



CITY OF QUINCY

Comptroller's Office

Sheri L. Ray
Comptroller

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

FINANCE COMMITTEE MEETING

MONDAY January 10, 2022

6:00 pm

City Hall Council Chambers

AGENDA:

- 1) Approval of Previous Meeting Minutes from December 28, 2021
- 2) Supplemental Budget Ordinance
- 3) Sale of Property
- 4) Linen & Uniform Contract
- 5) Office Supply Contract
- 6) Other/New Business
- 7) Public Comment

Distribution:

Finance Committee Members
Mayor Mike Troup
Dir of Admin Services, Jeff Mays
Treasurer, Linda Moore
Corporation Counsel, Lonnie Dunn
Mary Ann Ervin, Purchasing
Chuck Bevelheimer – Planning & Dev

**Finance Committee Meeting
City Hall Caucus Room
Tuesday, December 28, 2021**

Members present: Chairman Farha, Aldermen Rein, Sassen, Holtschlag, Reis
Others present: Jeff Mays, Linda Moore, Lonnie Dunn, Sheri Ray, Mayor Troup
Aldermen Bauer, Entrup, Bergman, WTAD

Meeting called to order at 6:14 p.m.

- 1) Previous Meeting Minutes. The previous meeting minutes from December 6, 2021 were approved/seconded by Sassen/Rein. All in favor, motion carried.
- 2) Fire & Police Actuarial Valuation FYE 2022-2024. Sheri presented the three year proposal from Lauterbach and Amen for the tax levy actuarial valuation and the GASB 67/68 valuations. The three year proposal of \$11,020, \$11,360, and \$11,700 does reflect an approximate 11% increase over the prior fiscal year amount of \$9,900. The committee recommended the Comptroller seek other quotes for this professional service since the increase is over 10%.
- 3) Purchase Tax and Hotel/Motel Tax Rate Review Resolution. Sheri presented the resolutions to maintain the rates for the purchase tax and the hotel/motel tax. Alderman Sassen/Holtschlag made the motion/second to recommend both resolutions to Council. All in favor, motion carried.
- 4) Supplemental Budget Ordinance Action Plan. Sheri discussed the plan for appropriating the excess revenues and fund balance. An itemized list was provided to the members for consideration. Some of the items were discussed. The administration requests a Meeting of the Whole planned for next Monday, January 3, 2022 to hear departmental requests. The intent of the meeting is for alderman to hear requests and offer priorities with the spending requests. Alderman Sassen requested that the requests for vehicle replacements are specifically noted as either replacements or additions.
- 5) New business. Sheri mentioned that the Comprehensive Annual Financial Report is finalized and will be placed on the next City council agenda. The finding and the corrective action plan were also discussed.
- 6) No new business.
- 7) No public comment

Meeting adjourned at 6:38 p.m.



Sheri Ray, Comptroller



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

MEMORANDUM

TO: Mayor and City Council
FROM: Sheri Ray
DATE: January 7, 2022
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 January 10, 2022 Council Meeting.

The purpose of this supplemental is to increase the General Fund budget for excess revenues and to appropriate this excess and unbudgeted fund balance. The spending was based on the priority ranking determined at the January 3, 2022 Meeting of the Whole presentation.

The summary of the line items affected by the supplemental are attached in “Exhibit A”. If you have any additional questions, please let me know.

CC: Lonnie Dunn, Corporation Counsel
City Clerk Laura Oakman
Jeff Mays, Director of Admin 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, there are General Fund revenue sources exceeding budget and General Fund unbudgeted fund balances available to appropriate for necessary uses and;

WHEREAS, these funds have been prioritized to allocate towards one-time expenditures totaling \$9,614,376; and,

WHEREAS, there have been some realignment of staffing requiring salaries to be decreased in some line items and increased in other;

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. See attached "Exhibit A - Supplemental Detail Proposed 1-10-2022" that includes all line items to be increased/decreased by this budget amendment.
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 _____, 2022.

CITY OF QUINCY

DEPARTMENT OF PLANNING & DEVELOPMENT

706 Maine Street | Third Floor | Quincy, IL 62301

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



MEMORANDUM

TO: Mayor Moore and City Council
FROM: Chuck Bevelheimer
DATE: January 6, 2022
SUBJECT: Sale of Non Essential Real Estate
824 Cherry, 326 Lind, 328 Lind, 535 Lind, 1122 Monroe & 633 State

On December 5th, 8th, 12th and 15th the city of Quincy advertised for sale vacant lots owned by the City. City also posted the property sales on the City's Web page. Off the 16 properties listed for sale the City received six requests to purchase. They are as follows:

Simon Holtschlag submitted a purchase proposal for property at 1122 Monroe for \$5,500. Mr. Holtschlag plans to build a single family residence within a year. The city demolished the home at a cost of \$12,800. The city has \$6,450 liens against the property.

Michael Fitzgerald submitted a purchase proposal for property at 633 State for \$1,000. Mr. Fitzgerald plans to build a single family residence within a year and half. The city has \$17,000 lien against the property for the demolition. The city has \$428 in nuisance liens against the property.

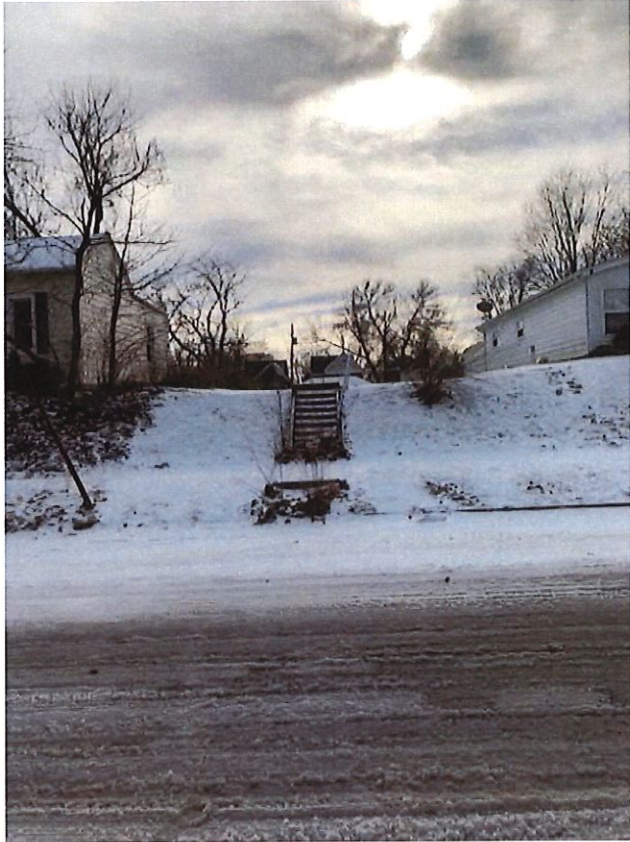
Todd Eyler submitted a purchase proposal for property at 326 and 328 Lind for \$250 each. Mr. Eyler plans to build a single family residence but cannot commit to constructing the home within a year. The city demolished both houses for \$21,000.

Todd Eyler submitted a purchase proposal for property at 535 Lind for \$1,000. Mr. Eyler plans to build a single family residence or a duplex but cannot commit to constructing the home within a year. The city demolished the home for \$25,000 had liens against the property in the amount of \$2,815. City used IHDA Abandon Property grant funds to pay for the demolition.

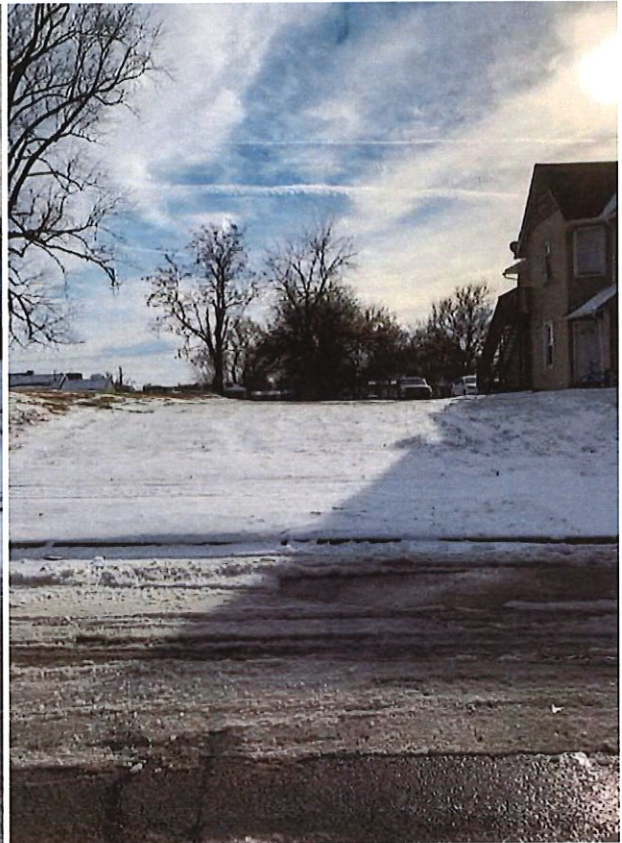
Todd Eyler submitted a purchase proposal for property at 824 Cherry for \$1,500. Mr. Eyler plans to build a duplex or possible 4-plex if he able to also purchase the adjoining 826 Cherry but cannot commit to constructing the duplex or 4-plex within a year. The city demolished the home for \$14,000 and had \$2000 in nuisance liens against the property.

Attached are resolutions authorizing the sales. The Administration requests as a condition of sale the purchaser agree to build a home in a designated time period.

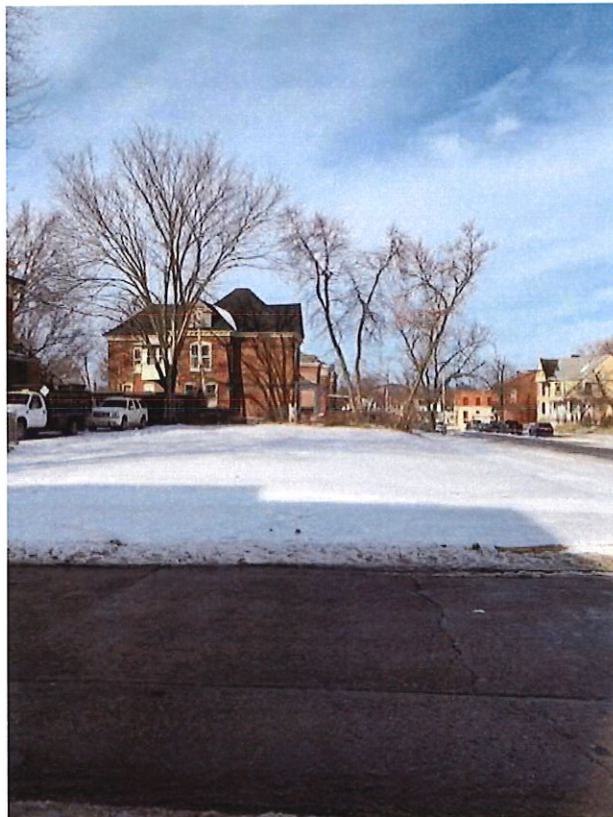
Any questions please let me know.



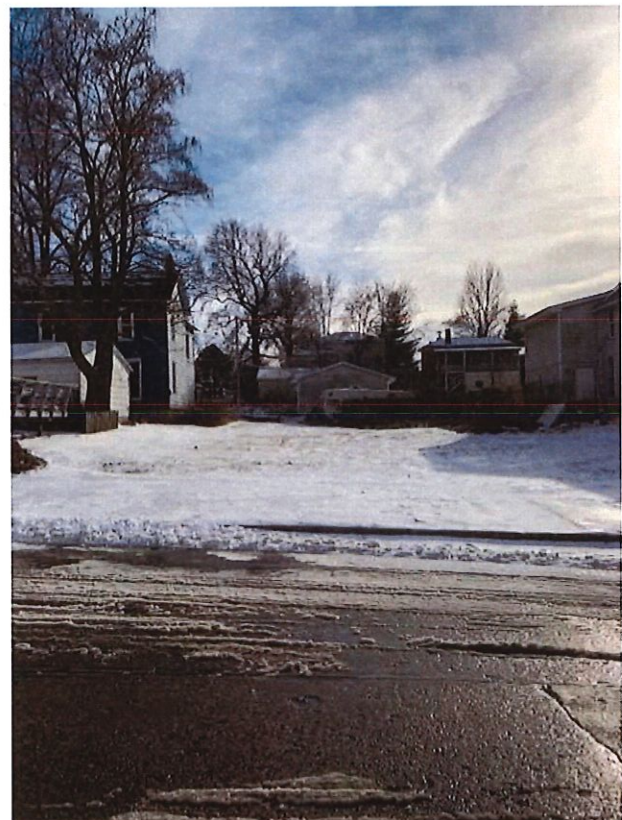
1122 Monroe St.



824 Cherry St.



535 Lind St



326 & 328 Lind St



633 State St.

**CITY OF QUINCY COUNCIL RESOLUTION
FOR SALE OF NON-ESSENTIAL PROPERTY
LOCATED AT 824 CHERRY STREET**

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents and elimination of blight; and

WHEREAS, the City of Quincy has established a program through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the city of Quincy received a judicial deed to 824 Cherry; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 824 Cherry St; and

WHEREAS, the City received a purchase proposal for 824 Cherry Street from Todd Eyler in the amount \$1500 with plans to build a duplex or 4-plex.

NOW, THEREFORE BE IT RESOLVED that the City sells 824 Cherry Street to Todd Eyler for \$1,500. The Mayor and City Council authorize the sale of 824 Cherry Street.

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

PASSED and APPROVED this _____ day of _____, 2022.

SIGNED:

Mike Troup, Mayor

ATTEST:

Laura Oakman, City Clerk

**CITY OF QUINCY COUNCIL RESOLUTION
FOR SALE OF NON-ESSENTIAL PROPERTY
LOCATED AT 535 LIND STREET**

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents and elimination of blight; and

WHEREAS, the City of Quincy has established a program through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the city of Quincy received a judicial deed to 535 Lind Street; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 535 Lind Street; and

WHEREAS, the City received a purchase proposal for 535 Lind Street from Todd Eyler in the amount \$1000 with plans to build a single family home or duplex.

NOW, THEREFORE BE IT RESOLVED that the City sells 535 Lind Street to Todd Eyler for \$1,000. The Mayor and City Council authorize the sale of 535 Lind Street.

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

PASSED and APPROVED this day of , 2022.

SIGNED:

Mike Troup, Mayor

ATTEST:

Laura Oakman, City Clerk

**CITY OF QUINCY COUNCIL RESOLUTION
FOR SALE OF NON-ESSENTIAL PROPERTY
LOCATED AT 1122 MONROE STREET**

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents and elimination of blight; and

WHEREAS, the City of Quincy has established a program through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the city of Quincy received a judicial deed to 1122 Monroe Street; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 1122 Monroe Street; and

WHEREAS, the City received a purchase proposal for 1122 Monroe Street from Simon Holschlag in the amount \$5,500 for both lots with plans to build a single family home on the lot within a year.

NOW, THEREFORE BE IT RESOLVED that the City sells 1122 Monroe Street to Simon Holschlag for \$5,500. The Mayor and City Council authorize the sale of 1122 Monroe Street.

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

PASSED and APPROVED this day of , 2022.

SIGNED:

Mike Troup, Mayor

ATTEST:

Laura Oakman, City Clerk

**CITY OF QUINCY COUNCIL RESOLUTION
FOR SALE OF NON-ESSENTIAL PROPERTY
LOCATED AT 326 & 328 LIND STREET**

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents and elimination of blight; and

WHEREAS, the City of Quincy has established a program through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the city of Quincy received a judicial deed to 326 and 328 Lind Street; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 326 and 328 Lind Street; and

WHEREAS, the City received a purchase proposal for 326 and 328 Lind Street from Todd Eyer in the amount \$500 for both lots with plans to build a single family home on the lots.

NOW, THEREFORE BE IT RESOLVED that the City sells 326 and 328 Lind Street to Todd Eyer for \$500. The Mayor and City Council authorize the sale of 326 and 328 Lind Street.

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

PASSED and APPROVED this day of , 2022.

SIGNED:

Mike Troup, Mayor

ATTEST:

Laura Oakman, City Clerk

**CITY OF QUINCY COUNCIL RESOLUTION
FOR SALE OF NON-ESSENTIAL PROPERTY
LOCATED AT 633 STATE STREET**

WHEREAS, the City of Quincy is committed to improving the quality of life of its residents and elimination of blight; and

WHEREAS, the City of Quincy has established a program through the Department of Planning and Development to address unsafe and dangerous buildings; and

WHEREAS, the city of Quincy received a judicial deed to 633 State Street; and

WHEREAS, the Department of Planning and Development advertised the property for sale located at 633 State Street; and

WHEREAS, the City received a purchase proposal for 633 State Street from Michael Fitzgerald in the amount \$1,000 with plans to build a single family home on the lot within a year and half.

NOW, THEREFORE BE IT RESOLVED that the City sells 633 State Street to Michael Fitzgerald for \$1,000. The Mayor and City Council authorize the sale of 633 State Street.

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

PASSED and APPROVED this day of , 2022.

SIGNED:

Mike Troup, Mayor

ATTEST:

Laura Oakman, City Clerk



CITY OF QUINCY

MARY-ANN ERVIN
Purchasing Agent

CITY HALL – 730 MAINE
QUINCY, IL 62301-4056
(217) 228-4502
FAX (217) 221-3608

MEMORANDUM

TO: Members of the Finance Committee

FROM: Mary-Ann Ervin

DATE: January 10, 2022

SUBJECT: City of Quincy Linen & Uniform Contract

The City of Quincy's Linen & Uniform contract with Aramark Uniform Services will expire on Monday, January 31, 2022.

The Purchasing Department advertised for sealed competitive bids for the rental and cleaning of linens and uniforms contract for all City departments.

There were thirteen (13) vendors who requested the bid packet and two (2) bids were received. The bids received were as follows:

Aramark Uniform Services	Quincy, IL	\$ 9,545.64
Cintas	St Charles, MO	\$16,762.26

Aramark Uniform Services currently holds the linens and uniforms contract and has supplied this service to the City for many years. The current contract will expire on January 31, 2022. After reviewing the bids submitted, I would like to recommend the approval of the low bid from Aramark Uniform Services be accepted for a two (2) year agreement. With the Finance Committee's approval, I would like to present the attached resolution to the City Council for their approval.

Thank you and if you have any questions concerning this, please contact me.

RESOLUTION

WHEREAS, the City of Quincy has union contracts with various departments that require the city to provide uniforms for employees; and

WHEREAS, the City of Quincy also requires linen service for shop rags, mops, and floor mats at various locations; and

WHEREAS, the City of Quincy did advertise for sealed competitive bids for the linen and uniform rental service; and

WHEREAS the following sealed competitive bids were received:

Aramark Uniform Services	\$ 9,545.64
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Cintas	\$16,762.26
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WHEREAS, this bid has been reviewed by the Purchasing Agent and the low bid from Aramark Uniform Services to be acceptable; now

THEREFORE BE IT RESOLVED, the Purchasing Agent recommends to the Mayor and City Council that the bid of Aramark Uniform Services be accepted for a two-year contract beginning February 1, 2022 and ending January 31, 2024; for an annual cost of \$9,545.64.

Mary-Ann Ervin
Purchasing Agent
January 18, 2022



CITY OF QUINCY

MARY-ANN ERVIN
Purchasing Agent

CITY HALL – 730 MAINE
QUINCY, IL 62301-4056
(217) 228-4502
FAX (217) 221-3608

MEMORANDUM

TO: Members of the Finance Committee

FROM: Mary-Ann Ervin

DATE: Monday, January 10, 2022

SUBJECT: Office Supply Contract

The Purchasing Department advertised for sealed competitive bids for office supplies for all City departments. Twenty three (23) vendors downloaded the Office Supply bid packet and two (2) bids were received.

*Office Essentials St. Louis, MO \$10,331.03 Offering 37% off Catalog pricing
(*included an Extraordinary Price Adjustment Clause)

The Golden Ruler Hannibal, MO \$10,537.57 Offering 29% off Catalog pricing

There were 43 core-items on this year's the office supply bid and the current contract with Area Distributors Inc. will expire on January 31, 2022.

Bids were received from Office Essentials and The Golden Ruler. Office Essentials did not comply with the bids specifications as they provided documentation with their bid (referred to as an Extraordinary Price Adjustment Clause). The extraordinary price adjustment clause stated they may reasonably adjust the price on any office product or service with a 30-day notice to the City. As per the bid specifications, "Pricing shall remain valid for the entire term of the contract." and "Price increases will NOT be accepted." Since Office Essentials did not comply with the bid specifications their bid cannot be accepted.

It is my recommendation that we accept the bid from the Golden Ruler in the amount of \$10,537.57 with a catalog discount of 29% off be accepted for a 1 year agreement.

With the Finance Committees approval I would like to present the attached resolution to the City Council for their approval on Monday, January 18, 2022.

Thank you and if you have any questions, please let me know.

RESOLUTION

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

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

WHEREAS, the following sealed bids were received for 43 items:

*Office Essentials	\$10,331.02	Offering 37% off Catalog pricing (*included an Extraordinary Price Adjustment Clause)
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The Golden Ruler	\$10,537.57	Offering 29% off Catalog pricing
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WHEREAS, the Purchasing Agent has reviewed the bids received and found the bid from The Golden Ruler to be satisfactory; now

THEREFORE BE IT RESOLVED, the Purchasing Agent recommends to the Mayor and City Council that the bid from The Golden Ruler of Hannibal, MO in the amount of \$10,537.57 with 29% off catalog pricing be accepted for a one-year contract period of February 1, 2022 through January 31, 2023.

Mary-Ann Ervin
Purchasing Agent
January 18, 2022