

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



2800 Ward Ave

La Crosse, WI 54601

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ORDINANCE 2.24 – PAYMENTS ORDINANCE

SECTION I – TITLE AND PURPOSE The title of this ordinance is the Town of Shelby Payments Ordinance. The purpose of this ordinance is to authorize payment of invoices and vouchers that demand payment outside the regularly scheduled Town Board Meetings.

SECTION II – REVIEW AND APPROVAL; PAYMENTS

(a) All claims shall be reviewed by the Town Clerk and approved by the Town Board before payment pursuant to Wis. Stat. §66.0607, except that as provided below the Clerk may make such immediate payments as may be necessary for weekly or semimonthly payrolls, social security and health and life insurance premiums, contracted services, and utility bills.

(b) Paragraph (a) above notwithstanding, the Town Board herein provides that pursuant to Wis. Stat. §60.44(2) a procedure for approving financial claims against the Town which are in the nature of bills and vouchers. Payment may be made from the Town Treasury under Wis. Stat. §66.0607 after the Town Clerk reviews and approves in writing each bill or voucher as a proper charge against the Treasury, after having determined that:

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.

(c) The Town Clerk may require submission of proof to determine compliance with the conditions under paragraph (b) 1. to 4.

(d) The Town Clerk shall file with the Town Board at least monthly, a list of claims approved, showing the date paid, name of claimant, purpose, and amount.

SECTION IV – EFFECTIVE DATE This section will become effective upon its passage.

PASSED AND ADOPTED by the Town Board of the Town of Shelby, La Crosse, County, Wisconsin this the _____ day of _____, 2024.

Tim Candahl, Town Board Chairperson

Renee Knutson, Supervisor

Tim Padesky, Supervisor

Marlene Heal, Supervisor

Tim Ehler, Supervisor

ATTEST:

Fortune M. Berg, Town Clerk