

Town of Winona Lake
Council Meeting Minutes
April 21, 2026

The Town Council of Winona Lake, Indiana met in a regular session on April 21, 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, Town Manager Pam Howard, Parks Director Holly Hummitch, Street Superintendent Shane Parrett, Police Department Joe Hawn, and Fire Department Kevin Gelbaugh

OPENING: At 6:00 p.m. Austin opened the meeting with prayer and the Pledge of Allegiance.

Public Comment on Agenda Items

Ashley opened the floor for comments on agenda items. Jerry Nelson said he noticed the town was leaving floor topics off the agenda and he didn't think that was a good idea. Ashley said she will add to future agenda and there will be floor topics tonight. Nelson also requested a second microphone on the other side of the chamber. Hearing no further comments she the floor.

Approval of Minutes

Heather presented the minutes from March 24, 2026, regular session and April 13, 2026, executive session. Barry motioned to approve. Austin seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Approval of Claims

Heather presented the claims for approval. Jim motioned to approve. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

“Winona Happenings”

- April 24th and 25th - Girlfriends' Weekend at the Village
- April 25th - World Compassion Network 5K and 10K
- April 25th - 8:00am to 1:00pm First Farmers Market at MSP
- May 2nd - 8:00am to 1:00pm Farmers Market at MSP
- May 9th - 8:00am to 1:00pm Farmers Market at MSP
- May 16th - 8:00am to 1:00pm Farmers Market at MSP
- May 15th through 17th - Fat & Skinny Tire Fest

Kevin asked about the road closure dates and if emergency vehicles could still use the road. Ashley responded the road would be closed M-F 9-3 p.m. and it would be for emergency vehicle use.

Resolution 2026-4-1 Multi Hazard Mitigation Plan

Kip Shuter, Director of Kosciusko County Emergency Management, was in attendance and presented an overview of the Multi Hazard Mitigation Plan and shared the necessity for a plan. Shuter said plans need to be done every five years. He said this plan meets all state and federal guidelines. Shuter also said the county, city, and all incorporated towns are involved and adopted the plan. Jim motioned to approve. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

KEDCO

Susie Light read a statement prepared by Peggy Friday. In the statement it was shared that Kosciusko County was awarded the Community of the Year award. A replica of the award was given to all the communities within Kosciusko County. Light then presented a replica to Winona Lake.

CASA

Erin Rowland Jones, CASA Director, gave an introduction into CASA and their mission. Erin shared that 155 children in Kosciusko County are currently being served by CASA and they are always looking for volunteers. April is Child Abuse Prevention month. Barry thanked Erin for her work over the years. Ashley read the proclamation for Winona Lake for Child Abuse Awareness Month. Barry motioned to approve. Austin seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

1219 Biblers Utility

This was tabled at the March 24, 2026, meeting. Discussion was held. Jason said he would support crediting the late fees for wastewater. Joe Hawn said Gene signed off on the building permit but neither Joe nor Jacob ever saw the form. Joe also said they were never told that trash and stormwater would continue to be billed. Barry said he is still confused about the situation and wants more information from both parties. Jim motioned to table the request until the resident was present and more information was gathered. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Ordinance 2026-4-2 Establishing a Police Donation Fund (Fund 2300)

This Fund properly establishes the Police Donation Fund (2300). Jim motioned for unanimous consent to consider the adoption of Ordinance 2026-4-2 on the first reading. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Jim motioned to approve on the second reading. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Building Commissioner Software Purchase

Pam shared that she, Mike, and Abby have demoed three software companies that will allow the building commissioners office to create forms, including permits and work orders that will flow from Abby to Mike to Shane to Diane and the plan commission as needed. Pam said Docuware is the least complicated with forms/permits and workflow that they need to be able to track where the work order is and if it has been completed. The yearly cost for Docuware is \$4,812.00.

Training and implementation is \$4,800.00. Barry asked for clarification on training cost. Pam explained that is a one-time expense. Austin motioned to approve. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

CCMG Change Order

Pam said approval is needed for the change order for CCMG 2024-1. Canal Street was taken off, and the state is owed \$38,562.99. She also said the town can reimburse the state through the restricted MVH fund. Austin motioned to approve change order 2024-1. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

CCMG Close Out

Barry motioned to approve CCMG 2024-1. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Town Manager Hire: Adam Lohn

It was presented to approve Adam Lohn as the new Town Manager. Adam gave an overview of his background, family, and experience. Austin motioned to approve Adam as the new Town Manager. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Travel Authorization Request for Adam to Attend IMMA

Pam requested Adam attend the upcoming IMMA Conference. Jason motioned to approve. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Offer Letters

Offer letters were presented for new hires Brittany Denney, MSP Manager, Shawn Kantenwein, Grounds Maintenance, Shane Parrett, Street Superintendent, and Adam Lohn, Town Manager. Jason motioned to approve all. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Door Quotes

Pam presented quotes for new ADA doors at Town Hall, garage doors at Town Hall, three service doors at Town Hall, and two service doors at the Fire Department. Discussion was held on doors, cost, and condition. Jason asked about funds and conditions of the street department building. Barry asked what the quote cost includes- installation, painting, etc. Pam said quotes included a maintenance/prevention plan with the company. Jim LeMasters asked who the vendor is. Pam said Arcem Entry Systems. Shane said he knew someone else who would give us a quote. Discussion was held on which doors were a priority. Kevin said ADA doors were more priority than the Fire Department. Jason moved to table until next month to get other quotes and prioritize needs and budget. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Sweetwater

Pam said there have been several complaints about people not being able to hear online during meetings. The equipment currently in the council chambers is old and needs to be replaced. Ashley said she worked with Pam on this and discussed the current set-up. Pam tried to get quotes from Mill Sounds but got no response. Barry motioned to approve. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Contract with Stone Municipal Group (SMG)

Two contracts were presented to council. One is for the town manager to work with SMG on budgeting, investments, capital assets, PILOT, and TIF needs at \$295.00/per hour. The other is for the Redevelopment commission (RDC) at a flat rate of \$10,000. Heather mentioned SMG is working on a quote for the clerk-treasurer as well, so the town has one financial advisor. Austin motioned to approve both contracts. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Approval to Purchase VacTruck for up to \$100,000

Pam and the Street Department requested permission to purchase a fully loaded VacTruck to be used for Wastewater/Storm/Street for up to \$100,000. Brown and Equipment has a truck becoming available that the street department would like a demo on and if it fits what the department needs, they would like permission to purchase. The truck is a 2010 with 13,000 miles. Shane shared that the current crew can use this truck. There would also no longer be a need to call 811 and other needs. Pam said we will still have to use Weeds for certain projects. The maintenance on this truck would be done like other street department vehicles. Jason asked about the life expectancy of the truck. Austin motioned to approve the purchase of the truck not to exceed \$100,000 and trade in at \$12,000 to \$15,000. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Winona Lake Signs

Pam presented a recommendation to add Winona Lake signs to the entrances on Winona Ave and Wooster Rd. This idea came from Grace Solutions. Currently there are no welcome to Winona Lake signs. Jim motioned to approve blue signs (in council packet) with removal of footnote. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Heritage Trail

Pam said there is .54 acres behind Christ Covenant Church where they would like to continue Heritage Trail. If the design is approved, we can move forward with two appraisals to offer Monty Bollinger the average of the two. Jason motioned to approve the design. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Miller Sunset Pavilion Reservation Form

The MSP Committee met and reviewed the new reservation form. Jim asked what changes were made. Pam explained the changes:

- Renters would be responsible for set-up and tearing down
- Removal of fees for table, chair, and heater rental
- Rates through the week were changed
- Removed access to the kitchen was removed
- A link for security was added if alcohol was served at events

Jason motioned to approve the changes. Austin seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Salary Ordinance 2026-4-1

Updates were made to the salary ordinance which added new positions: Street Superintendent, Maintenance & Grounds Technician, new Town Manager, and MSP Manager. Jim asked why only the park board receives compensation and not other boards and commissions. Austin motioned to unanimous consent to consider the adoption of Ordinance Number 2026-4-1 at the same meeting it was introduced. Jason seconded for unanimous consent. With a vote of 5 ayes, and 0 nays, the motion carried. Jason motioned to consider the adoption or rejection of Ordinance Number 2026-4-1 at the same meeting as it was introduced. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Donations

Park Donations

\$1,000 LeGrand AV- Planting

\$750 WR Hall: \$250 Splashpad \$500 Unrestricted

\$5000 United Way: Sports equipment

Jim motioned to approve. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried. Barry abstained from United Way vote.

MSP Sponsors

Grace College \$400

Live Well Kosciusko \$200

Poet \$200

Trailside Storage \$200

Strive Fitness \$200

The Watershed Foundation \$200

Luna Tech \$200

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

Supervisor Reports

Street Department: Shane reported work was finished in Bibler Park, department has been busy with fallen trees and putting stone in alleys. They are still working on the culvert on Roy St. and working on Lake John Circle.

Park Department: Holly shared The Willow at Winona has five new participants. Summer staff interviews are completed, and five programs are already full.

Fire Department: Kevin reported hose, pump, and ladder testing are all scheduled. They are working on spring clean-up. Barry asked if the new truck was working and in service. Kevin said yes.

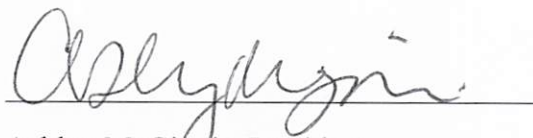
Police Department: Joe stated one of the new cars has made it onto the road. The other one is almost ready. They are working the 5K/10K this weekend and prepping for summer events.

Building Commissioner: Mike reported there were 57 contacts/inspections made last month. He is working on a packet for new builds.

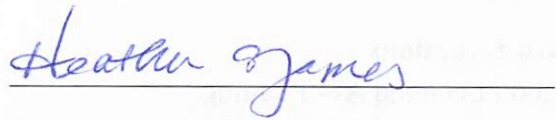
Floor Topics

None were heard.

Adjournment 7:35PM Jason motioned to approve. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried and the meeting was adjourned.



Ashley McGinnis, President



Heather James, Clerk-Treasurer

*This is a summary of the meeting.