



To: President Mellon and Members Town Council

From: Dustin Anderson, Town Manager

Date: December 7, 2020

Re: Ordinance 1816, Credit Card Use

Background

In 1989 the Town of Munster began allowing certain employees to use a Town authorized credit card to facilitate making purchases on Town business. Historically, credit cards were issued to four employees: Clerk-Treasurer, Town Manager, Director of Parks & Recreation, and Chief of Police. There have been several revisions to the list of those employees permitted to use a Town credit card, with the latest revision occurring in January of 2020. Changes to personnel throughout the year necessitate a further revision to the list of permitted users.

Proposed Ordinance 1816 has been drafted to identify Director of Parks & Recreation Mark Heintz as a permitted user of Town-authorized American Express credit cards.

Recommendation:

By motion and roll call approve Ordinance 1816 on first read and set for second reading on December 21st.