**The Town Council of Winona Lake, Indiana met in a regular session on Tuesday, December 21st, 2021 at 6:00 p.m. – some attending in person, others by Zoom (video conference).**

COUNCIL MEMBERS PRESENT: Rick Swaim, Dennis Duncan, James Lancaster, Austin Reynolds

COUNCIL MEMBERS PRESENT (ZOOM):

ABSENT: Heather James

OTHERS PRESENT: Craig Allebach, Joe Hawn, Holly Hummitch, Kevin Gelbaugh, Tim Goshert,

Adam Turner, Aaron Carl

OTHERS PRESENT (ZOOM):

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

**Tribute to Kent Adams**

* The Adams Family provided a video in memory of Kent, Mark Adams, youngest of his five children, thanked everyone for being a second family to Kent. Kent Adams was in Public Service from 1978 until his passing.

**Moment of Silence for Kent Adams**

* Rick asked for a moment of silence and prayer for Clerk-Treasurer Kent Adams, and for his family. Kent passed away December 19.

**Approval of Minutes**

* Rick called for additions or corrections to the November 16th, 2021 Regular Session minutes. Motion to approve Regular minutes was made by Dennis and James L. seconded. Hearing no additions/corrections, the minutes stand approved as presented.

**Approval of Claims**

* Approval for October 19th, 2021 End of Month claims in the amount of $61,371.71 and

November 16th, 2021 claims in the amount of $346,480.34.

* James moved to approve the claims as presented and Dennis seconded. Motion passed.

**Approval for Year End Claims**

* Rick 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 2021 budget appropriations, for transfer of monies to meet positive year-end balances, if required.
* James moved to approve yearend claims or 2021 transfers and any balances into books and

Austin seconded. Motion passed.

**Park Encumbrance**

* Holly needs to encumber $13,400 to pay Site Works Services, LLC for concrete work for sidewalk extension.
* Austin made motion to approve the encumbrance and Dennis seconded. Motion passed.

**Miller Sunset Pavilion**

* A merchant account needs to be established for processing donations for the Miller Sunset Pavilion.
* James made motion to approve the merchant account and Austin seconded. Motion passed.

**“Winona Happenings”**

* December 23, 7:00 p.m. – Winona Lake Community Church Service with Marc Eckel, Splat Experience.
* January 1, 1:00 p.m. – Polar Dash at Green Earth Multisport.

**Ordinance 2021-11-2 Vacation of Alley**

* Ordinance 2021-11-2 vacates the alley platted in the Fifth Amended and Additional Plat to Park between Lots 168 and Lot 70 as well as Lot 16 and Lot 71 for property owners of 301 and 303 Boys City Drive and provides an easement agreement on the northeast side.
* James made the motion to adopt Ordinance 2021-11-2 vacating the alley and easement agreement and Austin seconded. Motion passed.

**Ordinance 2021-12-1 Trash & Recycling Fees**

* Ordinance 2021-12-1 raises the trash and recycling fees two dollars effective January 1, 2022.

The rate will go from $6.00 to $8.00.

* First reading of Ordinance: Notice has been advertised, adoption and public hearing will be held on December 28, 2021 at 6:00 p.m.
* James made the motion to approve the first reading and ratify the notice for the public hearing and Dennis seconded. Motion passed.

**Resolution 2021-12-1 ADA Transition Plan Update**

* The Resolution 2021-12-1 updates the 2012 American Disabilities Act Transition Plan. ADA Transition Plans are required by INDOT for federal funding and should be updated every three years.
* Rick opened the meeting up for any public comment. Hearing no opposition public hearing closed.
* Austin made the motion to approve Resolution 2021-12-1 ADA Transition Plan Update and Dennis seconded. Motion passed.

**Sale of Properties**

* The Town was approached by two property owners, Nate Bosch and Jay Widman, who own properties adjacent to the town pit. The parcel that the Widman’s are interested is in the southwest part of the pit. The parcel that Bosch’s are interested in is in the northeast part of the pit. Both parcels were advertised for their bids for the respective parcels. The Bosch offer is for $3,000 plus all costs are included in the purchase price. The Widman offer is for $2,000 plus all costs are included in the purchase price. Aaron Carl surveyed the two parcels. The parcels will now go back on the tax rolls.
* Dennis made the motion to approve the sale of 0.719 acres to Bosch for $3,000 plus all costs and James seconded. Motion passed.
* Austin made the motion to approve the sale of 0.192 acres to Widman for $2,000 plus all costs Dennis seconded. Motion passed.

**Radios for Police Department**

* The police department is requesting permission to purchase new single band radios in the amount of $40,396.64. The county is working to move from a VHF communications system to a newer communications system County wide. Indiana Criminal Justice Institute awarded the police department a grant in the amount of $40,396.64 to pay for radios.
* James made the motion to approve the purchase of radios and Austin seconded. Motion passed.

**Radios and Pagers for Fire Department**

* The fire department is requesting permission to purchase new dual-band radios for $91,492.44.

The county agreed to pay for the radios through money received from the American Rescue Recovery Act.

* James made the motion to approve the purchase of radios and Austin seconded. Motion passed.
* The fire department is requesting permission to purchase new pagers for $16,662.00. The fire department has the money in their budget to pay for them, just need permission to purchase.
* James made the motion to approve the purchase of pagers and Austin seconded. Motion passed.

**Truck Purchase**

* The street department is requesting permission to replace an international truck that was unsafe to drive for the winter. In searching, a truck was found in Minnesota at North Star Truck Sales for $63,000.00.
* Dennis made the motion to approve the purchase of the truck and Austin seconded.

Motion passed.

**KEDCO Agreement for Services**

* Craig presented the 2022 Kosciusko County Economic Development Corporation Agreement.
* Dennis made the motion to renew the 2022 KEDCO Agreement and Austin seconded.

Motion passed.

**Board and Commissions**

* Craig presented the following recommendations for the different Town Boards:

Park Board: Oxana Mullins

Redevelopment Commission: Bruce Shaffner, Dennis Daniels, Al Disbro, Alan Alderfer

Art Commission: Rick Swaim, Joy Lohse, Al Disbro, Mary Pat Wallen,

Retha Hicks, Terry White

Board of Zoning Appeals: Jill Serbousek, Ken Nisly

Plan Commission: Barry Andrew

* James moved to approve the appointments as presented and Austin seconded. Motion passed.

**Town Engineer Agreement for 2022 & Report**

* Agreement is for 2022 for the current Town Engineer, Aaron Carl.
* Austin made the motion to approve the 2022 Town Engineer Agreement and Dennis seconded.

Motion passed.

* Working on drainage easements.

**Town Attorney Agreement for 2022 & Report**

* Agreement is for 2022 for the current Town Attorney, Adam Turner.
* James made the motion to approve the 2022 Town Attorney Agreement and Austin seconded.

Motion passed.

* Working on projects for the first of the year.
* Adam introduced an attorney in his office, Jennifer Naue, which will be helping if Adam is unable to attend a meeting and covering the Board of Zoning appeals. Jennifer is a resident of Winona Lake.

**Reports from Supervisors**

* Fire Dept./Kevin Gelbaugh – Toys for Tots, David Holladay was Fireman of the year, Michael Raymer received the Service Award & stepped down as Assistant Fire Chief, Carson Kintzel was appointed as Assistant Fire Chief.
* Park Dept./Holly Hummitch – Kringlefest went well and working on Letters to Santa, working on grants to raise $1.5 million for Limitless Park.
* Street Dept./Tim Goshert – Leaf collection is done; residents need to bag leaves now. New leaf machine really helped this season. Force main broke on Argonne & Winona Avenue.
* Police Dept./Joe Hawn – Mirror installed on Administration.

**Floor Topics**

* Jay Widman lives on Freedom Lane; he wanted to give a special Thanks to the Street Department for how efficiently the leaves were picked up.

**Meeting was adjourned –** James motioned to adjourn. Meeting adjourned at 6:45 p.m.

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RICK SWAIM MEGHAN LINCOLN

PRESIDENT CHIEF DEPUTY CLERK-TREASURER