

**Town of Wascott  
Douglas County, Wisconsin**

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**ADMINISTRATIVE COMMITTEE**

**CHAIRPERSON:** Janice Newsome, Town Chairperson

**CLERK:** Selected by committee

**REPORTS TO:** Town Board

**PURPOSE OF COMMITTEE:** This committee is responsible for oversight of general administrative matters of the town, including the administration of statutes and town ordinances, financial management, audit, property assessment, risk management and insurance, employment, code of ethics, and public safety. Identifies short-term and long-range needs and develops operations and maintenance plans and budgets. Makes recommendations to the town board. Assures the efficient and economical use of town resources, including budgeted funds, grant moneys, personnel, facilities and time, to accomplish short-term and long-range objectives.

**COMMITTEE DUTIES:**

1. Assists the town board in identifying best practices for administration of all town affairs which are under the authority of the town board or chairperson.
2. Reviews auditor recommendations and makes recommendations for improved internal controls. In 2010 a fixed asset policy, donation policy, and employment policies will be discussed.
3. Meet with the town assessor periodically to review progress on updates to the assessment roll for real estate transfers, new construction, other building improvements, managed forest lands, certified survey maps, plats, personal property and any other factors having impact on the assessment roll.
4. May review town ordinances and make recommendations for new, changed, or rescinded town ordinances.
5. Evaluate the advantages and disadvantages of a citation ordinance for enforcement of town ordinances. Make recommendation to the town board.
6. Evaluate the type and frequency of law enforcement needs of the community; identify alternatives to meet law enforcement needs; prepare budget estimates for each alternative. Prepare report and recommendation to the Town Board and Town Meeting.
7. Review public health and safety issues related to regulation of fireworks, disposition of dead animals, stray and distrained animals, and animals that have caused damage in the town.
8. Review general operations and budget requests of the fire department and EMS and make recommendations to the Town Board.
9. May periodically review the budget performance of the town. Reviews the overall budget, revenue projections, capital improvements plans, and proposed sources of funding required to support budget requests and recommendations.
10. Reviews and recommends information technology specifications, records management, and security of documents and electronic data.
11. Review and recommend management policies and practices.
12. Report to the town board on all issues referred to the committee by the town board or town chairperson.
13. Committee members shall faithfully discharge their duties as public officials to the best of their abilities. Applicable laws include: public records, ethics for local government officials, open meetings, misconduct in office, and private interests in public contracts.