

CHAPTER 32: PURCHASING AND EXPENDITURE AUTHORITY AND PROCEDURES

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§32.01 EXPENDITURE AUTHORITY OF VILLAGE TREASURER

The Village Treasurer, or their designee, shall be and is hereby authorized to engage services and/or to make purchases of material, equipment, services or supplies and other expenditures authorized by the annual appropriation ordinance then in effect, provided that each such purchase or expenditure or matter by the Village Treasurer that will not create an obligation in excess of one thousand dollars (\$1,000.00). The Village Treasurer may sign Village approved Purchase Order form on behalf of the Village for such expenditure. Any expenditure in excess of \$1,000.00 shall first be authorized by the Corporate Authorities of the Village, unless otherwise specifically provided by said corporate authorities, unless otherwise provided by the Corporate Authorities in this Code or otherwise. (O2025-15 passed 11-20-25)

§32.02 EXPENDITURE AUTHORITY OF VILLAGE ADMINISTRATOR.

The Village Administrator, or their designee, shall be and is hereby authorized to engage services and/or to make purchases of material, equipment, services or supplies and other expenditures authorized by the annual appropriation ordinance then in effect, provided that each such purchase or expenditure or matter by the Village Administrator that will not create an obligation in excess of three thousand dollars (\$3,000.00). The Village Administrator may sign Village approved Purchase Order form on behalf of the Village for such expenditure. Any expenditure in the excess of \$3,000.00 shall first be authorized by the Corporate Authorities of the Village, unless otherwise specifically provided by said corporate authorities, unless otherwise provided by the Corporate Authorities in this Code or otherwise. (Ord. 2025-08 passed 06-19-25, O2025-15 passed 11-20-25)

§32.03 EXPENDITURE AUTHORITY OF VILLAGE PRESIDENT.

The Village President shall be and is hereby authorized to enter into contracts and to engage the services and/or to make purchases of material, equipment, services or supplies and other expenditures authorized by the annual appropriation ordinance then in effect, provided that each such contract, purchase, expenditure or matter by the Village President that will not create an obligation in excess of five thousand dollars (\$5,000.00). The Village President may sign Village approved Purchase Order form on behalf of the Village for such expenditure. Any expenditure in the excess of \$5,000.00 shall first be authorized by the Corporate Authorities of the Village, unless otherwise provided by said Corporate Authorities in this Code or otherwise. (Ord. 2017-12 passed 7/20/17) (Am. Ord. 2025-08 passed 06-19-25)

§32.04 WHEN REQUESTS FOR PROPOSALS OR PUBLIC BIDDING ON CONTRACTS IS REQUIRED.

Except as otherwise provided herein, no purchase of any article or commodity that costs more than one thousand dollars (\$1,000.00) shall be made, except in case of emergency, or except with specific approval of the Corporate Authorities.

To the extent required by the Illinois Compiled Statutes, any work or other public improvement which will not be paid for in whole or in part by special assessment or special taxation, when the expense thereof will exceed \$25,000, shall be constructed either (a) by a contract let to the lowest responsible bidder after advertising for bids or (b) without advertising for bids if authorized by a vote of two-thirds of all the trustees then holding office. Such bids are to be ultimately submitted to the Village Board for review and approval.

Advertising for bids shall take place on the Village's website, publication in a newspaper of general circulation published in the village and in the construction trade publication Dodge Reports (Dodge Data & Analytics LLC) or other specified construction lead service.

(Ord. 19-04, passed 3/14/19, O2025-15 passed 11-20-25)

§32.05 EXEMPTIONS.

The following categories of contracts and/or expenditures shall be exempt from the requirements of Section 32.04:

Contracts with any state, local, or federal government or any agency thereof;

Professional services including, but not limited to, attorneys, real estate appraisers, planner, auditors, health inspectors, and building inspectors; and

Other purchases or contracts specifically exempted from competitive bidding requirement by Illinois compiled statutes.

(Ord. 19-04, passed 3/14/19)

§32.06 EMERGENCY CONTRACTS and EXPENDITURE.

Notwithstanding anything contained in this Code to the contrary, in the event of an emergency affecting public health, welfare or safety so declared by the Village President or Village Administrator and two (2) Senior Trustees, a contract may be let or a purchase made for work, supplies, materials or services, to the extent necessary to resolve such emergency without any public advertisement for bids. The President or Village Administrator and two (2) Senior Trustees shall inform the Village Treasurer of such expenditure or contract and the amounts to be expended. The Treasurer shall prepare an addendum to the monthly cash disbursement statement.

A finding of such an emergency shall be made in an affirmative vote of at least two-thirds of the Board of Trustees then holding office no later than the first regular Village Board meeting held after such emergency expenditure or contract was entered into.

§32.07 INVALID PURCHASE CONTRACTS.

Any purchase or contract executed in violation of this Chapter shall be null and void as to the Village and if public funds have been expended thereupon, the amount thereof may be recovered in the name of the Village. (Ord. 2012-11, Passed 04/16/12)