

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Date: April 15, 2024

Subject: Ordinance 1939, Credit Card Use

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. During the process of making the necessary changes to the authorized users of the previous card, the vendor closed out the account entirely and required Munster to reapply if the card was to be reinstated. Staff chose to look for other options.

When the vendor shut down the credit card, the various accounts with that number on file are not usable. This includes things like the Indiana Toll Road I-Pass account, the newspaper subscriptions, and Amazon. Employees have training and travel reserved on the Town credit card that is no longer valid. This has created a situation where employees use their own credit cards to cover Town expenses then get reimbursed later.

AIM sponsors a purchasing card program that provides cash back on purchases, and Staff is pursuing this option. The process to become enrolled will take time and Council action. To facilitate the daily operations, First Merchants Bank, (the primary bank used by the Town) was contacted and credit cards were issued within a matter of days. These cards will be used at least until the purchasing card program can be implemented.

Proposed Ordinance 1939 has been drafted to identify Clerk-Treasurer Wendy Mis, Police Chief Stephen Scheckel, Director of Operations Mark Heintz, and Interim Town Manager Patricia Abbott as permitted users of Town-authorized MasterCard credit cards.

RECOMMENDED ACTION:

By motion and roll call, hear Ordinance 1939 on first reading as presented and schedule second reading for the May 9, 2024, meeting.