



634 State Road 19 PO Box 37, Marshall, WI 53559
www.townofmedina.org

TOWN OF MEDINA DANE COUNTY, WISCONSIN

Alternative Claims Procedure Ordinance 09-20-2017

Section 1: TITLE AND PURPOSE

This ordinance is entitled the Town of Medina Alternate Claims Procedure Ordinance 09-20-2017. The purpose of this ordinance is to authorize an alternative procedure for approving and disbursing town funds for payment of financial claims against the town that are in the nature of bills and vouchers and are generally of routine nature. The intent of this ordinance is to better facilitate timely payment to creditors, contractors, employees and claims due outside of regularly scheduled town board meetings.

Section 2: AUTHORITY

The Town Board of the Town of Medina, Dane County, Wisconsin, has the specific authority under s. 60.44(2), Wis. Stats., to adopt this ordinance.

Section 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.

Section 4: APPLICABILITY

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 routine nature;

1. Bi-weekly payroll for employees of the Town of Medina.
2. Utility bills of the Town of Medina.
3. Payments for services contracted for by the Town of Medina.
4. Tax payments to the United States Treasury and Wisconsin Department of Revenue.

Section 5: 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.
- B. 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.



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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.
- C. The town clerk may require submission of proof to determine compliance with the conditions under subsection A prior to approval.
- D. After determining that the conditions under subsection A have been met, the clerk shall indicate approval of the claim on the bill or voucher.
- E. Upon approval by the town clerk of a bill or voucher requiring an electronic payment the town treasurer shall submit payment.
- F. Upon approval of a bill or voucher requiring a check the town clerk shall prepare the check to be signed by the town clerk, town chair and town treasurer. The town treasurer shall issue the payment.
- G. 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 6: SERVABILITY

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 servable.

Section 7: EFFECTIVE DATE

This ordinance is effective on posting by the Town Clerk.

Adopted this 20th day of September 2017.

Todd Weinberger, Chairman

Sam Anderson, Supervisor

John Hellenbrand, Supervisor

Sue Zingshiem, Supervisor

John Ward, Supervisor

Attest: Ronald A. Jacobson, Clerk