

TOWN OF MUNSTER, LAKE COUNTY, INDIANA
RESOLUTION No. 2133

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MUNSTER, INDIANA
COORDINATING THE CHAIN OF COMMAND AND FLOW OF WORK
TO THIRD PARTY VENDORS AND DEPARTMENT HEADS**

WHEREAS, the Town Council of the Town of Munster, Indiana, is the duly elected legislative body of the Town of Munster, Lake County, Indiana (hereinafter the "Town"), a unit of local government, and is responsible for establishing policies and procedures for the Town; and

WHEREAS, the Town Council seeks to establish a chain of command and flow of work regarding third party vendors and department heads; and

WHEREAS, the Town Council deems it to be in the best interests of the Town to set forth uniform procedures and guidelines with regard to third party vendors and department heads; now, therefore, be it

RESOLVED, in an effort to coordinate the chain of command and flow of work to third party vendors and department heads, the Town Council establishes the following chain of command:

1. With regard to third party vendors, including contractors and attorneys, contact on behalf of the Town and authorization for work shall be through either the Town Council President, the Town Council Vice President in absence of the President, the Town Manager at the direction of the President or Vice President, or by an affirmative vote of the legislative body. Individual members of the Town Council shall refrain from directing or authorizing work on behalf of the Town of Munster by third party vendors.

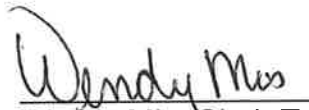
2. With regard to department heads and Town employees, the Town Council will observe the chain of command established by ordinance, resolution, and/or policy. Department heads shall take direction from the Town Manager as coordinated by the Town Council President or an affirmative vote of the legislative body. Other Town employees shall take their direction from their respective department head and/or the Town Manager.

PASSED AND ADOPTED by the Town Council of the Town of Munster, Indiana, on the 3rd day of June, 2024, by a vote of 4 in favor and 1 opposed.

**TOWN COUNCIL OF THE TOWN OF
MUNSTER, LAKE COUNTY, INDIANA**


David B. Nellans, President

ATTEST:


Wendy Mis, Clerk-Treasurer