

An  
Administrative History  
of the  
City of Quincy  
1834 - 1925  
and a  
Guide to Quincy City Records  
in the  
Illinois Regional Archives Depository System

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May 1985

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## INTRODUCTION

Quincy, Illinois, was incorporated as a town in 1834 under the general incorporation act passed by the Illinois General Assembly in 1831.<sup>1</sup> An act providing Quincy with a town charter was passed in 1839.<sup>2</sup> The following year Quincy was incorporated as a city.<sup>3</sup>

This administrative history was compiled using the Laws of Illinois and the Quincy City Records to trace the organizational evolution from town to city, and to describe the various administrative bodies, as well as the function and duties of officials. Special attention has been given to laws and ordinances that initiate mandatory record-keeping.

Laws are a response to a perceived need, and sometimes a specific act simply legalized an office already created. Other offices went unfilled when they had ceased to be useful, even though they had not yet been legally abolished. Some offices and bodies are described more fully than others, and some appear to have been created without legal authority.

Much additional research will be necessary before the administrative history of Quincy is complete. All errors and omissions in this study are the responsibility of the compiler.

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1. L. 1831, pp. 83-87.
  2. L. 1839, pp. 103-7.
  3. L. 1840, pp. 113-22.

**LEGISLATIVE BODIES**

## CITY COUNCIL/BOARD OF TRUSTEES

The Quincy Board of Trustees was created when the town was first incorporated in 1834. Originally five members were elected to the Board, but in 1839 this was increased to seven. Trustees were required to be citizens of the State of Illinois, twenty-one years old, and to have been a resident of the town for six months. Elected viva voce by the qualified voters of the town, the term of Trustees was one year.<sup>1</sup>

The Board of Trustees was empowered to appoint a Clerk, Assessor, Treasurer, Supervisors of Streets, Constable, and any other officers they deemed necessary. Trustees were the judges of the qualifications, elections, and return of their own members. They could compel the attendance of absent members, determine the rules of their own proceedings, and punish their members for disorderly conduct.<sup>2</sup>

Other powers given to the Board of Trustees were to levy and collect taxes upon all real estate within the limits of the town; to make regulations to secure the general health of the inhabitants; to prevent and remove nuisances; to regulate and license ferries within the corporation; to provide for licensing and taxing taverns, stores, groceries, auctioneers, theatrical and other shows and amusements; to prohibit and restrain gaming, gaming-houses, bawdy-houses, and other disorderly houses; to build market houses and regulate them; to open and keep streets, lanes, alleys, drains, and sewers in repair; and to require bond and security of town officers. The Board was further empowered to require three days of road labor per year

from every male resident over age twenty-one. It could pass such ordinances and by-laws as were necessary to carry into effect its powers; and could impose fines and forfeitures for breach of ordinance, and impose means of collecting them.<sup>3</sup>

State law required the Board of Trustees to keep "a fair journal" and record of all their proceedings, a record of all by-laws and ordinances which they made in a book provided for that purpose, and a "true account" of the fiscal concerns of the town.<sup>4</sup>

When Quincy was incorporated as a city in 1840, the legislative body was called the City Council. The Council consisted of a Mayor and a Board of Aldermen. Two Aldermen were elected from each of the city's three wards for terms of two years. Aldermen were required to have lived within the limits of the city for six months, to be twenty-one years old, and to be citizens of the United States. Like the Board of Trustees, the City Council was made judge of the qualifications, elections, and returns of its own members, and was empowered to determine all contested elections. It determined the rules of its own proceedings, punished its members for disorderly conduct, and could expel an Alderman with the concurrence of two-thirds of its members.<sup>5</sup>

The City Council was empowered to levy and collect taxes upon all real and personal property within the limits of the city. It could appoint a Clerk, Treasurer, Assessor, Marshall, Supervisors of Streets, and all other such offices it deemed necessary, and require bond of them. The Council was authorized to establish schools and borrow money on the credit of the city. Other powers included the authority to make health regulations; to provide city water; to establish, abolish, regulate, and improve streets, avenues, lanes, alleys, and bridges; to provide street lighting and night

watches; to establish and regulate market houses; to provide for city buildings; to enclose, improve, and regulate public grounds; to improve and preserve the navigation of the Mississippi River; to erect, repair, and regulate public wharves and docks; and to license, tax, and regulate auctioneers, merchants, retailers, grocers, taverns, ordinaries, hawkers, peddlars, brokers, pawn brokers, money changers, hackney carriages, wagons, carts, drays, porters, exhibitions, shows, and amusements. It could tax, restrain, and suppress tippling houses, dram shops, gaming houses, and bawdy and other disorderly houses; provide for the prevention and extinguishment of fires; regulate building; establish standard weights and measures; provide for inspection of building materials, goods to be sold within the city, and foodstuffs. It was empowered to regulate the size of bricks sold or used in the city; take enumerations of the inhabitants; fix compensation of all city officers and jurors; and regulate the police.<sup>6</sup>

The City Council was required to keep a journal of its proceedings, and from time to time to publish it. The "yeas and nays" of the Council were to be entered in the journal when demanded by any member.<sup>7</sup> It was also required to publish annually a statement of all monies received and expended by the corporation during the preceeding year, and to show on what account such monies were received and expended.<sup>8</sup>

The office of Street Commissioner was abolished in 1843, and Aldermen were assigned the duty of supervising Supervisors of Streets in their specific wards.<sup>9</sup> When Quincy was made a school district in 1846, the City Council held the authority to make laws and ordinances for the management of the school, its funds and estate. The Council was empowered to appoint a school superintendent for a term of one year, and to determine his duties and salary.<sup>10</sup>

Aldermen became ex officio Fire Wardens in 1857.<sup>11</sup> In 1869 they were also made Conservators of the Peace, and were exempted from jury duty.<sup>12</sup> The City Council became responsible for designating and removing all appointive city officers in 1880.<sup>13</sup>

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1. L. 1831, p. 83; L. 1839, pp. 104-6.
2. L. 1839, pp. 104-6.
3. Ibid.
4. L. 1831, pp. 84-86.
5. L. 1840, pp. 113-14.
6. Ibid., pp. 116-18; Quincy City Ordinances 1840, vol. 2, p. 3.
7. L. 1840, p. 114.
8. Ibid., p. 121.
9. Quincy City Ordinances 1843, vol. 2, p. 121.
10. L. 1846, pp. 150-52.
11. Quincy City Ordinances 1857, vol. 3, p. 5.
12. L. 1869, p. 184.
13. Quincy City Ordinances 1880, vol. 4, p. 65.



## ROAD SUPERVISOR/SUPERVISOR OF ROADS AND STREETS

The Quincy Board of Trustees appointed three Road Supervisors when the town was incorporated in 1834, one for each of the three road districts the town was divided into.<sup>1</sup> Road Supervisors were required to inspect streets and alleys in their districts, and to make necessary repairs and improvements.<sup>2</sup> They were responsible for supervising road labor payable to the town, and were required to provide the Town Trustees with an annual list of persons in their district liable for the road tax, with the amount paid by each.<sup>3</sup>

When Quincy was incorporated as a town in 1840, Road Supervisors became known as Supervisors of Roads and Streets, although their duties remained essentially the same.<sup>4</sup> Supervisors were appointed annually by the City Council.<sup>5</sup> Supervisors were required to notify persons liable for road labor, and to supervise their work. They had authority to prosecute persons not fulfilling their obligations, and reported annually to the City Council.<sup>6</sup>

Beginning in 1869 Supervisors were required to keep accounts of all appropriations made for work pertaining to their office, and of all disbursements. They were made ex officio Commissioners of Public Works.<sup>7</sup> In 1897 Supervisors became ex officio members of the Board of Local Improvements.<sup>8</sup>

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1. Quincy City Ordinances 1834, vol. 1.

2. Revised Ordinances, 20 Feb. 1837, Chapt. 4, Sect. 6.
3. Quincy City Ordinances 1834, vol. 1.
4. L. 1840, p. 116.
5. Quincy City Ordinances 1841, vol. 2, p. 55.
6. Quincy City Ordinances 1840, vol. 2, pp. 4-5.
7. L. 1869, p. 187.
8. Quincy City Ordinances 1897, vol. 6, p. 168.

## OVERSEER OF THE POOR

The Revised Ordinances of Quincy adopted in 1841 provided for an Overseer of the Poor, to be appointed by the City Council for a term of one year. Duties of the Overseer of the Poor were to furnish food, clothing, and medical aid to the poor as he deemed necessary.<sup>1</sup>

The office was made elective by state law in 1859.<sup>2</sup> In 1869 it again became appointive.<sup>3</sup>

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1. Quincy City Ordinances 1841, vol. 2, pp. 55-57.
  2. L. 1859, p. 254.
  3. L. 1869, p. 181.

## STREET COMMISSIONER

In 1841, the Quincy City Council provided for a Street Commissioner to be elected by the Council annually. The duties of the Commissioner were to keep the streets and alleys in repair, and to direct the Supervisors of Streets. The Street Commissioner was ex officio City Engineer and Surveyor. He was required to keep a fair, full, and complete record of his proceedings in a book kept for that purpose, as well as his surveys and estimates as surveyor and engineer.<sup>1</sup>

The duties of the Street Commissioner were given to the Mayor in 1842.<sup>2</sup> The following year the City Council abolished the office of Street Commissioner and assigned the duties of the office to Aldermen in their specific wards. The Mayor retained the Commissioner's ex officio position as City Engineer.<sup>3</sup>

The office of Street Commissioner was reinstated by the City Council in 1854. Selected by ballot of the Council, the Commissioner reassumed all duties formerly given to the Mayor and Aldermen.<sup>4</sup> In 1859 the Illinois General Assembly made the office of Street Commissioner elective.<sup>5</sup>

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1. Quincy City Ordinances 1841, vol. 2, pp. 29-32, 57-58.

2. Quincy City Ordinances 1842, vol. 2, p. 110.

3. Quincy City Ordinances 1843, vol. 2, p. 121.

4. Quincy City Ordinances 1854, vol. 2, p. 202.

5. L. 1859, p. 254.

CLERK OF THE MARKET  
(Also Called Market Master)

The Revised Ordinances of 1841 created the position of Clerk of the Market, to be appointed annually by the City Council.<sup>1</sup> The Clerk of the Market was required to superintend the Public Market, and to maintain peace and order there. Other duties included receiving rents and fines, and keeping an account of them in a book kept for that purpose.<sup>2</sup> State law made the position elective in 1859,<sup>3</sup> but it again became appointive in 1869.<sup>4</sup> Beginning in 1895, the term of the Clerk was extended to two years.<sup>5</sup>

The Market Committee first appears in City Ordinances in 1897. The Committee was authorized to make rules and regulations necessary for the Public Market. The superintendent of the Market, now known as "Market Master," was given the power of a policeman.<sup>6</sup> He was required to attend the Market daily, and to enforce the market ordinances. Also given charge of the City Scales, it was his duty to keep a book recording the number of loads weighed and certified, including the name of the owner, the articles weighed, the weight, the date, and a duplicate certificate.<sup>7</sup>

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1. Quincy City Ordinances 1841, vol. 2, p. 55.

2. Ibid., p. 59.

3. L. 1859, p. 254.

4. L. 1869, p. 181.

5. Quincy City Ordinances 1895, vol. 5, p. 243.
6. Quincy City Ordinances 1897, vol. 6, p. 173.
7. Ibid.

## HARBOR MASTER

(Also Called Wharf Master)

The Quincy City Council created the office of Harbor Master, sometimes called Wharf Master, by city ordinance in 1841. Appointed annually by the Council, the duties of the Harbor Master included having charge of, regulating, and enforcing the ordinances relating to the Public Landing. He also collected fees, and was required to keep a book recording all monies received by him, the names of persons or boats from whom the money was received, the amount, and for what it was collected. The Harbor Master was required to account to the City Council at their regular monthly meetings.<sup>1</sup>

State law made the office of Harbor Master elective in 1859.<sup>2</sup> In 1869, it again became appointive;<sup>3</sup> and the term was extended to two years in 1895.<sup>4</sup>

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1. Quincy City Ordinances 1841, vol. 2, pp. 40-44, 60.
  2. L. 1859, p. 254.
  3. L. 1869, p. 181.
  4. Quincy City Ordinances 1895, vol. 5, p. 243.

## CITY WEAIGHER AND MEASURER

The office of Wood Measurer was created by the Quincy City Council in 1841. Appointed annually by the Council, it was the duty of the Wood Measurer to certify the measurement of all wood sold in the city by the fourth, half, or full cord, if requested by either the vendor or purchaser.<sup>1</sup>

In 1857 the City Council provided for a City Weigher, appointed each year by the Council. The City Weigher, using scales inspected by the Inspector of Weights and Measurers, was required to certify the weight of goods sold in the city as requested by buyer or seller. He was required to keep a register of all weights certified, and to file an abstract of his record with the City Clerk quarterly.<sup>2</sup>

The City Council had a public scales installed on the levee in 1873, and required the City Weigher to be responsible for the public "levee scales" and to weigh every load of grain, stone, coal, etc., and to give a certificate of weight. His register was required to include the kind of goods, weight, for whom weighed, and the fee charged for every load weighed. The City Weigher was ex officio Inspector of Grain.<sup>3</sup>

By 1895, the office of City Weigher had been combined with that of Wood Measurer, and the City Weigher and Measurer was appointed by the Mayor and confirmed by the Council every two years.<sup>4</sup>



1. Quincy City Ordinances 1841, vol. 2, pp. 25, 55.
2. Quincy City Ordinances 1857, vol. 3, p. 13.
3. Quincy City Ordinances 1873, vol. 3, pp. 254-55.
4. Quincy City Ordinances 1895, vol. 5, p. 243.

## MEASURER OF LUMBER

### AND OTHER BUILDING MATERIALS AND MECHANICAL WORK

The office of Measurer of Lumber first appears in the Revised Ordinances of 1841. Appointed by the City Council for a term of year, the duties of the office were to measure lumber and other building materials, as well as mechanical work done in the city, if requested by either buyer or seller.<sup>1</sup> The fees of the Measurer of Lumber were split between the contracting parties.<sup>2</sup> The office disappeared by 1901.<sup>3</sup>

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1. Quincy City Ordinances 1841, vol. 2, p. 64.
  2. Revised Ordinances 1857, pp. 106-7.
  3. Revised Ordinances 1901.

## INSPECTOR OF FLOUR

The Quincy City Council created the office of Inspector of Flour by ordinance in 1842. Appointed by the Council, the Inspector was required to inspect flour sold in the city, and to mark inspected barrels with his initials. He was authorized by the Council to appoint deputies to assist with his work.<sup>1</sup>

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1. Quincy City Ordinances 1842, vol. 2, pp. 113-14.

## INSPECTOR OF WEIGHTS AND MEASURES

The Quincy City Council created the office of Inspector of Weights and Measures in 1845, to be appointed by the Council for a term of one year.<sup>1</sup> The Inspector was required to maintain standard weights and measures in conformity with the laws of the United States and the State of Illinois, and to from time to time to have their accuracy tested. It was the Inspector's duty to test the weights and measures of merchants and vendors in the city, and to provide certificates for those found accurate. He was required to keep a register of the names of persons whose weights and measures had been examined.<sup>2</sup>

By 1909, no person in the city could offer any fruit, vegetable, berry, or grain for sale in any other than a dry legal measure tested by the Inspector of Weights and Measures.<sup>3</sup>

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1. Quincy City Ordinances 1845, vol. 2, p. 130.
  2. Ibid.
  3. Quincy City Ordinances 1909, vol. 7, p. 372.

## CITY PHYSICIAN

The Quincy Ordinances of 1852 provide for a City Physician, to be appointed by the City Council for a term of one year.<sup>1</sup> It was the duty of the City Physician to attend professionally upon all city paupers, and all persons receiving assistance from the Overseer of the Poor.<sup>2</sup>

The office of City Physician was made elective by the Illinois General Assembly in 1859.<sup>3</sup> In 1869, it was again made appointive.<sup>4</sup> By 1875 the office had disappeared.<sup>5</sup>

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1. Revised Ordinances 1852, pp. 95, 102.

2. Ibid., p. 102.

3. L. 1859, p. 254.

4. L. 1869, p. 181.

5. Revised Ordinances 1875.

## CITY ENGINEER

The office of City Engineer first appears in the Quincy City Ordinances in 1852.<sup>1</sup> The position was made elective in 1859, and became appointive in 1869.<sup>2</sup>

The duties of the City Engineer included performing all engineering and surveying duties prescribed by ordinance, order, or resolution of the Council or by direction of the Mayor; surveying private lots in the city, putting down any necessary stakes when requested by a person building a home, fence, or sidewalk; giving certificates of all surveys on request; and receiving fees prescribed by ordinance. The City Engineer had the same powers within the city as the County Surveyors in making plats and surveys. City Engineers were ex officio Commissioners of Public Works, and superintended construction of public works when required.<sup>3</sup> When a Board of Public Works was created in 1876, the City Engineer performed the civil engineering required by the Board.<sup>4</sup>

An 1895 ordinance provided for an Assistant City Engineer to be appointed by the Mayor and confirmed by the Council. The terms of both the Engineer and Assistant Engineer were two years.<sup>5</sup> In 1897, the City Engineer became an ex officio member of the Board of Local Improvements.<sup>6</sup>

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1. Revised Ordinances 1852, pp. 98, 126, 135-37.

2. L. 1859, p. 254; L. 1869, p. 181.

3. L. 1869, p. 186.

4. Quincy City Ordinances 1876, vol. 4, p. 7.
5. Quincy City Ordinances 1895, vol. 5, pp. 243-44.
6. Quincy City Ordinances, 1897, vol. 6, p. 168.

## SUPERINTENDENT OF PUBLIC SCHOOLS

The office of Superintendent of Public Schools in the city of Quincy first appears in 1852; the position was made elective by state law in 1859.<sup>1</sup> By 1875 the Superintendent was appointed by the City Council for a one year term.<sup>2</sup>

By 1895 the term of the Superintendent had been increased to two years, and he was made ex officio member and Treasurer of the Board of Education.<sup>3</sup> The Superintendent of Public Schools had control and direction of the city's public schools. He employed and dismissed teachers, fixed their salaries, and established a code of rules for the schools. He was responsible only to the City Council. The Superintendent was required to keep a record of his actions and an account of his expenditures, and to submit an annual report to the Council.<sup>4</sup>

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1. Revised Ordinances 1852, pp. 102, 223-226; L. 1859, p. 254.
  2. Revised Ordinances 1875, p. 299.
  3. Ibid., pp. 299-300.
  4. Revised Ordinances 1852, pp. 102, 223-226.



## HEALTH DEPARTMENT

The Quincy Board of Health was created by city ordinance in 1869. It consisted of the Mayor and three or more citizens, appointed by the City Council for one year terms. The purpose of the Board was to "make diligent inquiries with respect to all matters affecting the health" of the city's citizens, and to cause all health nuisances to be abated. The Board was given the same authority as the Marshall, Policemen, and other city officials; and the City Council had authority to appoint one or more Health Officers subordinate to the Board of Health. The Board was required to keep a record of its proceedings as well as a Mortuary Record, stating the number of deaths in the city. That record was also required to contain the date of death, cause, birthplace, age, residence, name, sex, color, and length of residence of every deceased person.<sup>1</sup>

In 1879 the City Clerk became ex officio Clerk of the Board of Health.<sup>2</sup> This function was assumed by the Sanitary Officer in 1880. Appointed by the City Council for a term of one year, the Sanitary Officer also issued permits and compiled reports to the Board.<sup>3</sup>

The composition of the Board was changed in 1882 to the Mayor and three Aldermen, appointed by the Mayor for one year. The Sanitary Officer was appointed annually by the Board, and could be removed at its discretion.<sup>4</sup>

From 1895 to 1919 the Mayor appointed a City Health Officer to the Board of Health. Confirmed by the City Council, the City Health Officer

served a two year term.<sup>5</sup>

Beginning in 1916, the Board of Health required sellers of milk in the city to be licensed and inspected.<sup>6</sup> In 1917, the Board was again changed. The new Board comprised the Mayor, who served as President, two Aldermen, and two physicians of the city who were appointed by the Mayor. All served without pay.<sup>7</sup>

The Board of Health was again reorganized in 1919, after which it consisted of three citizens, appointed by the Mayor with the consent of the Council. The Board was empowered to appoint a Commissioner of Health, a Sanitary Officer, a Public Nurse, and other employees deemed necessary.<sup>8</sup>

In addition to a record of its proceedings, the Board was required to keep record of all disbursements, filing monthly bills with the City Comptroller for inspection and approval; and a record of such statistical information necessary to the efficient working of the Department.<sup>9</sup> During the same year, the Mayor was authorized to appoint a Secretary of the Board to keep a record of the proceedings. The office of Health Officer was abolished.<sup>10</sup>

The City Council also created the Health Department in 1919. It consisted of the Board of Health, the Commissioner of Health, and such employees as the Board deemed necessary. The Health Commissioner, who was required to be a licensed physician, was at first appointed by the Board of Health. Later the same year, the power of appointment was given to the Mayor.<sup>11</sup>

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1. Quincy City Ordinances 1869, vol. 3, pp. 116-17.
  2. Quincy City Ordinances 1879, vol. 4, p. 45.
  3. Quincy City Ordinances 1880, vol. 4, p. 68.
  4. Quincy City Ordinances 1882, vol. 4, p. 114.

5. Quincy City Ordinances 1895, vol. 5, p. 243; and 1919, vol. 10, p. 453.
6. Quincy City Ordinances 1916, vol. 10, p. 317.
7. Quincy City Ordinances 1917, vol. 10, p. 364.
8. Quincy City Ordinances 1919, vol. 10, p. 418.
9. Ibid.
10. Ibid., p. 453.
11. Ibid., pp. 418, 453.

## BOARD OF EDUCATION

The Quincy Board of Education was incorporated in 1869, and consisted of three members, appointed by the City Council for a term of two years. The Council had authority to remove members of the Board and to fill vacancies.<sup>1</sup> Beginning in 1895, members of the Board of Education were appointed by the Mayor and confirmed by the City Council.<sup>2</sup>

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1. L. 1869, p. 202.

2. Quincy City Ordinances, vol. 5, p. 243.

## BOARD OF WATER COMMISSIONERS

(Water Works Commission)

The Quincy Board of Water Commissioners was created by the Illinois General Assembly in 1869. Members of the Commission were appointed by the Mayor to serve terms of six years. The Board was required to appoint a secretary to keep a record of their proceedings, and to make a semi-annual report to the City Council. It was also required to keep an accurate record of all water bonds.<sup>1</sup> The Water Registrar was designated ex officio Clerk of the Board of Water Commissioners in 1890.<sup>2</sup>

In 1892, Quincy city ordinance specified the Board of Water Commissioners consist of five members, to be nominated by the Mayor and confirmed by the Council. Members served five year terms without pecuniary compensation. The President of the Board was the member having the shortest unexpired term. The Board of Water Commissioners had general supervision of the city water works, materials, and property.<sup>3</sup>

The City Council reorganized the Board as the Water Works Commission in 1916. The Mayor, by and with Council approval, appointed three Commissioners, to serve terms of three years. Their duties included taking charge and custody of the Water Works, and to "manage, operate, and improve" the water system. The Commission was empowered to employ a Superintendent and other employees. It was required to keep minutes of its proceedings and accounts of its transactions. These records were required to show the actual cost

to the city of the Water Works, to show all costs of maintenance, extension and improvements; all operating expenses; amounts set aside for depreciation and other sinking fund purposes; the value of service and water furnished to the city; a reasonable allowance for interest, depreciation, and insurance; and an estimate of taxes chargeable to the Water Works system if it were a private corporation.<sup>4</sup>

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1. L. 1869, pp. 209-18.
2. Quincy City Ordinances 1890, vol. 5, p. 33.
3. Ibid., pp. 32-33.
4. Quincy City Ordinances 1916, vol. 10, pp. 324-26.

## INSPECTOR OF ILLUMINATING OILS

The Quincy City Council established the office of Inspector of Illuminating Oils in 1869. Appointed annually by the Mayor, the Inspector was responsible for approving all oil sold for lighting purposes in the city.<sup>1</sup> The office was apparently discontinued by 1895.<sup>2</sup>

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1. Quincy City Ordinances 1869, vol. 3, p. 122.
2. Quincy City Ordinances 1895, vol. 5, p. 249.

## COMMISSIONERS OF PUBLIC WORKS

In 1869, the City Engineer, City Supervisor, and one other person were designated Commissioners of Public Works by the Illinois General Assembly. The office was appointive, but the duties were not defined.<sup>1</sup>

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1. L. 1869, p. 204.



## CITY SCAVENGER

The Quincy City Council provided in 1870 for a City Scavenger, or garbage collector, to be employed on a contractual basis.<sup>1</sup> By 1901 the term was applied only to persons cleaning privy vaults or cesspools; and this work was done by private agents who were required to be licensed and bonded by the city.<sup>2</sup>

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1. Quincy City Ordinances 1870, vol. 3, p. 135.
  2. Revised Ordinances, 1901, pp. 288-90.

## CITY BUILDING INSPECTOR

The Quincy City Council passed an ordinance in 1872 providing for a Building Inspector, appointed by a ballot of the City Council for a two year term. Duties of the Building Inspector included receiving applications for building permits, and keeping a record of all permits issued, showing to whom issued, time, character of buildings, description of premises, and date of inspection if approved.<sup>1</sup>

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1. Quincy City Ordinances 1872, vol. 3, pp. 175-76.

## BOARD OF PUBLIC WORKS

In 1876 the Quincy City Council passed an ordinance providing for the appointment of a Board of Public Works. The Board consisted of three Commissioners, nominated by the Mayor and appointed with the advice and consent of the City Council for three year terms. Commissioners were required to be freeholders, and to have been residents of the city for three years.<sup>1</sup>

The Board of Public Works was required to elect a president and secretary from its own members; to keep a record of all its acts; and to keep copies of all contracts, estimates, and receipts. Duties of the Board included approving all plats and maps, grades of streets, bridges, pavings, and other public works projects.<sup>2</sup> Beginning in 1877, the Mayor appointed the Superintendent of Public Works annually with the advice and consent of the Council.<sup>3</sup>

Pursuant to an 1892 ordinance, the Mayor became President and General Manager of the Board of Public Works, and the Comptroller became Secretary of the Board. Other members included the City Engineer and a Superintendent, who was now appointed by the Council annually. It became the duty of the Mayor to manage all public works, and of the Secretary to keep a full record of acts and doings of the Board. The Superintendent was to devote full time to public works, under the direction of the Mayor.<sup>4</sup>

The composition of the Board was again changed in 1893 to be the

Mayor, City Engineer, Superintendent, and Secretary. The Superintendent and Secretary were appointed by the Council for a term of one year. The Council was also empowered to appoint overseers or inspectors from time to time.<sup>5</sup>

Another change the following year returned the Board to its former composition of Mayor, City Engineer, Superintendent, and City Comptroller.<sup>6</sup>

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1. Quincy City Ordinances 1876, vol. 4, pp. 7-8.
2. Ibid.
3. Quincy City Ordinances 1877, vol. 4, p. 23.
4. Quincy City Ordinances 1892, vol. 5, pp. 136-37.
5. Quincy City Ordinances 1893, vol. 5, pp. 161-62.
6. Quincy City Ordinances 1894, vol. 5, p. 208.

## DIRECTORS OF THE LIBRARY BOARD

Establishing a free public library and reading room in 1887, the Quincy City Council provided for a Library Board to manage the facility. The Library Board was composed of nine Directors, appointed by the Mayor with the approval of the Council. City ordinance specified that at least three of the Directors should be women. Directors served three year terms, and elected a President from their own body.<sup>1</sup> Beginning in 1895, Directors were appointed by the Mayor and confirmed by the Council every two years.<sup>2</sup>

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1. Quincy City Ordinances 1887, vol. 4, p. 222.
  2. Quincy City Ordinances 1895, vol. 5, p. 243.

## LICENSE DETECTIVE

The office of License Detective first appears in Quincy City Ordinances in 1895; the officer was appointed by the Mayor and confirmed by the City Council every two years.<sup>1</sup>

The office of License Detective was abolished by city ordinance in 1898.<sup>2</sup>

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1. Quincy City Ordinances 1895, vol. 5, p. 243.
  2. Quincy City Ordinances 1898, vol. 6, p. 228.

## KEEPER OF THE CITY DUMP

Beginning in 1895, a Keeper of the City Dump was appointed by the Mayor and confirmed by the City Council every two years.<sup>1</sup>

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1. Quincy City Ordinances 1895, vol. 5, p. 243.

## ENGINEER OF CITY HALL

The office of Engineer of City Hall appears in an 1895 city ordinance. The officer was appointed by the Mayor and confirmed by the City Council for a term of two years.<sup>1</sup>

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1. Quincy City Ordinances 1895, vol. 5, p. 243.



## BOARD OF LOCAL IMPROVEMENTS

The Quincy City Council created the Board of Local Improvements by city ordinance in 1897. The Board, consisting of five members, comprised the Superintendent of Streets, the Superintendent of Sewers, the Superintendent of Special Assessments, and the City Engineer. The Commissioner of Public Works was ex officio President. The terms of the Board members, who were appointed by the Mayor, expired with the Mayor's term, or when removed by him.<sup>1</sup>

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1. Quincy City Ordinances 1897, vol. 6, pp. 168-69.

## MUNICIPAL QUARRY COMMISSION

Created by the Quincy City Council in 1923, the Municipal Quarry Commission consisted of three Commissioners, appointed for three years by the Mayor with approval of the Council. Commissioners served without compensation.<sup>1</sup>

The Commission was charged with taking custody of the Municipal Quarry System, to manage, operate, improve, and maintain the system. The Commission was empowered to appoint a Superintendent and other employees deemed necessary.<sup>2</sup>

The Municipal Quarry Commission was required to keep accurate minutes of its proceedings and accounts of its transactions. The books of the Commission were required to show the results of city ownership, including actual cost, all maintenance, extension, improvements, operating expenses, and amounts set aside for depreciation and other sinking fund purposes. They were required to show the value of service and rock furnished to the city, allowance for interest, depreciation and insurance, and also to estimate the taxes chargeable if the quarry was a private corporation.<sup>2</sup>

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1. Quincy City Ordinances 1923, vol. 11, pp. 125-27.

**EXECUTIVE BODIES**

## MAYOR/TOWN PRESIDENT

The first Town President of Quincy was chosen when the town was incorporated in 1834.<sup>1</sup> As provided by the Illinois General Assembly, the President was chosen by the Board of Trustees from their own body, and had no powers beyond those given to the Board.<sup>2</sup>

The office of Mayor was provided for by the 1840 act which incorporated Quincy as a city. The Mayor, chief executive officer of the corporation, was elected to hold office for one year. He was required to have been a resident of the city for one year, at least twenty-one years old, and a citizen of the United States.<sup>3</sup> In 1841 the Illinois Legislature decreed the Mayor need not be a freeholder.<sup>4</sup>

The Mayor presided at all meetings of the City Council, but had only a casting vote. He could call special meetings of the Council. Duties of the Mayor included enforcing the laws and ordinances of the city; inspecting the conduct of subordinate officers, causing negligence and violation of duty to be prosecuted and punished; and informing Aldermen on relevant city matters. He was authorized to call on every male inhabitant over age eighteen to aid in enforcing the laws and ordinances, and in the case of riot to call out the Militia. He could require any officer of the city to exhibit his books and papers. The Mayor was given power to execute all acts required of him by ordinance.<sup>5</sup>

Commissioned by the Governor as a Justice of the Peace for the city, the Mayor thereby was a Conservator of the Peace and had power and authority to administer oaths, and issue writs and processes under the seal of the

city. He could take depositions, acknowledge deeds, mortgages, and other instruments of writing, and certify the same under the seal of the city. The Mayor had exclusive jurisdiction in all cases arising under the ordinances of the city and concurrent jurisdiction with other justices of the Peace in all civil and criminal cases within the limits of the city arising under the laws of the state. He was entitled to the same fees and compensation for his services as other Justices of the Peace.<sup>6</sup>

The Mayor's jurisdiction in enforcing health and quarantine ordinances and regulations extended to all places within five miles of the boundaries of the city. His salary was fixed by city ordinance, and he was liable to indictment in the Circuit Court of Adams County for omission of duty or oppression, malconduct, or partiality.<sup>7</sup>

The duties of the Street Commissioner were given to the Mayor in 1842.<sup>8</sup> In 1843 the supervisory duties of the Street Commissioner were given to Aldermen in their specific wards, but the Mayor retained the ex officio duties as City Engineer.<sup>9</sup>

In 1851 the City Council created a Mayor's Court to hear and consider matters rising from infractions of city ordinance. The Mayor presided over the court, which was held daily except Sunday, and received fees therein assessed.<sup>10</sup>

The office of Street Commissioner was reinstated in 1853, and the duties of that office that had been assigned to the Mayor were returned to the office of Street Commissioner.<sup>11</sup> In 1854 the powers conferred upon the Mayor relevant to the Mayor's Court, now called the Police Magistrate's Court, were conferred upon two Police Justices of the Peace.<sup>12</sup>

An 1892 ordinance made the Mayor ex officio President and General Manager of the Board of Public Works. It became his duty to manage all

public works, and to direct the Supervisor of Public Works, under whose direct supervision they were done.<sup>13</sup>

Beginning in 1895, the Mayor's term was extended to two years.<sup>14</sup> In 1913 he was empowered to suppress pictures found objectionable by the Motion Picture Theatre Inspectors.<sup>15</sup>

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1. L. 1831, p. 84.
  2. Quincy City Ordinances 1834, vol. 1.
  3. L. 1840, pp. 113, 115.
  4. L. 1841, p. 57.
  5. L. 1840, pp. 118-19; Quincy City Ordinances 1840, vol. 2, p. 3 and 1841, vol. 2, p. 55.
  6. Ibid.
  7. Ibid.
  8. Quincy City Ordinances 1842, vol. 2, p. 110.
  9. Quincy City Ordinances 1843, vol. 2, p. 121.
  10. Quincy City Ordinances 1851, vol. 2, p. 161.
  11. Quincy City Ordinances 1853, vol. 2, p. 202.
  12. Quincy City Ordinances 1843, vol. 2, p. 208.
  13. Quincy City Ordinances 1892, vol. 5, pp. 136-37.
  14. Quincy City Ordinances 1895, vol. 5, p. 244.
  15. Quincy City Ordinances 1913, vol. 10, p. 206.

CITY CLERK/TOWN CLERK  
(also called Town Secretary)

Quincy's first Town Clerk was chosen in 1834 when the town was incorporated. The Clerk's duty was to "keep a fair journal," record the proceedings of the Board and all laws and ordinances passed by them, as well as to grant licenses for public entertainments and exhibitions. The Clerk also offered property for sale in the settlement of delinquent taxes and kept a register of the sales, showing the owner of the lots or lands, the purchaser, the amount of taxes and costs, and the portion of the lots or lands sold.<sup>1</sup>

In 1837 the Clerk was required to keep a tax book as well, and to enter the quarterly report of the Sexton in a book kept for that purpose.<sup>2</sup>

The 1840 act of the Illinois General Assembly which incorporated the city of Quincy also gave the City Council power to appoint a Clerk.<sup>3</sup> The Clerk was required to keep a journal of the proceedings of the City Council as well as a record of the ordinances passed by them. He was responsible for keeping all the papers of his office; preparing licenses and bonds; countersigning vouchers; notifying city officers of their selection; and recording the sale of cemetery lots.<sup>4</sup>

When the City Council created the Mayor's Court in 1851, the City Clerk became Clerk of the Mayor's Court, and was responsible for all the books, records, and dockets of the Court. The Clerk was required to preserve records pertaining to all suits and proceedings, and to keep a book in which to list all names, judgments, fines, executions, and costs. He

was further required to keep a fee book, noting each fine, the Mayor's fee, and the Clerk's fee.<sup>5</sup> In 1854 the powers conferred upon the Mayor and Clerk relevant to the Mayor's Court were given to two Police Justices of the Peace.<sup>6</sup> The office of City Clerk was made elective in 1859.<sup>7</sup>

A city ordinance of 1876 required the City Clerk to keep a book registering the name of every insurance company located or doing business in the city, the name of the secretary of the company, the name of every insurance agent doing business in the city, and the name of each insurance company represented by each agent. The record was required to include the gross earnings of every company and the amounts collected from them for taxes and licenses. The Clerk was further required to enter the gross earnings of each insurance company in the City Collector's book each year.<sup>8</sup>

In 1869 the City Clerk was required to keep the corporate seal of the city as well as its papers and books; to attend city meetings and keep a record of the proceedings; to supply Clerk's certified copies of documents; to draw warrants on the treasury; to keep an accurate account of all receipts and expenditures; and was empowered to administer oaths.<sup>9</sup> The Clerk was also responsible for keeping a tax book listing the names of real estate owners and their tax.<sup>10</sup>

The City Clerk was required to keep a register of all licenses issued by the city, showing the name and place of the business or other thing licensed, the residence of the person receiving the license, the date the license was granted, and the date of expiration.<sup>11</sup> In 1873 the Clerk was required to provide the City Assessor with a book listing and describing all taxable lots and lands in the city, in numerical order by lot number.<sup>12</sup>

In 1879 the City Clerk became ex officio Clerk of the Board of



Health.<sup>13</sup> Beginning in 1895, his term was extended to two years;<sup>14</sup> and he was first required to keep a register of licensed dogs in 1919.<sup>15</sup>

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1. Quincy City Ordinances 1834, vol. 2; and 1837, vol. 2.
2. Ibid.
3. L. 1840, p. 116.
4. Quincy City Ordinances 1840, vol. 2, pp 4-5, 21; and 1841, vol. 2, p. 55.
5. Quincy City Ordinances 1851, vol. 2, p. 167.
6. Quincy City Ordinances 1854, vol. 2, p. 208.
7. L. 1859, p. 254.
8. Quincy City Ordinances 1865, vol. 3, p. 77.
9. L. 1869, p. 185.
10. Ibid., p. 195.
11. Quincy City Ordinances 1872, vol. 3, p. 189.
12. Quincy City Ordinances 1873, vol. 3, p. 239.
13. Quincy City Ordinances 1879, vol. 4, p. 45.
14. Quincy City Ordinances 1895, vol. 5, p. 244.
15. Quincy City Ordinances 1919, vol. 10, p. 462.

## CITY TREASURER/TOWN TREASURER

The first Town Treasurer was appointed upon Quincy's incorporation as a town in 1834. Appointed by the Board of Trustees, the duties of the Treasurer were to assess all taxable property in the town in the same manner as the County Treasurer in the county; to make and return to the President and Board of Trustees a list of all taxable property in the town, to include the name of the owner(s), description of the property, and the amount at which it was valued.<sup>1</sup>

When Quincy was incorporated as a city in 1840, the title of the office changed to City Treasurer; the officer was appointed by the City Council for a one year term. Duties of the Treasurer included receiving money paid into the city treasury, making payments out of the treasury as ordered by the City Council, and keeping accurate accounts of all transactions. The Treasurer was required to keep a separate account for the Quincy Cemetery, and to make a report of the state of the treasury to the Council annually, or more often at their request.<sup>2</sup> In 1859, the position was made elective.<sup>3</sup>

An 1857 ordinance required the City Treasurer to keep separate accounts for the School Fund, the Gas Fund, the General Sinking Fund, all other special sinking funds, all special tax funds, all other special funds, and the ordinary Revenue Fund.<sup>4</sup> An 1865 ordinance required yet another separate account for Fire Department funds.<sup>5</sup> In 1869 the Treasurer was required to keep separate account of tax receipts collected from insurance companies.<sup>6</sup>

Beginning in 1895, the Treasurer's term was extended to two years.<sup>7</sup>

In 1917 the office of Collector of Special Taxes and Special Assessments was abolished, and the City Treasurer was given responsibility for those funds.<sup>8</sup>

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1. Quincy City Ordinances 1834, vol. 1.
  2. Quincy City Ordinances 1841, vol. 2, pp. 55-56; Revised Ordinances 1852, p. 97.
  3. L. 1859, p. 254.
  4. Quincy City Ordinances 1857, vol. 2, p. 4.
  5. Quincy City Ordinances 1865, vol. 3, p. 77.
  6. Quincy City Ordinances 1869, vol. 3, p. 119.
  7. Quincy City Ordinances 1895, vol. 5, p. 244.
  8. Quincy City Ordinances 1917, vol. 10, p. 343.

## CITY COLLECTOR/TOWN COLLECTOR

The first Town Collector of Quincy was appointed by the Board of Trustees in 1834. It was the duty of the Collector to collect taxes and to report to the Board of Trustees the amount of money in his hand monthly, stating from whom it was collected, whether for taxes or otherwise, and to pay the amount to the Town Treasurer. The Collector was required to provide the Town Clerk a list every year of delinquent taxes, specifying the lots and real estate on which the tax was owed, the name of the owner, year of tax, and the amount. The Collector was also responsible for causing swine running at large to be put in the public pound.<sup>1</sup>

When Quincy was incorporated as a city in 1840, the ordinances provided for taxes to be collected by the City Marshall, but by 1851 a City Collector was appointed by the Council to collect state, as well as city, taxes within the corporate limits.<sup>2</sup> An act in 1859 required the annual election of a Collector from each of the city's three election districts and empowered the Collectors to sell real estate within the city for non-payment of taxes.<sup>3</sup> The General Assembly determined in 1863 that vacancies in the office could be filled by appointment until the next election.<sup>4</sup>

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1. Quincy City Ordinances 1834, vol. 1.
  2. Quincy City Ordinances 1841, vol. 2, p. 56; L. 1851, p. 121.
  3. L. 1859, p. 252.
  4. L. 1863, p. 172.

## CITY ASSESSOR

The office of City Assessor was created by the Illinois General Assembly in the act incorporating the city of Quincy in 1840.<sup>1</sup> The Quincy Ordinances of 1841 set the term of the Assessor at one year, and required him to assess all real estate and personal property in the city, as well as to prepare a list of names of persons assessed in alphabetical order together with a description of their property and the amount of tax assessed to it.<sup>2</sup>

In 1851 the City Assessor was charged by the State Legislature with assessing state, as well as city taxes.<sup>3</sup> The position was appointive until 1861, when it was made elective.<sup>4</sup> In 1869 it was again made appointive.<sup>5</sup> The 1869 law also gave the City Assessor the same powers as County or Town Assessors.<sup>6</sup>

In 1870 the City Council was authorized by ordinance to appoint one or more, but not more than three Assessors.<sup>7</sup> Beginning in 1874 he was also required to assess dogs and sluts.<sup>8</sup>

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1. L. 1840, p. 116.

2. Quincy City Ordinances 1840, vol. 2, pp. 3,7; and 1841, vol. 2, pp. 55-56.

3. L. 1851, p. 121.

4. L. 1861, p. 249.

5. L. 1869, p. 181.

6. Ibid., p. 187.

7. Quincy City Ordinances 1870, vol. 3, p. 153.

8. Quincy City Ordinances 1874, vol. 3, p. 266.

## CITY MARSHALL/TOWN CONSTABLE

The Quincy Revised Ordinances of 1837 provided for a Town Constable to be appointed by the Board of Trustees. It was the duty of the Constable to issue writs; enforce ordinances; and collect fines, taxes, forfeitures, and penalties.<sup>1</sup>

When Quincy was incorporated as a city in 1840, the name of the office was changed to City Marshall.<sup>2</sup> Duties of the office remained essentially the same, but the Marshall was officially given the same powers conferred upon Constables by state law, including authority to arrest and imprison offenders.<sup>3</sup> In 1846 the Illinois Legislature made the City Marshall an elected position. Serving for a one year term, the Marshall was required to file city and county bonds, and to take an oath of office.<sup>4</sup> In 1847 he became an ex officio constable of Adams County.<sup>5</sup> From 1852 to 1854 the Marshall was ex officio Chief of Police and keeper of the "calaboose."<sup>6</sup>

In 1847 the City Marshall, along with the Chief of Police, became responsible for keeping a book recording all complaints of dead animals in the city.<sup>7</sup> Beginning in 1881, the Marshall was required to attend daily upon the Police Court.<sup>8</sup> His term was extended to two years in 1895.<sup>9</sup>

The office of City Marshall was abolished by city ordinance in 1898.<sup>10</sup>

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1. Revised Ordinances, 20 Feb. 1837, Chapt. 4, Sects. 1 & 9.

2. L. 1840, p. 116.
3. Quincy City Ordinances 1840, vol. 2, pp. 5-6.
4. L. 1846, p. 134.
5. L. 1847, p. 134.
6. Revised Ordinances 1852, pp. 175-76; Quincy City Ordinances 1854, vol. 2, p. 209.
7. Quincy City Ordinances 1874, vol. 3, p. 257.
8. Quincy City Ordinances 1881, vol. 4, p. 74.
9. Quincy City Ordinances 1895, vol. 5, p. 244.
10. Quincy City Ordinances 1898, vol. 6, p. 228.

## SEXTON

The office of Sexton was first established by the Quincy Town Trustees in 1837. The duties of the Sexton included the care and supervision of Quincy Cemetery as well as digging graves and conveying bodies to the graveyard. The Sexton was required to keep a journal or book in which to record all interments; when made; date; and age and residence of the individual buried. A copy of this report was filed in the office of the Secretary, or Town Clerk, quarterly.<sup>1</sup>

When Quincy was incorporated as a city in 1840, the City Council retained the office of Sexton, making the position appointive, by the Council, until removal.<sup>2</sup> An act of the Illinois General Assembly made the position of Sexton elective in 1859.<sup>3</sup> In 1869, it again was made appointive.<sup>4</sup>

An 1869 ordinance required the Sexton to add to his register the date of removal of bodies, the name of the person in charge of a body, the amount of fees collected, and information pertinent to the City Cemetery Vault located in Woodland Cemetery.<sup>5</sup>

By 1875 all record keeping regarding the City vault was put in the charge of the City Clerk.<sup>6</sup> The office of Sexton no longer appears in city ordinances after 1881, when a committee of the City Council was established to supervise Woodland Cemetery.<sup>7</sup>

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1. Quincy City Ordinances 1837, vol. 1.



2. Quincy City Ordinances 1840, vol. 2, p. 3.
3. L. 1859, p. 254.
4. L. 1869, p. 181.
5. Quincy City Ordinances 1869, vol. 3, p. 108.
6. Revised Ordinances 1875, p. 17.
7. Quincy City Ordinances 1881, vol. 4, p. 76.

## CITY ATTORNEY

The office of City Attorney first appears in the Quincy City Ordinances in 1840. The City Council made the position appointive for a term of one year in 1841.<sup>1</sup> The duties of the City Attorney were to "draught" all bonds, certificates, leases, conveyances, etc., of the city; to defend all actions of the city; and to give opinions on city legal matters.<sup>2</sup> A state law made the office elective in 1859,<sup>3</sup> and again appointive in 1869.<sup>4</sup>

Beginning in 1895, the City Attorney was elected every two years.<sup>5</sup> He was required to prosecute actions and violations of ordinances, to attend every session of the Police Court, and to prepare charges against violations of ordinances, as well as to assist the Corporation Counsel in his duties.<sup>6</sup>

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1. Quincy City Ordinances 1840, vol. 2, p. 22; and 1841, vol. 2, p. 55.

2. Quincy City Ordinances 1841, vol. 2, p. 56.

3. L. 1859, p. 254.

4. L. 1869, p. 181.

5. Quincy City Ordinances 1895, vol. 5, p. 244.

6. Ibid., p. 258.

## FIRE DEPARTMENT/FIRE WARDEN

The Quincy City Ordinances of 1840 provided for a Fire Warden, to be appointed annually by the City Council. The duty of the Fire Warden was to superintend efforts to prevent and fight fires.<sup>1</sup> In 1841 the Fire Warden was empowered, by and with the consent of the City Council, to appoint First and Second Assistants for each ward in the city.<sup>2</sup>

By 1857 the City Council had established a Fire Department consisting of a Chief Engineer, an Assistant Engineer, and one Fire Warden for each ward. Aldermen were ex officio Fire Wardens.<sup>3</sup> The office of Chief Engineer was made elective in 1859. An 1876 ordinance provided for the appointment of the Chief Engineer by the Mayor, with the advice and consent of the Council. In 1878 the Chief Engineer became ex officio Secretary of the Board of Fire Engineers.<sup>5</sup>

Beginning in 1895, the Chief of the Fire Department, a First Assistant, a Second Assistant, and all Firemen were appointed by the Mayor and confirmed by the Council every two years. "Minutemen," whose duties are not defined, are first mentioned in city ordinance in the same year.<sup>6</sup>

In 1914 the Chief of the Fire Department was first required to inspect all buildings, premises, and public thoroughfares in the city, except the interiors of private dwellings, at least four times a year. After inspection, he had the authority to order the repair or demolition of a building.<sup>7</sup>

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1. Quincy City Ordinances 1840, vol. 2, p. 15.

2. Quincy City Ordinances 1841, vol. 2, p. 23.
3. Quincy City Ordinances 1857, vol. 3, p. 5.
4. L. 1859, p. 254.
5. Quincy City Ordinance 1878, vol. 4, p. 40.
6. Quincy City Ordinances 1895, vol. 5, pp. 243, 249.
7. Quincy City Ordinances 1914, vol. 10, p. 239.

## POLICE DEPARTMENT

The Quincy Police Department was created by the City Council prior to 1852. At that time it consisted of the City Marshall and such Watchmen as were appointed by the Council. The City Marshall was ex officio Chief of Police and keeper of the "calaboose."<sup>1</sup> In 1854 the office of Police Constable was created to assume the duties of the City Marshall relevant to the Police Department.<sup>2</sup>

In 1854, the Police Magistrate's Court was established to replace the Mayor's Court as a place to hear cases of alleged violation of city ordinance.<sup>3</sup> The Police Constable was required to keep a record of the names of all persons arrested or summoned for breach of city ordinance, cause of the action or charge, the name of the magistrate before whom the person was taken, disposition of the case, and to make a monthly report in writing to the Mayor, who presented it to the City Council.<sup>4</sup>

The position of Chief of Police became appointive under state law in 1869.<sup>5</sup> The Chief of Police and City Marshall were both responsible for keeping a book recording complaints of dead animals in the city in 1874.<sup>6</sup> The Chief of Police is described in an 1894 ordinance as the commanding officer of the police force, subject only to the Mayor.<sup>7</sup>

By 1895 the Police Department included the offices of Chief, First Sargeant, Second Sargeant, First Detective, Second Detective, Turnkey and Hostler, Clerk, Sargeant at Arms, Park Policeman, Matron, and Patrolmen.

All officers were appointed by the Mayor and confirmed by the Council for two year terms.<sup>8</sup> A Humane Officer was added in 1898.<sup>9</sup> In 1918, the Chief of Police became ex officio Poundmaster;<sup>10</sup> and by 1919, nine Assistant Detectives had been added to the Police Department.<sup>11</sup>

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1. Revised Ordinances 1852, pp. 175-76.
  2. Quincy City Ordinances 1854, vol. 2, p. 209.
  3. Ibid., p. 208.
  4. Quincy City Ordinances 1865, vol. 3, p. 75.
  5. L. 1869, p. 181.
  6. Quincy City Ordinances 1874, vol. 3, p. 257.
  7. Quincy City Ordinances 1894, vol. 5, p. 200.
  8. Quincy City Ordinances 1895, vol. 5, p. 243.
  9. Quincy City Ordinances 1898, vol. 6, pp. 277-79.
  10. Quincy City Ordinances 1918, vol. 10, p. 396.
  11. Quincy City Ordinances 1919, vol. 10, p. 434.

## CITY COMPTROLLER

The office of City Comptroller was created by Quincy city ordinance in 1869. The Comptroller was the fiscal agent of the city, and was required to be "some discreet and able accountant" elected by the City Council to hold office until removed. It was the duty of the Comptroller to keep a set of books having separate accounts for each category of expenditure and each source of revenue. The Comptroller was given general supervision of the accounts of all offices of the city, as well as city debts, contracts, bonds, obligations, loans, and liabilities. He was subordinate to the Mayor and City Council.<sup>1</sup>

The Comptroller was also required to keep a list of the outstanding bonds of the city, showing number and amount, when and to whom issued, and when purchased, paid, or cancelled. Another book listed all warrants drawn upon the treasury, stating the amount, date, number, and object thereof, and the name of the person in whose favor drawn. Other records included a listing of city officers collecting monies, and an account of each separate fund and each contract made.<sup>2</sup>

Beginning in 1882, the Comptroller was given control of the plat of Woodland Cemetery and the sale of lots, keeping the record of transactions.<sup>3</sup>

Pursuant to an 1892 ordinance the Comptroller became ex officio Secretary of the Board of Public Works, responsible for preserving all the records of the Board, and a register of work ordered, as well as for keeping

record of its proceedings.<sup>4</sup> After 1895, the Comptroller was appointed by the Mayor and confirmed by the Council for two year terms.<sup>5</sup>

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1. Quincy City Ordinances 1869, vol. 3, pp. 111-13.
2. Ibid.
3. Quincy City Ordinances 1881, vol. 4, p. 76.
4. Quincy City Ordinances 1892, vol. 5, pp. 136-37.
5. Quincy City Ordinances 1895, vol. 5, p. 243.



## SINKING FUND COMMISSIONER

An 1861 act by the Illinois Legislature enabling the city of Quincy to establish a Sinking Fund to reduce the city debt also created the position of Sinking Fund Commissioner. To be appointed and hold office for two years, the Sinking Fund Commissioner was required to give bond of \$30,000. The tax created by this act was paid to the City Treasurer, but kept and disbursed by the Sinking Fund Commissioner.<sup>1</sup>

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1. L. 1861, p. 248.

## BOARD OF FIRE ENGINEERS

In 1867, the Quincy City Council gave the Board of Fire Engineers power to appoint twenty-five men as Fire Policemen with the same rights and powers as the Chief Engineer and other officers of the Fire Department.<sup>1</sup>

The Illinois General Assembly designated the Board of Fire Engineers to have management and control of the Fire Department in 1869. It required the Board to consist of the Mayor, two Aldermen, the Chief Engineer of the Fire Department, and two Assistant Engineers.<sup>2</sup>

The Board of Engineers, required to meet monthly, was empowered to adopt by-laws, rules, and regulations. The Mayor was ex officio Chairman of the Board; and the Mayor, Chief Engineer, and one other person comprised the Finance Committee.<sup>3</sup>

An 1876 ordinance changed the membership of the Board of Fire Engineers to the Mayor, Chief Fire Engineer, First and Second Fire Engineers, and three Aldermen.<sup>4</sup> In 1878 the Chief Engineer was designated Secretary of the Board. The Mayor appointed three Aldermen to serve on the Board, and the First and Second Assistant Engineers were selected by the Mayor and Chief Engineer.<sup>5</sup>

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1. Quincy City Ordinances 1867, vol. 3, p. 93.

2. L. 1869, p. 199.

3. Ibid.

4. Quincy City Ordinances 1876, vol. 4, p. 16.

5. Quincy City Ordinances 1878, vol. 4, p. 40.

## SUPERINTENDENT OF HOUSE OF CORRECTIONS

(Also Called Director of House of Corrections)

The office of Superintendent of House of Corrections had been established by 1875. The Superintendent had care and custody of the House of Corrections, also called the calaboose, under the supervision of the Board of Inspectors. The Superintendent had the power to arrest, and was responsible for persons detained. The Superintendent received and paid to the City Treasurer monies received in lieu of incarceration, and was required to file a quarterly statement with the Comptroller, stating the names of persons held in the House of Corrections, date of their commital, by whom sentenced, number of days sentenced, names of all persons released and by what authority.<sup>1</sup>

In 1895 the term of office was extended to two years.<sup>2</sup> The Superintendent of the House of Corrections was appointed by the Mayor by and with the consent of the Board of Inspectors, later called the Board of Directors, for a term of four years.<sup>4</sup>

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1. Revised Ordinances 1875, pp. 96-99.
  2. Quincy City Ordinances 1895, vol. 5, p. 243.
  3. Revised Ordinances 1901, p. 148; Revised Ordinances 1912, pp. 197-98.

## CITY COLLECTOR OF SPECIAL TAXES AND SPECIAL ASSESSMENTS

The Quincy City Council established the office of City Collector of Special Taxes and Special Assessments in 1889. The Special Collector was appointed by the Council for a one year term.<sup>1</sup>

The duties of the Special Collector included executing all warrants for the collection of special taxes and assessments, and the collection of those monies. The Collector was required to keep books and accounts showing all receipts collected by him as well as matters relating to his office.<sup>2</sup> Beginning in 1895, the Special Tax Collector was appointed by the Mayor and confirmed by the City Council every two years.<sup>3</sup>

In 1917, the office of City Collector of Special Taxes and Special Assessments was abolished, and the duties of the office were assigned to the City Treasurer.<sup>4</sup>

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1. Quincy City Ordinances 1889, vol. 4, pp. 318-20.

2. Ibid.

3. Quincy City Ordinances 1895, vol. 5, p. 243.

4. Quincy City Ordinances 1917, vol. 10, pp. 343-44.

## FINANCIAL DEPARTMENT

Quincy city ordinance established a Financial Department, consisting of the Comptroller, the City Treasurer, and the Finance Committee, in 1895. The duty of the Financial Department was to control the finances of the city, subject to the control of the City Council.<sup>1</sup>

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1. Quincy City Ordinances 1895, vol. 5, p. 245.

## CORPORATION COUNSEL

Beginning in 1895, a Corporation Counsel was appointed by the Mayor and confirmed by the City Council every two years. Duties of the Corporation Counsel were to superintend the City Attorney; to conduct the law business of the city; to advise, counsel, and draw ordinances, leases, deeds, bonds, contracts, etc.; and to furnish written opinions to the City Council and corporation officers. The Corporation Counsel was to be assisted in his duties by the City Attorney.<sup>1</sup>

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1. Quincy City Ordinances 1895, vol. 5, pp. 243, 258.

## CITY FORESTER

The Forestry Commission was established by city ordinance in 1911. It consisted of three persons, appointed by the Mayor with the approval of the City Council, to supervise, control, and manage the trees along and upon the streets, alleys, and public grounds of Quincy not otherwise controlled. Members served for three years without compensation. The Commission was empowered to condemn trees for removal.<sup>1</sup>

The Commission was also empowered to employ a City Forester, to plant and care for trees and to have police power in the city subject to removal from office by the Mayor. The City Forester was responsible for seeing that all tree ordinances were enforced and was responsible for advising the Forestry Commission. The City Forester was authorized to direct the planting and care of trees, and to grant permits for planting trees on public ground. He was responsible for keeping a record of all the transactions of his office, and to make an annual report to the Mayor.<sup>2</sup>

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1. Quincy City Ordinances 1911, vol. 10, pp. 26-27.

2. Ibid.

## MOTION PICTURE THEATRE INSPECTORS

The Quincy City Council established the Motion Picture Theatre Inspectors in 1913. Five Inspectors were appointed to five year terms by the Mayor, with the approval of the Council. It was the duty of the Inspectors to examine the character of exhibitions in motion picture theatres before they were shown publicly in the city. Whenever a majority of the board found a picture objectionable, they were required to notify the Mayor, who suppressed the picture. The city ordinance creating the Motion Picture Theatre Inspectors made unlawful any picture that was "immoral or obscene," or any picture of a riot or other disorderly or unlawful scene, or any picture "with a tendency to disturb the public peace."<sup>1</sup>

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1. Quincy City Ordinances 1913, vol. 10, p. 206.



#### JUDICIAL BODIES

Quincy's judicial bodies have been the Police Court (see Police Department) and the Mayor's Court (see Mayor/Town President).

QUINCY RECORDS

in the

ILLINOIS REGIONAL ARCHIVES DEPOSITORY SYSTEM

OFFICE OF THE MAYOR:

Record: Mayor's Messages  
Dates: 1869, 1891-1892, 1895-1897  
Quantity: One-half cubic foot  
Indexing: None  
Contents: Contains letters to the Mayor's office from public officials and others. Copies of responses are occasionally included. Also includes messages to the City Council outlining positions taken by the Mayor on specific issues.  
Accession: 2/0080/

OFFICE OF THE CITY CLERK:

Record: Anti-Saloon Territory Petitions  
Date: 1914  
Quantity: One reel microfilm  
Indexing: None  
Contents: Petitions contain the name of signer, house number, street, city, date of signing, and the oath of the person in charge of the petition. Also included are letters from persons wishing their names withdrawn from the petitions.  
Accession: 2/0087/09

OFFICE OF THE CITY CLERK (Continued):

Record: Council Proceedings

Dates: 17 April 1839 - 5 May 1913

Quantity: Eight reels microfilm

Indexing: Books 2-7, alphabetically by subject; the remainder, none

Contents: Proceedings contain all the business of the City Council including elections, street repairs, rules for government proposals, licenses for groceries and taverns, taxes, petitions, resolutions, cemeteries, etc.

Accession: 2/0087/01

---

Record: Election Papers

Dates: Election Papers: 1845-1848, 1852-1858, 1861-1865, 1870-1872, 1888, 1896, 1898-1899. Ballot Notices: 1941, 1945

Quantity: One and one-half cubic feet

Indexing: None

Contents: Election records consist of poll books and tally lists. Poll books show the location of the election, the election precinct, the date, the names of election judges and clerks, the names of the persons voting, the names of the candidates, the offices and issues contested, the total vote for each candidate or issue, and certification by the election judges and clerks. Before 1848, poll books show the name of each voter with the votes he cast for each candidate or issue. This style of voting, termed viva voce, was discontinued after 1848. Tally lists show the location of the election, the election precinct, the date, the names of the candidates, the offices and the issues contested, with a mark for each vote cast after the appropriate candidate or issue, and the totals for each candidate or issue. Also included are Certificates of Nominations, Ballot Notices, and Canvass Reports.

Accession: 2/0080/

OFFICE OF THE CITY CLERK (Continued):

Record: Ordinance Record  
Dates: 8 October 1834 - 11 May 1925  
Quantity: Three reels microfilm  
Indexing: Book Four is indexed alphabetically by subject  
Contents: Record includes laws and ordinances adopted by the Board of Trustees/City Council. Volume one also contains minutes of the Board meetings.  
Accession: 2/0087/02

---

Record: Annual Town Meeting Minutes  
Dates: 6 April 1875 - 17 May 1938  
Quantity: One reel microfilm  
Indexing: None  
Contents: This is a township record, included in the holdings of the City Clerk, who was ex officio Clerk of the township. Minutes contain the election of officers, the Supervisor's financial report, and include the resolutions adopted by town officers.  
Accession: 2/0087/03

---

Record: Northern Cross Railroad Record  
Dates: 12 March 1851 - 11 June 1875  
Quantity: One reel microfilm  
Indexing: Alphabetically by buyer of the railroad property  
Contents: Record contains deeds of land bought, and resolutions concerning the railroad company.  
Accession: 2/0087/06

OFFICE OF THE CITY CLERK (Continued):

Record: Estray Record

Dates: 1875 - 1888

Quantity: One reel microfilm

Contents: This is a township record, kept by the City Clerk in his ex officio capacity as Town Clerk. Estray papers show a description of the animal taken up and its appraised value, the names of the person who found the animal, the Justice of the Peace before whom it was taken, and the appraiser, with the date. Occasionally the record shows the disposition of the estray and the place where it was taken up.

Accession: 2/0087/07

---

OFFICE OF THE CITY TREASURER:

Record: Plat Book

Date: 1846

Quantity: One reel microfilm

Indexing: By name of addition to the city of Quincy

Contents: Record contains plats of public and private surveys of the city, showing the boundaries of the survey, a narrative description of the area surveyed, the streets, alleys, railroads, rivers, and streams. Contains attestation by the County Surveyor, and dates of approval and filing. Also shows owner, legal description, lots, and value of property.

Accession: 2/0087/04

---

OFFICE OF THE CITY ASSESSOR:

Record: Street Assessment Record

Dates: 18 July 1853 - 17 January 1855

Quantity: One reel microfilm

Indexing: Alphabetically by street name

Contents: Record contains name of property owner, description, lot, block, value, and relative assessment.

Accession: 2/0087/10

---

BOARD OF LOCAL IMPROVEMENTS:

Record: Board of Local Improvements Meeting Minutes

Date: 5 March 1898 - 8 June 1909

Quantity: One reel microfilm

Indexing: None

Contents: Record contains resolutions on local improvements of streets, sidewalks, and sewer systems for the city of Quincy and the estimates for improvements.

Accession: 2/0087/08

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(Currently being processed:)

CITY COUNCIL:

Record: Quincy City Council Files

Dates: 1833 - 1934

Quantity: Thirty-two cubic feet

Indexing: None

Contents: City Council Files contain proceedings of the City Council, bonds and oaths, roll call votes, reports of committees and officers of the corporation, resolutions, petitions, indentures, bills and receipts, and license applications. Included are early surveyor's records and cemetery records. Many documents bear the signature of John Wood. Bids and specs for the 1841 school and 1844 fence around the public square are included. Lists of names are found in the 1837 Census, list of the 1844 Quincy Guard, lists of delinquent taxpayers, persons liable for the road tax, and persons committed to the "calaboose" during the 1840s. Among the 1844 bills is one for the "Mormon War."

Accession: 2/0080/01

APPENDIX I

Descriptive Inventories

for

Quincy Records

in the

IRAD System

Accession 2/0080/

Sheet 1 of 1

Series \_\_\_\_\_

# IRAD

Date prepared 3/13/84

Location ~~410~~ G/9/8

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern D.C.W.

1. County Adams  
 a. City Quincy  
 b. Township \_\_\_\_\_  
 c. Other \_\_\_\_\_

2. Office Quincy City Clerk

3. Function To keep a record of the messages and letters of the Mayor's office.

4. Title Mayor's Messages

5. Labeling none

6. Dates 1869, 1891-1892, 1895-1897

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. 1/2 folders \_\_\_\_\_ film reels \_\_\_\_\_

8. Indexing none

9. Arrangement One file, arranged chronologically by year.

10. HRS Citation none

11. Contents Letters to the Mayor's Office from other cities, officials, and others.

Rarely included will be copies of the response written or information sent.

Also included are messages to the City Council outlining specific positions

taken by the Mayor's office on some issue.

12. Other Information \_\_\_\_\_



Series \_\_\_\_\_

# IRAD

Date prepared 12/12/83

Location 8/3 \_\_\_\_\_

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern CSD \_\_\_\_\_

- 1. County Adams
- a. City Quincy
- b. Township \_\_\_\_\_
- c. Other \_\_\_\_\_

2. Office City Clerk

3. Function To record petitions for anti-saloon territory.

4. Title "Anti-Saloon Territory Petitions"

5. Labeling none

6. Dates 1914

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing none

9. Arrangement none

10. HRS Citation none

11. Contents Petitions contain the name of signer, house number, street, city, date of signing, with an oath stating the name of the person in charge of that certain petition. Also included are letters from people who wished their name withdrawn from the petition after signing.

12. Other Information \_\_\_\_\_

Series \_\_\_\_\_

# IRAD

Date prepared 12/7/83

Location 8/3

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern CSD

1. County Adams

a. City Quincy

b. Township \_\_\_\_\_

c. Other \_\_\_\_\_

2. Office City Clerk

3. Function To record city council proceedings.

4. Title "Council Proceedings"

5. Labeling none

6. Dates 17 April 1839-5 May 1913

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 8

8. Indexing Books 2-7, alphabetically by subject. The rest of the books none.

9. Arrangement Chronologically by date of council meeting.

10. HRS Citation none

11. Contents Proceedings contains all business of the City Council including elections,

street repairs, rules for government proposals, licenses for groceries and

taverns, taxes, petitions, resolutions, burial for cemeteries, etc.

12. Other Information \_\_\_\_\_

Accession 2/0080/

Sheet 1 of 1

Series \_\_\_\_\_

Date prepared 3/13/84

Location H-1-c 6/9/b

# IRAD

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_  
returned \_\_\_\_\_  
revised \_\_\_\_\_  
received \_\_\_\_\_  
filed \_\_\_\_\_  
Intern D.C.W. \_\_\_\_\_

1. County Adams  
a. City Quincy  
b. Township \_\_\_\_\_  
c. Other \_\_\_\_\_

2. Office Quincy City Clerk

3. Function To keep a record of elections, votes, and ballots.

4. Title Election Papers

5. Labeling none

6. Dates Election Papers 1845-1848, 1852-1858, 1861-1865, 1870-1872, 1888, 1896, 1898-1899.  
Ballot Notices 1941, 1945.

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. 1 1/2 folders \_\_\_\_\_ film reels \_\_\_\_\_

8. Indexing none

9. Arrangement Files arranged chronologically by year.

10. HRS Citation none

11. Contents Election records consist of poll books and tally lists. Tally lists show the location of the election, the election precinct, the date, the names of the candidates, the offices, and the issues contested, with a mark for each vote cast after the appropriate candidate or issue, and the totals for each candidate or issue. Also included; Certificates of Nominations, Ballot Notices, Canvass Reports.

12. Other Information \_\_\_\_\_

Series \_\_\_\_\_

# IRAD

Date prepared 12/7/83

Location 8/3

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_  
returned \_\_\_\_\_  
revised \_\_\_\_\_  
received \_\_\_\_\_  
filed \_\_\_\_\_

Intern CSD

1. County Adams
  - a. City Quincy
  - b. Township \_\_\_\_\_
  - c. Other \_\_\_\_\_
2. Office County Board/City Clerk
3. Function To record city ordinances.
4. Title "Ordinance Record"
5. Labeling none
6. Dates 8 October 1834-11 May 1925
7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 3
8. Indexing none
9. Arrangement Chronologically by date of adoption of ordinance.
10. HRS Citation none
11. Contents Record includes list of laws and ordinances adopted by the Board of Trustees. The first volume includes the location of the meeting, election of offices of the Board, oath of office and signature of city clerk.
12. Other Information Book 4 had an alphabetical index by subject.

Series \_\_\_\_\_

# IRAD

Date prepared 12/7/83

Location 8/3 \_\_\_\_\_

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern CSD \_\_\_\_\_

- 1. County Adams
  - a. City Quincy
  - b. Township \_\_\_\_\_
  - c. Other \_\_\_\_\_

2. Office County Board/City Clerk

3. Function To record town meeting minutes.

4. Title "Annual Town Meeting Minutes"

5. Labeling none

6. Dates 6 April 1875-17 May 1938

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing none

9. Arrangement Chronologically by year of meeting.

10. HRS Citation none

11. Contents Minutes contain the election of the officers and the Supervisor's

Financial Report which includes the resolutions adopted by the town officers.

12. Other Information \_\_\_\_\_

Series \_\_\_\_\_

Location 8/3 \_\_\_\_\_

# IRAD

## DESCRIPTIVE INVENTORY

Date prepared 12/9/83  
 received \_\_\_\_\_  
 returned \_\_\_\_\_  
 revised \_\_\_\_\_  
 received \_\_\_\_\_  
 filed \_\_\_\_\_  
 Intern CSD \_\_\_\_\_

1. County Adams  
 a. City Quincy  
 b. Township \_\_\_\_\_  
 c. Other \_\_\_\_\_

2. Office County Clerk

3. Function To record activities of the Northern Cross Railroad.

4. Title "Northern Cross Railroad Record"

5. Labeling none

6. Dates 12 March 1851-11 June 1875

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing Alphabetically by buyer of the Railroad property

9. Arrangement Chronologically by the date of deed or resolution

10. HRS Citation none

11. Contents Record contains deeds of the land bought and resolutions about the railroad company.

12. Other Information \_\_\_\_\_

Series \_\_\_\_\_

# IRAD

Date prepared 12/9/83

Location 8/3

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_  
returned \_\_\_\_\_  
revised \_\_\_\_\_  
received \_\_\_\_\_  
filed \_\_\_\_\_

Intern CSD

1. County Adams

a. City Quincy

b. Township \_\_\_\_\_

c. Other \_\_\_\_\_

2. Office County Clerk

3. Function To record estrayed animals.

4. Title "Estray Record"

5. Labeling none

6. Dates 1875-1888

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing none

9. Arrangement Chronologically by date of notice.

10. HRS Citation none

11. Contents Papers show a description of the animal taken up and its appraised value,

the names of the person who found the animal, the justice of the peace

before whom it was taken, and the appraiser, with the date. Ocassionally

the record shows the disposition of the estray and the place where it

was taken up.

12. Other Information \_\_\_\_\_

Accession 2/0087/04

Sheet 1 of 1

Series \_\_\_\_\_

# IRAD

Date prepared 12/9/83

Location 8/3

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern CSD

1. County Adams

a. City Quincy

b. Township \_\_\_\_\_

c. Other \_\_\_\_\_

2. Office Recorder

3. Function To show property owned by the use of a map.

4. Title "Plat Book"

5. Labeling none

6. Dates 1846

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing By addition name's in Quincy

9. Arrangement Numerically by block number in addition.

10. HRS Citation none

11. Contents Record contains plats of public and private surveys of towns, showing the boundaries of the survey, a narrative description of the area surveyed, the streets, alleys, railroads, rivers, and streams, attestation by the county surveyor, and the dates of approval and filing.

12. Other Information Record also shows the owner, legal description, lots, and value of the property.



Series \_\_\_\_\_

# IRAD

Date prepared 12/12/83

Location 8/3

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern CSD

- 1. County Adams
- a. City Quincy
- b. Township \_\_\_\_\_
- c. Other \_\_\_\_\_

2. Office City Clerk

3. Function To record street assessments.

4. Title "Street Assessment Record"

5. Labeling none

6. Dates 18 July 1853-17 January 1855

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing Alphabetically by street name.

9. Arrangement Chronologically by date of assessment roll.

10. HRS Citation none

11. Contents Record contains name of owner, description, lots, blocks, value, and relative assessment.

12. Other Information \_\_\_\_\_

Accession 2/0087/08

Sheet 1 of 1

Series \_\_\_\_\_

# IRAD

Date prepared 12/12/83

Location 8/3

## DESCRIPTIVE INVENTORY

received \_\_\_\_\_

returned \_\_\_\_\_

revised \_\_\_\_\_

received \_\_\_\_\_

filed \_\_\_\_\_

Intern CSD

- 1. County Adams
- a. City Quincy
- b. Township \_\_\_\_\_
- c. Other \_\_\_\_\_

2. Office County Board

3. Function To record Board of Local Improvements minutes.

4. Title "Board of Local Improvements Meeting Minutes"

5. Labeling none

6. Dates 5 March 1898-8 June 1909

7. Quantity vols. \_\_\_\_\_ l.f. \_\_\_\_\_ cu. ft. \_\_\_\_\_ folders \_\_\_\_\_ film reels 1

8. Indexing none

9. Arrangement Chronologically by date of meeting.

10. HRS Citation none

11. Contents Records contain resolutions on local improvements of streets, sidewalks, and sewer systems for the city of Quincy and the estimates for the improvements.

12. Other Information \_\_\_\_\_

APPENDIX II

Quincy Offices Created by State Law

1. Board of Education
2. Board of Fire Engineers
3. Board of Trustees
4. Board of Water Commissioners
5. City Assessor
6. City Clerk
7. City Collector
8. City Council
9. City Marshall
10. City Treasurer
11. Commissioners of Public Works
12. Fire Warden
13. Mayor
14. Road Supervisor
15. Supervisor of Streets
16. Town Clerk
17. Town President
18. Town Treasurer

APPENDIX III

Quincy Offices Created by City Ordinance

1. Board of Health
2. Board of Local Improvements
3. Board of Public Works
4. Chief Engineer of the Fire Department
5. Chief of the Fire Department
6. Chief of Police
7. City Attorney
8. City Building Inspector
9. City Collector of Special Taxes and Special Assessments
10. City Comptroller
11. City Engineer
12. City Forester
13. City Health Officer
14. City Measurer
15. City Park Policeman
16. City Physician
17. City Scavenger
18. City Weigher
19. City Weigher & Measurer
20. Clerk of the Market
21. Corporation Counsel
22. Detective
23. Directors of the Library Board
24. Director of House of Corrections
25. Engineer of City Hall
26. Financial Department
27. Fire Department
28. Forestry Commission
29. Harbor Master
30. Health Commissioner
31. Health Department
32. Inspector of Flour
33. Inspector of Grain
34. Inspector of Illuminating Oils
35. Inspector of Weights & Measures
36. Keeper of the City Dump
37. License Detective
38. Market Committee
39. Market Master
40. Measurer of Lumber
41. Motion Picture Theatre Inspectors

42. Municipal Quarry Commission
43. Overseer of the Poor
44. Police Clerk
45. Police Constable
46. Police Department
47. Police Magistrate
48. Police Matron
49. Poundmaster
50. Public Nurse
51. Sanitary Officer
52. Sargeant of Police Dept.
53. Sargeant at Arms
54. Scavanger
55. Sexton
56. Sinking Fund Commissioner
57. Street Commissioner
58. Superintendent of the House of Corrections
59. Superintendent of Local Improvements
60. Superintendent of Public Works
61. Superintendent of Sewers
62. Superintendent of Special Assessments
63. Town Collector
64. Town Constable
65. Turnkey & Hostler
66. Watchman
67. Water Commissioner
68. Water Registrar
69. Water Works Commission
70. Wood Measurer

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Town Clerk . . . . .	45
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Town Constable . . . . .	52
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