



Town of Troy

Walworth County, Wisconsin

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STATE OF WISCONSIN

TOWN OF TROY

WALWORTH COUNTY

ORDINANCE NO. 2024-02

AN ORDINANCE TO AUTHORIZE AN ALTERNATIVE CLAIM PROCEDURE FOR PAYMENT OF NOMINAL AMOUNTS, CERTAIN BILLS, AND VOUCHERS

WHEREAS, the Town of Troy Town Board has delegated authority to the Town Clerk and Town Clerk / Treasurer to pay bills and vouchers up to a certain amount without the approval of the Town Board; and

WHEREAS, upon review of the Town's Ordinance, the Town Board directed the Town Clerk / Treasurer to update the Town's Ordinances related to paying nominal amounts and an alternative claim procedure for the payment of certain bills and vouchers; and

WHEREAS, the Town Clerk / Treasurer recommended that the Ordinances be combined, and that the Town's previous Ordinances be repealed to reduce any potential confusion in the future; and

WHEREAS, the Town Board finds that it is in the best interest of the Town of Troy and will be benefit to the health, general welfare, and safety of the Town of Troy to update these Ordinances to increase the nominal amount that can be spent without Town Board approval, and to add additional scenarios in which the Town Clerk / Treasurer may make payment without Town Board approval.

NOW, THEREFORE, 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 nominal amounts, bills, and vouchers, without prior Town Board approval under the limited circumstances described herein.

SECTION 2: PAYMENT OF NOMINAL AMOUNTS.

Any bills and vouchers not in excess of One Thousand Dollars (\$1,000.00) may be paid by the Town Clerk / Treasurer of the Town of Troy without approval of the Town Board of the Town of Troy if the type of claim is specified in Section 4 of this Ordinance, and the procedure in Section 5 is followed.

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SECTION 3: AUTHORITY.

This ordinance is adopted pursuant to the authority granted to Town Boards under sections 60.44(2) and 66.0607, Wisconsin Statutes, to adopt an alternative claim procedure for approving financial claims against the Town which are in the nature of bills and vouchers as well as Wisconsin Statutes sections 60.10, 60.20, 60.22, 60.23, 60.40-42, 60.44-47, 65.90, Chapters 66, 67 and 70, to manage, supervise, and direct the fiscal operations, and to develop, maintain and implement a fiscal management system for the Town of Troy

SECTION 4: LIMITED CLAIMS.

This ordinance applies to payment of only the following types of claims:

- A. Payment of utility bills for electric, gas, telephone, and other like expenses.
- B. Payment of contracted amounts and specific budgeted items pre-approved by resolution of the Town Board.
- C. Payment of monies received for municipal citations.
- D. Payment when due for installments on Town loans.
- E. Payment of refunds for tax overpayments per Town policy.
- F. 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 5: PROCEDURE.

Payment of the types of claims described in Section 4, 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 6: 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 7: EFFECTIVE DATE.

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 12~~th~~ day of JUNE, 2024.

TOWN OF TROY



Jerry Arntson, Town Chair

ATTEST:



Michael J Ramps, Town Clerk

Published and posted this 13 day of June, 2024.