Town of Winona Lake
Council Meeting Minutes
May 19, 2026

The Town Council of Winona Lake, Indiana met in a regular session on May 19, 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 Adam Lohn, Parks Director Holly Hummitch, Street Superintendent Shane Parrett, Police Department Joe Hawn, Fire Department Kevin Gelbaugh, and Town Attorney Adam Turner

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

Public Comment on Agenda Items
Ashley opened the floor for comments on agenda items. Hearing no comments she closed the floor.

Approval of Minutes
Heather presented the minutes April 21, 2026. Austin motioned to approve. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Approval of Claims
Heather presented the claims for approval. Barry motioned to approve. Jason 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
May 30th – Splash Pad Party
June 13th – United We Play Day sponsored by United Way
June 17th – Open House at Bibler Park

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

Ordinance 2026-5-1 Salary Ordinance
Heather stated this updated version includes the newly hired summer park employees and additional three employees for the street department. Jim motioned to approve on first reading with unanimous consent. Jason seconded. With a vote of 5 ayes, 0 nays, the motion passed.

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

Ordinance 2026-5-2 Miller Sunset Pavilion Fund Amendments
Heather stated she and Adam Turner worked on the amendments for this fund which allows for additional allowable expenses. Ashley confirmed this was in response to SBOA recommendations. Heather replied yes. Jason motioned to approve on first reading with unanimous consent. Barry seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Jason motioned to approve. Barry seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Ordinance 2026-5-3 Promotional Line
Heather stated she and Adam Turner worked on the amendments for this fund. The amendments allow for the town to contribute to the community fireworks on the 4th of July. It also increases the allowable amount of bereavement flowers and who flowers can be purchased for. Heather said this was also in response to SBOA findings. Barry motioned to approve on first reading with unanimous consent. Jim seconded. With a vote of 5 ayes, 0 nays, the motion passed.

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

1219 Biblers Utility
Ashley gave a recap of this topic stating that a request was made at the March meeting for a waiver of utility fees in the amount of $1036.60. She said the town could not waive all the utilities only wastewater and related late fees. The property owner and resident stated they never saw the form. Jacob Hawn, resident, was in attendance. Jim clarified that the late charges were due to an incorrect email address. Jason recapped his understanding of the situation. Jason moved to credit the account $597.70. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Wessler Engineering
Adam stated the town currently has a contract with Wessler Engineering for $64,000 that covers the identification of 200 manholes and 12 hours of training. They are currently at max for identification but there are more manholes to be identified. Adam presented two options:

1. Pay additional $3-4K to have Wessler finish the mapping the remaining manholes
2. Purchase the required GPS equipment and one-year software license for Catalyst 10 for $4318.00 and have our street department finish the mapping. If continue the subscription the annual cost would be $2390/yr. If purchasing the equipment and subscription, then the stormwater and future changes could be mapped.

Discussion was held. Jim asked if the street department could map the remaining in 12 months, and Shane replied he thought that was possible with the new staff coming in but may need some overtime to complete the task. Jim motioned to purchase the equipment at $4318 and one year license at $2390, then decide if another year is needed. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Street Department Hiring
Three new employees were presented for hire for the street department.

William Crow - $26.92/hr., starting June 1, 2026, with $5000 additional pay consideration for CDL. Jim motioned to approve. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Lance Pully - $26.92/hr., starting on May 22, 2026. Barry motioned to approve. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Jay Nakasone - $26.92/hr., starting May 25, 2026. Austin motioned to approve. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Wildman Contract for Street Department Uniforms
Adam stated with the hiring of street department employees they need to be identified as town employees with high vis logos. He researched and presented three options. He recommended going with Wildman due to cost savings. Each employee will receive 11 shirts and 1 pants or jeans. The contract would also include cleaning and maintenance and shop rags. Jason asked if Siteworx provided uniforms to the employees. Adam said yes. Barry motioned to approve contract with Wildman. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Metronet
Adam shared Metronet can provide the same level of internet/WiFi service to the pavilion as the current provider, Comcast, at $94.90/month, which is saves $195.10/month. Jim motioned to approve switching to Metronet. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

CCMG 2024-1 Closeout

Adam worked with INDOT to complete the closeout of CCMG 2024-1. The town owes a balance of $45,467.25 which is the difference between the award and the contract amount. Austin motioned to closeout and pay the state. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

CCMG 2024-2 Closeout

Adam also worked with INDOT to closeout CCMG 2024-2. INDOT approved five roads but only two were completed. Adam stated the town owes the state $48,089.70 plus a retainage to Phend and Brown. Barry motioned to approve the closeout and paying the balance and retainage. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Agreement with Stone Municipal Group (SMG)

Heather presented the agreement with SMG for her to work with SMG on budget, AFR, and other various other financial items. She said she has worked with other financial groups in the past but with the town moving other tasks to SMG this would allow for continuity. Austin motioned to approve. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

MSP Roller Hockey

Ashley stated the MSP committee met last week and discussed the ice hockey group having a strong interest in continuing as roller hockey. She said the committee discussed:

- Charging $5/per person
- Open Tuesdays 5-9 p.m. until Labor Day (youth 5-6:45 p.m., and adults 7-9)
- Sophia Hostetler will run the event
- Waivers will be updated to include roller hockey
- Helmets will be required
- Participants must bring their own stick and rollerblades

Barry asked where the $5 fee came from and Ashley answered that regular ice hockey is $10 and since is new, they felt $5 was appropriate. Jim questioned if a volunteer would be running it and Ahsley responded a paid employee would be working. He also asked if anyone ran the numbers to see what is needed to breakeven. Jim motioned to approve with the caveat to re-visit in one month to see if the numbers are breaking even. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Donations
Grace College - $1500 for sand
Crossroads Bank:
$100 Trick-or-Trick on the Trail
$250 4th of July
$250 Winona Lake Family Fest
Jim motioned to approve. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Boards and Commissions
Ashley said with the change in town managers there needed to be some changes on boards and commissions that Pam currently serves.
Plan Commission – remove Pam Howard and replace with Adam Lohn.
MSP Committee – remove Pam Howard and replace with Adam Lohn.
Jason motioned to approve. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Supervisor Reports

Street Department: Shane said the department was working on general maintenance of equipment, moving, trim work, and brush pick up.

Park Department: Holly shared she's been working on event planning. She also reported the park was awarded a $10,000 grant from Kosciusko County Community Foundation for Emergency Preparedness & Weather Safety. She will be ordering an istrike system.

Ashley said she had read through park board minutes and noticed a couple of members have not been attending. She asked if Holly knew why. Holly answered she was unsure of why the school board rep was not attending and the other member had some various issues come up.

Fire Department: Kevin reported the department had 21 runs, 85 man hours at Fat & Skinny Festival. Annual physicals were completed on Thursday. Bingo fundraiser will take place at Syracuse Knights of Columbus on May 30.

Police Department: Joe said the department had 60-70 hours for Fat & Skinny and other events. He shared reserve graduation will take place at 6 p.m. on Thursday. Upon graduation, reserves will begin their field training period with a certified field training officer.

Town Attorney: Adam reported he has been catching up on items, including topics from the SBOA report with Heather. He said he would be attending the aim conference next month. He thanked the town for allowing him to attend as part of his contract.

Council Comments

Jim thanked Pam for her work for the town.

Ashley also thanked Pam and said things were getting back on track.

Floor Topics

Jim Lemasters said he would check on the school board member regarding his attendance at the park board meetings. He also shared concerns over the cost and liability of roller hockey at MSP.

Nick Hauck asked about the appearance of the roundabout due to the work that was done there by Brightspeed. Adam said he's aware and has been in contact with Brightspeed regarding the issue.

Adjournment: At 6:55 p.m. Jason motioned to adjourn. Barry seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Ashley McGinnis, President

Heather James, Clerk-Treasurer

*This is a summary of the meeting.