



**Minutes of the Regular Monthly Meeting  
BOARD OF PARKS AND RECREATION  
City of Portage, IN  
June 24<sup>th</sup>, 2021  
5:30 PM**

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

The regularly scheduled monthly meeting of the Portage Parks and Recreation Board was called to order by Board President Ciesielski at 5:31 PM at the Woodland Park Community Center. Board members Ciesielski, Maletta, Warchus and Lee were present. Council Liaison Gina Giese-Hurst and Superintendent Wilkie were also present.

**C. Minutes** - The Board proceeded to review the minutes of the Regular Park Board meeting of May 17, 2021. Member Maletta made a motion to accept the minutes as written and submitted. A second was made by Member Warchus. There being no further discussion, the motion carried unanimously by roll call.

**D. Financial Report** – The Clerk-Treasurer’s office notified the Board that the appropriation report would not be available until they are able to close out 2020. The email with this information was forwarded to the board. Member Maletta made a motion to table the approval of the financial report, with a second from Member Lee. There being no further discussion, the motion carried unanimously by roll call.

**E. Vouchers** - The Board reviewed the vouchers as listed on the official Register of Accounts Payable Vouchers for May 2021. Member Maletta made a motion for the Board to approve and pay the said vouchers, as listed, written, and submitted. A second was made by Member Warchus. There being no further discussion, the motion carried unanimously by roll call.

**F. Contracts –**

a. Superintendent Wilkie presented the rental register of contracts for May/June. Member Maletta made a motion to approve the contracts as submitted. A second was made by Member Warchus. Motion passed unanimously through roll call.

b. Superintendent Wilkie presented the personal service register of contracts for May/June. Member Maletta made a motion to approve the contracts as submitted. A second was made by Member Lee. Motion passed unanimously through roll call.

**G. Fees and Charges – None.**

**H. Committee Reports – None.**

**I. Public Presentation and Correspondence –**

a. Margaret Schmidt gave an update on receiving her Girl Scout Gold award for her butterfly garden and landscaping project at Countryside park. She thanked the Park Department, Superintendent Wilkie and the entire board for the opportunity and assistance in completing the project. The board commended her in her hard work and accomplishments.

b. Sean Lambert-Knight of Boy Scouts Troop 69 gave a presentation and is seeking permission to complete his Eagle Scout project at Countryside park. He will create fish habitats and place them in the pond at Countryside Park. Member Maletta made a motion to approve the project as submitted. A second was made by Member Warchus. Motion passed unanimously through roll call.

**J. Unfinished Business – None.**

**K. New Business –**

a. CivicPlus/Civic Engage Agreement – Superintendent Wilkie stated the Park Department is in serious need of a website update/upgrade. The City has entered into an agreement with CivicPlus for a new website. The Park Department is interested in being included as a tab on that website. Superintendent Wilkie presented a “Statement of Work” from CivicPlus for that addition. The agreement states an initial fee of \$3,204.92 for year one and a yearly recurring fee of \$717.15, thereafter. A motion was made by Member Lee to approve this agreement as submitted, pending review from Attorney Mindel. A second was made by Member Warchus. Motion passed unanimously through roll call.

**L. Department Staff Remarks –** Superintendent Wilkie Provided an update on programs, events, sports, and maintenance.

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

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

**O. Adjournment** There being no further items of business, meeting adjourned at 5:58 p.m. Member Warchus made a motion for adjournment, 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**