



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Consider approval of a Resolution adopting a policy to provide general signature authority to the Town Administrator to contract for expenditures and execute contracts without further approval of the Town Council in accordance with the Town of Bartonville's Purchasing Policies; and providing an effective date.

SUMMARY:

In the normal course of municipal operations, the Town enters into a variety of agreements and contracts necessary to support daily services, maintenance, and administrative functions. These agreements may include routine purchases, service contracts, maintenance agreements, and other operational expenditures that have already been approved through the Town's adopted budget and purchasing policies.

Currently, some routine agreements require Town Council approval for execution, even when the expenditure falls within previously approved budget allocations and established purchasing authority. Providing general signature authority to the Town Administrator for contracts within the limits established by the Town's Purchasing Policies can help streamline administrative processes and improve operational efficiency.

The proposed resolution would authorize the Town Administrator to execute contracts and approve expenditures without further Town Council approval, provided those actions are conducted in accordance with the Town of Bartonville's adopted Purchasing Policies and within approved budgetary limits.

This authority would apply only to contracts and expenditures that fall within the administrative authority already established by the Town's purchasing guidelines. Any contracts or expenditures exceeding those thresholds would continue to require Town Council review and approval.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve a Resolution adopting a policy to provide general signature authority to the Town Administrator to contract for expenditures and execute contracts without further approval of the Town Council in accordance with the Town of Bartonville's Purchasing Policies as presented.

ATTACHMENTS:

- Resolution