

**CITY OF MANITOWOC**  
**US BANK Purchasing Cards by Department**  
**As of Jan. 4, 2019 May 20, 2019**

DEPARTMENT	PURCHASING/ CREDIT CARD	CREDIT LIMIT		
Attorney	Kathleen McDaniel	5,000.00		
Personnel/HR	Jessie Lillibridge	5,000.00		
City Clerk	Deborah Neuser	2,000.00		
Finance	Steve Corbeille	5,000.00		
	Kim Lynch	2,000.00		
Mayor	Justin Nickels	10,000.00		
Mayor Assistant	Stacey Groll	2,000.00		
Municipal Court	Lynn Heyduk	2,000.00		
Planning	Community Development	5,000.00		
Building Inspection	Building Inspection	2,000.00		
Building & Grounds	Buildings & Grounds	5,000.00		
Police	Jason Freiboth	2,000.00		
	Nick Reimer	10,000.00		
	Manitowoc Police Department	2,000.00		
	Robert Barbier	2,000.00		
	Paul Behrendt	2,000.00		
	Todd Blaser	5,000.00		
	EMS1	1,000.00		
	EMS2	1,000.00		
Fire	EMS3	1,000.00		
	EMS4	1,000.00		
	EMS5	1,000.00		
	Dept of Infrastructure	Engineering Dept	8,000.00	
	Dept of Infrastructure	Jeffrey Shimek	2,000.00	
Parks/Recreation	Denise Larson	5,000.00		
	Parks Dept	2,000.00		
	Lincoln Park Zoo	1,000.00		
Rahr-West	Rahr-West Museum	5,000.00		
Library	Kristin Stoeger	5,000.00		
	Stacey Bialek	2,000.00	5,000.00	
	David Ellison	2,000.00	-	
	Julia Lee	2,000.00		
	Ann Reimer	500.00	3,000.00	
	Karen Hansen	2,000.00		
	Amy Eisenschink	2,000.00		
	Jason Kunde	2,000.00		
	Roxanne Staveness	2,000.00		
	Transit	Maritime Metro Transit	5,000.00	
WWTF	Michael Jaeger	5,000.00		
	Peter Dombrowski	2,000.00		
	Total Credit Limit Available	129,500.00		
Total Cards Issued	41			
	40			

## Memorandum

To: MPL Board of Trustees  
From: Kristin Stoeger, Library Director  
Re: Recommendations for credit card increase and cancelation  
Date: April 24, 2019

City Finance is exploring the possibility of merging all department's Amazon Business accounts into one account. We would still have separate logins, and be able to track our invoices separately. Merging together would provide us with better tracking information and group pricing on various supplies. At this time, I feel this could be beneficial for the library, and I intend to pursue merging together. MPL is working with City Finance to merge these accounts while keeping the same benefits (two-day shipping) and hopefully increasing our purchasing power. We will keep our Corporate Account for purchases made by Friends and Foundation. We cannot use credit cards in order to expense out purchases for these two organizations.

Here is the implementation timeline as it stands, as communicated from Finance Director:

*Finance is already in the process of setting it up. Steve is following up with Kyle from Amazon to get this set up. There might be a small delay as they take our current account down, move the information over and make the new account live. Finance will keep us in the loop as this is transitioning.*

*My request to raise limits (as outlined below) will go before the city finance committee in May (given it is approved by the Library Board at the April Board meeting). After both approvals, City Finance will initiate those limit changes, and ensure the accounts are finalized and set up properly.*

In order to make this merger with the City Amazon accounts more effect, I am seeking increases for two of our credit cards. These two positions frequently make Amazon purchases for their department and the Library. In addition, I would like approval to cancel one of the credit cards which is no longer used. Here are the following changes I would like to make:

- Credit increase for Facilities Manager - \$2000 → \$5000
  - Already, he struggles with his current limit. This Amazon merger will no longer allow him to purchase on account, and therefore cause further constraints on his limit.
- Credit increase for Materials Technician - \$500 → \$3000
  - This merger will no longer allow her to purchase on account. We purchase many collection development materials through Amazon.
- Credit card termination for Public Services Librarian
  - It is no longer used nor necessary.

Thank you for your consideration.