

ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE
ORDINANCE 2022-01
VILLAGE OF MISHICOT

It is hereby ordained by the VILLAGE OF MISHICOT, Manitowoc County, Wisconsin, as follows:

Section 1. Authority: This ordinance is adopted pursuant to the authority granted village boards under Stat. §66.0609, which allows for the adoption of an alternative claim procedure for approving financial claims against the village which are in the nature of bills and vouchers.

Section 2. Applicability: Payments may be made from the village treasury pursuant to this ordinance for bills or vouchers that are of a routine nature, namely: payroll, payroll liabilities (including, but not limited to, social security taxes, federal and state withholding taxes, health, dental, vision and life insurance premiums, WRS liabilities and other related items authorized by the village board), utilities, monthly fuel bills, postage, contracted services from contracts previously approved by the village board, lease payments, credit card charges (after verification from person in charge of credit card and proper receipts), refunds, overpayments, park/VFW rental deposits and other purchases in order to avoid interest or finance charges.

Section 3. Procedure: Payments may be made from the village treasury after the village clerk/treasurer 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 village 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 village.

The village clerk/treasurer may require submission of proof to determine compliance with the conditions under (1-4), prior to approval. For example, the clerk/treasurer may require verification of quantity, quality, etc. by another village official or employee.

After determining that the above conditions have been met, the clerk/treasurer shall indicate approval of the claim by placing his or her signature on the voucher/bill. 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 Wis. Stat. §66.0607. 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 4. Effective Date: This ordinance shall become effective upon adoption and publication or posting, as provided by law, pursuant to Wis. Stat. §60.80.

Date of Passage: 3/1/2022

Vote For: 7 Vote Against: 0 Not Voting: 0

Signed by: [Signature] Date: 3-1-22
Village President

Attest: Kathy Bessman Date: 3/1/22
Village Clerk/Treasurer