

Town of Liberty
Ordinance Establishing Payment Rates For Expenses Incurred By Elected and Appointed
Officials
Ordinance L020398-4

WHEREAS, in an effort to regulate, document, and normalize the payments made to Town of Liberty elected and appointed officials for their incurred expenses

WHEREAS, the rates included herein do not reflect an increase in the rates previously paid to elected and appointed officials for expenses incurred above and beyond their normal scope of compensation.

WHEREAS, it is in the public interest and welfare that an ordinance be developed to regulate the payment of expenses to Town of Liberty Officials.

Therefore, the Town Board of Supervisors of the Town of Liberty, Outagamie County, does ordain as follows:

Section 1 Statutory Authority

Pursuant to Sec. 60.23(14) and Sec. 60.321 of 1983 Wisconsin Act 532, the Town Board of Supervisors of the Town of Liberty, Outagamie County hereby establishes the following expense reimbursement rates for elected and appointed officials of the Town of Liberty, Outagamie County.

Section 2 Reimbursement Rates

1. Publicly held meetings, hearings, and conventions.
Any elected official (Supervisor, Clerk, Treasurer, Constable, etc.) whom attends a publicly held and notified meeting, hearing, or convention will be allowed to collect a per-diem fee of \$100.00 for each meeting attended or each day of a convention. Permission must be granted by the Town Board to attend conventions in which the Town would be expected to reimburse the official for his expenses. It is the sole discretion of the Town Board to determine whether per-diem expenses will be paid for each meeting attended by an official. Meetings which are covered under this expense must be publicly announced meetings and the official is representing the Town in an official capacity. This includes, but is not limited to, Wisconsin Towns Association Meetings, Town Board Meetings, County Board Meetings and Committees, etc.
2. Unofficial meetings, road work, general labor, errands, etc.
Any elected official, as described above, whom attends unofficial meetings with other area officials, attends Town Committee meetings, performs local road work, or performs general labor shall be compensated at an hourly rate of \$12.00 per hour or fraction thereof. This would also include errands, deliveries, etc. that arise above and beyond the normal scope of the officials duties as defined by the State.
3. Mileage Reimbursement
Any elected official, as described above, shall be reimbursed for each mile that applied to their personal vehicle while carrying out official Town business. The rate for this reimbursement shall be \$.545 per mile or fraction thereof.

4. **Appointed Officials**
Officials and Committee members that are appointed by the Town Board shall be reimbursed for attending the meetings of their respective committees. The rate for this reimbursement shall be \$50.00 for each committee meeting attended.
5. **Miscellaneous Expenses**
Elected and appointed officials of the Town shall be properly reimbursed for personal supplies utilized in the execution of official Town business. These expenses must be documented with receipts and include, but are not limited to, stamps, paper, envelopes, maintenance supplies, etc. These items must be used 100% for Town business and will be reimbursed at 100% of personal cost.
6. **Expense Submittal**
Each official must submit a legible list of their expenses at an open Town Board meeting. These expenses must be approved and initialed by the Town Board and are paid at the January, April, July, and October monthly board meetings.

Section 3 Severability

If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not effect the provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

This ordinance takes effect January 1, 2019 upon passage and publication.

By _____
Fran Vorachek, Chariman

Tom Lambie, Supervisor

Scott Retzlaff, Supervisor

Given under my hand and seal this _____ day of _____,
2018.

Julie DeGroot, Clerk