

ORDINANCE #2-2016
ALTERNATIVE CLAIMS PROCEDURE ORDINANCE
As Amended 3/23/20

SECTION I – TITLE AND PURPOSE

This ordinance is entitled the Town of Holland 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 Holland, La Crosse 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 (Amended 3/23/20)

- A. Payments of claims against the town may be made from the town treasury under the procedure established in Section V for bills or vouchers that are of a routine nature, namely: payroll, utility charges, security deposit refunds, and monthly service invoices.
- B. Payments of claims may be issued for bills and vouchers for items and services that are less than or equal to the amount previously authorized by the town board.
- C. **Payments of claims may be approved and issued by authority of the Town Chair when a Declaration of Emergency has been enacted. Such authority is withdrawn when the Town Board rescinds the Declaration of Emergency**

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 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.

SECTION VI - SUBDIVISION AND NUMBERING OF THIS ORDINANCE

This ordinance is divided into sections designated by uppercase Roman numerals. Sections may be divided into subsections designated by uppercase letters. Subsections may be divided into paragraphs designated by numbers. Reference to a "section," "subsection," or "paragraph" includes all divisions of the referenced section, subsection, or paragraph.

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 – EFFECTIVE DATE

This ordinance is effective on posting.

Adopted by the Holland Town Board of the Township of Holland, La Crosse County, Wisconsin, this 10th day of February, 2016.

APPROVED BY:

Katherine Warzynski, Town Chair

ATTESTED BY:

Marilyn J. Pedretti, Town Clerk

Posted: 2/15/16

Amended by the Holland Town Board of the Township of Holland, La Crosse County, Wisconsin, this 23rd day of March, 2020.

APPROVED BY:

Steven Michaels, Town Chair

ATTESTED BY:

Marilyn J. Pedretti, Town Clerk

Posted: 3/23/20