

**The Town Council of Winona Lake, Indiana met in a regular session on Tuesday, December 17, 2019, in the Town Hall at 6:00 p.m.**

COUNCIL MEMBERS PRESENT: Rick Swaim, Dennis Duncan, James Lancaster, Heather James and Theila Banta

ABSENT:

OTHERS PRESENT: Craig Allebach, Kent Adams, Joe Hawn, Tom Miller, Kevin Gelbaugh, Holly Hummitch, Aaron Carl, Adam Turner

**A Time of Remembrance**

- This year has been a great year in many areas, but we also lost four individuals that gave decades in serving the community. Fire Chief Mitch Titus, former Street Superintendent Pete O'Connell, former Town Council Member Warren Zellner, and since the last meeting, former Town Council Member, President, and Police Chief Terry Howie.

**Opening** – Theila opened the meeting with prayer and the Pledge of Allegiance.

**Approval of Minutes**

- Rick called for additions or corrections to the November 19, 2019 Regular Session. Motion to approve Regular minutes made by Theila and James seconded. Hearing no additions/corrections, the minutes stand approved as presented.

**Approval of Claims**

- Approval for November 19, 2019 End of Month claims in the amount of \$142,043.79 and December 17, 2019 claims in the amount of \$281,152.64. James moved to approve the claims as presented and Heather seconded. Motion passed.

**Approval for Year End Claims**

- Kent requested approval for all invoices required to be paid before the end of the year, relative to a due date penalty (i.e, utility bills, etc.) and in the 2019 budget appropriations, for transfer of monies to meet positive year-end balances, if required. Theila moved to approve yearend claims or 2019 transfers and any balances into books as presented and Heather seconded. Motion passed.

**“Winona Happenings”**

- January 1, 1:00 p.m. – Annual Polar Dash 4 Mile Run/Walk starts at Green Earth.
- January 25, 7:00 a.m. – Pajama Party at the Village of Winona shops.

**Police Recognition**

- Joe Hawn recognized Officer Dave Swain, Sergeant Joe Bumbaugh and Indiana State Police Trooper Jacob Bill for their lifesaving rescue of an 11-year old boy who fell through the ice in a retention pond at the northeast corner CR 325 and Wooster Rd.

**Resolution 2019-12-1 Appointment of Police Reserves**

- Police Chief Joe Hawn is recommending the hire of Brittany Lyon and Dalis Owens as police reserves. Theila made motion to approve Resolution 2019-12-1 and Dennis seconded. Motion passed.

**Swearing in of New Police Reserve**

- Adam Turner swore in Dalis Owens and Brittany Lyon as a Police Reserves.

**Graduation of K9 Officer**

- John Leeper recently graduated a six-week training class with his K9, Officer Grim.

### **Public Hearing for Ordinance 2019-11-2 Wastewater Rate and Charges**

- Ordinance 2019-11-2 establishes the wastewater rates for 2020. Flat & metered rates will increase \$9.00. The flat rate will increase from \$47.00 to \$56.00 per unit.
- Rick opened the Public Hearing for any questions, but because of some advertising glitches, the public hearing needs to be postponed. Discussion pursued.
- Denny made the motion to open the public hearing and table the hearing until January 6, 2020 at 6:00 p.m. James seconded. Motion passed.

### **Public Hearing for Ordinance 2019-11-3 Trash Rate and Charges**

- Ordinance 2019-11-3 establishes the trash rates for 2020. The Rate will increase \$1.00. The fee would increase from \$5.00 to \$6.00 a month.
- James made the motion to open the public hearing for any questions or comments and Theila seconded. Motion passed.
- Rick asked for any discussion. Discussion ensued.
- Dennis made the motion to close the public hearing and approve Trash Rate Ordinance 2019-11-3 and James seconded. Motion passed with 5 ayes and 0 nays.

### **Ordinance 2019-12-1 Fixed Assets**

- The Ordinance 2019-12-1 amends Ordinance 2001-1-1. The capital asset threshold for fixed assets shall be raised to \$10,000 from \$500. There have been changes at the state level related to how fixed assets are reported.
- Theila made the motion to increase the fixed asset threshold to \$10,000 and Dennis seconded. Motion passed.

### **Heritage Trail East Environmental Agreement**

- The council approved a design agreement for Heritage Trail East. An environmental study needs to be done on part of the design. The agreement with Metric Environmental is for \$25,640.
- Dennis made a motion to approve the environmental study and James seconded. Motion passed.
- Craig stated that the Town received a grant from K21 Foundation in the amount of \$82,780. The Town was awarded half of what was requested to fund Heritage Trail East Design.

### **2019-2 Community Crossings Awards**

- Bids were opened for the 2019-2 Community Crossings Matching Grant. The only bidder was Phend & Brown at \$279,395. The project will begin in the Spring 2020.
- Theila made the motion to award the bid to Phend & Brown for the 2019-2 Community Crossing Project and James seconded. Motion passed.

### **Backhoe Bucket Approval**

- Tom is requesting the purchase of a new bucket for the backhoe from RPM Machinery for \$5,999.67.
- James made the motion to approve the purchase of the backhoe bucket and Theila seconded. Motion passed.

### **Fire Department Bunker Gear Purchase**

- Kevin is requesting to purchase bunker gear at the end of the year at 2019 pricing.
- James made the motion to approve the purchase of bunker gear and Theila seconded. Motion passed.

### **Town Engineer Agreement for 2020 and Report**

- Agreement is for 2020 for Town Engineer, Aaron Carl, with the rate remaining the same.
- Dennis made motion to approve the 2020 Town Engineer Agreement and Theila seconded.

Motion passed.

- Worked on some drainage issues.
- Worked on Columbia Street extension.

### **Town Attorney Agreement for 2020 and Report**

- Agreement is for 2020 for the current Town attorney, Adam Turner. The hourly rate increased to \$180.
- Dennis made motion to approve the 2020 Town Attorney Agreement and James seconded.

Motion passed.

- Worked on Ordinances.
- Worked on the acquisition of the Argonne/Kings Highway property.

### **Council Recognition**

- Rick recognized Theila for her years of service on the Town Council.

### **Reports from Supervisors**

- Street Dept./Tom Miller – Leaf pickup officially ended Friday, December 13<sup>th</sup>.
- Fire Dept./Kevin Gelbaugh – Department helped with Toys for Tots and the Village Christmas Tree Lighting. At the annual Christmas party and Cassie Roose received the 2019 Service Award. Conner Klosowski was the 2019 fireman of the year.
- Park Dept./Holly Hummitch – Kringlefest went well this year.

### **Reports from Council**

- Theila thanked Tom Miller for their cleanup and Nick for the Tree lighting. Theila wanted to recognize, Marc Andrews, a fourth-grade teacher at Jefferson for having his students practice writing letters. Each council member received a packet of letters.

### **Floor Topics**

- Jerry Nelson had a question about the questionnaire for landlords. Discussion pursued.
- Bruce Shaffner commended the departments on the tremendous work done for the community. He also recognized Craig for all his work he does in the community for grant writing.

**Meeting was adjourned** – Jim motioned to adjourn. Meeting was adjourned at 6:53 p.m.

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RICK SWAIM  
PRESIDENT

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KENT ADAMS  
CLERK-TREASURER