

Town of Winona Lake
Council Meeting Minutes
March 9, 2026

The Town Council of Winona Lake, Indiana met in a special session on March 9, 2026, in the Town Hall at 6:00 p.m.

COUNCIL MEMBERS PRESENT: Ashley McGinnis, Austin Reynolds, Jim Lancaster, Jason Zaugg, and Barry Andrew

ABSENT: None

OTHERS: Clerk-Treasurer Heather James (via Zoom), Town Manager Pam Howard, Town Lawyer Adam Turner, Parks Director Holly Hummitch, Street Superintendent Shane Parrett, Police Department Joe Hawn, and Volunteer Fire Department Kevin Gelbaugh

OPENING: At 6:00 p.m. Ashley opened the meeting.

Stone Municipal Group and Civitas Presentation (For Informational Purposes Only)

Adam Stone from Stone Municipal Group presented his assessment of the effects of Senate Enrolled Act 1 (SEA 1) on the Town's budget over the next several years, along with a range of options for the Town to reduce or offset the financial impact of SEA 1. See attached presentation for more information.

Kody Leach from Civitas Strategies, who partnered with Stone Municipal Group, then provided a presentation on the overall demographics of the Town. See attached presentation for more information.

Street Department Wages and Job Descriptions

Ashley introduced a motion to approve the pay ranges and accompanying job descriptions for the Street Department employees as presented on the pay table attachment. She also explained that the payroll for these positions will be split among the MVH, stormwater, and wastewater funds. Regarding the Street Laborer positions, Barry motioned to approve, Jim seconded, and the motion passed with a vote of 5 ayes and 0 nays. For the Street Superintendent position, Jim motioned to approve, Jason seconded, and the motion passed with a vote of 5 ayes and 0 nays. Finally, for the Maintenance and Grounds Technician position, Barry motioned to approve, Austin seconded, and the motion passed with a vote of 5 ayes and 0 nays.

Town Manager Job Description

The attached Town Manager job description was introduced by Ashley for approval. Barry motioned to approve, and Jim seconded. The motion passed with a vote of 5 ayes and 0 nays.

Miller Sunset Pavillion Manager Position and Job Description

Ashely introduced to add a Miller Sunset Pavillion (MSP) Manager position that will fall under the Town Manager. The goal is to have someone who can manage the MSP year-round instead of on a seasonal/event basis as it has been currently conducted. Barry motioned to approve the

position with the associated pay range. Austin seconded the motion. With a vote of 5 ayes, and 0 nays, the motion passed.

Conflict of Interest Disclosure

Barry Andrew signed a conflict-of-interest disclosure recusing himself from all votes regarding a financial donation made to the Town by United Way. The reasoning behind it was explained by Adam Turner.

Donations

The following donations to the Town were presented for approval:

- a. 4th of July Festival - \$250 from Family Express
- b. Trick-or-Treat on the Trail - \$250 from Family Express
- c. Back to School Lunch on 3 Aug 2026 - \$250 from Kosciusko Cares
- d. Unrestricted donation of \$500 from Jon and Jill Serbousek

Jim motioned to approve the donations. Jason seconded the motion. With a vote of 5 ayes and 0 nays the motion carried.

Posting of Positions

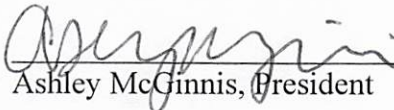
Ashley clarified that the job descriptions would be posted for hiring. Pam added that about the Street Department positions, she would prefer to have Austin present in the interviews. Additionally, she recommends hiring the Street Superintendent position first, and then having that individual available and present for the remaining Street Department position interviews. Barry motioned to approve posting the positions, Jason seconded, and the motion passed with a vote of 5 ayes and 0 nays.

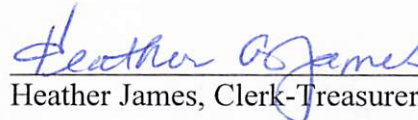
Public Comment

None

Adjournment

At 7:20 p.m. Barry motioned to adjourn the meeting, Jim seconded and the meeting was concluded.


Ashley McGinnis, President


Heather James, Clerk-Treasurer

*This is a summary of the meeting.