



**Minutes of the Regular Monthly Meeting  
BOARD OF PARKS AND RECREATION  
City of Portage, IN  
July 20<sup>th</sup>, 2020  
5:30 PM  
Woodland Park Community Center**

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**A&B. 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 Ciesielski at 5:34PM at the Woodland Park Community Center. Board members Ciesielski, Warchus, Lee and Hill were present. Superintendent Wilkie, Amy Armstrong, and Attorney Mindel were also present.

**C. Minutes** - The Board proceeded to review the minutes of the Regular Park Board meeting of June 15<sup>th</sup>, 2020. Member Hill made a motion to accept the minutes as written and submitted. A second was made by Member Lee. Member Warchus abstained from the vote due to absence at the last meeting. Members Hill, Lee and Ciesielski voted aye. Motion carries.

**D. Financial Report** - Member Hill made a motion to approve the report, with a second from Member Warchus. There being no further discussion, the motion carried unanimously by roll call.

**E. Vouchers** - The Board proceeded to review the vouchers as listed on the official Register of Accounts Payable Vouchers for June 2020. Member Hill moved for the Board to approve and pay the said vouchers, as listed, written, and submitted. The second was made by Member Warchus. There being no further discussion, the motion carried unanimously by roll call.

**F. Contracts -**

a. Rental Contracts: Superintendent Wilkie presented the rental register of contracts for June/July 2020. Member Warchus made a motion to approve the contracts as submitted with a second from Member Lee. Motion passed unanimously through roll call.

b. Personal Service Contracts: Superintendent Wilkie presented the rental register of contracts for June/July 2020. Member Warchus made a motion to approve the contracts as submitted with a second from Member Lee. Motion passed unanimously through roll call.

**G. Fees and Charges -**

a. Superintendent Wilkie presented to the Park Board a new fee for a Memorial Bench Program. The cost would be \$2000 for five years. After five years, the family would have the option to renew the bench at \$2000. A motion was made by Member Hill to approve the fee. A second was made by member Warchus. Motion passed unanimously by roll call.

**H. Committee Reports:** None.

**I. Public Presentation and Correspondence -**

a. Margaret Schmidt presented a presentation on the butterfly garden she completed at Countryside Park to earn her Gold Award for Girl Scouts. She also volunteered around the park and is planning to organize another volunteer day there at the park.

**J. Unfinished Business:** None.

**K. New Business:**

a. Rental Refunds due to Covid-19 - A motion was made by Member Hill to table this item until a later date. A second was made by Member Lee. Motion carried unanimously by roll call.

**L. Department Staff Remarks** – Superintendent Wilkie provided an update regarding operating procedures due to Covid-19, weeds crews, on-going volunteer days, events, programs, sports, etc. The office will remain open by appointment only until at least August 27<sup>th</sup> or until further direction from the Governor.

**M. Any other matters and Public Comments –**

a. City resident Michael Cooper made a statement to express his personal appreciation to Member Hill for his work on the Planning Commission regarding a large-scale commercial development near Willow Creek.

**N. Next Meeting:** Monday, August 17<sup>th</sup>, at 5:30 p.m.

**O. Adjournment** There being no further items of business, meeting adjourned at 6:20 pm. Member Hill made a motion with a second from Member Warchus. Motion passed unanimously through roll call.

**Respectfully submitted,**

**Lori Wilkie, Superintendent**

**Approval and Attest:**

\_\_\_\_\_ Date \_\_\_\_\_  
**Paul Ciesielski, President**

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