

Town of Winona Lake
Council Minutes
September 16, 2025

The Town Council of Winona Lake, Indiana met in a regular session on September 16, 2025, in the Town Hall at 6:05 p.m.

Opening: At 6:05 p.m. Ashley opened the council meeting. She 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 questioned outsourcing payroll.

Hearing no further comments, Ashley closed the floor.

Approval of Minutes

Heather presented the minutes from the July 7th special session, July 17th executive session, August 19th regular meeting, and September 11th executive session. Jim motioned to approve all minutes. Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried. Jason abstained from voting on the August 19th meeting since he was not in attendance.

Approval of Claims

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

“Winona Happenings”

September 20, 8:00 a.m. to 1:00 p.m. – Farmers Market at Winona
September 26-28 Winona Lake Trail Fest @ Hauth Trailhead
September 27, 8:00 a.m. to 1:00 p.m. – Farmers Market at Winona
October 4, 8:00 a.m. to 1:00 p.m. -Farmers Market at Winona
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

Lilly Lakes and Streams Presentation

Ashley introduced Dr. Nate Bosch, Director of Lilly Center for Lakes and Streams. Dr. Bosch gave a presentation on the economic impact of the lake on the town. He shared information on the center’s programs and gave examples of occasions the center has collaborated with the town, including a few recent situations. He also mentioned the town has previously provided financial support.

Police Car Purchase-\$50,000 Total

Joe would like to purchase a new police car. Funds used to purchase the vehicle are listed below.

CCD \$\$ 7800

Trade in is \$7000

Auction \$\$ received \$10,000

Unrestricted Opioid money to use \$25,200

Jim motion to approve the car purchase. Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Miller Sunset Documents

Ashley presented the Winter Market Vendor Application Approval and budget for MSP. Barry motioned to approve both. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Lassus Brothers Oil Sales Purchase Agreement

Pam presented an agreement with Lassus Brothers to purchase fuel. Pam stated that she contacted Freedom Express because Joe thought they offered a discount, but they did not. Jim motioned to approve president to sign contract with Lassus. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Sponsorship/Donation/Grant Approvals

Dr. Dane & Mary Lousie Miller Foundation - \$10,000 - art commission project
Jim motioned to accept the donation. Austin seconded. With a vote of 5 ayes, 0 nays, the motion passed.

Outsource Payroll

Heather stated the SBOA audit revealed there were issues with the town's payroll. To correct this issue and ensure accurate payroll information moving forward, she would like to outsource payroll. She has researched payroll companies and based on a recommendation from another clerk-treasurer, found one she would like to use. Austin motioned to approve. Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Building Policy

Ashley shared this policy was needed so the town can keep track of who has access to which buildings. This policy also allows the town to remove access when an employee leaves. Jason motioned to approve. Jim seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Ball State Study

Pam stated KEDCO, Zimmer Biomet, Warsaw, and Winona Lake are working together on Winona Avenue projections. The town's financial commitment is \$15,000. Jim motioned to approve the financial commitment and pay out of EDIT. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Handbook

Heather has been working with NewFocus HR to update the town's handbook. Council has met, discussed the revisions, and made their own recommendations. Jim said during this transition time changes could be made if needed. Barry motioned to accept the new handbook effective January 1, 2026. Jason seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Permission to ask for proposals to get our infrastructure on a GIS platform

Pam requested permission to get proposals for the town's infrastructure - storm, wastewater, manholes, valves, lift stations etc. on a GIS platform. She is also working to get everything on a maintenance plan. Jim asked why this was not done in the past. Pam answered it was in the past but wasn't kept up. Pam said she would get three proposals. Jason motioned to approve seeking proposals. Barry seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Building Commissioner resignation letter

Ashley read Gene's resignation letter effective 10/1/25. Barry motioned to accept the resignation. Austin seconded. With a vote of 5 ayes, 0 nays, the motion carried.

Town Attorney Report: Adam shared he had been working on agenda items, and with Heather to review funds.

Reports from Supervisors

Park Department: Holly shared Trick-or-Treat on the Trail will take place on October 25 from 3-5 p.m., 5-7 p.m. activities in the park.

Fire Department: Kevin reported the department had 19 runs and 362-man hours and pump testing was completed.

Police Department: Joe was absent. Mike said the department had a demo scheduled with Utility for tomorrow for new body cameras. He said their current ones are about six years old.

Reports from Committees

Budget Committee: Nothing to report

Ordinance Committee: Nothing to report

Miller Sunset Committee: Nothing to report

Update SBOA Audit

Ashley shared the council is working to address the findings of the audit. She said certified letters were mailed but they are having trouble getting the letters to one of the individuals. Ashley also stated an updated handbook was approved tonight and work will start on job descriptions for all employees of the town.

Floor Topics

A resident asked what the plan was for the building commissioner position. Ashley stated they are working on a job description and will post the position.

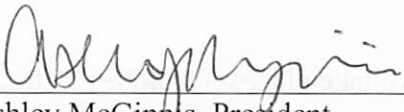
Jim Lemaster asked how the budget was created. Heather stated she reviewed the appropriations and then worked with Pam, department head, and the park board to create the budget based on revenue estimates.

Ron Faulkner stated the yellow lines on 250E are finished. He questioned when the others will be finished. Pam said they are working on them.

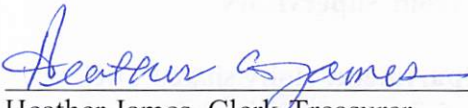
Jim Lemaster asked about the work done on Winona Avenue and said still issues.

Bambi Wright asked why the fire department did not have a budget. Pam stated they do have a budget. Bambi also questioned the Lassus agreement. Pam said diesel is staying at the town.

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. A full transcript is available at Town Hall.