

RESOLUTION NO. 2023-001

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MONROOVIA,
INDIANA CONCERNING AUTHORIZATION FOR EXECUTION OF INDOT
AGREEMENTS AND CONTRACTS**

WHEREAS, Indiana Code Chapter 36-1-3 permits any unit in the State of Indiana to exercise any power or to perform any function necessary to the public interest in the context of its governmental or internal affairs, which is not prohibited by the Constitution of the United States or the State of Indiana, or denied or pre-empted by any other law, or is not expressly granted by any other law to another governmental entity;

WHEREAS, the town council of the Town of Monrovia, Indiana is the Town legislative and executive body and is by law authorized to adopt ordinances and resolutions for the administration of the Town of Monrovia's legal and financial affairs;

WHEREAS, the Indiana Department of Transportation has requested specific written authority for the execution of INDOT agreements and contracts when all members of the executive body do not sign;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Monrovia, Indiana as follows:

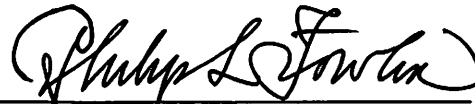
1. **Authorization:** The President of the Monrovia Town Council is hereby authorized and confirmed to have the authority to execute any INDOT agreements, contracts, and all other documents related thereto, and all documents related to any INDOT Grant Programs for and on behalf of and to bind the Town of Monrovia, Indiana.

2. **Ratification:** The Town Council of the Town of Monrovia, Indiana hereby ratifies all prior agreements and associated documents executed by the President of the Town Council of Monrovia, Indiana prior to the effective date of this Resolution.

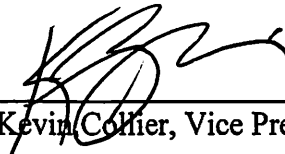
3. **Effective Date:** This Resolution is effective immediately upon its date of adoption.

RESOLVED this 24th day of January, 2023.

MONROVIA TOWN COUNCIL

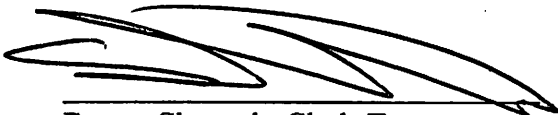


Philip L. Fowler, President



Kevin Collier, Vice President

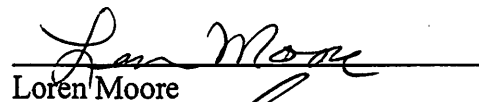
ATTEST:



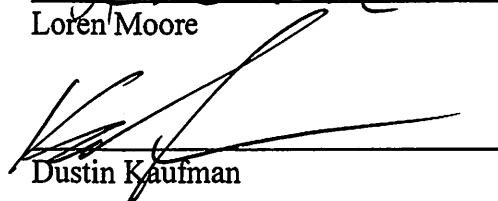
Danny Chenault, Clerk-Treasurer



Carol Youngblood



Loren Moore



Dustin Kaufman

Instructions to ERC to Obtain Legal Signers for DocuSign

INDOT has made the transition to use DocuSign, by all parties, to electronically sign INDOT LPA Contracts and Local Roads and Bridges Matching Grant Agreements.

In preparation for using DocuSign, the Employee in Responsible Charge (ERC) must give INDOT contact information for the person(s), with Legal Binding Authority, to sign contracts for a local agency.

What is Legal Binding Authority?

- Mayor; or
- Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
 1. Ordinance showing one official signatory is sufficient to legally bind the agency.
 2. Resolution which shows the individual who signed has the legal authority to bind the agency.
 3. Meeting Minutes which delegates legal authority to one individual to sign on behalf of the agency, or
- Multiple signatures from a quorum of County Commissioners, Board of Public Works, or Town Council.

INDOT must have the information prior to any future contracts being routed to your local for execution:

1. Signer Name: = First and Last Name of legal signer.
2. Signer Email: = An E-Mail address that will mail directly to the legal signer.
3. Signer Cell Phone Number: = A phone number that can receive a text message. This text message will be sent with the authorization code needed for the legal signer to enter into DocuSign as a verification of identity. This is the preferred method of signature verification.
4. *Alternative Means of Signature Verification*: = If the legal signer does not have a cell number, or does not want to provide their cell number, they will receive an E-Mail with an authorization code, located within the body of the E-Mail, to enter into DocuSign as verification of identity.

Complete the following information for legal signer(s) and return to INDOT.

INDOT only requires one (1) legal signature per contract. However, unless it is signed by a Mayor, the agency must send in a copy of an ordinance, resolution, or meeting minutes stating that the agency agrees to only one (1) legal signer (i.e., Board President, Council President). Otherwise, more than one (1) legal signature will be required.

LPA Name:	
1 – Signer Name:	Philip L. Fowler
1 – Signer Email:	pfowler@monrovia.in.gov
1 – Signer Cell Phone Number:	(317) 405-7008
2 – Signer Name:	
2 – Signer Email:	
2 – Signer Cell Phone Number:	
3 – Signer Name:	
3 – Signer Email:	
3 – Signer Cell Phone Number:	
4 – Signer Name:	
4 – Signer Email:	
4 – Signer Cell Phone Number:	

For further instruction, please visit our website at <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/> and choose **INDOT LPA Contracts** or call your District Program Director if you have any questions.