

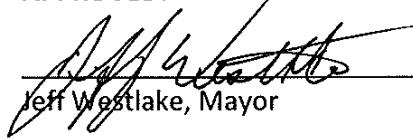
The City of Portland  
Common Council – EXECUTIVE MEETING  
November 17, 2025  
5:30 PM

The Common Council was called to order by Mayor Jeff Westlake at 5:30 PM on Monday, November 17, 2025. Roll was called and present were members Dave Golden, Ron May, Mike Aker, Michele Brewster, Matt Goldsworthy, Ashley Hilfiker, Kent McClung, Attorney, Wes Schemenaur, Clerk Treasurer, Lori Phillips, Kyle Champ (Portland Insurance Agency).

**This executive meeting was called under IC 5-14-1.5-6.1(b)(18).**

**Adjournment** Motion by McClung, seconded by Golden to adjourn at 5:12 p.m.

**APPROVED:**

  
Jeff Westlake, Mayor

**ATTEST:**

  
Lori Phillips, Clerk-Treasurer

The City of Portland  
City Council  
November 17, 2025  
6:15 PM

City Council was called to order by Mayor, Jeff Westlake at 6:15 PM on Monday, November 17, 2025. Roll was called and present were members Matt Goldsworthy, Mike Aker, Ashley Hilfiker, Dave Golden, Ron May, Kent McClung and Michele Brewster. Also, present was Clerk-Treasurer, Lori Phillips.

**Pledge of Allegiance**

**Approval of City Council minutes from November 3<sup>rd</sup>, 2025**

Motion by May, seconded by Aker to approve the City Council minutes from November 3, 2025 as presented. Roll call vote. All voted aye.

**Hannah Long, Bizy Dips, LLC - Edit request**

The Edit Advisory Committee met at 5:00 tonight and made the recommendation to send the request to the City Council. Hannah Long, presented the council with her plan for purchasing and renovating the Flower Nook. She plans to maintain current operations with floral arrangements and gifts. She will renovate the back portion on the flower shop to be a full commissary kitchen. By doing so, she hopes to obtain a wholesale foods license. She will remain in her space at the John Jay Center.

The Edit request is for \$137,120. The funds would be used for the following; Inside: Adding more sinks, repairing the ceiling, restoring and sealing the floors, upgrade electrical, repairing the roof, renovating the bathrooms, upgrading the walls for food safety and cleanliness in the food prep area. Outside; Adding a staircase to the upper window, repair siding and windows, upgrade the heating and cooling system.

The following terms were discussed:

10-year loan

On the 5<sup>th</sup> anniversary of the Development agreement, repayment of the loan would begin

Rate: 1% over prime per the Wall Street Journal

50% forgivable loan if all terms of the loan are met

Increase number of full time and part-time employees

Second Mortgage Agreement, Promissory Note and Development Agreement are all needed.

Motion by May, seconded by Golden to approve sending the request back to the Edit Advisory Committee to set the terms for the Development Agreement. Roll call vote. All voted aye.

**Bryan Alexander – Public comment on discussion surrounding cameras from Flock Safety**

He cautioned the council about a system such as Flock. He noted that this system violates people's civil rights and that there are many pending lawsuits throughout the United States due to this surveillance system. Many communities are removing this technology.

**Ron May – Donation to Secret Families Christmas Charity of Jay County**

Representatives from this organization noted how the program operates and how individuals can become involved. They spend \$90 per person; all family members are served. Last year they served 151 families (699 individuals). This year they will meet at Walmart December 6<sup>th</sup> at 6:30 am to shop; Meet at 8:00 a.m. to start wrapping presents and will later in the day distribute the gifts.

Mayor Westlake asked if they would accept gift cards that he had in his possession. They accepted that gift cards from Mayor Westlake.

**Council Comments**

Ron – Noted that the Mayor is required to do a State of the City Address. Mayor Westlake noted that he will work on planning that event.

Dave –

1. Thanked the Street Department for getting all of the Christmas light out up downtown.
2. Requested that Barry Ritter be on the next agenda to discuss the process of Central Dispatch. Mayor Westlake noted that he will make that happen.

**Mayor's Report**

Nothing to report

**Clerk Treasurer's Report**

- The Winterfest Parade of Lights is this Saturday, November 22 at 6:30 p.m.

**Adjournment** Motion by McClung, seconded by Golden to adjourn at 7:40 p.m.

APPROVED:

  
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Jeff Westlake, Mayor

ATTEST:

  
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Lori Phillips, Clerk-Treasurer