



Portage Parks Foundation Meeting Minutes

March 13, 2024

Portage Parks Foundation Board Present: Pete Strazdas, Chris Fusciardi, Steve Meier and Patti Lent

Board Absent (excused): Jason Kamrath, Charles Thomas, Shannon Myers

Board Absent (unexcused): N/A

Guests: Ms. Tara Gish – Chairperson for the Portage Parks Board

Meeting started and roll conducted at 5:32 pm.

I. APPROVAL OF JANUARY 10, 2024 MEETING MINUTES

Motion to approve January 10, 2024 minutes by Mr. Fusciardi, second by Mr. Meier.
Unanimous vote to approve.

II. 2024 MEETING CALENDAR

May 8th Jul 10th Sep 11th Nov 13th

III. ADDITIONAL / SPECIAL BOARD MEETINGS

N/A

2024 SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1st of 2024
- b. Federal 990N Form – submit to IRS on or before November 15th of 2024
(Time Period 01Jul2023 through 30Jun2024: Balance & Interest records required).

IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *Income/Expense Budget Statement*
 - Huntington Account Balance - \$45,691.27, PayPal - \$500.00
 - Donations Received - \$11,211.91
 - Invoice Payments – \$299.76 (Go Daddy 2 year website service)
- b. *Project Fund Balances*
 1. ADA Swing - \$25



Portage Parks Foundation Meeting Minutes

March 13, 2024

2. Scholarship Program - \$2,535
3. Bike Repair Stations - \$75
4. Trail Endowment - \$1,346
5. General Fund – \$12,740.49
6. Oktoberfest Fundraiser - \$2,000
7. Inspirational Garden (Judy Acker-Smith) - \$26,951.78

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
 - No new updates
- b. *Emails & Responses* - Mr. Thomas
 - No emails or responses
- c. *LARA & IRS Form 1024 Status*
 - LARA filing by October 1, 2024 – Mr. Fusciardi
 - IRS 990N filing by November 15, 2024 – Ms. Myers

VI. PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined (Ms. Gish to advise on Portage Parks Board request to spend investment of remaining 3 locations)
 - **Eliason Nature Reserve Trail – completed and operational**
 - **Celery Flats – completed and operational**
 - Bicentennial Park at Portage Creek – **STATUS: No new activity**
 - Lakeview Park – **STATUS: No new activity**
 - Bicentennial Trail Head at Kilgore Rd. – **STATUS: No new activity**
- b. *Trail Endowment Fund* – **added \$7.00.**
- c. *Scholarship Program* – **added \$25.00**
- d. *ADA Swing* – **added \$25.00**
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - i. **STATUS: \$10,092.28 new donations received since January 2024**

VII. NEXT STEPS & ADJOURNMENT

- a. **FUNDRAISING EVENTS UPDATE**



Portage Parks Foundation Meeting Minutes

March 13, 2024

Corporate Sponsor by Park Location: Ms. Hoyle

- Corporate Sponsor(s) by park location – an etched glass plaque of the corporate sponsor was under discussion. More discussion to progress regarding ideas, costs. Labor vs. Monetary Donation (\$1k, \$5k or \$10k sponsorship amounts). Twenty (20) parks in total. **STATUS: No change**

Annual Membership: Ms. Hoyle

- Portage Parks Annual Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle will provide the 5 different levels that can potentially be added to the website. Ms. Hoyle to provide an update in 2024.

Historical Markers: Ms. Hoyle

- Potential for Historical Markers throughout the Portage Parks System
STATUS: Two locations are in process: Austin Tavern & Lathrop Hotel
 - Motion to continue discussion on the two historical sites at the March 13, 2024 meeting by Mr. Thomas, second by Ms. Lent. Unanimous approval to continue discussion.
 - 12 site locations determined, w/ possibility of 15 total.
 - Idea to create an “Historical Bike Tour” connecting each historical marker.
 - PPF branding: place logo and information/donation QR code on the signage
 - Research a “Go Fund Me” page for Historical Markers throughout the trails.
 - Historical markers with “Artwork” will be the theme. 12 to 15 local artists have an interest in the project.

Oktoberfest Fundraiser: Mr. Meier

- Polka Band & Wurst Boys scheduled. Food menu courted in April 202 by Mr. Kamrath. Negotiate a percentage of the sales towards fundraising. Initial funding budget by May 2024 meeting by Mr. Meier.



Portage Parks Foundation Meeting Minutes

March 13, 2024

Discussion: Oktoberfest 2024 liquor license permit to be researched by Mr. Kamrath regarding filing & responsibilities by the Portage Parks Foundation, instead of the City of Portage. The submittal research may include additional permits for the 2024 Portage Summer Concert events. Mr. Kamrath to report his findings at the May meeting.

Portage Cultural Arts Committee: Mr. Stephanak (Guest)

- Update by May 2024 meeting. Awaiting City Attorney direction.

Ms. Gish will requests from the Parks Board a spending plan to enhance the park system for 2024 thru 2027. List of the top 5 spending projects. Advise at the May 2024 meeting.

The Meeting adjourned at 6:19 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

Next Meeting: May 8, 2024 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Steven Meier
Portage Parks Foundation Board Secretary