

LAKE LEMON CONSERVANCY DISTRICT

Board of Directors Meeting

City of Bloomington Utilities Building

April 9th, 2020

4:00 p.m.

The April 9th, 2020 Board of Directors Meeting of the Lake Lemon Conservancy District was Held as a remote meeting on Zoom and was called to order by Chairman Pam Dugan at 4:08 PM.

BOARD MEMBERS PRESENT: Chairman Pam Dugan, Vice-Chairman Mary Jane Brown, Treasurer Mike Blackwell, Michael Klitzing, Debra Ladyman, Les Wadzinski, Lora Schell. ALSO PRESENT: Adam Casey, District Manager, Alex Snooks, Operations Supervisor; and LLCD Freeholders (see attached sign-in sheet).

I. Call Meeting to Order / Chairman's Remarks (Dugan)

II. Administrative

a. Approval Board Meeting Minutes (Dugan)

i. Dugan requested approval for the Annual Board Meeting Minutes.

KLITZING MOTIONED TO APPROVE THE 2020 ANNUAL BOARD MEETING MINUTES WITH CORRECTIONS. BROWN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

b. February Report of Claims: Approval of Allowance of Vouchers

SHELL MOTIONED TO APPROVE THE ALLOWANCE OF VOUCHERS FOR FEBRUARY 2020. BROWN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

c. Professional Services Agreement: Ken Mullis – Lake Debris Removal

BROWN MOTIONED TO APPROVE THE 2020 PROFESSIONAL SERVICES AGREEMENT WITH KEN MULLIS FOR LAKE DEBRIS REMOVAL. DUGAN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

d. 2020 Independence Day Fireworks Contract

i. Casey requested approval of the 2020 Fireworks contract in the amount of \$8,000.

LADYMAN MOTIONED TO APPROVE THE 2020 INDEPENDENCE DAY FIREWORKS CONTRACT IN THE AMOUNT OF \$8,000.00. SHELL SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

e. Casey asked the board to look over and approve the Annual Board Conflict of Interest Policy and Signatures.

KLITZING MOTIONED TO APPROVE THE ANNUAL BOARD CONFLICT OF INTEREST POLICY AND SIGNATURES. BROWN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

III. Treasurer's Report (Blackwell)

- a. February Budget Highlights
 - i. February Income: \$9,379
 - ii. February Expenditures: \$20,218
- b. Casey updated the board on the Cumulative Improvement Fund status.
 - i. Casey will call both counties tomorrow which is the when the 30-day waiting period ends, and if there was no rebuttal, Casey will submit the resolution.
- c. Blackwell discussed the 2021 Budget Timeline.
 - i. The budget planning committee will meet and begin a budget for 2021. The first presentation will take place at the June 20th meeting followed by the first public discussion at the July 18th meeting. The second public discussion will take place at the August 22nd meeting. The public hearing will be at the September meeting and the 2021 budget will be adopted at the October meeting.

IV. Manager's Report (Casey)

- a. Casey informed the Board that public hearings will be necessary for the bond process and he plans on speaking with Ice Miller about those in light of the current stay at home order situation.
- b. Casey outlined the major differences between a bond through the SRF, and an Open Market bond.
 - i. With the SRF there are more tests and other requirements including that we must utilize the overflow pond and create a wetland there, which will lead to increased costs.
 - ii. With an open market bond, we may be able to only use the South Shore drive property, but we may not be able to get the same interest rate as going through the SRF which would cause higher payments.
- c. Casey announced that the contract for our 2020 Master Plan has been signed.
- d. Casey updated the board on the work that the office has been able to do during this time including, installing new ballyards to prevent parking in the grass, pass sales over the phone to recoup some lost revenue, and updating the codes of conduct to keep fishermen from entering private docks.
- e. Casey went over the necessity of a new off-road dump truck and the process for getting a new one.
 - i. As a conservancy we must bid out the loan for any major purchase to multiple banks and select the best terms for us.
 - ii. We can only have a loan for a 2-year term with a possible 2 year extension giving a 4 year total term.
 - iii. New trucks cost over \$350,000 for one in the size range we need, and used trucks will run us \$230,000 to \$240,000.

- iv. Renting a truck will cost anywhere between \$12,000 to \$14,000 per month.
- v. Casey requested approval to start the bid process to purchase a 25-ton off-road dump truck.

KLITZING MOTIONED TO APPROVE CASEY TO BEGIN THE BID PROCESS TO PURCHASE A USED OFF-ROAD DUMPTRUCK. BLACKWELL SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

V. Next Board Meeting: To Be Announced

- a. All of the board members agreed that the 4:00 pm meeting time worked well for Zoom meetings.

VI. Adjournment

KLITZING MOTIONED TO ADJOURN THE APRIL 9TH, 2020 BOARD OF DIRECTORS MEETING AT 5:19 P.M. BLACKWELL SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED. MEETING ADJOURNED.

RESPECTFULLY SUBMITTED BY:

Alex Snooks, Operations Supervisor

LAKE LEMON CONSERVANCY DISTRICT

Board of Directors Meeting
City of Bloomington Utilities Building
April 9, 2020
4:00 p.m.

AGENDA

- I. Call Meeting to Order / Chairman's Remarks (PD)
- II. Administrative (AC)
 - A. Approval of February 27, 2020 Board Meeting Minutes
 - B. Report of Claims for February 2020
 - C. Professional Services Agreement: Ken Mullis – Lake Debris Removal
 - D. 2020 Independence Day Fireworks Contract: Approval
 - E. Annual Board Conflict of Interest Policy and Signatures
- III. Treasurer's Report (MB)
 - A. February Financial Highlights
 - B. Cumulative Improvement Fund update
 - C. 2021 Budget Timeline
- IV. Managers' Report (AC)
 - A. Sediment Management Project
 - A. Project Update
 - B. Park Master Plan
 - A. Update
 - C. Finance
 - A. SRF vs. Private bonding ; Project Requirements
 - B. Off-Road Dump Truck- Purchasing Options vs. Renting – Costs and Timeline
- V. New Business / Correspondence for Future Agenda (PD)
Next Board Meeting: To Be Announced
- IX. Adjournment (PD)

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Pam Dugan, Chairman
Action Requested	Approval
Item/Subject	February 27th, 2020 Board Meeting Minutes
Dollar Amount	N/A
Meeting Date	April 9th, 2020
Summary	A draft of the minutes for the February 27th, 2020 Board Meeting Minutes is provided for Comment, Corrections, additions, or deletions.
Staff Recommendation	Approval of the February 27th, 2020 Board meeting minutes

LAKE LEMON CONSERVANCY DISTRICT

Board of Directors Meeting

City of Bloomington Utilities Building

February 27th, 2020

6:00 p.m.

The February 27th, 2020 Board of Directors Meeting of the Lake Lemon Conservancy District was Held at the City of Bloomington Utilities Building and was called to order by Chairman Pam Dugan at 6:00 PM.

BOARD MEMBERS PRESENT: Chairman Pam Dugan, Vice-Chairman Mary Jane Brown, Treasurer Mike Blackwell, Michael Klitzing, Debra Ladyman, Les Wadzinski, Lora Schell. ALSO PRESENT: Adam Casey, District Manager, Alex Snooks, Operations Supervisor; and LLCD Freeholders (see attached sign-in sheet).

- I. Call Meeting to Order / Chairman's Remarks (Dugan)
- II. Approval Board Meeting Minutes (Dugan)
 - a. Dugan requested approval for the January 23rd, 2020 Board Meeting Minutes.

KLITZING MOTIONED TO APPROVE THE JANUARY 23RD, 2020 BOARD MEETING MINUTES. BROWN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- III. Treasurer's Report (Blackwell)
 - a. January Budget Highlights
 - i. January Income: \$1,321
 - ii. January Expenditures: \$47,979
 - b. January Report of Claims: Approval of Allowance of Vouchers

DUGAN MOTIONED TO APPROVE THE ALLOWANCE OF VOUCHERS FOR JANUARY 2020. SCHELL SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- c. Blackwell gave a summary of the 2019 Annual Budget, see attached.
 - i. Park admissions were up \$11,233.
 - ii. LLCD only spent \$36,612 on weed treatment which was less than the previous year.
 - iii. Budget shows \$68,000 in the red for a property purchase which will be utilized as a new disposal site for the hydraulic dredging project. The property value will be listed as a capital asset in future financials.

- d. Resolution 02-20-01: Cumulative Improvement Fund
 - iv. Creation of a tax funded improvement fund. Will generate around \$47,000.00 per year with a tax assessment not to exceed 3.33 cents per \$100 of assessed value.

BROWN MOTIONED TO APPROVE RESOLUTION 02-20-01: CUMULATIVE IMPROVEMENT FUND. LADYMAN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

IV. Manager's Report (Casey)

- a. Casey went over the 2019 Annual Report.
 - i. It was a banner year in all aspects.
- b. Casey requested approval for the 2020 Vegetation Contract with Aquatic Control in the amount of not to exceed \$50,000.00.

DUGAN MOTIONED TO APPROVE THE 2020 VEGETATION CONTRACT WITH AQUATIC CONTROL NOT TO EXCEED \$50,000.00. KLITZING SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- c. Casey requested approval of the 2020 Mowing Agreement with N Anderson Excavating and Lawn Care in the amount of \$10,860.00.

BROWN MOTIONED TO APPROVE THE 2020 MOWING AGREEMENT WITH N ANDERSON EXCAVATING AND LAWN CARE, LLC IN THE AMOUNT OF \$10,860.00. KLITZING SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- d. Casey presented a possible Dredging Priority List for 2020.
 - i. The priorities would be to finish zone 136 in the Chitwood Channels, and then move to Dorothy Lane.

SCHELL MOTIONED TO APPROVE THE 2020 DREDGING PRIORITIES IN FINISHING ZONE 136 AND THEN MOVING TO DOROTHY LANE. BLACKWELL SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- e. Casey presented an update for the Sediment Management Project.
 - i. Per the State Revolving Fund, in order to receive bond money from them, we must fill in part of and plant the overflow pond on the long causeway to form a filtration wetland.
 - ii. Casey and Christopher Burke Engineering finished site visits and delineations and have a big meeting between Casey, Christopher Burke, IDEM, INDNR, and The Army Corps of Engineers Scheduled for Tuesday March 17th.

V. Park Master Plan Task Group

- a. Klitzing made a presentation on different companies and the styles and layouts of Master Plans for Parks.

- i. He highlighted the stages in the plan in his experience. Starting with an inventory of everything a park has, moving to a concept of what LLCD would like our park at Riddle Point to look like and have, then the creation of a masterplan to be utilized as a guide book to improvements.
- ii. The Task Group requested that the contract for the LLCD 2020 Master Plan go to Cornerstone.

SCHELL MOTIONED TO APPROVE THE 2020 PARKE MASTER PLAN PROPOSAL WITH CORNERSTONE. PAM DUGAN TO OVERSEE THE FINAL AGREEMENT NOT TO EXCEED \$23,000.00. BROWN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- VI. Strategic Planning Committee (Brown)
 - a. Brown updated the board on the meeting held on February 14th, 2020, see minutes attached.
 - i. Malcom created a hydrology lab in his basement and may have found some useful data in his studies about how long our sediment takes to fall out of solution.
 - b. Brown discussed the disbandment of the SPC, and declared the last meeting was February 14th, 2020.
- VII. Board Election Results – Sub Areas III, V
 - a. Mary Jane Brown, District III, and Lester Wadzinski, District V, ran uncontested and were elected for another 4-year term each.
- VIII. Oath of Office: Sub Area III, V
 - a. Chairman Pam Dugan administered the Oath of Office to Mary Jane Brown and Lester Wadzinski.
- IX. Drawing
 - a. Malcom McClure and Rebecca Ball won this year's annual pass drawing.
- X. Public Comment
 - a. Tony Elrod expressed concerns about winter drawdowns to try and help control flooding in the creek, and to try and look for debris after every flood as to not have it build up in the channels.
 - b. Spencer Leiter had a few things to say about the fireworks, "The more powder the better".
- XI. New Business/ Correspondence for Future Agenda (Dugan)
 - a. The next LLCD Board Meeting will take place on Thursday March 26th, 2020, 6:00pm, at the City of Bloomington Utilities Building.
- XII. Adjournment

SCHELL MOTIONED TO ADJOURN THE FEBRUARY 27TH, 2020 BOARD OF DIRECTORS MEETING AT 7:39 P.M. BROWN SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED. MEETING ADJOURNED.

RESPECTFULLY SUBMITTED BY:
Alex Snooks, Operations Supervisor

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mike Blackwell, Treasurer
Action Requested	Approval
Item/Subject	February Report of Claims: Approval of Vouchers
Dollar Amount	\$14,858.94
Meeting Date	April 9th, 2020
Summary	Report showing check detail and payroll expenditures for February 2020.
Staff Recommendation	Approval of February 2020 Report of Claims

Date: April 9, 2020

ALLOWANCE OF VOUCHERS

Mike Blackwell
Treasurer

(Report of Claims- February 2020)

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.) We have examined the vouchers listed on the foregoing accounts payable voucher register and payroll journal, consisting of 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total of \$14,858.94

Dated this 9th Day of April 2020

Signature of Governing Board

PAM DUGAN, CHAIRMAN

MARY JANE BROWN, VICE-CHAIR

MIKE BLACKWELL, TREASURER

MICHAEL KLITZING, Sub-Area I

DEBRA LADYMAN, Sub-Area II

LORA SCHELL, Sub-Area IV

LES WADZINSKI, Sub-Area V

6:00 PM

03/09/20

LAKE LEMON CONSERVANCY
Check Detail
 February 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	4903	2/3/2020	INDIANA STATE CENTRAL COLLECTIONS ...		1000 · Peoples Sta...		-270.00
					2040 · CHILD SUP...	-270.00	270.00
TOTAL					Payroll Reduction	-270.00	270.00
Check	4911	2/3/2020	B & B WATER CORP		1000 · Peoples Sta...		-55.11
					6470 · Water	-55.11	55.11
TOTAL						-55.11	55.11
Check	4912	2/14/2020	INDIANA STATE CENTRAL COLLECTIONS ...		1000 · Peoples Sta...		-270.00
					2040 · CHILD SUP...	-270.00	270.00
TOTAL					Payroll Reduction	-270.00	270.00
Check	4913	2/14/2020	HOOSIER TIMES PROCESSING CENTER		1000 · Peoples Sta...		-37.99
					6430 · Ads	-37.99	37.99
TOTAL						-37.99	37.99
Check	4914	2/14/2020	AMBETTER FROM MHS		1000 · Peoples Sta...		-285.47
					6040 · Health Insur...	-285.47	285.47
TOTAL						-285.47	285.47
Check	4915	2/14/2020	CREATIVE GRAPHICS, INC.		1000 · Peoples Sta...		-1,832.15
			Boating and sublease stickers		6120 · Season & La...	-1,832.15	1,832.15
TOTAL						-1,832.15	1,832.15
Check	4916	2/14/2020	AIM MEDIA INDIANA		1000 · Peoples Sta...		-43.77
			Newspaper Advertising		6430 · Ads	-43.77	43.77
TOTAL						-43.77	43.77
Check	4917	2/14/2020	WRIGHT-HENNEPIN COOPERATIVE ELEC...		1000 · Peoples Sta...		-22.95
					6460 · Electric	-22.95	22.95
TOTAL						-22.95	22.95

6:00 PM
03/09/20

LAKE LEMON CONSERVANCY
Check Detail
February 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	4918	2/14/2020	STAPLES CREDIT PLAN		1000 · Peoples Sta...		-288.63
				Printer ink	6160 · Printer, Copi...	-288.63	288.63
TOTAL						-288.63	288.63
Check	4919	2/24/2020	IZZY'S RENTAL		1000 · Peoples Sta...		-170.00
					6490 · Port-O-Lets	-170.00	170.00
TOTAL						-170.00	170.00
Check	4920	2/24/2020	MACALLISTER RENTALS		1000 · Peoples Sta...		-749.05
				Skid-steer rental, boat landing area	6542 · Equipment R...	-749.05	749.05
TOTAL						-749.05	749.05
Check	4921	2/24/2020	CREATIVE GRAPHICS, INC.		1000 · Peoples Sta...		-130.65
				Daily boat passes	6130 · Daily Permits	-130.65	130.65
TOTAL						-130.65	130.65
Check	4922	2/24/2020	VISA		1000 · Peoples Sta...		-760.84
				culvert pipe for pond	6240 · Building & G...	-486.20	486.20
					6160 · Printer, Copi...	-73.47	73.47
					6200 · Regular Gas	-3.07	3.07
				Transfer Pump	6251 · Dredging Su...	-186.46	186.46
					6190 · General Busi...	-11.64	11.64
TOTAL						-760.84	760.84
Check	4923	2/24/2020	COMCAST CABLE		1000 · Peoples Sta...		-283.67
					6370 · Phone, LDT,...	-283.67	283.67
TOTAL						-283.67	283.67
Check	4924	2/24/2020	SCI REMC		1000 · Peoples Sta...		-416.00
					6460 · Electric	-416.00	416.00
TOTAL						-416.00	416.00
Check	4925	2/24/2020	JOHN NAYLOR TRUCKING		1000 · Peoples Sta...		-685.22

6:00 PM
03/09/20

LAKE LEMON CONSERVANCY
Check Detail
February 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			Stone and rip-rap for park culvert		6240 · Building & G...	-685.22	685.22
TOTAL						-685.22	685.22
Check	4926	2/24/2020	INDIANA STATE CENTRAL COLLECTIONS ...		1000 · Peoples Sta...		-270.00
					2040 · CHILD SUP...	-270.00	270.00
TOTAL						-270.00	270.00
Check	4927	2/29/2020	AMBETTER FROM MHS		1000 · Peoples Sta...		-463.32
					6040 · Health Insur...	-463.32	463.32
TOTAL						-463.32	463.32
Check	4928	2/29/2020	KNIGHT'S TRASH REMOVAL		1000 · Peoples Sta...		-20.00
					6480 · Trash	-20.00	20.00
TOTAL						-20.00	20.00
Check	4929	2/29/2020	N. ANDERSON EXCAVATING & LAWN CAR...		1000 · Peoples Sta...		-440.00
			Brush hog southshore property		6310 · Grass	-440.00	440.00
TOTAL						-440.00	440.00

Total: \$7,494.82

LAKE LEMON CONSERVANCY DISTRICT

Payroll Summary

February 2020

	Allender, Clinton L			Casey, Adam W			Snooks, Franklin A			TOTAL	
	Hours	Rate	Feb 20	Hours	Rate	Feb 20	Hours	Rate	Feb 20	Hours	Rate
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salary-6000			0.00			5,230.76			0.00		
Salary-6001			0.00			0.00			2,773.08		
Salary-6002			3,076.92			0.00			0.00		
Reg. Pay-6070			0.00			0.00	11.50		0.00		
Reg. Pay-6110			0.00			0.00	11.50		0.00		
Reg. Pay-6111		30.00	0.00			0.00			0.00		
Reg. Pay-6112		30.00	0.00			0.00			0.00		
Reg. Pay-6114		20.00	0.00			0.00			0.00		
Reg. Pay-6115		29.00	0.00			0.00			0.00		
Reg. Pay-6116		20.00	0.00			0.00			0.00		
Total Gross Pay			3,076.92			5,230.76			2,773.08		
Deductions from Gross Pay											
Insurance			0.00			0.00			0.00		
Retirement			-92.30			-313.84			-83.20		
Total Deductions from Gross Pay			-92.30			-313.84			-83.20		
Adjusted Gross Pay			2,984.62			4,916.92			2,689.88		
Taxes Withheld											
Federal Withholding			-318.00			-762.00			-282.00		
Medicare Employee			-44.61			-75.84			-40.21		
Social Security Employee			-190.77			-324.30			-171.93		
IN - Withholding			-96.40			-158.82			-86.88		
Law. Co.			-52.24			0.00			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Monroe Co.			0.00			-53.84			-29.46		
Total Taxes Withheld			-702.02			-1,374.80			-610.48		
Deductions from Net Pay											
Child Support			-540.00			0.00			0.00		
Total Deductions from Net Pay			-540.00			0.00			0.00		
Net Pay			1,742.60			3,542.12			2,079.40		
Employer Taxes and Contributions											
Federal Unemployment			18.23			10.62			16.64		
Medicare Company			44.61			75.84			40.21		
Social Security Company			190.77			324.30			171.93		
IN - Unemployment Company			15.38			21.35			13.86		
Total Employer Taxes and Contributions			268.99			432.11			242.64		

LAKE LEMON CONSERVANCY DISTRICT

Payroll Summary

February 2020

	<u>TOTAL</u>
	<u>Feb 20</u>
Employee Wages, Taxes and Adjustments	
Gross Pay	
Salary-6000	5,230.76
Salary-6001	2,773.08
Salary-6002	3,076.92
Reg. Pay-6070	0.00
Reg. Pay-6110	0.00
Reg. Pay-6111	0.00
Reg. Pay-6112	0.00
Reg. Pay-6114	0.00
Reg. Pay-6115	0.00
Reg. Pay-6116	0.00
Total Gross Pay	11,080.76
Deductions from Gross Pay	
Insurance	0.00
Retirement	-489.34
Total Deductions from Gross Pay	-489.34
Adjusted Gross Pay	10,591.42
Taxes Withheld	
Federal Withholding	-1,362.00
Medicare Employee	-160.66
Social Security Employee	-687.00
IN - Withholding	-342.10
Law. Co.	-52.24
Medicare Employee Addl Tax	0.00
Monroe Co.	-83.30
Total Taxes Withheld	-2,687.30
Deductions from Net Pay	
Child Support	-540.00
Total Deductions from Net Pay	-540.00
Net Pay	<u>7,364.12</u>
Employer Taxes and Contributions	
Federal Unemployment	45.49
Medicare Company	160.66
Social Security Company	687.00
IN - Unemployment Company	50.59
Total Employer Taxes and Contributions	<u>943.74</u>

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Adam Casey, District Manager
Action Requested	Approval
Item/Subject	Professional Services Agreement: Ken Mullis
Dollar Amount	\$250/per Debris Load
Meeting Date	April 9th, 2020
Summary	Professional Service Agreement for lake Debris Hauling
Staff Recommendation	Approval of Agreement

PROFFESIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into this 9th day of April, 2020, by and between the Lake Lemon Conservancy District (“LLCD”) and Kenneth R. Mullis (“Contractor”).

In consideration of the covenants and promises herein provided, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree:

1. Description of Services. The LLCD has initiated a program to remove debris from parts of Lake Lemon property and improve the conditions of Lake Lemon. (hereinafter “Project”). The LLCD hereby retains Contractor and Contractor agrees to provide services, as more particularly outlined in Exhibit “A,” attached hereto and by reference incorporated herein.

2. Term. The Term shall be from April 9th, 2020 and shall continue until December 31st, 2020. It may be extended by mutual, written agreement of the parties and upon approval of additional hours by the LLCD.

3. Termination. Either party may terminate this Agreement by giving a three (3) day notice to the other party. Notice to Contractor shall be to: 7557 E. State Road 45 Unionville, IN 47468 and to the LLCD at: 7599 N. Tunnel Road, Unionville, IN 47468.

4. Payment for Services. The LLCD shall pay Contractor based on the proposal attached as Exhibit “A”. Contractor shall provide a detailed invoice to LLCD, setting forth the duties completed in furtherance of this Agreement. Upon approval by the LLCD of the invoice(s), the same will be processed for payment in accordance with the LLCD policies, then in effect.

5. Materials. Materials utilized in connection with the Project shall be purchased directly by LLCD. LLCD shall provide its Certificate of Tax Exemption for the purchase of materials, if any purchases are to be made by Contractor, with prior approval of LLCD.

6. Relationship of the Parties. Contractor is an independent contractor in the performance of each and every part of this Agreement and solely and personally liable for the costs of all labor, equipment, tools, and expenses in connection therewith and for any and all damages that may occur because of Contractor’s performance under this Agreement, whether for personal injuries or damages of any other kind. Nothing in this Agreement shall be construed in any way to constitute Contractor as the agent or representative of the LLCD. Nothing in this Agreement shall prohibit Contractor from engaging in work for anyone other than the LLCD.

7. Insurance. Contractor shall maintain appropriate commercial general liability insurance in a minimum amount of One Million Dollars (\$1,000,000.00) per occurrence. The LLC and CBU shall be included as additional named-insureds on the policy and Contractor shall provide proof of insurance.

8. Liability. The LLC and Contractor acknowledge and agree that the services to be performed by Contractor under this Agreement are to be performed by him at his own risk and that he assumes all responsibility for any damages or injuries that may result from Contractor's performance of services under this Agreement. Contractor agrees to indemnify and hold harmless the LLC from any and all liability for any injuries (including death), damages, loss or claims based upon, arising out of, or in any manner connected with Contractor's services provided under this Agreement, which includes but is not limited to claims for workers' compensation coverage. It is further agreed that Contractor shall bear all costs of obtaining and maintaining for the term of this Agreement all required licensing, permits, liability insurance and Workers' Compensation insurance.

9. Tax Liability. Contractor shall exonerate, indemnify, and hold harmless the LLC from and against, and shall assume full responsibility for, payment of self-employment taxes, all federal, state and local taxes, or contributions imposed or required under unemployment insurance, workmen's compensation, social security, and income tax laws with respect to Contractor's services under this Agreement. The LLC shall issue an IRS Form 1099 to Contractor for sums paid under this Agreement.

10. Remedies. A party shall be entitled to seek and obtain all relief, whether in law or in equity, for breach of the Agreement by the other party, including damages and reasonable attorney fees arising from the breach.

11. No Assignment. The Contractor's obligations under this Agreement are personal and may not be assigned or transferred without the prior written consent of the LLC.

12. Venue and Applicable Law. This Agreement shall be governed by and construed under the laws of the State of Indiana, and the Monroe Circuit Court, Bloomington, Indiana, 47404, shall have exclusive jurisdiction over disputes arising hereunder.

13. Entire Agreement. This Agreement constitutes the entire contract between the parties. There is no statement, promise, agreement or obligation in existence which may conflict with the terms of this Agreement, or may modify, enlarge, or invalidate this Agreement or any provisions of it. This Agreement may not be amended, supplemented, or modified except by a written document signed by the LLC and Contractor.

14. Non-Waiver. The failure of any party to insist upon performance of any of the provisions of this Agreement or to pursue its rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such rights.

The foregoing Agreement is hereby executed on the terms stated above.

Lake Lemon Conservancy District:

Contractor:

By: _____

Its: Chairman _____

313567/11820

Kenneth R. Mullis

Exhibit "A"

Kenneth R. Mullis

7557 E. St. Rd. 45
Unionville, Indiana 47468

Phone: 334-2136

JOB LAKE LEMON CONSERVANCY

All labor and materials

To haul Debris and
DISPOSAL

\$250.00 PER TRUCK LOAD

\$75.00 Additional Insured Insurance Fee

Thank you!

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Adam Casey, District Manager
Action Requested	Approve 2020 Fireworks Agreement
Item/Subject	2020 Independence Day Fireworks Contract
Dollar Amount	\$8,000.00
Meeting Date	April 9th, 2020
Summary	Professional Service Agreement for Independence Day Fireworks
Staff Recommendation	Approval of Contract

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into this 9th day of April, 2020, by and between the Lake Lemon Conservancy District (hereinafter "District") and Heath Headdy & Bill Hawkins (hereinafter "Contractor") as follows:

1. District agrees to contract with the Contractor for the following services:

Conduct the Lake Lemon Conservancy District's 2020 Independence Day Fireworks Celebration. See Contractor Proposal (Exhibit "A").
2. District agrees to Contract with the Contractor for the following period of time:

July 3, 2020 (Show Date) July 5, 2020 (Rain Date)
3. Contractor is deemed an Independent Contractor and is not considered to be an employee of the District. As such, Contractor acknowledges that **no withholding** for the Federal, State or Local Income Taxes **will be made** and **he/she is responsible** for all tax liabilities. Contractor also acknowledges that the District **does not provide insurance** for Independent Contractors, and **that Contractors must furnish and provide proof, if requested, of its own liability, automobile, worker's compensation and other applicable insurance.**
4. Contractor shall provide **all necessary** licenses, permits and evidence of certification or ability to perform the above duties as shall be reasonably required by the District.
5. District agrees to pay Contractor the Total Sum of \$8,000.00 for 2020. Payment will be issued upon purchase of shells

Professional Services Agreement – Continued
Page 2

6. No portion of this Agreement shall be assigned by Contractor except with the written consent of the District.
7. Contractor agrees to **indemnify and hold harmless** the District, and its respective officials, employees, agents and independent Contractors from and against any and all losses, costs (including reasonable attorney fees) and liabilities which arise out of Contractor's acts or omission while Contractor is performing the services contracted for herein.
8. Contractor shall maintain appropriate commercial general liability insurance in a minimum amount of one million dollars (\$1,000,000.00) per occurrence. The District and City of Bloomington Utilities Department shall be included as **additional named – insureds** on the policy and contractor shall provide proof of insurance.
9. Contractor agrees not to discriminate against any person in the performance of this Agreement because of race, religion, color, sex, handicap, national origin or ancestry, age, residency, Disabled Veteran Status or Vietnam Era Veteran Status.
10. In all cases where Contractor is required to notify District for any purpose, Contractor shall notify the LLCD Manager, at 812-334-0233.
11. This Agreement represents the entire Contract between the parties.
12. Special provisions: See Attachment "A" Contractor's Proposal

Lake Lemon Conservancy District
"District"

"Contractor"

Signed _____

Signed _____

Print _____

Print _____

Title _____

Date _____

Date _____

Address _____

Phone _____

Exhibit "A"

NON FOR PROFIT 2017 LAKE LEMON SHOOT	6,500.00\$ BUDGET
HEATH HEADDY,BILL HAWKINS 7596 W CHAFIN CHAPEL RD. ELLETTSVILLE IN 47429	
PRODUCT LIST	SHOW
BODY OF SHOW	2-300 SHOT R,W,B SALUTE FAN CAKES
144- 3" SHELLS	3",4" SHELLS
72-4" SHELLS	10X10 FAN CAKE
66-5" SHELLS	3",4" SHELLS
37-6" SHELLS	2-81 SHOT CAKES
6-8" SHELLS	3",4",5" SHELLS
10-MULTI SHOT CAKES	2- SPIDER KING CAKES
	3",4",5" SHELLS
FINALE	2-MIXED COLOR BASKET CAKES
60-3" RED,WHITE,BLUE SHELLS FANNED	3",4",5",6" SHELLS
144-3" COLOR SHELLS	2-TITANIUM CHRYS FAN CAKES
36 4" COLOR SHELLS	3",4",5",6",8" SHELLS
60-3" SALUTES	FINALE
30-4" SALUTES	4-BROCADE AND BOUQUET CAKES
4-100 SHOT CAKES	60-3" R,W,B SHELLS FAN SHAPE
FIREBALLS	3", 4" COLOR CHAINED SHELLS
	3",4" SALUTE CHAINS WITH 6",8" FIREBALLS

(ADDITIONAL PRODUCT WILL BE ADDED TO THE SHOW AFTER I SEE THE NEW PRODUCT COMING IN)
THANKS FOR LETTING US BE A PART OF YOUR 4TH CELEBRATION,HEATH

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Adam Casey, District Manager
Action Requested	Approval
Item/Subject	2020 Annual Board Member Conflict of Interest Policy
Dollar Amount	\$N/A
Meeting Date	April 9th, 2020
Summary	Annual Board Member Conflict of Interest Policy
Staff Recommendation	Approval of Conflict of Interest Policy

LAKE LEMON CONSERVANCY DISTRICT

CONFLICT OF INTEREST POLICY

SECTION 1. PURPOSE:

The Lake Lemon Conservancy District (“LLCD”) is a statutorily enabled special taxing district. Therefore, Lake Lemon Conservancy District operates with the public trust and is subject to scrutiny by and accountable to government authorities (including, but not limited to, the State Board of Accounts and the Monroe Circuit Court), as well as its freeholders and the public.

The board, officers, and management employees have the responsibility of administering the affairs of LLCD honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of LLCD. Those persons shall exercise the utmost good faith in all transactions involved in their duties, they shall not use their positions with LLCD or knowledge gained therefrom for their personal benefit, and they shall at all times comply with the conflict of interest requirements set forth in Indiana Code § 35-44-1-3 (as may be amended from time to time). The interests of LLCD must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed to directors and officers and all employees who can influence the actions of LLCD, and any other “public servant,” as defined by Ind. Code § 35-41-1-24 & § 35-44-1-3.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to LLCD.
2. Persons and firms from whom LLCD leases property and equipment.
3. Persons and firms with whom LLCD is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Donors and others supporting LLCD.

5. Agencies, organizations, and associations which affect the operations of LLCD.
6. Family members, friends, and other employees.
7. Any other person or circumstance, as defined by Ind. Code § 35-44-1-3.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with LLCD.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with LLCD.
3. Receiving remuneration for services with respect to individual transactions involving LLCD.
4. Using LLCD's time, personnel, equipment, supplies, or good will for other than LLCD-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with LLCD. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.
6. Other circumstances, as provided by Ind. Code § 35-44-1-3.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is expected that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of LLCD.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures. The directors, officers, management, employees, and/or "public servants" of LLCD shall at all times comply with the terms of Indiana Code § 35-44-1-3 (as may be amended from time to time) and prepare and submit required disclosure forms, pursuant to law.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists;
4. The board has determined that the transaction is in the best interest of LLCD; and
5. The transaction is approved in accordance with the requirements of Ind. Code § 35-44-1-3.

The undersigned shall bring any conflict or concern regarding a conflict to the attention of the Board by its chair or the District Manager, as fitting considering all of the circumstances and in accordance with law, particularly Ind. Code § 35-44-1-3.

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to LLCD. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of LLCD and the advancement of its purpose.

In addition to disclosing conflicts of interest under this Conflict of Interest Policy, any “public servant” (as defined by Ind. Code § 35-41-1-24 & § 35-44-1-3, attached hereto for reference) who is subject to a conflict of interest must also complete the State Board of Accounts’ Uniform Conflict of Interest Disclosure Statement (SBA Form 236, attached hereto for reference). The “public servant” must submit the completed Form 236 to the LLCD Board of Directors *prior to* final action on any contract or purchase involving said public servant. The Board shall then determine whether to accept the Form—in accordance with Ind. Code § 35-44-1-3—prior to final action on the contract or purchase. Form 236, once accepted by the LLCD Board of Directors, shall be filed with the State Board of Accounts and the Monroe County Clerk within fifteen (15) days after final action on the contract or purchase. Furthermore, the public servant and the LLCD Board shall take any other steps necessary to ensure compliance with Indiana Code § 35-44-1-3 (as may be amended from time to time).

The undersigned herein discloses his or her association with the following entities or organizations which may or does have business with LLCD:

<u>Entity/ Organization Director/Management</u>	<u>Association</u>	<u>Board</u>
Lake Lemon Marina	Slip and Pass Sales	Lora Schell

**Lake Lemon Conservancy District
Board Directors**

Management Official

PAM DUGAN, CHAIRMAN

ADAM CASEY, MANAGER

MARY JANE BROWN, VICE-CHAIR

April 9, 2020

DATE

MIKE BLACKWELL, TREASURER

MICHAEL KLITZING, Sub-Area I

DEBRA LADYMAN, Sub-Area II

LORA SCHELL, Sub-Area IV

LES WADZINSKI, Sub-Area V

IC 35-41-1-3.2

"Agency"

Sec. 3.2. (a) "Agency" means any authority, board, bureau, commission, committee, department, division, hospital, military body, or other instrumentality of:

(1) the state, a county, a township, a city, a town, a separate municipal corporation, a special taxing district, or a public corporation; or

(2) a state-assisted college or state-assisted university.

(b) The term does not include any part of the legislative department or the judicial department of state government.

As added by P.L.13-1987, SEC.13.

IC 35-41-1-12

"Governmental entity" defined

Sec. 12. "Governmental entity" means:

(1) the United States or any state, county, township, city, town, separate municipal corporation, special taxing district, or public school corporation;

(2) any authority, board, bureau, commission, committee, department, division, hospital, military body, or other instrumentality of any of those entities; or

(3) a state-assisted college or state-assisted university.

As added by P.L.311-1983, SEC.13.

IC 35-41-1-24

"Public servant"

Sec. 24. "Public servant" means a person who:

(1) is authorized to perform an official function on behalf of, and is paid by, a governmental entity;

(2) is elected or appointed to office to discharge a public duty for a governmental entity; or

(3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

The term does not include a person appointed by the governor to an honorary advisory or honorary military position.

As added by P.L.311-1983, SEC.25. Amended by P.L.13-1987, SEC.15.

IC 35-44-1-3

Conflict of interest

Sec. 3. (a) The following definitions apply throughout this section:

(1) "Dependent" means any of the following:

(A) The spouse of a public servant.

(B) A child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is:

(i) unemancipated; and

(ii) less than eighteen (18) years of age.

(C) An individual more than one-half (1/2) of whose support is provided during a year by the public servant.

(2) "Governmental entity served by the public servant" means the immediate governmental entity being served by a public servant.

(3) "Pecuniary interest" means an interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of:

(A) the public servant; or

(B) a dependent of the public servant who:

(i) is under the direct or indirect administrative control of the public servant; or

(ii) receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant.

(b) A public servant who knowingly or intentionally:

(1) has a pecuniary interest in; or

(2) derives a profit from;

a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D felony.

(c) It is not an offense under this section if:

(1) The public servant or the public servant's dependent receives compensation through salary or an employment contract for:

(A) services provided as a public servant; or

(B) expenses incurred by the public servant as provided by law.

(2) The public servant's interest in the contract or purchase and

all other contracts and purchases made by the governmental entity during the twelve (12) months before the date of the contract or purchase was two hundred fifty dollars (\$250) or less.

(3) The contract or purchase involves utility services from a utility whose rate structure is regulated by the state or federal government.

(4) The public servant:

(A) acts in only an advisory capacity for a state supported college or university; and

(B) does not have authority to act on behalf of the college or university in a matter involving a contract or purchase.

(5) A public servant under the jurisdiction of the state ethics commission (as provided in IC 4-2-6-2.5) obtains from the state ethics commission, following full and truthful disclosure, written approval that the public servant will not or does not have a conflict of interest in connection with the contract or purchase under IC 4-2-6 and this section. The approval required under this subdivision must be:

(A) granted to the public servant before action is taken in connection with the contract or purchase by the governmental entity served; or

(B) sought by the public servant as soon after the contract or purchase as the public servant becomes aware of the facts that give rise to a question of conflict of interest.

(6) A public servant who makes a disclosure that meets the requirements of subsection (d) or (e) and is:

(A) not a member or on the staff of the governing body empowered to contract or purchase on behalf of the governmental entity, and functions and performs duties for the

governmental entity unrelated to the contract or purchase;

(B) appointed by an elected public servant;

(C) employed by the governing body of a school corporation and the contract or purchase involves the employment of a dependent or the payment of fees to a dependent;

(D) elected; or

(E) a member of, or a person appointed by, the board of trustees of a state supported college or university.

(7) The public servant is a member of the governing board of a hospital organized or operated under IC 16-22-1 through IC 16-22-5 or IC 16-23-1.

(d) A disclosure must:

(1) be in writing;

(2) describe the contract or purchase to be made by the governmental entity;

(3) describe the pecuniary interest that the public servant has in the contract or purchase;

(4) be affirmed under penalty of perjury;

(5) be submitted to the governmental entity and be accepted by

the governmental entity in a public meeting of the governmental entity before final action on the contract or purchase;

(6) be filed within fifteen (15) days after final action on the contract or purchase with:

(A) the state board of accounts; and

(B) if the governmental entity is a governmental entity other than the state or a state supported college or university, the clerk of the circuit court in the county where the governmental entity takes final action on the contract or purchase; and

(7) contain, if the public servant is appointed, the written approval of the elected public servant (if any) or the board of trustees of a state supported college or university (if any) that appointed the public servant.

(e) This subsection applies only to a person who is a member of, or a person appointed by, the board of trustees of a state supported college or university. A person to whom this subsection applies complies with the disclosure requirements of this chapter with respect to the person's pecuniary interest in a particular type of contract or purchase which is made on a regular basis from a particular vendor if the individual files with the state board of accounts and the board of trustees a statement of pecuniary interest in that particular type of contract or purchase made with that particular vendor. The statement required by this subsection must be made on an annual basis.

As added by Acts 1978, P.L.144, SEC.7. Amended by Acts 1981, P.L.304, SEC.1; P.L.329-1983, SEC.1; P.L.66-1987, SEC.28; P.L.13-1987, SEC.16; P.L.183-1988, SEC.1; P.L.109-1988, SEC.3; P.L.197-1989, SEC.3; P.L.2-1993, SEC.185; P.L.22-1995, SEC.3; P.L.1-1997, SEC.149; P.L.110-2011, SEC.1.

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mike Blackwell, Treasurer
Action Requested	Review
Item/Subject	February 2020 Financial Update
Dollar Amount	N/A
Meeting Date	April 9th, 2020
Summary	Financial report showing end of February 2020 Balance sheet, Income, Expense, 2019 comparison, and reconciliation data.
Staff Recommendation	Review

LAKE LEMON CONSERVANCY

Financial Statements

For the Period Ending

January 1, 2020 thru February 29, 2020

(UNAUDITED)

Watkins Accounting

113 E. 19th Street

Bloomington, Indiana 47408

Lake Lemon Conservancy

I have prepared the financial statements for Lake Lemon Conservancy as of February 29, 2020 on the basis used in the preparation of its federal income tax returns. The tax returns are prepared on the accrual basis when appropriate.

The following are the company's significant accounting policies under this basis:

Income Tax. No provision or liability for income taxes has been included in the financial statements.

Provision for Doubtful Accounts. No provision for doubtful accounts is made. The company follows the practice of charging off all accounts deemed uncollectible directly to expense.

Property and Equipment. Property and equipment, as well as liabilities pertaining thereto, are recorded at cost as determined for income tax purposes.

Shirley Watkins, CPA
March 9, 2020

LAKE LEMON CONSERVANCY**Balance Sheet**

As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Peoples State Bank	314,002.16
1010 · Petty Cash	100.00
1020 · Change Fund	200.00
1030 · CD's General Fund	35,000.00
1040 · CD's Cumulative Maint Fund	107,014.71
1050 · Savings Account	5,949.28
Total Checking/Savings	<u>462,266.15</u>
Total Current Assets	462,266.15
Fixed Assets	
1500 · Land @ South Shore Dr	102,755.00
1510 · Trucks	132,761.25
1520 · Other Asset	12,093.11
1550 · Boats	354,750.00
1680 · Other Fixed Assets	239,581.79
Total Fixed Assets	<u>841,941.15</u>
TOTAL ASSETS	<u>1,304,207.30</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · FICA & Federal Taxes Payable	3,057.32
2020 · State & Co. Withholding Payable	1,052.85
Total Other Current Liabilities	<u>4,110.17</u>
Total Current Liabilities	<u>4,110.17</u>
Total Liabilities	4,110.17
Equity	
3000 · Opening Balance Equity	101,373.66
3040 · General Fund	503,214.77
3060 · Cumulative Maintenance Fund	101,942.92
3200 · Retained Earnings	651,067.21
Net Income	-57,501.43
Total Equity	<u>1,300,097.13</u>
TOTAL LIABILITIES & EQUITY	<u>1,304,207.30</u>

4:53 PM

03/09/20

Accrual Basis

LAKE LEMON CONSERVANCY

Profit & Loss YTD Comparison

February 2020

	Feb 20	Jan - Feb 20
Income		
4020 · Marina & Club Fees	0.00	500.00
4030 · Sublease & Access Fees	9,150.00	9,150.00
4060 · Interest	0.00	221.24
4080 · Fishing Tournament	225.00	825.00
Total Income	9,375.00	10,696.24
Expense		
6000 · Manager	5,230.76	10,461.52
6001 · Operations Supervisor	2,773.08	5,546.16
6002 · Equipment Operations Supervisor	3,076.92	6,153.84
6010 · FICA	847.66	1,852.49
6020 · State Unemployment Tax	0.00	36.08
6025 · Merchant Fees	31.45	64.99
6030 · Retirement	1,573.52	3,147.04
6040 · Health Insurance	748.79	1,497.58
6111 · Dredger	0.00	450.00
6112 · Dredger (Other)	0.00	435.00
6113 · Assistant Dredger	0.00	270.00
6114 · Assistant Dredger (Other)	0.00	899.25
6120 · Season & Launch Permits	1,832.15	1,832.15
6130 · Daily Permits	130.65	130.65
6160 · Printer, Copier & Computer Supp	362.10	362.10
6180 · Postage	0.00	220.00
6190 · General Business Supplies	11.64	11.64
6200 · Regular Gas	3.07	3.07
6240 · Building & Grounds	1,171.42	1,171.42
6251 · Dredging Supplies	186.46	361.00
6300 · Accounting Services	0.00	450.00
6310 · Grass	440.00	440.00
6370 · Phone, LDT, Pager, E-Mail	283.67	567.34
6430 · Ads	81.76	81.76
6450 · Insurance	0.00	15,867.00
6460 · Electric	438.95	858.90
6470 · Water	55.11	110.22
6480 · Trash	20.00	40.00
6490 · Port-O-Lets	170.00	340.00
6500 · Pump Holding Tank	0.00	200.00
6520 · Boat	0.00	361.50
6530 · Truck	0.00	75.57
6542 · Equipment Rental	749.05	9,004.71
6560 · Water Testing	0.00	2,520.00
6661 · Disposal Site Preparation	0.00	2,374.69
Total Expense	20,218.21	68,197.67
Net Income	-10,843.21	-57,501.43

4:55 PM

03/09/20

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Prev Year Comparison
January through February 2020

	Jan - Feb 20	Jan - Feb 19	\$ Change	% Change
Income				
4020 · Marina & Club Fees	500.00	500.00	0.00	0.0%
4030 · Sublease & Access Fees	9,150.00	11,850.00	-2,700.00	-22.8%
4060 · Interest	221.24	219.93	1.31	0.6%
4080 · Fishing Tournament	825.00	700.00	125.00	17.9%
Total Income	10,696.24	13,269.93	-2,573.69	-19.4%
Expense				
6000 · Manager	10,461.52	7,592.31	2,869.21	37.8%
6001 · Operations Supervisor	5,546.16	3,923.07	1,623.09	41.4%
6002 · Equipment Operations Supervisor	6,153.84	0.00	6,153.84	100.0%
6010 · FICA	1,852.49	1,004.32	848.17	84.5%
6020 · State Unemployment Tax	36.08	19.25	16.83	87.4%
6025 · Merchant Fees	64.99	23.00	41.99	182.6%
6030 · Retirement	3,147.04	2,371.32	775.72	32.7%
6040 · Health Insurance	1,497.58	0.00	1,497.58	100.0%
6110 · Lake Biologist	0.00	458.00	-458.00	-100.0%
6111 · Dredger	450.00	0.00	450.00	100.0%
6112 · Dredger (Other)	435.00	975.00	-540.00	-55.4%
6113 · Assistant Dredger	270.00	0.00	270.00	100.0%
6114 · Assistant Dredger (Other)	899.25	180.00	719.25	399.6%
6120 · Season & Launch Permits	1,832.15	52.65	1,779.50	3,379.9%
6130 · Daily Permits	130.65	270.00	-139.35	-51.6%
6160 · Printer, Copier & Computer Supp	362.10	565.97	-203.87	-36.0%
6170 · Miscellaneous-Other	0.00	218.52	-218.52	-100.0%
6180 · Postage	220.00	200.00	20.00	10.0%
6190 · General Business Supplies	11.64	96.45	-84.81	-87.9%
6200 · Regular Gas	3.07	49.99	-46.92	-93.9%
6240 · Building & Grounds	1,171.42	380.12	791.30	208.2%
6251 · Dredging Supplies	361.00	1,066.13	-705.13	-66.1%
6300 · Accounting Services	450.00	900.00	-450.00	-50.0%
6310 · Grass	440.00	0.00	440.00	100.0%
6370 · Phone, LDT, Pager, E-Mail	567.34	549.58	17.76	3.2%
6400 · Meals	0.00	52.00	-52.00	-100.0%
6430 · Ads	81.76	32.34	49.42	152.8%
6440 · Other	0.00	158.40	-158.40	-100.0%
6450 · Insurance	15,867.00	16,928.00	-1,061.00	-6.3%
6460 · Electric	858.90	982.90	-124.00	-12.6%
6470 · Water	110.22	110.22	0.00	0.0%
6480 · Trash	40.00	67.68	-27.68	-40.9%
6490 · Port-O-Lets	340.00	1,689.00	-1,349.00	-79.9%
6500 · Pump Holding Tank	200.00	150.00	50.00	33.3%
6510 · Building & Grounds Expense	0.00	3,814.00	-3,814.00	-100.0%
6520 · Boat	361.50	11.94	349.56	2,927.6%
6530 · Truck	75.57	6.35	69.22	1,090.1%
6541 · Dredging Equipment Maintenance	0.00	768.32	-768.32	-100.0%
6542 · Equipment Rental	9,004.71	0.00	9,004.71	100.0%
6560 · Water Testing	2,520.00	0.00	2,520.00	100.0%
6661 · Disposal Site Preparation	2,374.69	1,000.00	1,374.69	137.5%
Total Expense	68,197.67	46,666.83	21,530.84	46.1%
Net Income	-57,501.43	-33,396.90	-24,104.53	-72.2%

5:08 PM

03/09/20

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Budget vs. Actual
 January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
Income				
4000 · Watercraft Permits	0.00	115,000.00	-115,000.00	0.0%
4010 · Launch Fees	0.00	21,000.00	-21,000.00	0.0%
4020 · Marina & Club Fees	500.00	9,000.00	-8,500.00	5.6%
4030 · Sublease & Access Fees	9,150.00	27,000.00	-17,850.00	33.9%
4040 · Property Tax - Brown Co.	0.00	82,420.00	-82,420.00	0.0%
4050 · Property Tax -Monroe Co.	0.00	234,580.00	-234,580.00	0.0%
4060 · Interest	221.24	1,250.00	-1,028.76	17.7%
4070 · Grants & Donations	0.00	12,000.00	-12,000.00	0.0%
4071 · Community Foundation	0.00	0.00	0.00	0.0%
4080 · Fishing Tournament	825.00	1,500.00	-675.00	55.0%
4090 · Park Reservations	0.00	4,000.00	-4,000.00	0.0%
4100 · Park Admission Fees	0.00	44,000.00	-44,000.00	0.0%
4110 · Concessions	0.00	0.00	0.00	0.0%
4120 · Other Income	0.00	0.00	0.00	0.0%
4130 · Dredging/Rip-Rap Income	0.00	30,000.00	-30,000.00	0.0%
4140 · Dredging Equipment Loan Proceed	0.00	1,200,000.00	-1,200,000.00	0.0%
Total Income	10,696.24	1,781,750.00	-1,771,053.76	0.6%
Expense				
6000 · Manager	10,461.52	62,000.00	-51,538.48	16.9%
6001 · Operations Supervisor	5,546.16	36,050.00	-30,503.84	15.4%
6002 · Equipment Operations Supervisor	6,153.84	40,000.00	-33,846.16	15.4%
6010 · FICA	1,852.49	13,700.00	-11,847.51	13.5%
6020 · State Unemployment Tax	36.08	800.00	-763.92	4.5%
6025 · Merchant Fees	64.99	1,200.00	-1,135.01	5.4%
6030 · Retirement	3,147.04	15,200.00	-12,052.96	20.7%
6040 · Health Insurance	1,497.58	15,000.00	-13,502.42	10.0%
6050 · Life Insurance	0.00	0.00	0.00	0.0%
6070 · Gate Attendant	0.00	22,000.00	-22,000.00	0.0%
6100 · Lake Patrol	0.00	2,000.00	-2,000.00	0.0%
6110 · Lake Biologist	0.00	0.00	0.00	0.0%
6111 · Dredger	450.00	0.00	450.00	100.0%
6112 · Dredger (Other)	435.00	0.00	435.00	100.0%
6113 · Assistant Dredger	270.00	12,000.00	-11,730.00	2.3%
6114 · Assistant Dredger (Other)	899.25	6,000.00	-5,100.75	15.0%
6115 · Dredger (Private)	0.00	0.00	0.00	0.0%
6116 · Assistant Dredger (Private)	0.00	2,000.00	-2,000.00	0.0%
6120 · Season & Launch Permits	1,832.15	2,000.00	-167.85	91.6%
6130 · Daily Permits	130.65	400.00	-269.35	32.7%
6140 · Receipt/Tickets Books	0.00	400.00	-400.00	0.0%
6150 · Checks	0.00	200.00	-200.00	0.0%
6160 · Printer, Copier & Computer Supp	362.10	800.00	-437.90	45.3%
6170 · Miscellaneous-Other	0.00	1,300.00	-1,300.00	0.0%
6180 · Postage	220.00	750.00	-530.00	29.3%
6185 · Receipt Books	0.00	0.00	0.00	0.0%
6190 · General Business Supplies	11.64	750.00	-738.36	1.6%

5:08 PM

03/09/20

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Budget vs. Actual
 January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
6200 · Regular Gas	3.07	7,000.00	-6,996.93	0.0%
6210 · Diesel	0.00	9,000.00	-9,000.00	0.0%
6220 · Janitorial Supplies	0.00	0.00	0.00	0.0%
6230 · Medical Supplies	0.00	0.00	0.00	0.0%
6240 · Building & Grounds	1,171.42	6,000.00	-4,828.58	19.5%
6250 · Boat/Weed Harvester/Truck	0.00	1,500.00	-1,500.00	0.0%
6251 · Dredging Supplies	361.00	12,000.00	-11,639.00	3.0%
6252 · Rip Rap/Erosion Control	0.00	15,000.00	-15,000.00	0.0%
6260 · Uniforms	0.00	600.00	-600.00	0.0%
6270 · Boat Equipment	0.00	0.00	0.00	0.0%
6280 · Radio/Communication Equipment	0.00	0.00	0.00	0.0%
6290 · Signs & Nautical Markers	0.00	3,000.00	-3,000.00	0.0%
6300 · Accounting Services	450.00	5,400.00	-4,950.00	8.3%
6310 · Grass	440.00	15,000.00	-14,560.00	2.9%
6320 · Attorney	0.00	4,000.00	-4,000.00	0.0%
6325 · Fish Management Survey	0.00	0.00	0.00	0.0%
6330 · Consulting Engineer	0.00	50,000.00	-50,000.00	0.0%
6350 · Other Prof/Secretarial Service	0.00	1,000.00	-1,000.00	0.0%
6370 · Phone, LDT, Pager, E-Mail	567.34	3,000.00	-2,432.66	18.9%
6380 · Travel	0.00	0.00	0.00	0.0%
6390 · Hotel	0.00	300.00	-300.00	0.0%
6400 · Meals	0.00	150.00	-150.00	0.0%
6410 · Subscriptions	0.00	800.00	-800.00	0.0%
6420 · Newsletter	0.00	600.00	-600.00	0.0%
6430 · Ads	81.76	500.00	-418.24	16.4%
6440 · Other	0.00	1,500.00	-1,500.00	0.0%
6441 · Event Planning	0.00	1,500.00	-1,500.00	0.0%
6450 · Insurance	15,867.00	45,000.00	-29,133.00	35.3%
6460 · Electric	858.90	5,000.00	-4,141.10	17.2%
6470 · Water	110.22	750.00	-639.78	14.7%
6480 · Trash	40.00	1,500.00	-1,460.00	2.7%
6490 · Port-O-Lets	340.00	2,000.00	-1,660.00	17.0%
6500 · Pump Holding Tank	200.00	800.00	-600.00	25.0%
6510 · Building & Grounds Expense	0.00	10,000.00	-10,000.00	0.0%
6520 · Boat	361.50	2,000.00	-1,638.50	18.1%
6530 · Truck	75.57	1,000.00	-924.43	7.6%
6540 · Sluice Gate Inspection	0.00	0.00	0.00	0.0%
6541 · Dredging Equipment Maintenance	0.00	10,000.00	-10,000.00	0.0%
6542 · Equipment Rental	9,004.71	7,500.00	1,504.71	120.1%
6560 · Water Testing	2,520.00	6,500.00	-3,980.00	38.8%
6570 · Lake Weed Treatment	0.00	50,000.00	-50,000.00	0.0%
6580 · Erosion Control/Matching Fund	0.00	0.00	0.00	0.0%
6590 · Contingency Funds 10%	0.00	5,000.00	-5,000.00	0.0%
6600 · 6% Marina Permit Sales	0.00	2,300.00	-2,300.00	0.0%
6610 · Cumulative Maintenance Fund	0.00	7,500.00	-7,500.00	0.0%
6620 · Dam/Spillway Inspection	0.00	0.00	0.00	0.0%
6630 · Spillway Repairs	0.00	5,000.00	-5,000.00	0.0%

5:08 PM

03/09/20

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Budget vs. Actual
 January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
6640 · Soil Testing IDEM	0.00	0.00	0.00	0.0%
6650 · Dredge Matching Fund	0.00	0.00	0.00	0.0%
6661 · Disposal Site Preparation	2,374.69	15,000.00	-12,625.31	15.8%
6662 · Debt Service-Dredging Loan	0.00	67,000.00	-67,000.00	0.0%
6663 · Barge Assembly	0.00	0.00	0.00	0.0%
6670 · Debt Service (Dredging Equip.)	0.00	0.00	0.00	0.0%
6680 · Other Services and Charges	0.00	1,500.00	-1,500.00	0.0%
6681 · Fireworks	0.00	8,000.00	-8,000.00	0.0%
6682 · Ramp Repairs	0.00	2,000.00	-2,000.00	0.0%
6690 · Office Equipment	0.00	0.00	0.00	0.0%
6700 · Computer Equipment	0.00	0.00	0.00	0.0%
6701 · Barge	0.00	0.00	0.00	0.0%
6702 · Push Boat/Motors	0.00	0.00	0.00	0.0%
6703 · Excavator	0.00	0.00	0.00	0.0%
6704 · Off Road Truck	0.00	200,000.00	-200,000.00	0.0%
6705 · Utility Truck	0.00	0.00	0.00	0.0%
6706 · Bulldozer	0.00	0.00	0.00	0.0%
6710 · Boat Dock	0.00	0.00	0.00	0.0%
6720 · Utility Vehicle	0.00	0.00	0.00	0.0%
6730 · Patrol Boat	0.00	0.00	0.00	0.0%
6740 · Work Boat (Pontoon)	0.00	0.00	0.00	0.0%
6750 · Sediment Mitigation	0.00	950,000.00	-950,000.00	0.0%
6770 · LLCD Pick-up Truck	0.00	0.00	0.00	0.0%
6780 · Gatehouse	0.00	30,000.00	-30,000.00	0.0%
Total Expense	68,197.67	1,807,750.00	-1,739,552.33	3.8%
Net Income	-57,501.43	-26,000.00	-31,501.43	221.2%

6:08 PM

03/09/20

LAKE LEMON CONSERVANCY
Reconciliation Summary
1000 · Peoples State Bank, Period Ending 02/29/2020

	Feb 29, 20
Beginning Balance	331,105.15
Cleared Transactions	
Checks and Payments - 20 items	-23,491.11
Deposits and Credits - 4 items	9,375.00
Total Cleared Transactions	-14,116.11
Cleared Balance	<u>316,989.04</u>
Uncleared Transactions	
Checks and Payments - 7 items	-2,986.88
Total Uncleared Transactions	-2,986.88
Register Balance as of 02/29/2020	<u>314,002.16</u>
New Transactions	
Checks and Payments - 3 items	-1,867.77
Deposits and Credits - 2 items	4,750.00
Total New Transactions	2,882.23
Ending Balance	<u><u>316,884.39</u></u>

6:08 PM

03/09/20

LAKE LEMON CONSERVANCY

Reconciliation Detail

1000 - Peoples State Bank, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						331,105.15
Cleared Transactions						
Checks and Payments - 20 items						
Check	12/30/2019	4884	Mulry Electrical	X	-2,550.00	-2,550.00
Check	1/31/2020	4910	INDIANA UNIVERS...	X	-2,520.00	-5,070.00
Check	1/31/2020	4909	DOTLICH CRANE	X	-745.88	-5,815.88
Check	1/31/2020	4908	TODD'S SEPTIC S...	X	-200.00	-6,015.88
Check	1/31/2020	4907	KLEINDORFER HA...	X	-7.20	-6,023.08
Check	2/3/2020	4903	INDIANA STATE C...	X	-270.00	-6,293.08
Check	2/3/2020	4911	B & B WATER CORP	X	-55.11	-6,348.19
Check	2/14/2020	4915	CREATIVE GRAPH...	X	-1,832.15	-8,180.34
Check	2/14/2020	4918	STAPLES CREDIT ...	X	-288.63	-8,468.97
Check	2/14/2020	4914	AMBETTER FROM ...	X	-285.47	-8,754.44
Check	2/14/2020	4912	INDIANA STATE C...	X	-270.00	-9,024.44
Check	2/14/2020	4916	AIM MEDIA INDIANA	X	-43.77	-9,068.21
Check	2/14/2020	4913	HOOSIER TIMES P...	X	-37.99	-9,106.20
Check	2/14/2020	4917	WRIGHT-HENNEPI...	X	-22.95	-9,129.15
Check	2/24/2020	4925	JOHN NAYLOR TR...	X	-685.22	-9,814.37
Check	2/24/2020	4924	SCI REMC	X	-416.00	-10,230.37
Check	2/24/2020	4919	IZZY'S RENTAL	X	-170.00	-10,400.37
Check	2/24/2020	4921	CREATIVE GRAPH...	X	-130.65	-10,531.02
General Journal	2/29/2020			X	-7,364.12	-17,895.14
General Journal	2/29/2020			X	-5,595.97	-23,491.11
Total Checks and Payments					-23,491.11	-23,491.11
Deposits and Credits - 4 items						
General Journal	2/11/2020			X	225.00	225.00
General Journal	2/14/2020			X	2,250.00	2,475.00
General Journal	2/29/2020			X	1,500.00	3,975.00
General Journal	2/29/2020			X	5,400.00	9,375.00
Total Deposits and Credits					9,375.00	9,375.00
Total Cleared Transactions					-14,116.11	-14,116.11
Cleared Balance					-14,116.11	316,989.04
Uncleared Transactions						
Checks and Payments - 7 items						
Check	2/24/2020	4922	VISA		-760.84	-760.84
Check	2/24/2020	4920	MACALLISTER RE...		-749.05	-1,509.89
Check	2/24/2020	4923	COMCAST CABLE		-283.67	-1,793.56
Check	2/24/2020	4926	INDIANA STATE C...		-270.00	-2,063.56
Check	2/29/2020	4927	AMBETTER FROM ...		-463.32	-2,526.88
Check	2/29/2020	4929	N. ANDERSON EX...		-440.00	-2,966.88
Check	2/29/2020	4928	KNIGHT'S TRASH ...		-20.00	-2,986.88
Total Checks and Payments					-2,986.88	-2,986.88
Total Uncleared Transactions					-2,986.88	-2,986.88
Register Balance as of 02/29/2020					-17,102.99	314,002.16
New Transactions						
Checks and Payments - 3 items						
Check	3/9/2020	4930	FIRST INSURANC...		-1,797.00	-1,797.00
Check	3/9/2020	4931	B & B WATER CORP		-55.11	-1,852.11
Check	3/9/2020	4932	LOWE'S COMPANI...		-15.66	-1,867.77
Total Checks and Payments					-1,867.77	-1,867.77
Deposits and Credits - 2 items						
General Journal	3/9/2020				1,000.00	1,000.00
General Journal	3/9/2020				3,750.00	4,750.00
Total Deposits and Credits					4,750.00	4,750.00
Total New Transactions					2,882.23	2,882.23
Ending Balance					-14,220.76	316,884.39

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mike Blackwell, Treasurer
Action Requested	Acceptance and Recommendation Of Budget Committee
Item/Subject	2021 Annual Budget Timeline
Dollar Amount	N/A
Meeting Date	April 9th, 2020
Summary	Budgetary Timeline for 2021 Annual Budget
Staff Recommendation	Acceptance and creation of Budget Committee.

LLCD BUDGET PLANNER/KEY DATES FOR 2021 BUDGET

April 9, 2020	Budget Time-Line Calendar – Selection of Board Budget Committee
April 10 – June 20, 2020	Prepare 2021 Budget
June 20, 2020	Presentation of 2021 Budget (10:00 A.M., Riddle Point Park Shelter House)
July 18, 2020	First Public Discussion on 2021 Budget (10:00 A.M., Riddle Point Park Shelter House)
August 22, 2020	Second Public Discussion on 2021 Budget (10:00 A.M., Riddle Point Park Shelter House) *All Budget adjustments must be made by the conclusion of the August 22, 2020 Meeting.
September 24, 2020	Public Hearing on 2021 Budget
October 22, 2020 (No later than November 1, 2021)	Board Adoption of 2021 Budget