

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
February 18, 2026

Agenda Item:

Adoption of Resolution No. 2026-01 to facilitate the creation of a Purchasing Card Program for the Village.

Motion to adopt Resolution No. 2026-01.

Background:

The Village Council has established a Procurement Code to facilitate the fair, transparent, ethical, and economical acquisition of commodities and services to support the Village's operations. While the Procurement Code addresses the means and methods of procuring various commodities and services (including what level of competition must occur, what exceptions to competition apply, and the limits of the Village Manager's approval authority), it does not expressly authorize a Purchasing Card (P-Card) program.

P-Card programs are common in public agencies (and private businesses), and are designed to encourage eligible purchases to be made on an authorized central credit card account with the issuing bank agreeing to pay a certain amount (usually characterized as a percent of purchases) as a rebate to the participating government agency or business. The participating agency gains a benefit by recovering some percentage of its spend on a monthly or quarterly basis, while the issuing bank benefits from having a reliable organizational customer, and being able to capture spending data which may be used by the bank or bank partners to target market to the participating agency.

The Village's Finance Director and his staff have examined the feasibility of creating a P-Card program for the Village and their examination of historical spend data demonstrates that the Village makes sufficient recurring purchases which could be made on a P-Card so as to make the creation of a P-Card program financially worthwhile for the Village. The Village Manager has reviewed Finance staff's recommendation and recommends the creation of a P-Card program.

Part of the Finance Director's research included examination of the various available providers of organizational purchasing cards. His research the program offered by Synovus Bank (Synovus) as being most beneficial to the Village. As part of its approval process, Synovus requires the adoption of a "borrowing resolution" by the agency's governing board. The attached Resolution No. 2026-01 contains the various findings and approvals the bank requires the governing board to make in conjunction with establishing the program. The resolution has been drafted by the Village Attorney who has also

reviewed the related application form and “borrower agreement” and has advised that there are no legal issues related to establishing the program.

To ensure ethical operation of the program and to provide sound procedures which would withstand audit review, once created, the Village’s procurement staff will develop for the Manager’s approval an administrative procedure all authorized card users would need to follow, and each authorized card user would, per the Resolution, receive training from the procurement staff on how to comply with the program. Revenue received from the program will be tracked over time to ensure participation in the program continues to be a financial benefit for the Village.

Action Requested:

Motion to adopt Resolution No. 2026-01.

Process and Timeline:

If approved by Council, staff will transmit the required Resolution and related application form to Synovus Bank to complete the application process and, once the account is established, will conduct necessary training of all authorized card users to ensure compliance with the program.

Financial Impact:

While the creation of a P-Card account with Synovus Bank will result in small annual card charges, the Village will overall stand to make money by receiving periodic rebates on all dollars spent from the Bank.

Prepared by: Robert Eschenfelder, Village Attorney

Attachments:

1. Resolution No. 2026-01
2. Synovus® Commercial Card Annual Rebate