

ORDINANCE NUMBER 01-2022AN ORDINANCE GRANTING LIMITED EXPENDITURE AUTHORITY TO THE
ROADS SUPERVISOR AND TOWN PUBLIC WORKS EMPLOYEES

WHEREAS, Wisconsin Statutes Section 60.22(1) states the Town Board has charge of all affairs of the Town not committed by law to another body or officer or to a town employee; and

WHEREAS, it is often necessary in the administration of the legislative policies adopted by the Town of Aztalan Town Board, and to carry out the budgetary approvals granted by the Town of Aztalan Town Board, for the Town of Aztalan to make expenditures or enter contracts for labor, materials, supplies and equipment in situations where it is not possible or practicable to convene the Town Board to act in the matter; and

WHEREAS, frequently time is of the essence regarding such contracts and expenditures; and

WHEREAS, in situations where the need for an expense arises between Town Board meetings, the expense cannot practicably wait until the next Town Board meeting, the expense does not exceed the amount shown in the Town budget, and the expense is reported to the Town Board at its next meeting, the Town Board finds that the Town of Aztalan is best served if such purchases are made in a timely manner, without the additional time and expense of calling a special Town Board meeting, provided that the purchase order pursues a legislative policy adopted by the Town Board, and is consistent with the budgetary approvals granted by the Town Board; and

WHEREAS, Wisconsin Statutes Section 60.44(2) and 66.0609 provide an alternative method of paying claims in the nature of bills and vouchers, and the Town Board hereby intends to adopt such alternative powers.

NOW, THEREFORE, the Town Board of the Town of Aztalan, Jefferson County, Wisconsin DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: The Town of Aztalan Town Board hereby creates "Town of Aztalan Purchasing Authority" as follows:

- 1) The Town Board grants the Town public works employee authority to order materials and supplies from approved vendors as necessary to perform Town duties, up to a total of \$300 between meetings of the Town Board under the following circumstances:
 - a) The need for the expense arises between meetings of the Town Board
 - b) The expense cannot practicably await the Town Board's prior approval at its next regular meeting
 - c) The expense does not exceed the amount shown in the Town's approved budget worksheets

- d) The expense is reported to the Town Board at its next regular meeting and final approval is granted by the Town Board in its payment of the bills
- 2) All other purchase orders must be either approved by the Town Board in advance, or approved by the Town Supervisor having delegated authority per the terms of this ordinance, as follows: The designated Town Supervisor who oversees the Town Roads is authorized to approve expenditures for Town public works under the following circumstances:
- a) The need for the expense arises between meetings of the Town Board
 - b) The expense cannot practicably await the Town Board's prior approval at its next regular meeting
 - c) The expense does not exceed the amount shown in the Town's approved budget worksheets
 - d) The expense is reported to the Town Board at its next regular meeting and final approval is granted by the Town Board in its payment of the bills

SECTION 2: SEVERABILITY.

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Passed and adopted this 8th of June, 2022

TOWN OF AZTALAN



Jeremy Chwala, Town Chair

ATTEST:



Kathleen Pitzner, Town Clerk

Published and/or posted this 8th day of June, 2022.