

**Winona Lake Town Council
Meeting Minutes
April 18, 2023**

The Town Council of Winona Lake, Indiana, met in a regular session on Tuesday, April 18, 2023, at 6:00 p.m. – some attending in person, others by Zoom (video conference).

COUNCIL MEMBERS PRESENT: Rick Swaim, Heather James, Austin Reynolds, Ashley McGinnis, and Jim Lancaster

COUNCIL MEMBERS PRESENT (ZOOM):

ABSENT:

OTHERS PRESENT: Craig Allebach, Tim Goshert, Holly Hummitch, Kevin Gelbaugh, Joe Hawn, Adam Turner, and Laurie Renier

OTHERS PRESENT (ZOOM): Susan Baker with Baker Tilly, and Aaron Carl

Opening – Rick Swaim opened the meeting with prayer and the Pledge of Allegiance.

Ordinance 2023-04-1 Reestablishing Cumulative Capital Development Fund

- Susan Baker explained the town already has an established levy to collect almost 4.5 cents per every one hundred dollars of net assessed valuation. In 2023, approximately \$95,000 is being brought into that fund. By statute, the max levy can be 5 cents. For consideration is the increase to 5 cents, which would increase the collection by roughly \$10,000 in 2024.
- Previously, trending has been applied to the rate, which is what has decreased the amount collected. Legislation has changed removing the trending, so going forward if approved, the rate would remain at the maximum of 5 cents unless future changes occur in legislation.
- The fund is used to maintain and improve capital investments.
- Jerry Nelson voiced concerns for what the money would be used for and questioned whether an increase in everyone's taxes is a good idea, with the state of the economy as it is.
- Jack Volkers questioned the increased amount presented, and a discussion was held on how deductions are applied to assessments and how those deductions may affect each tax payer differently.
- Rick requested a motion to accept an increase in Cumulative Capital Development Fund of 5 cents. Hearing none, the ordinance died for lack of a motion.

Approval of Minutes

- Rick called for approval of the February 24, 2023, and the March 21, 2023, meeting minutes.
- Ashley requested clarification that the February 24, 2023, meeting minutes containing changes approved since the last meeting are the ones being presented.
- Laurie read the following changes included in the February 24, 2023, meeting minutes: financial documents discussed above in points 1, 2, & 3, will be provided to the council member and department head prior to the meeting.
- Ashley moved to approve the February 24, 2023, and the March 21, 2023, meeting minutes, and Jim seconded. Hearing nothing further, February 24, 2023, and the March 21, 2023, meeting minutes stand approved as presented.

Town Council of Winona Lake
April 18, 2023

Approval of Claims

- Rick called for approval of the April 18, 2023, claims.
- There was a discussion regarding the claims, specifically claims submitted for payment to Baker Tilly. Adam Turner clarified that the numbers being reviewed include an existing contract, not just current expenses.
- Austin made a motion to accept the April 18, 2023, claims.
- Further discussion took place as to how claims were paid, specifically claims paid outside of the normal claims cycle. Laurie said the operating procedures are the same as they always have been. Only claims that are going to be late are paid prior to council's approval the day of the meeting.
- Rick requested a second, to the motion to accept approval of the April 18, 2023, claims. Hearing none, the motion was not approved as presented.

2022 Budget

- Gateway report for 2022-was filed on time and can be adjusted as needed up until an audit is done.
- Winona Lake donation fund-is showing a negative balance. Claims for the ice rink have been paid out of this fund. Council will need to decide where they want to pay the over expenditures in this fund. Negative balances sometimes need to be adjusted at the end of the year if you find things that may have been paid out of the wrong fund.

2023 Budget

- A lot of the appropriations for general office supplies for quarter 1 have been spent-details of expenditures would have been approved by council at previous meetings. Without pulling those specific claims, it is unknown what each expense was for.
- The Winona Lake donation misc. account-is in the negative due to expenses of the ice rink for the same reasons as in 2022.
- Fund 2302 for the park is in the negative-an encumbrance is in process but is not showing on the report.
- WW to purchase-the wastewater payment was made twice in March because a payment was missed in January with the transition in staffing.
- 4402 Fund Cum Cap-for lights on a squad car. This was a 2022 expense that should have been encumbered. No paperwork was supplied to do an encumbrance. Retha Hicks suggested an additional appropriation request.

Council's Expectations

- Fund reports
- Appropriation reports- showing detail of the claims
- Individual appropriation reports to each department heads
- Departments will receive the reports on the Friday before the meeting date

Approval of Claims-Revisited

- Austin's motion to accept the April 18, 2023, claims still stands.
- Further concerns were discussed regarding the mailing of claims prior to council's approval.
- Council discussed a check that was received prior to council's approval, that they didn't agree qualified as one that was covered by the ordinance. Adam Turner said the ordinance that lists the things that can be paid before council meets is kind of broad and that historically claims have not

Town Council of Winona Lake
April 18, 2023

been paid that were not part of that list. Teena Pence said the check in question that had already gone out was not mailed intentionally, she is still learning the processes, and prior to her being responsible for processing the claims, no written procedures were in place.

- Austin questioned the number of checks that were mailed out.
- Rick called for approval of the April 18, 2023, claims again. Hearing none, the motion was not approved as presented.
- Jim moved to table the approval of the April 18, 2023, claims until confirmation is made of which checks were mailed. A special meeting will be held on Friday, April 25, 2023, at 5:30 pm, and Heather seconded.

“Winona Happenings”

- April 24-CR 250 E Closed from Wooster Road to Pierceton Road
- April 27, 7:00pm, Symphony of the Lakes Disney Concert at the MOCC
- May 6, 8am to 1pm-Farmer’s Market at Miller Sunset Pavilion
- May 6, 9am & 2pm-Grace Graduation at MOCC
- May 19 to 21-Fat & Skinny Tire Fest
- May 26 5-7pm-Schools out for summer splash pad event

Board of Zoning Appeals Appointment

- A BZA member has resigned and Megan Carr has agreed to be considered for the appointment.
- Austin moved to approve the appointment as presented and Ashley seconded. Motion passed.

Report from Town Engineer

- Aaron reported he has been working on several drainage projects, and the watermain project is almost complete.

Report from Town Attorney

- Adam reported he has been working on a vendor agreement for the farmers’ market and rental agreement and policies for the ice rink.

Reports from Supervisors

- Street Dept./Tim Goshert – Will not be picking up leaves with the machine after May 5. They will need to be bagged up after that.
- Park Dept./Holly Hummitch – Registration is open for summer programs. Lots of fun classes and events are planned for this summer. Kristie Maiers said the bid packets for construction at the park will go live on May 3 and due to Craig by May 24 for bid openings. However they won’t be able to sign a contract with the National Parks Service until reports are available from the clerk treasurer.
- Fire Dept./Kevin Gelbaugh – We have been a little busier than last month. They are scheduling their pump tests and getting ready for summer and festivals.
- Police Dept./Joe Hawn – Also getting ready for festivals and summer security jobs.

Floor Topics

- Jerry Nelson said this is the 2nd month in a row the council has delayed the payment of claims and suggested that the council should maybe ask their questions ahead of time so they are better

Town Council of Winona Lake
April 18, 2023

prepared at the scheduled meeting to approve the claims that are due to the town's vendors. Jerry said it should be recognized by the public that bills are being pushed out and that it makes it look to the vendors like the town is not able to pay their bills. Rick said the bills will be paid on Monday.

- Jim LeMasters said he knows how budgets work and he has never not been able to access his budget information. He suggested the council go to training if they need training on how budgets work, vendors are already put off 30 days to accommodate town budgets, and when the news reports that claims can't be paid, it's a concern.
- Cami Johnson asked if outside audits are done. Laurie said the last audit was done in 2017/2018 and she has called the State Board of Accounts and they will here to do an audit this year.

Meeting adjourned – Ashley motioned to adjourn. Meeting adjourned at 7:16 p.m.

RICK SWAIM
PRESIDENT

LAURIE RENIER
CLERK TREASURER