

Board of Public Works and Safety

June 4, 2026

5:15 P.M.

Mayor, Jeff Westlake called the Board of Public Works and Safety meeting to order at 5:15 PM Thursday, June 4, 2026. Present were board members Jerry Leonhard and Steve McIntosh. Also, present was Clerk Treasurer, Lori Phillips, City Attorney Wes Schemenaur, Matt Shauver and Brad Dues.

Call to Order – All present

Minutes of Board of Public Works and Safety Meeting of May 26, 2026

Motion by Leonhard, seconded by McIntosh to approve the minutes of the May 26, 2026 Board of Public Works and Safety Meeting as presented. Chair voted aye.

James S Jackson – Pay request #23 WWPS

Work for the period of April

Pay this period = \$272,500; No retainage being held. Motion by McIntosh, seconded by Leonhard to approve pay request #23. Chair voted aye.

Employer 457 Plan – Approval of a financial advisor

Equitable Advisors – Carmel, Indiana

Edward Jones – Portland, Indiana

Motion by Leonhard, seconded by McIntosh to approve Edward Jones to administer the Employer 457 Plan for City of Portland employees. Chair voted aye.

Quote to demolish back half of 311 North Meridian Street (Former TJ's Bike Shop)

Motion by McIntosh, seconded by Leonhard to approve the additional quote from Taylor Construction & Excavating. The additional quote in the amount of \$2,500 is to demolish and cleanup of the single-story block building. Gravel fill is not included. Chair voted aye.

Matt Shauver, Street Department Superintendent – New hire recommendation

Motion by Leonhard, seconded by McIntosh to approve Matt's recommendation to hire Josh Lykins as a full-time employee. He replaces Taylor Jellison. Chair voted aye.

Brad Dues, Wastewater Superintendent – Discussion on Sewer lateral infiltration

He suggested that our sewer ordinances be looked at and updated as needed. He noted a process for eliminating infiltration from downspouts and drains into the sewer system. The board gave their approval to start the process in updating sewer ordinances. These ordinance changes will need to be approved by the City Council.

Jeff Hersha, Jones & Henry Engineering – Update on the current Waste Water projects and LTCP

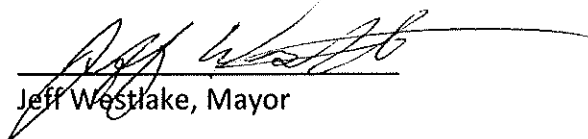
Jeff noted that the Wet Weather Pump Station project is behind schedule and they will be asking for a time extension. He also noted that the next project on the current Long Term Control Plan is the Harrison Street storm separation. He would like to look at the As-builts for the Meridian Street project (Wessler Engineering).

Adjourn Motion by Leonhard, seconded by McIntosh to adjourn at 5:43.

ATTEST:



Lori Phillips, Clerk-Treasurer


Jeff Westlake, Mayor