



## Portage Parks Foundation Board Meeting Minutes

May 14, 2025

**Portage Parks Foundation Board Present:** Pete Strazdas, Jason Kamrath, Steve Meier, Chris Pollack, Jeff Ruhland, Lora Seifert

**Board Absent (excused):** Patti Lent, Shannon Myers, Chris Fusciardi

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

**Guests:** Ms. Kathleen Hoyle – Director of Portage Parks & Recreation & Senior Center  
Ms. Dawn Smith– Portage Parks Board Member  
Ms. Barbie Dunn – Portage Parks & Recreation Program Manager of Events

Meeting started and roll conducted at 5:30 pm.

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### I. APPROVAL OF MARCH 2025 MEETING MINUTES

Motion to approve March 12, 2025 minutes by Ms. Seifert and second by Mr. Ruhland  
Unanimous vote to approve.

### II. 2025 MEETING CALENDAR

Remaining Meeting Dates: Jul 16<sup>th</sup>, Sep 17<sup>th</sup>, Nov 12<sup>th</sup>

### III. ADDITIONAL / SPECIAL BOARD MEETINGS

N/A

### 2025 SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1<sup>st</sup> of 2025
- b. Federal 990-N or EZ Form – submit to IRS on or before November 15<sup>th</sup> of 2025  
(Time Period 01Jul2024 through 30Jun2025: Balance & Interest records required).

### IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *Income/Expense Budget Statement (as of April 30, 2025 statements)*
  - Huntington Account Balance - \$170,474.08, PayPal - \$0
  - Donations Received - \$11,558.10



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### b. *Project Fund Balances*

1. ADA Swing - \$25
2. Scholarship Program - \$1,960
3. Bike Repair Stations - \$75
4. Trail Endowment - \$2,464
5. General Fund – \$39,756,63
6. Oktoberfest Fundraiser - \$4,500
7. Inspirational Garden (Judy Acker-Smith) - \$79,769.40
8. Leaf-A-Legacy Tree Program - \$41,924.05
9. Special Projects - \$0

## V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – No updates
- b. *Emails & Responses* - 2 new received from Ms. Hoyle
  - Garlic Mustard Pull contest
    - Motion for discussion by Mr. Ruhland, 2<sup>nd</sup> Mr. Meier
    - Request \$400 to support 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes
    - Unanimous decision to financially support
  - Bike repair station funding request at Lakeview Park
    - Reference discussion under VI, section a.
- c. *LARA & IRS Form 1024 Status* – Mr. Fusciardi & Ms. Myers
  - LARA filing by October 1, 2025
  - IRS 990N filing by November 15, 2025  
(2025 submission will require filing a 990-EZ form)



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### VI. PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
  - Eliason Nature Reserve Trail – completed and operational
  - Celery Flats – completed and operational
  - Lakeview Park – **STATUS:** Ms. Hoyle requested \$2,000 for bike repair station.
    - Motion to discuss by Mr. Ruhland, 2<sup>nd</sup> by Mr. Pollack
    - Suggest drawing funds from bike repair station funds and balance from general fund
    - Unanimous decision to approve
  - Bicentennial Park at Portage Creek – **STATUS:** Not scheduled
  - Bicentennial Trail Head at Kilgore Rd. – **STATUS:** Not scheduled
- b. *Trail Endowment Fund* – Funds transfer - **STATUS:** No new activity
- c. *Scholarship Program* - **STATUS:** No new activity
- d. *ADA Swing* – **STATUS:** No new activity
- e. *Judy Acker-Smith Inspirational Garden* – Goal: raise \$150k.
  - i. **STATUS:** Work is progressing. Estimated completion is later summer / early fall.

### VII. NEXT STEPS & ADJOURNMENT

#### a. FUNDRAISING EVENTS UPDATE

Corporate Sponsor(s) 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. Mr. Kamrath requested a DRAFT of the Corporate Sponsorship guidelines from Ms. Hoyle for potential corporate park location sponsors opportunities. **STATUS:** No change



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### Annual Portage Parks 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. **STATUS: No change**

### Leaf-A-Legacy Committee: Ms. Hoyle & Mr. Strazdas

- \$150,000 Federal Grant will be awarded to the Portage Parks and Recreation Department upon submission and receipt of the Tree Restoration Plan by the Federal Government. IN PROCESS by Parks & Rec Dept.
- Mr. Strazdas shared an email stating Consumers Energy has donated \$50,000 for tree renewal. In a press release on May 8, Mr. Strazdas committed Portage Parks Foundation funds (via Leaf-A-Legacy donations) to match the Consumers donation to commemorate the May 7, 2024 tornado event.

### Oktoberfest Annual Fundraiser (September 13, 2025 – 2pm to 7 pm): Mr. Meier

- Event location will be South Westnedge Park Pavilion.
- Budget: \$5,860 (per 4/23 budget meeting)
- Donations
  - Oktoberfest fund - \$2,000
  - Fawley Door - \$2,500
  - Anonymous - \$1000; \$1000 match from JP Morgan; \$2,000 total

### Judy Acker-Smith Inspirational Garden: Ms. Hoyle & Ms. Myers

- Working to finalize the final dollar amount raised.
- \$42,280 transferred from the PPF to the City of Portage. The remaining funds raised remain in the PPF account.



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### Summer Concert Fundrasing – Mr. Kamrath

- Motion to discuss by Mr. Kamrath, 2<sup>nd</sup> by Mr. Ruhland
- Unanimous approval for support of all four events w/topics discussed
- Propose alcohol (canned from Imperial Beverage) at all four events – 6/5, 7/10, 7/31 and 8/7
- Beverage setup at 5pm; opening band 6pm; headliner at 7pm
- Mr. Kamrath to champion all licensing requirements
  - Coordinate with Ms. Dunn (fencing map) and Ms. Hoyle (police approval)
- Budget: ≈\$400
- Personnel (Ms. Smith to ask Parks Board for volunteers)
  - Wristband / ID – 4 ppl
  - Money – 3 ppl
  - Serving – 4 ppl
- Sub-committee to discuss further – Mr. Kamrath, Ms. Seifert, Mr. Ruhland, Mr. Meier
- Funds raised will go to General Fund

### **MISCELLANEOUS ACTIONS**

#### General Fund: Ms. Hoyle & Mr. Strazdas

- Mr. Strazdas requested an updated list of projects from Ms. Hoyle that can be funded by the General fund, such that one check can be written to cover all. Previously identified items up for consideration are:
  - Picnic in the park - \$750 (Annually)
  - Mr. Crispy Give Away - \$500
  - Garlic Mustard Pull - \$400 (Annually)
  - Park Passport/Walking Stick - \$1,200
  - Free Lending Library - \$500



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### Portage Cultural Arts Committee:

- **STATUS: Remove from July agenda**

### Historical Markers: Ms. Hoyle

- Potential for Historical Markers throughout the Portage Parks System  
**STATUS: No change**
  - Two Locations identified: Austin Lake Tavern & Lathrop Hotel (approximately \$30K-\$50K each)
  - Sponsors needed
  - 12 site locations determined, w/ possibility of 15 total.

The Meeting adjourned at 6:20 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Pollack.

**Next Meeting:** July 16, 2025 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Chris Pollack, Portage Parks Foundation Board Secretary