Town of Winona Lake

Council Minutes

March 26, 2024

The Town Council of Winona Lake, Indiana met in a regular session on March 26, 2024, in the Town Hall at 6:00 p.m., some attending in person, others by Zoom (video conference).

**COUNCIL MEMBERS PRESENT:** President Jim Lancaster, Vice President Austin Reynolds, Rick Swaim, Ashley McGinnis, and Barry Andrew

**COUNCIL MEMBERS PRESENT (ZOOM):** NONE

**ABSENT:** NONE

**OTHERS PRESENT: Town Manager Craig Allebach, Clerk-Treasurer Heather James, Town Attorney Adam Turner, Police Department Joe Baumbaugh, Fire Department Kevin Gelbaugh, Parks Director Holly Hummitch, and Street Superintendent Shane Parrett**

**OTHERS PRESENT (ZOOM):**

**Opening:** Jim opened the meeting at 6:00 p.m. Ashley said the prayer and led the Pledge of Allegiance.

**Approval of Minutes:** Heather presented the minutes from the February 20, 2024, meeting for approval. Barry motioned to approve the minutes. Ashley seconded. With a vote of 5 ayes, and 0 nays the motion carried.

**Approval of Claims:** Heather presented the claims for approval. Rick questioned a claim for snow removal. It was discussed this was for the pavilion and special equipment was needed due to the brick pavers. Nick Hauck from the Village at Winona clarified that the Village clears the parking lot but not the brick pavers. Rick motioned to approve the claims. Barry seconded.With a vote of 5 ayes, and 0 nays the motion carried.

**“Winona Happenings”**

March – Village Madness continues in the Village at Winona

April 9 – 1:00 p.m. Groundbreaking Ceremony for the final phase of the Limitless Park

April 20 – 10:00 a.m. WCN Run for Hunger

**Public Hearing of Ordinance 2024-3-1 Additional Appropriation**

The Park Department requested an additional appropriation of $10,000. Jim opened the public hearing. Jerry Nelson asked why the request was being made. Craig answered that the council approved a transfer of funds from the Parks & Rec summer help fund to the Park Fund in September 2023, but the action was never taken, and the transfer was not made. He said it’s to clean up something from 2023. Hearing no additional questions or comments Jim closed the hearing. Ashley motioned for unanimous consent to adopt the ordinance at the same meeting it was introduced. Rick seconded the motion. With a vote of 5 ayes, and 0 nays the motion carried.

Ashley motioned to approve the ordinance. Barry seconded. With a vote of 5 ayes, and 0 nays the motion carried. Ashley motioned to adopt Ordinance 2024-3-1. Barry seconded. The call for adoption was approved. With a vote of 5 ayes, and 0 nays Ordinance 2024-3-1 was duly passed and adopted by the Town Council of the Town of Winona Lake on the 26th day of March 2024.

**Ordinance 2024-3-2 Establishing a K-9 Fund**

Heather mentioned that is necessary to establish this fund to correctly track donations and grant money received for this purpose. She also mentioned there would likely be other requests to establish funds in order to follow guidelines established by the State Board of Accounts. Rick motioned to approve the establishment of this fund. Barry seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Resolution 2024-3-1 Transfer of Funds**

A transfer of $125,000 from the Riverboat Fund to the Limitless Park Capital Improvement Fund was requested. This transfer would fulfill a letter of intent signed summer 2023. Rick motioned to approve the transfer. Ashley seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Resolution 2024-3-2 Transfer of Funds**

A transfer of $115,000 from the Limitless Park Donation Fund to the Limitless Park Capital Improvement Fund was requested. This transfer would fulfill a letter of intent signed summer 2023. Barry motioned to approve the transfer. Ashley seconded. With a vote of 5 ayes, and 0 nays, the motioned carried. Barry thanked Holly for her work on the park project and her patience during this long process. He said this is an exciting time for the park. Rick also expressed his appreciation and acknowledged this has been a project a long time in the works. He shared he was on the park board during the beginning of this project. Holly stated the project began in 2011.

**Resolution 2024-3-3 Hiring of Office Personnel**

Heather requested approval to hire Diane Wulliman in the clerk-treasurer’s office at a rate of $24.18/hour in accordance with the current salary ordinances/resolutions retroactive to 3-11-2024. Barry motioned to approve the request. Ashley seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Approval for Office Hire in the Clerk-Treasurer’s Office**

Heather requested approval to post and hire an additional individual in the clerk-treasurer’s office if needed due to workload. The hourly amount would not exceed what is allowable by the 2024 Salary Ordinance. Rick motioned to approve the request. Austin seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Resolution 2024-3-4 Renewal Agreement for Trash & Recycling**

The resolution approves the extension of the current trash & recycling contract. The agreement was previously approved but an original could not be found and most likely still listed the old rate. This would set the rate at $17.45 per month. Austin motioned to approve the agreement and Barry seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Approval of Agreement with Extra Duty Solutions**

This agreement would allow the police department to work with Extra Duty Solutions. Joe Baumbaugh shared that other county agencies are going with this company to manage officers off-duty jobs, and this allows the agencies to work together to provide coverage. Questions were raised about paying the officer. Extra Duty pays the officer and handles payroll for these jobs. Adam mentioned he reviewed the contract and made minor revisions which they accepted. Questions regarding liability insurance for the officers while on duty for one of these shifts were asked. Craig replied Extra Duty Solutions covers the insurance and the contract includes this. Ashley motioned to approve the agreement. Rick seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Grant Applications Approvals**

1. KCREMC Operation Round-Up for $5,000.00 requested by the park for continued park projects.
2. K21 Health Foundation TBD requested by the park.

Barry motioned to approval these grant approval requests. Rick seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

1. FEMA grant for approximately $228,000.00 with no match for SCUA (air packs) and boots. This would allow the fire department to update to the current standard buddy breather. Due to late notice of grant and the deadline. The grant application has already been submitted. Kevin stated there is a minor match and the fire department has funds available to cover the match.
2. The fire department has also applied for grants to purchase a new Gator for $31,000.00. through Firehouse Subs for $20,000.00 and Miller Foundation for $10,000.00. Austin motioned to approve these grants. Barry seconded. With a vote of 5 ayes, and 0 nays, the motioned carried.

**Report from Attorney:** Adam reported business as usual.

**Report from Clerk-Treasurer:** Heather thanked the council for their approval to attend the ILMCT training. She stated it was an intense week and she has a long to do list.

**Report from Supervisors**

**Street Department Shane:** Cleaning winter equipment and prepping for summer.

**Parks Department Holly:** She thankedthe other departments for their participation with the breakfast. She estimated 300 people attended the event and over 1500 cereal boxes with donated to Combined Community Service. Next event is the Egg My House. Starting April 9th, the gravel parking will be closed due to construction. Summer program registration begins April 8.

**Fire Department Kevin:** Runs had been down but starting to pick up now. The tanker has a leak, and the department is working on getting quotes to repair.

**Police Department Joe Baumbaugh:**  The police department noted an increase of residents experiencing someone banging on their doors at night. Pictures are being posted to assist with identification. The latest videos appear as if a home invasion was in progress and really poses a danger to those banging on the doors. Joe also stated more than one individual is doing this. Residents are encouraged to call 9-1-1 if they experience someone banging on their doors at night. Joe Hawn said he has an MOU with Beamon Home he needs Adam to review.

**Council Members:**

Ashley thanked Holly for allowing her to participate in the cereal run at Lakeland. She stated that she, Heather, and Craig had a Zoom meeting with Todd and Dan from Baker Tilly regarding the Internal Control Policy. They provided some good feedback and they recommended we put into place some good controls with documentation and double checking.

Barry requested the council receive council meeting information sooner, so he and the rest of the council has ample time review it prior to the meeting. Rick agreed but also acknowledged there’s been challenges recently which has some delays. Craig stated claims are due to the clerk-treasurer Wednesday at noon prior to the meeting and the goal is to send all information by 4:00 p.m. on Friday to the council. Rick expressed appreciation for the stabilization the department offers.

Austin thanked Holly, Kristie, and the park board for their work on the park project.

**Floor Topics: None**

**Craig announced there would be a meeting on April 9 at 4:00 p.m. to discuss and approval of ice rink and farmer’s market agreements and rate.**

**Meeting Adjourned:** Barry motioned to adjourn at 6:38 p.m. Ashley seconded. With a vote 5 ayes, o nays the motion carried, and meeting was adjourned.

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Jim Lancaster Heather James

President Town Council Clerk-Treasurer