

**Town of Wascott  
Douglas County, Wisconsin**

**CEMETERY COMMITTEE**

**CHAIRPERSON:** Charles McDermott

**CLERK:** Selected by committee

**REPORTS TO:** Town Board

**PURPOSE OF COMMITTEE:** This citizen advisory committee is responsible for oversight of the town building(s) and grounds at the Wascott cemetery site. The Chair of the committee is responsible for identifying short-term and long-range needs, and developing operations and maintenance plans and budgets. Makes recommendations to the Town Board. Assures the efficient and economical use of the resources of public works activities, including budgeted funds, grant moneys, personnel, facilities and time, to accomplish short-term and long-range objectives.

**DUTIES:**

1. Monitor performance results of town employees in conformance with plans, schedules, and budgets. Identify training needs.
2. Inventory and prepare a preventive maintenance schedule for cemetery building(s) and grounds.
3. Identify maintenance needs, obtain cost estimates, and present recommendations to the town board.
4. Prepare specifications for public construction projects, as requested by the town board. Evaluate competitive bids and make recommendation to the Town Board on award of public contract to lowest responsible bidder
5. Obtain competitive quotes for proposed minor projects.
6. Prepare a capital plan for replacement of equipment and fixed assets.
7. Verify fixed asset schedules for insurance purposes.
8. Prepare budget requests for next year's budget for cemetery building(s) and grounds activities.
9. Review safety standards in the workplace and report identified needs to the Town Board.
10. Review existing and proposed town ordinances relating to the town cemetery.
11. Evaluate cemetery processes and make recommendations to the town board.
13. Respond to public inquiries, investigate and resolve complaints, or refer to the Town Board for resolution.
14. Report to the Town Board on all issues referred to the committee by the Town Board or Town Chair.
15. 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.

May 30, 2013