

## Ord. 09-18

**AN ORDINANCE CREATING SECTION 2.09 OF THE TOWN OF LISBON CODE  
RELATING TO ALTERNATIVE CLAIMS PAYMENT PROCEDURES**

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**The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, does ordain as follows:**

**SECTION 1: Section 2.09 of the Town of Lisbon Code is hereby created as follows:**

**2.09 ALTERNATIVE CLAIMS PAYMENT PROCEDURES**

(a) Purpose.

This ordinance is entitled the Town of Lisbon Alternative Claims Payment 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.

(b) Authority.

The Town Board of the Town of Lisbon, Waukesha County, Wisconsin has specific authority pursuant to section 60.44(2), Wis. Stats., to adopt an ordinance to authorize an alternative procedure for approving financial claims against the Town that are in the nature of bills and vouchers.

(c) Applicability.

Payments of claims against the Town may be made from the Town treasury under the procedure established in this ordinance for bills or vouchers that are of a routine nature, namely: utilities, health/dental insurance premiums and payroll taxes.

(d) Procedure.

i. Subject to the restrictions under Section 2.09(c), 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:

- a. Funds are available under the Town budget to pay the bill or voucher.
- b. 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 and is on the approved vendor list.

**ATTACHMENT A**  
**APPROVED LIST OF VENDORS FOR ACH / AUTO-PAYMENT**

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Payments may be made from the Town treasury pursuant to this resolution for bills or vouchers that are of a routine nature via ACH and/or monthly auto-pay, including, but not limited to, to be updated from time to time by the Town Board, upon recommendation by the Town Clerk:

- WE Energies
- AT&T
- Verizon
- Spectrum
- CenturyLink
- Pitney Bowes Machine Rental
- Aflac
- Anthem
- Delta Dental
- United Health Care
- Wisconsin Department of Revenue
- Internal Revenue Service
- Wisconsin Retirement System
- Wisconsin Deferred Compensation
- OneClick
- Culligan

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 16<sup>th</sup> day of August, 2018.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY:   
JOSEPH OSTERMAN, Chairman

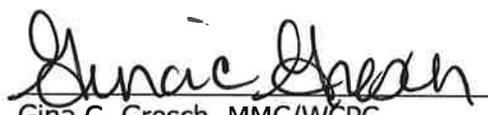
BY:   
TEDIA GAMINO, Supervisor

BY:   
MARC MOONEN, Supervisor

BY:   
LINDA BEAL, Supervisor

BY:   
REBECCA PLOTECHER, Supervisor

ATTEST:

BY:   
Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk

