

Town of Winona Lake
Council Minutes
October 28, 2025

The Town Council of Winona Lake, Indiana met in a regular session on October 28, 2025, in the Town Hall at 6:00 p.m.

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

COUNCIL MEMBERS PRESENT (ZOOM): None

ABSENT: None

OTHERS PRESENT: Town Manager Pam Howard, Clerk-Treasurer Heather James, Fire Department Carson Kintzel, Attorney Adam Turner, Police Department Joe Hawn, and Parks Director Holly Hummitch

Opening: At 6:00 p.m. Ashley opened the meeting. Austin said the prayer and led the Pledge of Allegiance.

Public Comment on Agenda Items

Ashley opened the floor for public comment on any agenda items. Hearing no comments, Ashley closed the floor.

Approval of Claims

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

“Winona Happenings”

October 11, 8:00 a.m. to 1:00 p.m. – Farmers Market at Winona

October 18, 8:00 a.m. to 1:00 p.m.- Farmers Market at Winona

October 25, 8:00 a.m. to 1:00 p.m.- Farmers Market at Winona

November 1, 8:00 a.m. to 1:00 p.m.- Farmers Market at Winona

Petition to vacate alley

Ashley Pifer was in attendance and petitioned to vacate some property she purchased from Teresa Smith. Ashley Pifer. She has completed the required legal notification process. Adam explained vacation meaning and legal process. He also shared details on this petition and property location. There is no public access to this piece of land. Ashley McGinnis opened the floor for public comment. Ron Faulkner asked for the address of the property. It was provided; 1307 Grace Ave. Hearing no further comments or remonstrations, Ashley McGinnis closed the floor. Jason moved to approve. Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Miller Sunset Pavilion

The committee met yesterday, October 27, 2025. The committee discussed and approved skate lessons by the Ice House in Fort Wayne. Lessons would be \$185 for 8 weeks of lessons. The end of the season would be January 8, 2026. Ashley presented an estimate from D&D Electric for approximately \$6,000. Jim asked if D&D has made repairs to other lights. Ashley said they are still waiting on the back ordered part. Jim also questioned if the strings lights would affect other

rentals. Ashley and Austin shared details on height and did not think it would be a hinderance for other rentals. Barry motioned to approve skate lessons and lights. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Bid Opening Roy Street

Pam presented that bids have been received for the storm drain project on Roy St. She said issues were brought to attention in August by the engineer. Bids were received from Kent's Excavating and Plumbing LLC for 27,406.22, C&E Excavating for \$30,304 and T-E Incorporated for \$36,985. Pam recommended Kent's Excavating and Plumbing LLC. Jim motioned to approve. Jason seconded. With 5 ayes, 0 nays, the motion carried.

Fire Department Concrete

Pam presented the fire department had an issue of concrete failing outside of a bay and needs to be repaired. Bids were accepted from Lexlil for \$18,388 and A and B Concrete for \$29,200. Pam recommended Lexlil. Barry motioned to approve. Jim seconded. With 5 ayes, 0 nays, the motion carried.

Fire Truck

Fire truck has been with Metzger Auction with a reserve of \$50,000. No previous bids have been close. Pam would like to remove the reserve. Barry motioned to remove the reserve. Austin seconded. With 5 ayes, 0 nays, the motion carried.

Office Painting: Pam said she requested quotes to paint her office, Heather's office, and a portion of the hallway. She said this was needed due to wear and tear. Barry motioned to approve. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Office Furniture

Pam said she got quotes from new furniture for her office. She would like approval to purchase from Custer. Discussion was held on options for the old furniture and what should be done about it. No decision was made at this time. Austin motioned to approve. Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Bobcat Swing Arm Cutter

A new swing arm cutter is needed for the Bobcat. It will fit the new Bobcat. Barry asked if it only had one purpose. Pam replied yes. Austion motioned to approve. Barry seconded. With 5 ayes, 0 nays, the motion carried.

Interlocal Agreement 911

Joe presented interlocal agreement for 911. This would be a partnership with county to provide data services. Jason motioned to approve. Jim seconded. With 5 ayes, 0 nays, the motion carried.

Office Closed December 26th

Discussion was held on closing the office on December 26, 2025. The City of Warsaw will also be closed on this day. Austin motioned to table. Jim seconded. With 5 ayes, 0 nays, the motion carried.

Hire Building Inspector

Pam presented Mike Wilson has been doing inspections since Gene left. She would like to formally hire Mike as the Building Commission. He would hire in at the rate of \$32.50 per hour. Austin motioned to approve. Barry seconded. With 5 ayes, 0 nays, the motion carried.

Town of Winona Lake Fuel Card Policy

Recently the town approved a contract with Lassus Bros for gasoline. This is the usage policy to go with the change. Austin motioned to approve. Jason seconded. With 5 ayes, 0 nays, the motion carried.

Supervisor Reports

Park Department: Holly thanked other departments for their help with Trick-or-Treat on the Trail. She requested authorization to travel to attend Indiana Parks & Recreation Association conference in Muncie on November 11-13, 2025. She said the park board already gave approval. Jim motioned to approve. Jason seconded. With a vote of 5 ayes, 0 nays, the motion carried. Barry expressed appreciation for the park and events.

Fire Department: Kevin reported the department had 24 runs, 98 man hours, and 42 ½ hours of training.

Police Department: Joe shared the reserve officers worked 61 hours. He also recommended trick or treat hours for next year be 5-7 p.m. due to getting dark earlier. Joe reported he was in an accident and is now looking for a new car. He gave an update on the KCODE grant. He said he applied for funds to pay for two new Dell tablets and KCODE would pay the vendor directly. The funds would not go through the town. He said the prosecutor's office is donating \$1000 to the K-9 fund. Jason motioned to accept the donation when received. Jim seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Reports from Committees

Budget Committee: Nothing to report

Ordinance Committee: Nothing to report

Miller Sunset Committee: Nothing to report

Resolution 2025-10-1 A Resolution Reviewing the Recommendations of SBOA Audit Regarding Reimbursement of Town Funds

Statement on SBOA: Ashley read a statement on the audit. She shared the town sent council certified letters to three individuals. Response was received and the town has been made whole. Jim motioned to approve. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Floor Topics

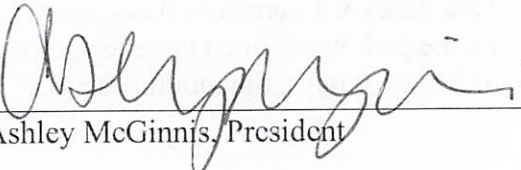
Nick Hauck at the Village shared there will be a Christmas Extravaganza on November 1, 2025, from 10 a.m. to 6 p.m.

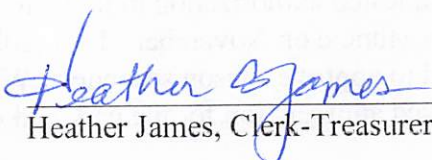
Jerry Nelson asked about storm water utility rates for 2026.

Dan Spaulding asked for more details regarding the SBOA audit completion and what was meant by the town being made whole again.

Jim Lemasters had concerns over some street patching and it was not done correctly. He also had concerns over "things not being done right" regarding approving lights quote. He said council approved open-ended purchase of the string lights.

Adjournment: At 7:00 p.m., Barry motioned to adjourn. Jason seconded. With a vote of 5 ayes, 0 nays, the motion carried, and the meeting was adjourned.


Ashley McGinnis, President


Heather James, Clerk-Treasurer

*This is a summary of the meeting.