



## Portage Parks Foundation Board Meeting Minutes

September 18, 2024

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

**Board Absent (excused):** Chris Fusciardi

**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 5:31 pm.

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### I. APPROVAL OF JULY 10, 2024 MEETING MINUTES

Motion to approve July 10, 2024 minutes by Mr. Strazdas, second by Mr. Kamrath.  
Unanimous vote to approve.

### II. 2024 MEETING CALENDAR

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 August 31, 2024 Statement)*
  - Huntington Account Balance - \$139,680.68, PayPal - \$0
  - Donations Received - \$11,787.39



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- Invoice Payments – \$1,897.01
- 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 – \$16,730.29
  6. Oktoberfest Fundraiser - \$7,602.99
  7. Inspirational Garden (Judy Acker-Smith) - \$110,848.40

### V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Fusciardi
  - Leaf-A-Legacy information is “Under Construction”. “Go Live” by September 30, 2024. Awaiting images from the Parks & Rec Department to upload.
- b. *Emails & Responses* - Mr. Thomas
  - No emails received.
- c. *LARA & IRS Form 1024 Status*
  - LARA filing by October 1, 2024 – Mr. Fusciardi filed on September 18, 2024
  - IRS 990N filing by November 15, 2024 – Ms. Myers to file in October 2024

### 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**
  - Bicentennial Trail Head at Kilgore Rd. – **STATUS: Not scheduled**
- b. *Trail Endowment Fund* – **STATUS: No new activity**
- c. *Scholarship Program*
  - Mr. Strazdas requested that a PPF Board vote not be required for a Parks & Rec Dept. funding request of \$100 or less. The PPF Board will transfer this



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amount requirement at will. A motion was initiated by Mr. Kamrath, second by Mr. Thomas. Unanimous vote to approve.

- d. *ADA Swing* – **STATUS: No new activity**
- e. *Judy Acker-Smith Inspirational Garden* – Goal: raise \$150k.
  - i. **STATUS: \$4,700 new donations received (July - September 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.

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

- Fund account established and building the website for donations. Community Tree Planting on October 27, 2024.

Oktoberfest Annual Fundraiser: Mr. Meier

- Successful fundraising event on September 14th. Event summary to be distributed on or before November meeting. Awaiting two vendor invoices.



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

- Ms. Hoyle provided a brief project update. Approximately 2 months away from the start of the Inspirational Garden. Earth moving, concrete pad, pergola and plantings.
- Ms. Hoyle stated the next financial amount transferred from the fundraising account to the City of Portage is approximately 2 months away. Ms. Hoyle & Mr. Fusciardi to advise during November 2024 meeting.

### MISCELLANEOUS ACTIONS

Portage Cultural Arts Committee:

- Awaiting City Attorney direction.

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
  - 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.

Parks Board Top 5 Financial Requests: Ms. Gish

- Require top 5 financial spending requests to close out 2024 and moving forward into 2025. Mr. Meier to follow-up with the Parks Board.



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### Additional Announcements:

- Mr. Thomas PPF Board resignation was accepted by the board members. Thank you, Mr. Thomas, for 5 years of volunteer service to the PPF Board!
- Mr. Chris Pollack has joined the PPF Board. A motion was initiated by Mr. Meier, second by Mr. Kamrath. Unanimous vote to approve. Welcome Mr. Pollack!
- Mr. Strazdas announced the PPF Board will seek to sell beverages at 2 of the 5 Summer Concerts presented by the Parks & Rec Dept in 2025. No patron alcohol will be permitted to enter the event park location.
- Mr. Strazdas announced that the PPF Board will look to coordinate a celebratory event between the Parks & Rec Dept, Parks Board and the PPF Board in the coming months.
- Mr. Kamrath requested a DRAFT of the Corporate Sponsorship guidelines from Ms. Hoyle for potential corporate park location sponsors.
- Ms. Dunn will provide the number of volunteers required to support the October 19<sup>th</sup> Monster Mash event at Ramona Park. The Parks Board and Parks Foundation to provide support.
- Ms. Hoyle to send Mr. Meier the past “Friends of the Parks” information and strategy prior to the November PPF Board meeting.

The Meeting adjourned at 6:36 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

**Next Meeting:** November 13, 2024 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Steven Meier  
Portage Parks Foundation Board Secretary