

# CHARTER TOWN OF PATAGONIA CEMETERY COMMITTEE

**Background:** The Town of Patagonia Cemetery was created in 1917. Over the years, burials been very loosely recorded under a variety of strategies. Due to discontinuities in Town Management, records of usage and remaining availability of lots are sketchy at best. The cemetery is beginning to fill up. It has become necessary to develop a plan to identify the existing condition and determine the availability for future burials. In response to this situation, the Town Council has determined to create a Citizens Committee to address the issue.

**Objectives:** The objectives of this committee are:

- a. Map the property and accurately locate existing features and topography
- b. Locate existing graves and identify who they belong to
- c. Develop systematic method of describing grave locations (eg. grid system)
- d. Develop a plan for managing the cemetery
- e. Develop plans for expansion
- f. Develop system of record keeping
- g. Develop proposal for Town Ordinance

**Membership:** The membership of this committee shall consist of a core team, appointed by the Town Council, from which the officers of the committee are chosen. The core team should reflect the skills, experience, and knowledge of local history necessary to effectively manage the project. In addition to the core team, associate members, appointed by the core team may, from to time to time, be added or released as the needs for resources change. Council approval for additions and releases of associate members is not required. In addition, one member of the Town Council shall serve as a representative to the committee. This representative shall be appointed by the Mayor.

**Authority:** The committee shall have authority to act on behalf of the Town in the following matters:

- h. Submitting applications for grants not to exceed \$20,000 per grant
- i. Publishing Requests for Proposals for professional services
- j. Accepting donations for the project

The following must be approved by the Town Council:

- k. Applications for grants for amounts greater than \$20,000
- l. Acceptance of Grants
- m. Expenditures of funds
- n. Letting contracts for Professional Services

**Reporting:** The committee shall report to the Town Council, at least quarterly, on the progress of the project and operations of the Committee. Reports may be submitted more often if the committee or the Council deems it necessary.

**Operations:** The committee shall be responsible for organizing, managing, and overseeing the project. Except as noted above, it is not necessary to obtain approval from the Council for its activities. The Committee may request guidance from the Town Manager or the Town Council at any time it feels that such is necessary.

**Deliverables:** The committee shall produce the following:

- o. A current map of the cemetery including existing grave sites
- p. A system of identifying lots
- q. A plan for managing the existing cemetery including, future burials, maintenance, and administration
- r. A plan for expansion of the facilities
- s. A proposed ordinance for adoption into the Town Code

**General:** The Town recognizes that this effort is to be undertaken as a volunteer effort by Citizens of Patagonia. It also recognizes, that many factors affect individuals ability to contribute time and effort and that these factors affect the timing and progress of the project.

All funds associated with the project will be maintained and controlled by the Town Manager in accordance with established procedures