

City of Portage Internal Phone Directory

February 6, 2026

CITY ATTORNEY

470 W. Centre Avenue, Ste. 1A, Portage, MI 49024
Bauckham, Sparks, Thall, Seeber & Kaufman, PC
Attorney – Catherine P. Kaufman 382-4500 x 103
Attorney Admin – Sandi Bosse..... 382-4500 x 109
FAX 382-2040

CITY CLERK (329-4511) 511
FAX 324-8070

CITY MANAGER (329-4400) 400
FAX 324-9244

CONFERENCE ROOMS

Central Fire Station Training Room 485
City Hall Break Room 409
Council Conference Room 418
Conference Room #1 417
Conference Room #2 415
Conference Room #3 414

COMMUNITY DEVELOPMENT (329-4466 / 477) 466/477
Building and Construction Services 466
Planning, Development and Zoning 477
FAX..... 324-0537

HUMAN RESOURCES (329-4533) 533
Benefits & Compensation 507
FAX 329-4520

FINANCE & PURCHASING (329-4534) 534
Accounts Payable 458
Payroll Services 460
Purchasing 284
Treasury 455
FAX - Purchasing / Finance 329-4535

PARKS & RECREATION 320 Library Lane
Reception Desk (329-4522) 522
Ice Rink Event Line 200*
Park Rangers 278*
Recreation Event Line (Softball) 523

PORTAGE ZHANG SENIOR CENTER 203 Centre St.
Reception Desk 555

PUBLIC SAFETY

Emergency 9-911
Non-Emergency Dispatch (KCCDA) 9-488-8911

Fire Division 7830 Shaver Road (329-4487) 487
Battalion Chief 484
Station #1 (7830 Shaver Road) 491
Station #2 (6101 Oakland Drive) 492
Station #3 (8503 South Sprinkle Road) 493
FAX 329-4489

Police Division 7810 Shaver Road (329-4567) 567
Police Information Desk 583
Patrol 566
Records 568
FAX 329-4569

PUBLIC INFORMATION (324-9230) 230

PUBLIC WORKS

7719 South Westnedge Avenue (329-4444) 444
FAX 324-9240

TECHNOLOGY SERVICES (324-9269) 269*
FAX 324-0586

TRANSPORTATION & UTILITIES

7719 South Westnedge Avenue (329-4422) 422
Utilities – Water & Sewer 424
Traffic 221*
FAX 324-9240

VEOLIA - WATER & SEWER CONTRACTOR

7701 South Westnedge Avenue (324-9231) 231*
FAX 324-4985

WCA - OFFICE OF THE CITY ASSESSOR

7900 South Westnedge Avenue (329-4433) 433
FAX 324-8073

GENERAL INFORMATION NUMBERS

8th District Court (Kalamazoo County) 384-8171
City Hall General FAX 329-4506
Household Hazardous Waste Hot Line 373-5211
Kalamazoo County Road Commission 381-3171
Kalamazoo Regional Chamber of Commerce
(Southwest Michigan First) 553-9588
Overneath Creative 903-3103
Michigan Department of Transportation 375-8900
Poison Control 800-222-1222
Portage Community Center 323-1942
Portage District Library 329-4544
Portage Post Office..... 327-7441
Portage Public Schools 323-5000
Recycling Hot Line 329-4416
Recycling Contractor (Best Way Disposal) 388-3300

CITY CLERK		329-4511
511	Bailey, Kara	Administrative Assistant
512	Durian, Tammy	Deputy City Clerk
513	Eklov, Erica	City Clerk
413	Telgenhoff, Mandy	Election & Office Assist.
412	Thiel, Aaron	City Council & Records Coord.

CITY MANAGER		329-4400
403	Dame, Pete	Chief Development Officer
402	Herringa, Adam	Chief Operating Officer
400	Janssen, Amanda	Executive Assistant
401	McGinnis, Pat	City Manager
404	Rossiter, Tom	Assistant to the City Manager

COMMUNITY DEVELOPMENT		329-4466 / 329-4477
473	Boshaw, Chris	Code Enforcement Officer
477	Bozell, Erin	Administrative Assistant (PT)
466	Building Services	Building Serv. & General Info
471	Feldt, Eric	Senior City Planner
474	Hallberg, Jonathon	Deputy Director of Economic Development
478	Hanosh, Craig	Senior Building Inspector
470	Jensen, Gary	Plumbing Inspector
479	Johnson, Alex	City Planner/Project Manager
510	Johnson, Anita	Housing Resource Specialist
429	Klemm, Karl	G.I.S. Specialist
476	Mais, Jeff	Zoning & Codes Administrator
466	Norg, Stephanie	Permit Coordinator
467	Novak, Terry	Deputy Director of Building & Housing Services
280*	Perry, Tina	Neighborhood & Housing Specialist
469	Sliwa, David	Electrical Inspector
477	Stephens, Tamara	Administrative Assistant
281*	VanderVeen, Brady	Senior Building Inspector
475	Zhao, Biqi	Deputy Director of Planning & Zoning
468	VACANT	Mechanical Inspector

FINANCE & PURCHASING		
Treasury Main Line		329-4455
270*	Buday, Kathy	Treasury Assistant I (PT)
531	Coeur, Aaron	Deputy Director of Accounting & Budget
270*	Covell, Samantha	Treasury Assistant I
270*	Hill, Loretta	Treasury Assistant I (PT)
534	Hyland, Beth	Administrative Assistant
460	McGovern, Amanda	Accounting Specialist II
453	McGuire, Ingrid	Assistant Treasurer
451	Ramsey, Kelsey	Accounting Supervisor
458	Reed, Kelly	Accounts Payable/Accounting Specialist
456	Savage, Dominique	Treasury Specialist
267*	Taylor, Grant	Deputy Director of Revenue & Treasury
452	VanderVeen, Lauren	Director
284*	Williams, Justin	Purchasing Manager
270*	Witt, Andrew	Treasury Assistant II

HUMAN RESOURCES		329-4533
249*	Baker, Stacey	Benefits & Leave Specialist
208*	Carlson, Patty	Human Resources Generalist
241*	Hertz, Shannon	Director
494	Loebig, Betsy	Senior Human Resources Generalist
533	Root, Karly	Administrative Assistant
507	Schmitt, Tracy	Deputy Director of Benefits & Compensation

PARKS & RECREATION		329-4522
271*	Dunn, Barbie	Recreation Program Manager – Events
521	Hoyle, Kathleen	Director
522	Huber, Megan	Administrative Assistant
261	Lipsey, Ursula	Farmers’ Market Program Assistant (PT)
063***	Mason, Sean	Recreation Program Coordinator (PT)
499	Napier, Peggy	Rental Coordinator (PT)
233*	Phillips, Russ	Chief Ranger
435	Pryor, Annie	Recreation Program Manager
446	Wilhelme, Joe	Deputy Director
421	Wurtsmith, Brianna	Farmers’ Market Manager

PUBLIC INFORMATION		324-9230
405	Block, Mary Beth	Public Information Officer
215*	Hart, John	Multimedia Specialist
237*	Ruple, Mary	Marketing & Communications Specialist
230*	Stewart, Kimberly	Public Information Clerk (PT)

TRANSFERRING CALLS

* Indicates phone number with prefix 324-9

** Indicates phone number with prefix 324-8

***Indicates phone number with prefix 548

all others use 329-4---

SENIOR CENTER		329-4555
065	Connolly, Renee	Administrative Assistant (PT)
863	Fair, Dana	Administrative Assistant
066	Garwick, Kristin	Program Registrar (p.m.)
555	Masko, Brandi	Receptionist (p.m.)
554	Middleton, Kimberly	Deputy Director
555	Mitchell, Katrina	Receptionist (a.m.)
553	Perry, Rob	Recreation Program Manager
550	Phillips, Kim	Director
239*	Pound, Janelle	Program & Trip Project Manager
052***	Romo, Nicole	Senior Center Program Manager
066	Spence, Kris	Program Registrar (a.m.)
551	VanderVelden, Claire	Health & Wellness Project Manager
589	Program Assistants	

PUBLIC SAFETY		
560	Garlow, Barb	Administrative Assistant
508	Mayhew, Bryan	Deputy Director – Deputy Police/Fire Chief
561	Wolfe, Matt	Director – Police/Fire Chief

Fire Division		329-4487
488	Bielski, Maria	Administrative Assistant (PT)
487	Bogard, Ashley	Administrative Assistant
482	Graham, Bill	Administrative Battalion Chief – CRR
539	Leatherman, Rob	Administrative Battalion Chief - Training
056***	Tanner, Steve	Assistant Chief – Fire Division
058***	VACANT	Fire Marshal

Police Division		329-4567
540	Begeman, Craig	Lieutenant – Administrative Support
264*	Clark, Ron	Lieutenant – Detective Bureau
577	Doster, Kyle	Sergeant – Community Policing
258*	Truman, Jacqueline	Records Manager
564	Gleesing, Kevin	Lieutenant – Patrol Division
562	VACANT	Assistant Chief – Patrol Division
574	VACANT	Assistant Chief – Investigative Services

PUBLIC WORKS		329-4444
444	Aleman, Antonia	Administrative Assistant
434	Briggs, Preston	Assistant Grounds Superintendent
436	Combs, Tim	Grounds Superintendent
450	Dekilder, Terry	Assistant Streets Superintendent
425	Frazher, Sean	Streets Superintendent
430	Haines, Nick	Deputy Director of Streets & Grounds
524	Phares, Tim	Facilities Maintenance Superintendent
449	Pryor, Leslie	Fleet Superintendent
445	Rowland, Jereme	Director
439	Sutton, Kelcie	Equipment Administrator
441	VACANT	Deputy Director of Fleet & Facilities
223*	Building Maintenance	

TECHNOLOGY SERVICES		324-9269
459	Harlan, Mark	Service Technician
461	Hudson, Maurice	Operations Manager
260*	Johnson, Nate	Network Engineer
262*	Skidmore, Tony	System Engineer – Public Safety
219*	Lee, Kelly	Support Specialist (PT)
217*	Mackinder, Devin	Director
269*	HELP DESK/AFTER HOURS	

TRANSPORTATION & UTILITIES		329-4422
221*	Arif, Muhammad	Traffic Engineer
424	Graham, Judy	Utility Contract Administrator
422	Gustafson, Paula	Administrative Assistant
442	Gwin, Kendra	Director
428	Harmon, Jamie	Deputy Director
448	Oaks, Fred	Project Manager
423	Smoter, Mike	Chief City Engineer
232*	VACANT	Assistant City Engineer
256*	VACANT	Civil Engineer

WCA (Office of the City Assessor)		329-4433
242*	Buller, Venus	Property Appraiser II
432	Falkenberg, Andrew	Deputy City Assessor
431	Powers, Aaron	City Assessor
598	Sipsma, Emily	Property Appraiser II
596	Weissert, Cathy	Property Appraiser II

VEOLIA (formerly SUEZ)		324-9235
231*	Use this extension to transfer calls to Veolia	