



Village of Poplar Grove – Board Meeting Memo

Karri Miller
Village Clerk

July 2, 2025

Subject: Credit Card Policy and Ordinance Development

1. Background:

On June 11, 2025, the Village Board voted to repeal the existing credit card ordinance for the Village of Poplar Grove. The repeal leaves the Village without a formal policy governing the issuance and use of municipal credit cards. A new ordinance and supporting policy are now required to ensure proper financial management and internal controls.

2. Current Status:

Two sample credit card policies have been attached to this memo for review and consideration. These samples provide different approaches and structures that can serve as a foundation for drafting a new policy tailored to the Village's needs. Once a preferred version is identified, staff will coordinate with legal counsel to draft a new ordinance for board approval.

3. Fiscal Impact:

There is no direct fiscal impact at this time. Any future costs associated with implementing the new policy would be administrative in nature and absorbed within the current operational budget.

4. Legal Review (if applicable):

Legal review will be sought once the Board selects a draft policy direction and a new ordinance is prepared.

5. Recommendation:

Staff recommends that the Board review the attached sample policies and provide feedback or direction to proceed with drafting a new credit card ordinance. A formal ordinance can then be introduced for board consideration at a future meeting.

6. Supporting Documents (if applicable):

☒ Attached

☐ Not Applicable

Signature: Karri Miller, Village Clerk