

STATE OF WISCONSIN
Town of Roxbury
Dane County

Ordinance 2026-01
Ordinance for Town of Roxbury Alternate Claims Procedure

SECTION I – TITLE AND PURPOSE

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

SECTION II – AUTHORITY

The Town Board of the Town of Roxbury, Dane County, Wisconsin, has the specific authority under s. [60.44 \(2\)](#), Wis. stats., to adopt this ordinance.

SECTION III – ADOPTION OF ORDINANCE

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

SECTION IV – APPLICABILITY

Payments of claims against the town may be made from the town treasury under the procedure established in Section V for bills or vouchers that are of a routine nature, namely: payroll, utility, internet, phone or reoccurring bill that charges interest.

SECTION V – PROCEDURE

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

SECTION VI – SUBDIVISION AND NUMBERING OF THIS ORDINANCE

This ordinance is divided into sections designated by uppercase Roman numerals. Sections may be divided into subsections designated by uppercase letters. Subsections may be divided into paragraphs designated by numbers. Reference to a “section,” “subsection,” or “paragraph” includes all divisions of the referenced section, subsection, or paragraph.

SECTION VII – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

SECTION VIII – EFFECTIVE DATE

This ordinance is effective on publication or posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 5th day of January, 2026

By the Town Board of the Town of Roxbury.

Nick Ganser

Nick Ganser, Town Chairperson

Lisa Meinholtz

Attested by Lisa Meinholtz, Town Clerk

Adopted Date 1-5-2026

Date Notice Posted 1-6-2026

Effective Date 1-6-2026