



**Minutes of the Regular Monthly Meeting  
BOARD OF PARKS AND RECREATION  
City of Portage, IN  
August 18<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 5:32PM at the Woodland Park Community Center. Board members Ciesielski, Maletta, Warchus, Lee and Hill were present. Superintendent Wilkie and Attorney Mindel were also present.

**C. Minutes** - The Board proceeded to review the minutes of the Regular Park Board meeting of July 20<sup>th</sup>, 2020. Member Warchus made a motion to accept the minutes as written and submitted. A second was made by Member Lee. Member Maletta abstained from the vote due to his absence at the last meeting. Members Hill, Lee, Warchus and Ciesielski voted aye. Motion carries.

**D. Financial Report** - The Board proceeded to review the financial report for July 2020. Member Maletta made a motion to approve the report, with a second from Member Hill. 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 July 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 Maletta. 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 July/August 2020. Member Maletta made a motion to approve the contracts as submitted with a second from Member Warchus. Motion passed unanimously through roll call.

b. Personal Service Contracts: Superintendent Wilkie presented the personal service contract for the softball league director for 2020. Member Maletta made a motion to approve the contract as submitted with a second from Member Lee. Motion passed unanimously through roll call.

**G. Fees and Charges – None.**

**H. Committee Reports – None.**

**I. Public Presentation and Correspondence – None.**

**J. Unfinished Business – None.**

**K. New Business:**

a. Superintendent Wilkie submitted three additional vouchers for approval which included two vendor refunds for the cancelled Labor Day festival and a staff reimbursement for concession product. Motion was made by Member Warchus to approve those three vouchers, with a second from Member Hill. Motion passed 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, special events, programs, sports, etc. The office will remain open by appointment only until further direction from the Governor.

**M. Any other matters and Public Comments** – None.

**N. Next Meeting:** Monday, October 19<sup>th</sup>, at 5:30 p.m.

**O. Adjournment** There being no further items of business, meeting adjourned at 5:46 pm. Member Warchus made a motion with a second from Member Maletta. Motion passed unanimously through roll call.

Respectfully submitted,

Lori Wilkie, Superintendent

**Approval and Attest:**

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

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