

TOWN OF STILLWATER

Establishing a Department of
Public Works and Buildings

THE BOARD OF SUPERVISORS OF THE TOWN OF STILLWATER ORDAINS:

Section 1. Department Established

There is hereby established a Department of Public Works and Buildings. The Department shall consist of a superintendent and such other employees as the Town Board shall from time to time employ.

Section 2. Compensation, Term of Employment

The Town Board shall by resolution fix the compensation of all employees of the Department, and shall by resolution at any time, terminate the employment of any employee.

Section 3. Duties of Superintendent

Subd. 1. The Superintendent of the Department shall be responsible to the Town Board for the proper performance of his duties, and he shall be an employee of the Township for all purposes of this ordinance.

Subd. 2. The duties of the Superintendent of the Department shall include the supervision and maintenance of all town roads, sewer and water systems, parks and other public grounds, public buildings and public property of the Township. The foregoing description shall not include the records and moveable property used by the town clerk, treasurer, supervisors and constables in the performance of their duties, unless otherwise provided by resolution of the Town Board.

Section 4. Limits of Expenditures

The Superintendent of the Department shall observe the following limitations on expenditures, unless authorized by resolution of the Town Board:

- (1) Public parks, grounds and buildings shall be maintained in a safe, clean and sanitary condition at a total expenditure not to exceed ~~per month~~ *such sum as the Town Board may set by resolution.*
- (2) Public buildings shall be provided with heat and electric lighting as necessary.
- (3) Town roads and road equipment shall be maintained at a total expenditure not to exceed ~~per month~~ *such sum as the Town Board may set by resolution.* This sum shall not include compensation of any employee or independent contractor.
- (4) Compensation of employees and independent contractors shall not exceed ~~per month~~ *such sum as the Town Board may set by resolution.* The wage rate of employees shall be fixed by the Town Board.

Section 5. Approval of Orders

All orders for expenses of the Department shall be approved by signature of the Superintendent before being presented to the Town Treasurer.

Section 6. Insurance

The Superintendent shall not be responsible for obtaining insurance of any kind.

Section 7. Resolutions Authorizing Expenditures

A copy of any resolution authorizing any expenditure not authorized under Section 4 of this ordinance shall be furnished to the Superintendent of the Department and filed by him.

Section 8. Reports

Subd. 1 The Superintendent of the Department shall file with the Town Clerk a written summary report of the activities of the Department which shall include his recommendations for future activity of the Department at least thirty (30) days before the annual town meeting.

Subd. 2 Adopted this ²¹~~28~~ day of ^{May}~~March~~, 1974.

THE TOWN OF STILLWATER

By *John Donahue*
John Donahue, Chairman

ATTEST:

Pat Bantle
~~Loreen J. Clayton, Clerk~~
Pat Bantle

Section 8

Subd. 2

The Superintendent shall make such additional reports as the Town Board shall require.

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