

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** May 19, 2025

**Subject:** Ordinance 1983, Procurement Card Use

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Since 1989 the Town of Munster has allowed certain employees to use a Town authorized credit card to facilitate making purchases on Town business. The uses of the credit cards have changed significantly since that time. Today it is primarily used for travel expenses on Town-related business and regular payments that require a credit card such as the Indiana Toll Road I-Pass account, Amazon, and newspaper subscriptions.

When the Town moved to a First Merchants Bank MasterCard last year, Staff planned to pursue the AIM-sponsored procurement card program that provides cash back on purchases. Under Resolution 2148, Council authorized entering an agreement with Bank of Montreal (BMO) for the issuance of individual procurement cards. The necessary paperwork with BMO is close to completion and cardholders have been identified as Clerk-Treasurer Wendy Mis, Town Manager James Marino, Police Chief Stephen Scheckel, Fire Chief Mark Hajduk, Director of Parks & Recreation Mark Heintz, Director of Operations Robert Valois, and Controller Patricia Abbott as permitted users of Town-authorized procurement cards.

Two of the existing credit cards will be retained in the Clerk-Treasurer's Office until it is determined there is no longer a need for them.

Proposed Ordinance 1983 has been drafted to authorize the issuance of cards to these employees and to provide guidelines for their use.

#### **RECOMMENDED ACTION:**

By motion and roll call, hear Ordinance 1983 on first reading as presented and schedule second reading for the June 2, 2025, meeting.