

**Board of Public Works and Safety
August 6, 2026
5:15 P.M.**

Mayor, Jeff Westlake called the Board of Public Works and Safety meeting to order at 5:15 PM Thursday, August 6, 2026. Present were board members Jerry Leonhard and Steve McIntosh. Also, present was Clerk Treasurer, Lori Phillips.

Call to Order – All present

Minutes of Board of Public Works and Safety Meeting of July 2, 2026

Motion by Leonhard, seconded by McIntosh to approve the minutes of the July 2, 2026 Board of Public Works and Safety Meeting as presented. Chair voted aye.

James S Jackson – Pay request #25 WWPS

Work for the period of June

Pay this period = \$117,500; No retainage being held. Motion by McIntosh, seconded by Leonhard to approve pay request #25. Chair voted aye.

2027 Animal Control Agreement - \$51,070

Motion by McIntosh, seconded by Leonhard to approve the 2027 Animal Control Agreement with the Jay County Humane Society. Chair voted aye.

Brooks Construction – Change Order #1; CCMG 2026

Motion by Leonhard, seconded by McIntosh to approve the change order in the amount of minus \$67,010.60. The deduction was due to unused material for this project. Chair voted aye.

Brooks Construction – Pay Request #1; CCMG 2026

Motion by Leonhard, seconded by McIntosh to approve pay request #1 in the amount of \$743,065.40. Chair voted aye.

CCMG is an 80/20 grant with INDOT match being \$594,452.32 and local match being \$148,613.08. The city was awarded \$598,277.20 for this project. The project came in under bid. The city will owe INDOT \$3,824.88 for unused INDOT match.

Right-of-Way Application – 997 Boundary Pike

Motion by Leonhard, seconded by McIntosh to approve the right-of-way application. Chair voted aye. This application is from Telecommunications. There will be a road cut. They will be trenching to install fiber optical cable and will also be installing aerial fiber optic cable on existing poles.

Right-of-Way Application – 319 North Meridian Street

Motion by Leonhard, seconded by McIntosh to approve the right-of-way application. Chair voted aye. This application is from QC Communications. There will be a road cut. They will be trenching to install fiber optical cable and will also be installing aerial fiber optic cable on existing poles.

Quote to rebuild Poet Lift Station Control Panel – Brad Dues, Wastewater Superintendent

Motion by McIntosh, seconded by Leonhard to approve the quote from 4-TC in the amount of 15,800. Chair voted aye.

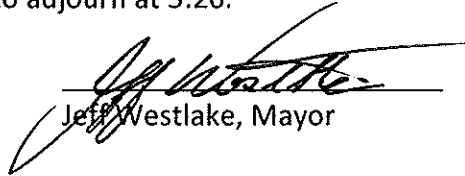
Personnel matters addressed by Clerk Treasurer, Lori Phillips

1. Requested an update on a question asked by Councilman May on August 3rd – was a weapon discharged on a traffic stop? At the council meeting Westlake noted that this is news to him and that he would check with Chief Mock. Rumor has it that such incident happened prior to July 10th. Today when asked about the incident, Westlake noted that there was an incident and it is now being addressed. He noted that he has spoken to City Attorney, Wes Schemenaur on this matter. Lori noted that it is a huge problem if supervisors are not reporting issues back to the mayor. Per policies, an incident report, and internal investigation should have been conducted and reported back to the BOW (as they are the authority board over personnel matters).
2. Work Comp claim – Incident where an officer cracked and totaled a Dodge Charger vehicle. Noted that work comp paper work was not completed in a timely manner. The incident was on 7/10 and work comp paperwork was not completed and turned to HR until 7/20. IPEP has questioned why the paperwork was not completed until 10 days after the incident. It was noted that work comp could deny claims when untimely reporting occurs. It was also questioned why post-accident procedures were not followed. Per city policy, an alcohol and drug screen should have been conducted immediately after the accident.
3. Noted that an officer's 1-year probation period expires on August 19 and said employee has not yet started the academy. Questioned if a date to the academy has been rescheduled or if their duties will be reassigned. Westlake noted that he was not aware of this matter and would address it with the Chief Mock.

Adjourn Motion by Leonhard, seconded by McIntosh to adjourn at 5:26.

ATTEST:


Lori Phillips, Clerk-Treasurer


Jeff Westlake, Mayor