

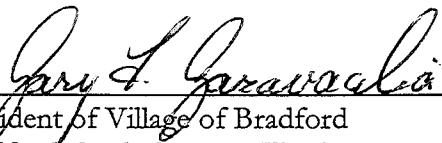
RESOLUTION #06/07-06

A RESOLUTION FOR THE PLAN FOR OPERATION AND MAINTENANCE OF
WATER SYSTEM TO COMPLY WITH THE REQUIREMENTS OF THE USDA
GRANT

PASSED by the Corporate Authorities on November 6, 2006

Approved

November 6, 2006



President of Village of Bradford
Bradford, Stark County, Illinois

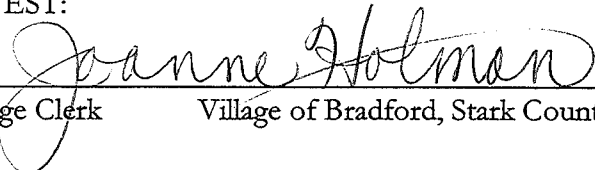
AYES: Henry Waldinger, John Cler, Joyce Bickett, Bob Harris
and Bobbie Walters

NAYS: None

ABSENT: Adam Wilson

RECORDED in the Village Records on November 6, 2006

ATTEST:



Village Clerk Village of Bradford, Stark County, Illinois

**PLAN FOR OPERATION AND MAINTENANCE
OF WATER SYSTEM**

Several ordinances have been adopted through the years which have established rules, rates
and regulations for the operation of our water facility.

1. User Connection Program – a copy of our water ordinance is attached showing installation services, connections, water rates, etc.
2. Plan for facility operator
 - a. Albert Koelling, our full-time maintenance personnel, is our Class C Operator.
 - b. Don McCauley, a Class A operator, is employed part time.
3. Job description of facility operator to include:
 - a. Authority of position
 - (1) Albert has authority to maintain Village equipment and is authorized to purchase small items as needed for repairs. All large purchases are voted on at a board meeting. If an emergency arises, he is to check with the Village President.
 - b. Duties of employee
 - (1) Albert is to do all meter reading and be aware of water loss detection.
 - (2) He will also inspect all new installations of services and extensions.
 - (3) He is in charge of all plant operations and the water quality control, making sure that all tests are completed and we are in compliance with State requirements.
 - (4) He will repair and maintain the water system and sewer facility. This includes all potable and wastewater systems, streets and alleys, fire hydrants, and storm drainage systems. It also includes all buried or surface lines, valves, pumps, motors, controls etc. and structures such as reservoir, imhoff tank, lift stations, sewer plant, etc. Streets and alleys involve cleaning, patching, snowplowing, etc.
 - (5) He will do general maintenance of all buildings and certain grounds. This includes the Town Hall building, chlorine building, sanitary sewer lab, Elsie Hodges Park (its equipment and facilities), the Senior Citizens Center and the Bradford Village Cemetery.
 - (6) He is responsible for the general maintenance and upkeep of vehicles and winter equipment and tractor. Also included are hand tools, portable pumps, gas operated saws, etc.
 - (7) He is in charge of all record keeping and reporting. He will supervise the work of part-time employees, sign and turn in part-time employee time sheets.
 - (8) He is responsible for making sure adequate material is on hand for general working purposes and/or emergencies.
 - (9) He is responsible to the Village President and will attend all board meetings to explain any repairs/maintenance problems.

4. Plan for facility maintenance.
 - a. Periodic inspections of the facility will be done by the Village engineer.
 - b. Major maintenance and repairs will be scheduled as needed
 - (1) This includes tank or building painting, maintenance and major repairs.
 - (2) Emergency water line repairs will be completed and outside help hired if necessary. Boil order information (if required) will be given to the residents. Emergency sewer repairs will be completed and outside help hired if necessary.

5. Explanation of proposed accounting and billing system and plan for maintaining management audit reports to include:
 - a. The Village will continue to use its present accounting system – (Easy Acct for the general ledger and CUSI for billing).
 - b. The Village treasurer will be responsible for all accounting and billing.
 - (1) She will maintain the general ledger accounts
 - (2) She will deposit all monies in the Village checking/savings accounts.
 - (3) She will write all checks as authorized at the Village monthly meetings.
 - (4) She will maintain accurate payroll records and pay all payroll taxes as due.
 - (5) She will send out monthly water bills, maintaining accurate records of residents' accounts.
 - c. The Village records will be audited yearly by the Village auditor, Arch Hopkins. He will be available for any questions throughout the year.
 - d. The treasurer acts as bookkeeper and her hours are regulated on work to be completed.
 - e. The bonding of board members, President, Clerk and treasurer is all through the Village insurance company, IML
 - f. Procedure to be followed to apprise customers of the system of an opportunity for a hearing before disconnecting utility service – all customers are mailed a past-due notice stating the amount due and the shut-off date. If they are unable to make payment by the due date, they are to call or come to the Village office and make arrangements for payment. The Village office will also assist them with names of agencies which may help them financially.