

ORDINANCE NUMBER 108

POWERS AND DUTIES OF THE STREET COMMISSIONER

AN ORDINANCE DEFINING THE POWERS AND DUTIES OF THE
STREET COMMISSIONER.

Be it ordained by the Council of the Town of Buffalo, Iowa:

Section 1. The Street Commissioner shall superintend all improvements upon the streets, alleys and public grounds and in the discharge of his duties, shall be under the direction of the Mayor.

Section 2. He shall report to the Mayor all persons refusing to comply with or violating any ordinances in relation to streets, alleys or public grounds.

Section 3. He shall, without direction from the Mayor or Council, make all necessary repairs upon the streets, alleys and sidewalks necessary to keep the same safe and passable and see that they are so kept and to that end shall listen to all complaints made by any person of a dangerous, impassable or unsafe condition of any street, crossing, alley, bridge or sidewalk.

Section 4. He shall see that the streets and alleys are kept free and clear of all deposits of manure, offal, grass, wood, brush or other refuse. He shall notify the parties causing or responsible for, or owning the property adjoining such deposits to remove the same and if not removed within twenty-four hours, he shall file information before the Mayor against such parties.

Section 5. He shall give each person employed by him or furnishing material for his department a certificate of an itemized bill specifying the amount due each person or persons for labor or material, or both, and shall enter same in his record book, and the name of the person or persons to whom the same is issued.

Section 6. He shall keep an account, in a book provided for that purpose, of each days work done on the streets under his supervision, showing the street, alley or public ground on which the work was performed and the name of each laborer employed.

Section 7. He shall keep an account of all money collected by him. At each regular meeting of the Council, he shall report fully regarding his acts and all money collected since the prior meeting of the Council or his preceding report. He shall each month pay to the Treasurer all money received by him as Street Commissioner, taking duplicate receipts therefor, one copy of which he shall file with the Clerk.

Section 8. At the end of each fiscal year, he shall make a final settlement with the Council, or committee, thereof,

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and shall present his books for examination, together with a full and detailed report in writing, the total amount of money received and paid to the Treasurer, the amount of money expended during the year and the amount spent upon each street, alley or public ground. This report shall be carefully compared with his books and after being approved by the Council, shall be deposited with the Clerk and a new account opened for the succeeding year.

Section 9. He shall have such other powers and perform such other duties as may be provided by the Council, the ordinances, or the laws of the State and shall transmit to his successor in office all books, papers, records, documents and property, together with invoice of the same, in his custody and appertaining to his office.

Section 10. This ordinance shall be in force and effect from and after its passage and publication as provided by law.

Passed by the Council of the Town of Buffalo, Iowa this 6th day of April, 1953.

Approved by the Mayor of the Town of Buffalo, Iowa this 6th day of April, 1953.

Levin M. Adams, Mayor

Attest: Lelia M. Pagel, Clerk