



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

PUBLIC PROPERTY & HEALTH COMMITTEE

Markesan City Hall

November 3, 2020

Immediately Following Streets, Buildings & Utilities Meeting

AGENDA

Call to Order

Roll Call

Citizen's Comments

Public Works Report

- Discussion and Action on Suggestions from Ness Electric for the Soldier's & Sailor's Park Electrical Box in 2021

New Business

- Discussion and Action on Repairing Cemetery Stones
- Discussion and Action on Cemetery Sexton Position and Job Description
- Discussion and Action on Picnic License Ordinance

Old Business

- Discussion and Action on 650 N Margaret Street Property Update

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: Horicon Bank City Hall
ERGO Bank Post Office
www.markesanwi.gov

Dated November 2, 2020
Elizabeth Amend, Clerk-Treasurer

POSITION DESCRIPTION

TITLE: Cemetery Sexton
DEPARTMENT: City Clerk's Office

A. JOB DESCRIPTION

The Cemetery Sexton is an individual who is responsible for selling, mapping, locating and marking of cemetery lots to prospective buyers, and include, but are not limited to, the following:

B. DUTIES AND RESPONSIBILITIES

- 1) Update information in the cemetery database for mapping of cemetery lots.
- 2) Inspect, locate and mark grave sites for grave diggers.
- 3) Sell cemetery lots to prospective buyers for future and present.
- 4) Provide guidance and tours of cemetery and cemetery lots.
- 5) Locate and mark cemetery lots for monument companies placing headstones or markers.
- 6) Answer all general questions in relation to the cemetery, including genealogy researchers.
- 7) Provide proper paperwork to the City Clerk in a timely manner to prepare the cemetery deed.

C: QUALIFICATIONS

- 1) Skill in managing people and interacting with the public.