

ORDINANCE NO. 623

An Ordinance of the Municipal Code of the City of Kiel Amending Chapter 2 (The Governing Body)

The Common Council for the City of Kiel do ordain as follows:

SECTION 1: Chapter 2.02 (10) is hereby amended to read as follows:

Current Language:

~~10) PURCHASES. The Administrator will have the authority to authorize the purchase of any item or service that is required for the routine maintenance and operation of any City department. Any item that is not considered part of the routine operation or maintenance of a department over \$1,000 in value must be authorized by the City Council.~~

- ~~(a) Purchases over \$100 in value must be completed with a purchase requisition signed by the department head and Administrator. The purchase requisition shall include a minimum of two quotes if practicable for the item. Following approval of the purchase requisition, the Administrator will prepare a purchase order.~~
- ~~(b) All purchases on behalf of the City shall be reviewed by a Council member prior to the monthly bills at the regular council meeting the second Tuesday of each month.~~

Amended:

10) PURCHASES

- (a) Purchases of items of \$3,000.00 and less may be made by the department head or designee or the city administrator, provided the purchase is sufficiently funded in the adopted annual program budget. Whenever possible, price comparisons should be made to ensure the lowest cost option is chosen.
- (b) Purchases above \$3,000.00 and below \$10,000.00 are subject to written approval by the appropriate department head or designee, or the city administrator, provided the purchase is sufficiently funded in the adopted annual program budget. Department heads must obtain three or more competitive price comparisons for the goods or service required. If department heads are unable to secure three quotations, a notation explaining why less than three qualified vendors were available shall be made. Where applicable, the city administrator shall determine which contracts or purchases are competitively bid.
- (c) Capital Outlay purchases that have been approved by the City Council and adopted as part of the annual budget process for the city's capital outlay are subject to written approval by both the appropriate department head and the city administrator, provided the purchase is sufficiently funded in the adopted annual capital outlay program budget. For purchases over \$5,000.00, Department heads, whenever possible or practical, should obtain three or more competitive price comparisons for the capital outlay goods or services. Where applicable, the city administrator shall determine which contracts or purchases should be competitively bid.

(d) All other non-budgeted capital purchases or when the amount exceeds the amount budgeted for the capital item(s) must be approved by the City Council and shall comply with local, state, and federal requirements for bidding and awarding of contracts. Contracts not requiring public bidding shall be awarded as required by the provisions of the City Code and at the discretion of the city administrator.

(e) All purchases on behalf of the City shall be reviewed by a Council member prior to the approval of the monthly bills at the regular Council meetings on the second and fourth Tuesday of each month.

SECTION 2: This ordinance takes effect upon passage and publication in accordance with the law.

Ordinance No. 623 introduced on August 12th, 2025, by
Ald. _____, seconded by Ald. _____.

Upon a call of votes thereof, the result was as follows:

Votes Cast
 Votes Aye
 Votes Nay

The Mayor declared Ordinance No. 623 introduced and approved this 12th,
Day of August, 2025

ROBERT HENNINGS, Mayor

COUNTERSIGNED:

DAVID FUNKHOUSER, City Administrator