	Live Entertainment/Public Gathering	1 Day	\$ 150.00	\$ 150.00
1	Trailer Coach	1 Year	\$ 100.00	\$ 100.00
1	Raffle	2 Months	\$ 10.00	\$ 10.00
1	Raffle	1 Year	\$ 60.00	\$ 60.00
9	Video Gaming	1 Year	\$ 100.00	\$ 900.00
<b>Total Collected by the Treasurer's Office</b>				<b>\$ 1,295.00</b>

Respectfully submitted,



**LAURA OAKMAN**  
City Clerk

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## Quincy Plan Commission

Tuesday, September 28, 2021

7:00 p.m.

Quincy City Council Chambers

Quincy City Hall (1<sup>st</sup> Floor) – 730 Maine Street

### AGENDA

- Call the Meeting to Order
- Approval of the minutes of the regular meeting of the Quincy Plan Commission on Tuesday, August 24, 2021
- Public Comment on Issue(s) Not Listed on the Agenda (limited to three minutes)
- Public Hearing requested by Dick Brothers, Inc. requesting consideration to rezone properties at 300 S. 10<sup>th</sup> Street, 304 S. 10<sup>th</sup> Street and 922 York Street from R3 (Multi-Family Residential) to D2 (Downtown General Business District) to allow for the construction of a parking lot (Ward 7) (**APPROVED WITH CONDITIONS**)
- Public Hearing requested by Christina Griffin requesting consideration for a Special Permit for Planned Development to open a restaurant/café with delivery/pick-up service at 2001 Jefferson Street, presently zoned R1C (Ward 4) (**APPROVED WITH CONDITIONS**)
- Public Hearing requested by Robert Burghart requesting consideration for a Non-Conforming Use Permit to allow for two-family residential use at 724 S. 15<sup>th</sup> Street, presently zoned R1C (Ward 6) (**APPROVED**)
- Public Hearing requested by Michael Davis requesting consideration for a Special Permit to operate a facility with vehicle service, sales and/or leasing at 300 Broadway Street, presently zoned D2 (Ward 7) (**APPROVED WITH CONDITIONS**)
- Additional Business for the Commission
- Adjournment



## PLAN COMMISSION MEETING MINUTES

7:00 p.m., Tuesday, September 28, 2021  
City Council Chambers, 730 Maine Street, Quincy, Illinois

### ATTENDANCE

Commissioners Present: Ald. Katie Awerkamp, Dave Bellis, Chairperson Julie Brink, Jim Citro, Elaine Davis, Tony Dede, Tanner Freiburg, Amy Looten, Jeff Mays, George Meyer, Rick Smith

Commissioners Absent: Greg Davis, J. David Gilbert

Staff Present: Bruce Alford, Chuck Bevelheimer, Jeffrey Conte, Kathy Genenbacher, Jason Parrott

Audience Present: Approximately 15 present

**CALL TO ORDER:** Chairperson Brink called the meeting to order at 7:00 pm

### APPROVAL OF MINUTES

Motion by Bellis, seconded by Citro to approve the minutes of the August 24, 2021 regular meeting as presented. Motion carried, all in favor.

**PUBLIC COMMENT ON NON-AGENDA ITEMS:** None

**Public Hearing requested by Dick Brothers, Inc. requesting consideration to rezone properties at 300 S. 10<sup>th</sup> Street, 304 S. 10<sup>th</sup> Street and 922 York Street from R3 (multi-family residential) to D2 (Downtown General Business District) to allow for the construction of a parking lot (Ward 7)**

Brink asked for the Staff Review.

Staff said it supported the rezoning of the three properties from R3 to D2 to allow for the construction of a parking lot, which is a permitted use within a D2 District but not in an R3 District. Staff said the preliminary plan for the parking lot would have approximately 30 stalls and that issues such as landscaping, setbacks, and drainage would be addressed during the standard site plan review process. Staff said it informed the petitioner of the need to add a landscape buffer to a portion of the parking lot. Staff said it believes the parking lot will help relieve traffic/parking congestion from a nearby event center.

Brink asked for questions for staff. There were none.

Brink asked if the petitioner would like to address the commission. No one came forward.

Brink asked if anyone in the audience would like to comment on the project.

Three individuals spoke regarding the project: Denise Mewes – 318 S. 10<sup>th</sup>, Melissa Attey – 308 S. 10<sup>th</sup>, Brandy Crouch – 316 S. 10<sup>th</sup>

Mewes said she owns two properties near the project location. She said she was concerned about the narrow nature of the alley, which exits really close to two homes. Mewes described negative situations related to patrons at the nearby event complex. She said she is worried that someone leaving the event center could hit one of the homes as they try to exit the alley. Mewes said there are also children who play in this alley, so driving through it would not be good for the neighborhood.

Attey said she lives in between the proposed parking lot and the alley. She described negative situations related to patrons at the nearby event complex. She said she would not like to see the parking lot extend to the alley.

Crouch said she lives next to the alley. She said someone could easily hit her fence exiting the alley. Crouch said she's not against the idea of the parking lot, but she would prefer the exit not enter the alley.

Brink asked if there are any fencing requirements. Bevelheimer said the site plan review for parking lots in a downtown district abutting residential districts requires a 10 foot landscaping buffer on the developer property. He said there must also be a six-foot privacy fence or a sight-proof landscaping required. Bevelheimer also

clarified the process for approving a rezoning. He said staff has also informed the developer of the buffer requirements from downtown to residential.

Mays asked if the alley was a public alley. Bevelheimer said it was. Freiburg asked if the alley was actively used given the amount of grass. Crouch said the alley is completely grass, with a little gravel.

Dede said with a zoning change, can we have a parking lot without alley access since there are two other entrances/exits. Bevelheimer said there have been parking lots in the past that do not have alley access. Citro asked about the condition of the alley. Bevelheimer said staff will talk to the developer and the aldermen to discuss access to the alley. He said if the alley is used, the question will become if the alley needs to be improved. Bevelheimer said in the past, the city would be responsible for improving the alley, but he said he had not yet spoken with the aldermen representing this area regarding the project and whether the alley must be improved to be used.

Citro asked if there would be adequate ingress/egress without accessing the alley. Bevelheimer said there was. Citro asked if the commission could set a condition on the use of the alley. Bevelheimer said the commission could make a recommendation to the council, but not a condition to a rezoning. Citro asked about whether neighboring properties can access the alley. Freiburg said some commercial properties along Broadway cannot access the alley. Bevelheimer said the city has restricting some access to alleys for commercial properties. Alford said he believes the recommendation would go to the Site Plan Review committee regarding the alley.

Citro asked if a site plan review is always required for a project like this. Alford said it is. Bevelheimer said he believes the plan commission can make a recommendation related to a rezoning, based on public input. He said it would not be as direct as a condition. Brink asked about the landscaping. Bevelheimer described the city code related to commercial property abutting residential property. Smith said he believed the installation of a fence could reduce the amount of negative situations that were described during the meeting. He also stressed that alleys are to be used to facilitate the moving of vehicles. Smith said he's confident the site plan review process will address many of the issues discussed.

With no further discussion, Mays made a motion, seconded by Smith, to accept the recommendation of staff that the Plan Commission recommend approval of the rezoning of 922 York Street, 300 S. 10<sup>th</sup> Street, and 304 S. 10<sup>th</sup> Street from R3 to D2 to allow for the construction of a parking lot. The motion carried with ten members voting in favor and one member (Citro) voting against.

**Public Hearing requested by Christina Griffin requesting consideration for a Special Permit for Planned Development to open a restaurant/café with delivery/pick-up service at 2001 Jefferson Street, presently zoned R1C (Ward 4)**

Brink asked for the Staff Review.

Staff said it recommends approval of the SP for PD to allow for a restaurant/café at 2001 Jefferson Street. Staff said the restaurant/café would be located in the kitchen/cafeteria for the former school and that the petitioner has been using the space for several months as a prep kitchen for a mobile food truck. Staff said the petitioner plans to be open from breakfast through late lunch and employ 6-8 people, adding that delivery/DoorDash would begin immediately when the indoor dining would be available once parking was available.

Staff said the SP for PD is needed because a restaurant/café would not be allowed as part of the SP for PD granted by the Quincy City Council to the owners of the subject property in early 2020. Staff said that SP for PD allowed for office use and residential units. Staff said it received multiple phone calls regarding the project. Staff said the vast majority of the callers offered no comments after learning that there would be no alcohol/gaming at the restaurant and that the restaurant would have limited hours of operation during the day. Staff said it is concerned about the availability of parking, with the restaurant needing 1 parking stall for every 2.3 people in the restaurant at maximum occupancy.

Staff said it recommended approval with the following conditions

- That indoor dining at the restaurant/café is prohibited until the completion of the parking lot south of the building along Jefferson Street.
- That the required parking (based on maximum occupancy) for the restaurant/café be clearly designated, either in the parking lot located north of the building or the parking lot located along Jefferson Street.
- That if the mobile food truck is to be parked at 2001 Jefferson Street, it must be parked in the parking area north of the building.
- That the restaurant/café can only operate between the hours of 6:00 AM and 8:00 PM.

Brink asked for questions for staff. There were none.

Brink asked the one interested party for this matter to come forward. No one came forward.

Brink asked if the petitioner would like to address the commission.

Christina Griffin and Kayla Breeder approached the commission.

Griffin said her only comment was that the staff review was accurate and that they agree to the conditions set forth in the staff review.

Freiburg asked about a main entrance off the front of the building. Griffin said there would be several entrances, including through the main doors off Jefferson. She said someone entering from the main doors along Jefferson Street would have to walk down the hall to get to the restaurant/café.

Brink asked if anyone else would like to address the commission.

Ruth Felker said she lived about a block from the school. She said she arrived planning to object to the request, but she said after hearing the staff review and the agreement from the petitioner, she felt her concerns about the hours of operation and off-street parking had been addressed. Felker asked the commission to concur with the staff's conditions and said she planned to patronize the business.

Smith asked if this permit would run with the business, not the property. He said if it runs with the property owner, the owner should be the applicant. Alford said the SP for PD is for the petitioner so if another party purchases the business, they would have to request a new SP for PD. Smith said with that in mind, should the SP for PD be non-transferrable if the business closes or ownership changes.

With no further discussion, Citro made a motion, seconded by Smith, to accept the recommendation of staff (including the four conditions) that the Plan Commission recommend approval of the Special Permit for Planned Development to open a restaurant/café at 2001 Jefferson Street, with the addition of a fifth condition (that the SP for PD be non-transferrable). The motion carried with all present voting in favor.

**Public Hearing requested by Robert Burghart requesting consideration for a Non-Conforming Use Permit to allow for two-family residential use at 724 S. 15<sup>th</sup> Street, presently zoned R1C (Ward 6)**

Brink asked for the Staff Review

Staff said it supports the granting of a non-conforming use permit to allow for two-family residential use at 724 S. 15<sup>th</sup> Street. Staff said the current owner has owned the property for nearly 30 years and has always rented it as a one-bedroom unit on the first floor and a one-bedroom unit on the second floor. Staff said it was informed by the petitioner that the second floor apartment cannot be accessed from inside the home. Staff said the petitioner only recently learned that the property was not actually zoned for two-family residential use. Staff said it supports the non-conforming use permit because of the amount of time the property has been rented as a duplex, the property being contiguous to R2 (two-family residential) zoning district, and because there are several duplexes located nearby that are in a single-family residential district.

Brink asked if the petitioner would like to address the commission.

Burghart said he has owned the property a long time and has constantly tried to improve it. He said he is taking this step to make sure the property is legal.



With no further discussion, Dede made a motion, seconded by Smith to accept the recommendation of staff that the Plan Commission recommends approval of the Non-Conforming Use Permit to allow for two-family residential use at 724 S. 15<sup>th</sup> Street, as presented. The motion carried with all present voting in favor.

**Public Hearing requested by Michael Davis requesting consideration for a Special Permit to operate a facility with vehicle service, sales, and/or leasing at 300 Broadway Street, presently zoned D2 (Ward 7)**  
Brink asked for the staff review

Staff said it supports the granting of a Special Permit to allow for a vehicle sales, service and/or leasing facility at 300 Broadway Street. Staff said the Special Permit is needed because the proposed uses are not allowed in the D2 zoning district without a Special Permit. Staff said there would be vehicles facing 3<sup>rd</sup> Street and facing Broadway Street, as well as vehicles in the center of the property. Staff said a design provided by the petitioner showed a one-way drive aisle around the vehicles as well as employee parking in the southeast corner of the property and the use of an existing building as office space and four service bays.

Staff said city code requires two parking stalls for each service bay plus one parking stall for each employee. Staff said it was initially concerned that there might be ingress/egress off of Broadway Street, so the plan to use 3<sup>rd</sup> street for entrance/exit is more suitable. Staff said if 3<sup>rd</sup> Street eventually becomes a two-way street, there could be additional concerns about congestion from vehicles crossing traffic to enter the lot. Staff said it received multiple phone calls about the project, but no one made a comment after learning about the project.

Staff did provide two conditions with approval.

- That the petitioner provide two parking stalls for each service bay as required in city code (162.092) and one parking stall for each employee.
- That if portions of the property are improved as hard surface (concrete, asphalt, oil/chip), the petitioner will provide the city with a site plan to verify drainage and other site plan related requirements.

Brink asked if the commission had any questions for Staff

Citro asked about talks of making 3<sup>rd</sup> Street a two-way street. Bevelheimer said there are long-term plans that explore the possibility, but nothing more than long-range talk at this time. Citro asked what might be done if that happens. Bevelheimer said if that would occur, planning and development would work with engineering on possibilities for traffic control. Citro asked about turning restrictions. Bevelheimer said that would be an option.

Brink asked about outdoor storage requirements. Bevelheimer said the Special Permit only allows for vehicle service/sales/leasing. He said a separate permit would be required for outdoor storage. Bevelheimer said if outdoor storage becomes an issue that could lead them to be out of compliance with the permit. Brink asked about plans for the fence that surrounds the property. Bevelheimer said that was a question the petitioner could answer better than he could.

Brink asked if the petitioner would like to address the commission.

Michael Davis said he had no further comments. Brink asked about the fence. Davis said there are no plans at this time to change the fence or the parking lot.

With no further discussion, Bellis made a motion, seconded by Freiburg to accept the recommendation of staff that the Plan Commission recommends approval of the Special Permit to operate a facility with vehicle service, sales, and/or leasing at 300 Broadway Street, as presented. The motion carried with all present voting in favor.

**ADDITIONAL BUSINESS:** None

**ADJOURNMENT:** With no further action to come before the commission, Bellis made a motion, seconded by Looten, to adjourn at 7:40 pm. The motion carried with all present voting in favor.

## ZONING CHANGE REVIEW

Applicant/Owner or Prospective Owner	Dick Brothers, Inc
Address(es)	300 S. 10 <sup>th</sup> , 304 S. 10 <sup>th</sup> , 922 York
Parcel Size(s)	Combined 9,370 square feet (per pictometry.com)
Ward	7
Current Zoning	R3
Permitted Uses	R3 – Multi-Family Residential; Boarding Houses; Recreational and Social Facilities; Health, Medical, and other Charitable Institutions.
Minimum Lot Area/Width	Width – 60’/Area – 5,000 square feet
Requested Zoning	D2
Permitted Uses	Downtown General Business District including off-street parking lots
Minimum Lot Area/Width	None
Surrounding Zoning	See Below
Essential Facilities	City Sewer, City Water, Access to 10 <sup>th</sup> & York Streets



### LOCATION/BACKGROUND:

The petitioner is requesting a zoning change for three lots (shown in red): 922 York Street, 300 South 10<sup>th</sup> Street, & 304 South 10<sup>th</sup> Street. The petitioner has presented the deeds to the three lots as proof of ownership. The three lots are currently zoned R3 (multi-family residential). The request is to change the zoning of the three lots to D2 (downtown general business district).

The petitioner proposes to construct a parking lot on the three subject lots as well as 920 York Street, which is owned by the petitioner. The construction of an off-street parking lot is a permitted use within a D2 district. It is not a permitted use within an R3 district. 920 York Street (shown above in green) is zoned D2.

A preliminary site plan (included in your packet) shows the proposed parking lot would have nearly 30 parking stalls, some angled/some 90-degree. The lot would be accessible off of York Street or off of the east/west alley that abuts the southern edge of the parking lot. The parking lot would be exited via the east/west alley or onto South 10<sup>th</sup> Street.

There are specific requirements in city code regarding sight-proof landscaping and setbacks regarding off-street parking in downtown districts located next to a residential district. Those issues will be addressed during the



city's site plan review process, which includes the developer and representatives of the Department of Planning & Development, the Department of Utilities & Engineering, and the Fire Department.

There are no lot size requirements for D2 zoning districts.

The Neighborhood Land Use map of 2013 lists the three subject lots as residential use (either single family or multi-family use). The subject lots are vacant following the demolition of the previous structures.

The subject lots are in an area that is a mix of commercial space, including an event complex also owned by the petitioner, for which the parking lot would be used, and residential units. Despite the R3 zoning, most of the residential units near the subject properties are single-family residential.

**STAFF COMMENTS:**

Staff supports the rezoning of the three subject properties from R3 to D2.

The subject lots, as a whole, are fully contiguous to the existing D2 zoning district to the west and north, so the extension of the zoning district would be minimal and appropriate given the contiguous nature of the lots.

The event complex across York Street has dramatically increased the need for parking in the area. Staff believes the construction of a 30-stall, off-street parking lot would help reduce the amount of on-street parking, potentially creating a safer environment for pedestrians crossing York Street or vehicles driving on York Street as there might be fewer vehicles parked along both sides of the street, depending on the size of the event.

Staff received comments in opposition from one neighbor regarding the proposed parking lot. The parking lot would be contiguous to the neighbor's property on two sides.

**STAFF RECOMMENDATION:**

Staff recommends the Plan Commission recommend approval of the rezoning of 922 York Street, 300 South 10<sup>th</sup> Street and 304 South 10<sup>th</sup> Street from R3 (Multi-Family Residential) to D2 (Downtown General Business District) to allow for the construction of an off-street parking lot subject to the following condition.

- That landscaping, setbacks, off-street parking, drainage and other topics be addressed to meet city code as part of the city's site plan review process.

**920-922 YORK STREET**

**Traff 1:**

A part of Block 5 in Plat No. 2 of Samuel Alexander's Estates, in the City of Quincy, bounded and described as follows:

Commencing at a point on the South line of York Street 91 feet 8 inches West of the point of intersection of such South line of York Street with the West line of Tenth Street in said City, running thence South 103 feet to an alley, thence West with the North line of said alley 34 feet, thence North 103 feet to the South line of said York Street and thence East with the said South line of York Street 24 feet to the place of beginning.

**Traff 2:**

A part of Block 5 in Plat No. 2 of the Subdivision of the Estate of Samuel Alexander, deceased, particularly bounded and described as follows, to-wit: Beginning on the South line of York Street in the City of Quincy at a point 125 feet and 8 inches West of the point of intersection of the South line of said York Street with the West line of Tenth Street in said City, running thence South 103 feet to an alley, thence West 33 feet, thence North 103 feet to the South line of said York Street, thence East on the South line of said York Street 33 feet to the place of beginning.

Situated in Adams County, Illinois.

**304 S. 10TH STREET**

A part of Block 5 in Plat No. 2 of the Subdivision of the Estate of Samuel Alexander, deceased, in the City of Quincy, Adams County, Illinois, described as follows, to-wit: Beginning at a point on the West right-of-way line of 10th Street (that is 43' 10" South of the point where the South right-of-way line of York Street intersects the West right-of-way line of 10th Street, thence West on a line parallel with the South line of York Street 91' 8", thence South 20 feet, thence East on a line parallel with the South line of York Street 91' 8" inches to the West right-of-way line of 10th Street, and thence North along said West line 20 feet to the point of beginning.

**300-302 S. 10TH STREET**

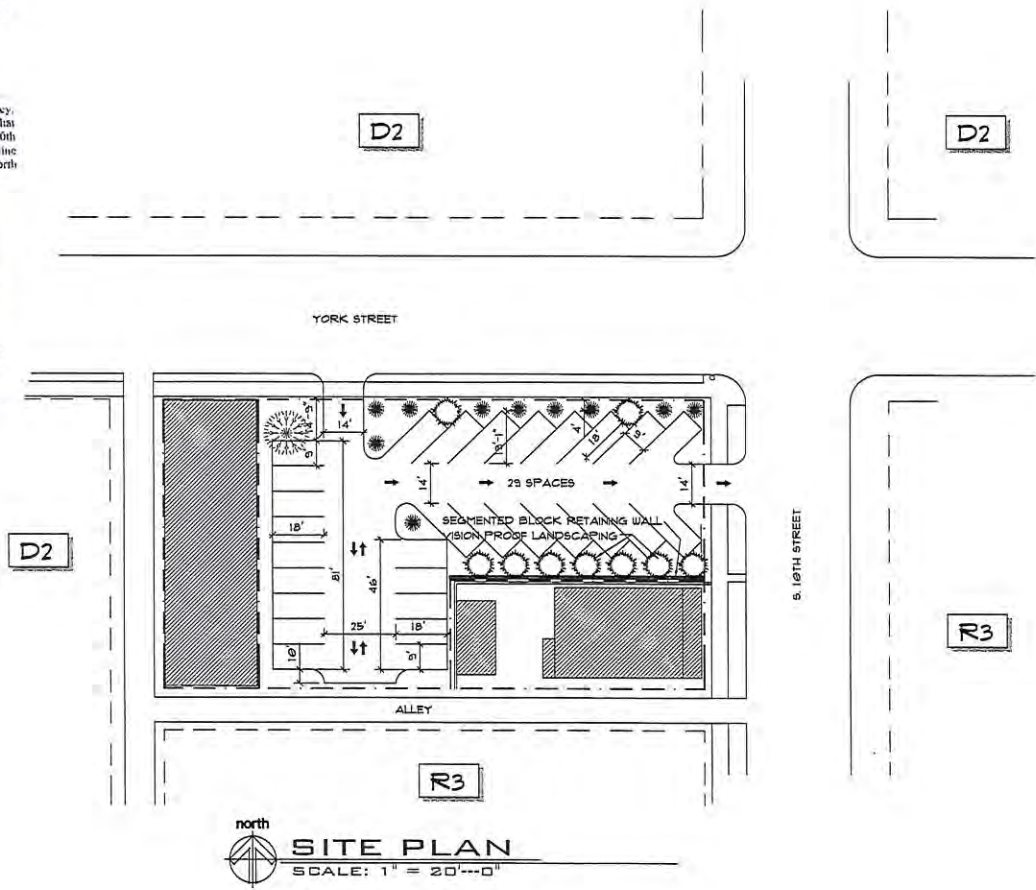
Part of Block 5 in Plat 2 of the Subdivision of the Estate of Samuel Alexander, deceased, in the City of Quincy, Adams County, Illinois, described as follows, to-wit: Beginning at the point of intersection of the West right-of-way line of 10th Street with the South right-of-way line of York Street, thence South along the West right-of-way line of 10th Street 43 feet 10 inches, thence West on a line parallel with the South right-of-way line of York Street 91 feet and 8 inches, thence North 43 feet and 10 inches to the South right-of-way line of York Street, and thence East along the South right-of-way line of York Street 91 feet and 8 inches to the place of beginning.

Property Index Number: 23-1-0805-000-00

Property Address: 300-302 South 10th Street, Quincy, IL 62301

**NOTES:**

- 1) NEW ENTRANCE DRIVE - TO COMPLY WITH CITY OF QUINCY REQUIREMENTS AND STANDARDS
- 2) SIDEWALKS CROSSING DRIVES SHALL MEET ADA, AND ILLINOIS ACCESSIBILITY CODE STANDARDS. MAX RAMP SLOPE SHALL BE 1:12, MAX SIDE SLOPE SHALL BE NOT MORE THAN 2%. RAMP SURFACE SHALL HAVE TRUNCATED DOME DETECTABLE WARNING SURFACE MEETING IDOT STANDARDS. SEE DETAILS ON SHEET S-2.
- 3) SITE LIGHTING SHALL BE DIFFUSE, INDIRECT, OR SHIELDED SO THAT LIGHT DOES NOT SPILL OFF SITE. LIGHTING SHALL BE POLE MOUNTED.
- 4) SIDEWALKS: ALL WALKS TO BE 6'-0" WIDE UNLESS OTHERWISE INDICATED WITH A MINIMUM OF 5% SLOPE. WALK SURFACE TO BE 2" ABOVE FINISHED GRADE WITH A SIDE TO SIDE PITCH OF NOT MORE THAN 2% FOR DRAINAGE. SEE NOTES ON SHEET S-1 AND DETAILS ON SHEET S-2.
- 5) PARKING STALLS: TYPICAL STALLS TO BE 9'-0" WIDE UNLESS OTHERWISE NOTED.
- 6) STORM WATER DETENTION SYSTEM, IF REQUIRED, SHALL BE PER CITY REQUIREMENTS AND STANDARDS. WATER FROM PARKING LOT AND REMAINDER OF THE SITE SHALL BE DIRECTED TO THE STORM WATER DETENTION SYSTEM.



**STOCK DESIGN ARCHITECTURE**  
 302 N. TENTH STREET, SUITE 111, QUINCY, ILLINOIS  
 PHONE: 217-283-1199 FAX: 217-283-8007  
 WWW.STOCKDESIGNARCHITECTURE.COM

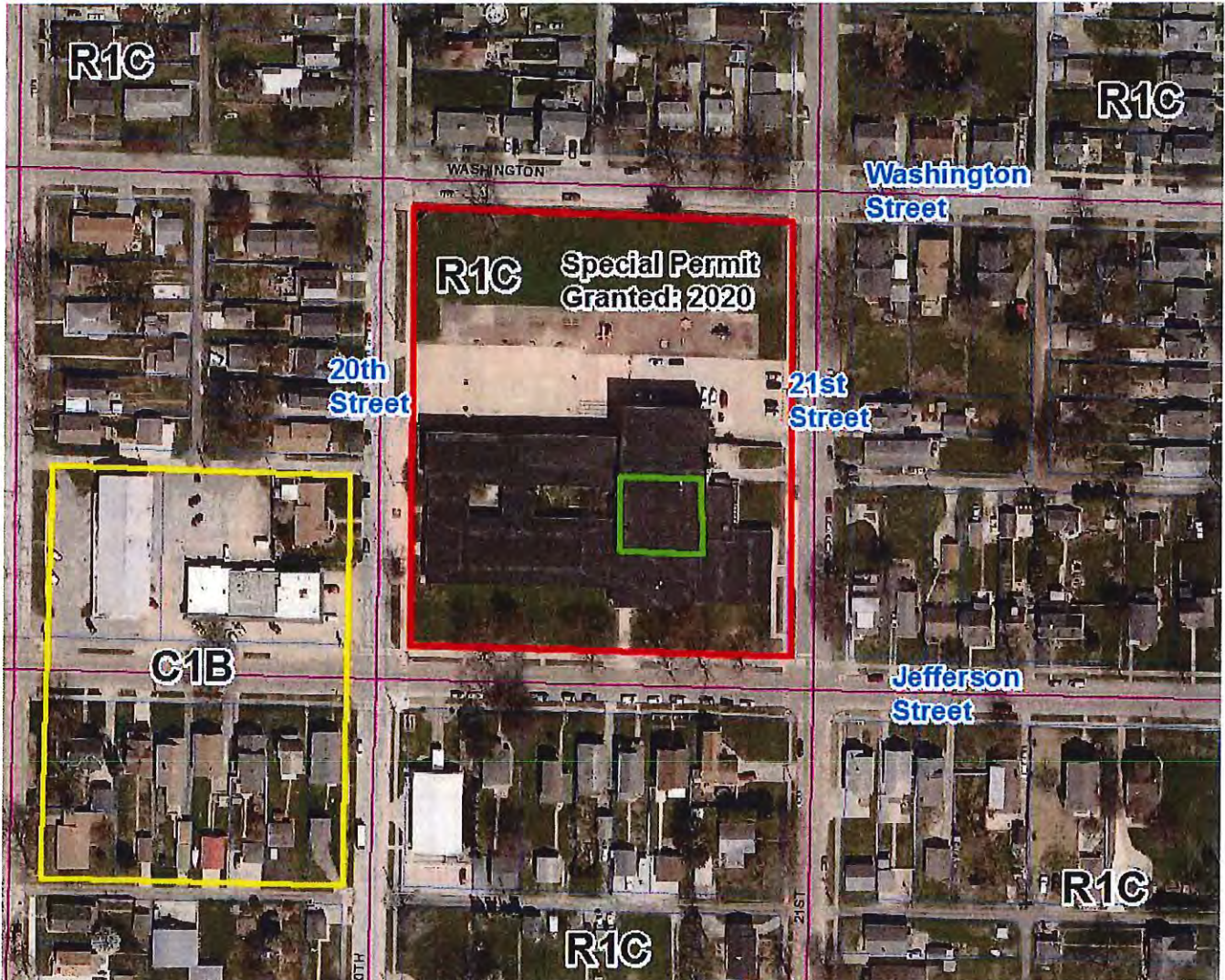
**BREWERY COMPLEX PARKING LOT QUINCY, ILLINOIS**

REVISIONS
13SEP20
21SEP20
01OCT20
20OCT20
19JUL21
SHEET DESCRIPTION
SITE PLAN
JOB NO. 20210
DATE QUINCY
DRAWN BY HS
<b>S - 1</b>
SHEET NO.



## REVIEW – SPECIAL PERMIT FOR PLANNED DEVELOPMENT

Applicant/Owner or Prospective Owner	Christina Griffin
Address(es)	2001 Jefferson Street (former Adams School)
Parcel Size(s)	404' x 462' = 186,648 square feet (4.3 acres)
Ward	4
Current Zoning	R1C [single-family residential] – (commercial use through SP/PD)
Request	To operate a restaurant/café with delivery/pick-up options



### LOCATION/BACKGROUND:

The petitioner seeks a Special Permit for Planned Development for the property at 2001 Jefferson Street (shown in red above) to operate a restaurant/café with the option for delivery/DoorDash/pick-up. The proposed location (within the building) would be the former school cafeteria/kitchen (shown in green above). The petitioner has been using this space for approximately two months as a prep kitchen for a mobile food truck. Staff informed the petitioner that a SP/PD is needed to expand from the prep kitchen to the restaurant/café.

The petitioner says the proposed hours of operation would be breakfast through late lunch and the restaurant/café would employ 6-8 people. If the SP/PD is approved, the petitioner said delivery/DoorDash/pick-up would be offered as soon as possible while indoor dining would be offered once there is adequate off-street parking.

The subject lot is currently zoned R1C (single-family residential). In Dec. 2019, the owners of the subject lot petitioned the Plan Commission for a Special Permit for Planned Development to allow for living units, offices and additional off-street parking. The Plan Commission recommended approval and the Quincy City Council



granted approval of the SP for PD in early 2020. The proposed restaurant/café requires an additional SP for PD because the usage is more intense than what was approved by the City Council.

The subject lot encompasses one full city block. The northern half of the lot is a mix of a grassy area, a former playground, and a concrete parking lot. The former school is located on the southern half of the lot along with a parking lot along Jefferson Street that is under construction. There are businesses operating within the former school, including the prep kitchen. The owner of the subject lot says the goal is to complete the parking lot along Jefferson Street soon.

There are two commercial buildings with multiple businesses in each to the west of the subject lot and a chiropractic office to the immediate southwest. The remaining properties that surround the subject lot are single-family residential properties per the city's GIS.

**CURRENT PLANNING:**

The 2013 Neighborhood Land Use Plan categorizes 2001 Jefferson Street as public use as it was operating as a public school at the time of the report.

**STAFF COMMENTS:**

As previously mentioned, there is an existing Special Permit for Planned Development for 2001 Jefferson Street to allow for residential units, office space, and a parking lot along Jefferson Street. The petitioner requires an additional Special Permit for Planned Development for a restaurant/café because the use is more intensive than allowed by the existing SP for PD.

Staff has received comments and answered questions from nearby residents and property owners regarding the project. Several have expressed concerns, in particular regarding customers parking in neighboring commercial lots to visit the restaurant/café and the possibility of alcohol sales/gaming machines at this location. Other callers simply asked questions about the project and had no further comment after receiving an explanation. Staff invited those with comments/questions/concerns to attend the meeting and address the commission directly.

The petitioner informed staff that there are no plans to add alcohol sales at the location, which would also eliminate the possibility of offering gaming machines because a liquor license is required to operate gaming machines.

Staff is concerned about the availability of parking at this time. There is a hard-surface parking area immediately north of the building that was previously used by the school for staff parking/outdoor activities. There is a parking lot under construction south of the building along Jefferson Street. City Code 162.092 requires one off-street parking space for every 2.3 persons at maximum occupancy for a restaurant or establishment of sale and consumption of beverages, food or refreshments on the premises. For example, if the maximum occupancy is 23 people, 10 spaces would be required while 20 spaces would be required for 46 people. The petitioner told staff the projected occupancy is still being determined though it could be around 30 seats for the restaurant/café.

As previously mentioned, the petitioner currently uses the space at 2001 Jefferson as a prep kitchen for their mobile food truck. Staff was told the food truck is parked at their home each night and driving to its location the following morning. The petitioner said the owner of the subject lot would allow the food truck to be parked in the parking area north of the building if necessary.

**STAFF ANALYSIS OF REQUIREMENTS FOR SPECIAL PERMIT FOR PLANNED DEVELOPMENT**

Chapter 162.151 of the city code establishes specific objectives of the Planned Developments with the Zoning Chapter, which is used to analyze a special permit for planned development.

**Staff sees the proposed office/shop specifically meeting the following Specific Objectives of 162.151:**

- (A) To permit a maximum choice in the types of environment available to the public by allowing a development that would not be possible under the strict application of the other sections of this chapter or other applicable ordinances of the city;
- (H) To encourage a land use which promotes the public health, safety, comfort, morals and welfare;

(J) To provide a means for the development of existing properties which cannot otherwise be economically or reasonably developed based on district zoning regulations;

(L) To provide a means by which the city can allow the use and development of land and property which is consistent with the comprehensive planning of the city and surrounding uses and developments without modifying the district zoning scheme established by this chapter.

**STAFF RECOMMENDATION:**

Staff supports the Special Permit for Planned Development for the operation of a restaurant/café with delivery and pick-up options at 2001 Jefferson Street, as proposed, with the following conditions.

- That indoor dining at the restaurant/café is prohibited until the completion of the parking lot south of the building along Jefferson Street.
- That the required parking (based on maximum occupancy) for the restaurant/café be clearly designated, either in the parking lot located north of the building or the parking lot located along Jefferson Street.
- That if the mobile food truck is to be parked at 2001 Jefferson Street, it must be parked in the parking area north of the building.
- That the restaurant/café can only operate between the hours of 6:00 AM and 8:00 PM.

# The Red Light Cafe



- 1- Location of grease Dumpster
- 2- Trash Dumpster
- 3- Small sign

Parking Lot

Parking Lot

South 20th

South 21st



Parking Lot  
Currently Under Construction

Jefferson Street





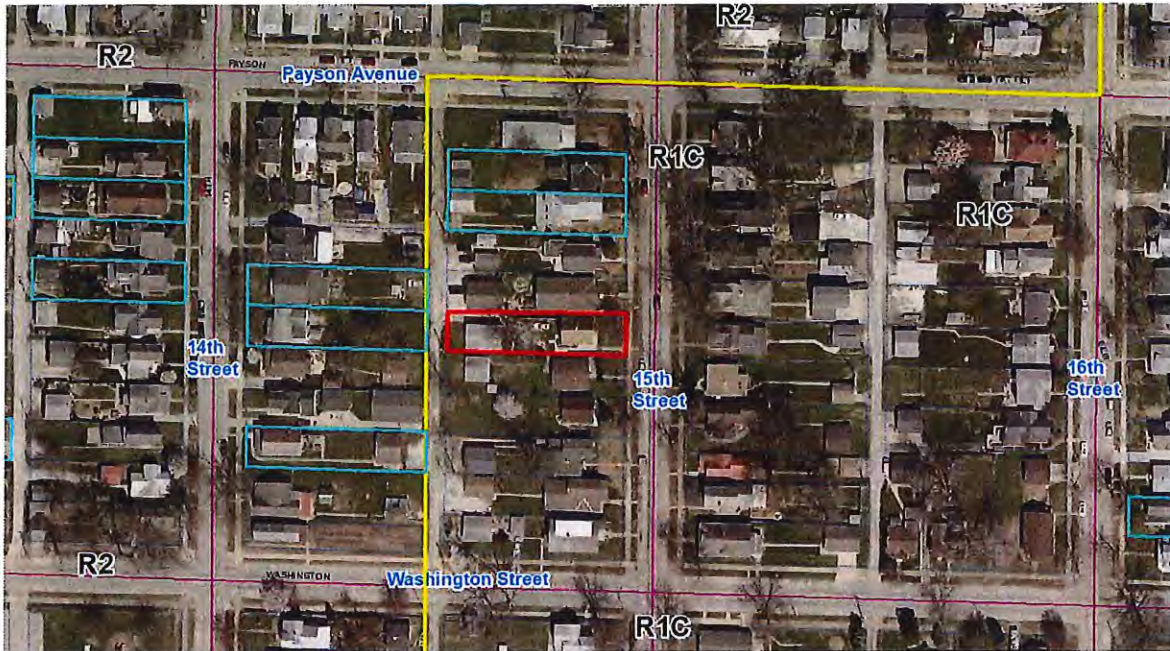
03/19/2021

© All



## REVIEW – PERMIT FOR NON-CONFORMING USE

Applicant/Owner or Prospective Owner	Robert Burghart
Address(es)	724 South 15 <sup>th</sup> Street
Parcel Size(s)	42' x 187' = 7,854 square feet
Ward	6
Current Zoning	R1C (Single Family Residential)
Request	Obtain a Non-Conforming Use Permit to operate a duplex in an R1C Zoning District at 724 South 15 <sup>th</sup> Street



### LOCATION/BACKGROUND:

The petitioner seeks a non-conforming use permit for 724 South 15<sup>th</sup> Street. The petitioner has owned the property for nearly 30-years and has rented it as a duplex during that time, a one-bedroom unit on the first floor and a one-bedroom unit on the second floor. The petitioner says the only access to the second floor is an exterior entrance, as there is no access from the first floor to the second floor inside the structure.

The property is currently zoned R1C (single family residential). The petitioner says the request for the non-conforming use permit is the result of only recently finding out that the property was not zoned for two-family residential use, given its use as a duplex for decades. The city's GIS shows the subject lot has two distinct address points. Staff found no city-issued permits to allow for the use of 724 South 15<sup>th</sup> Street as a duplex.

The subject lot is outlined in red above. The properties outlined in light blue also have two distinct address points in the city's GIS. There are two similar duplexes just north of the subject lot in the R1C zoning district

### CURRENT PLANNING:

The 2013 Neighborhood Land Use Plan categorizes 724 South 15<sup>th</sup> Street as Multi-Family Use.

### STAFF COMMENTS/RECOMMENDATION:

Staff supports the granting of the Non-Conforming Use Permit for the property at 724 South 15<sup>th</sup> Street. Staff's recommendation is based on the property being rented as a duplex for decades, the proximity to the R2 zoning district, and the proximity to multiple duplexes per the city GIS.



## REVIEW – SPECIAL PERMIT

Applicant/Owner or Prospective Owner	Michael Davis
Address(es)	300 Broadway Street
Parcel Size(s)	165' x 171' = 40' x 127' = 28,215 square feet
Ward	7
Current Zoning	D2 (Downtown General Business District)
Request	Obtain a Special Permit to operate a facility with Vehicle Sales, Service, and Leasing in a D2 Zoning District at 300 Broadway Street



### LOCATION/BACKGROUND:

The petitioner seeks to open a facility for vehicle service, sales, and/or leasing at 300 Broadway Street, which is zoned D2 (Downtown General Business). The petitioner is seeking a Special Permit as the requested uses are only allowed in a D2 Zoning District with a Special Permit. The petitioner has presented a lease for the property.

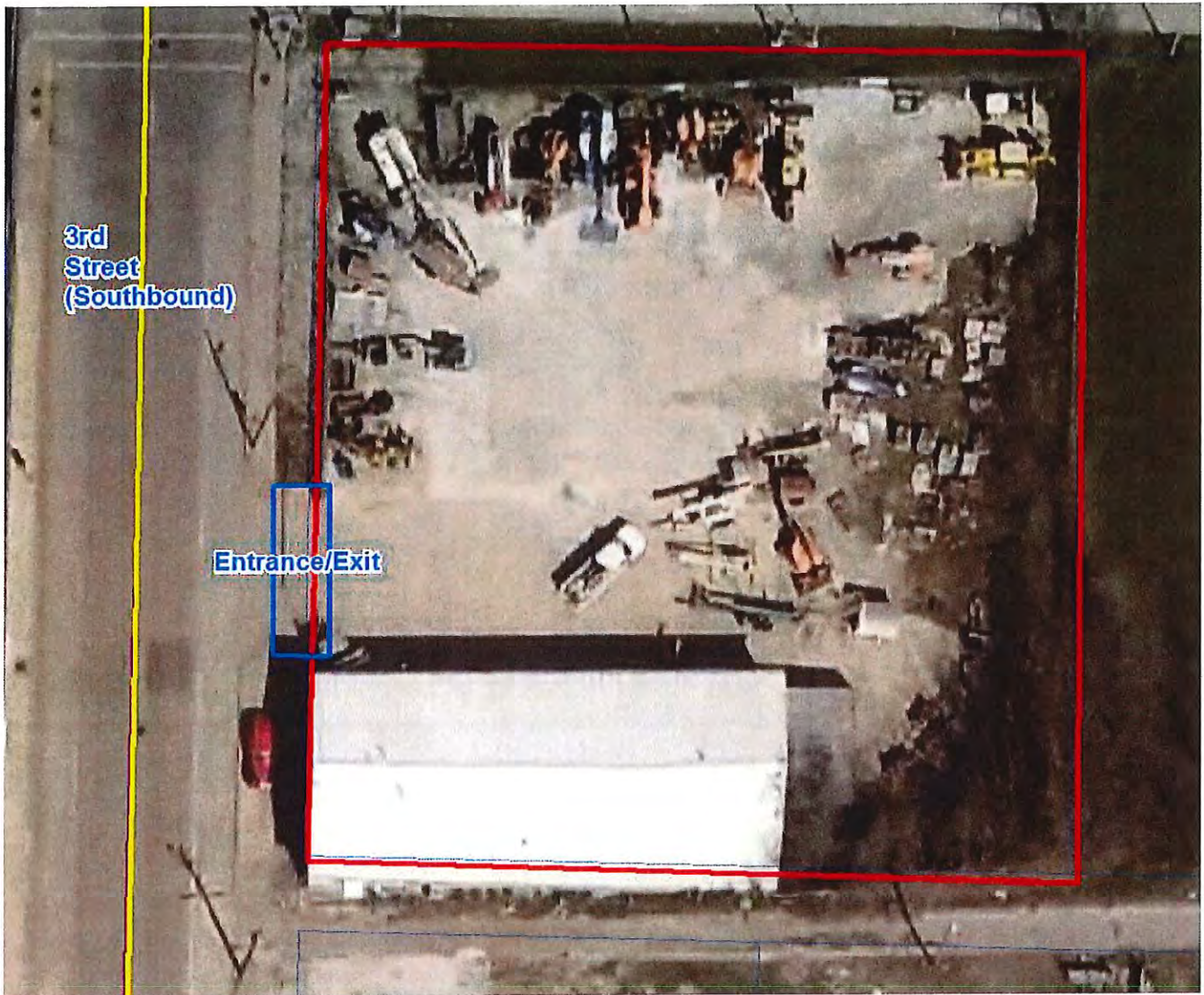
The subject lot fronts Broadway to the north and 3<sup>rd</sup> Street, which is a one-way, southbound street, to the west. The lot is surrounded by a chain-link fence currently and includes a roughly 4,300 square-foot building in the southwest corner. There is hard-surface and gravel parking presently as well as a wooded and grassy area.

There is a commercial building that houses a bedding/furniture store to the immediate west, several commercial buildings owned by Awerkamp Machine Company to the immediate north, a vacant lot to the immediate east and a vacant lot and commercial building to the immediate south.

Attached with this review is the petitioner's design for the lot. It shows vehicles displayed along the western property line (north of the entrance/exit) and along the northern property line. There would also be vehicles displayed in the center of the lot with a one-way drive aisle to allow for customer viewing. Employee and additional parking would be located in the southeast corner of the lot. The existing building would include four work bays, two offices and a front counter.

As shown below, the petitioner states the entrance/exit to the business will be located off of 3<sup>rd</sup> Street. There would not be access to the property off of Broadway Street.





**CURRENT PLANNING:**

The 2013 Neighborhood Land Use Plan categorizes 300 Broadway Street as Commercial Use.

**STAFF COMMENTS:**

As previously mentioned, a special permit is required because vehicle service, sales, and/or leasing is not allowed in the D2 Zoning District.

When first contacted regarding the project, staff was concerned about the possibility of an entrance/exit being located off of Broadway Street, which could have led to an increase in traffic congestion. The entrance/exit off of 3<sup>rd</sup> Street is more agreeable to staff, especially with 3<sup>rd</sup> Street being a southbound street at this time, allowing for left turns only into the lot and out of the lot. If 3<sup>rd</sup> Street becomes two-lane in the future, staff would be more concerned about congestion with vehicles entering/exiting the lot from the north or south.

The city code establishes several standards for off-street parking related to this type of project

- An Auto Body Shop requires one space per service bay and one space per employee
- An Automobile Service Station requires two spaces for each lubrication stall, rack, or pit and one space for each employee.

The petition describes one of the uses as vehicle service, so the required parking for the property would be two stalls for each lubrication stall, rack, or pit and one stall for each employee.



Staff received several phone calls from nearby property owners regarding the project. Each caller simply asked what was being proposed. Once the project was explained to them, they said they had no other concerns and chose not to make a comment regarding the project.

### **STAFF ANALYSIS OF REQUIREMENTS FOR SPECIAL PERMIT**

City Code Chapter 162.030 states that no special use shall be recommended by the Plan Commission unless the Commission shall find:

- (1) The establishment, maintenance or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare;*
- (2) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor significantly diminish and impair property values within the neighborhood;*
- (3) The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;*
- (4) Adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;*
- (5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;*
- (6) The special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as the regulations may in each instance be modified by the City Council pursuant to the recommendations of the Plan Commission; and*
- (7) The special use shall in all respects also conform to the applicable regulations of the district in which if located it would be a permitted use, except as to the regulations may in each instance be modified by the City Council pursuant to the recommendations of the Plan Commission.*

Staff believes the proposed operation of a facility with vehicle servicing, sales, and/or leasing will satisfy the seven requirements outlined in City Code for a Special Permit at 300 Broadway Street.

### **STAFF RECOMMENDATION:**

Staff supports the issuance of a Special Permit to allow for the operation of a facility with vehicle serving, sales, and/or leasing at 300 Broadway Street, as proposed, with the following condition.

- That the petitioner provide two parking stalls for each service bay as required in city code (162.092) and one parking stall for each employee.
- That if portions of the property are improved as hard surface (concrete, asphalt, oil/chip), the petitioner will provide the city with a site plan to verify drainage and other site plan related requirements.

← Vehicle Display →

← Vehicle Display →

Vehicle  
Display

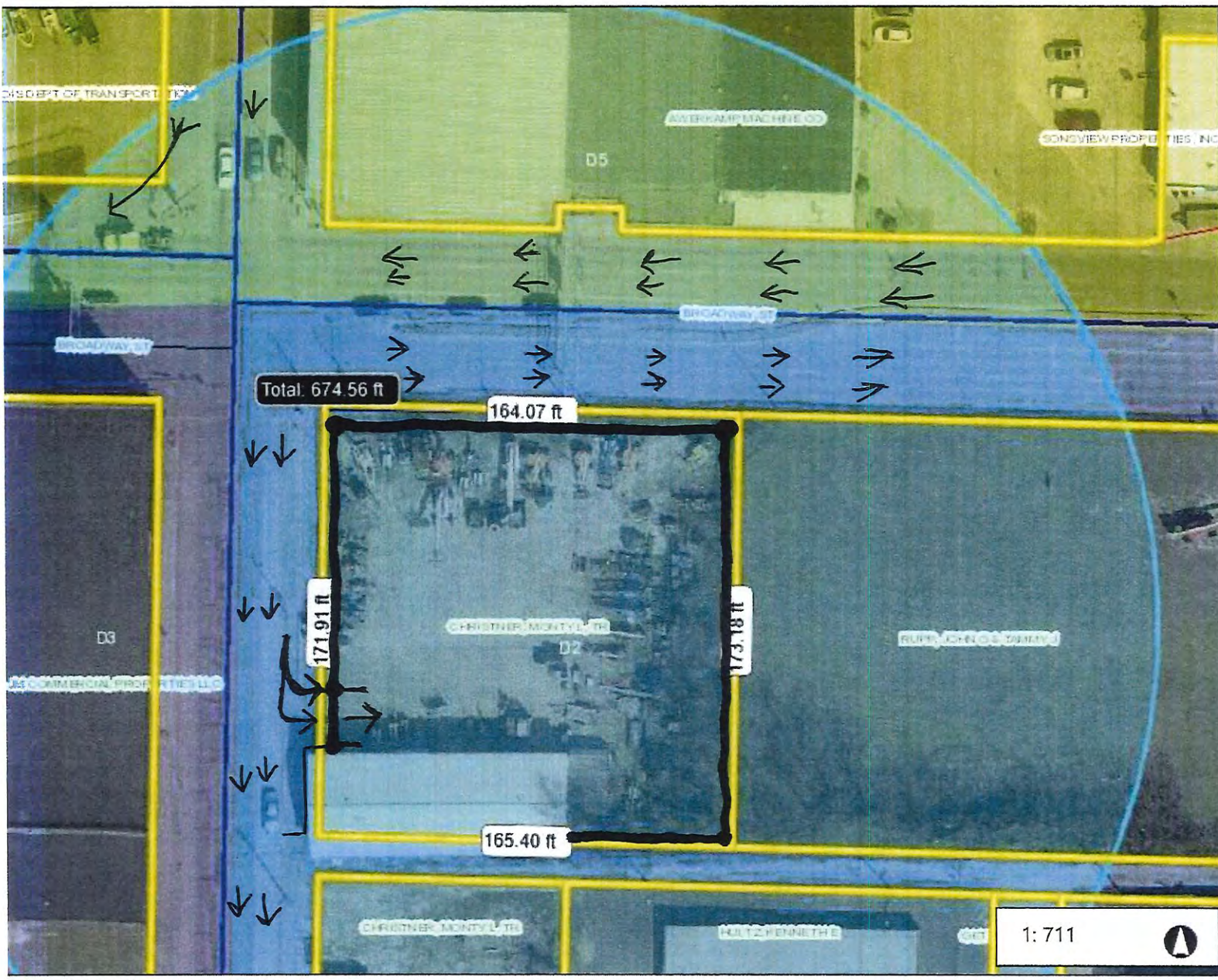
Service row

Entrance  
Exit



employee + Extra  
parking

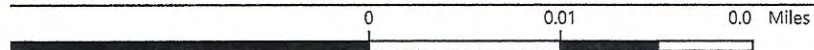




Legend

- ROAD CENTERLINE
- BORDER COUNTY
- CITY
- COUNTY
- INTERSTATE
- PRIVATE
- STATE
- STATE 4 LANE
- TOWNSHIP
- Parcels (April 2021)
- Quincy City Limits
- Adams County Boundary
- Townships
- QUINCY ZONING
- <all other values>
- C1A
- C1B
- C2
- C3
- D1
- D2
- D3
- D4
- D5
- M1
- M2

1: 711



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

300 Broadway  
 Chain link fence 6 ft tall



**City of Quincy  
Quincy Transit Lines**

**2020 Jennifer Road  
Quincy IL 62301**

**217-228-4550  
Fax: 217-228-4448**

**September 27, 2021**

**Mayor Michael Troup  
Honorable City Council Members**

**Included on the Agenda for October 4, 2021 is a Resolution authorizing the acceptance of the Downstate Operating Assistance Program agreement.**

**This is commonly referred to as our DOAP funding. This is the State contract from which we draw down operating assistance money to support Quincy Transit Lines. These funds pay for between 65% of our annual expenses. The grant amount for this fiscal year is \$2,908,558.00. In conjunction with this Grant we also receive a Federal Operating grant of in the amount of \$600,253. We are awaiting additional funding under the most recent Covid relief act. That funding amount has not yet been determined.**

**This contract is something we do annually at around this time of year and codifies the obligations between the City and the State of Illinois. The funds from this grant have been paid to the City for the past year even though the State budget has been a question mark. Every indication that we have gotten this year is that the funds are available and will be paid to the City as the contract indicates.**

**If you have questions please feel free to contact me at your convenience.**

**Marty Stegeman  
Director of Transportation  
2020 Jennifer Rd.  
Quincy, Il 62301  
217-228-4567  
217-430-5587**

**RESOLUTION ACCEPTING AUTHORIZING EXECUTION AND AMENDMENT OF DOWNSTATE  
OPERATING ASSISTANCE GRANT AGREEMENT**

**WHEREAS**, the provision of public transit service is essential to the people of Illinois; and

**WHEREAS**, the Downstate Public Transportation Act (30 ILCS 740/2-1 et seq.) (“Act”) authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

**WHEREAS**, grants for said funds will impose certain obligations upon the recipient, including provision by it of the local share of funds necessary to cover costs not covered by funds provided under the Downstate Public Transportation Act.

**NOW THEREFORE**, BE IT RESOLVED BY THE City of Quincy on behalf of the Quincy Transit Lines:

**Section 1.** That the City of Quincy enter into a Downstate Public Transportation Operating Assistance Agreement (“Agreement”) with the State of Illinois and amend such Agreement, if necessary, for fiscal year 2022 in order to obtain grant assistance under the provisions of the Act.

**Section 2.** That the Mayor of the City of Quincy, or the Director of Quincy Transit Lines or the Director of the Department of Planning & Development, is hereby authorized and directed to execute the Agreement or its amendment(s) on behalf of the City of Quincy for such assistance for fiscal year 2022.

**Section 3.** That the Mayor of the City of Quincy, or the Director of Quincy Transit Lines or the Director of the Department of Planning & Development is hereby authorized to provide such information and file such documents as may be required to perform the Agreement and to request and receive the grant funding for fiscal year 2022.

**Section 4.** That while participating in said operating assistance program, the City of Quincy shall provide all required local matching funds.

PRESENTED AND ADOPTED this \_\_\_\_\_ day of October, 2022.

**AUTHORIZED OFFICIAL**

**ATTEST**

\_\_\_\_\_

\_\_\_\_\_

Mayor City of Quincy

Date



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

**AN ORDINANCE AMENDING TITLE III (ADMINISTRATION) OF CHAPTER 32 (CITY COUNCIL) OF THE MUNICIPAL CODE OF THE CITY OF QUINCY OF 2015 ESTABLISHING RULES FOR PUBLIC COMMENTS AT PUBLIC MEETINGS AND PUBLIC HEARINGS OF THE CITY OF QUINCY, CITY COUNCIL, AND OTHER BOARDS, COMMISSIONS AND COMMITTEES**

WHEREAS, the City of Quincy, is a home rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, Section 2.06(g) of the Open Meetings Act states that "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body", and

WHEREAS, in accordance with the statute, the City is adopting rules for addressing public officials through public comments at an open meeting or public hearings of the City, its boards, commissions and committees; and

WHEREAS, it is in the best interest of the health, safety, and welfare of the citizens of Quincy to establish rules for addressing public officials through public comments at an open meeting or public hearing of the City, its boards, commissions, and committees.

NOW, THEREFORE, BE IT ORDERED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS:

Section 1. The recitals are incorporated into this Ordinance by reference.

Section 2. The following rules apply to persons desiring to address public officials of the City of Quincy when those officials are conducting an open meeting or public hearing under the Open Meetings Act.

Section 3. Title III, Section 32.28, is hereby replaced and amended as follows:

1. Anyone interested in speaking publicly at a council meeting and/or a public hearing is welcome. Individuals are asked to sign in just prior to the start of the meeting or hearing.
2. Speakers will be limited to three minutes per person during the public comment portion of the meeting or public hearing. The total time allotted for public comment will be 30 minutes, unless a majority of the council or committee votes to extend the discussion.
3. Any person who is not allowed to make remarks during

public comment shall be permitted to submit written comment to the council or committee either before or after the time for a public comment with the City Clerk.

4. Only one person may speak at a time during any public comment period.
5. No person may assign their time to any other person.
6. The chair may deny a person who has previously addressed the council or committee the opportunity to speak again during the same meeting on the same topic.
7. No person may address the council or committee or engage in public comment except during defined public comment periods, when recognized by the chair.
8. During any public comment period, council or committee members may ask questions of the speaker while he or she is speaking, if recognized by the chair. However, the council or committee need not answer questions from a speaker during the public comment period. If a person has a question for the council or committee, the individual may be asked to submit the question in writing.
9. All comments must be civil in nature. Any person who engages in threatening, slanderous, or disorderly behavior when addressing the council or committee, or who speaks out of turn or otherwise disrupts the City Council meeting, shall be deemed out of order by the chair. Repeated or extraordinary occurrences of disorderly conduct shall be grounds for the chair to cause the violator to be removed from the meeting room. The chair will rule on whether remarks made are in violation of this policy.
10. The council or committee has the authority to determine procedural matters regarding public participation not otherwise defined in this policy and not inconsistent with this policy.

Section 4. Title III, Section 32.32, is hereby repealed in its entirety.

Section 5. 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. 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 THE CODE OF ORDINANCES OF QUINCY, ILLINOIS TO PROVIDE FOR MAYORAL APPOINTMENT OF FIRE AND POLICE CHIEFS

**WHEREAS**, the City of Quincy (“City”) is an Illinois municipal corporation organized and operating pursuant to authority granted by the Constitution and Laws of the State of Illinois; and

**WHEREAS**, the City is a home rule unit of local government pursuant to the provisions of Section 6, Article VII of the Constitution of the State of Illinois; and

**WHEREAS**, pursuant to its home rule power, the City may exercise any power and perform any function relating to its government and affairs; and

**WHEREAS**, the City is authorized to prescribe the method of appointment and removal of its fire and police chiefs (65 ILCS 5/10-2.1-4); and

**WHEREAS**, Chapters 37, 38 and 40 of the City of Quincy Municipal Code (“City Code”) currently provide for the Board of Fire and Police Commissioners (“BOFPC”) to appoint and discharge the chiefs of the City’s Police and Fire Departments, respectively, together with regulations governing the terms of office, procedures associated with removal, and certain other matters; and

**WHEREAS**, the City Council hereby finds and determines that it is in the best interest of the public health, safety and welfare to amend the aforesaid regulations and to provide for the appointment and removal of the Chief of Police and the Fire Chief by the Mayor, with the advice and consent of the City Council; and

**WHEREAS**, the City Council desires to adopt this Ordinance pursuant to the City’s home rule and statutory powers and such other authority as provided by law.

NOW, T HEREFOR E, BE I T O RDAINED BY T HE CI TY CO UNCIL O F T HE CITY O F Q UINCY, ADAMS CO UNTY, I LLINOIS, IN RE LIANCE O N I TS H OME RULE AND STATUTORY POWERS as follows:

**SECTION 1. RECITALS.** The foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this ordinance it is the intent of the corporate authorities that this ordinance be liberally construed or reformed to accomplish the purpose and intent so described.

**SECTION 2. FIRE CHIEF AMENDMENTS.**

A. Section 37.02 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown **stricken**) and bold underscore (shown **underscore**) indicating addition to text:

**§ 37.02 FIRE CHIEF.**

(A) *Establishment of office.* There is hereby created the Office of Fire Chief, an executive office of the city. The Fire Chief shall be appointed by the **Mayor and not by the** Board of Fire and Police Commissioners, **with the advice and consent of the city council. The appointment shall be made upon the basis of merit and fitness and he or she need not be a member of the Department at the time of his or her appointment. The term of appointment for the Fire Chief shall be determined by the Mayor, but shall not exceed the term of the Mayor then holding office.** ~~for a term of office not to exceed three years (subject to renewal as otherwise provided in this code), and which term, shall in any event, terminate on the last day of the fiscal year of the city, of the final year of the appointment~~ When a vacancy occurs in the position of Fire Chief, the position shall be advertised/posted statewide.

(B) *Duties and powers.* The Fire Chief shall be the head of the Fire Department and shall be responsible for the care of the apparatus belonging thereto and the performance of the duties and powers thereof by the members of the Department. The Fire Chief shall have further duties and powers as from time to time prescribed by ordinance or by the City Council.

(C) *Records and reports.* The Fire Chief shall keep the record and make reports regarding the activities of the Fire Department and its members as may be required by the Mayor, **or** the City Council ~~or the Board of Fire and Police Commissioners~~, whether by ordinance or otherwise.

(D) **Removal.** **The Fire Chief may be removed prior to the end of his or her appointed term upon the Mayor filing with the city council the reasons for removal or discharge, but shall not become effective unless and until the proposed removal or discharge is confirmed by a majority vote of the corporate authorities then holding office.**

~~*Notice of renewal/nonrenewal of term of office.* The Board of Fire and Police Commissioners shall, not less than four months prior to the expiration of the term of office of the Fire Chief, give notice to the Chief and the City Council of its (Board's) decision to either renew or not renew said appointment. If the Board fails either to make or give notice of a decision to renew or not renew said appointment, by said four-month deadline, the City Council shall, on or before 30 days before the expiration of their term, elect to give notice of renewal or nonrenewal of the appointment.~~

(E) *Tenure.* If a member of the Fire Department is appointed Fire Chief, he shall be considered as on furlough from the rank held immediately prior to his appointment as Fire Chief. If he resigns or is not re-appointed as Fire Chief, or is removed from the position of Fire Chief but does not resign or is not discharged from the Fire Service, he shall revert to and be established in such prior rank, and thereafter be entitled to all the benefits and emoluments of such prior rank, without regard to whether a vacancy exists in such rank.

(F) *Eligibility to test for rank advancement.* The Chief of the Fire Department, having been appointed from among members of the Fire Department, shall be permitted, regardless of rank, to take promotional exams and be promoted to a higher classified rank than he currently holds, without having to resign as chief of the Fire Department.

B. Section 37.04 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown **underscore**) indicating addition to text:

### **37.04 MEMBERS; APPOINTMENT.**

**Except as otherwise provided by ordinance for the Fire Chief,** All members of the Fire Department, after examination, shall be appointed by the Board of Fire and Police Commissioners and promotions shall be made in the same manner as provided by statute, collective bargaining agreement, or ordinance consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1 *et seq.* No fireman ~~nor the Fire Chief (during the term of the Chief's appointment)~~ shall be discharged, demoted or suspended without salary except as provided by statute, collective bargaining agreement, or provisions of this code that is consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1 *et seq.*, and after a hearing before the Fire and Police Commission Board of Fire and Police Commissioners as otherwise provided by this code. Members of the Fire Department shall receive such compensation as the City Council may determine in accordance with the terms of any applicable collective bargaining agreement.

## **SECTION 3. POLICE CHIEF AMENDMENTS.**

A. Section 38.02 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown **stricken**) and bold underscore (shown **underscore**) indicating addition to text:

**§ 38.02 OFFICE OF CHIEF CREATED.**

(A) *Creation; appointment.* There is hereby created the Office of Chief of Police. The Chief shall be appointed by the **Mayor and not by the** Board of Fire and Police Commissioners, **with the advice and consent of the city council. The appointment shall be made upon the basis of merit and fitness and he or she need not be a member of the Department at the time of his or her appointment. The term of appointment for the Police Chief shall be determined by the Mayor, but shall not exceed the term of the Mayor then holding office, for a term of office not to exceed three years (subject to renewal as otherwise provided in this code), and which term, shall in any event, terminate on the last day of the fiscal year of the city, of the final year of the appointment.** The Chief shall be ex-officio City Marshal and Superintendent of Police. ~~When a vacancy occurs in the position of Fire Chief, the position shall be advertised/posted statewide.~~

(B) *Removal.* **The Police Chief may be removed prior to the end of his or her appointed term upon the Mayor filing with the city council the reasons for removal or discharge, but shall not become effective unless and until the proposed removal or discharge is confirmed by a majority vote of the corporate authorities then holding office.** ~~Notice of renewal/nonrenewal of term of office. The Board of Fire and Police Commissioners shall, not less than four months prior of the expiration of the term of office of the Police Chief, give notice to the Chief and the City Council, of its (Board's) decision to either renew or not renew the appointment. If the Board fails to either make or give notice of a decision to renew or not renew the appointment, before the four-month deadline, the City Council shall, on or before 30 days before the expiration of their term, elect to give notice of renewal or nonrenewal of the appointment.~~

(C) *Tenure.* If a member of the Police Department is appointed Chief of Police, he shall be considered as on furlough from the rank held immediately prior to his appointment as Police Chief. If he resigns or is not re-appointed as Police Chief, or is removed from the position of Chief of Police but does not resign or is not discharged from the Police Department, he shall revert to and be established in such prior rank, and thereafter be entitled to all the benefits and emoluments of such prior rank, without regard to whether a vacancy exists in such rank.

B. Section 38.05 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown **stricken**) and bold underscore (shown **underscore**) indicating addition to text:

**§ 38.05 MEMBERS; APPOINTMENT.**

Except as otherwise provided by ordinance for the Police Chief, a All members of the Police Department, after examination, shall be appointed by the Board of Fire and Police Commissioners and promotions shall be made in the same manner as provided by statute, collective bargaining agreement, or ordinance consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1, *et seq.* ~~Neither a ny No policeman, nor the Police Chief (during the term of the Chiefs appointment)~~ shall be discharged, demoted or suspended without salary except as provided by statute, collective bargaining agreement, or provision of this code that is consistent with ILCS Ch. 65, Act 5, §§ 10-2.1-1, *et seq.* and after a hearing before the Board of Fire and Police Commissioners as otherwise provided by this code. Members of the Police Department shall receive such compensation as the City Council may determine in accordance with the terms of any applicable collective bargaining agreement.

**SECTION 4. BOARD OF FIRE AND POLICE COMMISSION AMENDMENTS.**

A. Section 40.83 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown **stricken**) and bold underscore (shown **underscore**) indicating addition to text:

**§ 40.083 FIRE AND POLICE DEPARTMENT; APPOINTMENT; PROMOTION OF MEMBERS.**

(A) *Generally.*

- (1) The Board of Fire and Police Commissioners shall appoint all officers and members of the Fire and Police Departments of the municipality **including except for** the Chief of Police and the Chief of the Fire Department, ~~unless the City Council shall by ordinance as to them otherwise provide.~~
- (2) **Reserved.** ~~The appointment of the Fire Chief and Police Chief shall be subject to the limitations and restrictions otherwise provided in this case including specifically but not limited to, those limitations and provisions contained in Chapters 37 and 38 hereof.~~

(B) *Probation.* All initial appointments to the lowest rank of firefighter shall be subject to a period of probation not exceeding one year, except as otherwise may be provided by collective bargaining agreement. Unless otherwise provided by collective bargaining agreement, all other appointments, including original and promotional (**including except for** the Fire and Police Chief) shall be subject to a period of probation for such term as the Board of Fire and Police Commissioners shall, by rule, determine not exceeding, for police officers, 18 months from the date of the appointment or promotion and for firefighters, 12 months from the date of the appointment or promotion or as otherwise allowed by ILCS Ch. 65, Act 5, § 10-2.1-6.3. Unless otherwise provided by collective bargaining agreement, the Board shall have authority during any such probationary period to discharge or demote the probationary appointee without assigning cause or without a hearing, Unless otherwise provided by collective bargaining

agreement, the Board of Fire and Police Commissioners may, for good cause, extend the period of probation of an appointment for police officers by an additional period not exceeding six months from the expiration of the original period of probation. Good cause may include, but is not limited to, the failure of the probationary employee to serve a sufficient period of active duty during the period of probation, to permit the board to evaluate the appointee's competence and qualification to perform the duties required of the appointed position. For firefighters, the period of probation may be extended only in the event that a firefighter is required to be a licensed paramedic, during which extended period the sole reason that the firefighter may be discharged without a hearing is for failing to meet the requirements for paramedic licensure. Nothing herein shall be construed nor shall it affect any salary or other benefits to which a firefighter or policeman would otherwise be entitled under any collective bargaining between the employee's collective bargaining representative and the city.

(C) *Firefighter; EMT.* Members appointed to the Fire Department, as provided herein, shall within 12 months of their appointment, obtain and maintain certification or a license as an emergency medical technician - basic (herein "EMT -B") with the Illinois Department of Public Health. Failure to obtain said EMT-B license within said time, or failure to maintain the same shall constitute cause for removal from the Department. Nothing herein shall be construed nor shall it affect any salary or other benefits to which a firefighter or policeman, would otherwise be entitled under any collective bargaining between the employee's collective bargaining representative and the city.

(D) *Miscellaneous.* If a member of the Department is appointed Chief of Police or Chief of the Fire Department prior to being eligible to retire on pension he or she shall be considered as on furlough from the rank held immediately prior to this appointment as Chief, if his or her term terminates, or he or she resigns as Chief or is discharged as Chief prior to attaining eligibility to retire on pension, he or she shall revert to and be established in the prior rank, and thereafter be entitled to all the benefits and emoluments of the prior rank without regard as to whether a vacancy then exists in the rank.

- (1) *Term of appointment.* The appointment of the Fire Chief and Police Chiefs shall be subject to the limitations and restrictions otherwise provided in this code, including specifically, but not limited to, those limitations and provision, contained in Chapters 37 and 38 hereof.
- (2) *Annual evaluation.* The Mayor and Director of Administrative Services shall conduct annual evaluations of the Fire and Police Chiefs. The Mayor and Director of Administrative Services may seek the advice and council from the Chairs of the Fire and Police Aldermanic Committees. Such evaluations may include assessment and evaluation of the respective chiefs leadership, planning, organizational and administrative abilities, judgment and problems solving abilities, oral and written communication skills, attitude, skill in development of subordinate employees, relationship with subordinate employees, administration and the public, as well as such other matters which the Mayor and Director of Administrative Services may determine to be of assistance in evaluating the performance of the Chiefs. The Mayor shall report

the results of such evaluation to the respective Chiefs, ~~and~~ the City Council, ~~and the Fire and Police Commission.~~

(D) *Promotion; rank.* Except as otherwise provided for the Police Chief and Deputy Police Chiefs, all appointments to the Police Department other than that of the lowest rank, shall be from the rank next below that to which the appointment is made, except where there are less than three applicants for the appointment. In such case, applicants may be taken from the second rank next below that to which the appointment is made. Except as otherwise provided for the Fire Chief and Deputy Fire Chiefs, all appointments to the Fire Department other than that of the lowest rank shall be made in accordance with the Illinois Fire Department Promotion Act, ILCS Ch. 50, Act. 742, §§ 1 *et seq.*, and any applicable collective bargaining agreement. The Chief of Police, Deputy Police Chiefs, the Chief of the Fire Department and Deputy Fire Chiefs shall be appointed as provided in Chapters 37 and 38 of this Code. Notwithstanding any other rule or regulation of the Board or otherwise, a member who has not completed a promotional probationary appointment shall likewise be eligible for appointment to the position of Police or Fire Chief respectively.

(E) *Certificate of appointment.* Except for the Chief of the Fire Department and Chief of Police, ~~The~~ sole authority to issue certificates of appointment shall be vested in the Board of Fire and Police Commissioners and all certificates of appointments issued to any officer or member of the Fire or Police Department of a municipality shall be signed by the Chairperson and Secretary respectively of the Board of Fire and Police Commissioners of the municipality, upon a appointment of the officer or members of the Fire and Police Department of the municipality by action of the Board of Fire and Police Commissioners.

(F) *Auxiliary police officers.* The term **POLICE OFFICERS** as used in this subchapter does not include auxiliary police officers as provided for by statute.

(G) *City officers.* Any full time member of the regular Fire or Police Department of the city, is a city officer under the provisions of this code.

**B.** Section 40.90 of the Municipal Code of the City of Quincy, be and the same is hereby amended, to read as follows, with bold strikeouts indicating deletion in text (shown ~~stricken~~) and bold underscore (shown underscore) indicating addition to text:

#### **§ 40.090 REMOVAL OR DISCHARGE; HEARING OR CHARGES; RETIREMENT.**

(A) Except as hereinafter provided and except as otherwise provided by applicable statute or collective bargaining agreement, officers or members of the Fire and Police Departments (~~including the Fire and Police Chiefs during the time of their respective appointments or as otherwise provided in this Code~~), who shall have successfully served and completed their probationary periods, as provided herein, shall not be subject to removal or discharge except for

cause, upon written charges, filed with the Board of Fire and Police Commissioners, and after an opportunity to be heard in their own defense. When such charges are filed or a disciplinary action imposed by the Police Chief or Fire Chief is appealed to the Board of Fire and Police Commissioners, the Board shall conduct a fair and impartial hearing of the charges, to be commenced within 30 days of the filing thereof, which hearing may be continued from time to time. Except as otherwise provided in an applicable collective bargaining agreement, nothing herein shall be deemed to limit or restrict the power and authority of the Board, in accordance with its rules, to conduct informal investigations of complaints or allegations of misconduct of members of the Fire or Police Departments. Charge or charges, as used herein, shall be deemed to be filed only after the Board files and serves on the member formal, written notice of charges in accordance with the rules of the Board, and after such informal investigation of a complaint or allegation as the Board in its discretion may conduct. In case an officer or member is found guilty, the Board may discharge him or may suspend him not exceeding 30 calendar days without pay. The Board may suspend any officer or member pending the hearing with or without pay, but not exceeding 30 days and successive temporary suspensions may be made by the Board without pay for such period in the event the hearing is continued from time to time, provided that the aggregate amount of time that an officer or member may be suspended without pay pending a hearing on the charges against him shall not exceed 30 days. If the Board of Fire and Police Commissioners determines that the charges are not sustained, the officer or member shall be reimbursed for all wages withheld, if any. In the conduct of this hearing, each member of the Board shall have the power to administer oaths and affirmations, and the Board shall have the power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to the hearing.

(B) Unless earlier retired under the provisions of the applicable pension system, the age for retirement of policemen and firemen is 65 years, including the Chiefs of the Police Department and Fire Department, except that the Council may by ordinance provide for an earlier retirement age of not less than 60 years.

(C) Except as otherwise provided by applicable collective bargaining agreement, nothing in this section shall be construed to prevent the Chief of the Fire Department or the Chief of the Police Department from suspending without pay a member of his Department for a period of not more than five days, but he shall notify the Board in writing of such suspension. Except as otherwise provided by applicable collective bargaining agreement, any policeman or fireman so suspended may appeal to the Board of Fire and Police Commissioners for a review of the suspension within five calendar days after such suspension, and upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the man receive his pay for the period involved, or may suspend the officer for any additional period of not more than 30 days or discharge him, depending upon the facts presented. Upon such appeal a hearing de novo shall be held in the same manner as required in the case of charges originally having been filed against such officer.

**SECTION 5.** Every section and provision of this Ordinance shall be separable, and the invalidity of any portion of this Ordinance shall not affect the validity of any other portion of this



Ordinance. All ordinances or parts of ordinances in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed.

**SECTION 6.** This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the Corporate Authorities of the City of Quincy a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVED**

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**ATTEST:**

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# CITY OF QUINCY

JEFF MAYS  
DIRECTOR OF ADMINISTRATIVE  
SERVICES

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CITY HALL - 730 MAINE  
QUINCY, IL 62301-4056  
(217) 228-7730

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## MEMORANDUM

TO: Mayor Troup and City Council

FROM: Jeff Mays

DATE: September 17, 2021

SUBJECT: Changes to Purchasing Policy Manual

The changes to the Purchasing Policy Manual are being presented in the Ordinance below, as we were made aware that our current policy does not address issues required by certain Federal or State bidding requirements for certain programs.

In order to comply going forward, we have added the following new Sections:

- Section 1-5 Conflict with Federal or State Laws/Requirements
- Section 4-19 Bid Protest Procedure,
- Section 5-7 Bids or Proposals requiring Federal Quality Based Selections.

We have also amended section 4-6 regarding whether Unit Price or Total Extended Price is to be used, as different programs require different methods for calculation. We will use the method that is best for the City unless the specific grant requires a different method.

If you have any questions, please forward those to me and I will get them answered.

Sincerely,

# CITY OF QUINCY

JEFF MAYS  
DIRECTOR OF ADMINISTRATIVE  
SERVICES

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CITY HALL - 730 MAINE  
QUINCY, IL 62301-4056  
(217) 228-7730

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Jeff Mays  
Director of Administrative Services

JM:arr



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## **PURCHASING POLICY MANUAL**

**CITY OF QUINCY, ILLINOIS**

**Adopted October 4, 2021**

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**SAMPLE FORMS**

## Introduction

The purpose of the City of Quincy Purchasing Manual is to describe the major regulations and purchasing procedures that are to be followed by Quincy City Departments to achieve a uniform and consistent approach to purchasing. The manual provides current, accurate guidance to those personnel who are responsible for or participate in purchasing functions regularly.

The Purchasing Department has the ultimate responsibility of ensuring the City's funds are spent in the best manner possible and according to the guidelines established by the procurement code, State law, and principles of public procurement.

This purchasing manual governs all procurements for the City of Quincy, except as otherwise provided by State law or the City of Quincy Municipal Code. These procedures cover who is authorized to approve various procurements, the pricing determination requirements, the competitive bidding process, requests for proposals, and general requirements that apply to all purchases.

The City of Quincy is a home-rule municipality with authority to legislate in matters concerning its local government and affairs. The procedures set forth in this manual are established under the City's home-rule authority.

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## Definitions.

"Approved joint-purchasing agreement" means the State Joint Purchasing Program, the United States Conference of Mayors joint purchasing program (U.S. Communities Market place), Western States Contracting Alliance (WSCA) or other joint-purchasing agreement approved by the Director of Purchasing.

"Procurement Officer" is the Purchasing Director or is any other person designated by the Mayor.

"Procurement Agent" is the person designated by the Purchasing Director to handle all daily purchasing needs for the City of Quincy

"Vendor" means any person executing a contract with the City to supply products, services, or both.

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# 1. Ethics and Conflict Policies

## 1-1. Code of Ethics.

All City personnel engaged in purchasing and related activities have a duty to conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the City and its residents. Accordingly, City employees shall strive to:

- (1) Ensure that public money is spent efficiently and effectively and in accordance with all applicable laws and City policy.
- (2) Maintain proper confidentiality at all times.
- (3) Purchase without favor or prejudice.
- (4) Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotations and that and subsequent information is made available to all bidders.
- (5) Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and that selection is based upon the lowest responsible bid or other appropriate criteria.

The Director of Administrative Services is responsible for determining if a violation of this Code of Ethics has occurred and if any disciplinary action is necessary in accordance with the City's Personnel Code.

## 1-2. Conflict of Interest.

No employee may participate in the purchasing process if the employee knows any of the following:

- (1) The employee is contemporaneously employed by a bidder or vendor that is involved in the procurement transaction.
- (2) The employee or any immediate family member holds a critical position with a bidder or vendor that is involved in the procurement transaction. A "critical position" means (i) an owner with an interest of more than 10%, (ii) an officer, director, trustee, partner, or similar position, or (iii) an employee who is substantially involved in the procurement transaction.
- (3) The employee or any immediate family member has a financial interest arising from the procurement transaction.
- (4) The employee or any immediate family member is negotiating or has an arrangement concerning prospective employment with a bidder or vendor that is involved in the procurement transaction.

An employee's immediate family means a spouse, domestic partner, child, parent, sibling, and any other relative living in the same household as the employee.



The Director of Administrative Services is responsible for determining if a violation of this Conflict of Interest Policy has occurred and if any disciplinary action is necessary in accordance with the City's Personnel Code.

**1-3. Gift Ban.**

Notwithstanding the prohibitions contained in the State Officials and Employees Ethics Act (5 ILCS 430/), no City officer or employee may accept or solicit any gift from a prohibited source if that gift exceeds \$25 in value unless the gift qualifies as a listed exception set forth in 5 ILCS 430/10-15.

An officer or employee does not violate this provision if he or she promptly takes reasonable action to return a prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is a 501(c)(3) organization under the Internal Revenue Code.

**1-4. Bid Splitting.**

Bid splitting is intentionally dividing a purchase into two or more smaller purchases for the purpose of evading the requirements of the city's procurement guidelines and city code. This practice is not permitted.

**1-5. Conflict with Federal or State Laws/Requirements**

When the Policy and Procedure Manual and Federal or State Law or program requirements conflict, the Federal or State Law or Requirements shall take precedence and if necessary, the Director of Purchasing can adopt any policy needed to comply with Federal or State Law or requirements.

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## **2. Authority to Purchase.**

### **2-1 Purchasing Director**

The Department of Purchasing shall be headed by the Purchasing Director, appointed by the Mayor. In the absence of a Purchasing Director, the Mayor may designate another City official to oversee the day-to-day operations of the Department of Purchasing. The Purchasing Director or his/her representative shall have the responsibility to assist in all purchasing activities of the City. The Purchasing Director may delegate authority to department heads during the procurement process if the director deems it as a benefit to the city to do so.

### **2-2 Department of Purchasing Powers and Duties**

Without limiting those powers and duties prescribed by law and ordinance, the Department of Purchasing shall

- (a) Purchase supplies, services and construction for all agencies of the city;
- (b) Exercise general supervision and control over all inventories of supplies belonging to the city;
- (c) Sell, trade or otherwise dispose of surplus supplies belonging to the City;
- (d) Establish and maintain programs for the inspection, testing, and acceptance of supplies, services and construction;
- (e) Open all bids submitted to the City;
- (f) Make recommendations to City Council concerning the awarding of contracts for which bids have been received;
- (g) Distribute or cause to be distributed to the various requesting agencies of the city supplies as may be purchased by the department
- (h) Transfer supplies to or between the various requesting agencies of the city;
- (i) The Purchasing Director shall be empowered to
  - (1) Adopt, promulgate and from time to time revise rules and regulations, consistent with the purchasing manual, governing the management, procurement, control and disposal of any and all supplies, services and construction to be procured by the city.
  - (2) Assume related activities as may be assigned by the Mayor or the City Council.
  - (3) Place all advertisements for bids.

- (j) Have authority to approve and authorize the trade-in of supplies or other personal property of the city for credit or part payment against the cost of procuring similar property.
- (k) The Purchasing Director may approve and the trade-in of property, without competitive bidding, provided
  - (1) The cost of the procurement (excluding the value of the trade-in) does not exceed **\$7,500**.
  - (2) The Purchasing Director has made a good faith determination that the trade-in credit is substantially equivalent to the fair market value of the supplies or property being traded.
  - (3) The procurement of the replacement property or supplies (and the trade-in) are in the best interests of the appropriate department and the city.

**2-3. General Purchase Authority.**

No employee may purchase products or services on behalf of the City without first seeking approval as required by this policy. All purchases require advanced approval of the Purchasing Director, appropriate Department Head, Director of Administrative Services or Mayor’s designee in accordance with the following guidelines:

Dollar Limit	Required Approval
Up to \$2,999.99	Department Head
\$3,000 - <b>\$7,499.99</b>	Department Head Purchasing Director or Mayor’s designee DOAS or Mayor’s designee
<b>\$7,500</b> and above	Department Head Purchasing Director DOAS or Mayor’s designee Appropriate Committee City Council

#### 2-4. General Policy for Soliciting Quotes.

Employees are responsible for obtaining quotes for purchases in the instances outlined below:

Dollar Limit	Quote/Bid Required
Up to \$2,999.99	No quotes are required, employees are encouraged to seek more than one quote when possible or otherwise ensure that competitive prices are obtained.
\$3,000.00 - \$9,999.99	A requisition for a purchase must include either (i) a minimum of 3 quotes or (ii) sufficient justification to warrant purchase from a specific vendor.
\$10,000 and above	Must be competitively bid except as otherwise set forth in this Manual.

#### 2-5. Cooperative / Joint Procurement.

City employees are encouraged to use cooperative / joint purchasing programs. These include programs such as the National Purchasing Cooperation, GSA Cooperative Purchasing, Western States Contracting Alliance, or other similar programs.

The purchase of items available through an approved joint-purchasing agreement may be made without obtaining quotes or bids. However, it is the recommendation of the City's administration that the employee contact local vendors for possible purchasing opportunity of said item.

#### 2-6. State Contracts.

Purchases from the State of Illinois that are specifically set up for the use of local governments are exempt from the procurement ordinance.

The City is eligible to purchase thousands of items, such as office supplies, office furniture, clothing, automotive parts and supplies, janitorial supplies, and vehicles from state contracts. The State of Illinois develops the specifications, conducts the bid process, makes the awards, and creates the contracts. The City places orders directly with the vendors. State contracts take advantage of the combined purchasing power of the State plus cities and towns, resulting in lower prices for some items. Indirect benefits are realized by reduced administrative time spent

conducting the procurement process. Departments must reference the State of Illinois contract to ensure they receive contract pricing from the vendor and to inform Purchasing that the purchase is exempt from quoting or bidding requirements.

State contracts can be viewed at the Central Management Services website: <http://www.purchase.state.il.us/> (select Master Contracts, and then Joint Purchasing.).

Although they are exempt from the procurement ordinance, state contract purchases over \$10,000 must receive City Council approval.

### **2-7. Emergency Purchases.**

A Department Head is authorized to make an emergency purchase of less than **\$7,500** if the failure to do so could result in an immediate and apparent loss to the City. The Department Head must notify the Director of Purchasing and Director of Administrative Services of the emergency purchase at the first opportunity.

All emergency purchases of **\$10,000** or more that would otherwise require competitive bidding must be authorized by the Director of Purchasing and Director of Administrative Services. The Department Head must render a report of the emergency purchase under this subsection to the City Council at its next regular meeting.

### **2-8. Sole Source.**

In some cases, it is difficult or impractical to require competitive bidding for a product or service. Contracts for parts, supplies, software or equipment that are only available from a single source are referred to as “sole source” purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier; or
2. Public utility services from natural or regulated monopolies; or
3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.

If a Department Head believes that a purchase qualifies under this Section, then he or she must provide the Purchasing Department with the justification for an exemption from the competitive bidding requirement. The Purchasing Department may grant an exemption from the competitive bidding requirement if he or she determines that the purchase qualifies under this Section.

## **2-9. Responsibilities of User Department.**

The major responsibilities of departments in the purchasing process include:

1. Working closely with the Purchasing Agent to ensure all purchasing requirements are met.
2. Allow sufficient time for vendors to submit quotes, bids or RFPs and for Purchasing to review all quotes, bids or RFPs.
3. Recognizing when needs for a supply, service or construction will exceed \$10,000 and working with Purchasing to prepare bidding documents.
4. Prepare acceptable technical specifications that define the quality of a good or service needed to perform a specific function without limiting bidding opportunities.
5. Confirming that items delivered and pricing conforms to the requirements of the bid and contract.
6. Documenting in writing any major performance failures by the vendor that reflect noncompliance with the bid specifications or contract and providing such documentation to Purchasing.
7. Enter requisitions in the financial system adhering to requirements set forth by the Purchasing Department.



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## 3. General Considerations

### 3-1. Payment and Performance Bonds.

The successful bidder on any public-work contract in excess of \$50,000 is required to submit a payment bond and a performance bond in an amount equal to 100% of the total bid. The City may require these bonds for any other contract.

The company acting as surety for any bond under this section must be licensed to do business in the State of Illinois. The bonds must be in a form acceptable to the Director of Purchasing and Corporation Counsel.

The vendor must provide the appropriate bond within 10 calendar days after the award of the bid. The failure to post a satisfactory bond is grounds to forfeit the bid bond.

### 3-2. Insurance.

For contracts issued through bidding and other appropriate contracts, the vendor must maintain appropriate insurance coverage. The insurance coverage must include comprehensive general liability, auto liability, professional liability (required only for professional service contracts), workers' compensation (including a waiver of subrogation), and umbrella coverage. The liability limits and other requirements must be specified in the bid document's General Terms, Conditions, and Instructions.

A certificate of insurance by the insurer issuing the policy and endorsements setting forth the coverage limits, and endorsements shall be filed with the city before the city will execute the contract. A certificate of insurance shall include a statement that "the coverage and limits conform to the minimums required in the contract documents". In no event shall any failure of the city to receive certificates or to demand receipts be construed as a waiver of the contractor's obligation to obtain and keep in force the required insurance.

All costs as specified herein shall be considered as included in the cost of the contract. The contractor shall at his/her own expense and risk of delay, cease operations if the required insurance is terminated or reduced below the required amounts. Coverage in the minimum amounts set forth herein shall not be construed to relieve the contractor to indemnify in excess of the coverage in accordance with the contract.

### **3-3. Indemnification.**

To the fullest extent permitted by law, the vendor must agree to indemnify and defend the City, its officers, agents, and employees against all suits and other claims arising in whole or in part from the vendor's the performance under the contract, including the performance of any employee or subcontractor. There may be an exception for a suit or claim caused solely by the actions of the City or its officers, agents, or employees.

The vendor must appear, defend, and pay all the charges of attorneys and all costs and other expenses arising from the suit or claim and must satisfy and discharge any judgment rendered against the City, its officers, agents and employees.

Requirements to provide bonds or insurance do not limit the vendor's requirement of indemnification.

### **3-4. Prevailing Wage.**

The vendor on all public works contracts must comply with the Prevailing Wage Act (820 ILCS 130/) and with the Prevailing Wage ordinance of the City of Quincy.

### **3-5. Local Preference Policy.**

The City recognizes that local businesses share income with the community in a variety of ways, including the payment of taxes, job creation, donations to local charities, membership in local organizations such as the Chamber of Commerce, sponsorship of local events and organizations, etc. The City of Quincy believes that such significant local contributions should be recognized when purchasing goods and services. Therefore, the City seeks to provide that recognition by establishing a policy to give local businesses some preference when purchasing goods and services. **(Please note - provision 3-5, does not apply to public works projects)**

(a) A bidding preference shall be granted to bidders in a competitive bidding situation on the following scale:

- **4% (up to a maximum of \$2,000) on bids of up to \$50,000**
- **3% (up to a maximum of \$7,500) on bids of up to \$250,000**
- **2% (up to a maximum of \$20,000) on bids of up to \$1,000,000**

- (b) The preferential discount will be applied to the low bid of all “Local Bidders” when determining the lowest responsible bid. This policy applies to the purchase of all goods and services that are purchased through a competitive-bidding process with a total cost of \$10,000 or greater.
- (c) The City acknowledges that any preference of local businesses may not result in burdensome or unreasonable costs to the taxpayers of the community nor should it restrict the City from rejecting inferior products or services. This policy does not apply in situations where external funding sources do not permit local preference purchasing allowances or in situations where the goods or services being purchased are available through an approved joint-purchasing program. The City reserves the right to waive or amend this policy when it deems appropriate.
- (d) A local bidder shall indicate on the bid submission that the business qualifies as a “Local Bidder” under this policy. The City of Quincy is not responsible for investigating whether or not a business qualifies as a local bidder if the indication is not included on the submitted bid. The Director of Administrative Services has the sole and final authority to resolve any disputes that may arise over this policy.
- (e) A “Local Bidder” means any business that meets all of the following criteria:
  - (1) The business has established and maintained a physical presence within the City of Quincy , via the ownership or lease of a building or a portion of a building, for a period of not less than 12 consecutive months; and
  - (2) The business employs a minimum of 5 full time employees at the Quincy location and that those employees spend the majority of their work day and work week at the Quincy location; and
  - (3) The business is legally authorized to conduct business within the State of Illinois and Adams County.

### **3-6. Non-Discrimination.**

It is the policy of the City of Quincy that all potential bidders have an equal opportunity to submit bids and to compete on an equal basis for City business.

As a party to a public contract, each vendor and subcontractor must:

- (1) Refrain from unlawful employment discrimination;
- (2) Certify that it is an “equal opportunity employer” under the federal Civil Rights Act; and
- (3) Comply with the federal Civil Rights Act, the Illinois Human Rights Act, and the City’s Human Relations Ordinance.

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## 4. Competitive Bidding Requirements

### 4-1. Competitive Bidding.

Unless otherwise provided, all purchases of goods or services of \$10,000 or more are subject to the competitive-bidding process and must be let by free and open competitive bidding, after advertisement, to the lowest responsible bidder or any other bidder whom the City Council deems to be in the interest City. Purchases of less than \$10,000 may be, but are not required to be, competitively bid.

All contracts over \$10,000 must be awarded through sealed bidding unless:

- the contract is awarded through a Request for Proposals.
- the contract is for certain professional services.
- the contract is a sole source.
- the contract is a lease or sale of City property.
- the contract is an emergency purchase.
- the contract falls under an exemption provide by federal, state or local law.

Generally, formal bidding, performed through the release of an **Request for Bids (RFB)**, is used for a good or service that can be clearly specified and does not require a large amount of judgment or problem solving by the vendor in formulating its response. Since an RFB is used when the goods or services required are clearly described, the predominant factor in awarding the bid is price.

Price is not the sole consideration when awarding a bid. The City reviews a bid to assure it is **responsive**, that the bidder is **responsible**, and that the apparent low bidder has offered the City the **best value**.

A *RESPONSIVE BID* is one that meets all material requirements of the RFB. A responsive bid includes all forms, references, and other requested information. A responsive bid proposes goods or services that meet the specifications of the RFB.

A *RESPONSIBLE BIDDER* is one that has the ability to perform the contract by virtue of its integrity, reliability, facilities, equipment, and financial resources.

The awarding authority (the City) has ultimate discretion to determine responsiveness and responsibility as long as those decisions are not unfair to competition or fraudulent.

### 4-2. Preparation of the Bid Package.

The Purchasing Director shall have the general responsibility to ensure the proper preparation of the Bid Package. The Purchasing Director may seek the assistance, direction, suggestions and recommendations of appropriate department heads or other employee's or agents of the city, in preparation of specifications and may delegate contract specification preparation

responsibilities to the purchasing agent or appropriate department.

The Bid Package must contain, at least, the following information:

- ✓ Cover Sheet
- ✓ Table of Contents
- ✓ Legal Notice
- ✓ Instructions to Bidders
- ✓ General Conditions
- ✓ Special Conditions
- ✓ Bid Summary Form
- ✓ All required certification forms

The Department Head must review and approve the Bid Package and forward the bid document to the Purchasing Agent for approval and publication. The Bid Package should not be forwarded to any prospective bidder before publication to ensure that all prospective bidders have equal time to complete the bid document.

The Purchasing Agent is responsible for forwarding the legal notice to the newspaper for publication, to be published at least 10 days before the bid opening. The Purchasing Department will also send a copy of the bid packet to the Information Technology Department to be placed on the City's website.

#### **4-3. Request for Bid.**

The Request for Bid must include a general description of the articles or services to be purchased, state the location and times that the Bid Packages may be obtained and state the date, time, and place of the bid opening.

#### **4-4. General Terms, Conditions, and Instructions.**

All bid packages must contain instructions properly notifying the bidder of City policies and procedures related to bidding.

#### **4-5. Specifications.**

The specifications must state the standards acceptable to the City. The specifications may not be developed in a manner intended so specifically exclude a potential bidder on a technicality or developed in such a manner that only one bidder is possible. The specifications must be broad enough to invite competition but not so expansive as to invite a potentially low bid on an item that is not desired or in the best interest of the City.

Specifications should consist of a description of the physical or functional characteristics or nature of the supply, service or construction item. Specifications may include a description of any requirement for inspecting, testing, or preparing a supply, service or construction item for delivery.



#### **4-6. Bid Proposal Form.**

All bids must be submitted on a Bid Proposal Form supplied by the City. All prices must be entered in ink. The Bid Proposal Form must be signed by an appropriate officer or employee of the vendor.

If several items are being bid at one time and a vendor cannot bid on all items, then the vendor must mark all items on which they are not bidding with the words "No Bid."

Any correction on the Bid Proposal Form must be initialed in ink by the person signing the original bid proposal. Unless otherwise stated in the bidding documents or required by federal or state law, in case of a difference between unit price and extension, the lowest price is deemed to be correct.

#### **4-7. Bid Deposit.**

A bid deposit to guarantee that the successful bidder will sign a contract is required for (i) all construction bids of \$25,000 or more or (ii) any other bid for which the City deems it appropriate to require a bid deposit.

The amount of the bid deposit is 5% of the bid amount or any greater amount as the City deems appropriate. The bid deposit must be in the form of a bid bond, cashier's check, certified check, or other approved security.

After the award of the contract, the City will promptly return the bid deposit of each unsuccessful bidder.

The Purchasing Director may waive the requirement for the bid deposit for all bidders if he or she deems it to be in the best interest of the City.

#### **4-8. Samples.**

If samples are to be submitted with a bid, those samples will be held until a bid award is made. If a vendor wishes to submit a sample for trial use, then the product must be presented at no cost or obligation to the City.

#### **4-9. Bidder Inquiries.**

Only the Purchasing Department may respond to bidder inquiries. Inquiries, other than those made at a pre-bid conference, must be submitted in writing or by email. Answers to all written inquiries will be provided in writing to all bidders by addendum located on the City's website.

#### **4-10. Pre-Bid Conference.**

Departments are encouraged to schedule a pre-bid conference, when deemed necessary, to explain the City's policies, procedures, and specifications and hear questions from prospective bidders.

#### **4-11. Bid Submission.**

All bid responses must be submitted in a sealed envelope and marked as indicated in the bid instructions. Bid responses may not be accepted by telephone, facsimile, email, or similar means.

The bids must be received before the time and date stated in the bid instructions. The City shall reject any response received after that date and time, regardless of any reason for the delayed receipt. Upon receipt, the City Clerk shall date-stamp the sealed envelope containing the bid response.

The bid responses shall be kept in the vault or other secure location and may not leave the City Clerk's control until after the bids are opened and publicly read aloud.

#### **4-12. Withdrawal and Revision of Bids.**

A bidder may only withdraw or revise a bid under the following circumstances:

- (a) A bidder may withdraw or revise a bid prior to the time that bids must be received.
- (b) A bidder may withdraw a bid by submitting a written request to the City Clerk.
- (c) Revisions may be made by submitting a new Bid Form with the notation "Revised Bid" and the date of submission to the City Clerk prior to the time that bids must be received. This change must be submitted in a separate envelope marked the same as the original bid with the words "Revised Bid" and the date the revision is submitted. At the bid opening, the City Clerk shall announce that a revision has been submitted and the date the revision was submitted. Upon opening of the bid, the City Clerk shall open the envelope with the revision, read the revised price, and add the revised form to the original bid packet.

#### **4-13. Premature Bid Opening.**

If any person opens a sealed bid before the determined date and time for the opening, then the person must immediately submit a written report to the Purchasing Director stating the time of the premature opening and the circumstances behind it. The written report must also state as a fact that the information contained in the bid documents has not been disclosed to the public, any potential bidder, or any City employee. The bid and the written report must be forwarded to the Purchasing Director.

The Purchasing Director must notify the affected bidder of the prematurely opened bid by the most expeditious means possible. The bidder may have the bid returned for placement in another sealed envelope or permit the Purchasing Director to reseal the envelope. If resealing the bid, the Purchasing Director shall note on the envelope the name of the person as agent of the bidder who has authorized the resealing of the envelope and attach the written report to the envelope, which shall be retained in the bid file for public inspection.

#### **4-14. Bid Opening Procedures.**

Bid proposals must be publicly opened and read aloud in a designated place on the date and time specified in the Legal Notice. The City Clerk or his or her representative presides at all bid openings. The Purchasing Agent or their designee, shall read aloud each bid noting the vendor and price of each bid.

Upon opening, all bid packages become a matter of public record and are available in accordance with the Freedom of Information Act or other law.

If bid deposits are required, they shall be forwarded to the City Treasurer immediately following the bid opening.

#### **4-15. Bid Review and Tabulation.**

After opening, the Purchasing Agent shall tabulate the bids to include (i) the bidder's name, (ii) bidder's address, (iii) confirmation of any required bid deposit, (iv) unit prices and total bid price. (If the issuing Department Head will be creating the bid tabulation form, a copy of the tabulation form shall be forward to the Purchasing Agent for review)

The Purchasing Agent shall forward the bids to the issuing Department Head for review. The Department Head shall forward their recommendation to the Director of Purchasing for review. The determination of the lowest responsible bidder should be based on the following criteria:

- (1) The bidder's ability, capacity, and skill to perform the contract.
- (2) Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference.
- (3) The bidder's character, integrity, reputation, judgment, and experience.
- (4) The quality of the bidder's performance on previous contracts.
- (5) The previous and existing compliance by the bidder with laws and ordinances related to the contract.
- (6) The equipment, personnel, facilities and available to the bidder to perform the contract.
- (7) The bidder's ability to provide future maintenance and service.
- (8) Bidder's ability to cooperatively work with the Town and its staff.
- (9) The amount and conditions, if any, of the bid.

If the Department Head recommends that a bid be awarded to any bidder other than the lowest responsible bidder, then the Department Head must submit a written justification for the recommendation.

The recommendation of City Staff shall be forwarded to the City Council for consideration.

#### **4-16. Acceptance or Rejection of Bids by City Council.**

The ultimate authority to accept, reject, or waive bidding technicalities rests with the City Council.

- The City Council has the right to reject any and all bids.
- The City Council has the right to waive technicalities in bidding.
- If City Staff believes that bids should be rejected or that a technicality should be waived, then the Purchasing Director shall recommend the rejection or waiver and set forth the reasons for that recommendation.

#### **4-17. Bid Award.**

Within 7 days after the award of the contract by the City Council, the Department Head will notify all bidders of the bid results and will contact the successful bidder to provide a contract. After the signed contract is returned, it shall be forwarded to the Mayor for execution. The executed contract must be forwarded to the Comptroller's Office.

In addition to the contract, the Department Head shall issue a requisition order in order to encumber the funds. If the bid is for several items or materials to be purchased over a period of time, then the Department Head shall notify the successful bidder by letter and issue purchase orders as the items are obtained or requested.

The purchase is not consummated until the contract is executed and the vendor has received the purchase order.

Signed contracts, certificates of insurance, and performance and payment bonds must be obtained from the vendor before work begins.

#### **4-18. Change Orders.**

A change order is a change in a contract term, other than as specifically provided for in the contract, that authorizes or necessitates any increase or decrease of the cost of the contract or in the time of completion.

A valid request for a change order must meet the following criteria:

- (1) the change was not reasonably foreseeable at the time that the contract was signed;
- (2) the change must be germane to the original contract; and
- (3) the change is authorized by law and in the best interest of the City.

Any change order that, when added to all other changes to the contract, either (i) increases the cost of the contract by **\$7,500** or more or (ii) increases the time of completion by 30 days or more must first be approved by the Director of Administrative Services. The issuing Department Head shall then send a resolution to the City Council for approval. Department Heads must

send all other change orders to the Purchasing Director for approval.

Provision 4-18, does not apply to public works projects. For public works projects, please refer to the Bid documents on how change orders will be handled and processed.

Any change order to a public works contract that, when added to all other changes in the contract, increases the original price of the contract or any subcontract by 50% or more requires portion of the contract covered by the change order to be resubmitted to bidding in the same manner as the original contract. This provision is required under the Public Works Contract Change Order Act (50 ILCS 525/) and takes precedence over any other provision of this Section.

#### 4-19. **Bid Protest Procedure**

Unless otherwise stated in the bid documents, or required by federal or state law, any bid protest regarding the solicitation must be submitted in writing to the Director of Purchasing, 7 days prior to bid opening. Unless otherwise stated in the bid documents, or required by federal or state law, any bid protest regarding the bid opening or contents of submitted bids must be submitted in writing to the Director of Purchasing, within 3 days of the bid opening. If the bid documents or federal or state law require different times for filing protests, they shall control the timing. The written protest must contain the name of the vendor submitting the protest, the project name and number, and the specific grounds for protest. If the protest is timely filed, the Director of Purchasing shall review the protest, consult with necessary city personnel and make a determination of the protest. Determinations could include but are not limited to: whether to dismiss the protest, suspended the bidding process, issue addendum or additions to the bid, reschedule the bid opening, or dismiss the bids and rebid the project. Upon determination of the bid protest the Director of Purchasing shall put his decision in writing and provide the written decision to the person who submitted the bid protest and all other persons/entities that submitted a bid or obtained a bid package. The Director of Purchasing shall review and make his decision regarding the bid protest within seven (7) business days of receipt of the bid protest.

Should the bid protestor desire to appeal the decision of the Director of Purchasing, the bid protestor must within 72 hours of receipt of the decision of the Director of Purchasing file an appeal with the Mayor of the City of Quincy, which appeal shall state all legal reasons and facts supporting said legal reasons why the Mayor should change the decision of the Director of Purchasing. The decision of the Mayor is final.



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## 5. Professional Service Contracts

### 5-1. Professional Service Contracts Generally.

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, certified public accountants, appraisers, expert witnesses, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process.

The City defines professional services as those requiring a high degree of professional skill, ability, fitness, or special knowledge. Some professional services are specifically exempted from competitive bidding, other professional service contracts may be exempted on a case by case basis by the Purchasing Director and the Legal Department.

### 5-2. Request for Qualifications for Professional Service Contracts.

Requests for qualifications (RFQ) for Professional Services may be solicited by the Department Head through the Director of Purchasing.

The RFQ should contain all of the following:

- (1) A work statement or performance specification.
- (2) Timeframes in which the work is to be completed.
- (3) Specific criteria to be used in evaluating the proposal/qualifications.
- (4) The RFQ should require that the response include all of the following:
- (5) An understanding of the problem or program, the work to be performed, and the approach to be used to achieve the objectives, including the detailing of tasks.
- (6) Facility and capability data, including related experiences and resumes of key personnel.
- (7) If not specified in the RFQ, the timeframe of milestone accomplishment.
- (8) Pricing.

### 5-3. Evaluating RFQ Responses.

The following criteria should be used when evaluating a RFQ response:

- (1) General quality of response:
  - Responsiveness to terms, conditions, and timeframes;
  - Completeness and thoroughness; and
  - Understanding of the problem and the work to be performed and of the approach to be used.

(2) Organization and personnel:

- Evidence of good organizational and management practices;
- Qualifications of personnel; and
- Experience and past performance.

(3) Price.

#### **5-4. Confidentiality Issues.**

In order to avoid the disclosure of confidential information to competing professionals or firms, the opening of a RFQ response is not open to the public.

Any person submitting a RFQ response is responsible for identifying in their submittal which information constitutes “trade secrets or commercial or financial information” that may be exempt from disclosure under Section 7(1)(g) of the Freedom of Information Act. In responding to a FOIA request, the City will not redact any information under that exemption that is not so identified. In responding to the request the City retains the discretion to determine whether the identified information qualifies for the exemption. The RFQ should contain a notification of the responsibility to identify exempt information.

#### **5-5. Selection of Architects, Engineers, and Surveyors.**

The Local Government Professional Services Selection Act requires the City to follow specific procedures when hiring an architect, engineer, or land surveyor. Those statutory procedures must be followed unless (i) the City has a satisfactory relationship for services with one or more firms, (ii) an emergency situation exists, or (iii) the cost of the services is expected to be less than \$25,000. If none of these conditions apply, then the City must solicit proposals and adhere to the statutory requirements for those profession.

#### **5-6. Further Negotiations.**

An RFQ is not a bid and does not constitute a contractual requirement. RFQ’s may be negotiated after opening. Any contract resulting from negotiations should be provided to and reviewed by the Purchasing Director and Corporation Counsel.

#### **5-7. Bids or Proposals requiring Federal Quality Based Selections**

City of Quincy, Illinois receives federal funds, which may be used to fund the engineering and design related consultants’ services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – City of Quincy, Illinois QBS policy and procedures assigns responsibilities to the following Purchasing Department within City of Quincy, Illinois organization for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures – City of Quincy, Illinois 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 – City of Quincy, Illinois will use the following 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 – City of Quincy, Illinois will post an announcement on our website quincyil.gov and/or 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 – City of Quincy, Illinois require consultants to submit a disclosure statement with their procedures. City of Quincy, Illinois require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – City of Quincy, Illinois will use of SAM Exclusions, IDOT’s CPO’s website and the three other state CPO’s websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – City of Quincy, Illinois allows the following Director of Purchasing or his designee to set the evaluation factors for each project but must include a minimum of three 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. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

8. Selection – City of Quincy, Illinois requires a three person selection committee. Typically the selection committee members include 1, Director of Purchasing 2 Department Head of involved Department, and 3. Purchasing Assistant. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Director of Purchasing or his designee for each project. City of Quincy, Illinois requires each member of the selection committee to provide an independent score for each proposal using a form they create 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. If there are other firms within [10%] of the minimum score, the Director of Purchasing or his designee may choose to expand the short list to include more than three firms.

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

10. Contract Negotiation – City of Quincy, Illinois requires the Director of Purchasing or his designee to negotiate with firms.

11. Acceptable Costs – City of Quincy, Illinois requires the Director of Purchasing or his designee 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 – City of Quincy, Illinois requires the Director of Purchasing or his designee assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – City of Quincy, Illinois requires the assigned Director of Purchasing or his designee to monitor work on the project in accordance with the contract and to file reports with the Director of Purchasing or his designee. The City of Quincy, Illinois procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in City of Quincy, Illinois consultant information database. City of Quincy, Illinois follows IDOT’s requirements and the required submission of Form BLR 05613 to the IDOT district at contract close-out along with the final invoice.

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## 6. Request for Proposals

### 6-1. Request for Proposals Generally.

The **Request for Proposals (RFP)** process permits the City to weigh the relative merits of proposals submitted by competing offerors. The contract is awarded to the offeror submitting the most advantageous proposal, taking into consideration the proposal's technical, business, and price information. RFPs are appropriate in situations where vendors will have to use creativity and problem solving skills to prepare the proposal and perform the contract. RFPs are also appropriate where the supplies or services will be evaluated and compared according to various factors in addition to price, such as creativity of approach, service history, and user friendliness of equipment.

The Local Purchasing Preference does not apply to Request for Proposals.

### 6-2. RFPs for Goods or Services other than Professional Services

Announcements of RFPs are published by the Purchasing Department in the local paper (Quincy Herald Whig) at least ten days before the due date for proposals. They are also published on the City Of Quincy's website for the same length of time. ([www.quincyl.gov](http://www.quincyl.gov))

RFP format requirements are:

- Technical (non-price) proposals and cost proposals must be separately sealed.
- The RFP must state the relative importance of price and other evaluation factors. The factors stated in the RFP are the only criteria or factors that can be used in evaluating and ranking the proposals.
- Procedures, if any, for interviews or Best and Final Offers.

The Purchasing Director must review and approve all RFPs prior to their release. The Purchasing Department will add standard Instructions, standard legal language, minimum qualifications and specifications to the RFP packet. The Purchasing Department assigns the RFP a number that will be referenced in the advertisement, the RFP, and the City Council memo.

Since the RFP will be a more complex document than an RFB, departments may hold a pre-proposal conference. A pre-proposal conference is a meeting for attendees to ask questions regarding the procurement and view the site or facility, if appropriate.

Proposals are received in Purchasing. The user department will receive copies of all technical proposals. Technical proposals will be evaluated and ranked, and a summary of the rankings is submitted to Purchasing.



### **6-3. Best and Final Offers**

A request for Best and Final Offers (BAFO) may be made after the technical and price proposals have been evaluated. The BAFO process gives all responsive proposers the opportunity to amend their technical and/or price proposals according to guidelines delineated by the City.

Following the initial proposal review and interviews, if any, the evaluation committee may further define the RFP's needs through a request for "best and final" offers. No proposal information may be revealed to any proposer, and each proposal's information and pricing is kept confidential until an award recommendation has been made. All responsive and responsible proposers are given a fair and equal opportunity to respond to any narrowed scope/specification needs stated within the BAFO document issued by the City. If the evaluation process clearly proves (with supportive evidence) that certain proposers are incapable of meeting the scope and needs of the RFP satisfactorily, then those proposals could be removed from further consideration during the BAFO phase of the RFP evaluation process. The criteria for being removed from BAFO consideration must be well documented.

Best and final offers are requested in writing by Purchasing, and reasonable time is given to proposers for making a quality response. Any requested BAFO must be within the scope of the original RFP and used to further identify and clarify specific service/product needs and appropriate pricing requirements based on those further clarified needs.

In summary, the key elements in effectively conducting "best and final" proposals are:

- State the intention of using a Best and Final Offer process in the original RFP solicitation;
- Provide each proposer with a fair and equal opportunity and evaluation review of his/her prospective proposal(s), and an opportunity to discuss any issues and responses for clarification purposes;
- Maintain confidentiality of all proposal information so as to maintain complete integrity of the bidding process;
- Consistently follow the scope and evaluation criteria stated in the initial RFP solicitation document when issuing a request for BAFOs ; and
- Soundly document any decisions to remove initial proposal offerors from any subsequent BAFO phase of the RFP process; and
- Soundly document all reasons for making a specific final award recommendation and for not awarding the contract to any other proposer.

### **6-4. Confidentiality Issues.**

In order to avoid the disclosure of confidential information to competing vendors, the opening of a RFP response is not open to the public.

Any person submitting a RFP response is responsible for identifying in their submittal which information constitutes "trade secrets or commercial or financial information" that may be exempt from disclosure under Section 7(1)(g) of the Freedom of Information Act. In responding to a FOIA request, the City will not redact any information under that exemption

that is not so identified. In responding to the request the City retains the discretion to determine whether the identified information qualifies for the exemption. The RFP should contain a notification of the responsibility to identify exempt information.

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## 7. Other Procurement Information

### 7-1. Disposal of Surplus Property.

City property valued at over \$500 can be disposed of through a silent bidding process, as a trade-in, or as a gift or trade with another governmental entity or Quincy non-for-profit organization.

Surplus city property valued at less than \$500 may be donated to a charitable organization and must be an “arm’s length transaction,” i.e., neither the department head nor the employee offering the surplus equipment may have a direct or indirect interest in the operations of the organization. It is recommended that the surplus equipment be donated to a variety of organizations, rather than the same group.

Surplus property valued under \$500 can be disposed in the manner the Purchasing Department deems most appropriate.

Employees interested in purchasing surplus property may participate in the City’s silent bidding process, or, if the property is valued at less than \$500, employees must pay the approximate market value of the item. The Purchasing Department should keep a record of all employee purchases of city property, including a description of the item, the age and condition of the item, and the amount paid by the employee.

City property valued at over **\$7,500** must receive City Council approval before the disposal process can move forward.

### 7-2. Vendor Suspension

A contractor may be suspended from doing business with the City for making false statements in its bid or proposal, poor performance, or failure to conform to specifications or other terms of the agreement.

Suspension notices come from the Purchasing Department but are based on complete and accurate written records generated by the user department. Suspension is much harsher than being deemed not a “responsible” bidder; therefore, a paper trail that clearly documents vendor misconduct is required.

Bids or proposals will not be solicited from the suspended contractor and, if received, will not be considered during the period of suspension.

A contractor may be suspended for up to three years. Purchasing maintains a master list of all suspensions for at least three years following the end of the suspension. Such information may be considered in determining bidder responsibility.

### **7-3. Change Orders.**

A change order is defined as a change in any contract term that authorizes or necessitates any increase or decrease in the cost of the contract by a total of **\$7,500** or more or increases or decreases the time to complete the contract by 90 days or more. All change orders must be in writing. The Director of Administrative Services (DOAS) can authorize change orders up to **\$7,500** in value as long as change orders approved by the DOAS and Purchasing Director do not exceed ten percent (10%) of the original contract amount. Such change orders must be approved by the City Council.

Provision 7-3, does not apply to public works projects. For public works projects, please refer to the Bid documents on how change orders will be handled and processed. Change orders to public works contracts must also include a written determination that the circumstances necessitating the change in performance were not reasonably foreseeable at the time the contract was signed or the change is germane to the original contract as signed, or the change order is in the best interest of the City.

### **7-4. City Charge Accounts.**

The City has various charge accounts established with local businesses. The Purchasing Department handles all communications with these local businesses. No charge account may be opened without approval from the Purchasing Director. Each department will supply a list of employees authorized to use these charge accounts. Each department is responsible for processing all invoices made through the charge account in a timely manner.

### **7-5. Prevailing Wage Certification**

All contracts for which the prevailing wage rate is required to be paid by state or federal law, and which are funded and paid for from funds of the city, shall include provision requiring the contractors to provide to the city documentation and information as may be required by the city to verify compliance with prevailing wage laws, including by way of example, but not necessarily limited to, dates and times during which employees of the contractor were employed for the project, as well as, certified statements of payroll (as required by the State Department of Labor) of all employees that perform work on the projects. Any contractor failing to provide the information and records in accordance with this chapter, may in addition to other penalties as may be prescribed by contract or by law, be barred from bidding upon construction projects using city funds for a period of two years and may be subject to penalty.

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**SAMPLE FORMS**

Legal Notice

GENERAL INSTRUCTIONS TO BIDDERS

BID SUMMARY FORM

SIGNATURE PAGE

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- The Sample Forms are for guidance only. Certain documents may be modified or omitted for any particular transaction.
- The Sample Forms may be modified, from time to time, without Council approval.





## LEGAL NOTICE

Sealed Bids for the following project are sought:

### Description of bid being sought

Bids must be submitted to the City Clerk in a sealed envelope clearly marked "Click here to enter text." At the following location before the following date and time:

**City Clerk  
City of Quincy  
730 Maine Street  
Quincy, IL 62301**

**BID DUE DATE:** [Click here to enter a date.](#)

**BID DUE TIME:** [Click here to enter text.](#)

Bids will be publicly opened and read aloud at the Bid Due Time in City Council Chambers, 730 Maine Street, Quincy, IL 62305

May include: This is a prevailing-wage project.

Bid documents are available online at the City of Quincy's website ([www.quincyl.gov/bids](http://www.quincyl.gov/bids))

Requesting Department:

**Purchasing Department**

Project Manager:

**Mary Ann Ervin  
Purchasing Agent**

The City of Quincy reserves the right to waive technicalities and to reject any and all bids. The City of Quincy reserves the right to accept the most advantageous bid for the City.

The City of Quincy is an Equal Opportunity Employer and encourages minority group participation in the bidding process.

# General Conditions of Invitation to Bid

## General Instructions to Bidders

## City of Quincy

### 1. Preparation of Bid.

Bid will be prepared in accordance with the following:

- (a) The enclosed Bid Proposal Form is to be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished.
- (c) All bid prices submitted shall remain effective for a minimum period of sixty (60) days, unless otherwise stated.
- (d) Unit prices shall be shown and where there is an error in extension of price, the unit price as shown shall govern. Lump sum total bid amount as submitted shall encompass all Contractor costs, incidental or otherwise, for providing and accomplishing the total work requirements as specified, complete and in accordance with the plans, specifications and the conditions and requirements of the contract and bidding documents.
- (e) Bidders will not include federal taxes nor State of Illinois sales, excise, and use taxes in bid prices, as the City is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request.
- (f) All documents should be prepared in a manner that is clearly legible and organized.
- (g) The bid form must be either typewritten or handwritten in ink to show prices and notations. No erasures will be permitted. Errors must be crossed out and initialed by the person signing the bid. Signatures on bids must be by a principal, duly authorized to make contracts. No bid shall be altered or amended after the specified time for opening.
- (h) When required, furnish samples, free of expense, prior to the opening of proposal. Label each sample with bidder's name and the item number. Should you wish the sample returned at your expense, when not damaged by review, make requests for return within 10 days following opening of proposals. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications and successful bidder will be held responsible. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the bid and not listed may cause for rejection. Bidders offering substitute or equal

items must provide information sufficient enough to determine acceptability of item offered.

- (i) Upon requests, Bidders shall provide a list of at least three (3) similar projects performed by the contractor. Credentials and a list of references shall also be included.
- (j) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (k) Each bidder should carefully examine the Bid documents, including any amendments. Should the bidder identify any discrepancies, he shall notify the of Purchasing Agent immediately. No allowance will be made for oversight or misunderstanding by the bidder after bids are received. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contact.
- (l) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

### 2. Description of Product and Services

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for all brands which meet the quality of the specifications listed for any product.
- (b) Bidders are required to state exactly what they intend to furnish; otherwise they shall be required to furnish the product or services specified.
- (c) Bidders will submit, with their bid, data necessary to evaluate the quality of product(s) or service(s) they are bidding.

### 3. Rejection of Bid

- (a) The City may reject a bid if:
  1. The bidder misstates or conceals any material fact in the bid.
  2. The bid does not strictly conform to the law or requirements of bid.
  3. The bid is conditional, except that the bidder may qualify his or her bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all products or services upon which the bid was invited.

(b) The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in 3(a) 3. The City may also waive any minor informalities or irregularities in any bid.

**4. Withdrawal of Bid.**

- (a) Bid may not be withdrawn after the time set for the bid submittal for a period of time as specified.
- (b) Bid may be withdrawn prior to the time set for the bid submittal. Such request must be made in writing to the Purchasing Agent.

**5. Late Bid or Modifications.**

- (a) Bids and modifications received after the time set for the bid submittal will not be considered.
- (b) Modifications in writing received prior to the time set for the bid submittal will be accepted.

**6. Bid Inquiries.**

Inquiries concerning this bid may be made to the City of Quincy Purchasing Department  
730 Maine Street  
Quincy, Illinois 62301  
(217) 228-4502

**7. Public Review at Bid Opening.**

The public may attend the bid opening, but may not immediately review any bids submitted. The names of respondents and their bids amounts will be read aloud at the time of opening.

**8. Award of Contract.**

In addition to price of the bid, the City may consider other factors, including those listed below, to determine the lowest responsible bidder.

- (a) The contract will be awarded to the lowest responsible bidder whose bid, conforming to the Request for Bid, is most advantageous to the City of Quincy, price and other factors considered. For Request for Bid for Sale of Real Estate or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
- (b) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- (c) Whether the bidder can perform the contract or provide the work promptly, or within the time specified without delay or interference.
- (d) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (e) The quality of the performance or previous contracts and work of the bidder.

- (f) The previous and existing compliance by the bidder with laws and ordinances relating to the contract to work.
- (g) The financial responsibility and resources of the bidder.
- (h) The quality, availability, and adaptability of the supplies and laborers of the bidder for the particular requirements of the contractor work.
- (i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- (j) The number and scope of any conditions attached to the bid.
- (k) Such other factors or circumstances as may fairly and reasonably reflect on a bidder's ability or responsibility to perform the contract.

**9. Local, State and Federal Compliance Requirements.**

The laws of the State of Illinois apply to any purchase made under this Request for Bid. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Illinois Environment Protection Agency (IEPA), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.

**10. Collusion.**

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s) or service(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

**11. Contractor License Requirement.**

All contractors performing construction and related work in the City of Quincy must comply with our regulatory legislation, Laws of Illinois, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any bid and/or contract award.

**12. Bid Tabulation Inquiries.**

Inquiries relating to the results of this bid, prior to the official bid award by the City of Quincy City Council may be made by visiting the City of Quincy Purchasing Office. If a tabulation of bids is desired, please inquiry with the City of Quincy Purchasing Department.

**13. Material Safety Data Sheet Requirements.**

If any chemicals, materials, or products containing toxic substances, as defined by Local, State or Federal Statutes are contained in the products purchased by the City as a result of this bid, the successful bidder shall provide a Material Safety Data Sheet at the time of each delivery.

**14. Asbestos Materials.**

If applicable to this bid - The contractor shall perform all work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Illinois Environmental Protection Agency asbestos requirements. Additionally, if applicable, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

**15. Multiple Copies.**

Unless otherwise specified, responses to an Invitation to Bid or Request for Proposal (RFP) should be submitted in duplicate.

**16. Variance from Standard Terms & Conditions.**

All standard terms and conditions stated under the General Instructions to Bidders apply to this contract except as specifically stated in the subsequent sections of the bid document, which take precedence over this section, and should be fully understood by bidders prior to submitting a bid on this requirement.

**17. "OR Equal" Determination.**

Where bidding other than specified, the determination of equivalency will be the sole discretion of the City of Quincy and its personnel.

**18. Payment / Invoices.**

The bidder must specify on the Bid Summary form exactly the company name and address which must be the same as invoices submitted for payment as a result of award of this bid. Further, the successful bidder is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original bid.

**19. Cancellation.**

(a) The City of Quincy reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.

(b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Quincy.

(c) In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the City.

(d) In addition to all other legal remedies available to the City, the City of Quincy reserves the right to cancel and obtain from another source, any items which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by the City of Quincy.

**20. Bidder Capability / References.**

Prior to contract award, any bidder may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references which will satisfy the City.

**21. Delivery / Claims.**

Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded at specified City of Quincy facilities. Actual delivery address(es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

**22. Material Quality.**

All materials purchased and delivered against this contract will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty- four (24) hours of notice to the Contractor at no charge to the City.

**23. Written Requests for Interpretations / Clarifications.**

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid/proposal must be sent in writing (mail, emailed or fax) to the Purchasing Department and received not less than ten (10) days prior to the scheduled opening date, unless otherwise specified. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the bid/proposal. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to

the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified time frame.

**24. Assignment / Subcontracting / Corporate Acquisitions and/or Mergers.**

The Contractor shall perform this contract. If a bidder intends to subcontract a portion of this work, the bidder must disclose that intent in the bid. No assignment or subcontracting shall be allowed without prior written consent of the City. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws.

**25. Exceptions.**

Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid it must identify the term and the exception in its response to the Bid. Failure to do so may lead the City to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

**26. Non-Exclusive Contract.**

Award of this Contract shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the City's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.

**27. Additional Requirements.**

The City reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the City as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

**28. Add / Delete Location Services.**

The City reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the City's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the City. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

**29. Contract Extension.**

The City, through its Purchasing Agent, has the option and reserves the right to unilaterally extend the original contract term or any renewal term up to and not exceed a thirty (30) day period, at the same terms and conditions. Notice of the City's intent to renew shall be provided by the City in writing to the Contractor prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

**30. Intent.**

In accordance with attached specifications, it is the intent of the City of Quincy to establish a contract for the Purchase of various types of vehicle fluids. Products/Services, as and when required.

**31. Quantities.**

Quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous use and/or anticipated needs.

**32. Delivery.**

The selected vendor shall deliver fluids to the Central Services Department and re-stock needed fluids on a weekly basis. At the time of each delivery, the selected vendor must supply Material Safety Data Sheets.

**33. Breach of Contract.**

Failure of Contractor to perform any of the services required by this contract within ten (10) days of receipt of written demand for performance from the City shall constitute breach of contract.

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## BID SUMMARY PAGE

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason:

<u>Item</u>	<u>Order Qty</u>	<u>Yearly Qty</u>	<u>Cost per XXXX</u>	<u>Total Cost</u>
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____

**NOTE: At the time of each delivery, the selected vendor must supply Material Safety Data Sheets**

**SIGNATURE PAGE**

**RETURN WITH BID**

By signing this "SIGNATURE FORM" the undersigned bidder certifies that he or she or it is not barred from contracting with the City of Quincy, Illinois as a result of a violation of Articles 33 or 33E of the Criminal Code of 1961 (720 ILCS 5/1-1 et seq.).

Also, pursuant to Section 5/11-42.1-1 of the Illinois Municipal Code (65 ILCS 5/1-1-1 et seq.), the undersigned bidder certifies, under oath, that he or she or it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless such bidder is contesting the liability for the tax or the amount thereof in accordance with the procedures established by the appropriate revenue act.

Failure to complete this notarized certification may result in the rejection of this bid.

(If an individual)

Signature: \_\_\_\_\_ (Seal)

Business Address: \_\_\_\_\_  
\_\_\_\_\_

(If a partnership)

Signature: \_\_\_\_\_ (Seal)

Partnership Name: \_\_\_\_\_

Partnership Address: \_\_\_\_\_  
\_\_\_\_\_

(Names and Addresses of all members of the partnership)

\_\_\_\_\_  
\_\_\_\_\_

(If a corporation/LLC)

Signature: \_\_\_\_\_ (Seal)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

President/Manager: \_\_\_\_\_

Secretary/Member: \_\_\_\_\_

Treasurer/Member: \_\_\_\_\_

SIGNED and SWORN to before me \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY SEAL)

Notary Public

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

**AN ORDINANCE ADOPTING A NEWER VERSION  
OF THE PURCHASING POLICY MANUAL**

WHEREAS, Section 44.001(b) only allows the Purchasing Policy Manual of the City of Quincy to be amended by action of the City Council; and,

WHEREAS, several amendments are necessary to comply with federal and state law, as well as grant requirements for federal and state agencies.

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

Section 1. The Purchasing Policy Manual of the City of Quincy, Illinois shall be as stated in the Purchasing Policy Manual attached hereto, showing an adopted date of October 4, 2021.

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 immediately from and after its passage and approval.

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

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

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

\_\_\_\_\_  
MAYOR

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

# 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 and City Council  
FROM: Chuck Bevelheimer  
DATE: September 16, 2021  
SUBJECT: Proposed Residential Rental Registration Ordinance

On June 21<sup>st</sup>, the Mayor requested the City Council appoint a Committee to review the proposed Residential Rental Registration Ordinance. The council appointing Mayor Troup, Conlon Carabine, Mark Krogman, Janet Conover, Lee Lindsay, Rocky Murray, Jason Finney, Katie Awerkamp, Parker Freiburg, Jack Holtschlag, Eric Entrup, Bruce Alford and Michael Seaver to the committee.

The Committee met five times from July 7<sup>th</sup> to September 1<sup>st</sup>. Members discussed a wide range of issues, including, but not limited to: landlord and tenant responsibilities, public/private housing resources, impact of mental health on rental housing, evictions, how other communities oversee rental housing, right of entry, the city's Inspection Checklist and the city's Residential Rental Registration form. The public was able to provide input at each meeting. Members of the public (primarily landlords and real estate agents) were provided updated copies of the proposed ordinance prior to the final two meetings.

Throughout the process, committee members suggested improvements to the Residential Rental Registration ordinance. The committee has reviewed the final version (which is attached) and is recommending it be reviewed and approved by the City Council.

The proposed Residential Rental Registration Ordinance improves the city's ability to communicate with the owners of rental properties regarding housing and /or nuisance complaints. Specifically, it:

- Establishes a registration requirement for each rental property (no cost to the owner)
- Requires registration of all rental properties by January 1, 2022 (penalties for failure to register).
- Requires a local contact for out-of-town/absentee landlords or property owners.
- Requires a Certificate of Insurance be provided and maintained for each rental property.
- Provides an Inspection Checklist to owners upon registration.
- Allows the City to inspect a rental property under the following circumstances:
  - Frequent violations of the nuisance and property maintenance code
  - Non-compliance with the requirements of the new rental registration program
  - Failure to provide a Certificate of Insurance or the certificate lapses
  - The filing of a minimum housing complaint form with the city

The Residential Rental Registration form can be completed online. A Certificate of Insurance can be attached to the online registration form. Upon registration of a rental property, a Certificate of Registration will be provided to the registrant for each property.

The Residential Rental Registration Committee recommends the City Council adopts the attached Ordinance requiring the Registration of Residential Rental Property.

**ORDINANCE 21 - \_\_\_\_\_**  
AN ORDINANCE REQUIRING THE REGISTRATION  
OF RESIDENTIAL RENTAL PROPERTY

**WHEREAS**, the City of Quincy (hereinafter “City”) desires to protect the public health, safety and welfare of its citizens within the incorporated area of the City and to maintain a high quality of life for the citizens of the City by maintaining the supply of safe, decent, and sound housing stock in the City; and

**WHEREAS**, a wide variety of different nuisance conditions, including the physical condition of the property, harms the public health, safety and welfare; and

**WHEREAS**, the City recognizes the need for an ongoing regulatory instrument to reduce the number of and recurrence of nuisance conditions in the municipality; and

**WHEREAS**, the City has already adopted property maintenance codes to regulate building standards for the interior and exterior of structures, their premises, and the condition of a property as a whole; and

**WHEREAS**, the City concludes that it is in the best interest of the health, safety, and welfare of its citizens and residents to impose registration requirements of rental property located within the City to ensure that such property is in compliance with the minimum property maintenance standards adopted and enforced by the City; and

**WHEREAS**, a Residential Rental Property Registration Committee was formed and held public meetings to assist in the drafting of this Ordinance;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY** as follows:

**Section 1.** The Council finds that the implementation of the following changes and additions will assist the City in providing for the health, safety, and welfare of the citizens of the City;

1. That the foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this Ordinance, it is the intent of the corporate authorities that this Ordinance be liberally construed or reformed to accomplish the purpose and intent so described.
2. There is hereby added to Chapter 154 (Housing Standards), Sections 154.30 through Section 154.43, Registration of Rental Property, to the Municipal Code of the City of Quincy (2015) which shall read as follows:



## **SECTION 154.30. REGISTRATION OF RENTAL PROPERTY**

Sections 154.30 through 154.43 may be referred to as the Registration of Rental Property Act.

### **Sec. 154.31 PURPOSE AND INTENT**

It is the purpose and intent of the Council to protect the health, safety, and welfare of the City and to ensure Owners and Tenants share responsibility to prevent and avoid nuisances in the City. The purpose of this Section is to identify rental property in the City, to ensure that such properties afford Tenants a safe and decent place to dwell, and to require rental property with substandard conditions to meet and maintain minimum building and housing code standards and exterior maintenance standards. The Council has determined that requiring all rental properties be registered with the City serves these legitimate governmental interests.

### **Sec. 154.32 DEFINITIONS**

The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning.

*Certificate of Registration* shall mean a certificate bearing the signature of the Code Official certifying that a Residential Rental Property is registered pursuant to this Section.

*Code Official* shall mean the Director of Inspection and Enforcement or his/her designee.

*Department* shall mean the Office of Inspection within the Department of Planning and Development.

*Enforcement Officer* shall mean any law enforcement officer, building official, zoning inspector, code enforcement officer, fire inspector, building inspector, or other person authorized by the City to enforce the applicable code(s).

*Owner* shall mean any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person and the executor or administrator of the estate of such person if ordered to take possession of real property by a court having jurisdiction. The Owner's Designated Contact, as defined in this Section, shall not be considered the Owner.

*Owner's Designated Contact* shall mean a person, operator, firm, partnership, corporation, or other legal entity designated in writing by the property Owner to the Code Official to manage a Residential Rental Property, including the authority to receive notices or citations and to schedule and/or attend inspections. The Owner's Designated contact must be at least 18 years

old, reside in and/or maintain an office in Adams County, Illinois, or be otherwise located within fifty (50) miles of the corporate limits of the City of Quincy.

**Residential Rental Property** shall mean any improved structure or portion of a structure within the City which is occupied by someone other than the Owner of the real property for residential purposes, including, but not limited to, the following: any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, rooming house, mobile home, mobile home park, mobile home space, town home, or condominium and for which the Owner receives any value or consideration, including but not limited to money or the exchange of goods or services, regardless of the relationship between lessor and lessee.

**Residential Rental Unit** shall mean a dwelling unit which is not Owner-occupied and which is rented, offered for rent, loaned, let or hired out by any person to any other person. This includes a dwelling unit being sold on contract, regardless of whether or not that contract has been recorded.

**Tenant** shall mean an occupant of a Residential Rental Property.

### **Sec. 154.33 APPLICABILITY; SCOPE**

The provisions of this Section shall apply to all Residential Rental Property located within the City.

Provisions of this Section shall be supplementary and complementary to all provisions of this Code, and any local, state or federal law. Nothing herein shall be construed or interpreted to limit any existing right or power of the City to abate and prosecute any and all nuisances or to enforce any other conditions in violation of state or local laws, including but not limited to any building, housing, property maintenance, and public nuisance laws.

(A) EXEMPTIONS: the following Residential Rental Property shall be exempt from the requirements of this Section:

- a. Public housing owned by a governmental agency.
- b. Rental units owned, managed or operated by an educational, religious, or medical institution, when units are used for the sole purpose of housing employees, students, clergy, patients, families of patients, or others directly related to the institution.
- c. Any rental units in a state licensed hospital, hospice, community care facility, intermediate care facility, or nursing home.

**Sec. 154.34 ESTABLISHMENT OF A REGISTRY**

Pursuant to the provisions of Section 154.30 the City does hereby establish a registry cataloging each Residential Rental Property within the City, containing the information required by this Article.

**(A) REGISTRATION OF RESIDENTIAL RENTAL PROPERTY**

- (1) No person shall lease or operate a Residential Rental Property, or shall rent or let any Residential Rental Unit, without first having registered it with the City of Quincy and complying with the provisions of this Section. A Certificate of Registration shall only be issued to the owner of the Residential Rental Property named in the application and shall not be transferable or assignable.
- (2) Every Owner of Residential Rental Property shall, prior to permitting occupancy thereof by any person or not later than January 1, 2022, register the property with the Office of Inspection on forms or other manner as directed. A separate registration is required for each Residential Rental Property. A registration shall remain valid unless there should occur a change in information contained therein or a change in ownership.
- (3) Registration pursuant to this Section shall contain the name(s), direct mailing address, direct contact name, telephone number, and e-mail address for the Owner, and, if the Owner does not reside within fifty (50) miles of the Residential Rental Property, the name and twenty-four (24) hour contact phone number for the Owner's Designated Contact. Additionally, a Certificate of Insurance for the Residential Rental Property must be provided and maintained for each property.
- (4) At the time of initial registration, there shall be no fee. Penalties for non-compliance with registration shall be in accordance with Sections 154.36 and 154.40 of this Ordinance.
- (5) Any person or other legal entity that has registered a property under this Section must report any change of information contained in the registration within thirty (30) days of the change. If Insurance for the Residential Rental Property is suspended or lapsed, said suspension or lapse of insurance shall be reported within five (5) days.
- (6) If the Residential Rental Property is sold, the new Owner is subject to all the terms of this Section. If the new Owner does not immediately occupy the property, the new Owner shall register the Residential Rental Property or update the existing registration within thirty (30) days of the sale. Any and all previous unpaid fees, fines, and penalties due at the time of initial registration or which have been assessed since are subject to enforcement per this Section. The previous Owner will not be released from the responsibility of paying all previous unpaid fees, fines, and penalties accrued during that Owner's involvement with the Residential Rental Property. The provisions of this Section are cumulative with and in addition to other available remedies. Moreover, the City is

authorized and empowered to collect on the previous Owner's non-payment of previous fees, fines, and penalties in any lawful manner.

- (7) If the Residential Rental Property is not registered within thirty (30) days of when the registration is required, pursuant to this Section, a late fee as provided in Section 154.40 below shall be assessed. This Section shall apply to the initial registration, and registrations required by subsequent Owners of Residential Rental Property.
- (8) Failure of the Owner to properly register or to modify the registration to reflect a change of circumstances as required by this Ordinance is a violation of this Section and shall be subject to enforcement by any of the enforcement means available to the City.
- (9) Registration of a Residential Rental Property does not alleviate the Owner from obtaining all required licenses, permits and inspections required by applicable code or Illinois Statutes.
- (10) The City will maintain an Inspection Checklist which provides in layman's terms the majority of the items the City of Quincy checks for during an inspection and the party responsibility for compliance with the item stated under the City's Code. The current Inspection Checklist is provided as Exhibit A for information purposes in conjunction with the Ordinance. The City will provide the checklist to Owner upon registration and will have copies available on its website and at the Department of Planning and Development. The Owner or Owner's Designated Contact is to distribute the Inspection Checklist to tenants.

#### **Sec. 154.35 INSPECTIONS OF RESIDENTIAL RENTAL PROPERTY**

- (A) The City may select Residential Rental Property owned by frequent violators of the Nuisance Ordinance and or Property Maintenance Code for inspection.
- (B) The City may select Residential Rental Property which was previously not in compliance with the registration requirements of this Section for inspection.
- (C) The City may inspect any Residential Rental Property for which a Certificate of Insurance was not provided or that no longer has insurance coverage.
- (D) The City may inspect Residential Rental Property after a complaint, including but not limited to complaints received on the City's Minimum Housing Complaint Form.

#### **Sec. 154.36 VIOLATIONS**

The following shall constitute violations of this Section:

(A) Failure of the Owner or Owner's Designated Contact of the Residential Rental Property to register such property with the Code Official.

Nothing contained in this Section shall prevent the City from pursuing all available remedies for violations with respect to Residential Rental Property, including but not limited to its right to condemn a property as unlawful pursuant to Section 154.01 of this Code, in addition to any other legal and equitable remedies available to the City.

**Sec. 154.37 PROVISIONS SUPPLEMENTAL**

Nothing contained in this Section shall prohibit the City from enforcing its codes by any other means, including, but not limited to, injunction, abatement, or as otherwise provided by law or Ordinance.

**Sec. 154.38 OPPOSING, OBSTRUCTING ENFORCEMENT OFFICER; PENALTY**

Whoever opposes, obstructs, or resists any Enforcement Officer or any person authorized by the Enforcement Office in the discharge of duties as provided in this Section, shall be punishable as provided in Section 10.99 of this Code.

**Sec. 154.39 IMMUNITY OF ENFORCEMENT OFFICER**

Any Enforcement Officer or any person authorized by the City to enforce the Registration of Rental Property Act shall be immune from prosecution, civil or criminal, for reasonable, good faith entry upon Residential Rental Property while in the discharge of duties imposed by this Section.

**Sec. 154.40 PENALTIES FOR NON COMPLIANCE**

The penalties set forth below shall be imposed on the Owner of any Residential Rental Property upon the occurrence of the described activity:

Failure to register by deadline	\$250.00 per Residential Rental Property
Late payment on penalty for non compliance that is 30-60 days overdue	25% of the amount of the imposed penalty for non compliance
Late payment on penalty for non compliance that is 60 or more days overdue	50% of the amount of the imposed penalty for non compliance

Each day during which a violation of this Section continues or is permitted to exist shall be considered a separate and distinct offense.

**Sec. 154.41 NON-DISCRIMINATION**

A property owner, agent, or landlord shall not discriminate in the renting or lease of a rental property. All actions within this ordinance shall comply with Illinois Fair Housing Law both for the tenant and the landlord.

**Sec. 154.42 RETALIATORY EVICTIONS PROHIBITED**

In accordance with Illinois Law (765 ILCS 720) it is unlawful for a landlord to terminate or refuse to renew a lease or tenancy of residential property on the ground that the tenant has complained to any governmental authority of a bona fide (good faith) violation of any applicable building code, health ordinance, or similar regulation. Any provision in any lease, or any agreement or understanding, purporting to permit the landlord to terminate or refuse to renew a lease or tenancy for such reason is void.

**Sec. 154.43 AMENDMENTS**

In order to amend or repeal sections 154.30 through 154.43, or any portion thereof, a vote of 2/3 of the Corporate Authorities then holding Office is required.

**Section 2. SEVERABILITY**

It is hereby declared to be the intention of the City that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or Section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

**Section 3. REPEALER**

All Ordinances or parts of Ordinances in conflict herewith, are hereby repealed and replaced.

**Section 4. CODIFICATION**

It is the intention of the City Council, that the provisions of this Ordinance shall become and be made a part of the City Code of Ordinances; and that the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention, and the word "Ordinance" may be changed to "Section", or such other appropriate word or phrase in order to accomplish such intentions.



**Section 5. 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.



City of Quincy  
Rental Registration Program

INSPECTION CHECKLIST (For informational purposes. Not all requirements of the 2006 International Property Maintenance Code are listed)

**EXHIBIT A**

RESPONSIBILITY		LIFE SAFETY / FIRE SAFETY REQUIREMENT	CODE REFERENCE
OWNER	OCCUPANT		
X		Is there a working smoke detector in EACH bedroom, in the hallway(s) outside of the bedrooms and on each level?	IPMC 704.2
	X	Are batteries maintained and charged in the smoke detectors?	MCCQ 156.02
	X	Is the water heater and furnace clear of clutter or flammable materials?	IPMC 603.3
X	X	Are all exits free from obstruction inside and outside	IPMC 702
X		Do exterior doors lock and unlock from the INSIDE without using a key, tool or special knowledge? Do windows lock?	IPMC 304.15, 304.18.1, 702.3
X		Does the water heater have a temperature & pressure relief valve and a proper discharge pipe?	IPMC 505.4
X		Is all fuel burning equipment in good repair, safe condition, properly installed, and properly vented?	IPMC 304.11, 603.1, 603.2, 603.4
X		Do all rooms used for sleeping have a window?	IPMC 403.1, 702.4
X		Are carbon monoxide detectors/alarms installed in units with fuel burning appliances and/or attached garage?	MCCQ 156.03 430 ILCs 135
	X	Are batteries installed and charged in CO detectors?	MCCQ 156.03
<b>EXTERIOR &amp; PREMISES</b>			
X		Are house numbers posted and visible from the street?	IPMC 304.3
X	X	Is the lawn mown to a height of less than 10 inches?	MCCQ 92.01(N)
X		Do stairs, landings, porches, decks more than 30 inches above grade below have guards at least 30 inches high?	IPMC 306.1
X		Do stairways having more than 4 risers have a handrail?	IPMC 306.1
X		Is the exterior of the structure sound and free from structural hazards?	IPMC 304.1
X		Is the roof maintained in sound condition and water tight?	IPMC 304.7
X		Are windows free from cracked or broken glass?	IPMC 304.13
X		Are window screens provided for habitable rooms?	IPMC 304.14
X		Are porches, decks and stairways in sound condition?	IPMC 304.10
X	X	Are trash and garbage receptacles provided?	IPMC 307.2.1, 307.3.1
X	X	Is garbage and rubbish disposed of properly?	IPMC 307.2, 307.3
<b>INTERIOR</b>			
X		Is the structure free from infestation of insects and rodents prior to renting or leasing?	IPMC 308.2
X	X	Is the dwelling free from infestation of insects and rodents when occupied?	IPMC 308.5
X		Do all electrical switches, outlets and junction boxes have proper covers? Are there any exposed conductors?	IPMC 605.1, 604.3
X		Is the wash machine outlet grounded or protected with a GFCI?	IPMC 605.2
X		Are receptacles in working condition and capable of holding a plug?	IPMC 604.3
X		Do light fixtures operate? Provided with cover?	IPMC 604.3
X	X	Are extension cords not being used as a substitute for permanent wiring? Not run through holes in walls, above ceilings, under floors or in ways that they may be physically damaged?	IPMC 604.3
X		Is the electrical service panel provided with proper cover? Is it securely mounted? Are breakers or fuses labeled?	IPMC 604.3
X		Are there heating facilities capable of maintaining 68-degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms?	IPMC 602.2
X		Is the water heater capable of providing 110-degree water at any fixture?	IPMC 505.4
X		Are plumbing fixtures in good working order? Is a tub or shower, toilet and kitchen sink provided?	IPMC 502.1, 504.1

(Revised 8-23-2021)



City of Quincy  
 Rental Registration Program  
 RENTAL REGISTRATION FORM

**A copy of the Owner Insurance policy for the property must be provided at the time of registration**

Date:		Parcel Index Number:	- - - -
<b>24 HOUR EMERGENCY CONTACT INFORMATION</b>			
<b>Contact Name:</b>			
<b>Contact Number:</b>			
<b>RESIDENTIAL RENTAL PROPERTY INFORMATION</b>			
Property Address (if Multifamily or Duplex, include unit #s)		Description of Premises (Single-family, Duplex, Multi-family)	
Number of Dwelling Units within the Building(s)			
<b>OWNER(S) INFORMATION</b>			
Owner Name			
Direct Contact Name (If owner is a corporation, etc.)			
Mailing Address			
Contact Telephone Number:		Email:	
<b>PRIMARY CONTACT (PROPERTY MANAGER), OR DESIGNATED CONTACT INFORMATION (REQUIRED IF OWNER RESIDES MORE THAN 50 MILES AWAY)</b>			
Owner's Designated Contact			
Direct Contact Name (If agent is a corporation, etc.)			
Mailing Address			
Contact Telephone Number:		Email:	

I, the undersigned, hereby certify that:

1. The data submitted in this application is an accurate representation as of the date of application and the registration statement shall serve as prima facie proof of the statements in any administrative enforcement or court proceeding instituted by the City against the owner or owners of the residential rental property.
2. I understand that it is illegal to operate a rental unit within the City of Quincy without a Certificate of Registration. I also understand that failure to comply or provide accurate information will result in legal action and imposition of fines.
3. I understand that, by designating an Owner's Designated Contact, I am consenting to service of any and all notices of code violations concerning the registered property and all process by service of the notice or process on the owner's designated contact.
4. I understand that I must file an amended registration statement in the event any changes to information contained in the currently-filed registration statement occur.
5. I understand that I must notify the Office of Inspection if insurance coverage is cancelled or if there is a lapse in coverage.
6. I understand that I must contact the Office of Inspection if this property is sold.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Certificate of Registration

issued by the  
Office of Inspection  
of the City of Quincy

## RESIDENTIAL RENTAL PROPERTY

*This certifies that 123 MAIN ST., owned by 123 PROPERTIES, LLC, has met the requirements for registration and is hereby permitted to be leased or rented for residential dwelling uses. This registration is non-transferable or assignable, and shall remain valid unless there should occur a change in information contained in the 'Rental Registration Form', a change in ownership, or a lapse or termination of insurance coverage. This property is subject to inspection in accordance with Section 154.30 of the Municipal Code of the City of Quincy (2015).*

Issued by:

\_\_\_\_\_  
Director of Inspection and Enforcement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

# CITY OF QUINCY

## OFFICE OF INSPECTION

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4540 | Fax: 217-221-2288

email : [planning@quincyl.gov](mailto:planning@quincyl.gov)



## Minimum Housing Complaint Form

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

First

Last

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Do you have a written lease or rental agreement?  Yes  No

How long have you been aware of the problems? \_\_\_\_\_

Have you informed the landlord, owner of the property, or property manager of this complaint?

Yes

No

Please tell us who you spoke with and when: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

First

Last

Please describe the problem:

X Signature

**Retaliatory Eviction Prohibited:** In accordance with Illinois Law (765 ILCS 720) it is unlawful for a landlord to terminate or refuse to renew a lease or tenancy of residential property on the ground that the tenant has complained to any governmental authority of a bona fide (good faith) violation of any applicable building code, health ordinance, or similar regulation. Any provision in any lease, or any agreement or understanding, purporting to permit the landlord to terminate or refuse to renew a lease or tenancy for such reason is void.

If you believe you are or have been a victim of retaliatory eviction, consult with an attorney. If you cannot afford an attorney, you may contact Land of Lincoln Legal Aid at 618-398-0574.

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:

Install Stop signs at the intersection of 17th and Cedar Streets. Traffic on North 17th Street will stop for traffic on Cedar 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.





# CITY OF QUINCY

*Comptroller's Office*

Sheri L. Ray  
Comptroller

CITY HALL – 730 MAINE STREET  
Quincy, Illinois 62301-4056  
217-228-4517

## MEMORANDUM

TO: Mayor and City Council  
FROM: Sheri Ray  
DATE: September 24, 2021  
SUBJECT: Supplemental Budget Ordinance

Please find attached a Supplemental Budget Amendment Ordinance that I have submitted to the City Clerk for placement on the agenda for the September 27, 2021 Council Meeting.

The purpose of this supplemental is to appropriate for additional General Fund Expenditures. The Central Services Committee recommended this supplemental which will increase the budget for the following:

Forestry truck bed replacement	\$17,500
Asphalt material for patch truck	\$10,000
Transfer to Central Garage	<u>\$11,000</u>
Total Increase to General Fund	\$38,500

The Central Garage additional funds will be used to purchase a diagnostic computer.

If you have any additional questions, please contact me or Kevin McClean, Director of Central Services.

CC: Lonnie Dunn, Corporation Counsel  
City Clerk Laura Oakman  
Jeff Mays, Director of Admin Services  
Kevin McClean, Director of Central Services

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

AN ORDINANCE AMENDING THE 2021-2022 FISCAL YEAR BUDGET

WHEREAS, the City Council of the City of Quincy, Adams County, Illinois, hereinbefore adopted Ordinance No. 21-21, an annual budget for general corporate and special corporate purposes for the City of Quincy for the fiscal year beginning May 1, 2021 and ending April 30, 2022; and

WHEREAS, the City Council has determined that expenditures, as set forth in said ordinance for certain operations, acquisitions, and projects within and for the various departments of the City will exceed the amounts provided in said ordinance and which expenditure will increase the total annual budget; and,

WHEREAS, there exists certain revenues, not included in the annual budget, which are available for expenditure by the City; and,

WHEREAS, Section 43.18 (Annual budget-Council transfers, revisions, or amendments) of the Quincy City Code reserved to the City Council the authority to amend the annual budget to increase the budget (upon a two-thirds vote of the Council) provided funds are available for said increase; and,

WHEREAS, the General Fund has unbudgeted fund balance that may be used to increase the expenditure budget for the General Fund; and,

WHEREAS, there was no budget appropriations for the Forestry truck bed replacement or the patching material that is used by the leased truck that is now running a second shift; and,

WHEREAS, the Central Garage has a need for specific diagnostic equipment that was not planned for in the initial budget; and,

WHEREAS, the unbudgeted fund balance will be used to increase the budget for these necessary items and to increase the subsidy to the Central Garage fund; and,

WHEREAS, the City is a home rule unit of local government under the Constitution of the State of Illinois, Article VII, Section 6 and this ordinance is adopted pursuant to said authority and the authority of Section 43.18 of the Quincy City Code.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS, as follows:

- 1. That the annual operating budget set forth in Ordinance No. 20-13 of the City of Quincy, be and is hereby amended by authorizing the increase/decrease in revenues and expenditure as follows:

Table with 2 columns: Description and Amount. Includes sections for General Fund #001 and Central Garage Fund #601 with various sub-items and their dollar amounts.

- 3. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in accordance with law.

ADOPTED \_\_\_\_\_

\_\_\_\_\_

City Clerk

APPROVED \_\_\_\_\_

\_\_\_\_\_

Mayor



# CITY OF QUINCY

*Comptroller's Office*

Sheri L. Ray  
Comptroller

CITY HALL – 730 MAINE STREET  
Quincy, Illinois 62301-4056  
217-228-4517

## MEMORANDUM

TO: Mayor and City Council  
FROM: Sheri Ray  
DATE: October 1, 2021  
SUBJECT: Supplemental Budget Ordinance

Please find attached a Supplemental Budget Amendment Ordinance that I have submitted to the City Clerk for placement on the agenda for the October 4, 2021 Council Meeting.

The Fire Committee has made recommendation for this supplemental which will increase appropriations for the following General Fund Expenditures:

Firefighter Salaries/Call-in Pay	\$ 12,000
Firefighter Salaries/Overtime	\$140,000
Capital Outlay/Building	\$ 50,000
Operational Supplies	<u>\$ 13,000</u>
	\$ 215,000

If you have any additional questions, please contact me or Fire Chief Bernie Vahlkamp.

CC: Lonnie Dunn, Corporation Counsel  
City Clerk Laura Oakman  
Jeff Mays, Director of Admin Services  
Bernie Vahlkamp, Fire Chief

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

AN ORDINANCE AMENDING THE 2021-2022 FISCAL YEAR BUDGET

WHEREAS, the City Council of the City of Quincy, Adams County, Illinois, hereinbefore adopted Ordinance No. 21-21, an annual budget for general corporate and special corporate purposes for the City of Quincy for the fiscal year beginning May 1, 2021 and ending April 30, 2022; and

WHEREAS, the City Council has determined that expenditures, as set forth in said ordinance for certain operations, acquisitions, and projects within and for the various departments of the City will exceed the amounts provided in said ordinance and which expenditure will increase the total annual budget; and,

WHEREAS, there exists certain revenues, not included in the annual budget, which are available for expenditure by the City; and,

WHEREAS, Section 43.18 (Annual budget-Council transfers, revisions, or amendments) of the Quincy City Code reserved to the City Council the authority to amend the annual budget to increase the budget (upon a two-thirds vote of the Council) provided funds are available for said increase; and,

WHEREAS, the General Fund has unbudgeted fund balance that may be used to increase the Fire Department for reinstating the call-in pay which was erroneously cut in the August supplemental, to increase for firefighter overtime budget, reinstate capital outlay for new windows which was cut from the adopted budget, and to purchase new breathing apparatus; and,

WHEREAS, the City is a home rule unit of local government under the Constitution of the State of Illinois, Article VII, Section 6 and this ordinance is adopted pursuant to said authority and the authority of Section 43.18 of the Quincy City Code.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF QUINCY, ADAMS COUNTY, ILLINOIS, as follows:

1. That the annual operating budget set forth in Ordinance No. 20-13 of the City of Quincy, be and is hereby amended by authorizing the increase/decrease in revenues and expenditure as follows:

2.	<b>General Fund #001</b>	
	Unbudgeted fund balance	\$ 215,000
	<i>Increased Expenses:</i>	
	Firefighter Salaries/Call-In Pay (001-2212-402.11-07)	\$ 12,000
	Firefighter Salaries/Overtime (001-2212-402.11-02)	\$ 140,000
	Capital Outlay/Building (001-2215-402.52-02)	\$ 50,000
	Firefighter /Operational Supplies (001-2212-402.46-11)	\$ 13,000

3. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in accordance with law.

ADOPTED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

# THE CITY COUNCIL

## OFFICIAL PROCEEDINGS

### REGULAR MEETING

Quincy, Illinois, September 27, 2021

The regular meeting of the City Council was held this day at 7:00 p.m. with Mayor Michael A. Troup presiding.

The following members were physically present:

Ald. Fletcher, Entrup, Bergman, Bauer, Mays, Freiburg, Farha, Sassen, Rein, Reis, Awerkamp, Uzelac, Holtschlag. 13.

Absent: Ald. Mast. 1.

Ald. Bauer moved Ald. Mast be excused from this meeting. Motion carried.

The minutes of the regular meeting of the City Council held September 20, 2021, were approved as printed on a motion of Ald. Entrup. Motion carried.

Legal Counsel: Corporation Counsel Lonnie Dunn.

#### **The City Clerk presented and read the following:**

#### **PETITIONS**

By Christ Lutheran Church requesting permission to conduct a raffle and have the bond requirement waived from October 1st through October 23rd. The City Clerk recommends approval of the permit.

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

A Special Event Application from the Quincy Early Tin Dusters to hold their annual Fall Color Run on Friday, October 15, 2021, through Saturday, October 16, 2021, in downtown Quincy. Applicant requests the closure of the following streets and parking lots from 6:00 p.m. on Friday, October 15th through 5:00 p.m. on Saturday, October 16th, and that the City provides barricades for the closures: Maine St, 4th to 8th St., Hampshire St., 4th to 8th St., 5th St., Vermont to Jersey St., 6th Street, Vermont to Jersey St., 7th St., Vermont to Jersey St., Municipal Parking Lots F, G and I, and City Hall Plaza Parking Lot. The Engineering Department requests that "no parking" signs be placed on the affected streets and parking lots on the morning of Friday, October 15th, applicant will notify property and business owners located within the event area prior to the event. Approval is recommended by the Department of Utilities & Engineering.

Ald. Uzelac moved the prayer of the petition be granted and the proper authorities notified. Motion carried.

#### **RESOLUTION**

WHEREAS, one of the most important aspects of preparing an individual to be a firefighter is training; and,  
WHEREAS, effective firefighter training requires exposure to live fire evolutions and drilling with others; and,  
WHEREAS, the Illinois Fire Service Institute is the State designated fire training academy and offers these things;  
and,

WHEREAS, the Quincy Fire Department has one firefighter that needs to attend the 2021 fall firefighter academy; and,  
WHEREAS, the new firefighters' training will require that they spend ten weeks at the academy and the related expenses are as follows:

Illinois Fire Service Institute Basic Fire Academy Tuition	\$4,100.00
Lodging (10 weeks)	\$3,700.00
Meal allotment for 10 weeks	\$1,545.00

NOW THEREFORE BE IT RESOLVED, that the Chairman of the Fire Aldermanic Committee and the Fire Chief recommend to the Mayor and City Council that the Fire Chief be authorized to expend the aforementioned dollars to put FF Phillip Mellon through the Fall 2021 Basic Firefighter Academy.

Bernard Vahlkamp

Fire Chief

Ald. Bergman moved for the adoption of the resolution, seconded by Ald. Fletcher, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

#### **RESOLUTION**

WHEREAS, the Department of Utilities and Engineering recently advertised for bids for the 2021 Sidewalk Replacement Project which consists of the repair and replacement of sidewalk at twenty-eight (28) locations throughout the City of

Quincy; and,

WHEREAS, the following bids were received:

Laverdiere Construction Macomb, Illinois	\$566,849.20
Niemann General Contracting Quincy, Illinois	\$501,624.50
Million Construction Quincy, Illinois	\$442,395.00
D & L Excavating Liberty, Illinois	\$423,338.50
Hood Demolition & Excavating Rushville, Illinois	\$355,936.00
Rees Construction Company Quincy, Illinois	\$352,939.25
County Contractors Quincy, Illinois	\$329,548.20
Engineer's Estimate	\$350,000.00

WHEREAS, the bids have been reviewed by the Director of Utilities and Engineering and found to be acceptable; and,

WHEREAS, funding for this project is available in the 2021/2022 Capital Fund fiscal year budget; and,

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

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering, and the Central Services Committee recommend to the Mayor and Quincy City Council that the bid from County Contractors of Quincy, Illinois, in the amount of \$329,548.20 be accepted and that the Mayor be authorized to sign the necessary contract documents.

Jeffrey Conte, P.E.

Director of Utilities and Engineering

Ald. Sassen moved for the adoption of the resolution, seconded by Ald. Farha, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

### RESOLUTION

WHEREAS, the Department of Utilities and Engineering advertised for bids for the 2021 Sewer Repair Project which includes the repair and improvement of sanitary and storm sewer at six (6) locations throughout the City of Quincy; and,

WHEREAS, the following bids were received:

Rees Construction Company Quincy, Illinois	\$314,031.50
Million Construction Quincy, Illinois	\$278,795.00
Laverdiere Construction Macomb, Illinois	\$243,348.00
Engineer's Estimate	\$324,396.00

WHEREAS, the bids have been reviewed by the Director of Utilities and Engineering and found to be acceptable; and,

WHEREAS, funding for this project is available in the 2021/2022 Sewer Fund and Capital Fund fiscal year budgets; and,

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

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Central Services Committee recommend to the Mayor and Quincy City Council that the low bid from Laverdiere Construction of Macomb, Illinois, in the amount of \$243,348.00 be accepted and that the Mayor be authorized to sign the necessary contract documents.

Jeffrey Conte, P.E.

Director of Utilities and Engineering

Ald. Sassen moved for the adoption of the resolution, seconded by Ald. Holtschlag, and on the roll call each of the 13



Aldermen voted yea, with 1 absent. Motion carried.

### **RESOLUTION**

WHEREAS, the Illinois Department of Transportation (IDOT), City of Quincy, and County of Adams desire to improve a section of 48th Street between Maine Street and Columbus Road; and,

WHEREAS, on July 26, 2021, the Quincy City Council approved entering into a joint agreement with the County of Adams stating the City of Quincy will be responsible for a portion of the cost of the proposed project for improvements made to the section of roadway under the City's jurisdiction; and,

WHEREAS, the County recently advertised for bids for the project that includes the removal and replacement of asphalt surface, removal and replacement of concrete curb and gutter, Americans with Disabilities (ADA) sidewalk improvements, and other construction related items and one (1) bid was received; and,

WHEREAS, the bid from Diamond Construction of Quincy has been reviewed by City staff and found to be acceptable; and,

WHEREAS, the City of Quincy will reimburse the County of Adams \$465,859.17 for its portion of engineering (\$38,361.83) and construction (\$427,497.34) costs for the resurfacing project upon its completion and final inspection; and,

WHEREAS, funding for this proposed project is available in the 2019B GO Bond Street Project Fund; and,

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

NOW, THEREFORE BE IT RESOLVED, the Director of Utilities and Engineering and the Central Services Committee recommend to the Mayor and Quincy City Council that the City of Quincy approve the expenditure of \$465,859.17 for all costs associated with the resurfacing of North 48th Street between Maine Street and Columbus Road and authority be given to reimburse the County of Adams upon receipt of the invoice.

Jeffrey Conte, P.E.

Director of Utilities and Engineering

Ald. Sassen moved for the adoption of the resolution, seconded by Ald. Entrup, and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

### **ORDINANCE**

Second presentation of an Ordinance entitled: An Ordinance Adopting A Newer Version Of The Purchasing Policy Manual.

### **ORDINANCE**

Second presentation of an Ordinance entitled: The Ordinance Requiring The Registration Of Residential Rental Property.

### **Request to Speak**

Written request to speak under suspended rules by Kevin Krummel, 2815 Maine St., concerning the Registration Of Residential Rental Property ordinance.

### **Rules Suspended**

Ald. Uzelac moved the rules be suspended at this time to hear from the above individual. Motion carried.

Kevin Krummel, 2815 Maine St., stated a rental ordinance is a common solution to an issue that faces all cities of any size, in all states. A rental ordinance will reduce the number of homes that meet the fix or flatten criteria. The purpose of a rental ordinance is to protect property values and property tax income for the city. He had a handout for the aldermen.

Ald. Uzelac moved the rules be resumed. Motion carried.

### **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 (4-Way Stop at 17th & Cedar).

Ald. Entrup moved to amend the ordinance to say "Adding Stop Signs on 17th & Cedar," seconded by Ald. Fletcher. Motion carried

### **ORDINANCE**

First presentation of an Ordinance entitled: An Ordinance Amending The 2021-2022 Fiscal Year Budget (replacing Forestry truck bed, asphalt material for patch truck, and purchase of diagnostic computer for Central Garage, total Increase to General Fund \$38,500).

**REPORT OF FINANCE COMMITTEE**

Quincy, Illinois, September 27, 2021

	Transfers	Expenditures	Payroll
City Hall.....		153.70	
Planning & Dev .....	3,500.00		
Airport.....	11,500.00		
Building Maintenance.....		422.95	
Comptroller.....		745.40	
Legal Department .....		1,083.60	
Police Department.....		9,725.03	
Fire Department .....		16,632.70	
Public Works.....		23,705.08	
Engineering.....		894.61	
<b>GENERAL FUND SUBTOTAL.....</b>	<b>15,000.00</b>	<b>53,363.07</b>	<b>0.00</b>
Planning and Devel.....		346.09	
911 Surcharge Fund .....		266.50	
Traffic Signal Fund.....		9,675.00	
Police Dept. Grants .....		2,975.20	
Police Donations Fund.....		154.40	
Crime Lab Fund.....		852.89	
Transit Fund.....		777.91	
Capital Projects Fund.....		51,728.21	
Airport.....	69,000.00		
Special Tax Alloc - TIF #3 .....		20,270.00	
2014 G/O Note Fund .....		12,460.01	
Water Fund .....		185,470.94	
Sewer Fund .....		44,383.25	
Quincy Regional Airport Fund.....		745.16	
Garbage Fund.....		111.65	
Recycle Fund .....	5,500.00		
Recycle Fund .....		154.75	
Central Garage .....		18,202.95	
Self Insurance .....		6,553.98	
Econ Dev Revolv Loan Fund .....		4,204.55	
<b>BANK 01 TOTALS .....</b>	<b>89,500.00</b>	<b>412,696.51</b>	<b>0.00</b>
Motor Fuel Tax .....		6,810.75	
2019B GO Street Proj.....		91,868.59	
<b>ALL FUNDS TOTALS .....</b>	<b>89,500.00</b>	<b>511,375.85</b>	<b>0.00</b>

Mike Farha  
 Jack Holtschlag  
 Anthony E. Sassen  
 Richie Reis  
**Finance Committee**

Ald. Farha, seconded by Ald. Sassen, moved the report be received and vouchers be issued for the various amounts and on the roll call each of the 13 Aldermen voted yea, with 1 absent. Motion carried.

**REQUESTS TO SPEAK**

Written requests to speak under suspended rules by Jason Priest, 2301 State Street, regarding God, bikes, sidewalks, streets, police, and call to pray and Barry Cheyne, 4614 Covington Lane, providing a Fire and Police Commission update.

**Rules Suspended**

Ald. Farha moved the rules be suspended at this time to hear from the above individuals and have the Marketing report. Motion carried.

Barry Cheyne, 4614 Covington Lane, stated he is the chairman of the Fire & Police Commission. The current

commission was appointed by former Mayor Moore. The commission respectfully disagrees with the proposed and/or any amendment to the current ordinance. There has been no communication with the commission to discuss this issue. A solution would be to select Chief candidates only from within the departments.

### **QACVB SEEQUINCY MARKETING REPORT**

Holly Cain, Executive Director, thanked the council for doubling their budget this year. All ads have routed consumers back to the SeeQuincy.com web site. Twenty-thousand users have used the site in the last three months with 87% being new consumers to the site. The Facebook site is up 187%. Hotel/Motel spending is up 39% over last year. They feel they are positioned to grow the city with new visitors. She also had a handout for the council.

Ald. Uzelac moved the rules be resumed. Motion carried.

### **MOTIONS**

Ald. Rein moved to allow a dumpster on city right-of-way at 29th & Scotia Trail for one month starting tomorrow. Motion carried.

Ald. Uzelac moved to refer to the Traffic Commission to paint yellow no parking on the curb on the north side of York St. between 6th and 7th. Motion carried.

The City Council adjourned at 7:34 p.m. on a motion of Ald. Holtschlag. Motion carried.

**LAURA OAKMAN**

City Clerk



**MEETING OF THE FIRE & POLICE COMMISSION  
SPECIAL MEETING NOTICE**

Monday, October 4, 2021  
10:30 AM

A meeting of the Fire & Police Commission will be held Monday, October 4, in the Council Chambers in City Hall (730 Maine St, Quincy, IL 62301) at 10:30 a.m.

Agenda

1. Call Meeting to Order
2. Public Comment (3 minutes)
3. Discussion with the Mayor regarding the Proposed Chief Appointment Ordinance
4. EXECUTIVE SESSION: Regarding Personnel Matters, pursuant to the Open Meetings Act of 5 ILCS 120/2(c)(1).

Respectfully submitted,

Alyssa Ramsey  
Executive Assistant to the Mayor



**PERSONNEL  
COMMITTEE MEETING NOTICE**

Monday, October 4, 2021  
3:30 PM

A Personnel Committee meeting will be held Monday, October 4<sup>th</sup>, in the Caucus Conference Room of City Hall at 3:30 p.m.

Agenda

1. Call Meeting to Order
2. Approval of Minutes
3. Public Comment (3 minutes)
4. 2.75% Proposed Wage Increase for Non-Union Staff
5. Late Additions

Respectfully submitted,

Carrie Potter  
Human Resources Manager



**City of Quincy  
Quincy Transit Lines**

**2020 Jennifer Road  
Quincy IL 62301**

**217-228-4550  
Fax: 217-228-4448**

**TRANSIT ADVISORY COMMISSION  
AGENDA**

**DATE:** Monday October 4, 2021

**TIME:** **6:15pm**

**PLACE:** City Hall, Caucus room

1. Call the meeting to order.
2. New Business  
    A) Transit Operator Training Package
3. Public Comment

Respectfully submitted,

Marty Stegeman  
Transportation Director



# **BET on Q Committee**

Tuesday, October 5, 2021

4:00 p.m.

Quincy City Council Chambers

Quincy City Hall (1<sup>st</sup> Floor) – 730 Maine Street



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## **AGENDA**

- 1) Call the Meeting to Order**
- 2) Approve minutes of the September 14, 2021 regular meeting**
- 3) Amended Ordinance**
- 4) Scoring Matrix**
- 5) Logo**
- 6) News Release/Letters to Athletic Directors**
- 7) Quincy Boat Club**
- 8) Comments from Committee Members**
- 9) Public Comments (limited to three minutes)**
- 10) Adjournment**

# Quincy Preservation Commission

Tuesday, October 5, 2021

5:30 p.m.

Quincy City Council Chambers

Quincy City Hall (1<sup>st</sup> Floor) – 730 Maine Street



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## AGENDA

- 1) Call the Meeting to Order
- 2) Approval of the minutes from the September 8, 2021 regular meeting
- 3) Welcome New Commission Member
- 4) Old Business
  - a) Preservation Dinner in May
- 5) New Business
  - a) Potential Landmark Properties
    - i) 2325 Maine Street – Mary Lou McGinnis
  - b) Vacancy on Preservation Commission
    - i) Possible Action to fill vacancy
    - ii) Letter of Recognition from Mayor
  - c) State Historic Preservation Office
    - i) Proposed Meeting on Historic Tax Credits
  - d) Demolition
    - i) 649 Adams Street (Request Submitted 9/15/2021)
- 6) Items of Interest to the Commission
- 7) General Public Comment (limited to three minutes)
- 8) Adjournment

**\*\*Immediately Following Meeting\*\***

### **Meeting – Subcommittee – Quincy Preservation Commission Bylaws/Operations**

- 1) Call Meeting to Order
- 2) Discuss Current Bylaws/Operations
- 3) Discuss Process for Amending Bylaws/Operations
- 4) Discuss Timeline
- 5) Additional Business
- 1) Adjournment