

**Town of Wascott  
Douglas County, Wisconsin**

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**PUBLIC WORKS COMMITTEE**

**CHAIRPERSON:** Bob Beglinger, Town Supervisor

**CLERK:** Selected by committee

**REPORTS TO:** Town Board

**PURPOSE OF COMMITTEE:** This citizen advisory committee is responsible for the oversight of the highway department, including town roads, bridges, highway buildings, roadway maintenance at town boat landings, road safety, signage and related matters, and other town capital outlay for vehicles and heavy equipment. 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 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 rank town roads for road maintenance and capital improvements. Prepare cost estimates for road projects.
3. Prepare specifications for public construction projects. Recommend procedures to assure compliance with public contract laws and prevailing wage requirements.
4. Evaluate competitive bids and make recommendation to the Town Board on award of public contract to lowest responsible bidder.
5. Recommend specifications for purchase of vehicles and other equipment, obtain quotes, and make recommendations to the Town Board.
6. Direct the completion of fixed asset inventory records in accordance with town board policies. Direct the preparation of vehicle maintenance logs and a capital plan for replacement of equipment and fixed assets.
7. Prepare budget request for next year's budget for public works activities.
8. Review safety standards in the workplace and report identified needs to the Town Board.
9. Review existing and proposed town ordinances relating to town roads and report findings and/or make recommendations to the Town Board. This includes, but is not limited to, seasonal weight limits, damage to roads, driveway permits, and road/driveway standards.
10. Evaluate proposals from professional consultants for engineering, design, project management and other related services and make recommendation to the Town Board.
11. Respond to public inquiries, investigate and resolve complaints, or refer to the Town Board for resolution.
12. Identify training needs for job procedures and for vehicle and equipment operation.
13. Report to the Town Board on all issues referred to the committee by the Town Board or Town Chairperson.
14. 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.