



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Minutes

July 10, 2024

Portage Parks Foundation Board Present: Pete Strazdas, Jason Kamrath, Chris Fusciardi, Steve Meier, Charles Thomas, Patti Lent

Board Absent (excused): Shannon Myers

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
Mr. Chris Pollack – Portage Resident

Meeting started and roll conducted at 5:32 pm.

I. APPROVAL OF MAY 15, 2024 MEETING MINUTES

Motion to approve May 15, 2024 minutes by Mr. Meier, second by Mr. Kamrath. Unanimous vote to approve.

II. 2024 MEETING CALENDAR

Sep 18th 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 (as of April 30, 2024 Statement)*
 - Huntington Account Balance - \$129,473.92 PayPal - \$1,000
 - Donations Received - \$7,217.38



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- Invoice Payments – \$0
- 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 – \$14,326.52
 6. Oktoberfest Fundraiser - \$4,500
 7. Inspirational Garden (Judy Acker-Smith) - \$106,148.40

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Fusciardi
 - 2024 Oktoberfest Landing page was added to the website – currently “Under Construction”. “Go Live” by July 30, 2024.
- b. *Emails & Responses* - Mr. Thomas
 - No emails received.
- c. *Tornado Aftermath Update* – Ms. Hoyle
 - Portage Parks & Recreation Department is building a tree replacement plan for the number of trees and species of trees to be replaced. A community involved tree planting is tentatively being scheduled for October 26, 2024 at the Celery Flats. More to come through the Portager Newsletter and online site.
- d. *LARA & IRS Form 1024 Status*
 - LARA filing by October 1, 2024 – Mr. Fusciardi to begin the filing process.
 - 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)
 - **Eliaison Nature Reserve Trail – completed and operational**
 - **Celery Flats – completed and operational**
 - Lakeview Park – **STATUS: No new activity**



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- Bicentennial Park at Portage Creek – **STATUS: No new activity**
- Bicentennial Trail Head at Kilgore Rd. – **STATUS: No new activity**
- b. *Trail Endowment Fund* – **STATUS: No new activity**
- 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: \$5,723.12 new donations received (May – June 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. **STATUS: No change**

Historical Markers: Ms. Hoyle

- Potential for Historical Markers throughout the Portage Parks System
STATUS: No change
 - Two Locations identified: Austin Lake Tavern & Lathrop Hotel
 - 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



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- 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

- Budget set for \$4,500. Motion to approve budget by Mr. Fusciardi, second by Mr. Kamrath. Unanimous vote to approve.
- Motion to make the event a FREE ENTRY event for 2024 by Mr. Meier, second by Mr. Kamrath. Unanimous vote to approve.
- Reviewed poster color schemes and the bold red background was selected. Mr. Meier to update City of Portage information department.
- Due to the tornado that struck the Celery Flats area, the Hayloft Theater area will not be available for Oktoberfest this year. The alternate site was chosen as South Westnedge Park.
- Mr. Kamrath has determined the liquor license and event insurance. Costs have been provided for the budget.

Judy Acker-Smith Inspirational Garden:

- 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 September 18, 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 during September 2024 meeting.

Portage Cultural Arts Committee:

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

Leaf-a-Legacy Committee:

- Ms. Hoyle requested an account be created to account for donations to be received for tree replacement to the 3 park locations most damaged. Motion to establish the new account by Ms. Lent, second by Mr. Fusciardi. Unanimous vote to approve.



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The Meeting adjourned at 6:32 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

Next Meeting: September 18, 2024 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Steven Meier
Portage Parks Foundation Board Secretary