

## Town of St. Joseph, St. Croix County, Hudson, WI

### Resolution 2025-04 – Alternative Claims Procedure

**Whereas**, 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.

**Whereas**, payments may be made from the town treasury pursuant to this ordinance for claims against the town not in excess of \$1,500.00 dollars

**Whereas**, payments may be made from the town treasury pursuant to this resolution for bills or vouchers that are of a routine nature, namely: Midwest Natural Gas, St Croix Electric, Verizon, Xcel Energy, Northwest Communications, Cintas, Loffler, Olson Sanitation, and Waste Management.

**Now, therefore, let it be resolved:** payments may be made from the town treasury after the town clerk audits and approves each claim as a proper charge against the 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.

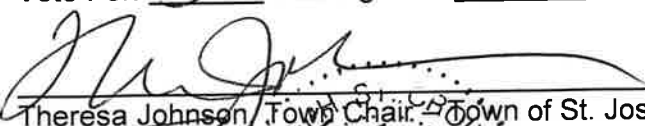
After determining that the above conditions have been met, the town clerk shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the town clerk shall prepare and sign a check and have it countersigned by the town treasurer and the town chairperson, pursuant to Wis. Stat. § 66.0607. The town 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.

Effective Date: This resolution shall become effective upon adoption as provided by law, pursuant to Wis. Stat. § 60.80.

Date of Passage: November 13, 2025

Vote For: 5 Vote Against: \_\_\_\_\_ Not Voting: \_\_\_\_\_

  
Theresa Johnson, Town Chair, Town of St. Joseph

  
Attest: Teri Kelly, Town Clerk, Town of St. Joseph

