



Village of Poplar Grove – Board Meeting Memo

**Karri Miller
Village Clerk**

July 2, 2025

Subject: Review and Update of Village Purchasing Ordinance

1. Background:

On June 11, 2025, the Village Board of Trustees voted to repeal the most recent version of the Village's Purchasing Ordinance. The repeal was enacted in order to review the ordinance and determine if updates or revisions are needed to better reflect the Village's current operational and financial needs.

2. Current Status:

Attached to this memo are two documents for reference:

- The repealed Purchasing Ordinance**
- The current ordinance language now in effect, which predates the repealed version**

These documents are provided to assist the Board in reviewing the changes that were made and now reversed, and to guide discussion on what purchasing procedures the Village should have in place moving forward.

3. Fiscal Impact:

There is no immediate fiscal impact. However, the purchasing policy ultimately adopted may influence procurement procedures and internal controls related to spending thresholds and approval processes.

4. Legal Review:

Legal review will be obtained once the Board determines the direction for any updates or amendments to the ordinance.

5. Recommendation:

Staff recommends the Board review the attached materials and decide what updates, if any, they would like incorporated into a revised Purchasing Ordinance. Upon receiving Board direction, staff will work with legal counsel to prepare a draft for consideration at a future meeting.

6. Supporting Documents:

- ☒ **Attached – Repealed Purchasing Ordinance**
- ☒ **Attached – Current Ordinance in Effect**

Signature:

Karri Miller, Village Clerk