

ORDINANCE #19-102
TOWN OF RICE LAKE
ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE

SECTION I – TITLE AND PURPOSE. This ordinance is entitled the Town of Rice Lake Alternative Claims Procedure Ordinance. The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

SECTION II – AUTHORITY. The Town Board of the Town of Rice Lake, Barron County, Wisconsin, has the specific authority under s. 60.44 (2), Wis. stats., to adopt this ordinance.

SECTION III – ADOPTION OF ORDINANCE. This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, establishes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers as provided in this ordinance.

SECTION IV – APPLICABILITY. Payments of claims against the town may be made from the town treasury under the procedure established in Section V for bills or vouchers which require payment prior to the next scheduled Town of Rice Lake Board meeting, e.g. payroll, utility charges, etc.

SECTION V – PROCEDURE.

- A. Subject to the restrictions under Section IV, the payment of a claim against the town may be made from the town treasury if the town clerk approves in writing the claim as a proper charge against the town treasury. A claim against the town is a proper charge against the town treasury if the clerk/treasurer determines that all of the following conditions have been met:
 1. Funds are available under the town budget to pay the bill or voucher.
 2. The item or service covered by the bill or voucher has been authorized by the town board or an authorized town official, agent, or employee.
 3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
 4. The claim appears to be a valid claim against the town.
- B. The town clerk/treasurer may require submission of proof to determine compliance with the conditions under subsection A prior to approval. (For example, the clerk/treasurer may require verification of quantity, quality, etc., by another town official or employee.)
- C. After determining that the conditions under subsection A have been met, the clerk/treasurer shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the clerk/treasurer shall prepare and sign a check and have it countersigned by the town chairperson, pursuant to s. 66.0607, Wis. stats. In the absence of the Town Chair, Supervisor 1 is hereby authorized to countersign and in the absence of the Clerk/Treasurer, the Deputy Clerk/Treasurer is hereby authorized to follow the procedures set forth for the Clerk/Treasurer and sign checks. The clerk/treasurer shall then deliver or mail the completed check to the last known mailing address of the claimant.
- D. At least monthly, the town clerk/treasurer shall file with the town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose, and amount.

SECTION VII – SEVERABILITY. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

SECTION VIII – REPEAL. Ordinance #98-105 known as Ordinance for Alternative Claim Procedures for the Town of Rice Lake, Barron County, Wisconsin, is hereby repealed.

SECTION IX – EFFECTIVE DATE. This ordinance shall become effective upon adoption and publication or posting, as provided by law, pursuant to Wis. Stat. § 60.80.

Adopted this 10th day of June, 2019.

Voting in Favor _____ Voting Opposed _____ Abstaining (if determined) _____

Dean A. Borofka, Town Chairman

Thomas Field, Supervisor I

David Crotteau, Supervisor III

Peter Gallagher, Supervisor II

Donald Putnam, Supervisor IV

CERTIFICATION

The undersigned, Town Clerk/treasurer for the Town of Rice Lake, does hereby certify that the foregoing Resolution was duly adopted by the Town Board of the Town of Rice Lake at a meeting held on June 10, 2019, which meeting was properly noticed and conducted in the manner provided for by law, and at which a quorum of members of the Town Board were present.

Dated this 10th day of June, 2019.

Janet Tomesh, Town Clerk/treasurer

Posted: June 11, 2019