

Chapter 2 - ADMINISTRATION

ARTICLE I. - IN GENERAL

Sec. 2-1. - Fiscal year.

The fiscal year of the village shall commence on the first day of May of each year.

State law reference— Fiscal year, 65 ILCS 5/1-1-2.

Sec. 2-2. - Village seal.

The corporate seal of the village shall be circular in form with the inscription: "Village of Mapleton, Peoria County, Illinois" and "Incorporated A.D., 1959" around the outer edge.

State law reference— Power of village to have seal, 65 ILCS 5/2-2-12.

Sec. 2-3. - Investment policy.

(a) *Policy.* It is the policy of the village to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

(b) *Scope.* This policy includes all funds governed by the village board.

(c) *Prudence.*

(1) Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

(2) The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

(d) *Objective.*

(1) The primary objective, in order of priority, shall be:

- a. Legality conformance with federal, state, and other requirements.
- b. Safety preservation of capital and protection of investment principal.
- c. Liquidity maintenance of sufficient liquidity to meet operating requirements.

d. Yield attainment of market rates of return.

(2) The portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification, and its general performance.

(e) *Delegation of authority.* Management and administrative responsibility for the investment program is hereby delegated to the city treasurer who, under the delegation of the city council, shall establish written procedures for the operation of the investment program.

(f) *Ethics and conflicts of interest.* Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

(g) *Authority financial dealers and institutions.*

(1) The treasurer will maintain a list of financial institutions authorized to provide investment services.

(2) In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.

(h) *Authorized and suitable investments.*

(1) Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of public funds.

(2) Investments shall be made that reflect the cash flow needs of the fund type being invested.

(i) *Collateralization.* Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement and held at an independent third party institution in the name of the municipality.

(j) *Safekeeping and custody.* All security transaction, including collateral for repurchase agreements, entered into by the city shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the treasurer and evidenced by safekeeping receipts and a written custodial agreement.

(k) *Diversification.* The entity shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

(l) *Maximum maturities.*

(1) To the extent possible, the village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the village will not directly invest in securities maturing more than one (1) year from the date of purchase.

(2) Reserve funds may be invested in securities exceeding one (1) year if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

(m) *Internal control.* The treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objective are met. The internal controls shall address the following points:

(1) Control of collusion;

(2) Separation of transaction authority from accounting;

(3) Custodial safekeeping; and

(4) Written confirmation of telephone transaction for investments and wire transfers.

(n) *Performance standards.* This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio.

(o) *Reporting.* The treasurer shall prepare an investment report at least monthly. The report should be provided to the village board and available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the council.

(p) *Marking to market.* A statement of the market value of the portfolio shall be issued to the village board quarterly.

(q) *Investment policy adoption.* The investment policy shall be adopted by the village board. The policy shall be reviewed on an annual basis by the treasurer and any modifications made thereto must be approved by the city village board.

ARTICLE II. - CORPORATE AUTHORITIES

Sec. 2-4. - Regular meetings.

The regular meetings of the village board shall be held in the Mapleton Village Hall, 8524 W. Main St., or such other place as the board shall desire on the second Tuesday after the first Monday of each month at 7:00 p.m. Adjourned meetings may be held for the purpose of completing the unfinished business of regular meetings at such time or times to which the regular meeting is adjourned.

State law reference— Power of board to prescribe time and place of meetings, 65 ILCS 5/3-11-13.

Sec. 2-5. - Agenda procedure for council meetings.

(a) *Agenda to be prepared, delivered.* Beginning with the first regular meeting in the month of April 2013, and for every regular meeting of the village board thereafter, the village clerk shall prepare an agenda which shall be mailed to the president, each member of the village board and to all news media representatives who make written request for same, on the Friday immediately preceding the Tuesday on which regular meetings of the village board are held.

(b) *Submission of agenda items.* The president or any member of the village board may submit to the clerk on or before 12:00 noon on the Friday preceding the regular meeting dates of the village board any item of business which persons submitting such items desire to have considered at the next succeeding meeting of the village board.

(c) *Consideration of agenda items only.* Except in an emergency situation, as hereinafter provided for, and except for items which shall be included in the standard agenda form, hereinafter provided for, no item which has not been submitted to the city clerk before 12:00 noon on the Friday preceding the regular Tuesday meeting of the village board shall be considered at the next succeeding meeting of said village board.

(d) *Approval of emergency items.* An item submitted after 12:00 noon on the Friday next preceding the regular Tuesday meeting of the village board as an emergency item may be considered on the affirmative vote of three-fourths ($\frac{3}{4}$) of the members of the village board present at a regular meeting of said village board.

(e) *Agenda forms.* The village board shall prepare a standard form of agenda which shall include routine items which shall be considered at each and every meeting of the village board without further action by the president or any member of the village board

Sec. 2-6. - Ordinances, resolutions, and motions.

Form: Ordinances and resolutions shall be presented to the board only in printed or typewritten form.

Funding: All ordinances authorizing an expenditure of money shall include the exact source of the funds to be expended.

Distribution of ordinances: The village clerk shall prepare copies of all proposed ordinances for distribution to all members of the board at least twenty-four (24) hours before the board meeting at which the ordinance is introduced.

Deferral of ordinances: Ordinances introduced at a board meeting may be acted upon at that official meeting, except that upon the affirmative vote of at least three-fifths (3/5) of the members of the village board then holding office, an ordinance may be deferred for a second reading before final passage.

Recording of votes: The ayes and nays shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the board by the village clerk.

Majority vote required: The passage of all ordinances for whatever purpose, and of any resolution or motion to create any liability against the village or for the expenditure or appropriation of its money, shall require the concurrence of a majority of all members then holding office on the village board, including the president, unless otherwise expressly provided by the municipal code or any other act or ordinance governing the passage of any ordinance, resolution or motion. When any vote is called, each board member shall respond "yes", "no" or "abstain."

Numbering ordinances and resolutions: Upon passage, a number shall be assigned to each ordinance or resolution by the village clerk.

Ordinance passage procedure: When passed by the board, an ordinance shall be signed by the president and be attested by the village clerk, and it shall be immediately filed and thereafter preserved in the office of the village clerk.

Requests for ordinances or legal opinions: The chairman of any board committee may request the village attorney to have prepared proposed ordinances with such ordinances to be placed on the agenda of the next scheduled council meeting, provided the ordinance can be drafted and distributed to members of the board in accordance with the time schedules set forth in these rules. Upon receiving requests for proposed ordinance, the village attorney shall prepare the subject ordinance and forward the same to the requesting board member and the village clerk. Any member of the board may, for the purpose of inquiry, request verbal opinion or advice on legal matters directly from the village attorney.

Introduction of ordinances: Any board member or the president may introduce an ordinance or resolution for consideration by the board. The proposed ordinance or resolution shall be filed in the village clerk's office at least two (2) business days prior to the board meeting at which the ordinance or resolution is to be presented. The village clerk shall then place the ordinance or resolution on the board order of business for the next scheduled board meeting. Any ordinance introduced and not filed with the village clerk's office as set forth above may be acted upon by the village board provided that said ordinance requires some degree of urgency and further

provided that an affirmative vote of at least three-fifths (3/5) of the members of the board then holding office shall be required for passage of such ordinance requiring some urgency.

ARTICLE III. - OFFICERS' SALARIES

Sec. 2-7. - Salary of president.

The president of the Village of Mapleton shall receive as compensation for his or her services a salary of one hundred fifty dollars (\$150.00) per month, payable in twelve (12) monthly installments at the end of each month.

Sec. 2-8. - Salary of the village treasurer.

The city treasurer shall receive as compensation for his/her services the sum of ten dollars (\$10.00) per hour, payable semi-monthly.

Sec. 2-9. - Salary of village clerk.

The village clerk shall receive as compensation for his or her services the sum of ten dollars (\$10.00) per hour, payable semi-monthly.

Sec. 2-10. - Salary of the chairs and board members.

Each board member of the Village of Mapleton shall receive as compensation for his or her services the sum of thirty-five dollars (\$35.00) per month payable twice per year, on May 1st and November 1st.

Each chair of the Village of Mapleton shall receive as compensation for his or her services the sum of fifty dollars (\$50.00) per month payable twice per year, on May 1st and November 1st.

Each board member of the Village of Mapleton shall receive as compensation for his or her attendance at special meetings the sum of fifteen dollars (\$15.00) per special meeting.

ARTICLE IV. - PERSONNEL POLICY [2]

Sec. 2-11. - Payroll periods.

(a) *Monthly payroll periods:* Employees of street and alley, water and sewer departments.

Sec. 2-12. - Date paychecks delivered.

Paychecks will be distributed no later than the fifth and twentieth day of the month. Should the fifth or twentieth fall on Saturday, checks will be distributed no later than the preceding Friday. Should the fifth or twentieth fall on Sunday they will be distributed no later than the following Monday.

Sec. 2-13. - Work rules.

(a) All employees will report to work on time.

(b) Coffee break of fifteen (15) minutes will be allowed in the morning and afternoon. Time and location may be designated by supervisor.

(c) Employees may not absent themselves from work without permission of department head, president or board member.

(d) Must obey all other rules and regulations as may be established by department heads, committees, or the village board.

Sec. 2-14. - National guard members, difference in pay.

Any employee who is a member of the National Guard will be allowed the difference in pay while attending annual two (2) weeks' summer training. This will not apply to any other schooling or training that might be required by the National Guard.

An employee when returning from summer camp must furnish the city with a copy of his earnings during the period. Travel time if allowed to be included in his earnings.

Sec. 2-15. - Pay rates for hourly and salaried village employees.

These [pay rates] will be established by ordinance adopted by the village board.

Cross reference— Officers' salaries, § 2-10 et seq.

Sec. 2-16. - Discharge.

(a) Just cause for dismissing an employee from service includes, but is not limited to:

(1) Failure to obey the rules or meet regular work standards.

(2) Refusal to carry out the orders of supervisor or Village Board.

(3) Misconduct such as dishonesty, intoxication, damage to city property, loafing or sleeping on the job, fighting, etc.

(4) Violation of safety rules.

(5) Excess tardiness or absenteeism.

(b) A discharged employee may not be rehired without the approval of the village board.

(c) The president has the power to discharge employees.

(d) If an employee feels he or she has been unjustly discharged, the employee may request a hearing before the village board.

[Sec. 2-17. - Administration of personnel matters.](#)

The office of president shall administer all personnel matters of the Village of Mapleton not otherwise designated by law to another authority. Such authority shall include but not be limited to tabulation of payroll checks and records, supervise and review of attendance records, leave time, holidays, vacations, sick leave, disciplinary matters and other like personnel matters.

[Sec. 2-18. - Inventory of village properties.](#)

All department heads shall, on or before January 1 of each calendar year, submit to the village clerk a complete written inventory of all village-owned property within their possession or under their control. Such inventory shall be in sufficient detail so as to enable village property to be specifically identified. Supply inventories need only to be identified in general terms.

[Sec. 2-19. - The village clerk to act as village collector.](#)

The village clerk of the Village of Mapleton shall also act as the village collector of the Village of Mapleton.

[Sec. 2-20. - Bond.](#)

Before entering upon the duties of her office the village collector shall execute a bond in such amount and with such sureties as is provided by statute, conditioned upon the faithful performance of her duties.

[Sec. 2-21. - Duties.](#)

(a) It shall be the duty of the village collector to collect sums of money now due and owing to the village, or which shall hereafter become due and owing, and turn over all money so received by

her on behalf of the village to the village treasurer promptly upon receipt of the same; and with such money she shall give a statement as to the source thereof.

(b) It shall be the duty of the village collector to keep an accurate record showing all money received by her and the source and disposition thereof, and such other accounts as may be required by statute or ordinance.

[Sec. 2-22. - State Officials and Employees Ethics Act.](#)

(a) The regulations of Section 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "act" in this section) are hereby adopted by reference and made applicable to the officers and employees of the village to the extent required by 5 ILCS 430/70-5.

(b) The solicitation or acceptance of gifts prohibited to be solicited or accepted under the act, by any officer or any employee of the village, is hereby prohibited.

(c) The offering or making of gifts prohibited to be offered or made to an officer or employee of the village under the act, is hereby prohibited.

(d) The participation in political activities prohibited under the act, by any officer or employee of the village, is hereby prohibited.

(e) For purposes of this section, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

(f) The penalties for violations of this section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the act.

(g) This section does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of village officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this section, however, the provisions of this section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

(h) Any amendment to the act that becomes effective after the effective date of this section shall be incorporated into this section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this section by reference without formal action by the corporate authorities of the village.

(i) If the Illinois Supreme Court declares the act unconstitutional in its entirety, then this section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This section shall be deemed repealed without further action by the corporate authorities of the city if the act is found unconstitutional by the Illinois Supreme Court.

(j) If the Illinois Supreme Court declares part of the act unconstitutional but upholds the constitutionality of the remainder of the act, or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, that part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the city.

[Sec. 2-23. - Policy on sexual harassment.](#)

(a) *Purpose.* It is the policy of the Village of Mapleton to provide a work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of communications constituting sexual harassment. Sexual harassment is misconduct that interferes with work productivity and deprives employees of the opportunity to work in any environment free from unsolicited and unwelcome sexual overtones. The purpose of this policy statement is to clearly establish that the Village of Mapleton prohibits sexual harassment by and of its employees and to set forth procedures, by which allegations of sexual harassment may be filed, investigated, and adjudicated.

(b) *Definition of sexual harassment:* The Illinois Human Rights Act, defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It shall be a violation of the village's policy to harass another employee sexually or to permit the sexual harassment of an employee by a nonemployee. Sexual harassment may take many forms, including, but not limited to:

Verbal—Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements of a sexual nature about other employees who are not present.

Nonverbal—Suggestive or insulting sounds, whistling, leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

Visual—Posters, signs, pin-ups or slogans of a sexual nature.

Physical—Touch, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can be vice versa or between members of the same gender.

(c) *Responsibility of employee:* Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the village's policy.

(d) *Responsibility of supervisory personnel:* Each supervisor is responsible for maintaining a workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as supervisors, can be held liable for damages related to sexual harassment by a manager, supervisor, employees, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative, or repair person).

Liability is based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability but also that of the village. A supervisor must seriously address an observed incident of sexual harassment or a complaint, take prompt action to investigate it, report it, end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases in which an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

The village's president, as the entity's Equal Employment Opportunity (EEO) officer, is available to consult with supervisors on the proper procedures to follow.

(e) *Complaint procedure:* If an employee believes he/she has been sexually harassed or has witnessed sexual harassment, an informal or formal complaint procedure, or both, may be used. Some employees may wish to pursue informal means instead of or before making a formal complaint; others will not. If an informal procedure is ineffective, the formal procedures remain open to the employee. The employee should select the route felt most appropriate under the circumstances.

(1) Informal:

- a. A person who feels he/she is aggrieved by sexual harassment can verbally or in writing directly inform the person engaging in the sexually harassing conduct or communication and ask that the offensive conduct or communication be stopped. Frequently, an informal direct approach will cause the unwelcome behavior to

stop particularly where the person may not be aware that the conduct is unwelcome or offensive.

b. Direct communications, either verbally or in writing, with the person whose behavior is unwelcome should include: a factual description of the offensive incident(s) including date, time, place, and specific action; a description of the writer's feelings, including any consequences of the incident(s), and a request that the unwelcome behavior be stopped.

c. If the employee would like to proceed informally, but with assistance, the employee may ask his/her supervisor to speak to the person whose behavior was unwelcome. The purpose of the supervisor's assistance is to achieve cessation of unwelcome behavior. If the harasser is the employee's immediate supervisor, assistance may be requested from the department head or the village's president.

(2) Formal:

a. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report sexual harassment to his/her supervisor in writing. If the supervisor is the offending person, the aggrieved person should report such actions to their department head or the president if the department head is the offending person.

b. Any complaints that are made will be taken seriously and investigated promptly. The investigating person will collect all relevant information as part of a complete investigation. Every effort will be made to conduct the investigation on a confidential basis with disclosure made only where there is a need to know.

c. The supervisor, department head, or the president receiving the complaint must make every effort to arrive at the truth. His/her decision must be in writing and must be provided to the aggrieved person and the offending person.

d. The department head, or the president in the event of a claim against a department head, shall investigate the matter and take appropriate disciplinary action against the offending employee up to and including termination of employment.

e. All formal claims of harassment, the results of their subsequent investigation, and any disciplinary action taken shall be reported to the president.

(f) *Resolution outside the entity:* It is hoped that most sexual harassment complaints and incidents can be resolved within the governmental organization. However, an employee has the right contact the Illinois Department of Human Rights (IDHR) or the federal Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

(g) *False and frivolous*: The village will not retaliate against an employee who complains of harassment. However, if after investigation of any complaint of sexual harassment, the department head or the president determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

ARTICLE V. - STANDING COMMITTEES

Sec. 2-24. - Appointment of standing committees.

It shall be the duty of the president at the first regular meeting of the village board in May of each year, or as soon thereafter as may be, to appoint members of the standing committees of the village board. Standing committees shall be as follows:

- (1) Finance committee;
- (2) Zoning committee;
- (3) Streets and Alleys committee;
- (4) Health and Water committee; and
- (5) Liquor committee.

Sec. 2-25. - Duties of the finance committee.

(a) The committee on finance of the village board shall examine the books, accounts, and reports of the village officers monthly and see if they are regularly and accurately kept and preserved, and that the books and papers belonging to various departments and officers are secure from loss by fire or otherwise. They shall report to the village board any neglect or failure of any officer to keep and maintain his books and accounts properly and to preserve the papers pertaining to his office. The village board shall review a report created by the village treasurer each month.

(b) The finance committee shall at the close of each fiscal year and at such other times as the village board shall direct, examine, compare and audit the reports and accounts of all village officers that may in any way relate to finances of said village and shall report thereon to the village board.

(c) The finance committee, working cooperatively with the president of the Village of Mapleton, shall make each year during the months within which said report may be required by law, an estimate of the probable receipts and expenditures for municipal purposes for the ensuing year, and a table of appropriations to be recommended to the village board.

(d) The committee on finance shall see to the borrowing of money, issuing of bonds, preparation of ordinances for the appropriations and levy of taxes, they shall make arrangements for the payment of debts maturing against the village if deemed necessary, the finance committee, with concurrence of the village board, may direct the village clerk to write and issue checks in lieu of expenditures which are provided for within the annual appropriation budget.

Sec. 2-26. - Duties of the zoning committee.

The village board shall have a general supervision of the preparation, revision and application of the ordinances of the Village of Mapleton. It shall be the duty of the zoning committee to familiarize themselves with the ordinances of the said village insomuch as to ascertain if new ordinances presented may already exist or may conflict with existing ordinances. This committee shall work closely with the village attorney in preparation and review of all new ordinances presented or in conflict. The village board shall be provided a copy of all ordinances. They shall from time to time review such ordinances as they may deem advisable to be passed.

The zoning officer shall report to the board at each monthly meeting. The officer shall be charged with enforcement of all the applicable zoning ordinances.

Sec. 2-27. - Duties of committee on streets and alleys.

It shall be the duty of the street and alley committee to keep a close watch over the affairs of the streets, alleys, and sidewalks of the Village of Mapleton. They shall take such steps as they deem necessary to keep the streets, alleys, and sidewalks of the said village in a good, passable and safe condition. They shall recommend to the village board from time to time, when in their opinion it may be deemed necessary, such changes, repairs, and improvements as may be required upon the streets of the said village, but no improvements shall be made upon the streets or alleys, excepting ordinary and necessary repairs until the village board have ordered the same upon the recommendation of said committee. They may prepare a standard of grades and file a report to the president of the said village to be placed in the office of the village clerk. This committee shall be involved in all negotiations of any labor contracts.

Sec. 2-28. - Duties of health and water committee.

(a) The health and water committee shall have the duty to keep a close watch over the affairs of the entire water supply system and drains of the Village of Mapleton. They shall see that the same is kept in good repair and in a condition to ensure the health and safety of the citizens of said village, as well as supply an abundance of water for public and private use, and they shall see that all drains are kept in good repair and in sanitary condition. They shall have the authority to recommend to the village board such reasonable improvements from time to time as they see fit. They shall make suggestions and give directions from time to time to the water superintendent and his assistant, who shall, so far as possible, implicitly follow the directions and suggestions as given.

(b) They shall recommend to the village board from time to time such mains to be enlarged or altered and such additional mains as should be laid to properly supply water to all the property within village limits.

(c) They shall have charge of all property of the water works and see that the same is kept in such a condition as to prevent loss or damage.

Sec. 2-29. - Additional duties of the committees.

Notwithstanding any of the provisions with reference to any standing committee of said village hereinbefore set forth, the said standing committees of the Village of Mapleton, shall not be limited in their action thereby, but they shall at all times and in all manner exercise all of the necessary duties that may pertain to their respective committees; anything in said ordinance to the contrary notwithstanding, but it shall be the duty of the said standing committees to keep a close watch on the affairs of the village government. Each committee shall promptly and thoroughly investigate all matters which may be referred to it and report thereon in writing at its earliest opportunity and do and perform all other duties as the village board may from time to time prescribe by resolution, motion or otherwise.