

Town of Winona Lake
Council Minutes
December 29, 2025

The Town Council of Winona Lake, Indiana met in a special session on December 29, 2025, in the Town Hall at 12:00 p.m.

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

ABSENT: None

OTHERS PRESENT: Clerk-Treasurer Heather James, Town Manager Pam Howard and Police Chief Joe Hawn.

Opening: At 12:05 p.m. Ashley opened the meeting.

Salary Ordinance 2025-12-2

Ashley discussed the Clerk-Treasurer salary and referenced state statute for Clerk-Treasurer pay. The statute states that a Clerk-Treasurer's salary cannot be reduced. Ashley researched similar municipalities to Winona Lake through AIM and found that Whiteland is the most similar. Whiteland's Clerk-Treasurer's annual salary is \$68,650.00. Options were discussed concerning the Clerk-Treasurer's salary. Barry discussed using a tiered system but wants to investigate that more before deciding.

Barry motioned for unanimous consent to consider Salary Ordinance 2025-12-2 at the same meeting it was introduced. Jason seconded. With 5 ayes, 0 nays, the motion carried.

Barry motioned for the pay rate for the clerk-treasurer to be \$2733.60 biweekly and no additional pay considerations. Jim seconded. With 5 ayes, 0 nays, the motion carried.

Jim motioned to approve Salary Ordinance 2025-12-2. Jason seconded. With 5 ayes, 0 nays, the motion carried.

Skid Steer:

The discussion of lease versus purchase of the skid steer was held again. The previous price to buy the skid steer came back higher than what was presented last meeting. Discussion was held about tires versus tracks on the skid steer. Austin gave insight into what the difference is and what the process of changing them looks like. Pam will look into the price of a track kit and how many hours it takes to put the track kit on. Pam is also looking into how many hours the street department normally uses the skid steer. Jim motioned to table the purchase.

Comp Time Payout Request

Joe requested the police department be paid out comp time. He said it will get some comp time off the books. It was discussed to pay out comp time at their current hourly rate times the amount of comp hours. Heather said based on a conversation with the attorney, if paying out comp time it needs to be done by resolution stating the officer's name and number of hours per officer. Ashley replied that she felt as long as it was stated in the minutes it would be okay to pay out.

Jim motioned to approve comp paid time out to be paid out as follows:

John Leeper 50 hours x current hourly rate

Dan Clemens 50 hours x current hourly rate

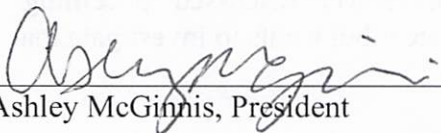
David Swain 25 hours x current hourly rate

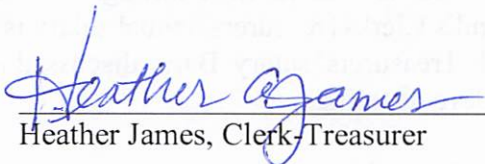
Joe Hawn 25 hours x current hourly rate

Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Adjournment at 12:45 p.m.

Barry motioned to adjourn. Jason seconded. With 5 ayes, 0 nays, the motion carried.


Ashley McGinnis, President


Heather James, Clerk-Treasurer

*This is a summary of the meeting.