

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060
Fax: 715-755-2271

TOWN OF OSCEOLA

Polk County, Wisconsin

ORDINANCE NUMBER 23-07-10

Adopted 10/8/01 and Amended 03/14/11, 07/10/23

AUTHORIZING ALTERNATIVE CLAIMS PROCEDURE, AMENDING ORDINANCE 11-03-01 ALLOWING THE TOWN CLERK TO PAY BILLS WITHOUT PRIOR APPROVAL OF THE TOWN BOARD.

NOW THEREFORE, the Town Board of Supervisors of the Town of Osceola does ordain as follows:

Ordinance 11-03-01 is hereby repealed and recreated to read as follows:

SECTION 1 -- STATUTORY AUTHORITY

Pursuant to Section 60.44(2) of Wisconsin Statutes, the Town Board hereby authorizes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

SECTION 2 -- APPLICABILITY

Payments of claims against the town may be made from the Town Treasury under the procedure established in Section 3 for bills or vouchers that are of a routine nature, (items 1-7) below:

1. Utility (including phone, internet, website, and computer) Bills
2. Insurance Bills
3. Tax Settlements
4. Loan Payments
5. Fuel Bills
6. Payroll (including WI Department of Revenue, WI retirement, IRS, and short-term disability insurance)
7. Office Supplies

And payments of claims against the town may be paid by the Clerk under the procedure established in Section 3 for bills or vouchers not in excess of \$750.

SECTION 3 -- PROCEDURE

- A. Bills listed in Section 2, including bills and vouchers not in excess of Seven Hundred Fifty dollars (\$750.00) may be paid by the Town Clerk of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk of the Town of Osceola determines that all of the following conditions have been met:

1. Funds are available under the Town Budget of the Town of Osceola 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 of Osceola.

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.)

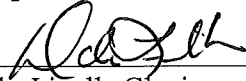
C. After determining that the conditions under subsection A have been met, the Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Clerk shall prepare and sign a check and have it countersigned 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. The Town Clerk of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a list of claims approved, the date paid, name of claimant, purpose and amount of claim.

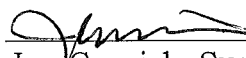
SECTION 4 -- EFFECTIVE DATE

This ordinance is effective upon publication or posting as provided by law pursuant to Section 60.80 of Wisconsin Statutes.


Adopted this 10th day of July, 2023




Dale Lindh Chair




Jon Cronick, Supervisor



Tony Johnson, Supervisor

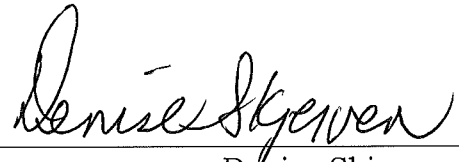


Debbie Thompson, Supervisor



Webley Weingarten, Supervisor

ATTEST:



Denise Skjerven, Clerk

X Roll Call Vote
4 Ayes; 1 Nays; 0 Absent/Abstain