

**AN ORDINANCE TO AUTHORIZE AN ALTERNATIVE CLAIM PROCEDURE
FOR PAYMENT OF CERTAIN BILLS AND VOUCHERS**

The Town Board for the Town of Troy, Walworth County, Wisconsin, **DOES ORDAIN AS FOLLOWS:**

SECTION 1: PURPOSE. It is the declared intent of this ordinance that the Town Board delegate to the Town Clerk the authority to authorize routine payments of certain claims in the nature of bills and vouchers, without prior Town Board approval under the limited circumstances described herein.

SECTION 2: AUTHORITY. This ordinance is adopted pursuant to the authority granted to Town Boards under section 60.44(2), Wisconsin Statutes, to adopt an alternative claim procedure for approving financial claims against the Town which are in the nature of bills and vouchers.

SECTION 3: LIMITED CLAIMS. This ordinance applies to payment of only the following types of claims:

- A. Payment of utility bills for electric, gas, and telephone if the due date or discount rate will expire prior to the next scheduled Town Board meeting that can have bills presented on the agenda;
- B. Payment of monies received for municipal citations;
- C. Payment when due for installments on Town loans;
- D. Payment of refunds for tax overpayments per Town policy;
- E. Payment for road salt and sand, fuel, oil, and similar routine supplies required to operate Town of Troy vehicles and equipment; and for paper, ink, and similar routine office supplies required to operate Town office equipment.

SECTION 4: PROCEDURE. Payment of the types of claims described in Section 3, above, may be made from the town treasury in the manner described in section 66.0607, Wisconsin Statutes, without prior Town Board approval, upon the Town Clerk's review of each such bill or voucher, and the Town Clerk's approval in writing that each is a proper charge against the treasury. The Town Clerk's approval shall not be granted unless the Town Clerk first determines that:

- A. Funds are available under the town budget to pay the bill or voucher.
- B. The item or service covered by the bill or voucher has been duly authorized.
- C. The item or service covered by the bill or voucher has been supplied or rendered

in conformity with the authorization.

D. The claim appears to be a valid claim against the Town.

The Town Clerk may choose to require the claimant to submit proof, to aid the Clerk in determining whether the claimant has complied with these conditions, prior to payment of the claim.

The Town Clerk shall file with the Town Board at least monthly a list of the claims approved, showing the date the claim was paid; the name of the claimant; the purpose of the claim; and the amount of the claim.

SECTION 5: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 6: EFFECTIVE DATE. This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Passed and adopted this 10TH day of FEBRUARY, 2010.

BY THE TOWN BOARD OF THE
TOWN OF TROY

John Kendall
John Kendall, Town Chairman

ATTEST:

Ruth Polinski
Ruth Polinski, Town Clerk

Published and/or posted this 12th day of February, 2010.

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