

Village of Kirkland

Ordinance Committee Meeting

December 14, 2016

Meeting was called to order at 6:00 pm. Present were Committee members Emily Harvel, Mary Micele, and David McMurray. Also present were Trustees Sarah Ziegler and Wanda McMurray.

Unfinished Business

1. Accounts Payable Policy/Title III Chapter 33.65 of Village Code

The committee discussed the current policy in comparison to the way the board has been currently approving the warrant. After much discussion, the ordinance committee recommends the Board change said policy to no bills should be paid prior to board approval. If due dates fall prior to board meetings, then the clerk shall notify the vendors of the village board policy and ask for change in due date to ensure no late charges accrue.

New Business

1. Department Purchase Amount Requiring Board Approval

We discussed whether there is or is not a current ordinance and or policy in place. In documents the current board members have, nothing could be located. Therefore the ordinance committee recommends adopting a policy that no purchases in excess of \$250.00 should be made without board approval. In the event of an Emergency the department head should contact the head of the committee the purchase is associated with.

2. Travel, Meal and Lodging Policy

The committee reviewed the current draft ordinance in conjunction with the new policy and feel the only change recommended is to replace Item # 7 - GSA current limit rate - and replace with a \$50.00 per diem rate.

Meeting adjourned at 6:45 p.m.

Respectively submitted,

Emily Harvel

Ordinance Committee Chair