

Town of Lynnville
Lynnville Town Council
August 19, 2025, Agenda

Call Meeting to Order

Moment of Silence - Pledge of Allegiance

Roll Call

Approval of Minutes

July 1, 2025 – **Tabled 07/15/2025**

July 16, 2024 – **Tabled 08/05/2025**

July 15, 2025 – **Tabled 08/05/2025**

July 24, 2025 – **Tabled 08/05/2025**

Approval of Current Bills

August 6, 2025 – August 19, 2025

Treasury Report – August 2025

General Operating	\$44,853.51	Community Center	\$4,918.91
MVH/LRS	\$659,464.90	Fire Department	\$247,431.27
LIT	\$84,780.00	Park	\$163,615.84
Public Safety	\$125,929.79	Utilities Operating	\$11,399.50
Public Improv Projects	\$43,758.03	Opioid Settlement	\$3,629.20
1882 Venue	\$(-363.56)	Tecumseh Trail	\$103,956.98

Budget Status Report Submitted

2025 Project Funding Report Submitted

Main St Project/Bond Requisition Request Report Submitted

Brian Cook, Town Manager

Work Report Submitted

P.O. Report Submitted

Work Order Report Submitted

1. Report on Priority Requests asked for by Rachel
2. GIS Recommendation or Establishing a Date
3. Mixer Quote and Recommendation
4. Salt Purchase Program through State of Indiana

Mike Mitchell, Town Marshal

Work Report Submitted

Michael May, Fire Department

Residential Business

1. Wastewater Adjustment Request
 - a. \$395.06 – Water hose left on while out of town. **Utility Dept.** – water did not go down sewer
2. Mr. Raber would like crosswalks at Ems St and at Cherry St repainted after the repaving project
3. Request to have dead tree removed from Leased property – Town Manager Approved
4. Outstanding Lease Renewal List Submitted by Park Office Manager

Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**

5. Ordinance Violations—How to complain and change time frame for completion to 10 days. - Complaint Form to complete and send to Town Marshal attached
6. Ordinance for Permitting activities within Town (cable, utilities, etc)
7. Update policy for handling utility bills at apartments
8. Update on Street Weight Ordinance

Old Business

Park

1. Trail Lights
 - a. 03/04/25-David asked Rachel to gather information and pricing information
 - b. 04/01/25-lighting consultant update
 - c. 04/15/25-A letter of interest has been developed and will be sent out shortly. Aaron from Commonwealth will be updating on Friday
 - d. 05/06/25-in process with Aaron
 - e. 08/05/25-Feasibility Study contract signed

Town

1. Town Strategic Plan
 - a. 03/04/25-David to move forward to obtain information
 - b. 04/01/25-Commonwealth Strategic Plan
 - c. 04/15/25-Entered into an agreement with commonwealth
 - d. 05/06/25-in process with Aaron
 - e. 05/20/25-07/01/25-in process
 - f. 07/15/25 -David scheduling Special Meeting to review draft. He would like a special meeting to be set up for following week. Thursdays work best
 - g. 08/05/25-no meeting set. David-form committee to review and make recommendations

New Business

1. Park Lease Renewals
2. Park Lease Violations
3. Farm Lease Update and Recommendations
4. Park Breakdown of Receipts as Requested by Wes
5. Process to Add "Town Roads" to Inventory of Roads
6. Update on Car Wash correction – **Rachel**
7. David's List
 - a. Credit Cards – report on progress to initiate the changes as approved by council at last meeting
 - b. Update and provide current job responsibilities and provide documentation to justify allocation percentages to various departments
 - c. PROVIDE STATE LAW language which prohibits the establishment of specific office hours
 - d. BUDGET REQUESTS – go over priorities and any new requests
8. List of 2025 – 2026 Scout meeting dates at Community Center

Chris Wischer, Attorney

Lauri Stockus, Clerk-Treasurer

1. Introduction to Notice to Taxpayers for 2026 Budget

Upcoming:

- | | |
|-------------------------------|--------------|
| 1. 2026 Budget Public Hearing | September 16 |
| 2. 2026 Budget Approval | October 7 |

Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**

Training Schedule:

- 3. Creative Municipal Revenue Sources - **Webinar** September 9
- 4. Ideas Summit - **Council** October 21-23

Rachel Titzer, Council Member
Doris Horn, Council Member
David Goldenberg, Council President

BUSINESS FROM THE FLOOR

Business from the Floor provides an opportunity for residents, community members, or stakeholders to address the Town Council regarding matters of interest or concern not listed on the meeting's agenda. Participants are asked to limit their comments to 2 minutes. Topics may be discussed or referred to Town staff for further review or future consideration. There will be **NO DECISIONS** made on discussed items until they appear in an Agenda. This segment is intended to foster open communication and ensure community voices are heard in the governance process.

Next Meeting: September 2, 2025, 6:00pm Town Hall

Pursuit to IC 5-14-9 section 6; following is a roster of the current Town of Lynnville Elected Officials, appointing authority and their appointment terms:

ELECTED OFFICIALS	DISTRICTS	APPOINTING AUTHORITY	DATES OF TERM (Elected 4 Year Term)
Doris Horn, Council Member	District #3	Elected	01/01/2023 - 12/31/2026
Rachel Titzer, Council Member	District #2	Elected	01/01/2023 - 12/31/2026
David Goldenberg, Council President	District #1	Elected	01/01/2023 - 12/31/2026
Lauri Stockus, Clerk-Treasurer	At-Large	Elected	01/01/2023 - 12/31/2026

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Roll Call

Brian Cook, Town Manager	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Mike Mitchell, Town Marshal <i>Adam for Mike</i>	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Michael May, FD Chief	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Chris Wischer, Town Attorney	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Lauri Stockus, Clerk-Treasurer	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Rachel Titzer, Town Council Member	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
Doris Horn, Town Council Member	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>
David Goldenberg, Town Council President	Present	<input checked="" type="checkbox"/>	Absent	<input type="checkbox"/>

Called to Order 6:05

Adjournment 8:04

August 19, 2025

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Travis with

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Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**

Town of Lynnville

Town Council

August 19, 2025

**Present: Brian Cook, Adam Oakley, Michael May, Chris Wischer, Lauri Stockus, David Goldenberg,
Doris Horn, Rachel Titzer**

Absent:

Call Meeting to Order at 6:05pm

Moment of Silence - Pledge of Allegiance

Roll Call

Approval of Minutes – Tabled

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Doris makes the motion to approve the August 6, 2025 – August 19, 2025, bills as presented. Rachel seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries.

Treasury Report – August 2025

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Main St Project/Bond Requisition Request Report Submitted

Brian Cook, Town Manager

Work Report Submitted

P.O. Report Submitted

Work Order Report Submitted

Report on Priority Requests asked for by Rachel

1st priority is the main lift station. 2nd priority discussed is smoke testing which is already in process. Inflow meter and SCADA are already in the process of being built.

Blue River has the Palomar system running correctly for about a week. There will be a couple of small adjustments, but it is already saving money. Sludge should only have to be removed once per month or less.

GIS Recommendation or Establishing a Date

Commonwealth is to set up a 2-week trial period. Wessler has a bid. Investigating all the options to decide which option works best for the town before deciding.

Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**

Mixer Quote and Recommendation

A mixer is needed ASAP due to the motor “tripping out”. The motor will be rebuilt and used as a backup motor for the mixer.

Doris makes a motion to approve the new mixer quote of \$9,370 as presented. Rachel seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries

Salt Purchase Program through State of Indiana

This program would be helpful, but the salt would need to be stored somewhere dry and out of the humidity. Currently the town does not have this type of storage. Questions were asked about an agreement with other nearby towns for storage. Going to investigate to find out if surrounding towns would be willing to come to an agreement for storage.

Blake is a new employee who started on Monday.

Wilcox completed ditching work on Oak St and is now working on a culvert repair on Church St/68. A water service was installed on Petersburg Rd and 2 broken setters per replaced

Mike Mitchell, Town Marshal

Work Report Submitted

Adam Oakley present on behalf of Mike Mitchell

Nothing to Add

Michael May, Fire Department

Open House will be on 10/25/2025. There will be a gun raffle again this year. September 8, 2025, Academy will be starting and is already full. September 9, 2025, Instructor class. Strut training has been completed. The FD was asked about the fencing that has been removed from around the dumpster. It was damaged and fell apart when the trash company would not shut the gate after emptying the dumpster weekly. The doors would fly around in the extreme weather. The company was called, the guys running the trucks were asked to shut the gate when done but they would not. Pictures were taken and will be pursuing the company to pay for the damaged fence.

The FD has been contacted to receive a free Conex Burn Chamber for training. The burn chamber is \$20,000 in value.

Doris makes a motion to accept the Conex Burn Chamber. Rachel seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries.

Residential Business

Wastewater Adjustment Request

\$395.06 – Water hose left on while out of town. **Utility Dept.** – water did not go down sewer

Rachel makes a motion to approve wastewater adjustment as presented. Doris seconds the motion.

Rachel in favor. Doris in favor. David in favor. Motion carries

Mr. Raber would like crosswalks at Elms St and at Cherry St repainted after the repaving project

David makes a motion to approve the painting of the crosswalks as presented. Doris seconds the motion.

Rachel in favor. Doris in favor. David in favor. Motion carries

Request to have dead tree removed from Leased property – Town Manager Approved

Doris makes a motion to approve the request to have dead tree removed from leased property. Rachel seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries

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Outstanding Lease Renewal List Submitted by Park Office Manager

Late fees were assessed on the 1st of the month, and letters were sent on all outstanding leases. There will be an additional late fee of \$35 on the 1st of September and October on any outstanding leases. Any lease still outstanding on October 31, will have cancellation/termination started. Discussion of making this section of the lease clearer at the next lease renewal.

Ordinance Violations –How to complain and change time frame for completion to 10 days. - Complaint Form to complete and send to Town Marshal attached

Discussion of having specific time frames for completion of specific violations. Some things cannot be completed in 10 days. Discussion for grass violations of having mowing contracted with admin fee for town. Discussed if Code Enforcement officer should have discretion on time frames but certain things could have certain time frames. No decision made.

Ordinance for Permitting activities within Town (cable, utilities, etc)

It's on Town Attorney's list

Update policy for handling utility bills at apartments

After discussion the goal is to find a solution and revise the handling of rental properties to comply with state law and protect the town from having unpaid bills when tenants move out without notice. Discussion consisted of raising the meter deposit, using the Treco system, doing credit checks, verifying information when filling out application to ensure what has been provided is correct. The attorney will investigate to recommend a solution.

Update on Street Weight Ordinance

It's on Town Attorney's list. Looking at other town's ordinances.

Old Business

Park

1. Trail Lights

- a. 03/04/25-David asked Rachel to gather information and pricing information
- b. 04/01/25-lighting consultant update
- c. 04/15/25-A letter of interest has been developed and will be sent out shortly. Aaron from Commonwealth will be updating on Friday
- d. 05/06/25-in process with Aaron
- e. 08/05/25-Feasibility Study contract signed
- f. 08/19/25-Christy Powell from E-Rep will talk to Aaron for updates and possibilities

Town

1. Town Strategic Plan

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New Business

Park Lease Renewals

Clerk-Treasurer answered Council's questions on lease renewals from past procedures to the best of knowledge

When are lease renewals sent?

Leases/Lease Renewals are mailed on or around June 1st.

Were they mailed late this year?

Maybe a week but the latest they should be received by leaseholders is July 1st

Did the attorney review the leases before they were sent?

Chris: I provided some language on culvert. **Lauri:** There were some changes. **Chris:** It was a tight schedule we talked about not really having time to review them and to just get them renewed. I didn't realize it was a five-year renewal. It was the same form being used for 10-20 years so I can fully renew or review it on the back end. Now that I have been through a couple there are a few things I would like to change when possible.

There was not return date is that usual?

None of that part of the lease has changed

So, the leases have always gone without a required return date?

Chris: They are cut and paste. (Council has actual leases to review)

When do they have to be returned? When do they start imposing a late fee?

Chris: The letter should say. The lease has the term. As far as when to have it back and continue the lease it could be communicated a little clearer. Currently you have 1-year automatic renewals then 5-year whole new lease. I don't know if that was done before but it's something that should be done. We can work on a new form of lease and these things as leases are transferred or substituted and start fresh. I will put on my list to work on the lease form.

Who reviewed these leases to make sure all the paperwork is there?

Either me or Megan. There is a checklist on each lease to mark off that documents are included then sign the bottom. If it's not all there we don't accept it.

When the leases went out who decided not to increase the rates? How was that decision made? Someone had to prepare a list and tell our people who to invoice and how much. Nothing came out saying we just decided to send those out with the same numbers on them without asking. And if so, who made that decision? Kendall didn't pull the numbers out of her head.

Chris: They were carried over without an increase. The point being you have the option of increasing but there was no input from council. **Rachel:** I think he is asking who decided that there would be no increase. Each council member asked in a row who made the decision. **Chris:** Let's ask this way for informational purposes: 5 years ago, they had a 20% increase. It sounded like there was some discontent among the lessees and maybe there was a thought to avoid that, but I don't know. **David:** It should have come to council. It's not a carte blanche that someone can decide whether to raise rates or not. I have a copy of the lease agreement, lease list with names, addresses, and lease amounts received from Town Hall. All she did was take the information and move it over to the agreements, but somebody had to instruct her to do it that way. **Lauri:** That's how it is done every year. Make the new list from the old list as you do the leases. **Chris:** Definitely, 5 years from now there needs to be a point where you suggest an increase in the rent. **Rachel:** The point is the opportunity was taken from us, which affects the leaseholder for the next 5 years. It's going to have a financial impact. **David:** Doesn't know who, what, why or how this took place. Someone needs to say they did it, they passed it, they are sorry, they screwed up, whatever is not total deniability by all parties. It was a conscience decision to go out with the wrong amounts. **Doris:** It is costing the Park a bunch of money. **David:** There are things we planned on doing at the park that probably won't take place. I am going to continue to ask questions and figure it out. So we have no idea how that decision was made, who came up with the numbers. It just miraculously happened. It got sent to a person who just transposed the numbers that they received onto a contract. Then it was sent out. Council never had a chance to review it. We get back with checks and at that point we are too late. That is a major problem and that's what I've got to say about that. **Doris:** Are we going to decide who is actually going to do the leases? How have they changed? **David:** I don't see how we can continue to do it the way we are. I can't see if we take it away from someone, that may be their job. I don't know because something happened, and we have got to come to grips with that. If it was an accident someone has to say that but at this point nobody is coming up and saying how it happened. That is not

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going to work for me. I don't know how to get past that, but we will. We can hire somebody to do them but that's going to come out of the park's budget. **Rachel:** I thought we had hired somebody. **David:** And something obviously happened and maybe this should be discussed in an Executive Session or personnel meeting to figure out. If we decide to hire somebody else, we do it. We cannot continue to hire people to do jobs, and they don't do them. It's not going to work.

Park Lease Violations

It was decided code enforcement should be handling violations, not Town Council. The council will discuss hiring someone or another option for an Executive Session to not only handle lease violations but also town violations.

Farm Lease Update and Recommendations

The farm lease will be due in October-November 2025. It was decided to advertise in the Warrick Standard. Chris will create a bid spec/notice. The council would like to see the farm lease tied into the governmental index for the price factor

Park Breakdown of Receipts as Requested by Wes

Information sent as requested.

Process to Add "Town Roads" to Inventory of Roads

In process with Aaron from Commonwealth.

Update on Car Wash correction – Rachel

Parts are being fabricated. They should arrive after Labor Day and plan to have them installed by Thanksgiving.

David's List

Credit Cards – report on progress to initiate the changes as approved by council at last meeting

In process of acquiring credit cards Town Marshal and Town Manager. Have included the State Board of Account checklist for each person.

Update and provide current job responsibilities and provide documentation to justify allocation percentages to various departments

Other than the information already provided, items are added to a list as things come up. It's in process.

PROVIDE STATE LAW language which prohibits the establishment of specific office hours

The Indiana Code for Clerk-Treasurer responsibilities is provided along with print outs from listserv (email thread for government officers to get information and training from the whole State of Indiana).

Chris: The council can set hours for Town Hall but cannot make the Clerk-Treasurer work specific hours. If you want Town Hall open and the Clerk-Treasurer is not going to be there, the council will fill the gap from a requirement standpoint. The Clerk-Treasurer is an elected official, not an employee.

BUDGET REQUESTS – go over priorities and any new requests

David submitted a list of priority projects and asked other council members to look over the list and submit any they would like to see in the 2026 budget. **Chris:** The initial estimate is prepared by the Clerk-Treasurer then there is an opportunity for council to have input. **Lauri:** The budget the Clerk Treasurer is working on right now is with the DLGF (state agency). The budget the council is talking about with priority projects is the line items for each fund. These are 2 separate parts. In the line-item budget, the project items can be included, which were the packets given to each council member a couple months ago for input. There was discussion on how the council and Clerk-Treasurer work together on the budget. The attorney stated the statute is the town council president works with the Clerk-Treasurer then informs the rest of council of the progress, or a public meeting/workshop if more than a majority of the council wants to be in the meeting with the Clerk-Treasurer. **Chris:** The statute says the process is "*Fiscal Officer/Clerk shall prepare an itemized estimate of the revenues available for the budget year, prepare an itemized estimate of expenditures and the town executives shall meet with the department heads and the*

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fiscal officer to review and revise the various estimates. After the executive's review and revision, the fiscal officer shall prepare for the executive order for the estimated department budget, miscellaneous expenses and revenue."
The council decided to table to decide which way they would like to proceed.

List of 2025 – 2026 Scout meeting dates at Community Center

Rachel makes a motion to approve the 2025-2026 meeting dates provided by the Scouts. Doris seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries

Chris Wischer, Attorney

Nothing to Add

Lauri Stockus, Clerk-Treasurer

1. Introduction to Notice to Taxpayers for 2026 Budget

Upcoming:

- | | |
|-------------------------------|--------------|
| 1. 2026 Budget Public Hearing | September 16 |
| 2. 2026 Budget Approval | October 7 |

Training Schedule:

- | | |
|---|---------------|
| 3. Creative Municipal Revenue Sources - Webinar | September 9 |
| 4. Ideas Summit - Council | October 21-23 |

Rachel Titzer, Town Council Member

Requests to work with Ali Oliver on applying for Access Indiana Grant in the spring. The project they would like to apply for would be entry signs for the South, East and West side of town. All signs would be on INDOT property. Doris makes a motion to move forward on the Access Indiana Grant as presented. David seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries

Doris Horn, Town Council Member

Requests to get a small boat for the park to clean the lake and fountain. Currently the employees are using kayaks to clean and it is difficult. There is a boat for sale through Family Root for a great price. Rachel commented that this would be covered under Wes's Management Agreement to decide. Doris expresses she is not happy with the Management Agreement and does not feel Wes is communicating or doing enough at the park. David explains Wes is communicating through an internal system directly with the park employees. He has gotten the reservation system and computer system are working so they are working well together. David will look into setting up zoom meeting with Wes to get updates for council.

David Goldenberg, Town Council President

Requests to allocate funds to lake maintenance and trail maintenance. Clerk-Treasurer states there are funds allocated for trail maintenance. The funds were from several fundraisers but there have not been any in the last couple of years. David suggests this may be a project for the 501c.

David made a motion to terminate the employee discussed in an Executive Session with the recommendation of park management. Doris seconds the motion. Rachel in favor. Doris in favor. David in favor. Motion carries.

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Rachel makes a motion to approve the Cancellation of Lease at 209 Deer Ln. Doris seconds the motion.
 Rachel in favor. Doris in favor. David in favor. Motion carries

Rachel makes a motion to approve Sam Byers Transfer of Lease at 209 Deer Ln. Doris seconds the motion.
 Rachel in favor. Doris in favor. David in favor. Motion carries

Next Meeting will be August 19, 2025, 6:00pm @ Lynnville Town Hall.

Doris makes the motion to adjourn the Town Council meeting. Rachel seconds the motion. Rachel in favor.
 Doris in favor. David in favor. The meeting is adjourned at 8:04pm.

Lynnville Town Council:




Doris Horn, Council Member



Rachel Titzer, Council Member



David Goldenberg, Council President

Attest: 

Lauri Stockus, Clerk-Treasurer

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ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

TOWN OF LYNNVILLE

GOVERNMENTAL UNIT

AGENCY

APV Register Batch - August 19, 2025 Town Council Meeting

Installed by the TOWN OF LYNNVILLE-2018

General Form No. 364 (1997) APVREGISTER_SUM.FRX

Page 1 of 2 Pages

NOTES: (1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed. (2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/Memorandum (See Note (2) Above)
08/19/2025	102	4JS HARDWARE, LLC	MATERIALS AND SUPPLIES	106.99	106.99	5206	Keys for new employee made
08/19/2025	102	4JS HARDWARE, LLC	0 -MVH-STREET/ALLEYS REPAIR / MAINTENANCE	160.00	160.00	7605	Ditch trimmer head
08/19/2025	191	A T & T MOBILITY	9 -PHONE / INTERNET	90.82	90.82	24529	Monthly service
08/19/2025	191	A T & T MOBILITY	MATERIALS AND SUPPLIES	220.56	220.56	24530	Monthly service
08/19/2025	201	A.E. BOYCE COMPANY, INC	MATERIALS AND SUPPLIES	264.53	264.53	5207	Monthly mailing
08/19/2025	99999	ASCENSION MEDICAL GROUP	0 -RAINY DAY	178.00	178.00	7607	Employee drug test from Park accident
08/19/2025	54	AUTOZONE STORES LLC	MATERIALS AND SUPPLIES	29.34	29.34	5203	Windshield fluid for vehicles
08/19/2025	223	BOONVILLE LAWN & GARDEN,	9 -EQUIPMENT REPAIR / MAINTENANCE	97.75	97.75	2453	Cutter Deck Dri Belt
08/19/2025	245	CANDACE D REIBOLD	BUILDING / GROUND MAINTENANCE	270.00	270.00	2204	Cleaning maintenance
08/19/2025	260	CELEBRATION ICE, LLC	9 -OPERATING SUPPLIES	94.20	94.20	2452	Ice
08/19/2025	270	CINTAS CORPORATION NO 2	MATERIALS AND SUPPLIES	86.70	86.70	24525	Monthly service and restock supplies
08/19/2025	270	CINTAS CORPORATION NO 2	0 -BUILDING REPAIR / MAINTENANCE	82.47	82.47	24526	Monthly supplies and rugs
08/19/2025	66	CORE & MAIN LP	MATERIALS AND SUPPLIES	798.72	798.72	5204	Sensor cap
08/19/2025	122	DENNIS TAYLOR	9 -EQUIPMENT REPAIR / MAINTENANCE	530.36	530.36	2451	Riding mower repairs
08/19/2025	31	DUKE ENERGY	0 -ELECTRIC	604.47	604.47	24513	Monthly service - Town Hall
08/19/2025	23	GRIPP, INC.	MATERIALS AND SUPPLIES	1701.00	1701.00	5202	Calibration services - WWTP Flow Meter
08/09/2025	59	INTERNAL REVENUE SERVICE	PAYROLL FEDERAL 941 W/H	3274.64	3274.64	24508	W/H
08/19/2025	202	J. WILLIAM BRUNER	0 -LIT/LEGAL COUNCIL	37.50	37.50	7606	Prep and review of docs
07/22/2025	99999	LEVI CHRISTMAS	5 -DEPOSIT REFUND	150.00	150.00	24493	Community Center rental deposit refund
08/07/2025	1203	LYNNVILLE UTILITIES	CUSTOMER DEPOSIT	189.81	189.81	5198	Meter deposit applied to final bill
07/01/2025	1202	LYNNVILLE VOL FIRE DEPT	FIRE PROTECT EQUIPMENT FUND	837.00	837.00	24492	Excess Levy - per Robert Norris DLGF
08/19/2025	79	MICHAEL K CONWELL	SLUDGE REMOVAL	3233.00	3233.00	5205	Roll off bags
08/09/2025	1602	PAYROLL	0 -COUNCIL MEMBERS	3868.47	3868.47	24503	Gen Council
08/09/2025	1602	PAYROLL	SALARIES/WAGES	7881.24	7881.24	24504	WTP Wages
08/09/2025	1602	PAYROLL	PAYROLL FEDERAL 941 W/H	13997.47	13997.47	24505	Net DD Entry
08/09/2025	1602	PAYROLL	5 -REPAIRS AND MAINTENANCE	111.30	111.30	24506	Community Center-Repairs/Maint
08/09/2025	1602	PAYROLL	9 -GROUNDSKEEPER	6358.21	6358.21	24507	Park Groundskeeper
08/15/2025	285	ROGUE CONTRACTING	BUILDING / GROUND MAINTENANCE	125.00	125.00	2203	Grounds maintenance

ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

TOWN OF LYNNVILLE

GOVERNMENTAL UNIT

AGENCY

NOTES: (1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed.
 (2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

Page 2 of 2 Pages


Installed by the TOWN OF LYNNVILLE-2018

General Form No. 364 (1997) APVREGISTER_SUM.FRX

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/ Memorandum (See Note (2) Above)
08/15/2025	285	ROGUE CONTRACTING	5-REPAIRS AND MAINTENANCE	125.00	125.00	2534	Grounds maintenance
08/09/2025	285	ROGUE CONTRACTING	0-GROUNDS REPAIR / MAINTENANCE	105.00	105.00	7603	Ground maintenance - TH
08/15/2025	285	ROGUE CONTRACTING	0-GROUNDS REPAIR / MAINTENANCE	105.00	105.00	7604	Ground Maintenance - Town Hall
08/19/2025	116	SIEGEL'S CORPORATION	BUNKER GEAR/UNIFORMS	1841.20	1841.20	2208	Uniforms
08/07/2025	99999	STEVE LIPFORD	CUSTOMER DEPOSIT	60.83	60.83	5199	Meter deposit refund less final bill
08/07/2025	99999	TRUDY ANDERSON	CUSTOMER DEPOSIT	49.36	49.36	5200	Meter deposit refund less final bill
08/07/2025	200	WEX BANK	FUEL FOR TRUCKS	326.89	326.89	24497	Monthly service
08/07/2025	200	WEX BANK	0-TOWN MARSHAL - PHONE/TRAVEL	54.50	54.50	24498	Monthly service
08/19/2025	200	WEX BANK	9-EQUIPMENT REPAIR / MAINTENANCE	455.99	455.99	24499	Monthly service
08/07/2025	200	WEX BANK	TRANSPORTATION	493.62	493.62	24500	Monthly service
08/09/2025	287	WILCOX EARTHWORKS, INC	PROFESSIONAL SERVICES	1140.00	1140.00	5201	Water tap - 2670 Lynn Ridge Cir
		Checks: 2203- 24530		50136.94	50136.94		

I hereby certify that each of the above listed vouchers and the Invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6

8/19/2025

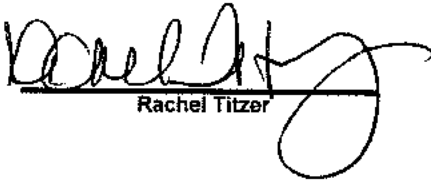

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF LYNNVILLE

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 50136.94

Dated this 19th day of J


Rachel Titzer


Doris Horn


David Goldenberg

Signatures of Governing Board

Payfile Distribution Journal

For payfile ending 08/08/2025 12:00:00 AM

All Records

Distribution Name	Account Number	Wage Amount	Deduction Name	Deduction Amount
Location: Groundskeeping				
Gen Groundskeeping	1101001114.000	\$1425.01	Federal Withholding	\$469.24
MVH Wages	2201001112.000	\$394.31	FICA Withholding	\$390.82
Community Center-Rep	2226000361.000	\$103.39	Medicare Withholding	\$91.40
Town Manager	4437020111.400	\$187.53	State Withholding	\$189.11
WTP Wages	6101001112.000	\$1197.70	Local Withholding	\$31.52
WWTP Wages	6201001112.000	\$3149.70	Ambetter from MHS- P	\$132.12
			DD - Centurion Feder	\$290.63
			DD - German American	\$3399.76
			DD - Heritage Federa	\$343.77
			DD - Old National	\$1097.14
			Delta Dental	\$7.82
			VSP Vision Care	\$14.31
Groundskeeping Wages Total		\$6457.64	Deductions Total	\$6457.64
				Net Pay
				\$0.00
Location: Park				
Park Groundskeeper	2204001111.000	\$3793.19	Federal Withholding	\$13.24
Park Employees	2204001113.000	\$1722.10	FICA Withholding	\$338.88
			Medicare Withholding	\$79.25
			State Withholding	\$163.97
			Local Withholding	\$27.32
			DD - Diamond Valley	\$1077.35
			DD - Fifth Third Ban	\$658.32
			DD - Freedom Bank	\$447.92
			DD - LNB Community	\$1582.12
			DD - Peoples	\$1077.35
			Globe Life	\$49.57
Park Wages Total		\$5515.29	Deductions Total	\$5515.29
				Net Pay
				\$0.00
Location: Town Hall				
Gen Council	1101001111.000	\$271.29	Federal Withholding	\$248.88
Gen Town Hall	1101001111.240	\$137.50	FICA Withholding	\$300.93
Gen Clerk Treasurer	1101001112.000	\$566.43	Medicare Withholding	\$70.36
Park Clerk Treasurer	2204001112.000	\$89.40	State Withholding	\$145.61
Park Extra Help	2204001114.000	\$76.38	Local Withholding	\$34.97
Park Board Members	2204001115.000	\$229.56	AFLAC- Post Tax	\$29.95
Town Marshal	2240200111.400	\$154.00	AFLAC- PreTax	\$26.30
Community Center Coo	4437001371.000	\$461.53	DD - Bancorp	\$1241.72
WTP Wages	6101001112.000	\$1494.28	DD - Fifth Third Ban	\$309.05
WWTP Wages	6201001112.000	\$1494.28	DD - LNB Community	\$1709.71
			DD - Liberty Federal	\$665.80

Payfile Distribution Journal

For payfile ending 08/08/2025 12:00:00 AM

All Records

Distribution Name	Account Number	Wage Amount	Deduction Name	Deduction Amount
			DD - USAA Federal Sa	\$96.83
			Globe Life	\$94.54
	Town Hall Wages Total	\$4974.65	Deductions Total	\$4974.65
			Net Pay	\$0.00
Location: GRAND TOTAL				
Gen Council	1101001111.000	\$271.29	Federal Withholding	\$731.36
Gen Town Hall	1101001111.240	\$137.50	FICA Withholding	\$1030.63
Gen Clerk Treasurer	1101001112.000	\$566.43	Medicare Withholding	\$241.01
Gen Groundskeeping	1101001114.000	\$1425.01	State Withholding	\$498.69
MVH Wages	2201001112.000	\$394.31	Local Withholding	\$93.81
Park Groundskeeper	2204001111.000	\$3793.19	AFLAC- Post Tax	\$29.95
Park Clerk Treasurer	2204001112.000	\$89.40	AFLAC- PreTax	\$26.30
Park Employees	2204001113.000	\$1722.10	Ambetter from MHS- P	\$132.12
Park Extra Help	2204001114.000	\$76.38	DD - Bancorp	\$1241.72
Park Board Members	2204001115.000	\$229.56	DD - Centurion Feder	\$290.63
Community Center-Rep	2226000361.000	\$103.39	DD - Diamond Valley	\$1077.35
Town Marshal	2240200111.400	\$154.00	DD - Fifth Third Ban	\$967.37
Community Center Coo	4437001371.000	\$461.53	DD - Freedom Bank	\$447.92
Town Manager	4437020111.400	\$187.53	DD - German American	\$3399.76
WTP Wages	6101001112.000	\$2691.98	DD - Heritage Federa	\$343.77
WWTP Wages	6201001112.000	\$4643.98	DD - LNB Community	\$3291.83
			DD - Liberty Federal	\$665.80
			DD - Old National	\$1097.14
			DD - Peoples	\$1077.35
			DD - USAA Federal Sa	\$96.83
			Delta Dental	\$7.82
			Globe Life	\$144.11
			VSP Vision Care	\$14.31
	GRAND TOTAL Wages Total	\$16947.58	Deductions Total	\$16947.58
			Net Pay	\$0.00

991.63
80

10.00
10.00
1.00

Hours Report Summary

For payfile ending 08/08/2025 12:00:00 AM

All Records

Paytype : Normal

Distribution Name	Account Number	Units Taken	PTO	Hours Worked	Salary Hours	Amount
Gen Council	1101001111.000	0.00000		0.00000	0.00000	\$271.29
Gen Town Hall	1101001111.240	0.00000		5.97780	0.00000	\$137.50
Gen Clerk Treasurer	1101001112.000	0.00000		0.00000	0.00000	\$566.43
Gen Groundskeeping	1101001114.000	0.00000		77.23750	0.00000	\$1403.75
MVH Wages	2201001112.000	0.00000		16.07500	0.00000	\$376.61
Park Groundskeeper	2204001111.000	0.00000		254.43000	0.00000	\$3793.19
Park Clerk Treasurer	2204001112.000	0.00000		0.00000	0.00000	\$89.40
Park Employees	2204001113.000	0.00000		119.50000	0.00000	\$1722.10
Park Extra Help	2204001114.000	0.00000		3.32100	0.00000	\$76.38
Park Board Members	2204001115.000	0.00000		0.00000	0.00000	\$229.56
Community Center-Repairs/Maint	2226000361.000	0.00000		6.03750	0.00000	\$103.07
Town Marshal	2240200111.400	0.00000		5.50000	0.00000	\$154.00
Community Center Coordinator	4437001371.000	0.00000		0.00000	0.00000	\$461.53
Town Manager	4437020111.400	0.00000		4.00000	0.00000	\$170.48
WTP Wages	6101001112.000	0.00000		63.25060	0.00000	\$2606.09
WWTP Wages	6201001112.000	0.00000		91.25060	0.00000	\$3799.45
Subtotals for Paytype : Normal		0.00000		646.60000	0.00000	\$15960.83

Paytype : Overtime

Distribution Name	Account Number	Units Taken	PTO	Hours Worked	Salary Hours	Amount
Gen Groundskeeping	1101001114.000	0.00000		0.16250	0.00000	\$4.22
MVH Wages	2201001112.000	0.00000		0.02500	0.00000	\$0.65
Park Groundskeeper	2204001111.000	0.00000		0.00000	0.00000	\$0.00
Community Center-Repairs/Maint	2226000361.000	0.00000		0.01250	0.00000	\$0.32
WTP Wages	6101001112.000	0.00000		0.02500	0.00000	\$0.65
WWTP Wages	6201001112.000	0.00000		10.02500	0.00000	\$639.95

Hours Report Summary

For payfile ending 08/08/2025 12:00:00 AM

All Records

Subtotals for Paytype : Overtime		0.00000	10.25000	0.00000	\$645.79
Paytype : PTO	Account Number	Units Taken	Hours Worked	Salary Hours	Amount
	1101001111.240	1.44000	0.0000	0.00000	\$0.00
Gen Town Hall					
	1101001114.000	0.40000	0.0000	0.00000	\$17.04
Gen Groundskeeping					
	2201001112.000	0.40000	0.0000	0.00000	\$17.05
MVH Wages					
	2204001114.000	0.80000	0.0000	0.00000	\$0.00
Park Extra Help					
	4437020111.400	0.40000	0.0000	0.00000	\$17.05
Town Manager					
	6101001112.000	8.88000	0.0000	0.00000	\$85.24
WTP Wages					
	6201001112.000	11.68000	0.0000	0.00000	\$204.58
WWTP Wages					
Subtotals for Paytype : PTO		24.00000	0.00000	0.00000	\$340.96

Subtotals for Paytype : PTO		24.00000	656.85000	0.00000	\$16947.58
PTO	Units Taken	Hours Worked	Salary Hours	Amount	
	24.00000	656.85000	0.00000	\$16947.58	

Total Records Printed : 18

Installed by the TOWN OF LYNNVILLE-2018
 Fund Report
 All Funds
 From 08/01/2025 Thru 08/31/2025
 Grouped By Bank Number
 Ordered By Bank Number, Fund Number

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
1101 GENERAL	57931.31	51491.13	64568.93	48997.61	0.00	4144.10	44853.61
1176 ARPA GRANT - COMMUNITY CENTER	1800.00	0.00	0.00	1800.00	0.00	0.00	1800.00
1177 ARP GRANT	5861.90	0.00	0.00	5861.90	0.00	0.00	5861.90
2201 MVH - MOTOR VEHICLE HIGHWAY	40531.57	20734.58	11878.39	50090.97	0.00	703.21	49387.76
2202 LRS - LOCAL ROADS AND STREET	50732.31	11153.57	1824.56	60061.32	0.00	0.00	60061.32
2203 MVH-50% RESTRICTED	34964.08	515212.84	161.10	550015.82	0.00	0.00	550015.82
2217 DONATION	1381.02	4830.00	3325.22	2885.80	0.00	0.00	2885.80
2230 1882 VENUE - ANNEX	0.00	730.00	1093.56	165.34	0.00	528.90	-363.56
2240 PUBLIC SAFETY	94291.64	47516.75	16028.60	126000.07	0.00	220.28	125779.79
2241 POLICE DONATION FUND	150.00	0.00	0.00	150.00	0.00	0.00	150.00
2242 RAINY DAY FUND	46535.06	0.00	1434.09	45278.97	0.00	178.00	45100.97
2256 OPIOID SETTLEMENT UNRESTRICTED	1923.76	0.00	0.00	1923.76	0.00	0.00	1923.76
2257 OPIOID SETTLEMENT RESTRICTED	1705.44	0.00	0.00	1705.44	0.00	0.00	1705.44
2270 TECUMSEH TRAIL FUND-MAINTENANCE AND DONATION	4906.64	1979.63	2929.29	5979.99	0.00	2023.01	3956.98
2271 TECUMSEH TRAIL LIGHTING FUND	0.00	100000.00	0.00	100000.00	0.00	0.00	100000.00
3311 REDEVELOPMENT AUTHORITY 2024 PROJECT CONSTRUCTION	0.00	73026.72	51000.00	22026.72	0.00	0.00	22026.72
4401 CCI - CUMULATIVE CAPITAL IMPROVEMENTS	7457.22	610.54	0.00	8067.76	0.00	0.00	8067.76
4402 CCD - CUMULATIVE CAPITAL DEVELOPMENT	0.00	10991.44	4803.68	9657.56	0.00	3469.80	6187.76
4405 PUBLIC IMPROVEMENT PROJECTS	167866.90	137930.45	262039.32	77796.81	0.00	34038.78	43758.03
4437 LIT - LOCAL INCOME TAX	91439.43	44771.00	51430.43	92265.69	0.00	7485.69	84780.00
SubTotal Bank Number 0	609478.28	1020978.65	472517.17	1210731.53	0.00	52791.77	1157939.76

Installed by the TOWN OF LYNNVILLE-2018

Fund Report

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
6103 WTP-DEPRECIATING	38546.99	12475.01	16913.57	34349.70	0.00	241.27	34108.43
6104 WTP-CUSTOMER DEPOSITS	41804.74	1400.00	1761.61	41643.13	100.00	300.00	41443.13
6201 WWTP-CASH OPERATING-DAILY DEPOSITS	78166.76	237208.29	325634.74	-12212.90	26113.11	24159.90	-10259.69
6202 WWTP-BOND/INTEREST	90143.99	23500.00	101515.95	12128.04	0.00	0.00	12128.04
6203 WWTP-DEPRECIATING	39666.87	5100.00	19827.10	24939.77	0.00	0.00	24939.77
9906 CONSTRUCTION IN PROGRESS - SPURGEON PROJECT	53698.20	311926.80	150298.44	215326.56	0.00	0.00	215326.56
SubTotal Bank Number 1	349658.46	788970.95	799283.98	336138.93	42593.35	39386.85	339345.43
**Bank Number 4							
7701 PAYROLL	4711.77	296939.29	298453.81	2458.30	18219.22	17480.27	3197.25
SubTotal Bank Number 4	4711.77	296939.29	298453.81	2458.30	18219.22	17480.27	3197.25
**Bank Number 5							
2226 COMMUNITY CENTER	8572.80	14326.26	17980.15	5324.25	200.00	605.34	4918.91
SubTotal Bank Number 5	8572.80	14326.26	17980.15	5324.25	200.00	605.34	4918.91
**Bank Number 6							
2208 FIRE TERRITORY EQUIPMENT	37204.44	21570.52	5305.06	53469.90	0.00	0.00	53469.90
2209 FIRE PROTECTION TERRITORY	124846.12	610289.37	575000.72	160684.43	3893.83	4443.49	160134.77
4410 FIRE PROTECTION TERRITORY - NEW VEHICLE	32989.60	0.00	0.00	32989.60	0.00	0.00	32989.60
4444 FIRE PROTECTION TERRITORY - LEVY EXCESS	0.00	837.00	0.00	837.00	0.00	0.00	837.00
SubTotal Bank Number 6	195040.16	632696.89	580305.78	247980.93	3893.83	4443.49	247431.27
**Bank Number 8							
6301 WWTP-CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SubTotal Bank Number 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Bank Number 9							
2204 LYNNVILLE PARK	197198.88	203126.28	236709.32	168660.49	3823.65	8868.30	163615.84
SubTotal Bank Number 9	197198.88	203126.28	236709.32	168660.49	3823.65	8868.30	163615.84

Installed by the TOWN OF LYNNVILLE-2018

Fund Report

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
*** GRAND TOTAL ***	1364660.35	2957038.32	2405250.21	1971294.43	68730.05	123576.02	1916448.46

BUDGET STATUS REPORT WITH RESERVE CALCULATION

Aug-25

FUNDS		APPROVED BUDGET			CURRENT EXPENSE STATUS			RESERVE			% Remaining	CT Notes
Fund	Fund Description	Approved 2025 Appropriation (Budget)	Approved Addl Appropriation	Total Approved Appropriation	EXPENSE YTD	Estimated Budget Balance as of: 6/30/2025	CASH BALANCE	RESERVE	15% of YTD Expense	Addl Approp		
	Date of:											
1101	GENERAL FUND	96,000.00		96,000.00	64,568.93	31,431.07	44,853.51	13,422.44	9,685.34	3,737.10		33%
2201	MVH	25,500.00		25,500.00	11,878.39	13,621.61	49,337.76	35,766.15	1,781.76	33,984.39		53%
2202	URS	14,000.00		14,000.00	1,824.56	12,175.44	60,051.32	47,885.88	273.68	47,612.20		87%
2203	MVH RESTRICTED	25,500.00		25,500.00	161.10	25,338.90	50,015.82	524,676.92	24.17	524,652.76		99%
2204	PARK	212,600.00	63,066.80	275,666.80	236,709.32	38,957.48	163,615.84	124,658.36	35,506.40	89,151.96		14%
2208	FD EQUIPMENT	20,000.00		20,000.00	5,305.06	14,694.94	53,469.90	38,774.96	795.76	37,979.20		73%
2209	FD	145,000.00		145,000.00	575,000.72	(430,000.72)	160,134.77	-	86,250.11	(86,250.11)		
2217	DONATION	1,381.02		1,381.02	3,325.22	(1,944.20)	2,885.80	4,830.00	498.78	4,331.22		-141%
2226	COMMUNITY CENTER	16,000.00		16,000.00	17,980.15	(1,980.15)	4,918.91	6,899.06	2,697.02	4,202.04		-12%
2230	1882 VENUE				1,093.56	(1,093.56)	(363.56)	730.00	164.03	565.97		#DIV/0!
2240	PUBLIC SAFETY	44,000.00		44,000.00	16,028.60	27,971.40	125,779.79	-	-	-		64%
2241	POLICE DONATION FUND				-	-	150.00	-	-	-		
2242	RAINY DAY	7,500.00		7,500.00	1,434.09	6,065.91	45,100.97	-	-	-		
2256	OPIOID SETTLEMENT UNRESTRICTED	1,923.76		1,923.76	-	1,923.76	1,923.76	-	-	-		
2257	OPIOID SETTLEMENT RESTRICTED	1,705.44		1,705.44	-	1,705.44	1,705.44	-	-	-		
2270	TECUMSEH TRAIL	2,000.00		2,000.00	2,929.29	(929.29)	3,956.98	4,886.27	439.39	4,446.88		-46%
3311	REDEVELOPMENT AUTHORITY	102,000.00		102,000.00	51,000.00	51,000.00	22,026.72	(28,973.28)	7,650.00	(36,623.28)		50%
4401	CCI				-	-	8,067.76	-	-	-		
4402	CCD	5,000.00		5,000.00	4,803.68	196.32	6,187.76	5,991.44	720.55	5,270.89		4%
4405	PUBLIC IMPROVEMENT PROJECTS	280,000.00		280,000.00	262,039.32	17,960.68	43,758.03	25,797.35	39,305.90	(13,508.55)		6%
4410	FD - NEW VEHICLE				-	-	32,989.60	32,989.60	-	32,989.60		#DIV/0!
4437	LIT	53,000.00		53,000.00	51,430.43	1,569.57	84,780.00	83,210.43	7,714.56	75,495.87		3%
7701	PAYROLL FUND	1,053,110.22	63,066.80	1,116,177.02	1,307,512.42		1,465,406.88	921,545.58	193,507.46			

Projects Funding
August 2025

Public Improvement Fund

			Paid	
CCMG		\$100,000.00	APV #24356 APV #24491	\$950 Legal Council \$9,000 Design and Bidding-Commonwealth
Tecumseh Sign		\$2,639.90	#24418	Total \$5,279.80-Grant \$2639.90 4/28/25Per Rachel-move to Park Fund – will need Additional Appropriation
Town Hall Updates		\$18,794.80	APV #24131 APV #24459	APV #24131 \$7,843.83 – Flooring; Break/Food Pantry APV #24459 \$10,950.97 - Furniture
Town Hall Server Updates		\$7,483.26	APV #24136 APV #24159	
Town Hall Baffles		\$3,448.66		
Town Strategic Plan		\$30,000.00	APV #24274	APV #24274 \$15,000.00; APV #24475 \$7,500
Town Hall LED sign		\$17,378.73	APV #24169 APV #	Per David-\$15,000.00 deposit paid 5/29/25
Bruner Plaque for TH/Ceremony		\$506.95	APV #23895 APV #24361	
Server Updates		\$3,639.21	APV #23794	
Annex - Back Door Replacement		\$1,457.57	APV #23503	
Annex - Heating & A/C		\$13,459.00	APV #23620	
Annex Roof - Reimburse		\$16,409.00		4/28/25Per Rachel- reimburse bond – need Redev approval
Annex Painting - Reimburse		\$8,300.00		4/28/25Per Rachel- reimburse bond – need Redev approval
Annex - Tree Removal/Trim		\$2,000.00	APV #23806	
Annex - Parking Lot Rock		\$3,412.00	APV #23768	
Annex - Caging Wall for Records		\$1,500.00	APV #23902	
Annex - Electrical Update		\$3,033.00	APV #23832	
Annex - Paint		\$511.88	APV #24367 APV #24379	
Annex - Wi-Fi Connection				4/28/25Per Rachel – postpone -installed service with Mainstream for aprox \$150 per month
Annex - Cameras		\$129.99	APV #24316	
Annex – Window Blinds		\$249.84	APV #24316	APV #24292 \$110.14; APV #24316 \$75.44; APV #24426 \$64.26

Projects Funding

Annex - Concrete Work	\$10,000.00	APV #24372	Jerry Aigner Construction
Annex - Window Replacement	\$5,540.00	APV #24018	Martin Brothers
Annex - Gutter Repair/Replace	\$2,734.00		4/28/25 Per Rachel - postpone 8/5/25-David resumed-motion to move forward
Annex - Reinstall Fence	\$630.59	APV #24128	Mr. Fence 4/28/25 Per Rachel-postpone 5/15/25 Per-David resume
	\$1,184.75	APV #24167	Menards 5/28/25 Supplies
	\$374.86	APV #24167	Menards 5/30/25 Supplies
	\$11.98	APV #24456	
17 Streetlights	\$20,629.20	Not included in total	4/29/25 Duke-Clarification of contract "Onetime Lump Sum for Equipment" does not mean there is a lump sum due. Per Craig Baker to Rachel
Wi-Fi Thermostats	\$1,670.00	APV #23620	Community Center and 1882 Venue - \$417.50 each
Community Center Bathrooms	\$8,080.00	APV #23504	
	\$820.00	APV #23621	
		APV #24224	
Community Center Flooring	\$3,000.00	APV #23709	
Community Center -chairs	\$1,799.70		4/28/25 Per Rachel - postpone
Community Center -tables	\$1,749.72	APV #23583	
Community Center -chair racks	\$		4/28/25 Per Rachel - postpone
Community Center storage trailer	\$7,200.00	APV #23946	
Community Center trailer delivery	\$1,420.00	APV #24081	TJ's Transport
Community Center oven	\$1,601.98	APV #24296	Oven with service plan
Community Center-drainage	\$2,692.48		4/28/25 Per Rachel - wait until Brian is ready and has more time to handle Wait until ground dries out
Community Center-exterior paint	\$		4/28/25 Per Rachel - postpone
Community Center Front Door	\$2,930.00	APV #24337	Change manual locking doors to electronic locking doors
Wi-Fi for Park	\$		
Cameras for Park	\$		4/28/25 Per Rachel - wait for pricing 8/5/25-Handover to Wes
ADA doors for Trailhead Building	\$2,790.40	APV #23769	4/28/25 Per Rachel - wait for pricing 8/5/25-Handover to Wes
Planters/Flowers for Streetlights	\$5,525.63	APV #24479	\$1,395.20 each (2)
			4/28/25 Per Rachel-move to Bond-need Redev approval

Projects Funding

Banners for Streetlights	\$42.99	APV #24312	
	\$210.41	APV #24174	
	\$337.10	APV #24399	
Holiday Decorations	\$10,201.00	APV #24478	Includes shipping 4/28/25Per Rachel move to Bond-need Redev approval APV #24478 \$8701.00
Mower	\$16,221.12	APV #24188	Hudson John Deere
Tractor attachment	\$7,262.60	APV #24106	Hudson John Deere
	\$		\$ Outstanding Projects

Sponsored

		Paid	
Farmer's Market Bags	\$214.95	APV #24171	
	\$42.99	APV #24312	
	\$504.00	APV #24455	
Benches/Tables for TH Plaza	\$2,800.00	APV #	4/28/25Per Rachel moved to "Sponsored" projects
Banners/signs for Makers Market	\$186.30	APV #24253	Banners/Yard signs/stands with express delivery per Rachel
	\$24414	APV #24.90	
	\$		

MVH/LRS

		Paid	
CCMG	\$82,379.85		
Oak St Repair	\$3,095.00		Wilcox-PO issued but no Estimate given to TH
Video Inspect Terry Ln before paving	\$3,381.29	APV #23967	
Camera WW lines before paving	\$33,369.60		\$2.95 linear ft (x \$.75 heavy cleaning) 6.32 miles x \$2.95=\$33,369.60 4/28/25Per Rachel – postpone (possibly some small/problem areas) and move to Utilities
	\$122,225.74		

Projects Funding
Lynnville Park

Kubota Repair			\$8,533.62	APV #23587	
Rec Building Repairs	01/07/2025		\$519.41	APV #23466	
Rec Building Repairs	01/14/2025		\$142.30	APV #23485	
Rec Building Repairs	01/21/2025		\$61.26	APV #23489	
Rec Building Repairs	01/31/2025		\$79.73	APV #23529	
Rec Building Repairs	01/31/2025		\$545.18	APV #23538	
Rec Building Repairs	02/04/2025		\$75.81	APV #23569	
Rec Building Repairs	02/11/2025		\$69.81	APV #23605	
Rec Building Repairs	02/18/2025		\$680.81	APV #23619	
Ansul System Removal	03/04/2025		\$160.00	APV #23644	
Rec Building Repairs	03/04/2025		\$51.36	APV #23651	
Rec Building Repairs	03/04/2025		\$680.87	APV #23656	
Rec Building Repairs	03/18/2025		\$317.11	APV #23757	
Rec Building Repairs	04/01/2025		\$156.92	APV #23778	
Rec Building Repairs	04/03/2025		\$49.98	APV #23861	
Rec Building Plumbing	04/04/2025		\$61.19	APV #23901	
Pest Control-Exclusion Work	03/27/2025		\$341.00	APV #23826	
Rec Building Repair	04/03/2025		\$169.79	APV #23904	
Roof repair	04/01/2025		\$2,355.00	APV #23836	Honest Abe
				APV #23928	
Shower House Repairs	04/01/2025		\$118.65	APV #23779	
Shower House Repairs	04/01/2025		\$215.40	APV #23896	
Pest Control-Exclusion Work	03/27/2025		\$308.00	APV #23826	
			\$15,693.20		
Kayaks, paddles and life jackets			\$2,500.00		
Lumber for kayak racks	04/15/2025		\$410.57	APV #23945	

Projects Funding

Repairs for E Primitive Road	05/06/2025	\$24,548.60	APV #24011	4/28/25Per Rachel-move to Park Fund – will need Additional Appropriation
Rec Building Parking Lot	05/22/2025	\$19,825.00	APV #24011	Metzger 4/28/25Per Rachel-move to Park Fund – will need Additional Appropriation
		\$62,977.37		Additional Appropriation 05/20/2025

Utilities

SCADA	\$26,983.00			
Utility Asset Management Plan	\$11,000.00	APV #23728		
Utility Rate Study	\$6,000.00	APV #23728		
Utility PER and AMP	\$50,000.00	APV #23728 APV #23886 APV #23993		
Air Quality Meter	\$1,209.86	APV #23713	03/04/2025 meeting	
Water Quality ph Meter	\$3,725.00	APV #23954		
	\$98,917.86			

Main St Project/Bond Requisition Request

Date	APV	\$	Vendor	Description
12/06/2024	23337	\$1,232.00	Wilcox	Setters
12/09/2024	23444	\$697.84	Core & Main	Supplies
12/23/2024	23445	\$1,668.15	Commonwealth Engineers, INC	Construction
02/18/2025	23622	\$686.89	Commonwealth Engineers, INC	Construction
03/04/2025	23721	\$1402.00	Wilcox	Waterline relocation for sidewalks
03/10/2025	23729	\$2,351.28	Commonwealth Engineers, INC	Construction
03/11/2025	23712	\$431.32	Core & Main	Supplies
03/14/2025	23748	\$220.00	Stoll-Keenon-Ogden PLLC	Legal - Redevelopment Commission Meeting
04/03/2025	23888	\$1,221.93	Commonwealth Engineers, INC	Construction
04/22/2025	23942	\$1,500.00	Cincinnati Insurance Company	Road Permit Surety Bonds
06/18/2025	24270	\$50,000.00	Tecumseh Trail Lighting Fund	Matching for Welborn Grant
05/29/2025	24174	\$210.41	Banner Buzz	Rod pocket banner for Main Street light pole
07/08/2025	24312	\$42.99	Banner Buzz	Rod pocket banner for Main Street light pole
07/21/2025	24399	\$337.10	Banner Buzz	Rod pocket banner for Main Street light pole
08/04/2025	24478	\$8,701.00	Holiday Outdoor Decor	Holiday decorations for Main Street light poles
08/04/2025	24479	\$5,525.63	Family Root Nursery	Planters/flowers for Main Street light poles
		\$76,228.54		

Requisition Requests

Requisition #	Date	\$	Running Total
Requisition #1	04/12/2024	\$182,764.53	\$182,764.53
Requisition #2	12/23/2024	\$366,938.55	\$549,703.08
Requisition #3			

Outstanding

\$	Vendor	Description
\$17,378.73	Custom Signs	Town Hall LED sign
\$1,500.00	Holiday Outdoor Decor	Holiday decorations for light poles - Shipping

\$121,000.00	Duke	Streettlights
\$200,000.00	Deig Brothers	Contractor
	Wilcox	Relocate water services
\$339,878.73		

		\$1,170,000.00	
Requisitions	\$549,703.08	\$620,296.92	
Outstand Requestion Items	\$76,228.54	\$544,068.38	
Outstanding Items	\$339,878.73	\$204,189.65	Wilcox --relocating rest of water services is not included
	\$965,810.35		

Purchase Orders										
PO Number	Date	Dept	Issued By	Issued To	Type (Op, Office, Project, Misc)	Store	Amount	Receipt	Notes	Turned In
3034	8/4/2025	Fire	Megan			Dollar General	88.2	Y	On CC	Y
3035	8/4/2025		Megan		Decorations	Holiday Outdoor Decor	8701	Y	Inv 20619	Y
3036	8/4/2025		Megan		Water	Walmart	14.76	Y	On CC	Y
3037	8/4/2025		Megan		Legal Fees	SKO Firm	7250	Y	Inv 1084486-87, 1084484, 1084481, 1084469	Y
3038	8/5/2025		Megan		Jacob's fees	Mceen LLC	7040	Y	Inv 1019	Y
3039	8/5/2025		Megan		CCMG	Commonwealth	9000	Y	Inv 63723	Y
3040	8/7/2025		Megan		Level 2 exam	IDEM	30			
3041	8/7/2025		Megan	Brian	Paper towels	Amazon	22.49	Y	On CC	Y
3042	8/8/2025		Megan		Water Tap 2670 Lynn	Wilcox	1140	Y	Inv 1581	Y
3043	8/11/2025	Fire	Megan		Uniforms	Siegels	664.3	Y	Inv 610446, 610358, 610634, 610354-357	Y
3044	8/11/2025	Park	Megan		Annual WW flow meter service	Celebration Ice	94.2	Y	Inv 216002975	Y
3045	8/12/2025	WW	Megan			Gripp, Inc	1701	Y	Inv 9519	Y
3046	8/12/2025	Fire	Megan			Siegels	1176.9	Y	Inv 610257-264, 610304	Y
3047	8/12/2025		Megan		Roll off bag, Polymer	Blue River Tech	3233	Y	Inv 100315-1150	Y
3048	8/13/2025		Megan	Scott	Weedeater (returned head that doesnt work)	4Js	160	Y	Inv 89647	Y
3049	8/13/2025		Megan	Scott	Wiper Fluid	Autozone	29.34	Y	Inv 02604339294	Y
3050	8/14/2025		Megan	Brian	Sensor Cap	Core and Main	397.54	Y	Inv 0020138	Y
3051	8/18/2025		Megan	David	Hose for TH					
3052	8/18/2025		Megan	Austin	Water Stock	Core and Main				
3053	8/18/2025		Megan	Austin	Plant	Core and Main	419.72	Y	Inv 0020293	Y
3054	8/18/2025		Megan	Austin	Culvert on Cherry	Core and Main				
3055	8/18/2025		Megan		Test					
3056	8/18/2025		Megan		Shirts for Blake	Tammy Boruff				

Work Orders

	A	E	F	G	H	I	K	L
148							Please install water tap at 2670 Lynn Ridge Circle per Brian. Get with him for details.	
149					Completed		Please pick up fence order from Mr. Fence during next trip to Evansville, per David. Drop off at Annex and let David know once completed.	
150					Completed		Planter out front keeps falling over - Can we put a block or something heavy in bottom to hold it up? Thank you!	
151					Completed		Please look at tree line at the curve of 61 near 4th to see if it needs cut back. Had a report that it needs trimmed back before school starts.	
152					Completed		Reconnect service at 116 W. IN-68. Paid in full.	
153					Completed		Per Rachel: Please address weeds on S curve on Main St around the traffic sign.	
154					Completed		Check alley between east 1st and 2nd for hole that was reported. From Rachel: The drive to the parking lot of the trail on peach street has become a wash board. People are starting to drive around it to avoid the ripples. Would you assess what not needs to be done here.	
155							Water tap at 12888 Petersburg Rd. Has paid for water connection, meter deposit, and inspection fee. Water only. Has questions for Brian, (812) 403-3600	
156							Low water pressure at 108 1st St (corner of 1st/Oak). Please take a look.	
157					Completed			
158							Replace fluidmaster in tank of toilet at town hall per Brian.	

	A	E	F	G	H	I	K	L
159					**Partially completed. Unable to disconnect at Oak due to broken shut off.		Disconnect water service at: 533 N Main St 448 Oak St	
160					Completed		Reconnect water service at: 533 N Main St	
161					Completed		Contractor called to report their subcontractor ran over and broke meter lid at 13444 Spurgeon Rd. Please take a look and report damages for invoice.	
162							Per email from Rachel: Please have the signs at fawn/deer lane installed. As of this past weekend they have not and we have had them since April. Thank you. I was contacted by leasee about it.	
163							Per David: Hose at TH used for watering flowers is leaking. Before replacing, he wants the distance from the spicket to the gazebo measured to make sure we get one long enough to water those flowers. Measure and let Megan know, or bring hose over if we have one already.	

From: Brian Cook townmanager@townoflynnville.com
Subject: Fw: [External]Town of Lynnville GIS - Ziptility
Date: July 15, 2025 at 7:41 PM
To: David Goldenberg council1@townoflynnville.com, Rachel Titzer council2@townoflynnville.com, Doris Horn council3@townoflynnville.com

Get Outlook for IOS

From: Aaron Rohner, PE (IN, KY) <arohner@contactcei.com>
Sent: Tuesday, July 15, 2025 10:03:51 AM
To: Brian Cook <townmanager@townoflynnville.com>
Subject: [External]Town of Lynnville GIS - Ziptility

Brian,

To follow up on our conversation, we had a meeting with Ziptility yesterday to discuss their operating system, functionality, and cost.

Below is a summary:

Core Product:

- \$1,800 for the first year and \$2,000 a year after that
- Initial setup feed for both utilities would be around \$600
 - Taking our maps and creating the appropriate layers in their system
 - Up to 12 layers per system
- Key functions
 - GPS system can keep your system LIVE as you gather information
 - Upload pictures, workorders, etc. to the GIS system to show repair dates, pictures, history, etc.
 - Web based operating system – easy to access and have sharing capabilities

Additionally, a Trimble unit will need to be purchased – specifications and assistance can be provided.

Thanks,

Aaron Rohner, PE (IN, KY)
Associate, Project Engineer
T: 800-289-1177 | D: 812-618-4289 | M: 812-461-8930
Corporate Office: 7256 Company Dr., Indianapolis, IN, 46237, USA
Regional Offices: Crown Point, Evansville, Fort Wayne, Huntingburg, Indianapolis North, and South Bend, IN | Bowling Green, KY



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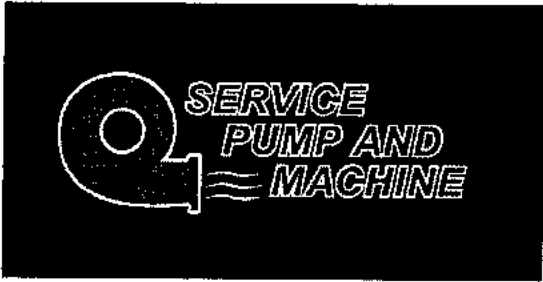
TOP WORK PLACES
INDYSTAR
2024 WINNER

Top Place to Work
Winner Since 2019

TOP
CIRCLE OF EXCELLENCE
2024 WINNER

Circle of Excellence
Winner Since 2018

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Quote

DATE: AUGUST 8, 2025

303 South Tekoppel Ave.
 Evansville, IN 47712
 812-773-3230

EXPIRATION DATE 30 DAYS

To: Lynville WWTP

From: Brent Littlepage
 812-589-9150
 Brent.littlepage@gmail.com

Mixer at plant

QTY	DESCRIPTION		LINE TOTAL
1	Motor and nylon bearings only.		5,990.00
	This is the most cost effective route.		
	We will use the old float and and prop.		
	We can have a crane onsite to switch the new		
	with the old and at that time we can look		
	at repairing the old motor for a spare.		
	Delivery 6-8 weeks		
	Field service labor		1,800.00
	Freight estimate		380.00
	Crane service		1,200.00
Thank you, Brent Littlepage			
		TOTAL	9,370.00



From: David Goldenberg council1@townoflynnville.com
Subject: Statewide Road Salt Program
Date: August 5, 2025 at 10:00 AM
To: Brian Cook townmanager@townoflynnville.com, Brian Cook superintendentlynnville@gmail.com, Lauri Stockus clerk-treasurer@townoflynnville.com, Rachel Titzer council2@townoflynnville.com, Doris Horn council3@townoflynnville.com
Cc: David Goldenberg council1@townoflynnville.com

SALT PROGRAM to order from State Contract. Can the Town of Lynnville save money by using this agreement? Brian, please look at and respond back this week.

Begin forwarded message:

From: "Indiana Department of Transportation" <dot@subscription.in.gov>
Subject: [External]Statewide Road Salt Program
Date: August 5, 2025 at 8:29:35 AM CDT
To: <council1@townoflynnville.com>

Outlook may not display this message well. To view this email as a web page, [click here](#).



INDIANA DEPARTMENT OF TRANSPORTATION

STATEWIDE ROAD SALT PROGRAM
 For Winter Season 2025-2026

The State of Indiana Road Salt QPAs for Winter Season 2025/2026 including Ordering & Contact Information to order your salt, are now available on the Indiana Department of Transportation's (INDOT's), Indiana Road Salt Program website at: <https://secure.in.gov/indot/doing-business-with-indot/procurement/indiana-road-salt-program/>

The link contains the following documents to view and download:

- Cargill, Inc. QPA #93599
- Compass Minerals America, Inc. QPA #93601
- Morton Salt, Inc. QPA #93602
- Local Entities and Other State Agencies (OSA) Tonnage Commitments and Delivery Information

The QPA Agreements include the Special Provisions (Attachment A), Salt Specifications (Attachments B & C), Pricing (Attachment E).

The participating entities are incorporated herein as Attachment E -- Pricing Sheet.

Additional State Agencies and Local Entities that are not listed in Attachment E may purchase from the awarded Contractor listed for the INDOT district in which they are located at that district's unit pricing upon mutual agreement between both parties.

Additional State Agencies and Local Entities that are not listed in Attachment E are bound to all contract terms, including minimum and maximum percent purchase amount (80% to 120% and pick-up will need to be arrange if the commitment is less than the minimum delivery requirements).

If you have any questions, please email: Rsalt1@indot.in.gov





Lynnville Park Authority
 P.O. Box 99,
 405 W. State Route 68
 Lynnville, IN 47619
 812-922-5144
 townoflynnville.com

RECEIVED

Lynnville Clerk Treasurer

Consent to Change Leased Property Form

Name: JIM Scheller Phone: 812 598 0707
 Address: LOT 90 12895 E 10255

The structure is subject to the terms contained therein and the plans on file to the following additional conditions:

1. Subject to an Improvement location being approved by Lynnville Town Council.
2. Subject to a Building Permit being obtained prior to start of structure and said building permit displayed at the work site.
3. Subject to the property and building complying at all times with the applicable zoning ordinances of Warrick County and any ordinances and Lease agreements with the Town of Lynnville.
4. Subject to all utility easements and facilities in place.
5. Subject to the plot plan presented to the Lynnville Town Council and not to be altered or expanded.
6. The location site must be marked before Town Manager inspection.
7. Town must be notified as soon as structure is set for Post Location inspection.

Size of Structure: _____ Type of Structure: DEAD TREE

Description of Structure: TREE TO BE REMOVED ON EAST SIDE OF
PROPERTY.

I, JIM Scheller, understand it is my responsibility to comply with the above stipulations before the addition of a structure is to be erected. I understand it is my responsibility to have location markings put into place before additional structure placement can be inspected for approval. I understand it is my responsibility to contact the Town of Lynnville for a Post-Inspection placement after the additional structure is set. I understand and consent to providing all required paperwork and authorizations in the allotted time set by Warrick County Area Plan Commission and the Lynnville Town Council.

x Jim Scheller August 7th 2025
 Printed Name Date

The Town Manager of the Town of Lynnville, Brian Cook, has inspected, taken pictures and determined the proposed site of the additional structure at LOT 90 12895 E 1025 S will not impede utilities, utilities easements, or facilities in place.

Pre inspection pictures taken and added to file.

X Brian Cook 8-18-25
Brian Cook, Town Manager Date

The Lynnville Town Council has approved the request for the addition of a structure to be erected by ~~B. Siebe~~ which hold the lease at 12895 E 1025 S in Lynnville Park. The approval from the Town Council includes the stipulation listed above to be completed by the lessee in the time frame allotted by the Warrick County Area Plan Commission and the Town Council.

Lynnville Park Authority/Town Council

X [Signature] **AYE**
David Goldenberg, Member

X [Signature]
Doris Horn, Member

X [Signature]
Rachel Titzer, President

Attest: [Signature]
Lauri Stockus, Clerk-Treasurer

X _____ **NAY**
David Goldenberg, Member

X _____
Doris Horn, Member

X _____
Rachel Titzer, President

2
Jim Schellke
Form may need to be updated

Post inspection pictures taken and added to file.

X _____
Brian Cook, Town Manager Date

Outstanding Leases

08/01/2025

Lot #	Name	Address	Lease \$	Late	Received	Balance Due 8/1/2022
8	Travis Lubbehusen	404 Deer Ln	\$1,138.80	\$35.00	\$0.00	\$1,173.80
9	Michael Ruedlinger	306 Deer Ln	\$561.47	\$35.00	\$596.47	\$0.00
14	Thomas Sills Madeline Sills	Deer Ln	\$1,108.80	\$35.00	\$0.00	\$1,143.80
22	Matthew McAuley	110 Deer Ln	\$712.80	\$35.00	\$0.00	\$747.80
39	Mark Dearing	211 Old Dam Rd	\$712.80	\$35.00	\$0.00	\$747.80
52	Ronald Powers Jodean Powers	101 Rosebud Ln	\$712.80	\$35.00	\$0.00	\$747.80
110	Museum of the Coal Industry	401 W S.R. 68	\$487.18	\$35.00	\$522.18	\$0.00
			\$ 5,434.65	\$ 245.00	\$ 1,118.65	\$4,561.00

In Process Leases

08/01/2025

Lot #	Name	Address	Lease \$	Lease \$
38	Town of Lynnville	108 Violet Ln	Will be up for sealed bid	\$1,108.80
43	Town of Lynnville	201 Old Dam Rd	Personal Property to be torn down	
64	Dave Rainey	201 Red Sage Ln	Lessor passed away-personal property inherence court	\$712.80
				\$1,821.60

THIS FORM MUST BE COMPLETED
ANONYMOUS COMPLAINTS WILL NOT BE ACCEPTED
****COMPLAINTS MUST BE ACCOMPANIED BY PICTURES****

Name: _____ Date: _____

Address: _____ Phone: _____

Owner of Property: _____ Address of Property: _____

Complaint: _____

By filing this complaint, I agree to cooperate and assist the Town of Lynnville in all investigations and in any pursuit and enforcement actions taken upon this complaint, including but not limited to attending and testifying at all public meetings or court hearings resulting from the filing of this complaint. Dates and times of public hearings and court hearings will be supplied by the Clerk-Treasurer.

I affirm that I am not filing this complaint as the result of any personal animosity, anger or for a vindictive purpose against the owner of the property on which the complaint is filed. I understand that if it is discovered that I have collated this requirement the Town of Lynnville reserves the right to administratively dismiss this complaint and to seek recovery from me, all costs and expenses incurred by the Town of Lynnville in pursuit of this complaint.

Signature Date Printed Name

Office Use Below:

Supplied Complaint Form to Lynnville Town Marshal

Name: _____ Form of Delivery: ____/____/20____ Email
____/____/20____ In Person

Received Complaint Form by Lynnville Police Department

Signature of Assigned Lynnville Police Officer Date Printed name of Assigned Lynnville Police Officer

Resolution (Be Specific): _____

Resolved Date: ____/____/20____ Town Marshal Signature: _____

From: Chris Wischer Chris.Wischer@skofirm.com

Subject: [External]Water and Sewer Charges - Owner vs Occupant - Please review

Date: August 18, 2025 at 10:08 AM

To: David Goldenberg council1@townoflynnville.com, Rachel Titzer council2@townoflynnville.com, Doris Horn council3@townoflynnville.com, Lauri Stockus clerk-treasurer@townoflynnville.com, Lynrville Clerk clerk@townoflynnville.com, Brian Cook townmanager@townoflynnville.com

Since the last meeting, we've had a chance to review Indiana statutes governing charges for water and sewer service for non-owner-occupied property. Please note the provisions are significantly different for water and sewer, mainly in that you can bill the owner for sewer charges, but you cannot bill the owner for water charges (unless the owner agrees – and you can't require the owner to agree). That presents a problem in that you'd obviously prefer the water and sewer bills to go to the same person/address.

Below is a brief summary of the statutes as they pertain to each. Please review and then we'll need to discuss changes to your ordinances and practices.

Please note 2023 HB 1541, which was mentioned in another email, did not pass and did not become law.

Water [IC 8-1.5-3-8(j)]

- If the property is occupied by someone other than the owner and the occupant responsible for paying the utility charges (e.g. in the lease between a landlord and tenant), then the utility charges are payable by the person occupying the property. In that case, the owner of the property is not responsible, and you cannot charge the owner directly. You must bill the occupant.
- Utility charges with respect to property occupied by someone other than the owner do not constitute a lien against the property.
- You can require a deposit from the occupant to ensure payment or impose another requirement to ensure creditworthiness of the occupant
- You may not impose a requirement that the owner of the property must (1) ensure the creditworthiness of the occupant or (2) accept responsibility for the charges incurred by the occupant by cosigning the agreement or any other method.

Sewer [IC 36-9-23-25]

- For sewer, the general rule is that sewer charges are payable by the owner of the property served by the municipal sewer.
- You can adopt an ordinance that provides that sewer charges are payable by the occupant. In that case, you may require a deposit to ensure payment or other requirements to ensure creditworthiness of the occupant. You may also require satisfaction of certain conditions, including requiring written notice by the owner or occupant or other information showing that the occupant is responsible for sewer charges (e.g. in the lease between a landlord and tenant).
- Adopting an ordinance to make the sewer charges payable by the occupant does not relieve the owner from ultimate responsibility, and subject to certain

notice requirements, sewer charges do constitute a lien even for property not occupied by the owner and even when billed to the tenant. However, you can by ordinance provide that sewer charges do not constitute a lien against the property.



Chris Wischer
Member

Chris.Wischer@skofirm.com

Direct: 812.452.3595

Main: 812.425.1591

Stoll Keenon Ogden PLLC
One Main St., Suite 201
Evansville, IN 47708

Louisville | Lexington | Indianapolis | Evansville | Frankfort | Jeffersonville

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Lynnville Clerk

From: Patrick Bogan <patrickbogan94@gmail.com>
Sent: Tuesday, August 5, 2025 2:27 PM
To: townoflynnville@gmail.com; Brian Cook; Lynnville Clerk
Subject: [External]Land lease/farm ground

Do you know when bids will be taken for the 30 acres town leases out, I rent it now and lease ends at end of year. Thank you. Patrick Bogan.

patrickbogan94@gmail.com

812-403-5199

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*Last done
November 2020*

3:31

< 188

9 Messages



Andre Ellman, Director of B...



Ellman Andre

Tharon

To: Tharon

Re: Mercer International Oil Water Separators

Good morning Tharon-

Thank you for your call yesterday to chat through the remaining questions at hand prior to ordering. I was able to speak with my shop foreman, and we are indeed out of stock. The typical lead time to make a run of 10-20 of these is 6-8 weeks. That puts us right around Labor Day to get this on out to y'all. I'll do my best to speed this along as I know there is a critical need on your end. I will keep you updated as I get progress notes from the shop

Cheers.

Andre Ellman
Director of Business Development
Mercer International, Inc.
(p)518-776-4281 (c)518-421-4456
aellman@mercerows.com
www.mercerinternational.com



CREDIT CARD PURCHASES

A system of internal control may be implemented in many different ways. Because political subdivisions vary in purpose, size and complexity, no single method of internal control is universally applicable. However, the five internal control components should be present and functioning in all political subdivisions.

Questions have been accumulated for all five internal control components. This document includes questions pertaining to various noncompliance issues regarding the use of credit cards. These questions can be used to aid in designing a proper system of internal control over credit cards that will allow deficiencies in procedures over credit cards to be prevented or detected and corrected. It is not necessary to address all questions in this document. These are only suggestions and ultimately it is up to the unit on how they implement it. The internal control system as a whole has to be designed and implemented appropriately in order to allow deficiencies over credit card procedures to be prevented or detected and corrected.

Components of Internal Control:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring

Control Environment - Sets the tone of the unit and influences the effectiveness of internal controls within the unit. It comprises the integrity and ethical values of the unit and is set by the governing board and management. The standards, processes, and structures which form the control environment pervasively impact the overall system of internal control.

The questions in this section are divided by questions that pertain to the governing board, management and both the governing board and management.

Governing Board:

		No
1) Does the governing board oversee the unit's internal control system regarding credit cards?		
2) If considered necessary, did the governing board establish an oversight committee and appoint members with high ethical values, excellent communication and problem solving skills?		
3) Does the unit have a mission statement, objective and goals?		
4) Does the governing board convey periodic messages of expectations to all employees?		
5) Did the governing board authorize credit card use through an approved credit card policy? If yes, was the credit card policy approved in the minutes?		
6) Did the credit card policy include the following?		
a. Internal control procedures over credit card purchases.		
b. Outline the authority and responsibility for credit card purchases within the governmental unit.		
c. Issuance and use must be handled by an official or employee designated by the governing board.		
d. Limit the number of credit cards and users to a minimum if possible.		
e. Set account limits with credit card companies and vendors.		
f. Deactivate the ability to make cash advances.		
g. The purpose for which the credit card may be used. (travel, online purchasing, emergency/ small purchases, automatic payments)		
h. Types of purchases that are prohibited or restricted. (personal expenses, purchases above a threshold amount, etc.)		
i. The card must be returned to the custody of the responsible person after credit card purchases are made.		
j. The designated official or employee must maintain an accounting system or log which would include names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged and the date the card is issued and returned. The log should be reviewed by the appropriate level of management.		
k. Credit cards must not be used to bypass the accounting system.		
l. Purchase orders are issued to provide the fiscal officer with the means to encumber and track appropriations to provide timely and accurate accounting information and monitoring of the accounting system.		
m. Payments cannot be made on the basis of a statement or a credit card slip only. Supporting documents such as paid bills and receipts must be available.		
n. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee may be the personal obligation of the responsible officer or employee.		
7) How involved is the governing board in understanding the entity's credit card procedures, overseeing the effectiveness of internal controls over credit card procedures, and evaluating whether the accounting records that support the payment of credit cards are correct? For example, is the governing board's involvement limited to attending board meetings, or does the board oversee other things such as unit controls, accounting practices, etc.		



	Yes	No
8) Did the governing board develop an organizational chart? If yes, is the organizational chart current and accurate?		
9) Have job descriptions been created outlining specific duties? If yes, do these duties address responsibilities required for the handling of credit cards?		
10) Has fiscal authority been formally delegated to specific management personnel?		
11) Did the governing board adopt a written travel policy?		
12) Did the governing board develop a formal employee evaluation system to set the intervals in which employees will be evaluated? If yes, does the formal evaluation system include disciplinary action that will be taken if an employee does not meet the expectations noted in the evaluation system?		
13) Does management provide documented processes for the handling of credit cards to the governing board for review?		
14) Are accounting department employees required to take vacations?		
15) Has the governing board developed and implemented a conflict of interest and ethics policy? Is there a system of annual acknowledgment in place where either through e-mail submission or manual documentation, each official and employee attests that they have read the policy and will adhere to the policy?		
16) Are there regular meetings of the governing body to set policies and objectives and review the entity's performance?		
17) Are the minutes of such meetings prepared and signed on a timely basis?		
18) Are confidentiality agreements required for employees who come in contact with confidential information?		
19) Are policies regarding personal use of computer equipment and software clearly stated?		

Management:

1) Does management develop and maintain documentation of the internal control system regarding credit cards?		
2) What procedures did management put in place for the handling of credit cards? a. Does management assign responsibility, and delegate authority to oversee credit card use and ensure that the credit card policy is being followed?		
3) Does management establish an organizational structure, assign responsibility and delegate authority in order to achieve proper procedures over credit cards? If yes, did management establish and document the organizational structure of each office and department? Examples of items to incorporate into the organizational structure could include: an organizational chart, outline of specific duties, designation of responsible persons for each part of the accounting process, documentation of internal control procedures over specific accounting areas, etc.		
4) Does management ensure compliance with the unit's personnel policies and procedures concerning hiring, training, promoting and compensating?		
5) Does management check credentials and references for new employees?		
6) Do employees who are involved in credit card procedures receive continuous or periodic training? If yes, what kind of training do employees receive to help them maintain their accounting and financial reporting competencies? a. What background, education, and experience do accounting personnel have that assist them with their duties?		
7) Does management reward employees for following good internal control practices through promotions or increase in compensation?		
8) Is turnover of key fiscal personnel relatively low?		
9) Does management evaluate performance and hold individuals accountable for their responsibilities? If yes, what action is taken for employees not performing their responsibilities?		
10) Is cross training completed to ensure that more than one employee is knowledgeable about credit card procedures? This cross training would allow more than one employee to be aware of potential design deficiencies in the internal controls or of noncompliance with internal controls.		
11) Does management ask employees for their suggestions on how to improve processes?		
12) Has management given a high priority to its internal control structure?		
13) Does management discuss internal controls at management and other staff meetings?		

Governing Board and Management:

1) Does the governing board and management stress adherence to policies and procedures?		
2) Is there a clear assignment of responsibility and delegation of authority to deal with such matters as organizational goals and objective, operating functions and regulatory requirements?		



Risk Assessment - Risk is the possibility that an event will occur and adversely affect the achievement of objectives. Risk assessment is the process used to identify and assess internal and external risks to the achievement of objectives, and then establish risk tolerances. It is the basis for determining how risk will be managed.

	Yes	No
1) Does management identify, analyze, and respond to risks related to credit card procedures?		
a. What areas have been identified regarding credit card procedures that may be exposed to risk?		
i. Risk factors may include noncompliance with statutes and other policies and ordinances, changes in management or employees, competence and experience of personnel assigned to the review of credit cards, findings reported in prior audits regarding credit cards, new technology allowing alteration of documents, unauthorized disbursements, returning goods for cash, fictitious invoices and vendors, unauthorized access to accounting applications, override of system controls, lost or stolen credit cards, etc.		
b. Does management analyze the identified risks to determine the effect of the risk on achieving proper procedures over credit cards? For example, does management consider how likely the risk will occur, if the risk is based on complex or unusual transactions, if the risk is based on fraud, etc.		
c. How has management addressed risks associated with using computerized accounting records, such as unauthorized access to applications or data, potential loss of data, and reliance on inadequate systems that may adversely affect internal control?		
d. How has management responded to identified risks? For example, management may accept the risk and take no action, choose to eliminate certain processes to avoid the risk and/or institute proper internal controls.		
e. When needed, does management go back to the governing board to enact or modify policies that will clearly define these areas?		
2) Does management clearly define proper credit card procedures to enable the identification of risks and to define risk tolerances? Written procedures should be clear and address items such as who will be involved in the handling of credit cards, how proper credit card procedures will be achieved, and when will proper credit card procedures be in place.		
3) Is management continually aware of changes, both external and internal, that could affect credit card procedures? If yes, does management determine any modifications needed in the internal control process to adopt to these changes?		
4) Did the governing board or management incorporate external requirements, such as state statutes and Uniform Compliance Guidelines?		
5) What happens when the credit card policy is not followed? What consequences will be enforced?		
a. Who is responsible for late charges?		
b. Who is responsible when sufficient documentation of purchases is not provided?		
c. If personal expenses are incurred using the credit card, how is repayment obtained from the employee?		
6) What procedures are in place when employees with access to credit cards leave employment, credit cards are lost or stolen or unauthorized cards are obtained?		
7) What procedures are in place to ensure credit card purchases are allowable and properly reflected in the accounting records?		
8) Are employees involved in the credit card process bonded?		

Control Activities - The actions and tools management establishes through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives and to respond to risk in the internal control system.

	Yes	No
1) Is there a system of checks and balances (segregation of duties) to ensure the proper handling of credit cards and proper reporting of credit card transactions?		
a. Are responsibilities for approving credit card claims segregated from those preparing credit card claims?		
b. Are responsibilities for writing the checks segregated from those involved in approving credit card claims?		
c. If a signature stamp is used, are there controls in place to safeguard against access to the signature stamp?		
d. Are responsibilities for acknowledging the receipt of goods or services segregated from those involved in preparing claims?		
e. Are responsibilities for acknowledging the receipt of goods or services segregated from those involved in writing checks?		
f. Is a review completed by an individual outside the disbursement process in which the credit card claim amount is compared to the supporting documentation attached to the claim and the amount of the check? If yes, is this review documented as evidenced by initials, tick marks, etc., indicating procedures performed.		
g. Does an employee who does not have authority to make credit card purchases review monthly credit card documentation in sufficient detail to determine that proper supporting documentation is available? If yes, is this review documented as evidenced by initials, tick marks, etc., indicating procedures performed.		



	YES	NO
2) Does a designated official or employee maintain an accounting system or log which includes the names and titles of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, the date the card is issued and returned, sufficient documentation provided, etc.?		
3) If a log is maintained, is the log reviewed by an appropriate level of management?		
4) Does the designated official or employee collect the credit card once the purpose of the credit card has been accomplished?		
5) Are credit card purchases authorized by designated individuals?		
6) Does a designated official or employee compare credit card purchases to an approved credit card policy?		
7) Does a designated official or employee compare credit card purchases to an approved travel policy?		
8) What procedures exist to document that goods and services were received?		
9) Are credit card claims audited by the fiscal officer prior to payment?		
10) Are credit card claims approved by the governing board?		
11) If credit card claims are paid prior to the approval of the governing board, is there a policy on paying claims in advance that includes credit card payments?		
12) If purchase orders are used, are all credit card purchases based on purchase orders signed by officials or employees?		
13) Are original invoices or other receipts (not photocopies) attached to each credit card claim to support the disbursement?		
14) Are original invoices or other receipts used rather than credit card statements?		
15) Are original invoices or other receipts reconciled to credit card statements?		
16) Are credit cards reviewed for errors?		
17) Are detailed credit receipts obtained and not just the summary?		
18) Are invoices or other receipts originals and not photocopies?		
19) Are credits or refunds reviewed for reasonableness? For example, are credits or refunds for returned goods or unallowable charges you are aware of reflected on the credit card statement?		
20) Are vendors noted on the credit card statement for authorized vendors only?		
21) Did management design the entity's information system and related control activities to ensure the proper handling of credit card purchases?		
a. Did management implement control activities through written policies?		
b. Is access to disbursement applications appropriately controlled by user logins and passwords?		
22) Are individuals involved in credit card procedures knowledgeable?		
23) Is there a checklist for the review of credit card transactions that includes the following?		
a. Employee names with their responsibilities and duties		
b. Deadlines for completing the preparation, review and posting of credit card claims		
c. Detail of supporting documentation required		
24) When reviewing credit card charges, is it determined if expenses were for items that did occur and are for business related items?		

Information and Communication - Relevant information from both internal and external sources is necessary to support the functioning of the other components of internal control. Communication is the continual process of providing, sharing, and obtaining necessary information.

	YES	NO
1) Are procedures established to ensure that proper communication and documentation exists for internal communications between offices, departments, management and the governing board regarding credit card procedures?		
a. How does the unit internally communicate information to employees regarding credit card procedures, including responsibilities for internal control? Are records maintained to document this communication?		
b. Are procedures established to ensure that the communication requirements are being followed and necessary information is being communicated properly?		
c. Are procedures established for feedback on and clarification of the information provided?		
2) What procedures are in place to collect the information needed in the handling of credit cards?		
a. Does management use the most current information available to ensure the handling of credit cards is working as required?		



Monitoring - Activities that allow management to assess the quality of internal controls over time and make adjustments as necessary. Proper monitoring ensures that controls function properly.

	Yes	No
1) Are procedures in place to ensure that appropriate personnel perform their required duties sufficiently and adequately follow the policies and procedures of the unit regarding credit card procedures?		
2) Are internal control procedures over the handling of credit cards evaluated and adjusted on a regular basis? For example, personnel changes, newly elected officials, etc. a. What follow-up action is taken for identified problems or weaknesses in internal controls over the handling of credit cards?		
3) Does a confidential reporting system exist so that individuals may report suspected fraud and abuse of the unit's policies?		



CREDIT CARD PURCHASES

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Control Environment

The questions in this section are divided by questions that pertain to the governing board and management.

Governing Board:

	Yes	No
1) Does the governing board oversee the unit's internal control system regarding credit cards?		
2) Did the governing body authorize credit card use through an approved credit card policy? If yes, was the credit card policy approved in the minutes?		
3) Did the credit card policy include the following?		
a. Internal control procedures over credit card purchases.		
b. Outline the authority and responsibility for credit card purchases within the governmental unit.		
c. Issuance and use must be handled by an official or employee designated by the governing board.		
d. Limit the number of credit cards and users to a minimum if possible.		
e. Set account limits with credit card companies and vendors.		
f. Deactivate the ability to make cash advances.		
g. The purpose for which the credit card may be used. (travel, online purchasing, emergency/small purchases, automatic payments)		
h. Types of purchases that are prohibited or restricted. (personal expenses, purchases above a threshold amount, etc.)		
i. The card must be returned to the custody of the responsible person after credit card purchases are made.		
j. The designated official or employee must maintain an accounting system or log which would include names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned. The log should be reviewed by the appropriate level of management.		
k. Credit cards must not be used to bypass the accounting system.		
l. Purchase orders are issued to provide the fiscal officer with the means to encumber and track appropriations to provide timely and accurate accounting information and monitoring of the accounting system.		
m. Payments cannot be made on the basis of a statement or a credit card slip only. Supporting documents such as paid bills and receipts must be available.		
n. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee may be the personal obligation of the responsible officer or employee.		

Management:

	Yes	No
1) What procedures did management put in place for the handling of credit cards?		
a. Does management assign responsibility, and delegate authority to oversee credit card use and ensure that the credit card policy is being followed?		

Risk Assessment

	Yes	No
1) Does management identify, analyze, and respond to risks related to credit card procedures?		
a. What areas have been identified regarding credit card procedures that may be exposed to risk?		
b. How has management analyzed and responded to identified risks? For example, management may accept the risk and take no action, choose to eliminate certain processes to avoid the risk and/or institute proper internal controls.		



	Yes	No
2) What happens when the credit card policy is not followed? What consequences will be enforced?		
a. Who is responsible for late charges?		
b. Who is responsible when sufficient documentation of purchases is not provided?		
c. If personal expenses are incurred using the credit card, how is repayment obtained from the employee?		
3) What procedures are in place when employees with access to credit cards leave employment or credit cards are lost or stolen?		
4) What procedures are in place to ensure credit card purchases are allowable and properly reflected in the accounting records?		

Control Activities

	Yes	No
1) Is there a system of checks and balances (segregation of duties) to ensure the proper handling of credit cards and proper reporting of credit card transactions?		
a. Are responsibilities for approving credit card claims segregated from those preparing credit card claims?		
b. Are responsibilities for writing the checks segregated from those approving credit card claims?		
2) Does a designated official or employee compare credit card purchases to an approved credit card policy?		
3) Are vendors noted on the credit card statement for authorized vendors only?		

Information and Communication

	Yes	No
1) Are procedures established to ensure that proper communication and documentation exists for internal communications between offices, departments, management and the governing board regarding the credit card procedures?		
a. How does the unit internally communicate information to employees regarding credit card procedures, including responsibilities for internal control? Are records maintained to document this communication?		
b. Are procedures established to ensure that the communication requirements are being followed and necessary information is being communicated properly?		

Monitoring

	Yes	No
1) Are internal control procedures over the handling of credit cards evaluated and adjusted on a regular basis? For example, personnel changes, newly elected officials, etc.		
a. What follow-up action is taken for identified problems or weaknesses in internal controls over the handling of credit cards?		
2) Does a confidential reporting system exist so that individuals may report suspected fraud and abuse of the unit's policies?		

[External]RE: [ILMCT] CT Job Description

From Mallory Lowe <clerk@darmstadt-indiana.org>

Date Mon 8/18/2025 1:27 PM

To 'Town Clerk' <tclerk@seelyville-in.gov>; Mary Richardson <Clerk-Treasurer@townofglenwood.in.gov>; Lauri Stockus <clerk-treasurer@townoflynnville.com>

Cc ILMCT <ilmct@aim.simplelists.com>

I agree with Mary that our duties are already outlined in the state code. Since we are not employees, there shouldn't be a job description beyond what is described in the Indiana Code. Many small-town clerks are taking on additional responsibilities, such as managing utilities, serving as clerk of the court, and acting as town manager, which are not part of our official duties. Those extra tasks should be compensated for the additional responsibilities which would be different in each city and town.

Mallory Lowe, CMO

Clerk-Treasurer

Town of Darmstadt

From: ILMCT@aim.simplelists.com <ILMCT@aim.simplelists.com> **On Behalf Of** Town Clerk

Sent: Monday, August 18, 2025 1:16 PM

To: Mary Richardson <Clerk-Treasurer@townofglenwood.in.gov>; Lauri Stockus <clerk-treasurer@townoflynnville.com>

Cc: ILMCT <ilmct@aim.simplelists.com>

Subject: RE: [ILMCT] CT Job Description

I can't speak for all, for me past Councils have passed resolutions and ordinances that define and limit my authority as far as the utilities go.

And I also serve as Clerk of the Town Court, with its duties.

I might also add that it seems that some council members can't spell State Code let alone find and read it.

I think having a locally produced clarification in plain English can help.

From: ILMCT@aim.simplelists.com <ILMCT@aim.simplelists.com> **On Behalf Of** Mary Richardson

Sent: Monday, August 18, 2025 9:16 AM

To: Lauri Stockus <clerk-treasurer@townoflynnville.com>

Cc: ILMCT <ilmct@aim.simplelists.com>

Subject: Re: [ILMCT] CT Job Description

I am questioning why there is a need for a Clerk-Treasurer's job description. I thought the duties are explained in the state statute. I know most of us, especially in small towns, do way more than what is required. But why would that be in a job description as required work? We do not work for the Council and I am not aware that they have a job description.

I am not disputing this but just want to understand the benefit. I know checklists are wonderful.

On Fri, Aug 15, 2025 at 5:24 PM Lauri Stockus (via ILMCT list) <ILMCT@aim.simplelists.com> wrote:

Somebody at conference said they had put a job description (or list of jobs) together and it was 6-8 pages long. I was wondering if I could get a copy of it and from anyone else who has one

Thank you
Lauri Stockus
Clerk-Treasurer

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--

Mary Richardson
Glenwood Clerk-Treasurer

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[External]Re: [ILMCT] CT Job Description

From Meghan Atkins <clerktreasurer@townofbremen.org>
Date Mon 8/18/2025 8:29 AM
To Lauri Stockus <clerk-treasurer@townoflynnville.com>; Mary Richardson <Clerk-Treasurer@townofglenwood.in.gov>
Cc ILMCT <ILMCT@aim.simplelists.com>

I think this would be great for any NEW CT's as they come in. NO ONE knows all the things we do, but each other. I have be blessed to have quite a few of you reach out to me and have helped, but in general no one in this building knows what goes into my job to be able to help. It is very isolating and frustrating at the same time. Also, like you said many of us do more than what is required, but even having that knowledge would be great.

Meghan Atkins
Clerk-Treasurer
Town of Bremen
111 S Center Street
Bremen, IN 46506
574-546-2471
www.townofbremen.com



From: ILMCT@aim.simplelists.com <ILMCT@aim.simplelists.com> on behalf of Mary Richardson <Clerk-Treasurer@townofglenwood.in.gov>
Sent: Monday, August 18, 2025 9:16 AM
To: Lauri Stockus <clerk-treasurer@townoflynnville.com>
Cc: ILMCT <ilmct@aim.simplelists.com>
Subject: Re: [ILMCT] CT Job Description

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one

Thank you
Lauri Stockus
Clerk-Treasurer

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--

Mary Richardson
Glenwood Clerk-Treasurer

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IC 36-5-6 Chapter 6. Town Clerk-Treasurer

- 36-5-6-1 Application of chapter
- 36-5-6-2 Clerk and fiscal officer
- 36-5-6-3 Residency; term of office
- 36-5-6-4 Election
- 36-5-6-5 Oaths, depositions, and acknowledgments
- 36-5-6-5.1 Office space provided
- 36-5-6-6 Powers and duties
- 36-5-6-7 Deputies and employees
- 36-5-6-8 Employment of attorneys or legal research assistants
- 36-5-6-9 Vacancy in office

IC 36-5-6-1 Application of chapter

Sec. 1. This chapter applies to all towns.

[Local Government Recodification Citation: New.]

As added by Acts 1980, P.L.212, SEC.4.

IC 36-5-6-2 Clerk and fiscal officer

Sec. 2. The clerk-treasurer elected under this chapter is both the town clerk and the town fiscal officer.

[Local Government Recodification Citation: New.]

As added by Acts 1980, P.L.212, SEC.4.

IC 36-5-6-3 Residency; term of office

Sec. 3. (a) The clerk-treasurer must reside within the town as provided in Article 6, Section 6 of the Constitution of the State of Indiana. The clerk-treasurer forfeits office if the clerk-treasurer ceases to be a resident of the town.

(b) Except as provided in subsection (c), (d), (e), or (f), the term of office of the clerk-treasurer is four (4) years, beginning at noon January 1 after election and continuing until a successor is elected and qualified.

(c) The term of office of a clerk-treasurer elected under IC 36-5-1-10.1 following the incorporation of the town:

(1) begins at noon November 30 following the election; and

(2) continues until noon January 1 following the next municipal election scheduled under IC 3-10-6-5 or IC 3-10-7-6 and until the clerk-treasurer's successor is elected and qualified.

(d) The term of office of a clerk-treasurer subject to an ordinance described by IC 3-10-6-2.6 is:

(1) one (1) year if the clerk-treasurer is elected at the next municipal election not conducted in a general election year; and

(2) four (4) years for the successors of the clerk-treasurer described in subdivision (1);

beginning at noon January 1 after the clerk-treasurer's election and continuing until the clerk-treasurer's successor is elected and qualified.

(e) The term of office of a clerk-treasurer subject to an ordinance described by IC 3-10-7-2.7 is:

(1) three (3) years if the clerk-treasurer is elected at the next municipal election not conducted in a general election year; and

(2) four (4) years for the successors of the clerk-treasurer described in subdivision (1);

beginning noon January 1 after the clerk-treasurer's election and continuing until the clerk-treasurer's successor is elected and qualified.

(f) The term of office of a clerk-treasurer subject to an ordinance described by IC 3-10-7-2.9 is:

(1) the term of office provided by the ordinance, not to exceed four (4) years, for the clerk-treasurer elected in the first election cycle after adoption of the ordinance; and

(2) four (4) years for the successors of the clerk-treasurer described in subdivision (1).

[Pre-Local Government Recodification Citation: 18-3-1-16 part.]

As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.3-1987, SEC.562; P.L.3-1993, SEC.277; P.L.4-1996, SEC.104; P.L.109-2015, SEC.61.

IC 36-5-6-4 Election

Sec. 4. The clerk-treasurer shall be elected under IC 3-10-6 or IC 3-10-7 by the voters of the whole town.

[Pre-Local Government Recodification Citation: 18-3-1-16 part.]

As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.5-1986, SEC.56.

IC 36-5-6-5 Oaths, depositions, and acknowledgments

Sec. 5. The clerk-treasurer may administer oaths, take depositions, and take acknowledgments of instruments required by statute to be acknowledged.

[Pre-Local Government Recodification Citation: 18-3-1-31 part.]

As added by Acts 1980, P.L.212, SEC.4.

IC 36-5-6-5.1 Office space provided

Sec. 5.1. If office space exists in a building owned or leased by the town, the legislative body shall provide suitable office space for the:

- (1) clerk-treasurer; and
- (2) staff and records of the clerk-treasurer.

As added by P.L.69-1995, SEC.12.

IC 36-5-6-6 Powers and duties

Sec. 6. (a) The clerk-treasurer shall do the following:

- (1) Receive and care for all town money and pay the money out only on order of the town legislative body.
- (2) Keep accounts showing when and from what sources the clerk-treasurer has received town money and when and to whom the clerk-treasurer has paid out town money.
- (3) Prescribe payroll and account forms for all town offices.
- (4) Prescribe the manner in which creditors, officers, and employees shall be paid.
- (5) Manage the finances and accounts of the town and make investments of town money.
- (6) Prepare for the legislative body the budget estimates of miscellaneous revenue, financial statements, and the proposed tax rate.
- (7) Maintain custody of the town seal and the records of the legislative body.
- (8) Issue all licenses authorized by statute and collect the fees fixed by ordinance.
- (9) Serve as clerk of the legislative body by attending its meetings and recording its proceedings.
- (10) Administer oaths, take depositions, and take acknowledgment of instruments that are required by statute to be acknowledged, without charging a fee.
- (11) Serve as clerk of the town court under IC 33-35-3-2, if the judge of the court does not serve as clerk of the court or appoint a clerk of the court under IC 33-35-3-1.
- (12) Perform all other duties prescribed by statute.

(b) A clerk-treasurer is not liable, in an individual capacity, for any act or omission occurring in connection with the performance of the requirements set forth in subsection (a), unless the act or omission constitutes gross negligence or an intentional disregard of the requirements.

[Pre-Local Government Recodification Citations: Part new; 18-3-1-30; 18-3-1-31 part.]

As added by Acts 1980, P.L.212, SEC.4. Amended by Acts 1981, P.L.17, SEC.27; P.L.189-1988, SEC.5; P.L.10-1997, SEC.33; P.L.33-1998, SEC.11; P.L.98-2004, SEC.162.

IC 36-5-6-7 Deputies and employees

Sec. 7. (a) The clerk-treasurer shall appoint the number of deputies and employees needed for the effective operation of the office, with the approval of the town legislative body. The clerk-treasurer's deputies and employees serve at the clerk-treasurer's pleasure.

(b) If a town owns a utility and the clerk-treasurer is directly responsible for the billing and collection of that utility's rates and charges, the clerk-treasurer shall appoint those employees who are also responsible for that billing and collection. These employees serve at the clerk-treasurer's pleasure.

[Pre-Local Government Recodification Citation: 18-2-5-1 part.]

As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.189-1988, SEC.6.

IC 36-5-6-8 Employment of attorneys or legal research assistants

Sec. 8. (a) A clerk-treasurer may hire or contract with competent attorneys or legal research assistants on terms the clerk-treasurer considers appropriate.

(b) Appropriations for the salaries of attorneys and legal research assistants employed under this section shall be approved in the annual budget.

(c) Appropriations for the salaries of attorneys and legal research assistants employed under this section shall be approved in the annual budget and must be allocated to the clerk-treasurer for the payment of attorneys' and legal research assistants' salaries.

As added by P.L. 69-1995, SEC. 13. Amended by P.L. 98-2000, SEC. 24.

IC 36-5-6-9 Vacancy in office

Sec. 9. (a) This section applies if an office of town clerk-treasurer is vacant and the town legislative body is unable to fill the office under IC 3-13-9-3.

(b) The town legislative body may select a town legislative body member, who shall assume the duties of the office of town clerk-treasurer. For purposes of Article 2, Section 9 of the Constitution of the State of Indiana and Indiana law, if a town legislative body member serves as the ex officio town clerk-treasurer, the duties assumed by the town legislative body member:

- (1) are considered part of the duties prescribed by law for the office of town legislative body member; and
- (2) are not considered a second office.

A town legislative body member may not receive any additional compensation for assuming the duties of the town clerk treasurer.

(c) The town legislative body may enter into an interlocal agreement under IC 36-1-7 with the town clerk-treasurer and town legislative body of another town in the state to assist the town legislative body member selected under subsection (b) in performing the duties of the clerk-treasurer's office. The agreement may not last longer than the remainder of the vacant clerk-treasurer's term and must meet the requirements of IC 36-1-7.

(d) If an agreement cannot be reached under subsection (c), the town legislative body may enter into a contract with a certified public accountant to assist the town legislative body member selected under subsection (b) in performing the duties of the clerk-treasurer's office. The contract may not last longer than the remainder of the vacant clerk-treasurer's term.

As added by P.L. 120-2015, SEC. 3.

This is my first attempt towards budgets for the 2026 year. Please review and make suggestions for any projects that are not included that you believe we should consider to implement in the coming year.

LYNNVILLE

1 GIS consultant	\$4,000.00
2 phase two CCMG roads/ditches	\$30,000.00
3 plants for mainstreet	\$5,000.00
4 water line sewer replacements	\$100,000.00
5 main lift station	
6 replacement of street signs	\$3,500.00
7 outdoor tables	\$7,500.00
8 gas grills behind veterans wall	\$7,500.00
9 gazebo replacement	\$35,000.00
10 landscaping	\$10,000.00
11 Annexation	
12 condemnation	
13 eminent domain	

COMMUNITY CENTER

1 update bar room	\$8,000.00
2 additional chandeliers	\$5,000.00
3 sound system	\$5,000.00
4 Paint outside roof	\$15,000.00
5 landscaping	\$10,000.00

PARK

1 entrance building	\$15,000.00
2 kayak road repair	\$30,000.00
3 trail lighting	\$300,000.00
4 waiting on Wes	

1882 VENUE

1 replace back entry steps	\$2,500.00
2 remove old gas line	\$1,000.00

all other projects on hold
waiting for income generated

Utilities

1 consultant for bonding	
2 payment system for water pickup	

Marshal

need list of potential requests

OTHER ITEMS TO CONSIDER

drainage issues throughout town	\$12,500.00
drainage back of community center	\$5,000.00
fencing back of community center	
legal on apartments	
legal on ordinance issues	
solar panels for community center	
public safety building/location	
WiFi/cameras at Park - Wes?	
Additional personal	
continued outsourcing of mowing	\$15,000.00
increased legal fees	\$50,000.00
employee benefits	

COMMONWEALTH PROJECT

	\$37,000.00
trail lighting	\$30,000.00
capital improvements plan	\$269,350.00
wastewater design	\$20,750.00
smoke testing	

highlighted is contract pricing. All other is guestimates at this time
7-Aug-25

Unofficial AGENDA for 8-19

From David Goldenberg <council1@townoflynnville.com>

Date Mon 8/18/2025 10:33 AM

To Lauri Stockus <clerk-treasurer@townoflynnville.com>

Cc Rachel Titzer <council2@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>; David Goldenberg <council1@townoflynnville.com>; Brian Cook <townmanager@townoflynnville.com>; Chris Wischer <chris.wischer@skofirm.com>

Please make sure these items are included in the Agenda.

1. Park lease renewals - moving forward
2. park lease violations - actions
3. park breakdown of receipts as requested by Wes
4. process to add "town roads" to inventory of roads
5. Brian - report on priority requests asked for by Rachel
6. Brian - GIS recommendation or establishing a date
7. farm lease update and recommendations for moving forward
8. Brian - mixer quote and recommendations
9. Brian - Salt purchase program thru State of Indiana
10. ordinance violations - how to proceed
11. ordinance violations - update to to give 10 days to correct
12. Lauri -Credit Cards - report on progress to initiate the changes as approved by council at last meeting.
13. Lauri - update and provide current job responsibilities and provide documentation to justify allocation percentages to various departments
14. Lauri - PROVIDE STATE LAW language which prohibits the establishment of specific office hours
15. Rachel - update when car wash will be corrected
16. BUDGET REQUESTS - go over priorities and any new requests
17. street weight ordinance
18. ordinance for permitting activities within town (cable, utilities, etc..)
19. move forward with policy for handling water bills at apartments.



[External]RE: [ILMCT] Town of Bristol - media publications

From ILMCT@aim.simplelists.com <ILMCT@aim.simplelists.com>

on behalf of

Town Clerk <tclerk@seelyville-in.gov>

Date Mon 5/12/2025 1:12 PM

To DANIETA FOSTER <office@crothersville.in.gov>; Angela McCullough
<amccullough@townoffarmersburg.in.gov>

Cc Town Clerk <TownClerk@bristol.in.gov>; ILMCT List <ILMCT@aim.simplelists.com>; Alex C. Bowman
<abowman@kdlegal.com>; SBOA Cities.Towns <cities.towns@sboa.in.gov>

This happens almost every year. Many, many, councils come into office knowing only how the private sector works. They have little to no experience with the public sector. They do not know or care about the Town/City Clerk, or what their duties are. And as far as they know it is just a fancy name for an ordinary secretary. If you follow this list serve and the others for clerks, long enough, you will find some real horror stories.

In many cases the Clerk has not helped the situation. They will try to help the Council be showing them the ropes, and end up carrying them and doing their jobs for them. Which leads to the council not seeing them as equals but as employees.

Read the laws that cover your job. Talk to others for directions. Draw your boundaries and stick to them. Never volunteer for anything, let them come and ask.

From: ILMCT@aim.simplelists.com <ILMCT@aim.simplelists.com> **On Behalf Of** DANIETA FOSTER

Sent: Monday, May 12, 2025 11:29 AM

To: Angela McCullough <amccullough@townoffarmersburg.in.gov>

Cc: Town Clerk <TownClerk@bristol.in.gov>; ILMCT List <ilmct@aim.simplelists.com>; Alex C. Bowman
<abowman@kdlegal.com>; SBOA Cities.Towns <cities.towns@sboa.in.gov>

Subject: Re: [ILMCT] Town of Bristol - media publications

I have been on both sides of the fence, 6 years as Council President, in my 3 year, now, as Clerk Treasurer. I do things that are not my job, mostly because I don't want to see the things accomplished while on the council fail because current council isn't as attentive.

I have, however, had to put my foot down this year, as a Council Member decided that I can't hire my own employees and that Council has full say in my office. I calmed myself, as it was a public meeting, and allowed our Atty to handle it, and prove that the state statute I was reading to him at the time was correct.

Same Council Member has tried to treat me as his personal secretary on several occasions. The last time was in January, and was after a meeting where he had boasted that the council should do their due diligence in all matters. After the meeting he pitched a piece of paper with addresses to me and instructed me to "write these letters for me". I slung it right back at him and told him I was not his secretary and to do it himself.

On Mon, May 12, 2025 at 10:59 AM Angela McCullough
<amccullough@townoffarmersburg.in.gov> wrote:

Why are you, the Clerk/Treasurer taking care of the board's responsibilities?
I'm just wondering how many of us feel like we should be doing it all. I have
stopped doing their jobs for the fact I don't make enough money and they feel

they can spend what they want. I was also told that the building I work in wasn't mine and I have no say over it or their employees, so I let it all go to them.

Here's what the internet says:

Indiana, bids for town projects are typically handled by the town council or the board of works acting as the purchasing agency. These bodies are responsible for awarding contracts for goods and services, including those involved in public works projects

Angela McCullough
Clerk/Treasurer
Town of Farmersburg, IN

On Fri, May 9, 2025 at 2:48 PM Town Clerk <TownClerk@bristol.in.gov> wrote:

Hey friends! I am in need of some guidance. We have a CCMG project that is coming up and the Notice to Bidders has been published.

I just found out that the bid date within the notice is being changed. This is unknown territory for me and I don't know if a redaction/republish or the like is required to be sent out.

Now as I say this, here's a wrench to throw into that scenario.....

It's past the deadline today to request a publication to happen before the already published date of May 13.

That being said, how do I handle this? Thanks ever so much, Cathy

Cathy Antonelli, IAMC

Town of Bristol • Clerk-Treasurer

Work Cell • 574-536-1417 Office • 574-848-7007 ext 3

303 East Vistula, PO Box 122 • Bristol, Indiana 46507

townclerk@bristol.in.gov

From: Rachel Titzer council2@townoflynnville.com 
Subject: Re: Scouts Agenda
Date: August 14, 2025 at 9:57 PM
To: David Goldenberg council1@townoflynnville.com
Cc: Kaila Byers communitycenter@townoflynnville.com, Doris Horn council3@townoflynnville.com

And you are 99 % of them !!! 🤔🤔🤔
Rachel

On Aug 14, 2025, at 8:33 PM, David Goldenberg <council1@townoflynnville.com> wrote:

You have LOTS of issues
<Image.png>

Get [Outlook for iOS](#)

From: Rachel Titzer <council2@townoflynnville.com>
Sent: Thursday, August 14, 2025 6:22:51 PM
To: Kaila Byers <communitycenter@townoflynnville.com>
Cc: David Goldenberg <council1@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>
Subject: Re: Scouts Agenda

I do not have any issues.
Rachel

On Aug 14, 2025, at 4:49 PM, Kaila Byers <communitycenter@townoflynnville.com> wrote:

Hello! Here are the dates the scouts are requesting to use the Community Center for an hour and a half (hour long meeting). The dates are all Thursday's except one Friday in February for the Derby.

2025
September 4,11
October 2, 16
November 6, 20
December 11
2026
January 8, 22
Feb 5, 19, 20
March 5, 19
April 2, 16
May 7th

Please let me know! I went ahead and put them on the calendar.

Thank you,

<image.png>

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 207 Main Street Lynnville.

Notice is hereby given to taxpayers of LYNNVILLE CIVIL TOWN, Warrick County, Indiana that the proper officers of LYNNVILLE CIVIL TOWN will conduct a public hearing on the year 2026 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of LYNNVILLE CIVIL TOWN not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, LYNNVILLE CIVIL TOWN shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of LYNNVILLE CIVIL TOWN will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 16, 2025	Adoption Meeting Date	Tuesday, October 7, 2025
Public Hearing Time	6:00 PM	Adoption Meeting Time	6:00 PM
Public Hearing Location	207 Main Street, Lynnville	Adoption Meeting Location	207 Main Street, Lynnville

Estimated Civil Max Levy	\$91,508
Est. Fire Territory Max Levy	\$162,644
Property Tax Cap Credit Estimate	\$22,120

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$10,000	\$0	\$0	\$0	
0101-GENERAL	\$94,600	\$74,470	\$0	\$71,389	4.32%
0283-LEASE RENTAL PAYMENT	\$100,000	\$88,284	\$0	\$112,280	-21.37%
0706-LOCAL ROAD & STREET	\$16,000	\$0	\$0	\$0	
0708-MOTOR VEHICLE HIGHWAY	\$51,000	\$0	\$0	\$0	
1157-PUBLIC SAFETY ACCESS POINT - OPERATING	\$50,000	\$0	\$0	\$0	
1303-PARK	\$230,000	\$0	\$0	\$0	
2379-CUMULATIVE CAPITAL IMP (CIG TAX)	\$0	\$0	\$0	\$0	
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$15,000	\$17,038	\$0	\$17,038	0.00%
2411-ECONOMIC DEV INCOME TAX CREDIT	\$60,000	\$0	\$0	\$0	
8604-SPECIAL FIRE PROTECTION TERRITORY GENERAL	\$155,000	\$162,644	\$688	\$156,218	4.11%
8692-SPECIAL FIRE PROTECTION TERRITORY EQUIPMENT REPLACE	\$20,000	\$34,445	\$149	\$34,445	0.00%
Totals	\$601,600	\$376,881	\$837	\$391,370	