Town of Winona Lake
Council Minutes
November 18, 2025

The Town Council of Winona Lake, Indiana met in a regular session on November 18, 2025, in the Town Hall at 6:00 p.m.

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

COUNCIL MEMBERS PRESENT (ZOOM): None

ABSENT: Jim Lancaster

OTHERS PRESENT: Town Manager Pam Howard, Clerk-Treasurer Heather James, Attorney Adam Turner, Police Department Joe Hawn, and Parks Director Holly Hummitch, Street Superintendent Shane Parrett, and Fire Department Kevin Gelbaugh

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

Jerry Nelson asked about sewer utility rates. He said he asked about this at the last meeting and was not given a response. Ashley responded we are waiting on the rate study.

Hearing no further comments, Ashley closed the floor.

Approval of Minutes
Heather presented the minutes from the September 16th regular meeting. Barry motioned to approve minutes. Jason seconded. With 4 ayes, 0 nays, the motion carried.

Approval of Claims
Heather presented the claims for approval. Austin motioned to approve. Barry seconded. With 4 ayes, 0 nays, the motion carried.

"Winona Happening"
November 22, 12:00 p.m. to 9:00 p.m. Ice Rink Opening Day
November 22, 12:00 p.m. to 3:00 p.m. Winter Market at Winona
November 22, 3:30 p.m. to 6:30 p.m. Tree Lighting Ceremony in the Village
December 6, 1:00 p.m. to 3:00 p.m. Kringlefest at MSP Pavilion
December 6, 12:00 p.m. to 9:00 p.m. Free Skate Sponsored by K21

GIS Mapping
Pam asked for three quotes. VS engineering submitted a late quote, and their proposal did not seem to fit what was being asked for. TE Engineering's cost was too high. Wessler Engineering is

preferred, they were cheaper and had a full scope of work. Funds will come from Stormwater Contracted Services. The fund has $12,140.82 and Wastewater Contracted Service has $17,669.14. Barry asked for clarification on what all services are provided. Pam answered asset management, field work, and lift stations. Aaron Hutton, Wessler, was in attendance and gave an overview of what would be provided. He also shared what it would look like long term. Ashley asked if Pam had experience with Wessler & Esry. Pam does have experience with them and thinks they are valuable. The license with Esry is $700 per year. Barry motioned to approve Wessler. Jason seconded. With 4 ayes, 0 nays, the motion carried.

Managed IT

Pam said Craig and individual departments had previously managed the town's IT. She would like to change to a managed system for the whole town. Pam requested quotes from LEAP IT and Winona IT. Heather, Joe, and Pam preferred LEAP IT. They spent time here going through everything. LEAP could also help with the transition to .gov. Pam said she checked references for LEAP IT from Yorktown, Town of Galveston, and City of Tipton. They all said LEAP is responsive, good to work with, and understands IT. She also checked Winona IT references with Mitch Hall and Hall INS. They had positive things to say about Winona IT. Cost for the managed IT service will be split between town hall, park, street, wastewater, fire, and police department. Barry motioned to approve the quote and agreement with LEAP IT. Austin seconded. With 4 ayes, 0 nays, the motion carried.

SB1 Modeling

Pam stated quotes were received from Jim Higgins of London Witte and Adam Stone of Civitas. She recommended going with Civitas due to recent lack of follow-up from Jim Higgins. Ashley briefly talked about SB. She said the town needs to be prepared and work with a group to model the future. Adam stated SB1 is the number one concern for everyone from schools to cities and towns. He said he's not sure anyone has full grasp of SB1 and it would be helpful to work with professionals to be prepared. Pam said Civitas would be $10,000 and they would deliver all the information. Jason motioned to approve working with Civitas. Barry seconded. With 4 ayes, 0 nays, the motion carried.

Building Commissioner Back Pay

Mike Wilson started doing inspections before he was officially hired. Pam would like to pay him for the 23.5 hours of work completed before he was hired. The total would come to $763.75. This money will come from the funds he is being paid out of now. Austin motioned to approve. Jason seconded. With 4 ayes, 0 nays, the motion carried.

Resolution 2025-11-01 Fixing Salaries of Certain Town Employees

This resolution added the position of Ice Rink Manager at a rate of $25 per hour. Barry motioned to approve. Jason seconded. With 4 ayes, 0 nays, the motion carried.

Closing the Office December 26th

This is a tabled topic from October. Discussion was held on closing the office on December 26th. This will be an unpaid holiday for employees, or they may take a vacation day. Diane will work part of the day to process utility payments due December 26, 2025. Barry motioned to approve. Austin seconded. With 4 ayes, 0 nays, the motion carried.

Reserve Guns
Joe would like to purchase three guns for the reserves to use. He would also like to purchase two back up guns. Discussion was held on what fund would be used to pay for guns. He said officers would have a chance to buy a gun at trade in rate. This would go through a gun dealer. Adam requested to table the trade-in until more research can be completed and a resolution to dispose of town property could be prepared. Barry motioned to the purchase of five guns per Joe's request. Austin seconded. With 4 ayes, 0 nays, the motion carried. Jason motioned to table the trade in. Barry seconded. With 4 ayes, 0 nays, the motion carried.

Park Board
Holly reported:
1. The Park Board has a grant opportunity through KCCF for a lightning strike detection system as a part of the new weather policy.
2. Holly asked if she could ask people to give to Limitless Park for Day of giving.
3. The Sponsorship Packet is ready to be sent out for 2026 events. The packet includes Town and Park events for 2026.

Barry motioned to give Holly permission to execute items one through three. Jason seconded. With 4 ayes, 0 nay, the motion carried.

Supervisor Reports

Street Department
Shane reported they are continuing with leaf clean up. Snow prep is complete and ready. Pam asked about Roy St. project and Shane said progress is continuing.

Parks Department
Holly shared the Santa Letter Mailbox will be open until December 6th.

Fire Department
Kevin shared that October was slower than usual. They had 11 runs and 278-man hours. The new engine is having problems. They are working with a third-party vendor to get it fixed. He thanked Grace College for allowing the department to store the fire trucks while the new concrete pad was being poured.

Police Department
Joe reported 89 reserve hours. Mike, Joe and Pam are interviewing for the Sargent position. Applications for reserve officers are open.

Clerk-Treasurer Report
Heather thanked Diane for her extra work during the transition time in the office. Heather said Diane was getting things done and doing them very well.

Public Comment
Al from LEAP IT was in attendance. He said would like to purchase one of the new guns in honor of Corporal Blake Reynolds, Delaware County Sheriffs Department, who was recently killed in the line of duty. Adam will prepare the details for the purchase.

Cindy Hepler requested a larger speed limit sign by Lakeland Christian Academy.

Adjournment: At 6:45 p.m., Barry motioned to adjourn. Jason seconded. With a vote of 4 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.