

**Board of Public Works and Safety  
April 2, 2026  
5:15 P.M.**

Mayor, Jeff Westlake called the Board of Public Works and Safety meeting to order at 5:15 PM Thursday, April 2, 2026. Present were board members Jerry Leonhard and Steve McIntosh. Also, present were Clerk Treasurer, Lori Phillips, and Ray Cooney (CR).

**Call to Order – All present**

**Minutes of Board of Public Works and Safety Meeting of March 5, 2026**

Motion by Leonhard, seconded by McIntosh to approve the minutes of the March 5<sup>th</sup>, 2026 Board of Public Works and Safety Meeting as presented. Chair voted aye.

**Mayor Westlake on behalf Dustin Mock, Police Chief – New Hire recommendation**

Motion by McIntosh, seconded by Leonhard to approve hiring Contessa Stilts for a full-time dispatcher position. Chair voted aye.

**Matt Shauver, Street Superintendent – New Hire recommendation**

Motion by Leonhard, seconded by McIntosh to approve hiring Taylor Jellison for a full-time sanitation position. There were approximately 8 applicants for this open position. Taylor does have his CDL license. Chair voted aye.

**Amended CDL Reimbursement Agreement**

Motion by Leonhard, seconded by McIntosh to approve the amended CDL Reimbursement Agreement. Chair voted aye.

Amendments include: (1) if an employee chooses to transfer from a City of Portland position (that requires a CDL license) to a position within the City of Portland that does NOT require a CDL license, then the employee shall repay the City of Portland ½ the cost outlined in the reimbursement agreement. (2) Employees are eligible for CDL course and CDL Reimbursement Agreement after completing the (1) year probation period.

**James S. Jackson Co, LLC – Pay Request #21 – WWPS**

Pay request for work completed in February

Total work completed at this time: \$27,500

Retainage held: \$0

Payment at this time: \$27,500

Motion by McIntosh, seconded by Leonhard to approve pay request #21. Chair voted aye.

**Proposal from Vialytics; Mapping Streets**

Motion by Leonhard, seconded by McIntosh to approve the 3-year agreement in the amount of \$10,200 per year. Chair voted aye.

Vialytics is a software and camera system that will record our street inventory. It will also rate our streets and record repairs that may be needed throughout the city. Inventory and street

ratings is required when CCMG applications are submitted. The county has partnered with Vialytics for a few years and highly recommended them to the city.

**Ritter Strategic Services, LLC – Proposal for the Study of Consolidated Dispatch**

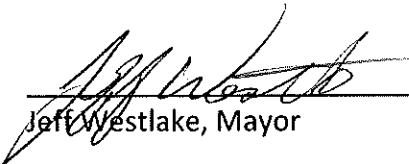
Motion by McIntosh, seconded by Mayor Westlake to approve the agreement in the amount of \$13,200. Leonhard voted nay.

McIntosh stated that this study must be taken seriously. All parties that are involved with the study needs to answer all requests with honest input and provide requested data.

**Adjourn** Motion by Leonhard, seconded by McIntosh to adjourn at 5:35.

ATTEST:

  
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Lori Phillips, Clerk-Treasurer

  
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Jeff Westlake, Mayor