



EVANSVILLE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE MINUTES

Regular meeting held at 4:00 p.m. in Room 301
Civic Center Complex – Administration Building
Evansville, Indiana

December 13, 2018

The following are minutes and not intended to be a verbatim transcript. An audio version of the proceedings can be heard or viewed on our website at www.evansvillempo.com.

ROLL CALL

Members Present (voting):

Jack Corn, Mayor Lloyd Winnecke, Todd Robertson, Bruce Ungethiem, William “Buzzy” Newman, Dan Saylor, Rusty Fowler, Deneatra Henderson

Members Absent (voting):

Dr. H. Dan Adams, Michael Lockard, Angela Koehler Lindsey, William “Bill” Hubiak, Christy Powell

Members Absent (non-voting):

Joe McGuinness, Mayela Sosa, Shawn Seals, Marisol Simon, Antonio Johnson, Krishina Green, Thomas Nelson, Jr., Bernadette Dupont, Greg Thomas, Amanda Spencer, Leslie Poff

Evansville MPO Staff Present:

Seyed Shokouhzadeh, Pam Drach, Laura Lamb, Kari Akin, Amir Varshochi, Xinbo Mi

Others Present:

Steve Sherwood, Don Gibbs

Jack Corn directed the meeting.

1. APPROVAL OF MINUTES

Mayor Lloyd Winnecke made a motion for approval and Dan Saylor seconded the motion; motion carried.

2. OLD BUSINESS

A. Project Update- presented by Pam Drach

CITY OF EVANSVILLE

Covert Avenue Road Diet: Additional funding for the right-of-way phase has been approved.

Walnut Street: The Phase 2 environmental document submittal date has been moved to July 2019. The Historical Property report was submitted to INDOT Cultural Resources Office (CRO) for review and comment.

Weinbach Avenue Road Diet: The east side of the corridor has been demoed from Washington Ave to Monroe Ave and the curb has been replaced.

Pigeon Creek Greenway Passage:

- Mid Levee Connection: The construction inspection contract is in negotiations. The project is set to let in January 2019.

WARRICK COUNTY

Bell Road: Right-of-way acquisition has begun and offers have been accepted on 16 parcels.

Oak Grove Road: Phase 1a is expected to be open to traffic by December 20th, 2018.

CITY OF HENDERSON

Wathen Lane: The project proposes to upgrade the corridor with widened travel lanes, curb, gutter and sidewalk. The contract for the design of the project is under review.

Wathen Lane Bridge Replacement: Funding for construction has been requested in preparation for advertising the contract.

Watson Lane: Contract negotiations for the design of the project are underway.

This item was informational and did not require a committee action.

3. NEW BUSINESS

A. EMPO Credit Card Use – Handbook Amendment – presented by Kari Akin

The Evansville MPO requests approval of the Evansville MPO Credit Card Use handbook amendment. Due to advancements in technology, many online businesses are requiring credit cards for payments. An office credit card will allow MPO staff to purchase traffic data without any delays as well as software subscriptions and publications without having to pay with their personal funds up front and be reimbursed. The following policy is compliant with the Indiana State Board of Accounts guidelines:

EMPO Credit Card Use:

Authority and Purpose – The Policy Committee authorizes the Executive Director and Finance Officer to open credit card accounts on behalf of EMPO and oversee compliance with this policy. Credit cards are to be used in the performance of EMPO duties for the purchase of goods, services, and other purposes that are in the best interest of the organization. Personal use of EMPO credit cards is strictly prohibited. With that goal in mind, pursuant to the State Board of Accounts' Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10, the purpose and intent is to establish a Credit Card Use Policy. The Executive Director or the

Policy Committee Chair may, at any time and without notice to the employee and with or without cause, instruct the Finance Officer to cancel a credit card.

Custody and Use Log – EMPO credit cards will remain in custody of the Executive Director or the Finance Officer’s office. The Finance Officer will maintain an accounting system or log of all card usage, which is compliant with applicable Indiana State Board of Accounts guidelines. The Executive Director will review the accounting system/log and sign-off on the payment of claims. Once authorized credit card transactions are completed, any user shall promptly return the card to the Finance Officer’s office.

Unauthorized Uses – Personal use of EMPO credit cards is expressly prohibited. Credit card charges that do not meet audit requirements are the personal responsibility of the employee authorizing the charge. EMPO will take all necessary steps to obtain reimbursement of charges that do not meet SBOA audit requirements, including , but not limited to, the garnishment of EMPO employee wages.

Identification as Sales Tax Exempt- An employee who uses an EMPO credit card has a responsibility to identify themselves as an employee of the Evansville Metropolitan Planning Organization and present an Indiana Sales Tax Exemption Certificate (ST-105), at the point of purchase to ensure EMPO is not charged state sales tax for which the EMPO is otherwise exempt.

Documentation of Purchases- EMPO employees who use an EMPO credit card shall submit the vendor’s itemized receipt to the Finance Officer. Itemized receipts are required for all card purchases. Charge slips showing a total charge only, without itemization of items purchased are not acceptable. It is the personal responsibility of the employee authorizing the charge to obtain proper itemized receipts. The nature of the official business that required the transaction and the employee responsible for making the charge are to be indicated on the receipt.

Review of Credit Card Statements- The Finance Officer shall review each credit card statement and all documentation submitted by EMPO employees to ensure transactions comply with this policy. Any transactions that are not documented with an itemized receipt shall be investigated immediately. It is the personal responsibility of the employee authorizing the charge to obtain proper itemized receipts. Transactions that do not comply with this policy will be reported to the Executive Director or when appropriate, EMPO Policy Committee Chairman. Payment of credit card bills shall be subject to audit requirements of accounts payable vouchers in conformity with Indiana Code and the regulations of the Indiana State Board of Accounts.

Interest and Penalties- Improperly itemized or documented charges, as well as interest, carrying charges and / or penalties incurred due to late filing of delay in forwarding proper documentation, shall be the personal responsibility of the employee authorizing the charge.

Annual Fees- The Executive Director may authorize the payment of annual fees, if any, associated with the credit cards maintained under this policy.

Payment of Credit Cards – The Executive Director shall not approve a payment to the entity issuing the credit card until transactions have been verified. Each month, the balance due on the credit cards for all verified transactions shall be paid when due to avoid that assessment of interest of late charges. Payment will not be made on the basis of credit card statement only.

Lost or stolen Cards- An employee using or in possession of a credit card is responsible for its protection and custody. The Executive Director and the Finance Officer shall be notified immediately if a card is lost or stolen. The Finance Officer will take all necessary action to contact the entity issuing the credit card and request the card to be canceled.

Return of credit card upon termination of employment- An employee issued a credit card shall ensure the Finance Officer is in custody of the card upon termination of their employment with the EMPO.

Mayor Lloyd Winnecke asked how many times of year this comes into play. Kari Akin responded that it has been more frequent, probably occurring about once a month. Mayor Winnecke wanted to be clear that the card would remain in the Finance Officer’s office, and Kari confirmed that was correct. Mayor Winnecke also asked how many people would be designated as a signatory, and Kari Akin responded that only the director, Seyed Shokouhzadeh, would be.

Mayor Lloyd Winnecke made a motion for approval and Buzzy Newman seconded the motion; motion carried.

B. FY 2018-2021 TIP Modifications – presented by Pam Drach

The Evansville MPO has processed the following administrative modifications to the FY 2018-2021 Transportation Improvement Program:

The Indiana Department of Transportation (INDOT) requested the following modifications:

Des# 1802786: Various Locations within Vanderburgh and Warrick counties (Contract T-41793): District Signal Project, Traffic Signal Visibility (Grouped Project: Traffic Signal and Lighting Improvements). Add Construction (CN) in FY 2019 at a cost of \$413,000. The project will be funded with federal STBG funding and a state match.

This item was informational and did not require a committee action.

4. OTHER BUSINESS

A. Approval of Bills

Bruce Ungethiem made a motion for approval and Mayor Lloyd Winnecke seconded the motion; motion carried.

B. CY 2019 Meeting Schedule

Jack Corn announced that the CY 2019 meeting schedule and memo is included in the packet.

The regularly scheduled Policy and Technical meetings are held the second Thursday of the month on the 3rd floor of the Civic Center Complex: 1 NW Martin Luther King Jr. Blvd. Evansville, IN 47708. The technical meetings are held at 10:00 am in room 318. The policy meetings are held at 4:00 pm in room 301. The policy meetings can be viewed live or anytime at <https://www.evansvillegov.org/egov/apps/services/index.egov?view=detail;id=13>

The 2019 meeting dates are as follows:

January 10, 2019	July 11, 2019
February 14, 2019	August 8, 2019
March 14, 2019	September 12, 2019
April 11, 2019	October 10, 2019
May 9, 2019	November 14, 2019
June 13, 2019	December 12, 2019

C. Meeting Packet Changes

Jack Corn announced that starting in January, board members will no longer receive paper packets in the mail. Packets will only be sent by email.

D. Civic Center Badge Forms

Jack Corn announced that Kari Akin has forms to renew badges for Civic Center access. These forms have to be filled out every year.

5. PUBLIC COMMENTS

Jack Corn announced that this is Bruce Ungethiem's last meeting. Bruce does not know who will be replacing him, but knows they are discussing it. Jack thanked him for his service to the MPO Policy Board.

Lastly, Jack wished everyone a Merry Christmas and Happy New Year.

Meeting adjourned.