

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2018-101

AN ORDINANCE AUTHORIZING THE DISBURSEMENT OF CERTAIN PAYMENTS IN
AMOUNTS LESS THAN \$25,000 WITHOUT PRIOR BOARD APPROVAL

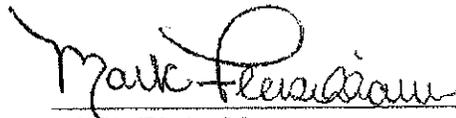
THE 5th DAY OF JUNE 2018

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
5th Day of June 2018

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, MARK FLEISCHHAUER, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE ORDINANCE NO. 2018-101 - AN ORDINANCE AUTHORIZING THE DISBURSEMENT OF CERTAIN PAYMENTS IN AMOUNTS LESS THAN \$25,000 WITHOUT PRIOR BOARD APPROVAL TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM JUNE 19, 2018 TO JUNE 29, 2018.



Mark Fleischhauer
Village Clerk

SUBSCRIBED AND SWORN TO BEFORE
THIS 5TH DAY OF JUNE 2018

Notary Public

**VILLAGE OF VERNON HILLS
ORDINANCE NO. 2018-101**

**AN ORDINANCE AUTHORIZING THE DISBURSEMENT OF CERTAIN PAYMENTS IN
AMOUNTS LESS THAN \$25,000 WITHOUT PRIOR BOARD APPROVAL**

WHEREAS, the Village of Vernon Hills, County of Lake, State of Illinois (*"the Village"*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

WHEREAS, the President and Village Board of Trustees (*"Village Board"*) as the corporate authority approves all payments or designates those payments that can be made by the Village Manager and the Finance Director; and

WHEREAS, The Board's approval can occur at a legally constituted Board Meeting or through ordinances authorizing types payments or circumstances where payments can be made without prior board approval;

WHEREAS, on November 20, 2007, Village Board approved Resolution 2007-182, which authorized the disbursement of certain payments without prior Board approval for amounts less than \$20,000; and

WHEREAS, the State of Illinois General Assembly enacted Public Act 100-0338 on August 25, 2017, amending bid threshold for municipalities of less than 500,000 from \$20,000 to \$25,000; and

WHEREAS, the Village Board now desires to repeal Resolution 2017-182 since it is now outdated, and replace it with this ordinance.

**NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

SECTION 1: AUTHORIZATION & RELEASE OF PAYMENTS: The Village Manager and the Finance Department are hereby authorized to make and release payments without explicit approval at a legally constituted Village Board Meeting for the following payments: Payroll Checks, Tax Payments, Health Insurance Premiums, Health Insurance Bills, Dental Insurance Premiums, Life Insurance Premiums, Payments to the Illinois Municipal Retirement Fund, Payroll Deductions, Reimbursements to Kemper Management for Payroll, Debt Service Payments, Utility Payments, Postage Payments, Vehicle Allowance Payments, Tuition Reimbursement Payments, Reimbursements of Building Department Completion Bonds, Credit Card Payments, Store Credit Card Payments, Payments to Vendors From Whom the Village Makes Regular Monthly Purchases when a Discount is at Stake, Petty Cash Payments, Payments from the Golf Account for Inventory for Sales, Payments from the Summer Celebration Account pursuant to Resolution 2000-46, and Payments to the Vernon Hills Park District from developer contributions subject to the intergovernmental agreement approved April 21, 1998. Also authorized are Payments up to \$25,000 that the Village Manager or Assistant Village Manager and Department Head or Committee Chairman agree cannot wait for a Board Meeting before being paid through the "Authorization to Pay Form" attached as EXHIBIT A. All other payments, regardless of amount, shall require Board approval before being released.

SECTION 2: SEVERABILITY: In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this Ordinance is found to be invalid in any one or more of its several applications, all valid applications that are severable from the invalid applications shall remain in effect.

SECTION 3: REPEAL AND SAVINGS CLAUSE: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed, provided, however, that nothing herein contained shall affect any rights, actions or causes of action which shall have accrued to the Village of Vernon Hills prior to the effective date of this ordinance.

SECTION 4: EFFECTIVE DATE: This Ordinance shall be in full force and effect from its passage and approval.

SECTION 5: ORDINANCE NUMBER: This Ordinance shall be known as Ordinance Number 2018-101.

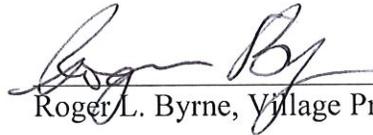
Dated the 5th day of June 2018

Adopted by roll call vote as follows:

AYES: 6- Hebda, Schultz, Marquardt, Koch, Oppenheim, Takaoka

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

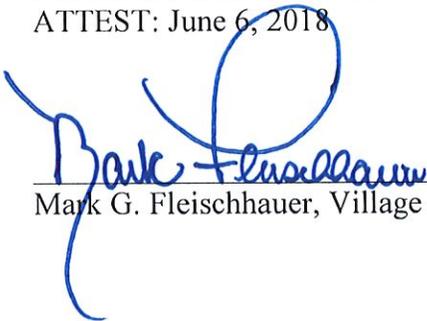


Roger L. Byrne, Village President

PASSED: June 5, 2018

APPROVED: June 5, 2018

ATTEST: June 6, 2018



Mark G. Fleischhauer, Village Clerk

ORDINANCE 2018-101
EXHIBIT A: AUTHORIZATION TO PAY – PRIOR TO BOARD APPROVAL FORM

FOR PAYMENTS UP TO \$25,000

Date: _____

Vendor: _____

Amount: _____

Purpose of payment: _____

Reason why payment cannot wait for Board Approval: _____

Requested By: _____
Signature of Department Head or Committee Chairman

Approved By: _____
Signature of Village Manager or Assistant Village Manager