



TOWN COUNCIL MEETING MEMORANDUM

11 SEPTEMBER 2025 @ 6:00PM

Shipshewana Town Hall, Roger D. Yoder Council Room
345 N Morton St, Shipshewana, IN 46565

PRESENT (PHYSICALLY): Christine Yoder, Nicholas (Nic) Engle, Timothy (Tim) Moon, Lyle Miller, Tad Hite, Terry Martin, Kurt Bachman (legal) **ABSENT:** Whitney Rahn

Tim M. opened with the invocation and Lyle M. led all in the pledge.

Motion by Lyle M. to accept the agenda with flexibility, seconded by Tim M. Motion carried unanimously.

Motion to approve meeting memorandum from August 14, 2025 and August 28, 2025 meetings by Nic E., seconded by Tim M. Motion carried unanimously.

Casey Erwin from DLZ present with update on annexation. Discussion followed.

Fire department report from Chief Lyle Wingard. Discussion followed.

API pay application #2 for the 2025 streets CCMG project presented by Casey E. for \$571,593.65. Motion to approve pay application #2 to API by Nic E.; seconded by Lyle M. Motion carried unanimously.

Pay application #1 to R. Yoder Construction for SRF Wastewater Project A presented by Casey E. for \$123,500.00. Noted that this will be an SRF distribution request to BNY for payment. Motion to approve Pay App #1 by Lyle M., seconded by Tim M. Motion carried unanimously.

Terry M. presented quotes from Myers Co Cleaning LLC and Simply Pristine LLC. Myers Co Cleaning LLC quoted \$60,000 annually including the fire station and \$55,000 annually without the fire station. Simply Pristine LLC quoted \$750/wk including the fire station and \$650/wk without the fire station. Discussion followed. Motion to have Terry M. work with legal to create a contract for the cleaning company to sign and accept the quote from Simply Pristine LLC by Tim M., seconded by Nic E. Motion carried unanimously.

Owner in the 2900 N block on SR 5 contacted Terry M. inquiring about housing a horse at their property. The property is in the county, county zoning is inquiring if the Town would be in opposition. Discussion followed. Motion from Lyle M. to give the county a positive recommendation, seconded by Tim M. Motion carried unanimously.

Tad H. presented claims totaling \$213,678.72. Motion to accept claims by Lyle M., seconded by Tim M. Motion carried unanimously.

Wage and salary Ordinance 2025-09-11-A presented. Discussion followed. Motion to approve Ordinance 2025-09-11-A as presented by Nic E., seconded by Tim M. Motion carried unanimously.

Quote presented for document retention plan from Information & Records Associates Inc totaling \$110,490.11. Discussion followed.

Tad H. presented information acquired from county zoning that council requested for properties located at 440 N Van Buren St as it pertains to a recently requested utility account adjustment. Zoning advised that the property in question was zoned I3 and it is not allowed to have a residence on that type of zoning. Discussion followed.

Discussion on "Food & Beverage Tax Money at Work" signs.

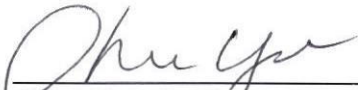
Wastewater Utility Rate Ordinance 2025-09-11-B and Wastewater Cost of Service Study presented. Motion to approve Ordinance 2025-09-11-B by Lyle M., seconded by Tim M. Motion carried unanimously.

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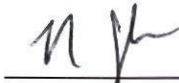
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Casey E. advised council that the CCMG grant has upcoming submissions in October 2025 and July 2026. He noted that CCMG is a requirement community to update their Title 6 and ADA. Discussion followed. Motion to give DLZ authority to update the ADA Transition Plan and Title 6 documentation as required by INDOT and allow Christine Y. to sign them outside of a meeting by Nic E, seconded by Lyle M. Motion carried unanimously.

Nic E. made a motion to adjourn the meeting, seconded by Tim M. Motion carried unanimously. Meeting adjourned.



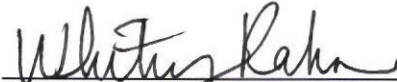
Christin Yoder, President



Nicholas Engle Vice President

Lyle Miller, Council Member

Timothy Moon, Council Member



Whitney Rahn, Council Member