

**Winona Lake Town Council  
Meeting Minutes  
October 17, 2023**

**The Town Council of Winona Lake, Indiana, met in a regular session on Tuesday, October 17, 2023, at 6:00 p.m. – some attending in person, others by Zoom (video conference).**

COUNCIL MEMBERS PRESENT: Rick Swaim, Austin Reynolds, and Jim Lancaster

COUNCIL MEMBERS PRESENT (ZOOM):

ABSENT: Heather James and Ashley McGinnis

OTHERS PRESENT: Craig Allebach, Kevin Gelbaugh, Holly Hummitch, and Aaron Carl

OTHERS PRESENT (ZOOM):

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

**Approval of Minutes**

- Rick called for approval of the September 12 and September 19 meeting minutes. Jim moved to approve the September 12 and September 19 meeting minutes, and Austin seconded. Hearing nothing further, the September 12 and September 19 meeting minutes stand approved as presented. The vote was unanimous.

**Approval of Claims**

- There were no claims ready for approval.
- Craig requested that once the town gets approval for new signatories, Rick come in and sign off on claims and sign the checks so that they could be sent out.

**“Winona Happenings”**

- October 28, 3:00 p.m. to 5:00 p.m. – Trick or Treat on the Trail
- October 28, 5:00 p.m. to 7:00 p.m. – Activities in the Park
- October 31, 5:30 p.m. to 8:00 p.m. – Trick or Treat

**Town Accounts Approval**

- Craig stated that the town needed new signers on all the accounts and allow online access as well. A statement is needed in the minutes to reflect the changes. Anyone that is currently on the accounts will need to be removed and the town council president, vice-president, and clerk-treasurer need to be added. So, at this point, Rick Swaim and Heather James need to be added and once we have a clerk-treasurer, then that clerk-treasurer would be added. If there are changes in the individuals in those positions, then the new individual would be a signatory. There have never been town council members on the accounts, but this is a good proactive step for internal controls. So, these changes will be reflected in the minutes and the minutes forwarded to the banks once they are done.

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- Austin made the motion to allow the town council president, vice-president, and clerk-treasurer to be on our bank statements or bank signature documentation and specifically, Rick Swaim and Heather James in those two positions right now. Jim seconded the motion. The vote was unanimous.

### **Argonne Road Roundabout Change Order**

- Craig presented a roundabout change order for the purposes of a time extension for the landscapers to install plantings as the original timeline called for the plantings in the heat of the summer. There is no cost to change order. Jim moved to approve the change order, and Austin seconded. The vote was unanimous.

### **SeeClickFix Annual Contract**

- Craig presented the annual contract for SeeClickFix for \$5,376.17. SeeClickFix is cloud-based software that the town utilizes for requests and work orders, both internally and for the public.
- Austin moved to approve the contract with SeeClickFix for \$5,376.17, and Jim seconded. The vote was unanimous.

### **Report from Town Engineer**

- Aaron said that they are wrapping up the trail project and still need to do a couple of driveways, they will wrap up the grading and seeding. The water main project paperwork is being finalized and paperwork needs to be transferred to Indiana American Water. Aaron is still waiting for some invoices from the contractor to finish up. Aaron also has a couple storm drainage projects he has been working on too.

### **Reports from Supervisors**

- Park Department/Holly Hummitch: Reported that she is working on events besides the trick or treat on the trails, KringleFest is coming up December 2. There will be more details on that soon. There is also a pumpkin decorating contest as well that she forgot to mention earlier. She will have details posted on the Facebook page. Basically, people can just bring decorated pumpkins for any vote for recipes.
- Fire Dept./Kevin Gelbaugh –The fire department had twenty-two runs, a lot with Grace College. He reminded everyone to change their smoke detector batteries, check your furnaces, clean them out and do a battery change for your carbon dioxide detectors. The thermal imagers are in as well and he will try to bring those into the next council meeting to so we can see the new ones and then bring one of their current stock imagers and we can see the difference in the size and how things have changed in a short amount of time. The imagers show the temperature differences. The fire department had also been working on new firmware for their radios. Their date for the firmware is October 26. The new fire truck has been kicked back and the fire department has been told possibly next year, the middle of next year, with no exact time. The truck was supposed to be done, maybe December of this year and if we wanted to fork over \$40,000.00 for a new motor, we might get it earlier, but they declined that.

### Floor Topics

- Jo Faulkner wanted clarification on the town's accounts and whether it's required that there be two of three signatures for any of the accounts, or is there a threshold and then it have to have two signatures? Craig responded that we like to have two, but we can get by with one, was his understanding. We have been doing it that way for a while. We have more signatories on the account than may sign. Jo said that in some other nonprofits, it can just be one signature and to if was over a certain threshold, like say \$5,000 and it goes under two was what she was questioning.
- Jerry Nelson mentioned that there was a stormwater project down where he lives and wanted to know whether that was going to happen so he could notify his neighbors. Craig said there was, but he did not know how soon it would take place, probably not until next spring. Aaron said it would also be better in the spring because the water level would be down, and they must cut through the seawall. Craig also mentioned that they have a project that is being designed on Pierceton Road that will probably be extensive. Spring would be a lot safer because the asphalt plants would be closing in another 30 days or so.
- Kami Johnson wanted to know if there was any progress on the stormwater project on the S curve on Chestnut as it was surveyed last year. Aaron Carl is still processing some information. Kami was also curious about what if someone got hit by a golf ball on the trail and who pays the medical bills? Craig said it was the responsibility of the golfer, was his understanding and that we were working with the operators of the golf course to place some signs up in the area. She had also talked with the resident that lives on Wooster Road and wanted to know if there was a plan to extend the greenway down Wooster Road because they felt that unless you live in an expensive neighborhood you do not get a trail. Those houses at Raccoon Run aren't even finished yet and they've lived on Wooster Road for three to five years and still do not have a sidewalk. Craig stated that we've had plans and that is our goal. There are a lot of things going on behind the scenes related to trails, not only in our town but also Kosciusko County. The town embarked on a Safe Routes to School plan, probably around 2016. The idea was to bring a sidewalk all the way down the south side of Wooster Road all the way to Grace Village and to provide a safer passage not only for people from Fairland, but also for the walkers at Grace Village. Then there would be a connection into Sunset and up to Lakeland Christian Academy. Our idea is to go through there and put a sidewalk down Sunset and it's wide anyway. So, there would basically be a circular trail that with Wooster Road, Pierceton Road, and all around there. It's going to take quite a few years, but our next step is to get a connection between Christ's Covenant and 250 E and then work on how we are going to get it up Wooster Road. Kami asked what her response should be, and Craig said that we put the trail in because we were doing the water line.
- Simona Lynne stated that she was new to town and passed out her business cards. She said we've spoken on a subject that's relevant here for everyone. She came from Kalamazoo, and she knows she's travelled a long way with her baby in the audience—shout out to Elena. The birthday girl of the moment right now and they're still trying to recover from the birthday celebration, so she's nine. She came from a consortium of students from Western Michigan University, and she has something that she thinks is quite disruptive. It's something that she wants to introduce and lay a seed there in Winona Lake but Warsaw township in general. She has no clue where she is right now. She just saw a sign and she's here and looking to network with others. This is the reason why she brought this book with her. Her background is in education. This W.E. John book that she held up and if we are familiar with them, they do research in on workforce and economics and how pretty much what it says, which is early childhood programs and how they lead to development

project that are going on in the city. So, what she is doing here is proprietary and she'll tell us in short, it's a campus pilot, and that's what they've done, is we scaled a program and we put it to market. So, a little bitty town called Kalamazoo, which is right here (hold up her hand). They make kazoos, they have got a song and, you know, a whole story behind it. So, the name of the town is small, and she comes from a small town. She loves community engagements like this. So, she is an ambassador for children as an educator, but also works in the nonprofit sector. She saw the jacket but was not sure of it's the same organization but if we are familiar with the Peace Corps, they have a domestic AmeriCorps program that she goes out and does hard challenged, core structured initiatives to make a huge impact in the areas that it is most needed. So here she is, and we don't know her but we're going to know her and she's going to do this and it's going to be done right. She is leaning on the city and leaning on people like the Senate, for example, that people who are running for office to adapt a campaign that they've been doing all year and so her daughter can intercessory they've been on tour, and they've been having a blast. But when we got to Indiana, they were closer to home as far as our commute to family and you know, that was a big part of shy Western Michigan is dear to her. But then Winona area is such a close community that it made sense for her to just pitch it to Grace College. That would be her goal. And then for their school, what the pilot will do is create jobs. And who does it target specifically? Well, college students of course, but fostering youth is the subject at hand. This is the reason why she is lit, like you can put a match to her, and she will set this place ablaze because it's so important we take her seriously. We take her seriously on this because she's come with a bug punch and she's ready to work. They're very organized. She has the school behind her. So, she thinks that shows a lot in visibility and viability, but they're ready to launch here. So, she appreciated us just listening on this announcement, because it's important to her, strategic wise. And it's a simple hashtag that's pretty much catching on. It's for foster youth.

- Dan Spalding wanted an update on the status of the fourth employee of the clerk's office. Rick responded that she was here and working. Dan also wanted to know the status of the outstanding claim from the clerk-treasurer's attorney. Rick responded that the check is still out there.

**Meeting adjourned** – Austin motioned to adjourn. Meeting adjourned at 6:35 p.m.

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RICK SWAIM  
PRESIDENT

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CLERK TREASURER