



## Portage Parks Foundation Meeting Minutes

May 15, 2024

**Portage Parks Foundation Board Present:** Pete Strazdas, Jason Kamrath, Chris Fusciardi, Steve Meier, Charles Thomas, Shannon Myers

**Board Absent (excused):** Patti Lent

**Board Absent (unexcused):** N/A

**Guests:** Ms. Kathleen Hoyle – Director of Portage Parks & Recreation & Senior Center  
Ms. Barbie Dunn – Portage Parks & Recreation Program Manager of Events  
Ms. Tara Gish – Chairperson for the Portage Parks Board

Meeting started and roll conducted at 5:30 pm.

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### I. APPROVAL OF MARCH 13, 2024 MEETING MINUTES

Motion to approve March 13, 2024 minutes by Mr. Thomas, second by Mr. Strazdas.

Unanimous vote to approve.

### II. 2024 MEETING CALENDAR

Jul 10<sup>th</sup> Sep 11<sup>th</sup> Nov 13<sup>th</sup>

### III. ADDITIONAL / SPECIAL BOARD MEETINGS

N/A

### 2024 SPECIAL FINANCIAL REPORTING DATES:

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

### IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *Income/Expense Budget Statement (as of April 30, 2024 Statement)*
  - Huntington Account Balance - \$121,964.22, PayPal - \$0.00
  - Donations Received - \$76,521.56
  - Invoice Payments – \$384.00 (VistaPrint & Exact Hosting; 3 contact emails)



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### b. *Project Fund Balances*

1. ADA Swing - \$25
2. Scholarship Program - \$2,535
3. Bike Repair Stations - \$75
4. Trail Endowment - \$1,864
5. General Fund – \$12,539.94
6. Oktoberfest Fundraiser - \$4,500
7. Inspirational Garden (Judy Acker-Smith) - \$100,425.28

## V. COMMUNICATION UPDATE

### a. *Website Corrections & Updates* – Mr. Meier

- VistaPrint Auto Renewal initiated & Mr. Fusciardi will request a \$324.00 refund from VistaPrint since we switched to “Go Daddy” as our hosting site in early 2024 calendar year.

### b. *Emails & Responses* - Mr. Thomas

- One (1) request regarding how to order tickets for the 2024 Oktoberfest event.

### c. *Tornado Clean-up/Status Update* – Ms. Hoyle

- Central Park (Band Shelter location), Celery Flats & Lexington Green Park locations were hit the hardest with most damage: structures & trees.
- Portage Parks & Recreation Department is building a tree replacement plan for the number of trees and species of trees to be replaced. The goal, to have the proposed plan confirmed by the July 2024 Portager Newsletter edition.
- Portage Parks Foundation Fundraising Plan discussion was generated to possibly collect donations from the community for tree replacement utilizing donation levels:

Platinum Donor - \$25,000

Gold Donor - \$10,000

Silver Donor - \$5,000

Bronze Donor - \$500 to \$1,000

*Proposal: A plaque would be positioned at each of the three (3) park locations with the donation level and family name stated on the plaque. A Press Release & Conference of the fundraising plan would be a method to reach out to the community for financial support, also tax deductible.*



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- d. 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 \$500.00.**
- c. *Scholarship Program* – **STATUS: No new activity**
- d. *ADA Swing* – **STATUS: No new activity**
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k, may exceed goal.
  - i. **STATUS: \$73,473.50 new donations received (March – April 2024)**

### VII. NEXT STEPS & ADJOURNMENT

#### a. FUNDRAISING EVENTS UPDATE

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.



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### Historical Markers: Ms. Hoyle

- Potential for Historical Markers throughout the Portage Parks System  
**STATUS: Two locations are in process: Austin Tavern & Lathrop Hotel. No new activity.**
  - 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

- Initial funding budget developed with the 1<sup>st</sup> committee meeting proposed for June 2024. Meeting to be coordinated & scheduled by Mr. Meier.
- Ray Watkowski Polka Band is booked for the event 4pm – 9pm per Mr. Meier.
- Mr. Kamrath stated the Wursth Boys German Slap Dancers are booked for the event. Imperial beverage is reviewing a financial donation & Hofbrau Brewing with material contributions: hats, shirts, etc. The caterer has been contacted & a German menu will be developed with them.
- Mr. Kamrath: Liquor license permits for Oktoberfest 2024 & the Summer Concert event should be submitted with layouts as soon as possible (to be submitted by the PPF Board, not the City of Portage).
- Mr. Kamrath to investigate insurance for both fundraising events & report status in July meeting.
- August 8, 2024 Motown Review Concert was the selected Summer Concert event.



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### Judy Acker-Smith Inspirational Garden:

- Ms. Hoyle stated that one (1) public bid was received by the City of Portage for the Lakeview Park Project. The bid was very high & the value engineering process to reduce cost is in process.
- Ms. Hoyle and Mr. Strazdas to schedule a meeting to discuss with the Aker-Smith Family regarding potential changes to the proposed layout that went out for public bid. Update by the July 10, 2024 meeting.
- Ms. Myers made a request to Ms. Hoyle regarding the next financial amount & timing to be transferred from the fundraising account to the City of Portage for the Inspirational Garden Project. Ms. Hoyle & Mr. Fusciardi to advise.

### Portage Cultural Arts Committee:

- **STATUS:** Awaiting City Attorney direction.

Ms. Gish will present the top 5 Parks Board financial request to the Portage Parks Foundation Board at the July 10, 2024 meeting.

The Meeting adjourned at 6:45 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

**Next Meeting:** July 10, 2024 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Steven Meier  
Portage Parks Foundation Board Secretary