



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-05 – Financial Transaction Device Payments Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving a policy governing the use of financial transaction devices for acceptance of payments of fees, charges, and other receivables by the Village. This policy is intended to ensure that the Village complies with State law relating to the use of financial transaction devices.

Section 3.12 of the Village Charter states, in part, that *“All administrative officers of the village shall perform such duties as are provided for such officers by state law, this Charter, the village ordinances, and the administrative directives of the Village Manager...”* This Administrative Directive is issued by the Village Manager pursuant to Charter.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-05 – FINANCIAL MANAGEMENT – FINANCIAL TRANSACTION DEVICE PAYMENTS POLICY as presented by the Village Manager.