



Agenda Item Executive Summary

Item Name An Ordinance Establishing A Purchasing Policy for The Village of Winnebago Committee or Board Committee

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The proposed ordinance establishes a formal purchasing policy for the Village of Winnebago, replacing prior informal practices and outdated Finance Committee guidance. The policy is intended to provide a clear, consistent framework for purchasing authority, internal controls, and financial oversight across all departments.

Key components of the ordinance include defined spending authority limits by position, procedures for temporary delegation of authority during absences, guidance on purchasing methods including professional services and RFP processes, competitive bidding requirements for public works projects, and a formalized credit card use policy aligned with current practices.

The ordinance also establishes procedures for emergency purchases, allowing for flexibility to respond to urgent situations while requiring documentation, notification to the Village Board, and post-event review to ensure accountability.

As part of the policy discussion, staff is seeking Board direction on emergency spending authority. Specifically, while the ordinance allows flexibility in emergency situations, it does not establish a defined spending cap.

Staff is requesting Board feedback on the following policy question:

Should the Village establish a defined spending cap for emergency purchases, or maintain flexibility to allow staff to respond appropriately based on the nature and severity of the emergency?

ATTACHMENTS (PLEASE LIST)

Draft Purchasing Policy 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: 4/15/2026