ORDINANCE 255-13—VILLAGE OF STETSONVILLE
AN ORDINANCE IN REGARD TO AUTHORIZING ALTERNATIVE CLAIMS PROCEDURE

The Village Board of the Village of Stetsonville, Taylor County, Wisconsin, do hereby ordain as follows:

SECTION I – TITLE AND PURPOSE

This ordinance is entitled the Village of Stetsonville Alternative Claims Procedure Ordinance. The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the Village that are in the nature of bills and vouchers.

SECTION II – AUTHORITY

The Village Board of the Village of Stetsonville, Taylor County, Wisconsin, has the specific authority under s.66.0609 (1) Wis. Stats., to adopt this ordinance.

SECTION III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the Village 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 Village that are in the nature of bills and vouchers as provided in this ordinance.

SECTION IV – APPLICABILITY

Payments of claims against the Village may be made from the village treasury under the procedure established in Section V for bills or vouchers that are of a routine nature, namely: payroll, utility bills, credit card statements, phone bills, library bills or other bills that left unpaid would accrue interest and/or penalties.

SECTION V – PROCEDURE

Subject to the restrictions under Section IV, the payment of a claim against the Village may be made from the village treasury if the village clerk- treasurer approves in writing the claim as a proper charge against the village treasury. A claim against the village is a proper charge against the village treasury if the clerk- treasurer determines that all of the following conditions have been met:

Funds are available under the village budget to pay the bill or voucher.

The item or service covered by the bill or voucher has been authorized by the village board or an authorized village official, agent or employee.

The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.

The claim appears to be a valid claim against the village.

The village clerk- treasurer may require submission of proof to determine compliance with the conditions under subsection A prior to approval.

After determining that the conditions under subsection A have been met, the clerk-treasurer shall indicate approval of the claim by placing her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the clerk treasurer shall prepare and sign a check and have it countersigned by the Village President, pursuant to s. 66.0607 Wis. Stats. The clerk- treasurer shall then mail or deliver the completed checks to the appropriate parties.

At least monthly, the village clerk- treasurer shall file with the Village 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 – EFFECTIVE DATE

This ordinance is effective on publication or posting.

Adopted this 8th day of October, 2013.

/s/ Greg Brunner, Village President

Attest:
/s/ Shawn Sullivan, Village Clerk