



**Minutes of the Regular Monthly Meeting  
BOARD OF PARKS AND RECREATION  
City of Portage, IN  
December 16<sup>th</sup>, 2019  
5:30 PM  
Woodland Park Community Center**

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**A. Call to Order and Roll Call**

The regular scheduled monthly board meeting of the Board of Parks and Recreation of the City of Portage, Indiana was called to order by Board President Veach at 5:31PM at the Woodland Park Community Center. Board members Veach, Lee, Ciesielski, and Maletta were present. Superintendent Wilkie, Stacy Govea, Amy Armstrong and Carley Bartolini were in attendance. Park Board Attorney Molina was also present.

**B. Minutes** - The Board proceeded to review the minutes of the Regular Board meeting of the Park Board meeting of November 18th, 2019. Member Ciesielski made a motion to accept the minutes, a second was made by Member Lee. There being no further discussion, the motion carried unanimously by roll call.

**C. Financial Report** – Board reviewed the Appropriation report for November 2019. Member Maletta made a motion to approve of the report with a second from Member Ciesielski. There being no further discussion, motion passed unanimously through roll call.

**D. Vouchers** - The Board proceeded to review the vouchers as listed on the official Register of Accounts Payable Vouchers for November 2019. Member Ciesielski moved for the Board to approve and pay the said vouchers, as listed, written, and submitted. The second was made by Member Maletta. There being no further discussion, the motion carried unanimously by roll call.

**E. Contracts** –Superintendent Wilkie presented the rental register of contracts for November/December 2019. Member Maletta made a motion to approve the contracts as submitted with a second from Member Lee. Motion passed unanimously through roll call.

**F. Fees and Charges** – NONE

**G. Committee Reports** – NONE

**H. Public Presentation and Correspondence** – NONE

**I. Unfinished Business** – NONE

**J. New Business**

a. Superintendent Wilkie presented Johnson Controls, Tyco SimplexGrinnell three year Service Agreement (Fire Alarm at Portage Lakefront). Member Maletta motioned to approve with a second from member Ciesielski. Motion passed unanimously through roll call.

b. Superintendent Wilkie presented Annual Service agreement from R&P Heating & Cooling – Restaurant Service for service to the Ice machines in Oakwood and Sycamore Halls. Member Lee motioned to approve with a second from member Maletta. Motion passed unanimously through roll call.

c. Imagination Glen Grant Project, Change Order #1, Sandblasting walls in the restrooms, Prism Painting Company, \$2,750.00. Member Maletta motioned to approve this with a second from

member Ciesielski, pending review of the contract by Marco Molina. After review, it was decided to approve this change order. Motion passed unanimously through roll call.

d. Imagination Glen Grant Project, Change Order #2, Move old flooring from the concessions to restrooms and order new flooring for concessions area, Direct Floors, \$2668.00. Member Maletta motioned to approve with a second from member Ciesielski, pending Member Veach visiting the site to determine if this is necessary. After reviewing, it was decided NOT to approve this change order. Motion passed unanimously through roll call.

**K. Department Staff Remarks** – Superintendent Wilkie provided an update on the Grant project at Imagination Glen West, a copy of the 2020 Program guide, and information on the upcoming IPRA Conference.

**L. Any other matters and Public Comments** – NONE

**M. Next Meeting:** Tuesday, January 14<sup>th</sup>, 2020 at 5:30pm.

**N. Adjournment** There being no further items of business, meeting adjourned at 6:00PM. Member Veach made a motion with a second from Member Ciesielski, motion passed unanimously through roll call.

**Respectfully submitted,**

**Lori Wilkie, Superintendent**

**Approval and Attest:**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Jeff Veach, President**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Carla Warchus, Secretary**