

ORDINANCE NO. 129

An ordinance to provide the duties of the Town Employee or Employees, including water commissioner, street commissioner and Town Marshal.

BE IT HEREBY ORDAINED THAT THE FOLLOWING REGULATIONS BE MET:

SECTION I. DUTIES OF WATER COMMISSIONER:

1. KEEP PUMP STATIONS & AUTOMATIC SYSTEMS IN ORDER AT ALL TIMES.
 1. CHART WATER CONSUMPTION ON DAILY BASIS FOR STATE REGULATION ON CHLORINE.
2. CHART WATER CONSUMPTION ON A MONTHLY BASIS AND GIVE TO TOWN CLERK FOR RECORD.
3. REPAIR BREAKS IN LINES AS NEEDED & REPORT ANY & ALL EMERGENCIES TO HEAD OF TOWN BOARD AS SOON AS POSSIBLE.
4. KEEP WATER METERS IN WORKING ORDER AT ALL TIMES & PLAN TO HAVE AT LEAST SIX (6) SPARE METERS ON HAND FOR SERVICE AT ALL TIMES.
5. TURN WATER OFF & ON WHEN ASKED BY TOWN CLERK OR HEAD OF TOWN BOARD BECAUSE OF THE FOLLOWING REASONS:
 1. MOVING OUT OF HOUSE
 2. MOVING INTO HOUSE
 3. FAILING TO PAY WATER BILL & OR PENALTY
 4. BEING DESTRUCTIVE TO WATER WORKS PROPERTY
6. FLUSH ALL WATER MAINS THRU FIRE HYDRANTS AT LEAST SIX (6) TIMES PER YEAR. EVERY TWO (2) MONTHS OR MORE IF NEEDED.
7. SEND IN WATER SAMPLES ONCE A WEEK TO BOARD OF HEALTH.
8. CLEAN & PAINT ALL FIRE HYDRANTS, ONCE A YEAR.
9. TURN IN A WEEKLY REPORT ON CHLORINE TEST OR AS REQUIRED BY LAW.
10. READ ALL WATER METERS 15TH & 16TH OF EACH MONTH IF WEATHER PERMITS.
11. RETURN ALL WATER METER BOOKS TO CLERK- TREASURER AS SOON AS METERS ARE READ. NO LATER THAN 20TH OF EACH MONTH.
12. KEEP TOWN BOARD NOTIFIED OF CONDITION OF EQUIPMENT EACH MONTH.
13. PERFORM ANY OTHER DUTIES PERTAINING TO WATER WORKS THAT THE TOWN BOARD DEEM NECESSARY.
14. TOWN EMPLOYEE IS URGED TO SUGGEST ANY & ALL IMPROVEMENTS.

SECTION II. DUTIES OF STREET COMMISSIONER:

1. KEEP STREETS PATCHED, NEEDS ONE (1) HELPER.
2. CLEAN CURBS & STREETS AS NEEDED, INCLUDING CATCH BASINS.
3. CHECK & REMOVE DEBRIS FROM STREETS & ALLEYS FOLLOWING STORMS.
4. MOW & SPRAY TO KILL WEEDS AS NEEDED.
5. NOTICE & KEEP ALL STREET SIGNS IN ORDER & PAINT AS NEEDED.
6. PAINT PARKING & NO PARKING AREAS ONCE A YEAR & MORE IF NEEDED.
7. KEEP MAIN BUSINESS AREA CLEAN FOR CUSTOMERS & VISITORS.
8. KEEP MACHINERY & EQUIPMENT CLEANED UP & IN WORKING ORDER & ALWAYS

REPORT ANY MAJOR PROBLEMS OR EXPENSES TO HEAD OF BOARD, SO THEY CAN BE DISCUSSED AS TO WHAT MOVE SHOULD BE MADE TO CORRECT IT.

9. ASSESS SIDEWALK SITUATION & NOTIFY BOARD IN WRITING: THEY IN TURN WILL NOTIFY PROPERTY OWNER OF NEEDED REPAIR AND THEIR LIABILITY OF SAME.

1. CHECK STREET LIGHTING & NOTIFY TIPMONT R. E. M. C. OF ANY REPAIRS NEEDED.

10. ASSESS ANY OTHER WORK IN WRITING THE CHAIRMAN OF THE BOARD SO DESIRES.

11. TOWN EMPLOYEE IS URGED TO SUGGEST ANY & ALL IMPROVEMENTS.

SECTION III. DUTIES OF TOWN MARSHAL:

1. PATROLLING AREAS UNDER ORDINARY CONDITIONS:

1. PATROL NORTH OUT RD. 225 TO GEORGE THOMAS RESIDENCE.

2. PATROL SOUTH OUT RD. 225 TO SWISHER RD.

3. PATROL EAST TO BATTLE GROUND CEMETERY.

4. PATROL SOUTH ON NINTH ST. RD. SOUTH END OF BATTLE FIELD.

5. PATROL WEST TO PROPHEETS ROCK.

6. PATROL TO END OF BLACKTOP ON JEFFERSON STREET AT CITY LIMITS.

7. IN A CASE OF EMERGENCY OR IN PURSUIT, YOU MAY GO BEYOND THESE BOUNDARIES: AND ALSO RUN ERRANDS BY PERMISSION OF TOWN BOARD.

2. CHECK OUT BUSINESS BUILDINGS & PUBLIC BUILDINGS AT NIGHT.

3. YOU HAVE POWER TO ENFORCE THE DOG ORDINANCE & ALL OTHER CITY ORDINANCES.

4. CROSSING DUTIES DURING SCHOOL.

5. KEEP LOG ON HOURS MARSHALLING.

6. TRY TO SCHEDULE VACATION TO COINCIDE WITH WORK LOAD OF CITY & NOTIFY BOARD PRESIDENT ONE MONTH IN ADVANCE IF POSSIBLE.

7. PROVIDING YOU HAVE NOTIFIED THE HEAD OF TOWN BOARD, IN CASE OF WORKING EMERGENCIES AT NIGHT, YOU MAY COMPENSATE REST BY NOT WORKING EQUAL AMOUNT OF HOURS THE FOLLOWING DAY.

SECTION IV. BE IT HEREBY ORDAINED THAT ANY & ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE BY HEREBY REPEALED.

SECTION V. NOTICE IS HEREBY GIVEN THAT THIS ORDINANCE SHALL GO INTO EFFECT IMMEDIATELY UPON FINAL APPROVAL BY THE BOARD OF TRUSTEES.

ADOPTED THIS 8th DAY OF April , 1971.

Robert E. Smith
BOARD PRESIDENT

Floyd G. Mitchell
TRUSTEE

Fred Glossic
TRUSTEE

Arthur P. Pellam
TRUSTEE

Anne Herr
TRUSTEE

Laurlene Lewis
CLERK-TREASURER

ATTESTED TO THIS 8th DAY OF April , 1971.