



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Board Meeting Minutes

January 15, 2025

Portage Parks Foundation Board Present: Pete Strazdas, Jason Kamrath, Steve Meier, Patti Lent, Chris Pollack, Chris Fusciardi, Shannon Myers

Board Absent (excused): N/A

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
Mr. David Moe – City of Portage resident, Environmental Advisory Board Member

Meeting started and roll conducted at 5:30 pm.

I. APPROVAL OF NOVEMBER 13, 2024 MEETING MINUTES

Motion to approve November 13, 2024 minutes by Ms. Lent, second by Mr. Fusciardi.
Unanimous vote to approve.

II. 2025 MEETING CALENDAR

Remaining Meeting Dates: Mar 12th, May 14th, Jul 16th, Sep 17th, Nov 12th

III. ADDITIONAL / SPECIAL BOARD MEETINGS

N/A

2025 SPECIAL FINANCIAL REPORTING DATES:

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

IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *Income/Expense Budget Statement (as of October 31, 2024 Statement)*
 - Huntington Account Balance - \$177,283.72, PayPal - \$0
 - Donations Received - \$9,976.62
 - Invoice Payments – \$0



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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 – \$23,112.46
6. Oktoberfest Fundraiser - \$2,000
7. Inspirational Garden (Judy Acker-Smith) - \$117,249.40
8. Leaf-A-Legacy Tree Program - \$30,397.86
9. Special Projects - \$0

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Fusciardi
 - Leaf-A-Legacy Tree Program Donation Instructions and Form have been created and updated, respectfully. Both documents uploaded to the website. **COMPLETED**
 - Placed the EIN non-profit organization tax ID# 84-2036232 added to multiple website locations. **COMPLETED**
- b. *Emails & Responses* - Mr. Fusciardi
 - No new emails received.
- 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)

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 – **Ms. Hoyle to request funding from the PPF Board.**
 - Bicentennial Park at Portage Creek – **STATUS: Not scheduled**



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- Bicentennial Trail Head at Kilgore Rd. – **STATUS: Not scheduled**
- b. *Trail Endowment Fund* – Funds transfer
 - Motion by Mr. Fusciardi to transfer \$600 (for IRS Fee) from the General Fund to replenish the Trail Endowment Fund, second by Mr. Meier. Unanimous vote to approve.
- 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: \$100 new donations received (Nov – Dec 2024)**

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**

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.



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- Awaiting CIP approval of \$100,000 from the City of Portage Budget for tree plantings. Update to be provided at the March Board meeting.

Oktoberfest Annual Fundraiser: Mr. Meier

- September 13, 2025 (2pm-7pm) is the date and timing determined for the fundraising event. Location will be South Westnedge Park.
- Fundraising Sponsorship Goal was set at \$15,000
- Inflatables will be removed from the event in 2025.

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

- Exceeded \$150k fundraising commitment. One last final fundraising push to close the campaign. Working to finalize the final dollar amount raised.
- \$35,000 was transferred from the PPF to the City of Portage on 5/14/2023 to fund the initial project costs. The remaining funds raised remain in the PPF account.
- JAS Inspirational Garden signage (1-Entry Sign, 1-Donor Plaque & 1-About Judy Sign) needs approval by the City of Portage, Ms. Hoyle is estimating the week of January 20th for the approval of the signage. Ms. Myers stated the plan will be to allocate a budget from the \$150,000 fundraising commitment to fund the “Entry Sign”. The motion to set a budget for the “Entry Sign” of not to exceed \$11,000 was presented by Ms. Lent, second by Mr. Kamrath. Unanimous vote to approve.
- The “Donor Plaque” & “About Judy” signs will be funded using excess funds raised above the \$150,000 fundraising commitment. Budget for the signs will be revised once the final fundraising dollars have been counted.
- Canopy drawing required for approval. Ms. Hoyle to manage.
- Target completion is estimated at Summer of 2025.

MISCELLANEOUS ACTIONS

Portage Cultural Arts Committee:

- Awaiting City Attorney direction. **STATUS: No Change**

Historical Markers: Ms. Hoyle



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- 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
 - 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.

Additional Announcements:

- After review of a credit union versus our current financial institution, a motion to stay with our current financial institution was presented by Mr. Kamrath after comparing the two institutions upon review of documentation and board discussion, second by Ms. Lent. Unanimous vote to approve.
- Mr. Meier presented a motion to nominate two additional people as new members to the Portage Parks Foundation Board (Mr. Jeff Ruhland & Ms. Lora Seifert). After discussion, the motion was second by Ms. Lent. Unanimous vote to approve.
- Mr. Meier presented a motion to relinquish the Secretary Officer duties to Mr. Pollack. Mr. Meier would continue as a board member. After discussion, the motion was second by Ms. Lent. Unanimous vote to approve. Mr. Pollack will assume the Secretarial duties at the March 2025 board meeting.

The Meeting adjourned at 6:40 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

Next Meeting: March 12, 2025 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Steven Meier, Portage Parks Foundation Board Secretary