

AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE POLICY  
IN THE CITY OF NOKOMIS, MONTGOMERY COUNTY, ILLINOIS.

BE IT ORDAINED by the City Council of the City of Nokomis, Montgomery County, Illinois;

SECTION I: That the Departments of City Government of the City of Nokomis are Police, Water Service, Disposal Service, Improvement and Maintenance and the Department where the City Clerk is the Chief Administrating Official.

SECTION II: The personnel of the Police Department of said City of Nokomis shall consists of the Chief of Police and three assisting officers. It shall be the duties of the Police of said City to assist in the safety and welfare of the public, and assist in any project relative to other activities demanding their service.

SECTION III: The Water Service Department personnel of said City shall consists of the Supervisor and two employees. Their duties shall consists in pumping, processing and maintaining a water level in the City Water Tower; To maintain plant mechanism in operational condition; to repair and service water meters; make minor repairs to buildings and major repairs to the same on contract bid. They shall also keep an inventory of materials and supplies at proper levels; shall handle materials and good keeping of the plant and yard area; the Supervisor of the Water Service shall assist the Supervisor of Improvement in location of water mains, shut-off main valves, sewer taps and elevations and other details relative to the needs of water service, sewer taps, storm sewer grades and other related details.

SECTION IV: The personnel of the Disposal Service of said City of Nokomis shall consists of the Manager. His duties shall include the operation of sewerage disposal plant; perform minor repairs on the same; to operate and supervise the sewerage lifet station; in emergency to procure help from the Water Service or Improvement departments; to read water meters; to change water meters; to turn on or turn off water. The pick-up truck shall be in charge of the plant manager; He shall procure help when required to read meters; said help to be from the Water Service or Improvement Service.

SECTION V: The personnel of the Improvement and Maintenance Department shall consist of the Supervisor and three employees. The Supervisor of Maintainance shall be in charge of and have responsibility of operating, maintaining and repair of the water distribution system of the City of Nokomis. The distribution system of said city shall include all water mains, valves, fire plugs and/or any other appertances or service lines connected thereto.

Said personnel shall also maintain the streets, alleys and side walks improvements

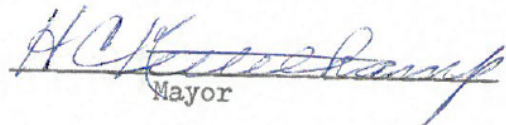
in said City; shall mow weeds on City property, parks, vacant lots and area at the sewerage treatment plant; shall open streets or alleys for water main repair and shall back fill the same with specified materials.

All repairs made to City property under this department shall be made by City employees; however, a plumber may be called if necessary, for the opening for access to the water main for new installation, tapping and back fill; However, the same shall be secured by the customer. All meters, tile, yolks, valves and lids shall be furnished by the City and billed to the plumber at cost. The City of Nokomis shall charge a tap fee of \$25.00 to include rental fee of tapping machine and inspection fee of Supervisor to be billed to the plumber. The plumber or contractor shall be liable for any damage to the water main or other utility services.

The personnell of the Improvement and Maintenance Department shall assist the Water Service Department in material handling, cleaning lime pits and other related projects, when required to do so, provided however, notice to the Water Service Department personnell shall be given in advance by the personnell of the Improvement and Maintenance Department and shall not interfere with the personnell of the Improvement and Maintenance Department with any project in operation by them.

SECTION VI: Each department shall have equal rights to requisition help from the other departments of said City whenever available and if not available each department shall have the authority to employ extra help in their respective department.

Passed at a regular meeting of the City Council of the City of Nokomis, Montgomery County Illinois this 23<sup>rd</sup> day of April A.D. 1973, at the City Hall of said City.

  
Mayor

ATTEST:

  
City Clerk