



Agenda Item Executive Summary

Item Name An Ordinance Establishing a Purchasing Policy for the Village of Winnebago Committee or Board Board

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

This ordinance establishes a formal purchasing policy for the Village of Winnebago, replacing prior informal practices and outdated Finance Committee guidance with a clear, codified framework. The policy is intended to improve transparency, consistency, and fiscal accountability while maintaining operational flexibility for departments.

This item was previously discussed at the April 15 Village Board meeting. Since that discussion, several revisions have been made based on the Committee's discussion:

- The emergency purchases section has been removed and will be addressed in a separate ordinance specific to natural disasters and emergency events.
- The Superintendent of Streets position has been removed.
- Spending authority limits for the Police Chief and Public Works Director have been increased to \$7,500.
- The temporary delegation of authority section has been revised to allow the individual with spending authority to designate an appropriate employee in writing during their absence. In situations where no written designation exists, or the designee is unavailable and time constraints require action, the Village Administrator may exercise such authority directly, with notification provided to the appropriate individual. The definition of "appropriate employee" has also been clarified to include supervisory or managerial personnel with budgeting or financial responsibility, and to exclude clerical or administrative support roles.

With the emergency ordinance now focused on natural disasters and similar events, it does not address situations such as critical technology failures or other operational disruptions that may require urgent purchases exceeding standard limits. These types of scenarios are not covered in this ordinance and may be addressed in a future ordinance.

Overall, this ordinance formalizes purchasing authority, procedures, and internal controls in a manner consistent with the Village's current administrative structure.

ATTACHMENTS (PLEASE LIST)

Ordinance

ACTION REQUESTED

- ☐ For Discussion Only
☐ Resolution
☒ Ordinance
☒ Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2026-__, AN ORDINANCE ESTABLISHING A PURCHASING POLICY FOR THE VILLAGE OF WINNEBAGO

Staff: Joseph Dienberg, Village Administrator Date: 5/6/2026