

Board of Public Works and Safety
January 8, 2026
5:15 P.M.

Mayor, Jeff Westlake called the Board of Public Works and Safety meeting to order at 5:15 PM Thursday, January 8, 2026. Present were board members Jerry Leonhard and Steve McIntosh. Also, present were Lori Phillips, Clerk Treasurer, Mike Weitzel and Ray Cooney (CR).

Call to Order – All present

Minutes of Board of Public Works and Safety Meeting of December 4, 2025

Motion by Leonhard, seconded by McIntosh to approve the minutes of the December 4th, 2025 Board of Public Works and Safety Meeting as presented. Chair voted aye.

Bad Debt - Write off Motion by McIntosh, seconded by Leonhard to approve writing off bad debt (2 years old) in the amount of \$768.00. Chair voted aye.

Outstanding Checks – Write off Motion by Leonhard, seconded by McIntosh to approve writing off outstanding checks two years old or more in the amount of \$748.16. Chair voted aye.

James S Jackson Company – Pay Request #18 – Wet Weather Pump Station – Contract 4A

Motion by Leonhard, seconded by McIntosh to approve pay request #18.

Total work competed for this pay period (November): \$1,370,835

Contractor pay: \$1,350,237.85

Retainage held: \$20,597.15. Chair voted aye.

Mike Weitzel, Fire Chief – Quotes for Tanker truck

Motion by McIntosh, seconded by Leonhard to approve the quote from Spencer with the amount of the chassis to be paid at time of arrival. Chair voted aye.

Spencer

\$558,442 (Includes hoses and nozzles)

540 Leadtime

Donley Safety

\$490,137 (Does NOT include the hoses and nozzles)

775 Leadtime

Right of Way Utility Permit Application

Motion by Leonhard, seconded by McIntosh to approve the permit application submitted by Brightspeed. Chair voted aye.

Application #1 dated 1/8/2026: Hard surface cut at 122 East Main Street – installing 2” duct with fiber optic cable.

Ritter Strategic Proposal (12/17/2025) – A strategic planning study for consideration of consolidating the Portland Police Department Dispatch with the Jay County 911 Public Safety Answering Point (PSAP) -

Clerk Treasurer, Lori Phillips, questioned if the BOW has seen the proposal from Ritter Strategic. The BOW received it (today) at the beginning of the meeting. (The mayor received from it from Barry Ritter on 12/17/2025.) Jeff stated that he plans to add it to the February agenda. The Council voted on December 1st to move forward with a feasibility study for dispatch consolidation. Per Barry Ritter's proposal (if approved) he will start the process the first week of February. A committee (with all stakeholders) needs to be formed.

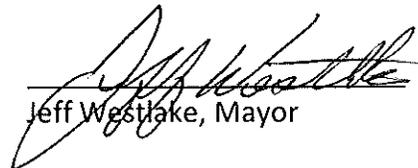
In order to move forward with Barry's timeline, a special meeting will need to be scheduled (to review the proposal). The BOW agreed to schedule this meeting.

Adjourn Motion to adjourn at 5:36 by McIntosh, seconded by Leonhard.

ATTEST:



Lori Phillips, Clerk-Treasurer



Jeff Westlake, Mayor