



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: February 23, 2026

TOPIC Approval of Administrative Directive #2026-04 – Credit Card Use Policy

BACKGROUND BRIEF:

Council is scheduled to consider approving an updated policy governing the use of credit cards for Village purchases. This policy incorporates any changes to State law since the previous policy was adopted by Council almost 20 years ago.

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:

01/22/2007 – Council adopted the current credit card use policy.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To approve Administrative Directive #2026-04 – FINANCIAL MANAGEMENT – CREDIT CARD USE POLICY as presented by the Village Manager, and the same hereby replaces a similar policy adopted on January 22, 2007.