

TOWN OF COTTAGE GROVE - CODE OF ORDINANCES

ORDINANCE OF THE TOWN OF COTTAGE GROVE, WISCONSIN

Adopted pursuant to Sec. 25.01 of the Town of Cottage Grove Code

Title: Alternate Claims Procedure

Code Section(s) created, amended, or repealed	<u>22.07</u>
Presented to Board by	<u>Town Chair and Town Clerk, based on template from the WTA</u>
Committee Review by	<u>None</u>
Date(s) Public Hearing(s) held (if required)	<u>March 19, 2012</u>
Date adopted	<u>March 19, 2012</u>
Vote	<u>5-0</u>
Date of posting of adoption of ordinance	<u>April 3, 2012</u>
Date of publication of adoption of ordinance	<u>Not required</u>

The Town Board of the Town of Cottage Grove does ordain as follows:

22.07 ALTERNATIVE CLAIMS PROCEDURE.

(1) PURPOSE.

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, when payment is due prior to the next scheduled town board meeting.

(2) AUTHORITY.

The Town Board of the town board has the specific authority under s. 60.44 (2), Wis. stats., to adopt this ordinance.

(3) 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.

(4) APPLICABILITY.

(5) Payments of claims against the town may be made from the town treasury under the procedure established in Section (5) for bills or vouchers that are ~~of a monthly or routine in nature~~ when payment is due prior to the next scheduled town board meeting, namely:
(list specific types of bills that may be paid using this procedure, e.g., payroll, utility charges, etc.) including but not limited to: utility bills, payroll checks and liabilities, property tax settlements, loan and bond payments.

(6) PROCEDURE.

(a) Subject to the restrictions under Section (4), 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

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the clerk 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 may require submission of proof to determine compliance with the conditions under subsection (a) prior to approval. (For example, the clerk 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 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 shall prepare and sign a check and have it countersigned by the town treasurer and the town chairperson, pursuant to s. 66.0607, Wis. stats. The treasurer shall then mail or deliver the completed checks to the appropriate parties.

(d) 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.

(7) 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.

(8) EFFECTIVE DATE .

This ordinance is effective on publication or posting as required under s. 60.80, Wis. stats.


Adopted this 19th day of March, 2012, by a vote of 5 for, 0 against, and 0 abstain.

TOWN OF COTTAGE GROVE



Kris Hampton, Town Chair

ATTEST:



Kim Banigan, Town Clerk