



Portage Parks Foundation Board Meeting Minutes

March 12, 2025

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

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Ms. Kathleen Hoyle – Director of Portage Parks & Recreation & Senior Center
Ms. Dawn Smith– Portage Parks Board Member
Mr. David Moe – City of Portage resident, Environmental Advisory Board Member

Meeting started and roll conducted at 5:30 pm.

I. APPROVAL OF JANUARY 2025 MEETING MINUTES

Motion to approve January 15, 2025 minutes by Mr. Meier, second by Mr. Fusciardi.
Unanimous vote to approve.

II. 2025 MEETING CALENDAR

Remaining Meeting Dates: **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 February 28, 2025 Statement)*
 - Huntington Account Balance - \$201,095.53 , PayPal - \$0
 - Donations Received - \$23,873.76



Portage Parks Foundation Board Meeting Minutes

March 12, 2025

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 – \$31,948.08
6. Oktoberfest Fundraiser - \$2,000
7. Inspirational Garden (Judy Acker-Smith) - \$122,049.40
8. Leaf-A-Legacy Tree Program - \$40,574.05
9. Special Projects - \$0

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Fusciardi
 - Site updated to reflect current board positions - **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 – **STATUS: 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* – 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.



Portage Parks Foundation Board Meeting Minutes

March 12, 2025

- i. **STATUS:** Work to commence upon suitable weather (next few weeks). Estimated completion date Sept/Oct 2025. Ribbon cutting dedication is being proposed. Signage approved by the CoP Council.

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. IN PROCESS by Parks & Rec Dept.

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

- Event location will be South Westnedge Park Pavilion.
- Initial Event Budget to be completed by mid-April, first Committee Meeting in May 2025.
- Mr. Meier requests board members to begin sponsorship fundraising activity.



Portage Parks Foundation Board Meeting Minutes

March 12, 2025

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

- Working to finalize the final dollar amount raised.
- Second \$35,000 payment was transferred from the PPF to the City of Portage. The remaining funds raised remain in the PPF account.
- Target completion is estimated for Sept/Oct 2025 with formal dedication.

Summer Concert Fundraising – Mr. Kamrath

- General discussion gravitated to selling adult beverages at all 4 events in 2025 and cancel for bad weather.
- Local commercial vendor will provide canned products, which can be easily returned to inventory, if events are cancelled due to inclement weather.
- Mr. Kamrath and Ms. Hoyle to define drinking permitted area to secure insurance
- Mr. Kamrath to review TIPS certification to ensure compliance for four events

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



Portage Parks Foundation Board Meeting Minutes

March 12, 2025

Portage Cultural Arts Committee:

- **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 (approximately \$30K-\$50K each)
- Sponsors needed
- 12 site locations determined, w/ possibility of 15 total.

Additional Announcements:

- On April 11, the Parks Department will be distributing 350 trees (in a 5-gallon bucket) to Portage residents at Ramona Park.

The Meeting adjourned at 6:37 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Pollack.

Next Meeting: May 14, 2025 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Chris Pollack, Portage Parks Foundation Board Secretary