

Town of Winona Lake
Council Meeting Minutes
June 16, 2026

The Town Council of Winona Lake, Indiana met in a regular session on June 16, 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, Police Department Joe Hawn, Fire Department Kevin Gelbaugh, and Town Attorney Adam Turner

OPENING: At 6:00 p.m. Ashley opened the meeting. Austin led the 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 from the May 19, 2026, meeting. Barry motioned to approve May 19, 2026 minutes. Jim seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Approval of Claims

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

“Winona Happenings”

- June 13th – 1-3 p.m. United We Play Day sponsored by United Way
- June 19th – 11-6 p.m. Cops and Cones at Social
- June 20th – 6 p.m. Open House at Bibler Park
- June 20th – 8-1p.m. Farmers Market at MSP
- June 20th – 9 a.m. Blackburn Run 4 Others 5K/10K
- June 27th – 8 a.m. Optimist Triathlon at Limitless Park
- June 27th – 8-1p.m. Farmers Market at MSP
- July 3rd – Office closed in observance of Independence Day
- July 3rd – 9 a.m. Firecracker 5K
- July 3rd – Independence Day Celebration
- July 3rd – 8 p.m. Symphony of the Lakes

July 4th – 8-1 a.m. Farmers Market at MSP

July 4th – 8 p.m. Flotilla at Winona Lake

Police Automotive Maintenance

Lohn stated that currently the street department takes care of maintenance on the police vehicles. He recommended the town establish a contract with an outside automotive place. The reason for this recommendation is to take the workload off the street department and to have the work done by certified mechanics. Quotes were obtained from R & G Automotive, Boggs Automotive, and Buzzard Automotive. Lohn recommended R & G due to lowest cost, with a flat \$120/hour labor rate, 25% over cost on parts, and oil changes for \$20 plus materials. Contract would be honored for as long as the town services the fleet there. Barry questioned if R&G would prioritize the town vehicles and Joe responded yes. Jim motioned to approve the contract with R&G. Jason seconded. With a vote of 5 ayes, and 0 nays, the motion carried.

Resolution 2026-6-1 McKee Court

The planning commission recommended to council to name the road structure that runs east off Tennis St. to dead end, “McKee Court” and accept the road as a town road. The town has been maintaining that section already. Barry motioned to approve the recommendation. Jason seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Acceptance of roads into town inventory

Lohn stated he reviewed the state’s INDOT road inventory map and determined the following road sections were identified as not being on the town’s inventory. Lohn went through the streets and compared to Beacon, INDOT, and MACOG. He then confirmed the findings with Town Marshall Hawn, Building Commissioner Mike Wilson, and Street Superintendent Shane Parrett. The town is already servicing and maintaining these roads. Lohn recommended the council approve these road segments as town roads. Once approved they can be added to the INDOT road inventory map and be available for future CCMG opportunities. Jason motioned to approve. Jim seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Road	From	To
Esplanade St	W Canal St	Court St
Esplanade St	Court St	Administration Blvd
Court Circle	Auditorium Blvd	Court St
Freedom Lane	Pierceton Rd	Dead-end
Stone Trail	Pierceton Rd	Dead-end
Strafford Dr	Tuscany Xing	Lexington Dr
Strafford Dr	Tuscany Xing	Dead-end

Tuscany Xing	Stratford Dr	S 250 E
Raccoon Run Blvd	E Pierceton Rd	E Rocky Way
Procyon Ct	Raccoon Run Blvd	Dead-end
E Rocky Way	Raccoon Run Blvd	Dead-end
Bandit Cove	E Rocky Way	Dead-end
Presidential Dr	Wooster Rd	Dead-end

Retro Pay for Lance Pulley

Lohn stated there was a one-day gap between Siteworx contract termination and Lance's start date, which was 21 May. Lance reported to work for the town on 21 May and worked the full day. Lohn discussed the situation with Ashley on 21 May. She approved the change but requested the council adjust his start date from 22 May to 21 May. Jim motioned to approve. Austin seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Ordinance 2026-6-1 Amending Ordinance 2024-11-4 "Establishing Change Fund"

The amendment is to remove Town Manager and add MSP Manager as authorized position for management of cash change fund. Austin motioned to approve with unanimous consent on the first reading. Barry seconded. With a vote of 5 ayes, 0 nays, the motion passed.

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

Travel Request for Heather to ILMCT & SBOA School

Heather would like to approval to attend the ILMCT & SBOA school in Michigan City July 12-15. Austin motioned to approve. Jim seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Approve Winona Restoration to Swap Office Shelving

Lohn presented that the Winona Restoration has been contacted to move a built-in shelving unit from the Building Commissioners office to the Clerk-Treasurer's office and move a unit from the clerk's office to the building commissioner's office. Heather stated the move would allow her and the building commissioner to have some furniture pieces that better suit their needs. Barry motioned to approve the shelf swap not to exceed \$1000. Austion seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Extend MSP Roller Hockey

The council approved to allow roller hockey at the MSP for one month and reevaluate at that time to determine if continue. The request was made to continue for one more month to allow time for marketing and gather more financial information. Ashley stated Brittany was contacting

the chamber to create a video and doing more marketing. Jim motioned to approve another month of roller hockey. Barry questioned asked the financials shared include utilities. The response was no. Barry seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Resolution 2026-6-2 Dissolve MSP Committee and Establish Farmer's Market Advisory Committee

Ashley said now that the town has an MSP manager and town manager the MSP committee felt the MSP committee was no longer needed. However, the committee felt there was still a need for a group to approve or deny vendors and food trucks. The committee suggested the committee be comprised of one council member and two residents. Jim motioned to dissolve the MSP committee. Austin seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Jim Lancaster was presented as the council representative for the advisory committee. Lauren Wright and Josh Grill were presented as the resident members. Austin motioned to approve the members. Barry seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Fireworks Donation Amount

The town has been asked to contribute to the annual fireworks display. It was discussed contributing \$3500 to match Warsaw's contribution. Barry motioned to approve \$3500. Austin seconded. With a vote of 4 ayes, 0 nays, and Jim abstaining, the motion passed.

Contract with Wildman

Lohn requested the council approve a contract addendum with Wildman to bathroom/janitorial supplies. Overall costs are expected to stay the same but greatly simplify logistics. Additionally, Wildman will replace any damaged or worn-out dispensers (soap and paper products) for free of charge. The park board reviewed and approved the contract addendum on June 8, 2026, for park facilities. Jason motioned to approve. Jim seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Fire Department Request to Apply for Assistance to Firefighters Grant via FEMA

The fire department requested approval to apply for the Assistance to Firefighters Grant via FEMA. The grant would allow the WLVFD to purchase new SCBA (breathing) gear. The total grant amount requested is \$253,000. There is a match requirement of 5% (\$12,650) required either financial or trade-in allowance of gear. Jim motioned to approve to apply on the condition that the 5% match amount can be met with trade-in allowance of old SBCA gear. Jason seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Fire Department Request to Apply for a Jeremiah Lucey Grant via the Leary Firefighters Foundation

The department also requested approval to apply for the Jeremiah Lucey Grant for \$24,000 for the purpose of purchasing virtual reality training equipment and software for training on proper fire extinguisher use. There is no match requirement. The department currently trains Grace College, ABC Industries, and others within Winona Lake. Jason motioned to approve. Barry seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Donations

\$200 – 4 Life Enterprises for the police and street department to purchase candy for the Town's 4th of July parade.

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

Supervisor Reports

Street Department: Shane said the department used the flay mower for work on Pierceton Road and they were able to get it done quicker and at a fraction of the cost. DND electric replaced the battery at the crosswalk and it is now working.

Park Department: Holly shared the splash pad repairs have been completed and it is open. Lifeguards are working 11-7 during the week and 12-5 on the weekends. She stated United We Play Day was a success and thanked United Way. She also said Bibler Park was established in 1997 by a LWCF grant. The park board is looking for community input at the event on June 22.

Fire Department: Kevin reported the department had 17 calls, three structure fires. They also assisted with spraying kids at Grace College camps. The tanker had a repair completed.

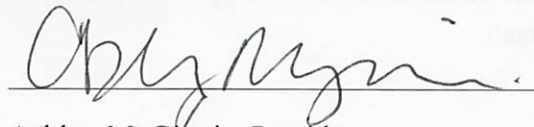
Police Department: Joe said the reserves had 150 hours. He also reported the EV grant was denied. Two reserves graduated last month – one received top shot and the other received top scores at graduation.

Town Attorney: Adam reported he is attending the aim conference next week.

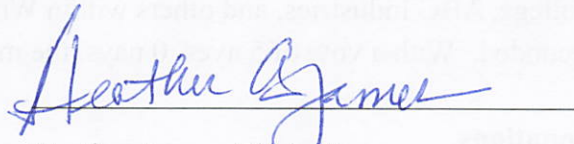
Floor Topics

Jim Lemasters said water backs up at 308 and 406 Administration Blvd. where it didn't used to and is getting worse. He asked if there was a limit to the number of garage sales a resident could have and who monitors that. He stated some residents seem to have one every weekend and it's a nuisance to the other residents. Lemaster said he was there when Bibler Park was established and knows it needs some attention.

Adjournment: At 6:35 p.m. Jim 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.