



Portage Parks Foundation Board Meeting Minutes

July 23, 2025

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

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Ms. Kathleen Hoyle – Director of Portage Parks & Recreation & Senior Center

Meeting started and roll conducted at 5:32 pm.

I. APPROVAL OF MAY 2025 MEETING MINUTES

Motion to approve May 14, 2025 minutes by Mr. Ruhland and second by Mr. Meier
Unanimous vote to approve.

II. 2025 MEETING CALENDAR

Remaining Meeting Dates: Sep 24th, 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 April 30, 2025 statements)*
 - Huntington Account Balance - \$169,358.37
 - PayPal - \$0
 - Donations Received - \$2,618.87



Portage Parks Foundation Board Meeting Minutes

July 23, 2025

b. *Project Fund Balances*

1. ADA Swing - \$25
2. Scholarship Program - \$1,960
3. Bike Repair Stations - \$0
4. Trail Endowment - \$2,464
5. General Fund – \$37,690.92
6. Oktoberfest Fundraiser - \$4,500
7. Inspirational Garden (Judy Acker-Smith) - \$79,769.40
8. Leaf-A-Legacy Tree Program - \$42,949.05
9. Special Projects - \$0

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – No updates
- b. *Emails & Responses* -
- 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**: \$2,000 provided from General Fund plus \$75 from the Bike Repair Station fund
 - Fund approval granted in May 2025 meeting
 - 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

July 23, 2025

- 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

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.
- One final communication will be sent to the public for donations in the November Portager. Input to that communication will need to be provided to Ms. Hoyle in October.



Portage Parks Foundation Board Meeting Minutes

July 23, 2025

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
- Images for the event reviewed and approved by the board.
- An additional planning meeting will be held August 27, at 5:30pm at 320 Library Lane Conference Room
 - Meeting to solidify details around food, beverages, games and ticket strategy

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

- Doner signs installed
- Structure and landscaping complete
- Foundation to hold balance of funds until project closed by the city.

Summer Concert Fundraising – Mr. Kamrath

- Board to support four events with canned alcohol options – 6/5, 7/10, 7/31 and 8/7
- Mr. Kamrath to champion all licensing requirements
- Proceeds to go to the general fund
- Alternate insurance option to be reviewed by Mr. Strazdas, along with foundation board liability insurance.



Portage Parks Foundation Board Meeting Minutes

July 23, 2025

MISCELLANEOUS ACTIONS

General Fund: Ms. Hoyle & Mr. Strazdas

STATUS: No change

- 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

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 6:32 PM. Motion to adjourn by Mr. Strazdas

Next Meeting: September 24, 2025 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Chris Pollack, Portage Parks Foundation Board Secretary