

TOWN OF COOPERSTOWN
ORDINANCE NO. 2018-5
ALTERNATIVE CLAIMS PROCEDURE

This ordinance shall be created and amended for the General Code of Ordinances Chapter 3.13
Claims and Payment

STATE OF WISCONSIN
Town of Cooperstown
Manitowoc County

The Supervisors of the Town of Cooperstown, Manitowoc County, Wisconsin, hereby ordain as follows:

SECTION 1. AUTHORITY. This ordinance is adopted pursuant to the authority granted town boards under Wis. Stat.60.44 (2), which allows for the adoption of an alternative claim procedure for approving financial claims against the town which are in the nature of bills and vouchers.

SECTION 2. APPLICABILITY. Payments may be made from the town treasury pursuant to this ordinance for claims against the town not in excess of \$500.00, approved by Town Chairman for highway expenditures.

or

Payments may be made from the town treasury pursuant to this ordinance for bills or vouchers that are of a routine nature, namely: payroll, payroll taxes, utility bills: Cellcom, CenturyLink & WPSC.

SECTION 3. PROCEDURE. Payments may be made from the town treasury after the town clerk audits and approves each claim as a proper charge against the town treasury by first determining that the following conditions have been complied with:

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 duly authorized.
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.

The town clerk may require submission of proof to determine compliance with the conditions under (1-4), prior to approval. For example, the clerk may require verification of quantity, quality, etc., by another town official or employee.

After determining that the conditions have been met, the clerk shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the clerk shall prepare and sign a check and have it countersigned by the town

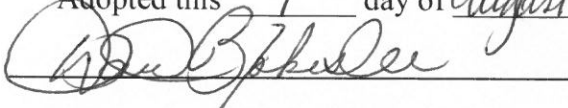
treasurer and the town chairperson, pursuant to Wis. Stat. 66.0607. The treasurer shall then mail or deliver the completed checks to the appropriate parties.

At least monthly, the town clerk 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 4. EFFECTIVE DATE. This ordinance is effective upon adoption and posting.

The town clerk shall properly post this ordinance as required under s. 60.80, Wis. Stats.

Adopted this 7 day of August 2018.

 _____ David Blakeslee, Chairman

Attest: Susan Kornely Susan Kornely, Clerk

Approved: August 7, 2018

Ayes: 5 Noes: 0

Posted: August 9, 2018