

**RESOLUTION NO. 1-2020  
TOWN OF CENTER**

**A resolution for alternative claims procedures.**

BE IT RESOLVED by the TOWN BOARD of the Town of Center that during the COVID-19 Pandemic an alternative claim procedure for approving financial claims against the town which are in the nature of bills and vouchers be applied.

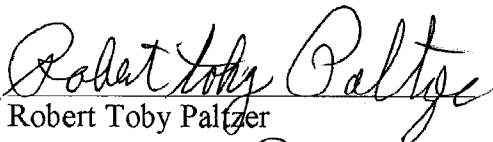
Procedure: Payments may be made from the town treasury after the town clerk audits and approves each claim as a proper charge against the treasury by first determining that the following conditions have been complied with:

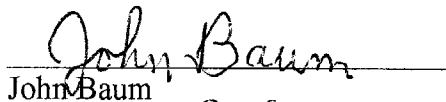
1. Funds are available under the town budget to pay the bill or voucher.
2. The item or service covered by the bill or voucher has been duly authorized.
3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
4. The claim appears to be a valid claim against the town. The town clerk may require submission of proof to determine compliance with the conditions under (1-4), prior to approval. For example, the clerk may require verification of quantity, quality, etc. by another town official or employee.

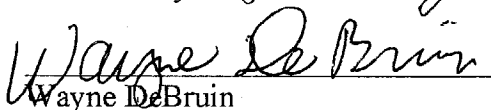
After determining that the above conditions have been met, the clerk shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the clerk shall prepare and sign a check and have it countersigned by the town chairperson or other authorized town board supervisor. The treasurer shall then mail or deliver the completed checks to the appropriate parties. 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.

WHEREAS the Town of Center Clerk-Treasurer and the Town of Center Chairman or other authorized Town of Center Board Supervisor is hereby authorized to process and approve payment of financial claims against the town for the duration of the COVID-19 Pandemic and up until regular monthly board meetings resume.

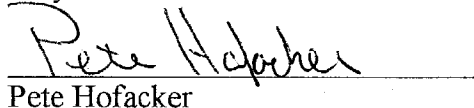
Dated this 2<sup>nd</sup> day of April, 2020.

  
Robert Toby Paltzer

  
John Baum

  
Wayne DeBruin

  
Steve Schmeichel

  
Pete Hofacker

Attested by:

  
Amy L. Olson, Clerk Treasurer

Dated: April 2, 2020