



# City of Portage Recreation and Open Space Plan 2018-2022



Prepared by:  
VIRIDIS Design Group  
313 N Burdick St  
Kalamazoo, MI 49007  
(269) 978-5143



# Acknowledgments

## **City of Portage**

7900 South Westnedge Avenue  
Portage, Michigan 49002

## **Mayor and City Council**

Patricia Randall – Mayor  
Jim Pearson – Mayor Pro Tem  
Chris Burns  
Richard J. Ford  
Lori Knapp  
Claudette Reid  
Terry R. Urban

## **Appointed City Officials**

Laurence Shaffer, City Manager  
Rob Boulis, Deputy City Manager  
Rod Russell, Public Services Director

## **Community Development**

Vicki Georgeau, Director  
Christopher Forth, Deputy Director  
Karl Klemm, GIS Specialist

## **Parks Staff**

Kathleen Hoyle, Director of Parks, Recreation and Senior Center Services  
Alyssa Milbeck, Administrative Assistant  
Peggy Napier, Rental Coordinator  
John Ryan, Recreation Program Manager - Programming  
Joe Wilhelme, Recreation Program Manager - Operations

## **Parks Board**

Tim Earl, Chairperson  
Jon Peer, Vice Chairperson  
Elanor Riley, Secretary  
Lana Escamilla, Member  
Robb Krueger, Member  
Rushik Patel, Student Member  
Kazmira Ruhland, Member  
Staci Salisbury, Member  
Charles Thomas, Member





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CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN





# Introduction

Parks, Recreation, and Open Space are important elements of all communities and provide many recreational, social, and environmental benefits that contribute to a high quality of life. The City of Portage has recognized the importance of proper recreation planning and has chosen to take an active role in the delivery of recreational opportunities by developing the Recreation and Open Space Master Plan. Recreation planning is an exercise engaged by local governments to anticipate change, and to promote the development and expansion of recreational facilities and services for the benefit of its community. Parks and recreation facilities provide many benefits to the community and the natural environment. Parks provide people with a place to gather, be active, socialize, and connect with the environment and community. Developing a green infrastructure also enhances the livability of a community by increasing property values and connecting the community. Having the

ability to recreate has also been shown to improve the quality of life by contributing to overall mental and physical health and reducing obesity brought on by inactivity. As the community continues to grow and change over time, the City continues to dedicate themselves to improving recreational offerings for the community. This plan represents the culmination of the planning efforts of the community and local officials; and reflects the City's desire to blend the available recreational resources and activities with the natural beauty of the surroundings and the environmental and cultural elements of the community.

## Plan Purpose

The 2018-2022 Recreation and Open Space Plan is a guide for the future of recreation facilities in the City. It provides short term recommendations for park facilities, programs, and services; maintenance operations; administration



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN



and management; and capital improvements. The City recognizes the significant role that recreation plays in providing a high quality of life and improved physical health of its citizens. This appreciation has been manifested in this effort to update the Recreation and Open Space Master Plan with the hopes of improving local park systems and public trails, promoting the preservation of natural areas, and establishing a strong commitment to strengthening a sense of community. This plan provides the data and direction to ensure that parks and recreation offerings are aligned with the community needs and values. The plan addresses current recreation issues and identifies and prioritizes future needs of the community and the means for meeting those needs over the upcoming five-year period.



This plan meets the Michigan Department of Natural Resources requirements for qualifying for Federal and State funding assistance. These funds are available for land acquisition, facility development and improvements to new and existing park lands.

### Plan Scope

The scope of this plan includes suggestions for the management, improvement, and expansion of the recreation system within the City of Portage. The plan also considers recreational facilities within the county and neighboring townships that are available to citizens of the City of Portage community. Key planning issues are identified, a clear set of goals and objectives are outlined, and specific implementation strategies are identified. The scope will include all of the City's recreation facilities, undeveloped open space, trail systems, and recreational programming. The area of the planning effort is essentially limited to the City boundaries. However, consideration is also made of regional facilities that influence use patterns. The use of City facilities by residents living in the surrounding communities, which may have limited recreation facilities of their own, is also a consideration of the planning process. In terms of an implementation time-line, the Action Program section of this document covers development over the next five years.





# Community Description

## Regional Setting

The City of Portage, containing approximately 33.65 square miles of land and water area, is located in southwest Michigan in the County of Kalamazoo approximately 130 miles equidistant to Chicago and Detroit. Portage is bordered by the City of Kalamazoo to the north, Pavilion Township to the east, Schoolcraft Township to the south, and Texas Township to the west. The location map on page 16 shows the City's location in a regional context. Regional accessibility to the community is provided by several interchanges along the US-131 and I-94 expressways.

The earliest European settlers arrived in the Portage area during the 19<sup>th</sup> century. Before they came, the Potawatami Indians occupied the area. Austin Lake is in the southeast part of the city and was

named for Moses Austin, who emigrated to Portage Township from Genesee County, New York in 1833. A settlement grew on the north shore of the lake, known as Austin or Austin Lake. A post office named "Austin's Lake" was established on May 18, 1850, with Austin as postmaster. The rich soil of the area proved to be excellent for growing celery, and Portage came to be known as the Celery City of the Nation in the 1880s. The city was incorporated in December of 1963 from Portage Township.

## Physical Characteristics

The topography within the City of Portage is characteristically flat, ranging between 850-900 feet above sea level. Much of the existing topography is to a large extent the result of glaciation. Outwash plains, laid down by glacier



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

meltwater washing earth materials forward of the melting front of the ice sheet, cover most of the Portage area (see Map 2.1). In the northern and eastern portions of the city, small segments of another glacial deposit known as “till plains” can be found. Unlike outwash plains, till plains are not washed by meltwaters into layers. In this situation, the deposits are laid down as a fairly flat plain of unstratified glacial drift. Till plains are typically undulating land forms.

Glacial drainage channels, which resulted from receding glaciers, now tend to be occupied by organic soils. Water-filled pits were also created. Some of these pits were below the water table and formed the basins of many of the lakes in the area, including: West, Austin, Gourneck and Long Lake.

### Climatology

Lake Michigan, which is about 50 miles west of Portage, has a significant influence on the climate of the study area. The lake temperature, together with the prevailing westerly winds, moderates early seasonal temperature extremes.

The frequent and sometimes rapid changes caused by storms traveling across the lakes from the west and southwest are typical of a humid continental climate. Seasonal temperature variations and precipitation patterns are typical of this climate type.

### Soils

The characteristics of the majority of soils within Portage impose minor constraints on development. In general, loam, sandy loam and loamy sand soils are most common. Loamy soils are found primarily in the northern half of the city, sandy loam most commonly in the southeast quadrant and loamy sand soils predominately in the city’s southwest quadrants. These soils are, for the most part, well drained. Physical limitations to their development, when they do occur, exist because of excessive slopes.

Organic soils offer the greatest physical constraint to development within the City of Portage. These soils are generally poorly drained, occurring primarily in depression areas. Most often these soils coincide with the wetland and floodplain areas of the city. Severe limitations are attached to

development on organic soils due to problems of drainage, low bearing capacity and frost action commonly exhibited.

### Water Resources

A relatively large number of lakes are located in Portage. These include Austin, West and Hampton as well as portions of Long, Gourneck, Sugarloaf and Little Sugarloaf. The lakes have historically been a valuable natural feature in the city. One of the earliest development in the city consisted of the construction of seasonal homes along the shorelines of Long Lake, Austin Lake and West Lake. This trend is still evident from the high market value of property adjacent to city lakes.

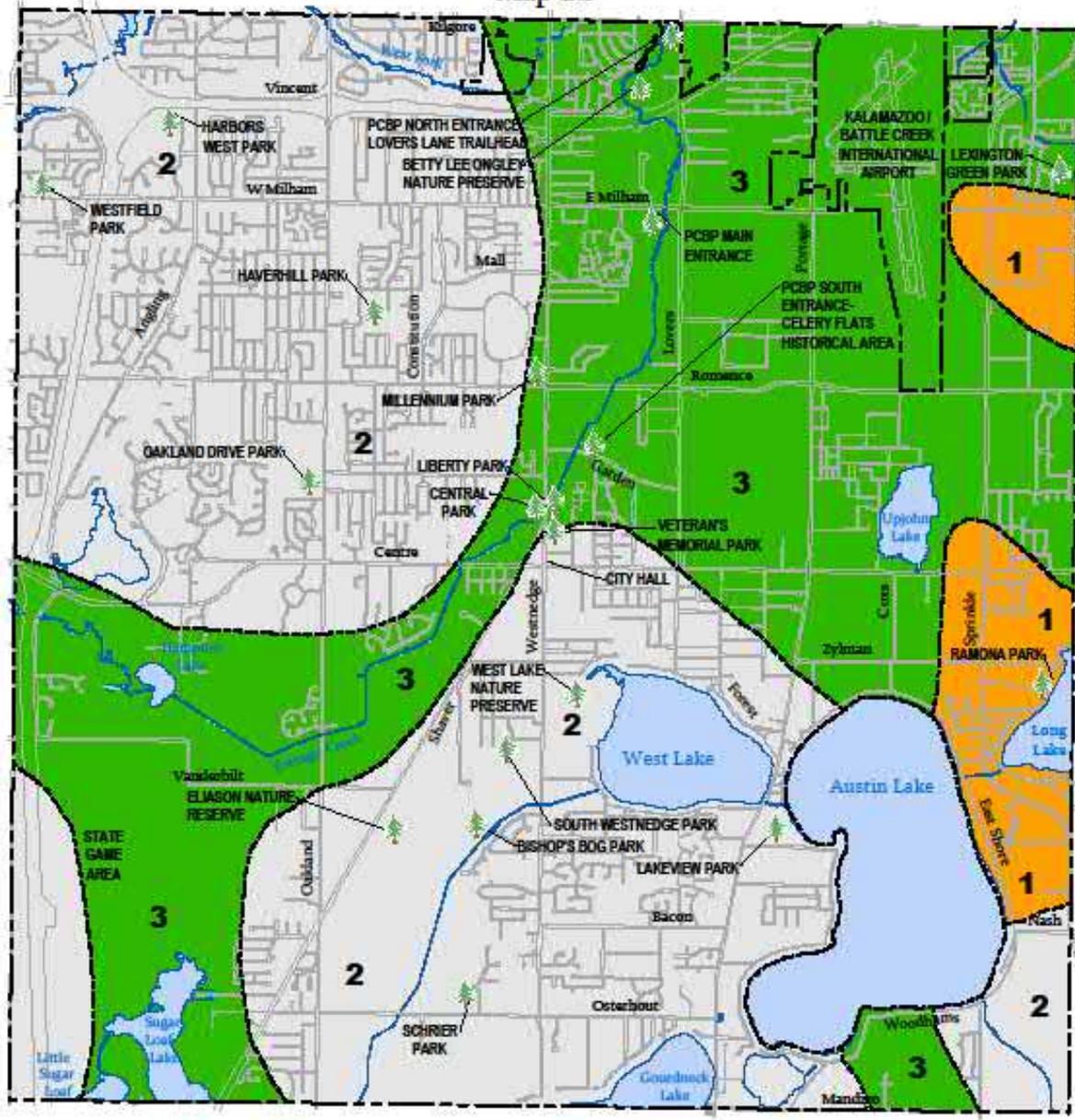
Careful planning in an effort to prevent the negative aspects of urbanization is essential to protect these valuable resources. In 1988, the City of Portage enacted a sewer connection program. All structures within the city were required to connect to the municipal sanitary sewer system. This was particularly important for the residents of Austin and West Lakes in an effort to reduce the introduction of nutrients into the lakes from adjacent septic systems.

Portage is also characterized by a fairly extensive stream system including Portage Creek, the West Fork of Portage Creek and Davis Creek. Like the lakes, streams have proven to be a valuable resource for the community. Where the physical conditions permit, residential development has tended to congregate along these streams. Such a trend is quite common in view of the aesthetic and recreational advantage these areas have to offer.

Map 2.2 provides the location of the water resources in the city. The city has contributed significantly to maintaining the quality of the water resources over the past several years. Protecting these city resources is appropriate as they enhance the quality of life.

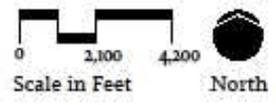


Map 2.1



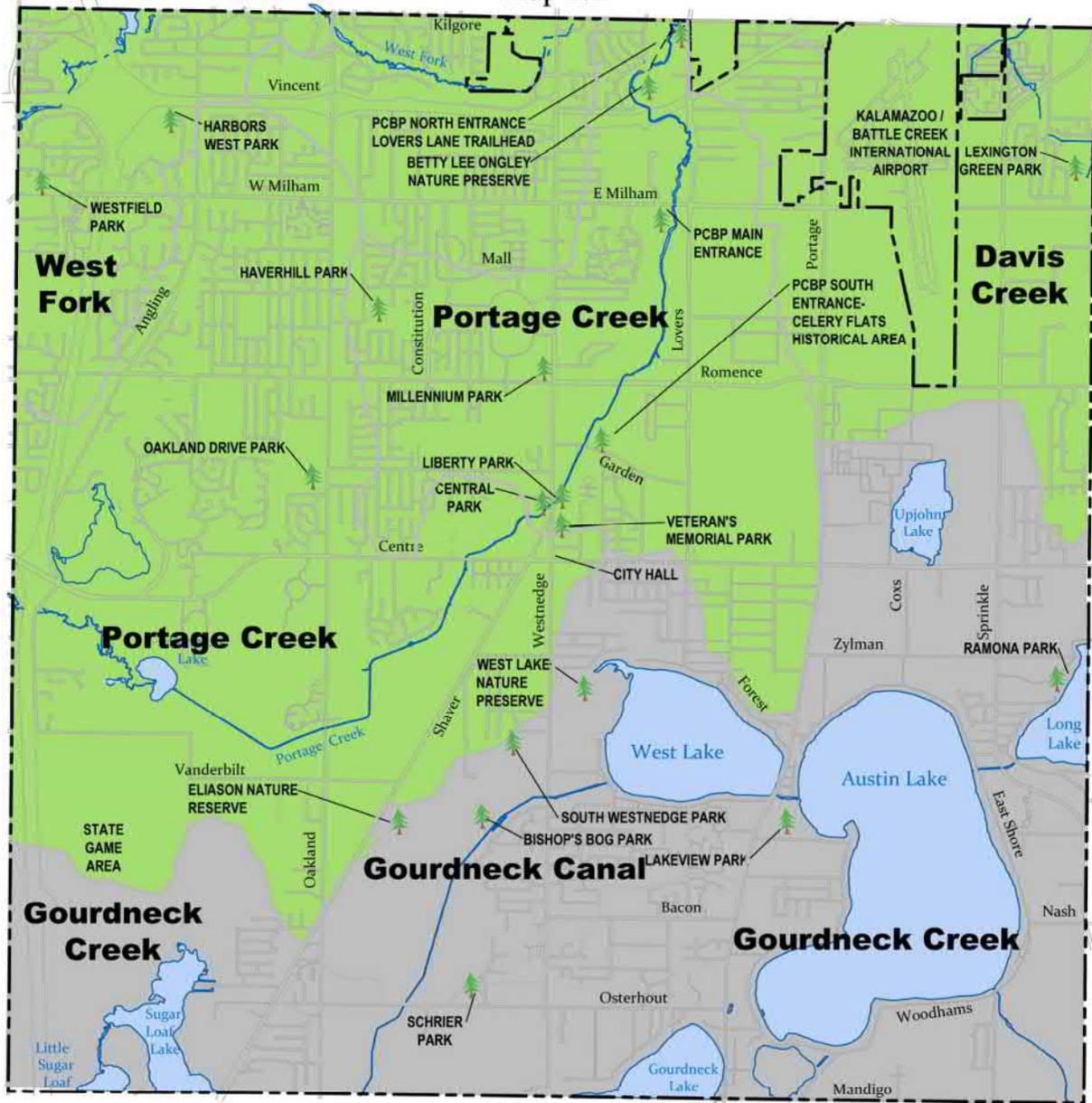
- LEGEND**
- 1 - GROUND MORAINE
  - 2 - OUTWASH AND GLACIAL CHANNELS
  - 3 - GLACIAL LAKE BEDS
  - CITY BOUNDARY

City of Portage  
Parks and Recreation Master Plan  
Glacial Deposits





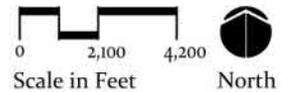
Map 2.2



**LEGEND**

- KALAMAZOO RIVER WATERSHED
- ST. JOSEPH WATERSHED
- CITY BOUNDARY

City of Portage  
Parks and Recreation Master Plan  
Water Resources





### 1. Austin Lake

Austin is a shallow lake of approximately 1,090 acres, having a maximum depth of nine feet and subjected to dense growth of aquatic plants throughout much of the lake. It is a naturally eutrophic (nutrient rich) lake, but the nutrient loading process has been increased by cultural eutrophication resulting from concentrated residential development along most of its periphery. The bottom has a large layer of dead organic material known as detritus, which is nutrient rich. In most of the areas where the aquatic plants, known as macrophytes (plants that are large enough to be seen with a natural eye, microscope not necessary) are not present, algae concentrations are common. Plant growth has been abnormally increased by the provision of nutrients from septic tank seepage, lawn fertilizer runoff and the rich lake bottom. As the plants die and decompose, the bottom layer of detritus increases in thickness until a marsh is eventually created. The aging process is common to most lakes, but the extent of eutrophication for Austin Lake is so pronounced that this body of water is ranked among the major problem lakes of this county and region. Austin Lake has been the subject of numerous studies in an effort to identify long- and short-term lake management strategies. Following an extensive review of available lake management options, in 2011 an aeration/bioaugmentation feasibility study was prepared for the Austin Lake Governmental Lake Board by Lakeshore Environmental, Inc. Aeration/bioaugmentation is a method used to introduce oxygen into a water system with the intent of enhancing microbial feeding and decomposition of organic sediment. The aeration is introduced into the lake bottom in conjunction with natural bacteria and enzymes to reduce lake bottom sediment and improve overall lake depth

and water quality. As of July 2012, the aeration/bioaugmentation project is underway. The project is planned to continue through 2017.

### 2. West Lake

West Lake is a shallow, naturally eutrophic lake with a total area of 335 acres and a maximum depth of ten feet. It also has substantial macrophyte growth through the lake. However, there are also large areas of clear water where no macrophytes or algae concentration are present. Although most of the lakeshore is residentially developed, the large area of clear water indicates that cultural eutrophication is not as severe as in the case of Austin Lake. A five-year treatment program initiated by the City Administration in 1989 has resulted in a significant decrease in plant volume of nuisance weed species. At the same time, native lake plants were observed to have made a strong comeback. This treatment program, funded by a special assessment district, has contributed significantly to maintaining the quality of West Lake. New five-year treatment programs (1994-1998) (1999-2004) (2005-09) and 2009-2014) were approved by the city, at the request of West Lake residents, to continue the lake management efforts.

### 3. Long Lake

The situation for Long Lake is quite similar to that for Austin except Long Lake is slightly deeper. Long Lake consists of 575 acres, approximately 76 of which are located with the City of Portage. It is naturally eutrophic, shallow and substantially residentially developed. The growth of macrophytes is extensive throughout the lake and algae exist in the remaining areas where the aquatic plants are absent. Water quality for Long Lake is poor and the extent of eutrophication is comparable to Austin Lake. The level of Long Lake declined 4.5 feet in 1998-1999 due to a variety of factors creating concern for riparians and local governmental agencies. An aquifer-pumping program has been implemented to restore lake levels to court-approved levels.

### 4. Gourneck Lake

This lake is a moderately shallow bog lake. It has undergone some eutrophication. A substantial amount of shoreline outside the city limits remains undeveloped. Large beds of macrophytes are apparent, but the lake has one of the highest



rankings in the area for water quality and is not strongly eutrophic. Gourdneck Lake contains 222 acres, approximately 101 of which are located in Portage.

### 5. Sugarloaf Lake and Little Sugarloaf Lake

These two lakes are moderately deep bog lakes which are not showing disturbing signs of cultural eutrophication. Normally, bog lakes are nutrient poor and eutrophication is relatively slow. The lakes have substantial concentrations of macrophytes and algae, however. Residential development of these lakes is slight, and the source of nutrients is not known, but the lakes are more eutrophic than would be expected. Little Sugarloaf Lake contains a total of 93 acres, 17 of which fall within the City of Portage. Sugarloaf Lake contains 148 acres, 109 of which are located in Portage.

### 6. Hampton Lake

This is a small, cold water lake approximately 25 acres in area. Although it is relatively shallow with a maximum depth between the range of 20-30 feet, water temperatures are lower than would be expected due to the lake being spring fed. The shoreline of Hampton Lake remains primarily undeveloped. Although there have been no known studies conducted on the water quality of this lake, it appears to demonstrate a high standard. The lake supports a wide variety of game fish. In addition, that segment of Portage Creek flowing from Hampton Lake has been ranked as a top-quality, cold water stream. These indicators suggest that Hampton Lake should have one of the highest quality ratings of all the lakes in Portage.

### 7. Portage Creek

Portage Creek is the dominant waterway in the city stream system. Flowing from the central-western portion of the city, it meanders to the center of Portage and then proceeds in a northerly direction until it crosses the northern municipal boundary. Overall, this stream reflects a fairly good rating for environmental quality, but one segment is of particular value. As mentioned in the section on Hampton Lake, the Michigan Department of Natural Resources (MDNR) has identified the segment of Portage Creek flowing out of Hampton Lake as a top-quality cold water stream for game fish populations. Very few streams in southwestern Michigan have been placed in this classification.

The MDNR regularly stocks Portage Creek with trout along this branch. The classification for Portage Creek changes to a second-quality cold water stream south of the stream's intersection with Centre Avenue. It may be of interest to note that the point of reclassification occurs in the vicinity of the first storm drain entering Portage Creek. Storm water runoff is receiving increasing attention as a potential source of surface water and groundwater pollution. A survey and assessment of Portage Creek and the West Fork of Portage Creek was completed in 1991. The study provides an analysis of existing creek system conditions and provides recommendations for development of appropriate year-round monitoring/protection activities. Data obtained from the study is used to ensure that future development in the city will not result in degradation of the stream system. Due to this study, a concentrated city effort has been directed to eliminate storm water discharge into Portage Creek and restore altered stream banks to a more natural condition. In 1998, the engineering firm of Fishbeck, Thompson, Carr & Huber, Inc. completed an assessment of Portage Creek from Hampton Lake to Portage Central Park. The focus of the assessment was to identify the factors responsible for the ability of Portage Creek to support trout and identify practices that may interfere with or diminish this quality. The report found that the portion studied has good water quality and the stream should continue to support trout and the food supply for trout. Future concerns should focus on maintaining shade, preventing stream bank erosion, limiting sources of sedimentation and managing stormwater discharge quality. Several of these issues have been addressed. Shade through natural growth continues as development along the creek is limited.





The city has taken proactive measures to minimize sedimentation into the stream and stormwater discharge has been eliminated in several locations. A study of the Portage Creek watershed was completed in 2006 by a regional committee of City of Portage, City of Kalamazoo, Kalamazoo County Road Commission and other interested agencies. This study will be used to further protect the sensitive nature of Portage Creek. A Storm Water Management Review was initiated in 1992 with respect to environmental impacts and existing drainage programs to ensure an environmentally sensitive, efficient, cost-effective municipal storm water system. A University of Michigan study of the creek has also been completed. The storm water management review and University of Michigan study were the impetus for the Consolidated Drain Improvement Project. The Consolidated Drain Improvement Project completed in 2001 provides regional storm water improvements and environmental enhancements while addressing Environmental Protection Agency and National Pollution Discharge Elimination System (NPDES) mandates. In addition, the consolidated drain creates additional bikeway/walkway trail linkage to Portage Creek Bicentennial Park and reclaims approximately 14 acres of land for prime business development. A second major NPDES project, the Storm Water Treatment/Enhancement Project (STEP) was completed in November 2004. Through STEP, storm water treatment systems have been designed to reduce pollution entering Portage Creek from the surrounding 29 acre watershed. Two other streams are also located in Portage. One, the West Fork of Portage Creek, is located north of I-94. This segment has been rated as a second-quality warm water stream. The other, Davis Creek, is located in the northeastern corner of the city. Little information is available on this stream. The West Fork and Davis Creek are likely to serve as vital environmental links in the ecology of the areas through which they pass.

### Land Resources

In addition to substantial water resources, Portage contains significant areas of land that have remained relatively undisturbed. Collectively these areas are not only significant in size but also demonstrate a wide variety of natural habitats. Several kinds of grasslands, forest and wetland communities can be identified in these areas.

Such environmental diversification results in a wide array of wildlife that inhabit the City of Portage including a number of rare plants and animals. In addition, significant populations of game animals, such as deer and pheasant, can be found. These areas can serve a multitude of needs for the community simultaneously. This can provide educational, recreational, aesthetic and wildlife preservation benefits with minimal development or maintenance costs.

Natural areas are primarily located in the southwestern quadrant of the city, although several are located in the north central and southeastern sections. The southwest quadrant can be classified into three primary locations demonstrating significant natural resources. These include the Hampton Lake area, the Sugarloaf area and Bishop's Bog Preserve. The Hampton and Sugarloaf lands are primarily under state ownership and are used as game areas. Bishop's Bog Preserve is a wetland area largely under public ownership. In the southeast quadrant, Mandigo Marsh and the West Lake Nature Preserve also demonstrate significant and unique natural resources.



#### 1. Hampton Lake Area

This area may be generally classified as a wetland, but it demonstrates wide environmental diversification. A number of ecosystems can be identified, including bog, pond, wet meadow, hydric (considerably moist) forest, mesic (moderately moist) forest and open field. In addition to game species such as deer and pheasant, sizable populations of rare vertebrates, including the Blue-Spotted Salamander, Wood Frog, Chorus Frog, Box Turtle and Spotted Turtle have been found inhabiting the Hampton Lake area. More



importantly, this locale is known as one of the outstanding centers for rare plant species in Michigan. It is the only known site in the state for the Climbing Fern. Other rare plants include Large Yellow Lady's Slipper, Small White Lady's Slipper, Pink Lady's Slipper, Snowy Lady's Slipper, Nodding Lady's Tresses, Indian Paint Brush, Small Fringed Gentian, Closed Gentian, Autumn Coral Root, Ground Pine, Running Pine, Michigan Holly, Rattlesnake Master, American Columbo and Clasping Leaved Milkweed. The environmental quality of this vicinity is not only important to the natural resources within its boundaries but also to those of the Sugarloaf Lake area to the south. It is quite probable that game populations depend on both of these areas, in conjunction, for food and concealment. These areas are essentially separated by Vanderbilt Road which poses only minor constraints to game since it has remained largely undeveloped except at the west end and is moderately traveled. If these populations do rely on both areas, then loss of territory in either vicinity could effectively diminish the combined ability of the two areas to support game populations. Urbanization of this vicinity has become increasingly evident. Both multiple family and single family structures have been built to the north of Hampton Lake on property separating two state-owned tracts of land. In addition, single family residential development is taking place along the southwestern and southeastern edges of the Hampton Lake area. As a result, the natural lands of the Hampton Lake area are becoming increasingly isolated from the Sugarloaf Lake region to the south.



### 2. Sugarloaf Lake Area

The Sugarloaf Lake area, in many respects, may be viewed as a continuation of the Hampton Lake area to the north. They both demonstrate similar environmental features. The Sugarloaf Lake vicinity has a comparable mixture of ecosystems including bog, pond, wet meadow, hydric forest, mesic forest and open field. Correspondingly, the same rare vertebrates as found in the Hampton Lake area are also found here, and resident game populations may inhabit both of these areas concurrently. The Sugarloaf Lake region is also an outstanding location for rare plants. This area was extensively studied by Hanes in preparation of his book, *Flora of Kalamazoo County, Michigan*. He has reported over 20 species of orchids and an equal number of ferns, as well as many other rare plants in this vicinity. The Sugarloaf Lake area has realized increased urbanization along its eastern borders. Like the Hampton Lake area, it contains state-owned property, but the state tracts in the Sugarloaf region demonstrate a greater combined area and a higher degree of continuity. This may imply greater stability for natural resources in the Sugarloaf vicinity as compared to the Hampton Lake area, even though development in both areas is quite prominent.

### 3. West Lake Nature Preserve

An inland fresh water marsh area bordering the west bank of West Lake is the only remaining portion of West Lake which is presently undeveloped. H. Lewis Batts, Jr. of the Kalamazoo Nature Center noted that "the West Lake marsh area (i.e., the Matteson property) is a beautiful area with unusual plant associations and animal communities for this urban area. This property should be preserved for public benefit especially as a natural area of extreme value to the total, overall West Lake ecosystem. Present are dense, extensive areas of flowering dogwood, some of which are unusually large for this species. In addition, mature oaks, hickories and scattered maples and many younger maples and black gum trees exist. Marsh flora consists predominantly of Heather (*Chamaedaphne calyculata*) with Steeplebush (*Spiraea tomentosa*) and scattered ferns." In December 1979, the City of Portage acquired approximately 80 acres of this marsh area. An additional 30 acres was acquired in 1992. This area collectively forms the 110 acres of the West Lake



Nature Preserve. There is over 1,400 feet of frontage along West Lake, all of which is a unique wetland bog. From a high point of 875 feet above sea level, the Preserve topography falls to the west and northwest to an elevation below 856 feet above sea level. Since the water level of West Lake fluctuates around 855, the marsh area often has large areas of standing water. The parcel has a significant contribution to make to Portage because of its wetland environment close to the City Centre. Providing recreational opportunities while preserving the natural amenities of the Preserve will illustrate by example the importance of wetland habitat to the total community. The marsh habitat is ideal for waterfowl production and important in feeding and brood rearing. It is also used extensively by migrating waterfowl. In addition to game species such as duck and pheasant, non-game species including muskrat, raccoon, beaver, rails and snipe benefit from this area. Dominant plants for this habitat include cattail, sedges and lesser duckweed.

#### 4. Bishop's Bog

A substantial portion of the wetland area west of S. Westnedge Avenue can be attributed to an extensive bog. Bishop's Bog Preserve has gained a reputation as an important location for many rare plant species including native orchids in the genus *Cypripedium* and *Habenaria*. In addition, this type of habitat is often used in the spring by black ducks and ring-necked ducks. Common non-game species also found in bogs are bog lemming, mink, raccoon, tree swallows and snakes. This particular wetland area has remained essentially intact. Most of its approximately 210 acres is located in the floodplain and is characterized by organic soils. A majority of Bishop's Bog is under city ownership. Bishop's Bog Preserve was established in 1997 and in 2011, the Eliason Nature Reserve property was donated to the city. In 2001, Bishop's Bog and the bog portion of West Lake Nature Preserve were studied for ecological value and potential by Dr. Barbara J. Madsen, Adjunct Professor for the University of Michigan Biological Station. Ms. Madsen stated that it was amazing that such fine wetland areas have survived in an urban area. With care, research and monitoring these wetlands will provide long-term benefits. The report recognized concerns with invasive plants that are being monitored by the city. Since 2002, the city has worked with a class from

Kalamazoo College to conduct periodic research in Bishop's Bog to determine potential environmental changes and concerns. Several independent studies have also been conducted by college students and copies of the reports received by the city. These ongoing studies will help with future management needs.

#### 5. Mandigo Marsh

Mandigo Marsh is a historically well-known wetland area south of Austin Lake, comprising many acres of wildlife habitat for the region. It is home to a wide variety of marshland birds and other types of waterfowl, and harbors an unusual assembly of plants that are peculiar to this area. Aside from its biological values, the marsh and its surroundings offer residents of this increasingly urbanized area opportunities to visit a natural setting which is comparatively "wild" for its location. Mandigo Marsh has been classified by the Nature Conservancy as an example of a coastal plain marsh community. The community has historically been common along the Atlantic coast. The community and many of its characteristic plant and animal species have also long been known from the southwestern Great Lakes region, especially in the southwestern Lower Michigan Peninsula. Several are known in Kalamazoo County, including Mandigo Marsh, but none have been completely protected. Many of the species typifying the community are themselves far removed – often thousands of miles – from their main range along the Atlantic coast, as a fluke of early plant migration and changes in geologic and weather conditions. Many of these species are listed by the State of Michigan and are protected under the Michigan Endangered Species Act. Other natural communities noted in and adjacent to the Mandigo Marsh basin include dry-mesic/mesic southern forest and the southern swamp/southern floodplain forest. The southern wet meadow community does not occur in the basin but is found along the Gourdneck Creek drainage channel to the south.

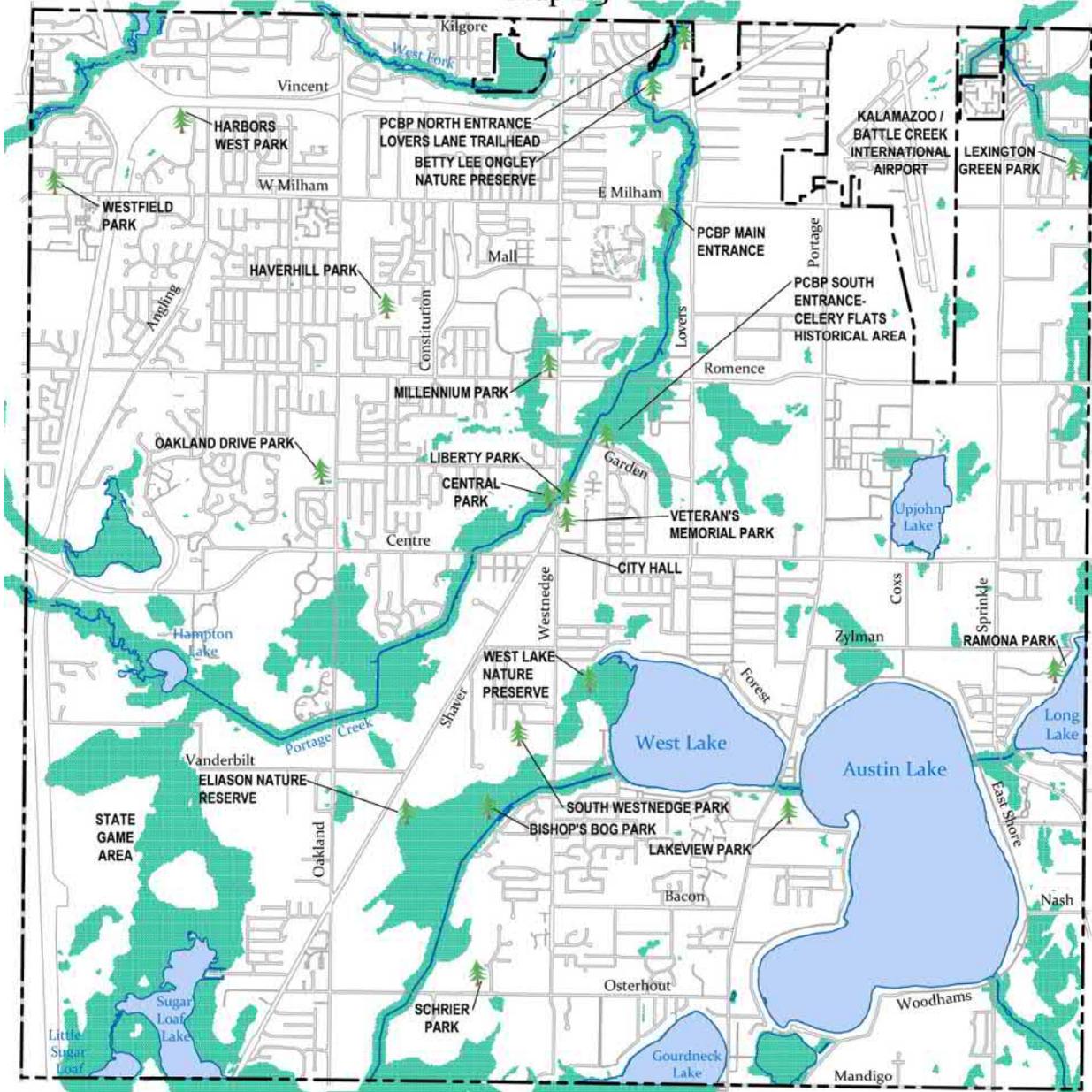
#### 6. Additional Land Resources

Two other natural areas should be noted. Although these areas are of a smaller size and little information is available in comparison to those lands previously described, they may provide significant benefits to the city. The Gourdneck Game Area is an undeveloped section of state land



# CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

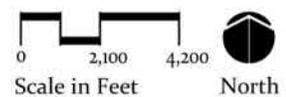
Map 2.3



**LEGEND**

-  SENSITIVE LAND AREAS
-  CITY BOUNDARY

## City of Portage Parks and Recreation Master Plan Sensitive Land Areas





extending between Sugarloaf Lake and Gourneck Lake. Although a majority of this game area is south of the Portage municipal boundary, the state does own a tract of approximately 1,500 acres that is within the city limits. The natural resources of the segment located in Portage are likely to be more significant when viewed in relation to the larger section to the south. This northerly portion is primarily a wetland area that borders Gourneck Creek and may serve as an important environmental component to game populations that inhabit the general vicinity and Mandigo Marsh in particular. There are also a number of undeveloped areas bordering both Portage Creek and the West Fork of Portage Creek. Most of these areas are too small to support game populations, although deer and pheasant have been sighted along portions of the creek. Geographically these areas are significant, however, because they represent some of the only undisturbed land in the northern half of the city. Since this northerly portion demonstrates the highest degree of urbanization, the utilization of these natural resources for recreational, aesthetic and educational purposes is of special value. In addition, some of these areas may be of distinct ecological significance. A segment of land bordering Portage Creek in the vicinity of the city northern municipal boundary has been identified as a prime habitat possessing scarce species such as Belted Kingfisher and Queen Snake. It also is a site for wintering waterfowl. Other segments of land along Portage Creek might also demonstrate special attributes if investigations were conducted.

### Sensitive Land Areas

The City of Portage completed a sensitive land areas inventory in November of 1995 to improve its capability to consider natural resources protection during development review and long-term planning and zoning processes. Three types of areas were determined as sensitive (1) wetland, (2) a 400-foot wide corridor along Portage Creek, and (3) the 100-year floodplain of Portage Creek and other drainage areas (see Map 2.3).

Few Michigan cities contain the quality and diversity of wetlands found in the City of Portage. The sensitive land inventory identified 161 individual wetland complexes within the city which include forested wetlands, marshes, bogs, fens and

wet meadows representing all of the important types found in southern Michigan. Several of these wetlands, in particular the large complexes around Hampton Lake, Austin Lake, West Lake, Sugarloaf and Portage Creek have been studied intensively by consultants. The natural features of these wetland complexes, some of which contain rare or threatened plant and animal species, are well-documented in associated reports. These wetlands are also important to local groundwater recharge and as wildlife habitat.

The value of Portage Creek has also been documented by a previous study conducted. Portage Creek is a trout stream, a very rare resource in a southern Michigan city the size of Portage. At present, the chief threat to the stream is temperature increase which could result from the combined effects of direct industrial discharge of heated water, additional summer storm water runoff and water withdrawal from the basin aquifer. Loss of shade from removal of riparian vegetation could also negatively impact certain stretches. The Inland Lakes and Streams Act protects Portage Creek; however, the potential importance of Portage Creek as a recreational resource suggests that additional measures to maintain stream temperatures, protect water quality and maintain an aesthetically pleasing corridor along the stream should be considered. The sensitive land areas inventory therefore includes all lands within 200 feet of the stream as sensitive.

The 100-year floodplain as delineated on the FEMA Flood Insurance Maps is also included in the sensitive land areas inventory. Although primarily aimed at discouraging potential loss of property due to floods, the FEMA-mapped floodplain also represents a topographically-defined area where activities could add sediment or other pollutants to Portage Creek or other water bodies in the city.

### Demographics

The review of trends in population growth is helpful in developing an understanding of the City's recreational needs. Also understanding other demographic indicators, such as age, education, income, and employment trends, can assist in determining the type of recreational facilities that may be needed or desired and will allow facilities and programs to keep pace with demand. The



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2010 U.S. Census indicates a population in the City of Portage of 46,292 people which represents a 3.1% increase from the 2000 Census, the third highest population growth gain in the county. The City of

Portage has experienced an overall increase in population from 1990. The following table delineates population in the City over the last 20 years.

Year	Population	% Change
1990	41,042	7.6%
2000	44,897	9.4%
2010	46,292	3.1%
Est. 2016	48,508	4.8%

*Data Source: U.S. Census Bureau*

To put this rate of growth into perspective, it is important to compare growth comparisons with other adjacent communities. This is useful in attempting to forecast areas of future growth in the area as well as future demands on the City's park system. The following table illustrates population growth comparisons with adjacent communities as well as the County and State. As shown below, the growth rate in the City has been slower than adjacent Townships, similar to the County, but stronger than the adjacent City of Kalamazoo.

Community	1990 Population	2000 Population	2010 Population	Rate of Growth 2000-2010	2016 Estimate
Pavilion Twp	5,500	5,829	6,222	6.7%	n/a
Schoolcraft Twp	3,695	7,260	8,214	13.1%	n/a
Texas Twp	7,711	10,919	14,697	34.6%	n/a
City of Kalamazoo	80,277	77,145	74,262	-3.7%	75,984
Kalamazoo Co	223,411	238,603	250,331	4.9%	261,654
State of Michigan	9,295,297	9,938,444	9,883,640	-0.5%	9,928,300

*Data Source: U.S. Census Bureau*

The median age of City of Portage residents in 2010 was 37.4, older than both the County as a whole (34.1) and the United States (37.2), and younger than the State of Michigan (38.9). The median age represents the mid-point in the range of all ages within the City. Understanding the age demographics can be useful in identifying the type of recreational facilities may be needed, desired, or over provided. For example a younger population may desire more active types of facilities while an aging population may desire more passive types of facilities. The table below illustrates the breakdown of population based on age.

Age	Persons	Percentage
Under 18	11,467	24.8%
18 and over	34,825	75.2%
20-24	2,653	5.7%
25-34	6,188	13.3%
35-49	9,565	20.7%
50-64	9,090	19.6%
65 and over	6,303	13.6%

*Data Source: U.S. Census Bureau*



A strong pattern for family oriented and passive recreation is reflected in the age distribution with 40.3% of the population in the 35-64 group (Generation X and Baby Boomers). About 24.8% of the population falls in the under 18 age range (Generation Z) suggesting there may be a need for youth-oriented facilities. About 13.6 % of the population is over the age of 65, compared to 12.3% in the County and 13.8% in the State. The 20-34 age group (Millennial) makes up the smallest portion of the population likely due to lack of emerging professional job opportunities. The City's age distribution reflects a need for park and recreation facilities for young, active families, as well as accessible facilities for the baby boomers. As expected, the older population has continued to increase since 1980 consistent with an aging population led by the Baby Boom generation.

The U.S. Census Bureau 2011-2015 estimate indicates a median household income of \$54,040 compared to \$49,410 in 2000. The median income level 2010-2015 estimate in the City is more than that of the County (\$47,476) and the State of Michigan (\$49,576). In terms of ethnicity, the City of Portage is made up of 87% Caucasian, 5% African American, 4% Hispanic, and 3% Asian. However, the population of the city continues to diversify. In 1990, the minority population was 6% of the total population, which increased to 9.2% in 2000 and to 13% in 2010.

**Land Use**

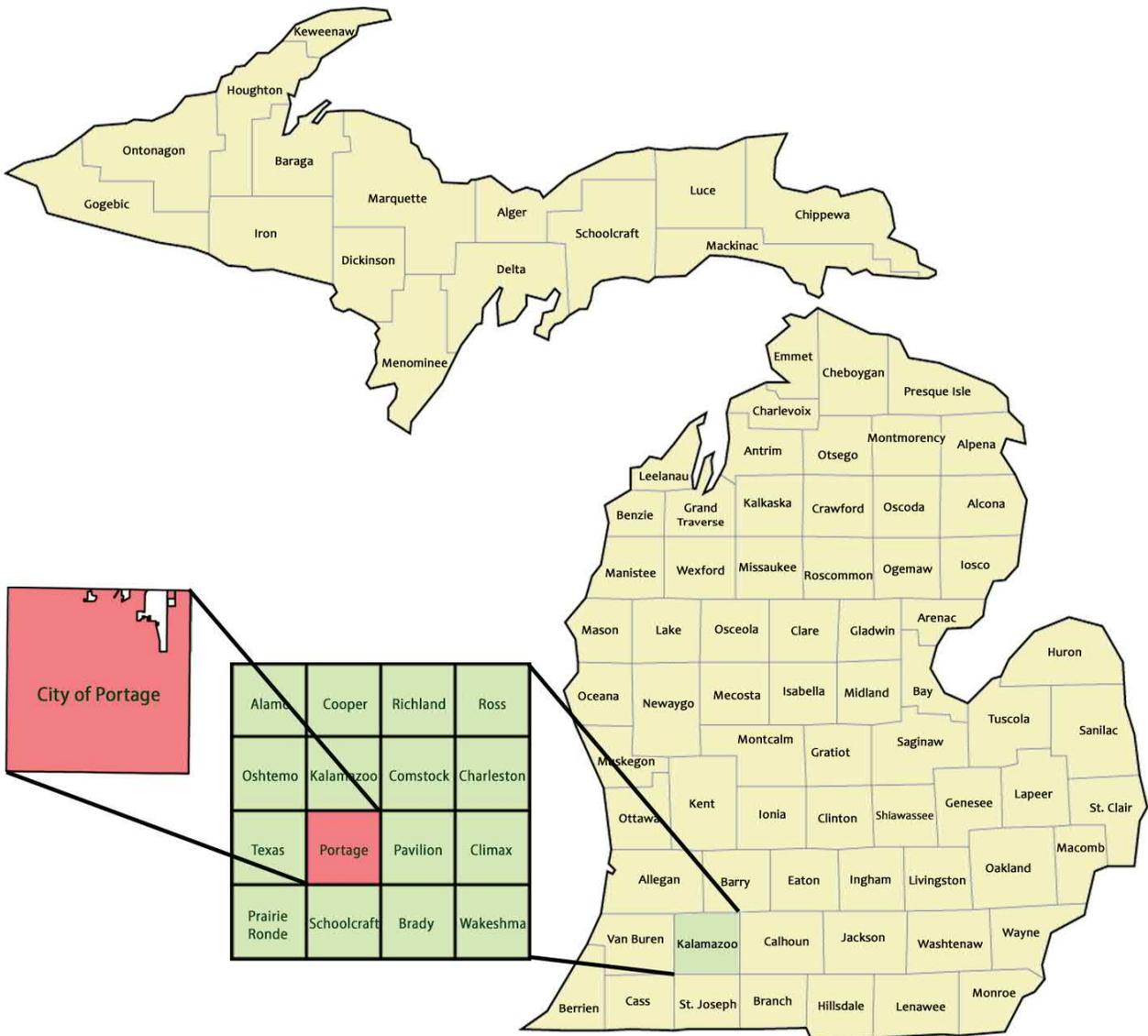
The City of Portage is known to have a growing population, desirable housing, excellent schools, numerous shopping and recreation areas, proximity to a variety of post-secondary education opportunities and an educated workforce. According to the 2010 U.S. Census data, there are a total of 20,559 housing units in the City of which 19,199 are occupied. Between 2000 and 2010, the total number of housing units increased by 1,679 units, second highest in the county. The US Census reported in the 2010-2015 estimate that the median value of an owner occupied home in the City of Portage was \$147,600; compared to \$96,600 in Kalamazoo to the north and \$139,600 in Schoolcraft Township to the south.





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Figure 2.1 – Location Map  
 City of Portage, Kalamazoo County, MI





# Administrative Structure

The City of Portage operates under the Council/Manager form of government. The Council/Manager Plan is a system of local government that combines the political leadership of an elected City Council with the professional managerial experience of the City Manager.

In order to understand how park and recreation functions are administered in the City, we must look at the administrative structure of the City.

## **Portage City Council**

The Portage City Council consists of a Mayor and six Council Members, all elected at-large. The Mayor serves a term of two years, while members of the Council serve four-year terms. The Council is the legislative and policy-making body of the city and is responsible for the performance of all obligations and duties imposed on the city by the State of Michigan.

## **Portage City Manager**

The City Manager serves as the chief administrative officer and is responsible to the City Council for all administrative functions and business of the City. City employees are hired and discharged by the City Manager and are responsible to the City Manager in all aspects of job performance. The City Manager prepares and submits the annual budget proposal of the City. The City Manager acts as the chief purchasing agent of the City, seeks federal funds and represents the City in all contract and labor negotiations. The City Council appoints the City Manager who is responsible for advising the Council on various matters facing the City and implementing the policies of the Council. The City Manager is responsible for the day-to-day operation of all City services and programs. Refer to Figure 1 for the City of Portage Organizational Chart.



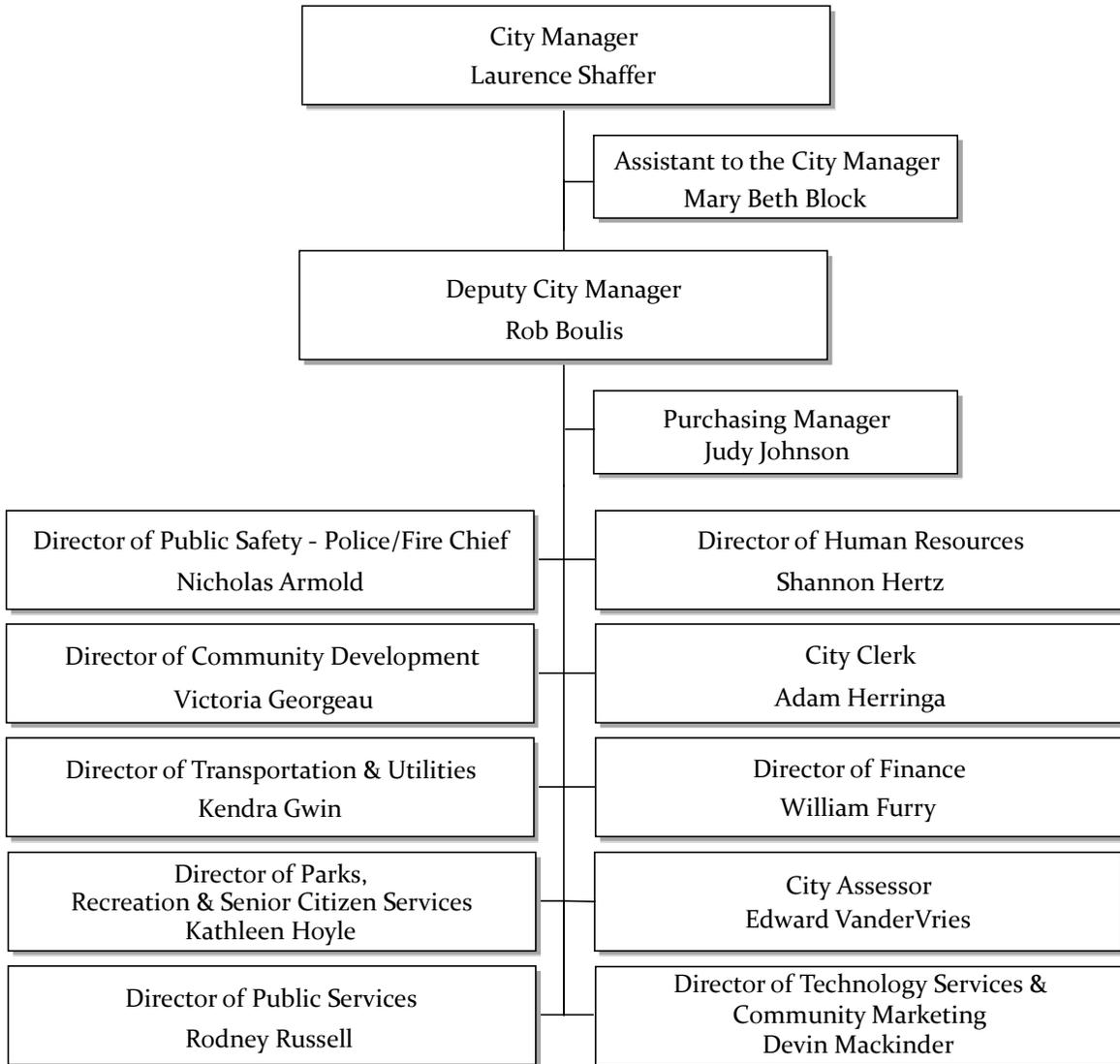
**Departmental Organizational Structure**

Under the direction of the City Manager, three (3) municipal departments are actively involved in the administration, planning, and maintenance of the City’s parks, recreation, programs, and services.

- a) Department of Parks, Recreation, and Senior Citizen Services: Parks and Recreation Division and Senior Center
- b) Department of Public Services: Parks Maintenance Division
- c) Department of Community Development: Planning, Development and Neighborhood Services

*Figure 3.1 – City Organizational Chart*

**City Management & Department Directors**





### Organization of Parks, Recreation, and Senior Citizen Services Department

The Parks, Recreation & Property Management Department was officially established in November 1969 with the hiring of its first full-time professional. From 1969 through 2012 duties of the Parks, Recreation & Property Management Department expanded to include senior citizen services, cemetery maintenance, municipal buildings and public grounds maintenance. In April, 2012, a transition occurred where the Parks, Recreation & Property Management Director assumed added supervisory responsibility for another department. This transition created the Department of Parks, Recreation & Public Services. In 2015, with the retirement of the director, another transition occurred in which Parks and Recreation became its own department again. Figure 3.2 presents the current organization structure of the

Parks, Recreation & Senior Citizen Services Department.

Today, the Parks & Recreation Division of the Department of Parks, Recreation and Senior Citizen Services oversees 18 park sites located throughout the City of Portage; manages the protection of natural and physical city assets and provides recreation, cultural and leisure programs for resident enjoyment. The department manages the popular Celery Flats Historical Area, Ramona Park beach and the Millennium Park Ice Rink. Numerous rental facilities are available to residents, schools and groups for a variety of events including weddings, banquets, graduations and meetings.

Responsibilities of the City of Portage Parks, Recreation and Senior Citizen Services Department may be summarized as follows:

- a) To create and maintain the finest recreation system which can be economically realized and which can effectively serve all citizens of Portage;
- b) To provide city-wide park areas which contain ample space for all passive and active recreation activities and such unique facilities as are deemed appropriate; to develop and maintain recreation facilities which are recognized to possess unique or unusual characteristics not generally available to the citizens in any other recreation facilities or by usual means of procurement;



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- c) To continue to operate a vibrant senior center in the City of Portage that consistently earns the highest standards of National Accreditation by the National Institute of Seniors Centers, a unit of the National Council of aging.
- d) To establish suitable recreational and cultural programs for all citizens of the community.

The Parks, Recreation and Senior Citizen Services Department fulfills its responsibilities through the performance of seven primary functions. These include:

- a) Planning and financial operations
- b) Development operations
- c) Recreational programming operations
- d) Cultural programming operations
- e) Public information operations
- f) Property management operations
- g) Management and facility operations of the Portage Senior Center

### Vision and Mission of the Parks, Recreation, and Senior Citizen Services Department

- a) Vision - To connect people to each other and to the natural world.
- b) Mission - Through a unique, vibrant and well managed parks and public space system, we promote environmental stewardship through public awareness and participation in engaging activities. We reach for excellence in providing a range and depth of recreation, leisure and cultural programs for people of all ages and abilities.
- c) The primary services of the department are:
  - Acquisition, development and maintenance of parks and open spaces being sensitive to effective planning and environmental integrity;
  - Development and operation of recreation facilities; - Provision of varied recreation programs, activities and services for all ages and abilities;
  - Facilitation of positive promotional and public relations activities that highlight the quality of life in Portage;
  - Enhancement of cultural/historical facilities and operation of special cultural programs and activities.
  - Provision of a range of services, activities and volunteer opportunities which promote personal growth, friendship, health and independence for adults aged 50 and older.
- d) The operating philosophy of the department can be summarized by the following statements:
  - We reach for excellence and take a quality approach toward providing services, opportunities and facilities.
  - We are customer-oriented and aware of public wants and needs, balancing our responsibility to our clients and the taxpayer.
  - We are visionary, dependent upon the use of innovation and creativity in management and planning for the future, recognizing the shift of emphasis from providing services toward facilitating or encouraging groups and individuals to meet their needs and interests.
  - Our programs, activities and services are value-oriented, focusing on the human potential of each citizen, the importance of the natural environment, community self-help and the significant roles that parks and recreation, leisure and cultural programs provide.
  - We value the use of teamwork, supporting and involving staff to ensure a healthy and productive work environment.



### Financial Commitment

Sources of funding for the department are (in order of magnitude): municipal taxes (see General Fund Budget – Appendix); user fees and charges; and state and federal grants (see Figure 3.3 – Park Development Grant Summary). Additional resources are derived from community contributions and donations, including volunteer support. The department strives to offer services in the most cost effective manner, minimizing the impact on the tax rate and seeking alternative sources of revenue enhancement. The Parks, Recreation and Senior Citizen Services department annually prepares budget requests for City Manager review and recommendation to the City Council for adoption. Included are proposed comprehensive operational and special revenue budgets for the coming fiscal year and a ten-year capital improvement program for land acquisition and major capital projects.

### Activities/Depth Drivers

The department responds to the needs and/or demands of the public, which are influenced by a variety of social and economic factors such as demographic shifts, disposable income and recreational leisure interests. Recreation and cultural program planning and park acquisition and development are tied closely to the Parks, Recreation and Senior Citizen Services department long-range planning and park master planning. Community collaboration and volunteerism will be critical needs as the departmental responsibilities expand.

### Programming

The Parks, Recreation and Senior Citizen Services department with review and recommendation of the City Manager and approval by City Council, develops a comprehensive leisure service program in accordance with planning and financial operations. Recreation programming is directed under the supervision of the Parks Director and Senior Center Manager. These operations include the provision of a viable program of recreational and cultural activities for residents in the entire community. In order to meet the demand for these programs, the department utilizes city, school and private facilities.

### Maintenance

The Department of Public Services, with review and approval by the City Manager, prepares maintenance and development schedules for the fiscal year in accordance with the development of the City budget and Capital Improvement Program. Maintenance operations are the primary assignment of the Parks Maintenance Division under the supervision of the Public Service Director. These operations include routine, recurring work, repair work, minor construction work and supervision of contractual/maintenance work. The intent of these operations is to maintain high-quality standards in all city parks, recreation facilities, cemeteries and public ground areas.

### Senior Center

Established in 1979, the Portage Senior Center is the first nationally accredited senior center in Michigan. It is a vital, busy place offering a variety of services and activities that change with the needs and desires of its members.

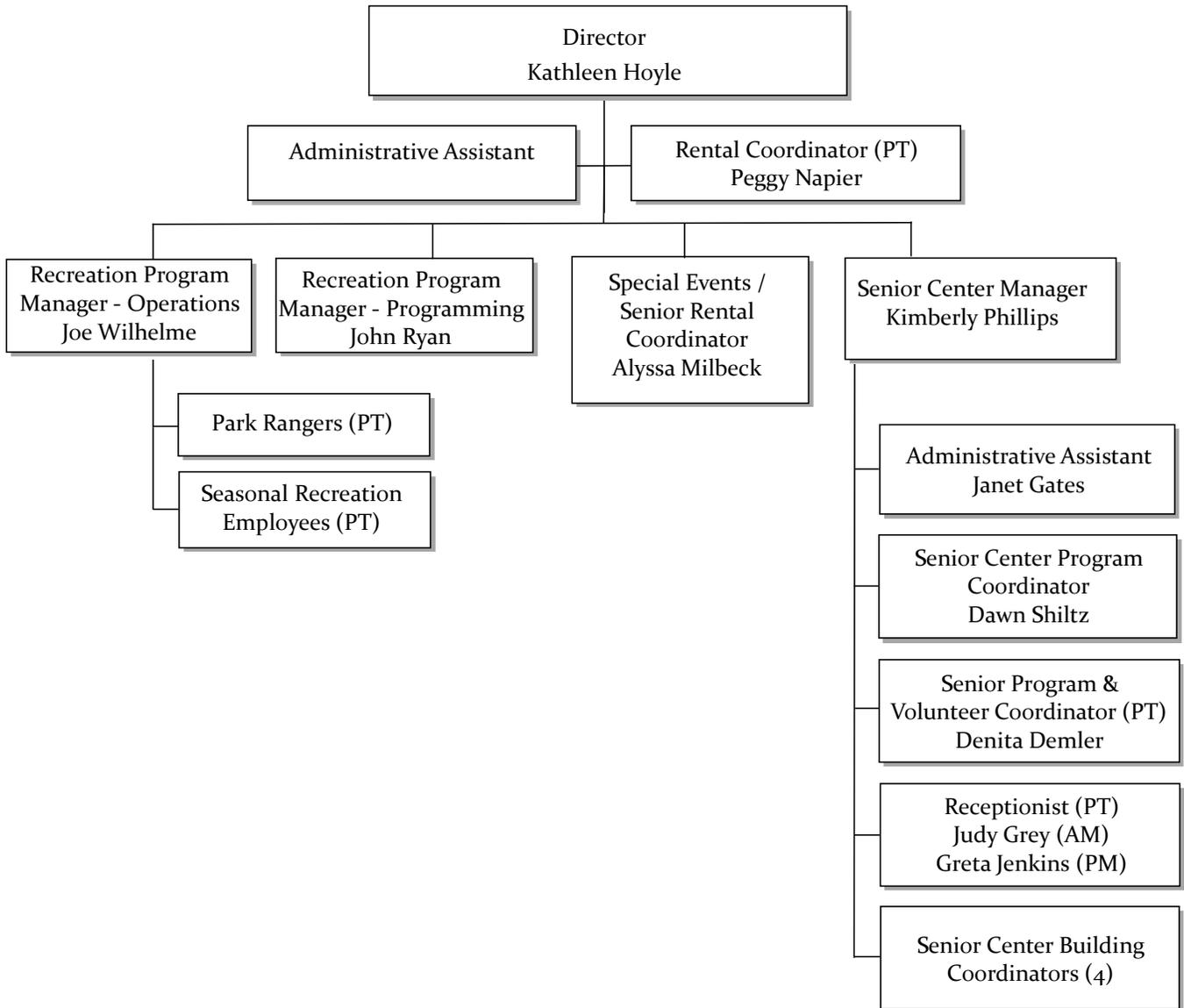
**Mission:** The Portage Senior Center provides programs and opportunities that promote personal growth, health, friendship and independence for adults aged 50 and over.

**Vision:** We envision a community that understands and embraces the power of healthy aging to positively transform lives.



Figure 3.2 – Parks Department Organizational Chart

### Parks, Recreation & Senior Citizen Services





### Role of Commissions and Advisory Boards

In addition to the various departments involved in parks and recreation in the City of Portage, there are a number of Boards and Commissions that make recommendations to the City Council regarding parks, recreation, and cultural matters. These include the following:

- Park Board
  - Bicycle Advisory Committee
- Environmental Board
- Senior Advisory Board
- Historic District Commission
- Planning Commission
- Planning Commission
- Youth Advisory Commission

### Park Board

The Park Board is a nine-member board established for the purpose of advising the City Council regarding the provision of adequate park and recreation programs and facilities for the enjoyment of all citizens. This board promotes recreation programs and recommends planning and operating policies for City parks, as well as managing the City Adopt-A-Park program.

### Friends of the Parks

The Portage Friends of the Parks is currently being established by the Portage Parks Board, and created to provide support and volunteer opportunities to assist with park projects and events that benefit and promote the Portage Park system. The Board works on activities to promote family, health and educational oriented events to increase the quality of life in the community and create awareness of the natural park assets.

Objectives of Friends of Portage Parks include:

- a. Recruit volunteers through various mediums including the “Portager” and speaking with various area organizations and schools.
- b. Develop a database of volunteers and their areas of interest.
- c. Communicate with Park Board and Event Coordinators on required volunteers.
- d. Contact and schedule volunteers to work at events.
- e. Manage volunteers at each event.
- f. Liaison with City of Portage to share volunteers.
- g. Develop fundraising, activities, and donor programs

### Senior Citizens Advisory Board

The Senior Citizens Advisory Board consists of nine or more members who are at least 50 years of age. This board advises the City Council regarding the establishment and provision of services to aging persons in the City, and the board encourages, promotes, assists and safeguards the rights and abilities of older people to maintain maximum health, well-being and independence. This board recommends programs, activities and policies for the operation of the Portage Senior Center.

### Historic District Commission

This nine-member commission is charged with reviewing plans and applications for the construction, alteration, repair of historic properties. In addition, the commission maintains the roster of established and potential districts, may initiate district modification procedures and reviews proposed exterior changes to properties within the Portage Historic District.

### Planning Commission

The Planning Commission is authorized by Michigan statute and consists of nine members appointed by the Mayor with concurrence of the City Council. The Commission has as primary responsibilities the preparation and adoption of a Comprehensive Plan that guides decision-making related to future land use, community



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development and capital investments, and making recommendations and advising City Council on land use, zoning and related development matters of importance in the community.

The Planning Commission was created under the Code of Ordinances of the City of Portage and was established for the purpose of planning in the city under the State of Michigan Municipal Planning Act (Public Act 285 of 1931) that was in effect at the time. Public Act 285 of 1931 was repealed in 2008 and replaced by the Michigan Planning Enabling Act (Public Act 33 of 2008). The Michigan Planning Enabling Act, together with the local ordinance, established the responsibility on the Planning Commission for creating and adopting a Comprehensive Plan for the physical development of the municipality. The Recreation and Open Space Plan is an integral element of the Comprehensive Plan as it functions as an important component to the land use and community facilities sections. The Planning Commission responsibility in this regard is exercised through the review and adoption of the Recreation and Open Space Plan as an element of the overall Comprehensive Development Plan of the City of Portage.

### Youth Advisory Committee

The Youth Advisory Committee (YAC) consists of up to 30 high school youth representatives and is tasked with providing input to the City Council and City Administration regarding programs, services, projects and issues. Topics addressed by past Youth Advisory Committees include:

- Drug abuse and underage drinking prevention
- Summer Youth Activities
- Environmental Awareness

The Youth Advisory Committee is very active in the community and organizes several city-wide events. Examples include the annual Earth Day festival, Snow Party and Public Safety Movie Night. Among other items, the YAC also participates in Sticker Shock which is a program designed to discourage under-age drinking, volunteers at the Portage Community Center and learns about the role of local government.

### Role of Volunteers

The City of Portage understands the growing importance of volunteer resources. Volunteer services are prominently promoted on the front page of the city website. A majority of the volunteer opportunities requested on the website relate directly to the Parks & Recreation Divisions. Once volunteers contact the city, the Human Resources Department provides the necessary intake and works with the Parks & Recreation Divisions on specific project needs. Volunteers also contact the department directly to coordinate projects. Recent examples of volunteer services include:

- a. Community Beautification Projects - Church groups, corporate citizens and service organizations often provide much-needed manpower for important beautification projects in the city. Projects range from park cleanup, park shelter upgrades, cleaning buildings at Celery Flats and other projects.
- b. Eagle Scout and Girl Scout Gold Award Projects - City staff work directly with individual Eagle Scout and Girl Scout Gold Award candidates to design a service project that matches your skills and ambitions.
- c. Event Staffing - Volunteers are often utilized to staff recreational and special events such as the Traditional Holiday and Tree Lighting Ceremony, and Family Fishing Fair among others. Jobs include everything from event set-up, staffing ticket booths and concession stands to crowd control and parking assistance.
- d. Department Staffing - City departments often use the help of volunteers, particularly the Office of the City Clerk and the Portage Senior Center. Among other tasks, volunteers assist with election activities, assist with special events at the Senior Center and drive the Senior Center van.
- e. Advisory Boards and Commissions - The Portage City Council relies on community volunteers for a variety of services and periodically asks Advisory Boards and Commissions to review programs



developed by the City Administration and make recommendations. Meeting times and responsibilities of each of the Boards and Commissions vary.

## **Budgeting and Funding**

Budgets for parks, programs, services and maintenance are located in Appendix 1 of this document. The budget includes Operation and Maintenance, Capital Improvements, and Programs and Services.

The basic sources for funding to support the operating and capital improvements budgets of the Parks, Recreation and Senior Citizen Services department are the following: taxes, fees and charges, government grants and gifts or bequests.

**Taxes** – Consisting of local real estate or property taxes; they are derived by assessing industrial or residential property within the borders of the municipality at a given rate.

**Grants** – Park development has benefited from a variety of grants as shown on the Park Development Grant Summary (Figure 3.3).

**Fees & Charges** – Consisting of monies collected for program participation and facility rentals. Fees and charges are reviewed annually to assure an equitable system to offset departmental operating costs and provide value to program participants and facility users.

**Gifts & Bequests** – Included are gifts that come from private sources such as foundations, business firms or individuals. These are solicited when accompanying stipulations are such that the gift would be determined beneficial to city responsibilities for the provision of park and recreational services.





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**Figure 3.3 City of Portage Park Development Grant Summary 1987-2017**

Year	Project Title	Funding Source	Grant Amount	Local Match	Project Total
1987	Portage Creek Bicentennial Park Gift Book	Donations from area individuals, business and organizations	\$45,000	-0-	\$45,000
1988	Portage Community Bandshell	Gilmore Foundation	\$100,000	\$80,000	\$180,000
1988	South Westnedge Park Improvements	Quality of Life Recreation Bond	\$70,000	\$30,000	\$100,000
1988	Celery Flats Interpretive Center	Michigan Equity Fund	\$25,000	\$25,000	\$260,000
		Upjohn Company	\$100,000		
		Kalamazoo Foundation	\$110,000		
1989	West Lake Nature Preserve Phase 1	Michigan Natural Resources Trust Fund	\$100,000	\$40,000	\$140,000
1990	West Lake Nature Preserve Phase II	Quality of Life Recreation Bond	\$50,000	\$50,000	\$100,000
1991	Portage Creek Bicentennial Park Phase I	Land and Water Conservation Fund	\$50,000	\$50,000	\$100,000
1992	Ramona Park Improvements	Michigan Natural Resources Trust Fund	\$150,000	\$80,000	\$230,000
1992	Hayloft Theatre	Gilmore Foundation	\$75,000	\$150,000	\$295,000
		Kalamazoo Foundation	\$30,000		
		Upjohn Co. Foundation	\$30,000		
		Dorothy Dalton Foundation	\$10,000		
1994	Stuart Manor Portage Creek Improvements	Kalamazoo Foundation	\$300,000	\$50,000	\$350,000
		Inland Fisheries	\$10,000	\$18,000	\$28,000
1995	Celery Flats Amphitheatre	Michigan Equity Fund	\$25,000	\$40,000	\$75,000
		Upjohn Co. Foundation	\$10,000		
1995	Ramona Park Improvements	Kalamazoo Foundation	\$128,500	-0-	\$128,500
1996	Bishops Bog Development	Michigan Natural Resources Trust Fund	\$150,000	\$50,000	\$200,000
1996	Portage Creek Implementation	Inland Fisheries	\$7,000	\$20,915	\$27,915
1998	S. Westnedge/PCBP Bikeway Connector	Kalamazoo County Infrastructure Fund	\$50,000	\$50,000	\$100,000
1999	PCBP North Trail Development	MNRTF	\$113,000	\$112,000	\$275,000
		Kalamazoo County Infrastructure Fund	\$50,000		
1999	Shaver Road Bikeway	T-21	\$165,710	\$70,000	\$235,710
2000	PCBP II	CMI	\$225,000	\$100,000	\$325,000
2000-2001	West Lake Interpretive Center	Michigan Natural Resources Trust Fund	\$500,000	\$290,000	\$790,000
2001	Harbors West Park	Land and Water	\$100,000	\$100,000	\$200,000

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Year	Development Project Title	Conservation Fund Funding Source	Grant Amount	Local Match	Project Total
2001	Lakeview Park Development	Michigan Natural Resources Trust Fund	\$200,000	\$150,000	\$350,000
2001	Lovers Lane Bikeway	T-21	\$90,000	\$38,100	\$128,100
2001	Cultural Equipment	Dorothy Dalton Foundation	\$10,000	-0-	\$10,000
2002	NW Portage Bikeway	T-21	\$276,000	\$180,000	\$456,000
2002	Bishops Bog Preserve	Kalamazoo Community Foundation	\$10,000	-0-	\$10,000
2003	South Westnedge Park Improvements	Land and Water Conservation Fund	\$150,000	\$150,000	\$300,000
2003	South Westnedge Park Improvements	Kalamazoo Community Foundation	\$10,000	-0-	\$10,000
2004-2005	South Westnedge Skatepark Imp.	Various Donors (in-kind gifts)	\$74,000	-0-	\$74,000
2004-2005	South Westnedge Skatepark Imp.	Various Donors	\$7,000	-0-	\$7,000
2008	Ramona Playground	MRPA - Access to Recreation	\$140,000	\$60,700	\$200,700
2010	NW Portage Bikeway Extension	TEA	\$200,000	\$199,800	\$399,800
2013	Westfield Park Playground Renovation	Recreation Passport	\$45,000	\$20,000	\$45,000
2017	Portage South Central Trail Development	Michigan Natural Resources Trust Fund	\$291,500	\$20,000	\$291,500
<b>Totals</b>			<b>\$4,282,710</b>	<b>\$2,404,515</b>	<b>\$6,687,225</b>





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## Inventory of Existing Parks, Natural Areas & Recreation Facilities

In order to understand the recreational needs of the City, an inventory and analysis of the existing facilities was completed. The intent of the analysis is to provide a comprehensive perspective of the strengths and weaknesses of the existing recreational opportunities the City has to offer its citizens. The inventory is based on information provided by City leadership, site inspections carried out by VIRIDIS Design Group, National Recreation and Parks Association (NRPA) Standards, and the 2013 Recreation and Open Space Plan.

Excellent recreational facilities are located throughout the City of Portage. Over 900 acres of protected land is available for public use including 18 park sites.

### City of Portage Facilities

Portage has a variety of park spaces and other public recreational trails and facilities. Numerous county, private and non-profit facilities are also found within the community and county and are briefly highlighted as part of the inventory. The City of Portage park system includes 17 sites with a variety of facilities. The City properties can be classified as follows: three (3) neighborhood parks, six (6) community parks, two (2) large urban parks, four (4) natural resource areas and three (3) special use parks.

The NRPA has established generally recognized standards for classifying types of parkland based on size and function. These designations have been adopted by the MDNR; and provide one method of defining the purpose and use of facilities. Public facilities in the City of Portage can be identified by the following classifications: Neighborhood Park, Community Park, Large Urban Park, Natural Resource Area, and Special Use. A more detailed description of the various public, quasi-public, and private recreation facilities follows.

An Existing Recreation Facilities Map at the end of this section illustrates the location of public park/recreation areas within the City, and an Existing Recreation Facilities matrix provides a summary of the facilities provided at each site. A Park Accessibility Assessment is also provided for each park.

The City of Portage has received several grants from the Michigan Department of Natural Resources over the past years.



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### Park Accessibility Assessment

Federal and State laws prohibit discrimination on the basis of physical ability in connection with recreational facilities owned by the City. Developed park facilities must comply with barrier-free design standards. Public facilities in the City of Portage have been reviewed to understand the need for improvements relating to barrier-free accessibility. In addition, as park development is considered in the future, barrier-free accessibility is a significant priority item to help ensure that recreation can be enjoyed by all residents and visitors of the City of Portage. Table 4 below summarizes the accessibility of public facilities located within Portage. Following is a ranking system in accordance with MDNR standards:

- 1 = None of the facilities in the park meet accessibility guidelines.
- 2 = Some of the facilities meet accessibility guidelines
- 3 = Most of the facilities meet accessibility guidelines
- 4 = All of the facilities meet accessibility guidelines
- 5 = Universal design guidelines were used to design the entire park.

### Mini-Parks

Mini-parks are specialized facilities that serve a concentrated or limited population of specific group such as tots or senior citizens. The service area of a mini-park is less than  $\frac{1}{4}$  mile radius and the park size is typically 1 acre or less. There are no City parks classified within this category.

### Neighborhood Parks

A neighborhood park is the basic unit of the park system and typically serves a residential area of  $\frac{1}{4}$  to  $\frac{1}{2}$  mile distance. A size of 5-10 acres is considered optimal for this type of park. The focus is typically on informal active and passive recreational activities. Portage has three parks classified within this category. In addition to these three parks facilities, Portage Public Schools have eight elementary school sites with large active and open space areas for public use that should be considered neighborhood park options.



#### ***Harbors West Park***

Location: 3458 Summersong Path

Size: 6-acres

Located north of Milham Avenue, just west of Angling Road in the Harbors West neighborhood, Harbors West Park features play equipment, volleyball and two basketball half courts, a restroom/picnic shelter and a youth inline hockey rink. An asphalt walking trail system and open play spaces are also provided. The park is popular for family events and youth team activities.

Accessibility Assessment: 3

There is not an accessible path to the volleyball area and the grill at the shelter is not ADA compliant.



### ***Haverhill Park***

Location: 6577 Hampton Street

Size: 4-acres

Nestled in the beautiful, tree-lined Haverhill neighborhood, this park offers basketball and tennis courts, open play areas with picnic tables, playground facilities, pickleball courts a youth inline hockey rink and restrooms. Haverhill Park is adjacent to Haverhill Elementary school which provides additional recreational space for this heavily populated portion of Portage. Directly connected to the Northwest Bikeway trail, Haverhill Park is a popular stopping point for trail users.

Accessibility Assessment: 3

There are no designated barrier-free parking spaces within the park. There is not a direct accessible path to the tennis courts.



### ***Lexington Green Park***

Location: 1750 Pittsford Avenue

Size: 23-acres

Located in the Lexington-Green neighborhood of northeast Portage, this park contains a ballfield, basketball and tennis courts, inline hockey, play equipment, trails, picnic shelters and restroom facilities. Open space and wood lots provide options for nature study.

Accessibility Assessment: 3

There is not an accessible path to the ballfield or shelter and the benches and grills are not accessible.

## **Community Parks**

Community-wide parks serve a broader purpose than neighborhood parks and provide a range of facilities and areas capable of supporting structured and unstructured community participation. These areas typically range between 30-50-acres in size and serve two or more neighborhoods and ½ to 3 mile distance. Facilities may include wooded or natural areas, picnic shelters and grills, bike or hiking trails and other semi-active and passive uses for large groups of people. They may also contain specialized recreational facilities such as swimming pools, community centers and lighted ball diamonds. Community Parks should be serviced by arterial or connector streets and should be easily accessible from throughout their service area by interconnecting trails. Portage has six parks classified within this category.



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN



### **Central Park**

Location: 7800 Shaver Road

Size: 12-acres

Nestled in a bend of Portage Creek, Central Park is the location of the Overlander Bandshell. The Bandshell hosts several concerts throughout the summer. The picnic shelter, play equipment and restroom facilities are great for picnics of all sizes. A walk along Portage Creek leads to an overlook bridge.

Accessibility Assessment: 3

Barrier-free seating is not available at the bandshell and the grill near the shelter is not ADA compliant.



### **Lakeview Park**

Location: 9345 Portage Road

Size: 26-acres

Located along the shore of Austin Lake, this beautiful park is a popular picnic spot. Lakeview Park has two fishing piers, two playgrounds, two picnic shelters, a ballfield, sand volleyball, tennis and basketball courts and restrooms. Lakeview Park also offers a large rolling open area with walkways and a wildflower meadow for passive enjoyment.

Accessibility Assessment: 4

Some, but not all, of the grills and benches are accessible.



### **Oakland Drive Park**

Location: 7650 Oakland Drive

Size: 19-acres

This active park space provides softball and soccer fields, tennis, volleyball and basketball courts, play equipment and a restroom/picnic shelter. Meadows and wooded lots offer passive enjoyment and nature study. Located just north of Centre Avenue, Oakland Drive Park has a sledding hill for winter activity.

Accessibility Assessment: 3

The designated parking spaces are not fully barrier-free. There are no accessible paths to the volleyball, soccer or baseball fields. The grill is accessible but the unit is not universal.



**Schrier Park**

Location: 850 West Osterhout Road

Size: 52-acres

Schrier Park has an indoor shelter with a fireplace and is popular for year-round group rental. A variety of trails are available for a peaceful walk or a winter cross-county ski adventure. Schrier Park is the southern terminus of the South Central Greenway complex of 5 park facilities – West Lake Nature Preserve, South Westnedge Park, Bishop’s Bog Preserve, Eliason Nature Reserve and Schrier Park. Play equipment, open activity spaces and restrooms are also available.

Accessibility Assessment: 3

The grill and benches are not accessible.



**South Westnedge Park**

Location: 9010 South Westnedge Avenue

Size: 27-acres

The six softball fields available at South Westnedge Park provide facilities for city softball leagues and tournaments. A skatepark, inline hockey rink and a dog park are serviced by a separate parking area west of the ballfields. The park has two restroom facilities to meet participant demand.

Accessibility Assessment: 3

There is not an accessible path to the ballfields. The grill and picnic tables are not accessible.



**Westfield Park**

Location: 4500 West Milham Avenue

Size: 12-acres

Situated in northwest Portage at the intersection of two major thoroughfares, Westfield Park is a popular site for all ages. Basketball, tennis, ballfields, volleyball and a soccer field are all available. The park also features a picnic shelter, play equipment and restrooms.

Accessibility Assessment: 3

There is not an accessible path to the volleyball, soccer field or ballfield including the player bench area. Barrier-free spaces are available but does not include an access aisle.

**Large Urban Parks**

Large Urban Parks serve a broader purpose and wider area than community parks. The focus is on meeting community based recreational needs, as well as preserving unique landscapes and open spaces and the location is determined by the suitability of the site. A park 75 acres or more is considered optimal size which usually serves the entire community. Portage has two parks classified within this category.



**Portage Creek Bicentennial Park**

Location:

North Trailhead - 424 Kilgore Road

Milham Entrance - 910 East Milham Avenue

Celery Flats - 7735 Garden Lane

Size: 205-acres

Portage Creek Bicentennial Park (PCBP) was the official city project to honor the nation's 200th birthday. Recognized in the southwest Michigan region as a highlight of the Portage Park System, PCBP is a 3.5 mile linear park running along Portage Creek. The park protects the sensitive environment of the Portage Creek basin and offers residents many opportunities to enjoy the creek - from overlook decks to kayaking. Featured attractions include over eight miles of hiking and biking trails, the North PCBP Trailhead, the Milham Avenue activity area and the Celery Flats Interpretive center and Historical Area. The Celery Flats Interpretive Center highlights the celery heritage of Portage and Kalamazoo County. The Celery Flats Historical Area is home to four relocated structures of historic significance to the community including the renovated 1856 schoolhouse and the grain elevator, Portage's oldest remaining commercial building. The Hayloft Theater and the Amphitheater offer cultural opportunities through plays and programs from May-August. Elegant Stuart Manor is used for city events and available to reserve for special occasions. Accessibility Assessment: 4



North Trailhead - All facilities are accessible.

Celery Flats - There is not an accessible path to playground. The grill is not accessible and the benches do not have a companion space adjacent to them. Barrier-free parking spaces are available; however, the ramp is not ADA compliant.



**Ramona Park**

Location: 8600 South Sprinkle Road

Size: 67-acres

Ramona Park is a heavily used community-based and regional park facility. With a sandy beach along Long Lake, a pleasant swimming area is available for family enjoyment. The fishing pier, large play structure, beach house, pickleball courts, volleyball courts and picnic shelters encourage a lengthy stay. Ramona Park is also the site of several soccer fields, softball facilities, and



tennis and basketball courts. Fields are used for city softball leagues, youth sports organizations and general drop-in play.

Accessibility Assessment: 3

There is not an accessible path to one of the shelters and one of the playgrounds. There is also no accessible path from the parking lot to the fields and to the ballfields. The bleachers and grills are not accessible.

**Natural Resource Areas**

Natural resource areas are lands set aside for preservation of significant natural resources, landscapes and open space. These sites are typically unsuitable for development but offer natural resource potential and can support recreational activities at a level that preserves the integrity of the natural resource. The location and size of these parks are largely governed by availability.



**Betty Lee Ongley Nature Preserve**

Location: 5223 Woodmont Road

Size: 11.5-acres

This natural site was donated and will become a nature preserve within the City of Portage.

Accessibility Assessment: 1

**Bishops Bog Preserve**

Location: 9920 South Westnedge Avenue

Size: 152-acres

This natural park site is located northwest of Schrier Park and south of South Westnedge Park and was primarily obtained through private donations. Bishop’s Bog, the largest “relict” bog in southern Michigan, has been registered with the Nature Conservancy. It is uncommon for this type of bog which harbors a number of rare plants, to be found in southern Michigan. A linear trail connecting Bishop’s Bog to South Westnedge and Schrier parks allows for passive nature study without disturbing this truly unique environment.

Accessibility Assessment: 2



**West Lake Nature Preserve**

Location: 9001 South Westnedge Avenue

Size: 110-acres

This park preserve with 1,400 feet of frontage along West Lake boasts a variety of upland, woodland and sensitive wetland areas with unique plant species and animal habitats. Two miles of hiking trails are available, including a floating deck leading across a picturesque bog environment to West Lake. Picnic, playground and restroom facilities are located near the park entrance.

Accessibility Assessment: 3

The bench and grill are not accessible. The playground does not have a ramp into the play area.



## ***Eliason Nature Preserve***

Location: 9501 Shaver Road

Size: 141-acres

The Eliason Nature Preserve was donated to the city in 2011 by Linda Eliason as a memorial to her late husband. This parcel was once part of the land owned by the adjacent Eliason Corporation where David was an innovative general manager in the 1980's and 1990's. A park master plan for the Eliason Nature Reserve was prepared in the fall of 2012. In 2013, another 18 acres was purchased to provide for access to Osterhout Avenue. The property is a combination of upland and wetland ecosystems and contains a large segment of Bishop's Bog, bringing a majority of the bog under city ownership. The first phase development was completed in the summer of 2016 when a 1.6 mile recreational non-motorized trail was completed, linking Osterhout to the existing network of trails at Portage Industrial Drive.

Accessibility Assessment:

## **Special Use**

Special use parks are areas for specialized or single purpose recreational activities. The specialized recreational activities may include boat launches, swimming beaches, plazas or squares, historic sites, stadiums, urban green-spaces, and nature centers. There are no generally accepted standards for the size or service areas of these parks. Location and size criteria are variable and depend on the specific use of the site.



## ***Liberty Park***

Location: 7619 South Westnedge Avenue

Size: 3-acres

Liberty Park was the result of an environmental and economic development initiative undertaken by the City of Portage. The park area cleans polluted storm water runoff from the South Westnedge Avenue drainage area and prevents pollutants from entering Portage Creek. This urban park features floral displays, a boardwalk and water features. A deck area overlooks Portage Creek and is a perfect spot for nature study.

Accessibility Assessment: 5



## ***Millennium Park***

Location: 280 Romance Road

Size: 1-acre

This high profile one-acre site on Romance Road is home to the first refrigerated outdoor ice skating rink in southwest Michigan. The city provides a staffed skate rental concession and warming house during the winter season. In the spring the park is transformed into a reflecting pond. Easily accessible by bicycle, Millennium Park is located in the heart of the shopping district. Restroom and benches are provided.

Accessibility Assessment: 4

There are no designated barrier-free parking spaces within the park.



**Veterans Memorial Park**

Location: 7801 South Westnedge Avenue

Size: 1-acres

Veterans Memorial Park was created with the assistance of local Veterans Organizations, which provided the resources to construct a veterans memorial for commemorative ceremonies. Located along Library Lane, Veterans Memorial Park is easily accessible from the Portage District Library parking lot. The memorial consists of five separate stones, four flagpoles, lighting and landscaping features. The V-shaped center stone displays emblems of the Marine Corps, Army, Navy, Air Force and Coast Guard. Engraved on stones placed on either side of the center stone are various quotes honoring those who served in the United States Military. Walkways and a tree arboretum are other features found in Veterans Memorial Park.

Accessibility Assessment: 4

**Greenways**

Greenways tie park systems together and form a continuous park environment. The location and size of these parks are largely governed by availability. Portage has two greenways of significance.



**Portage Creek Bicentennial Park**

Portage Creek Bicentennial Park provides a green corridor from the City Centre to the city limits at Kilgore Road for a distance of over 3 miles. The park highlights Portage Creek and protects a variety of wetland habitats while providing planned patron access for community use.

Accessibility Assessment: 4

The benches do not have a companion space adjacent to them and the grill is not accessible. The swing area does not have a ramp down to the play surface.

**Portage South Central Greenway**

A large segment of south central Portage has been set aside through the South Central Greenway. With the recent addition of the Eliason Nature Preserve, in addition to West Lake Nature Preserve, South Westnedge Parks, Bishop’s Bog Preserve and Schrier Park, over 450 acres of open space has been connected for this green corridor. Over 5 miles of trails and a variety of park facilities are located in the Portage South Central Greenway.

**Trails/Linear Parks**

There are a number of different types of trails that can provide both transportation and recreation opportunities. Trails may be located within parks, on an independent right-of-way, or within the road right-







CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

Figure 4.2 2017 School Recreation Facilities

School Name	Size (Acre)	Basketball Courts	Tennis Courts	Ballfields	Play Equipment	Shelters	Picnic Tables	Restroom	Walking / Nature Trails	Soccer Fields	Lacrosse Field	Football	Track	Volleyball	Gym/Multi Purpose Rm.	Indoor Pool	Parking	Lighting	Special Features
12 <sup>th</sup> Street Elementary	55.38	4			2														
Amberly Elementary	18.79	2			1					1									
Angling Elementary	11.38	4			2					1									
Central Elementary	21.5			1	2				1										
Haverhill Elementary	10.92	1		1	1					1									
Lake Center Elementary	8.71	4			2								1						
Moorsbridge Elementary & West Middle School	66	2	8		2														
Woodland Elementary	9.4	2			1					1									
Central Middle School & Central High School	55.03		10	3						1	3	1	1						
North Middle School & Community High School	57.71		10							3									
Northern High School	81.3			3								1	1						
<b>TOTAL</b>	396.12	19	28	8	13				1	8	3	2	3						



of way. Connector Trails are defined as “multipurpose trails that emphasize safe travel for pedestrians to and from parks and around the Community” (J.D. Mertes and J.R. Hall, Park, Recreation, Open Space and Greenway Guidelines, 1995). These trails are generally located within the road right-of-way and can be divided into two types. Type I has separate paths for different user types, such as pedestrians and bicyclists. Type II has mixed uses and is suited to lighter use patterns. Portage has 18.75 miles of off-road trails and 56 miles of bicycle lanes trails. In addition to the four-mile central Portage Creek Bicentennial Park trail, the following major connector trails are managed by the City of Portage.



**Northwest Bikeway Trail** - 3.5 miles in length from McGillicuddy to Romence Road

**Millennium Trail** - 1 mile in length from Romence Road to S. Westnedge Avenue

**Garden Lane Trail** - 1 mile in length connecting to the Bicentennial Park trail from the east and west.

**Romence Road Trail** - 1.75 miles in length between S. Westnedge Avenue and Sprinkle Road.

**Shaver Road Bikeway Trail** - 3.5 miles in length from Centre Avenue south to S. Westnedge Park.

**Lovers Lane Bikeway Trail** - 2 miles in length from Milham Avenue south to Centre Avenue.

**East Centre/Sprinkle Road Bikeway Trail** - 1.5 miles in length from Portage Road east to Sprinkle Road and Sprinkle Road south to Zylman Road

**East Milham Bikeway Trail** - .75 mile in length from Lovers Lane east to Portage Road.

**Bicentennial Trail** - 3.75 mile in length from Kilgore Road to Centre Avenue.

### Portage Senior Center

The Portage Senior Center provides programs and opportunities that promote personal growth, health, friendship and independence for area persons over the age of 50. The center has rooms for classes, special events, music and health-related activities. The Center's arts and crafts room is a popular place where classes range from watercolor to collage. Trips to museums, exhibits, concerts and theater are frequently scheduled. The facility is also available for outside group rental.

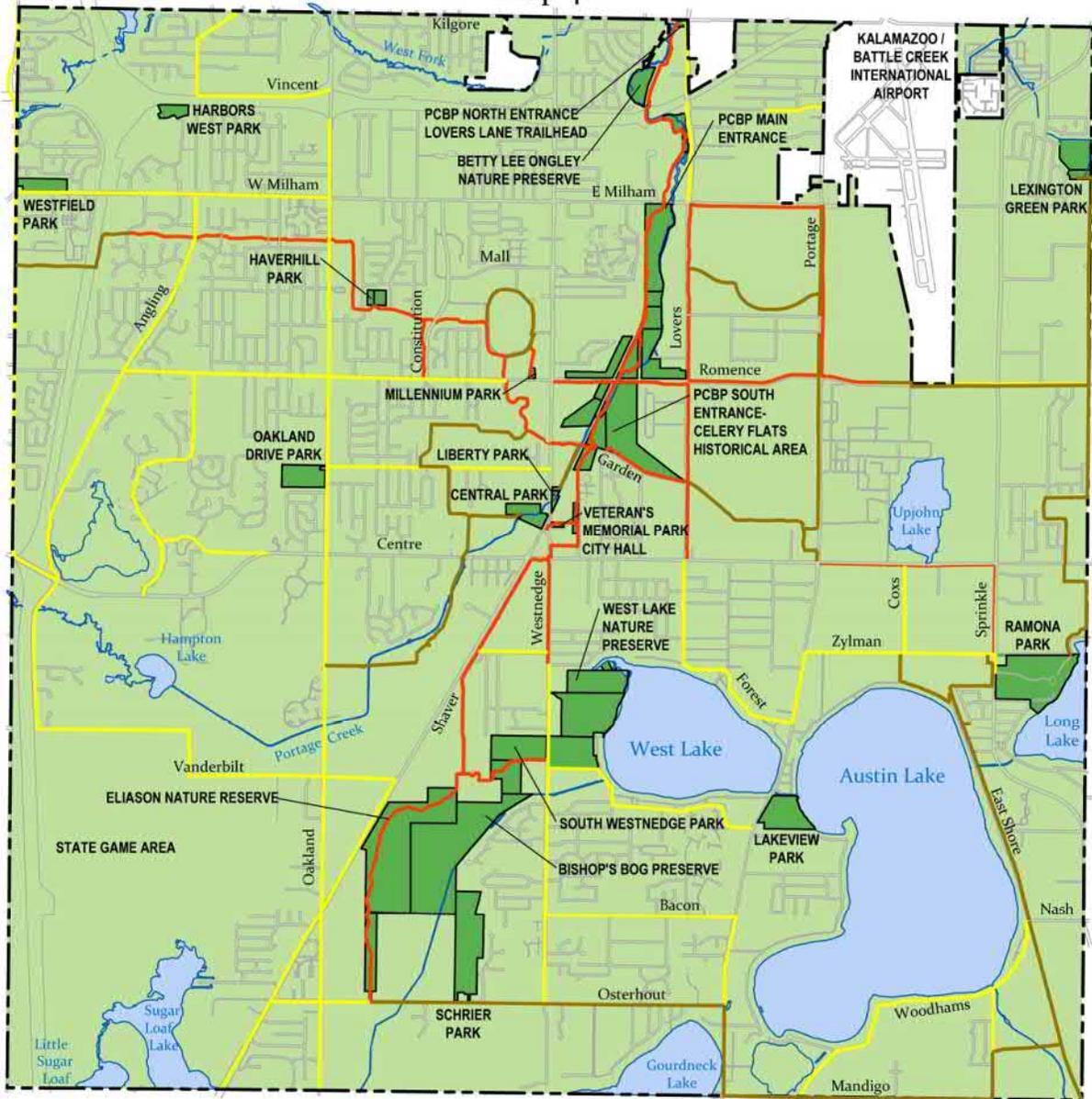
### Lake Areas

The lake areas are of prime recreational importance in the City of Portage and, as such, deserve special consideration. Seven lakes are located either entirely or partially within the city’s jurisdictional boundaries, providing opportunities for water-related activities not generally found in an urbanized setting. Most water bodies within Portage are suffering the effects of overdevelopment. Not only has extensive development impacted the quality of many lakes but also limited the number of public access points. At present, three lakes have improved public access sites: Austin Lake, Long Lake and Sugarloaf Lake, all state-owned facilities. Gourdneck Lake is inaccessible except through a very narrow channel running from Hogset Lake, which has a public access through Prairie View Park. Hampton Lake has no developed public access; however, because of its limited size, a developed public access is believed unwarranted.



CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

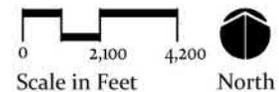
Map 4.1



**LEGEND**

- PARKS PROPERTY
- MULTI-USE TRAIL
- PAVED SHOULDER BIKEWAY
- CITY BOUNDARY
- PROPOSED TRAIL

City of Portage  
 Parks and Recreation Master Plan  
 Recreation Areas and Facilities





In addition to city preservation and restoration activities, three lake areas in particular are the prime importance with respect to the provision of future recreational opportunities. Bordering on Austin Lake, Lakeview Park holds substantial potential for development of additional public access facilities. A seawall/boardwalk and permanent fishing platform have been constructed to enhance the view of the lake and provide additional opportunities for passive recreation.

West Lake Nature Preserve provides similar recreational opportunities to the city. Being the only remaining undeveloped area bordering West Lake and an environmentally sensitive area, several concerns have been met with the acquisition of this property. Appropriate preservation and development projects associated with this property have been initiated.

The increased popularity of fishing, boating and swimming activities being experienced throughout the region is indicative of need for additional areas for water-related activities. In addition, the preservation of citywide water resources is of the utmost concern. Therefore, projects designed to both increase public utility and relieve the lake areas from existing or further developmental pressures are of high priority.

Through acquisition of lake-front and/or floodplain properties, the city may more adequately guard against new development. Reserving these areas for passive recreational activities or designating them as conservation areas will aid in improving the environmental quality of the city and the region.

In general, areas having severe development constraints or which have been identified as flood-prone through the Land and Water Resources Section of the Portage Comprehensive Plan have been designated as open space. The 100-year Floodplain has been utilized to define flood-prone areas, as identified by the Portage Creek Flood Hazard Analysis and the Department of Housing and Urban Development Flood Hazard Boundary Maps.

### Open Space and Preservation Areas

Although no specific standards exist for the evaluation of open space areas, the preservation of natural areas is of prime importance in any urbanizing region. As indicated in the land and water resource sections of this plan, many existing open space areas in the city are experiencing pressures of urbanization. Maintenance of these areas in their natural state offers significant benefits to the community at large. If planned wisely, these areas may serve a variety of functions from recreational to flood control. If neglected, pressures of increased urbanization could result in their degradation and destruction. Neglect of these open spaces and natural areas may also result in exceptional monetary costs to the public for the provision and maintenance of necessary facilities to support their development. Protection of these areas should, therefore, be of utmost concern in future development and budget considerations.

Portage Creek Bicentennial Park (PCBP) does much in terms of preservation for the environmentally sensitive creek basin area of the city. The park has been designed primarily along the floodplain areas of Portage Creek. The park currently extends south from I-94 to approximately the Shaver Road/South Westnedge intersection. Portage Creek is a natural drain for major portions of the city. As the development of the city progresses, ever increasing amounts of runoff will be carried by the creek. PCBP preserves a portion of this drainageway and serves to prevent severe environmental degradation. By preserving lands along the creek, a filter of vegetation and space for control facilities can be maintained and the Consolidated Drain and STEP projects aid in this endeavor.

The establishment of the South Central Greenway links West Lake Nature Preserve, South Westnedge Park, Bishop's Bog Preserve and Schrier Park via five miles of hiking and interpretive trails. The Greenway was recently expanded with the donation of the Eliason Nature Reserve and protects over 400 acres from development and environmental degradation in the rapidly growing South Westnedge residential corridor and Shaver Road business corridor.



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

### Regional Facilities Within the City of Portage

An inventory was taken of the facilities that are in operation within the City of Portage but operated by other entities including Federal, State and County Lands. The following are regional parks and recreational facilities within the City of Portage

### Semi-Public / Private Recreational Facilities Within the City of Portage

#### **Golf Courses**

Moors of Portage

#### **Health Clubs and Court Sports**

Courthouse Athletic Center  
YMCA - Portage Facility  
Family Fitness of Portage  
Curves for Women  
Fit Zone for Women  
Planet Fitness

#### **Little League Baseball Diamonds**

South Portage  
West Portage

#### **Bowling Lanes**

Airway Lanes

#### **Skating Centers**

Great Skate Roller Rink  
Long Lake Roller Rink  
Golden Skate Roller Rink

#### **Soccer Facilities**

Portage Community Soccer Complex (Outdoor)  
Soccerzone (Indoor)  
Kingdom Soccer Center (Indoor)

#### **Gymnastics**

Kids Gym  
Academy of Dance Arts

### Major Recreational Facilities Within 30 Minutes of the City of Portage

#### **Major Community Parks**

Spring Valley Park (195 Acres)  
Milham Park (39 Acres)  
Mayor's Riverfront Park

#### **Golf Courses**

Crestview  
Grand Prairie  
Indian Run  
The Prairies  
Kalamazoo Country Club  
Ridge View  
States  
Milham Golf Course  
Red Arrow  
Eastern Hills  
Olde Mill  
Hickory Ridge  
Angel's Crossing

#### **Tennis Courts**

West Hills Athletic Club  
YMCA - Main Facility

#### **Bowling Lanes**

Holiday Lanes  
Lake Shore Lanes  
Continental Lanes  
Eastland Bowl  
Harpo's Lanes

#### **Skiing Centers**

Timber Ridge  
Bittersweet

#### **Archery Centers**

Potawatomi Bowmen  
Brooks Archery

#### **Auditorium**

Chenery Auditorium  
Miller Auditorium  
Vickburg Community Auditorium  
Comstock Community Auditorium



### **Health Clubs**

Borgess Health and Fitness Center  
YWCA  
Powerhouse Gym  
West Hills Athletic Club  
Kalamazoo County YMCA  
Bronson Athletic Club  
Curves for Women  
Endurance Fitness Centers  
Strength Beyond Fitness

### **Campgrounds**

Oak Shores Resort  
Kline's Resort  
Fort Custer Recreation Area  
Camp Rota-Kiwan (Boy Scouts)  
Coldbrook County Park

### **Skating Centers (Roller and Ice)**

Rollerworld  
Wings Stadium  
Lawson Ice Arena

### **Nature Areas**

Al Sabo Nature Preserve  
Kellogg Forest  
Kellogg Bird Sanctuary  
Fulton State Game Area  
Fort Custer Recreation Area  
Kalamazoo Nature Center

### **Gymnastics**

Greater Kalamazoo World of Gymnastics  
Branch Gymnastics Center

### **State Owned**

**Gourdneck State Game Area** provides acres of land and several lakes and ponds that support a variety of wildlife and warm water game fish. Sugarloaf and Hogsett lakes have boat access sites and Hampton Lake has a walk in access off Centre Avenue. Access to Hogsett Lake is limited to May through December due to seasonal trail closures. Trails throughout the Game Area are used for hiking, jogging and skiing.

### **School Facilities**

Public school facilities, including playgrounds and sports fields and courts, can add tremendous recreational value to a community. Elementary school sites constitute a portion of the neighborhood parks and playgrounds in the city. Since these areas are beyond the jurisdiction of the City of Portage, no detailed account of playground utilization is available. The eight elementary school sites, however, are used extensively for community recreation as creative or updated playgrounds are now in place at all elementary schools. These eight sites are also used intensively for youth soccer, softball, baseball and football practices throughout the spring and fall seasons.

### **Regional Facilities**

There are a wide range of regional recreational facilities available to City of Portage residents within close proximity.

**Kalamazoo County Parks and Recreation** provides a variety of large public park spaces in close proximity to Portage residents including Coldbrook County Park, Prairie View County Park, Scotts Mills County Park, Expo Center and Fairgrounds, River Oaks County Park and Markin Glen County Park.

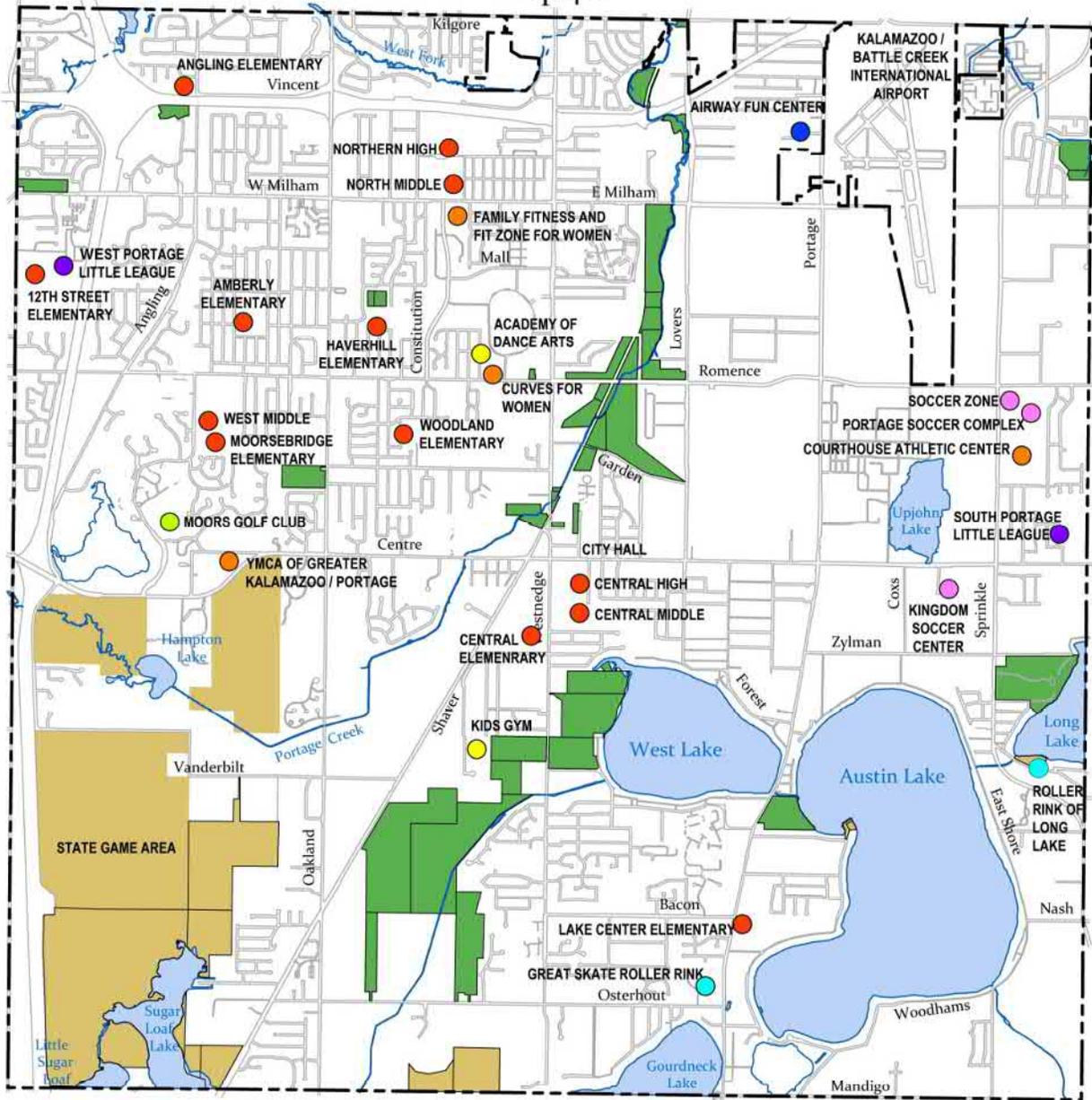
**Kal-Haven Trail State Park** is a 34-mile crushed limestone path connecting South Haven and Kalamazoo for walking, bicycling or cross-country skiing. Some areas adjacent to the trail are also available for equestrian use. The trail meanders through wooded areas, past farm lands and over rivers and streams. Trail highlights include a camelback bridge and covered bridge.

**Kalamazoo River Valley Trail** is a paved asphalt trail that is 12-foot wide and is designed to generally follow the course of the Kalamazoo River. The trail will connect Battle Creek's 30-mile Linear Park in the east to the 35-mile Kal-Haven Trail State Park in the west and the 40-mile Portage Creek Bicentennial Trail to the south creating a total trail network of approximately 130 miles.

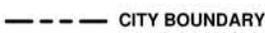


CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

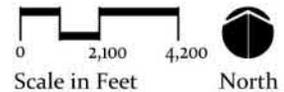
Map 4.2



**LEGEND**

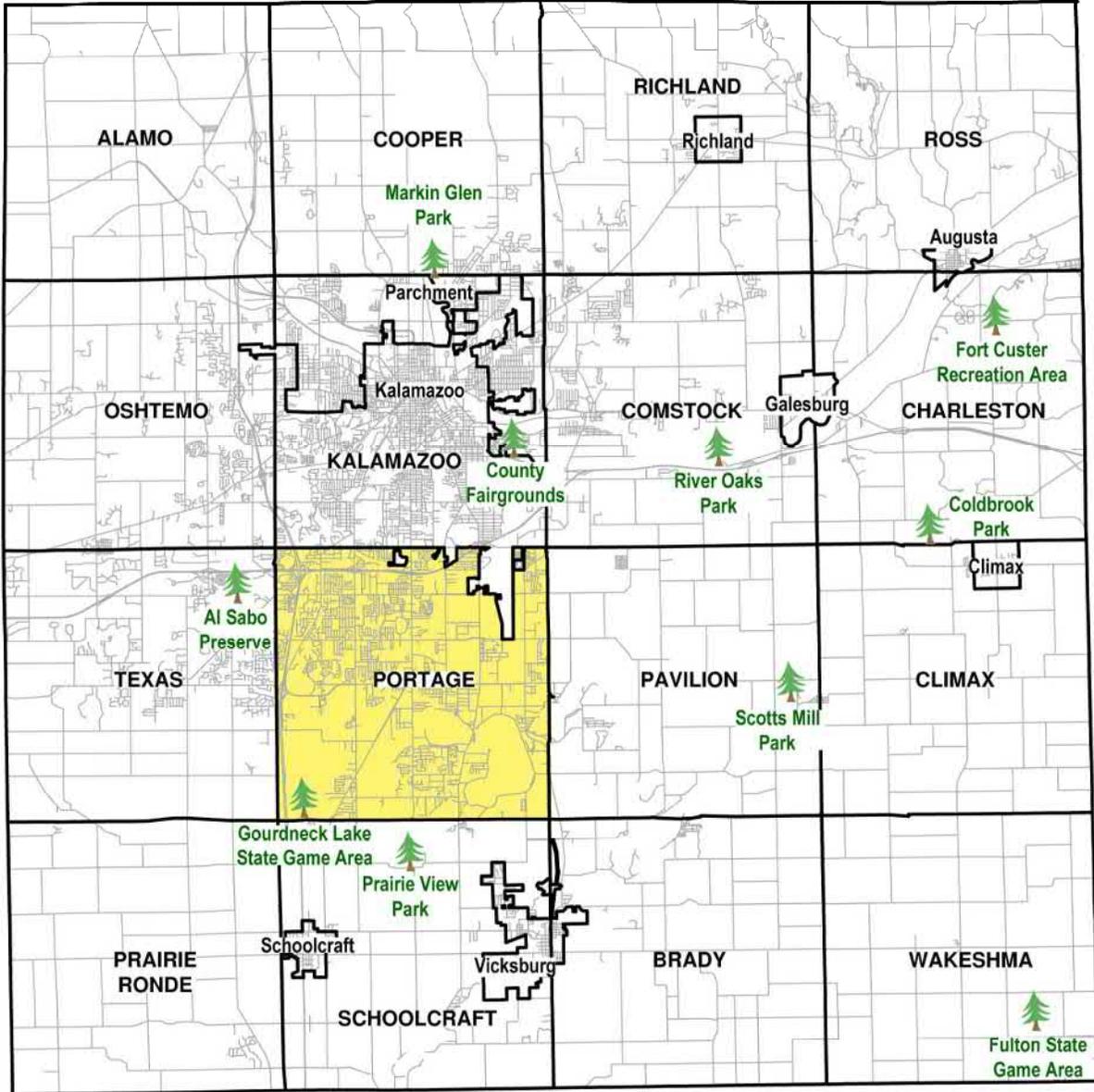
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|--|---|--|
|  PARKS PROPERTY |  CITY BOUNDARY                   |  DNR OWNED PROPERTY |
|  SCHOOLS        |  SOCCER FACILITIES               |  |
|  GOLF COURSES   |  LITTLE LEAGUE BASEBALL DIAMONDS |  |
|  BOWLING LANES  |  SKATING CENTERS                 |  |
|  GYMNASTICS     |  HEALTH CLUBS AND COURT SPORTS   |  |

City of Portage  
Parks and Recreation Master Plan  
Other Recreation Areas and Facilities

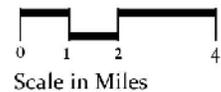




Map 4.3



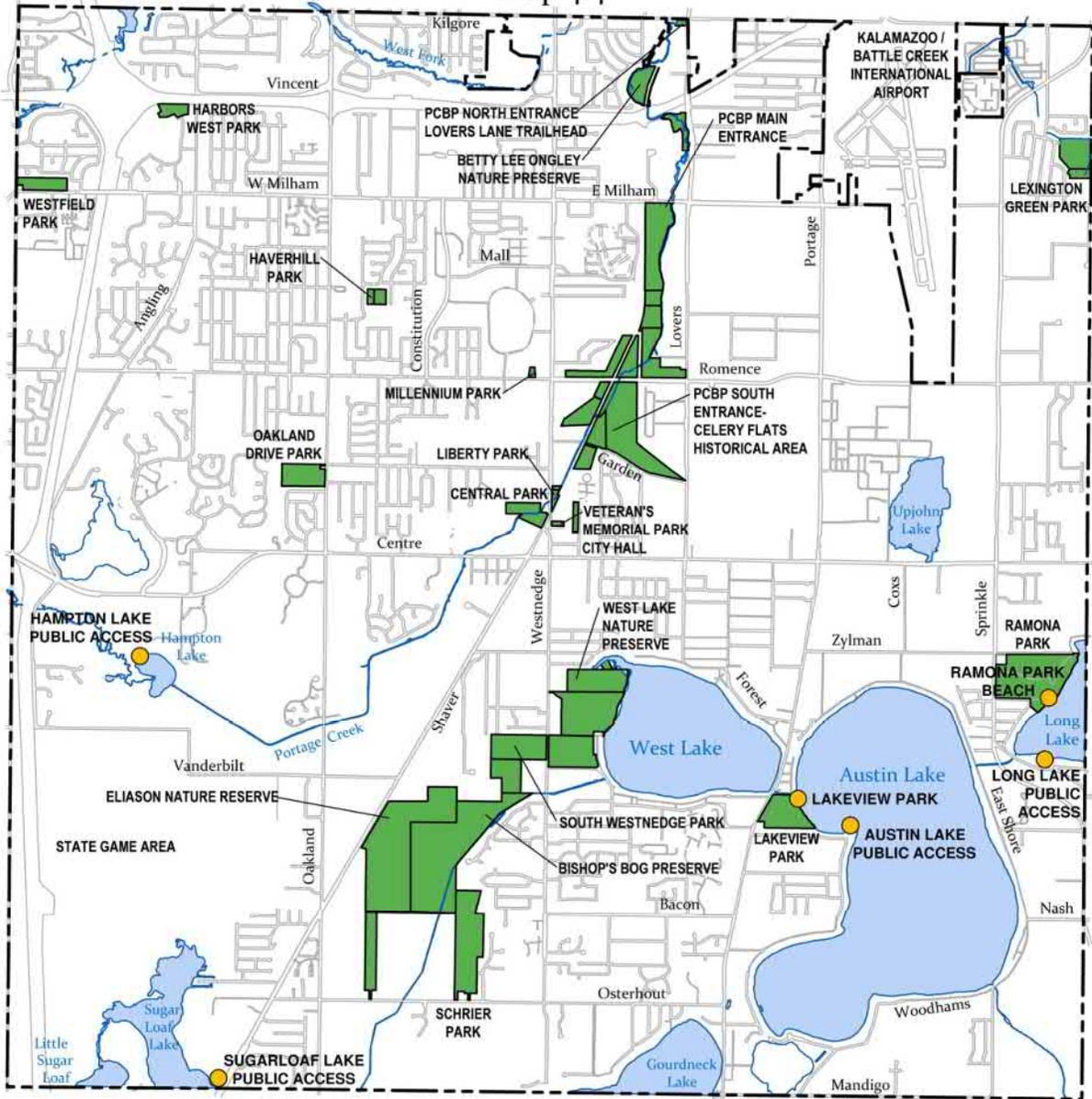
City of Portage  
Parks and Recreation Master Plan  
Kalamazoo County Open Space





CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

Map 4.4

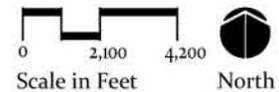


● PRAIRIEVIEW COUNTY PARK

**LEGEND**

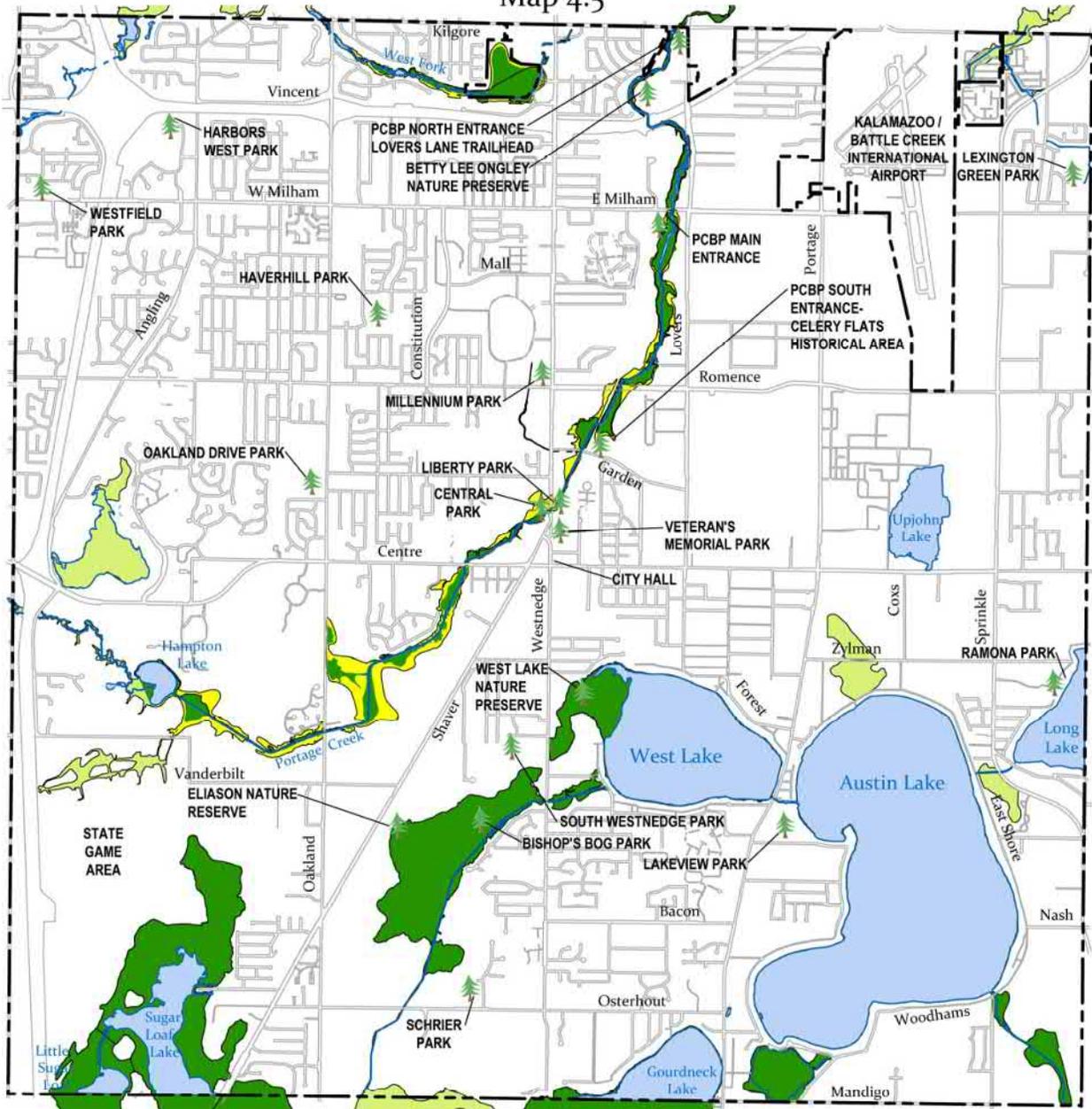
- PARKS PROPERTY
- CITY BOUNDARY
- PUBLIC LAKE ACCESS POINT

City of Portage  
Parks and Recreation Master Plan  
Public Lake Access Points & Lake Properties





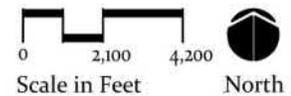
Map 4.5



**LEGEND**

- 500 YEAR FLOODPLAIN
- A - 100 YEAR FLOODPLAIN
- AE - 100 YEAR FLOODPLAIN WITH ELEVATION
- X - OUTSIDE OF FLOODPLAIN
- CITY BOUNDARY

City of Portage  
Parks and Recreation Master Plan  
Flood Prone Areas





## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

### Texas Township Trail

Phase 1 Texas Drive Non-Motorized Trail is a hard-surfaced eight-foot wide multipurpose trail that starts at the Farmers Market Park in Texas Corners, traverses east and north to Texas Drive Park and continues along Texas Drive until it terminates at the entrance drive of the Al Sabo Preserve Parking lot. The total length of the trail is approximately 1.1 miles.

Phase 2 Texas Drive Non-Motorized Trail is a hard-surfaced ten-foot wide multipurpose trail, approximately 3 miles, and starts at the termination of the phase 1 non-motorized trail, at the entry drive to Al Sabo Preserve parking lot, traverses through the Preserve, crosses through a Consumers Power property to 12<sup>th</sup> street and heads north on 12<sup>th</sup> Street and connects to the round-about. There is also an eight-foot side path that connects the trail along Texas Drive that travels south to the Rudgate Subdivision, and there is a second eight-foot side path along 12<sup>th</sup> Street that travels south and connects to the 12<sup>th</sup> Street Elementary School site. This trail provides a safe non-motorized connection from downtown Texas Corners to the City of Portage trail system.

### Recreational Programs

The Department of Parks, Recreation & Public Service develops a comprehensive leisure service program. Activities include youth and adult fitness and athletic programs, cultural arts programs, outdoor education, aquatics and a wide variety of special events for all ages. In addition, the Department operates the Celery Flats Historical Area and the Millennium Park Ice Rink facilities for public benefit.

Through Senior Citizens Services management of the Portage Senior Center, a wide range of services, recreation, and evidenced-based fitness programs for adults 50 years of age and older are offered. These programs include chair volleyball, table tennis, pool, community educational opportunities, and a wide variety of health, safety, and fitness classes.





## Description of the Planning and Public Input Process

During the early phase of the planning process background data was gathered from site investigations and available reports in order to develop a current snapshot of the City and a comprehensive understanding of the needs of the community. This chapter looks to assess community need for parks and recreation facilities against facility availability and program offerings.

There are a variety of methods for accessing community need for recreation services. This Plan uses the combination of the following methods to identify the recreational needs of the City:

1. Comparison to accepted recreation standards
2. Public / stakeholder input
3. Analysis of demographic trends

### Comparison to Accepted Recreation Standards

Recreation standards provide a benchmark for evaluating the relative adequacy or inadequacy of the City's recreation system. The National Park and Recreation Association (NRPA) has established recognized standards for classifying types of parkland based on size and function. These designations have been adopted by the MDNR and provide one method of defining the purpose and use of facilities. This Plan has used as a guide, the *1996 Park, Recreation, Open Space and Greenway Guidelines* published by the National Recreation and Park Association.



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

The NRPA guidelines offer park and recreation standards that are applicable for recreation planning, land acquisition, and development of park, recreation and open space property at the local level. By comparing the City of Portage's available facilities against the defined standards, minimum acceptable park and recreation facilities are identified and a program for achieving equal distribution of parks and open space throughout the community can be defined. It should be noted however that these standards are to be used as a guide and should be interpreted according to local needs and situations. This plan will evaluate community need using park service area standards and unit per population standards.

### Service Area Analysis

NRPA guidelines classify parks, open space, and greenways in accordance with their size and the role they play in the overall park system. They also include associated service areas for each park type that indicate a minimum standard for geographic balance and availability of each park type in the community. Classifying parks in the system ensures the entire community is served by a wide range of park and recreational facilities. Figure 5.1 identifies the classifications used in this plan, and Map 5.1 delineates the service area for each park the City of Portage park system.

### Evaluation

Analysis of the geographic distribution of park facilities throughout the City of Portage delineates the following:

- Overall coverage is good and all residents have access to some type of park
- All neighborhoods in the City have access to Community Parks
- There is a large area of natural resource area parks clustered together in the south end of the City
- The north side of the City has access to neighborhood parks
- Several special use parks are located in the core of the City
- Large urban park centrally located in the City
- The City does not have any mini parks
- There are no neighborhood parks in the southeast area of the City
- The northwest side of the City does not have natural resource areas

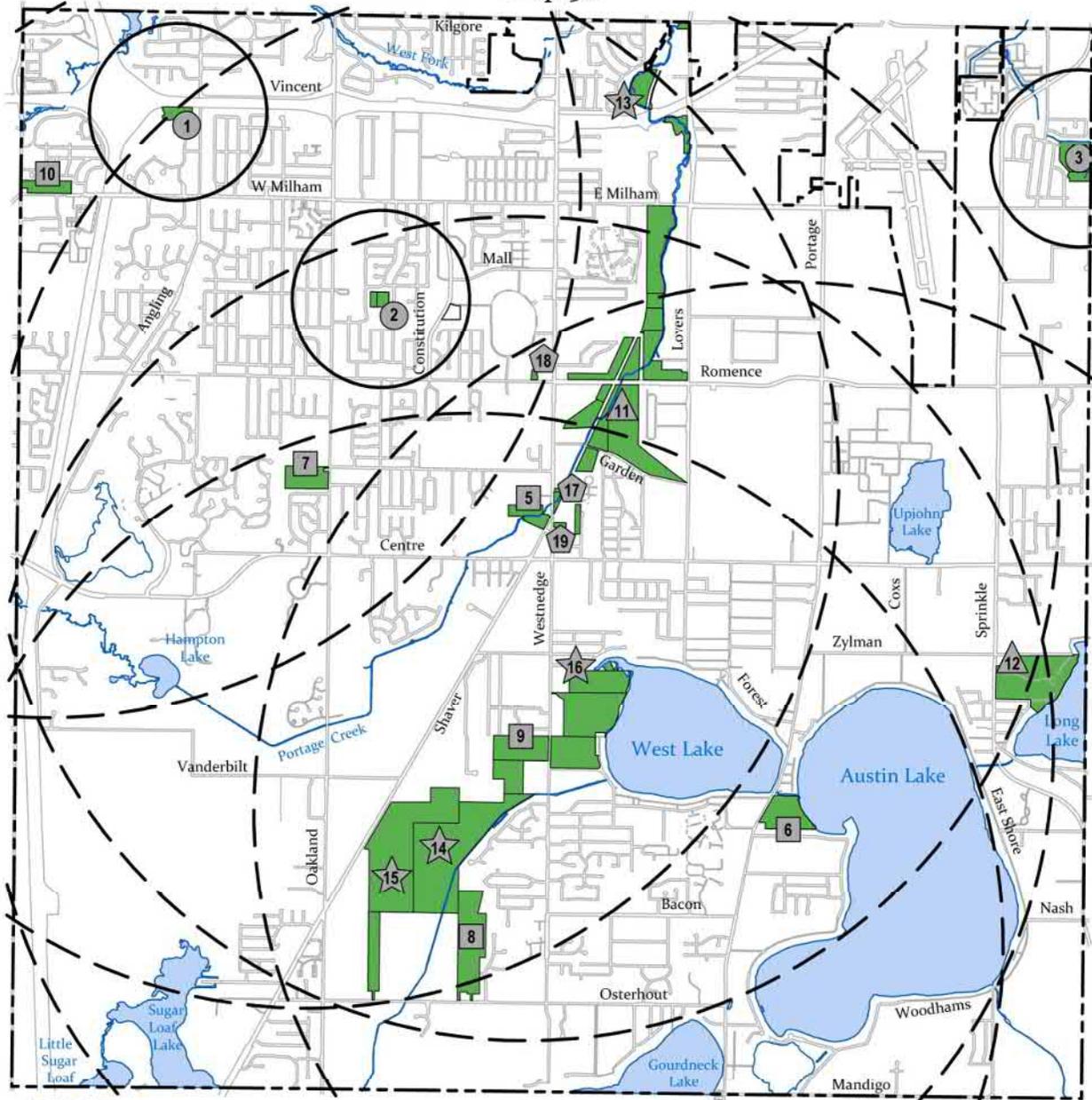
### Needs

- Addition of mini parks in the higher dense neighborhoods
- Addition of neighborhood parks in the south side neighborhoods
- Look for opportunities to expand natural resource parks along Portage Creek on the west side of the City





Map 5.1



**LEGEND**

PARKS PROPERTY

CITY BOUNDARY

NEIGHBORHOOD PARK  
1/4 MILE TO 1/2 MILE RADIUS

COMMUNITY PARK  
1/2 MILE TO 3 MILE RADIUS

**NEIGHBORHOOD PARKS**  
1. HARBORS WEST PARK  
2. HAVERHILL PARK  
3. LEXINGTON GREEN PARK

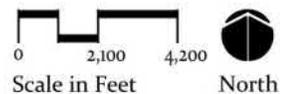
**COMMUNITY PARKS**  
5. CENTRAL PARK  
6. LAKEVIEW PARK  
7. OAKLAND DRIVE PARK  
8. SCHRIER PARK  
9. SOUTH WESTNEDGE PARK  
10. WESTFIELD PARK

**LARGE URBAN PARKS**  
11. PORTAGE CREEK BICENTENNIAL PARK  
12. RAMONA PARK

**NATURAL RESOURCE AREAS**  
13. BETTY LEE ONGLEY NATURE PRESERVE  
14. BISHOP'S BOG PRESERVE  
15. ELIASON NATURE RESERVE  
16. WEST LAKE NATURE PRESERVE

**SPECIAL USE PARKS**  
17. LIBERTY PARK  
18. MILLENNIUM PARK  
19. VETERANS MEMORIAL PARK

City of Portage  
Parks and Recreation Master Plan  
Park Service Areas





CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

Figure 5.1 Park Classification

CLASSIFICATION	GENERAL DESCRIPTION	LOCATION CRITERIA	SIZE CRITERIA	ACRES / 1,000 POPULATION
<b>Mini-Park</b>	Used to address limited, isolated or unique recreational needs.	Less than ¼ mile distance in residential setting.	Between 2500 sq. ft. and one acre in size.	0.25 to 0.5 A
<b>Neighborhood Park</b>	Remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	¼- to ½-mile distance and uninterrupted by non-residential roads and other physical barriers.	5 acres is considered minimum size. 5 to 10 acres is optimal.	1.0 to 2.0 A
<b>Community Park</b>	Serves broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and ½ to 3 mile distance.	As needed to accommodate desired uses. Usually between 30 and 50 acres.	5.0 to 8.0 A
<b>Large Urban Park</b>	Serve a broader purpose than community parks and are used when community and neighborhood parks are not adequate to serve the needs of the community. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves the entire community.	As needed to accommodate desired uses. Usually a minimum of 50 acres, with 75 or more acres being optimal.	Variable.
<b>Natural Resource Areas</b>	Lands set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering.	Resource availability and opportunity.	Variable.	Variable.
<b>Greenways</b>	Effectively tie park system components together to form a continuous park environment.	Resource availability and opportunity.	Variable.	Variable.
<b>Special Use</b>	Covers a broad range of parks and recreation facilities oriented toward single- purpose use.	Variable-dependent on specific use.	Variable.	Variable.
<b>Connector Trails</b>	Multipurpose trails that emphasize safe travel for pedestrians to and from parks and around the community. Focus is as much on transportation as it is on recreation.	<ul style="list-style-type: none"> <li>Type I: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists <u>located in independent r.o.w (non-road)</u></li> <li>Type II: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists <u>Typically located within road r.o.w.</u></li> </ul>	Variable.	Variable.
<b>On-Street Bikeways</b>	Paved segments of roadways that serve as a means to safely separate bicyclists from vehicular traffic.	<p><b>Bike Route:</b> Designated portions of the roadway for the preferential or exclusive use of bicyclists.</p> <p><b>Bike Lane:</b> Shared portions of the roadway that provide separation between motor vehicles and bicyclists, such as paved shoulders.</p>	Variable.	Variable.



**Units Per Population Analysis**

In addition to service areas, the NRPA guidelines also recommends a certain number of park acres per units of population for different types of park facilities, such as neighborhood, community and regional parks. This would represent the minimum amount of ground space or number of activities needed to meet the recreational demands of the community. These standards are adapted to reflect the City’s character and compared with the City’s existing and projected population, as the demand may be greater or less than the national standard.

Passive recreation and active recreation are the primary types of recreational uses. Passive recreation includes less intense activities that are more quiet and non-exertive for a limited numbers

of users. Active recreation requires space and facilities capable of accommodating exertive activities. Examples include: sports fields, play apparatus areas, open areas, special facilities, such as pools and court areas, and areas for organized activities. Recreation areas must provide for both types of use and preferably include a variety of opportunities for each to respond adequately to a wide range of interests and age groups.

General population service standards recommend 10 acres of park land per 1,000 residents. Figure 5.2 evaluates the City of Portage park system against this service standard, and against the population service standards for each park classification as well. The 2010 Census figures were used for the purposes of this analysis.

<b>Figure 5.2 - Population Service Standards by Park Type</b>				
Park Type	Existing Acreage	Existing Acres Per 1,000 Residents (1)	NRPA Standard per 1,000 Residents (2)	Surplus (Deficit)
Mini Park	0	0	0.25	(0.25)
Neighborhood Park	33	0.7	1	(0.3)
Community Parks	148	3.2	5	(1.8)
<b>Total Park Areas (3)</b>	<b>872.5</b>	<b>18.85</b>	<b>10</b>	<b>8.85</b>

- (1) City of Portage Population is 46,292
- (2) Minimum standard used for ranges
- (3) Includes all parks in the system

Another approach is to use typical recreation standards to establish a certain number of activity-specific recreational facilities per 1,000 of population (e.g. 1 basketball court per 2,000 persons). Figure 5.3 evaluates the City of Portage park system facilities in relation to the population service standards.



**Figure 5.3 Population Service Standard by Recreation Activity**

Activity/ Facility	NRPA Standard	Need per Standard	Existing Quantity	surplus (Deficit)
Volleyball	1:5,000	9	7	(-2)
Picnic Shelters	1:2,000	23	18	(-5)
Playground Equipment	1:3,000	15	14	(-1)
Basketball Courts	1:5,000	9	18	9
Tennis Courts	1:2,000	23	10*	(-13)
Baseball	1:5,000	9	0	(-9)
Softball	1:5,000	9	12	3
Football	1:20,000	2	4	2
Track	1:20,000	2	0	(-2)
Soccer	1:10,000	5	4	(-1)
Sledding Area	As available	-	2	2
Bicycle Trails	1 system	1	1	0
Walking Trails	1 system	1	1	0
Gymnasium	1:5,000	9	0	(-9)
Ice Rink	1:20,000	2	1	(-1)
Swimming Pool	1:20,000	2	0	(-2)
Swimming Beaches	As available	-	1	1
Auditorium	1:20,000	2	0	(-2)
Community Center	1:20,000	2	1	(-1)

\* Some tennis courts have been converted to pickleball courts.

**Evaluation**

Review of the units per population analysis reveals the following:

- Although the City has a deficit for Mini Park, Neighborhood Park, and Community Park per 1,000 population, due to its Large Urban Parks, and amount of Natural Resource Parks, overall the City exceeds the general service standard of 10 acres of parks per 1,000 population by almost a 2:1 margin.
- The City meets or exceeds the standard for basketball courts, softball fields, football fields, trails, and swimming beaches.
- There are no mini parks.
- There is a slight deficit in neighborhood parks.
- There is a deficit in community parks but the City’s large urban parks serve as community parks and the City has a large amount of natural park acreage.
- The City has a deficit in active recreational items such as volleyball, playgrounds, soccer fields, tennis courts, and baseball fields.

**Needs**

- Pursue mini park development in neighborhood areas or identify areas within neighborhood parks that can serve the same purpose
- Consider adding additional court and field facilities



**Public / Stakeholder Input**

The City of Portage encourages its residents to take an active role in planning for their community’s recreational opportunities. The City appreciates the fact that recreation planning plays an important role in maintaining the quality of life in a community and therefore tries to be responsive to citizen needs and desires for parks and recreation. Community outreach is one way of obtaining a perspective on the needs and desires of the community and engaging in a process that includes; developing realistic alternatives; formulating goals, policies, and recommendations for public and private decisions; developing criteria to measure change; and involving people in the planning, design and decision processes.

In order to ensure that the City’s parks and recreation offerings are aligned with the needs of the community, and to understand the community perception of the level of service being provided, the City engaged in an extensive public / stakeholder input process.

**On-Line Survey**

In October of 2017 the City developed an on-line survey to solicit input and ideas from its residents regarding current use and future needs of the City’s parks, recreation and programs, services, maintenance, and facilities. The survey was conducted over a 30-day period using an on-line survey tool (Survey Monkey).

The survey was promoted to the community using a number of methods including: publication in the City monthly newsletter, posting at City Hall, standard press release notification, and through social media platforms including the City website and Facebook page. 64 individuals elected to fully complete the survey. Respondents were 64% female and 36% male. Eighty-two percent of the respondents were City residents. About three-quarters of the respondents were in the 35-64 age group, this is not surprising as over 40% of the City population comes from this age range as reported in the 2010 U.S. Census. See Figure 5.4 through 5.6 for more detailed results. Appendix 4 contains the full survey results.

**Figure 5.4 Demographics of Survey Participants**

Gender	Percent of Survey Respondents
Male	36%
Female	64%

Age of you and members of your household	Percent of Survey Respondents
0-17	26%
18-24	7%
25-44	44%
45-64	38%
65-84	21%
85+	0%





**Figure 5.5 Patterns of Park Use**

Park visit within the last 12 months	Percent of Survey Respondents
Yes	100%
No	0%

Top facilities with most importance	Percent of Survey Respondents
Nature Trail	74%
Walking / Jogging	72%
Biking	52%
Swimming	35%
Playground	33%

Top current programs	Percent of Survey Respondents
Art in the park	32%
Holiday programs	23%
Movie Night	18%
Summer concerts	16%
Music festival	14%

Participated in programs in last 12 months	Percent of Survey Respondents
Yes	41%
No	59%

Top facilities to add	Percent of Survey Respondents
Walking/nature paths	57%
Bike trails	48%
Farmers market	40%
Restrooms	32%
Splash pad	30%
Dog park	28%
Celery flat expansion	28%
Pickleball	27%
Sculpture park	23%

Top Programs to add	Percent of Survey Respondents
Adult fitness	57%
Nature programs	41%
Kayaking	41%
Holiday events	35%
Yoga	26%
Youth fitness	22%

Reasons preventing you from using parks	Percent of Survey Respondents
Awareness	47.5%
Program not offered	22.5%
Don't know location	20%
Poor maintenance	15%

**Figure 5.6 Satisfaction levels**

Benefits of Parks to you	Percent of Survey Respondents
Preserve open space	82%
Quality of life	76%
Improve fitness	75%
Improve mental health	70%
Reduce crime	70%

What are improvements needed	Percent of Survey Respondents
Restroom appearance	61.5%
Lighting	62%
Safety	60%
Cleanliness of facilities	46%
Landscape quality	43%

What to focus on for next 5 years	Percent of Survey Respondents
Safety	60%
Non-motorized trails	44%
Cleanliness	30%



### Community Outreach

The community outreach process included the following: a public input workshop, staff and park ranger input meeting, Park Board workshop, City stakeholder input meeting, Youth Advisory Committee input meeting, a 30-day public review period, and open City Council meetings. The input and opinions received at these meetings helped the administration and facilitator provide the basis for revising the goals and objectives from the previous plan.

### Public Input Workshop

The City understands the importance of meaningful citizen input and is committed to using this input to assist in evaluating trends and forming goals and actions. Prior to development of the plan, the City solicited input and participation from the residents of the City through a public input workshop. The workshop was intended to develop a general consensus among the participants as to the current issues, needs, desires, and deficiencies regarding parks and recreation in the City.

VIRIDIS Design Group led the workshop and facilitated the discussions. The workshop took place on Monday, October 16, 2017, at 6:30 p.m. at the Portage City Hall, and 25 people attended. The meeting followed a typical format to ensure a productive outcome, but encouraged an open and

informal atmosphere. Attendees were encouraged to engage in the process to provide perspective and to think about the big picture, in other words the attendees were asked to dream big.

The public workshop started with VIRIDIS providing a brief presentation that included: a description of the purpose of the Recreation and Open Space Plan, the contents of the plan, and the process in place to develop the plan. Following this presentation, a workshop session took place designed to solicit input from the meeting attendees. The audience was broken into three groups, and a series of questions was presented to each group. Each group was asked to think about and discuss their ideas for the questions and record their answers (the questions were also part of the on-line survey).

After the groups were allotted time to develop, discuss, and record their ideas, each group was asked to share and discuss all of their ideas and priorities with the overall group, as the meeting facilitator recorded the responses. Lastly, each meeting attendee was provided with five voting dots, and were asked to vote for their top priorities for each question. The top five priorities for each question are listed below: (Appendix 5 contains the workshop agenda, notes, and overall results summary).

Figure 5.7 - Public Input Workshop Summary

1. What are three ways the City can improve the parks and recreation system?
  - a) Expand bike trial system
  - b) Age appropriate play equipment for all ages, especially tots
  - c) Kayak rentals
  - d) Provide more shade and places to sit
  - e) Soft trails
2. What type of new and innovative park amenities should the City consider adding to the park system?
  - a) Edible gardens
  - b) Disc golf
  - c) Rain gardens / drainage / design feature
  - d) Fitness course on trails
  - e) Bike rentals
3. What cultural / historical based recreational amenities would interest you?
  - a) Hayloft Theater programs
  - b) Tell History behind park names
  - c) City history on interpretive trail signs
  - d) Expand music program
  - e) Do something with Old Mill



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

4. What are three long term goals the City should focus on related to parks and recreation?
  - a) Address invasive species
  - b) Botanical garden
  - c) Pickleball courts
  - d) Add playgrounds and open space in neighborhoods
  - e) Enhance bike paths

### **Staff and Park Ranger Input Meeting**

In addition to resident input, the City also sought and received input from its Parks Department staff as well as the team of park rangers that are tasked with patrolling the parks. VIRIDIS also facilitated a workshop style meeting with this group on October 25, 2017 and posed the same four questions that was asked at the public input workshop to spark discussion. The group provided feedback that was recorded by the facilitator. Following the input session, each meeting attendee was provided with five voting dots, and were asked to vote for their top priorities for each question. The top five priorities for each question are listed below: (Appendix 5 contains the meeting notes, and overall results summary).

Figure 5.8 - Staff Input Summary

1. What are three ways the City can improve the parks and recreation system?
  - a) More storage for Rangers
  - b) Larger amphitheater
  - c) Lighting for parking lots
  - d) Cleaner Restrooms
  - e) Update information on trail signs
2. What type of new and innovative park amenities should the City consider adding to the park system?
  - a) Indoor ice rink
  - b) Bike rental system
  - c) Splash pad
  - d) Canoe access
  - e) Mountain Bike course
3. What cultural / historical based recreational amenities would interest you?
  - a) Farmers market
  - b) Taste of portage
  - c) Concerts at celery flats
  - d) Amphitheater
  - e) Special events like car show, crafts etc
4. What are three long term goals the City should focus on related to parks and recreation?
  - a) Increase parking
  - b) Staff equipment
  - c) Trail improvements
  - d) Improve infrastructure
  - e) Sustainable / environmentally friendly facilities

### **Stakeholder Input Meeting**

Input was sought and received from three City stakeholder groups including the City Park Board, Youth Advisory Committee, and City Administration. VIRIDIS met with each group and facilitated input sessions in which participants were asked to provide feedback and ideas regarding the four questions that were posed at the public input workshop (Appendix 5 contains the meeting notes, and overall results summary).



### 30-Day Public Review

Once the draft Recreation and Open Space Plan was complete, citizens were provided with a 30-day period to review and comment on the plan. A copy of the plan was made available at Portage City Hall and the Portage Library for review by the public on December 27, 2017. The plan was also published on the City's website. To notify the residents that a draft of the plan was available for review, a notice was published on the City website, posted at the City Hall, and noticed in the local newspaper, describing the purpose of the 30-day review period. A copy of the notice that was published/posted is included in Appendix 5.

### Public Hearings and Meetings

On February 7, 2018, the Portage Parks Board held a public hearing on the 2018 Recreation and Open Space Plan. On February 22, 2018 the Portage Planning Commission held a public hearing to review the plan and hear feedback. On February 27, 2018 the Portage City Council reviewed the plan and accepted input at its regularly scheduled meeting prior to adoption. All of these meetings presented the opportunity for the public to review and comment on the Plan and recommendations. Meeting minutes, meeting notices, and recommendations can be found in Appendix 5.

### Demographics and Population Trends Analysis

A number of recent reports and surveys exist regarding parks and recreation participation patterns within the United States. Inferences can be made about Portage parks and recreation program and service needs by cross referencing the research data with Portage population demographics.

Nationally, nearly half (48.6%) of people participate in outdoor recreation (per Outdoor Participation Topline Report 2017, outdoorfoundation.org), which in Portage would equate to 22,497 people. Of those who participate in outdoor recreation nationally 70% are Caucasian and it is split 50-50 between males and females. Since Portage's population is similar in these categories (48% male, 52% female, and 87% Caucasian) outdoor recreation participation numbers in Portage is likely to be similar to national findings.

In addition, nationally, 72.5% of people are active on some level (per the 2017 Participation Report by the Physical Activity Council), which in portage would equate to 33,561 people. Activity ranges from low to medium calorie burning activities to High calorie burning calories.

Nationally, the most popular outdoor activities by participation rate for youths (under age 25) include running/jogging, bicycling, fishing, and camping. The most popular outdoor activities by participant rate for adults (over 25) include running/jogging, fishing, hiking, and bicycling. Of those who participate in outdoor recreation, 53% indicate their favorite activity includes hiking, walking, and biking. According to the 2017 NRPA Engagement survey, the activities with the largest participation growth include Cross country skiing, BMX biking, adventure racing and sports, and kayaking.

According to the 2017 Participation study, activities that are seeing growing participation rates over the last 5 years include fitness sports, racquet sports, and team sports. Activities that are seeing decreasing participation rates over the last 5 years include water sports, outdoor sports, and individual sports. In terms of overall participation rates for 2016, fitness sports had the highest participation rate at 62.7%, followed by outdoor sports at 48.6%, individual sports at 34.6%, and team sports at 23.6%. The lowest participation rate was for winter sports at 7.6%.

Taking these use patterns and transferring them to Portage, the following activities would capitalize on trends as they relate to outdoor recreation and population in Portage:

- Continue to provide non-motorized trail connections
- Consider developing bike friendly activities including a BMX course and mountain biking course
- Offer water based recreation and rental opportunities for fishing, kayaking, and canoeing
- Offer winter based recreation facilities and programs



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Age also plays an important role in recreation as it relates to activity and participation. There are two age groups of significance that make up a large portion of the population in Portage which include the youth group or Generation Z (18 and under), and the Generation X/Baby boomer group (37-65). Interestingly, this was reflected in the on-line survey as well as 26% of respondents had 0-18 age group as a member of their household, and 38% of respondents in the 45-64 age group.

The largest population category in Portage is the youth, or Generation Z, aged 18 and under, with almost 25% of the population. Nationally this is the most active group at 82.4% with outdoor sports and team sports being the most desirable activities. This group is also growing up in the age of technology. Nationally, the use of technology while engaging in outdoor recreation is high in this age group. Recreation participants in this group are more likely to use smart phones and other devices to engage in outdoor recreation

Given that this age group is under the age of 18, it is likely in many cases that they are visiting parks with parents/families, and relying on family to get to park facilities. The top three factors that motivate youth/families to participate in outdoor activities and visit recreational facilities are to be with family and friends (61%), participate in organized team sports (59%), and to experience excitement/adventure (46%). The top three factors that hamper youth/families from participating in outdoor recreation are lack of time (38%), lack of interest in available activities (20%), and safety concerns (17%).

The following activities would capitalize on trends as they relate to the under 18 group:

- Develop programs and facilities that support adventure recreation
- Offer youth sports programs
- Offer technology focused activities as an integral component to park and recreation programs and facilities
- Offer family oriented programming and park amenities

The second age category of importance to consider in the demographic trends is the number of people in the 35-64 age group which make up just under 50% of the Portage population. This age group includes the baby boomers and generation X, which will be transitioning into the baby boomer age in the near future. This group is the least active group with baby boomers being 66.3% active. Fitness sports represent the highest participation activity in this group. This group is least likely to play team sports. The top three factors that motivate this group to participate in outdoor activities and visit recreational facilities are to get exercise (55%), be close to nature/enjoy open space (55%) and play individual sports (24%).

The following activities would capitalize on trends as they relate to the 37-65 age group:

- Provide recreation facilities geared toward active baby boomers such as pickleball, bocce, and fitness trails
- Continue to provide open space and natural resource features for residents to enjoy





# Goals and Objectives

As a result of the recreation inventory, public input, survey results, and trends, the City of Portage has developed the following goals and objectives in order to guide the management and development of recreation opportunities for the next 5 years. Goals and objectives are meant to guide the intent of the actions to be taken but flexible enough to reflect changing attitudes and opportunities. A degree of

flexibility is essential for the City to be responsive to its citizens. The goals are long-range in nature and intended to be broad in scope to accommodate future change. The objectives are short-range in nature and intended to direct specific program and development decisions to be made in the next five years. The goals are listed in no particular order.

1. Enhance existing recreation facilities to provide a high quality, accessible, and safe recreational experience at all City parks and facilities.
  - a) Provide access to all users by meeting or exceeding barrier-free standards
  - b) Update/replace existing playgrounds to meet current safety and ADA guidelines
  - c) Evaluate security measures such as emergency call boxes, security systems, lighting, and park visibility
  - d) Work with enforcement agencies and community organizations to provide a safe environment for park users
  - e) Maintain park facilities by providing adequate staff, equipment, and response systems
  - f) Incorporate low maintenance products and equipment that save energy, reduce wear, reduce environmental impact, and reduce demands on staff
  
2. Preserve, protect, and improve historic, natural, scenic, and environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.
  - a) Develop management / maintenance strategies for natural areas including eradication of invasive species
  - b) Identify land acquisition opportunities to preserve environmentally sensitive areas
  - c) Provide programs and facilities that educate the public about the environment
  - d) Provide programs and facilities that support the conservation, protection, and preservation of the natural environment
  
3. Expand the diversity of recreation facilities available at existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.
  - a) Identify new innovative equipment and/or facilities
  - b) Provide playground equipment for toddlers
  - c) Provide wide range of active and passive recreation facilities and programs with four season activities for all ages
  
4. Encourage community partnerships and joint ventures with groups and organizations that have a supportive relationship.
  - a) Identify organizations with similar goals that can be collaborative and share costs for activities and events
  - b) Collaborate with local agencies, adjacent municipalities, and other public organizations
  - c) Coordinate with local schools and non-profit organizations to identify synergistic programs and activities
  - d) Explore opportunities to partner with private organizations to encourage philanthropic investment in City park and recreation facilities
  - e) Facilitate partnerships that support venues for cultural, sports, and recreational activities.



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

5. Provide non-motorized and way finding connections between parks, neighborhoods and community facilities, and municipalities.
  - a) Identify potential opportunities for regional non-motorized trail connections to adjacent communities
  - b) Provide non-motorized connections to connect users with facilities throughout the community
  - c) Develop a way finding system to assist users locate facilities more easily and locate their proximity within the park system
  - d) Explore opportunities for easement acquisition for future trail connections.
  - e) Explore opportunities to connect trail systems to local businesses
  - f) Develop a funding mechanism for long term trail maintenance
6. Acquire property as it becomes available to ensure recreational opportunities keep pace with the needs of the community.
  - a) Plan for long-range needs to develop existing City owned land, expansion of existing park facilities, and acquire new park property
7. Increase community awareness of available park facilities and programs through communication, promotion, and branding.
  - a) Promote volunteer opportunities and other methods of citizen support for programs and parks
  - b) Encourage public engagement in park facility development and programs through community outreach projects, stewardship programs, and interpretive programs
  - c) Continue to publicize park events, facilities and programs through social media, newsletters, press releases, web site, promotional events, and other media outlets
  - d) Increase resident awareness of the City's park goals, events, and accomplishments to get the community involved in programs and increase use of park facilities
8. Promote healthy and active lifestyles through park and recreation facilities and programs.
  - a) Promote awareness of fitness programs that support healthy lifestyles
  - b) Provide four season recreation opportunities
  - c) Provide recreation facilities that encourage healthy habits
  - d) Target programs for specific age groups based on current trends
9. Explore sustainable funding opportunities for future park development and maintenance.
  - a) Explore partnerships with local corporations
  - b) Develop a fundraising arm or friends group for trail maintenance.
  - c) Continue to seek opportunities for funding from grants, foundations, millage, and donations.
10. Identify opportunities for place making and public space development
  - a) Integrate technology into parks and public spaces
  - b) Provide space for public art display
  - c) Provide for the display/use of sustainable technologies in public spaces
  - d) Use public space to promote the branding and identity of the park system





## Action Plan

The Action Plan and Capital Improvement Plan of the City of Portage Recreation and Open Space Master Plan states the proposed course of development or improvement that will be taken over the next five years. The Goals and Objectives, from the previous section, serve as guidelines for the development of the Action Program. The Capital Improvement Plan which follows will focus on the needs identified in the Action Program and will project potential expenditures for the five-year action period on a park by park and project by project basis. The five-year period will begin in 2018 and extend through 2022. This time period will not be sufficient to accomplish all of the goals and objectives, but begins to prioritize those projects that may be achievable within the initial five years.

The Action Plan focuses on reduction of deficiencies, and expansion and improvements of facilities in a manner that not only meets current needs, but also diversifies the type and quality of recreational opportunities within the City. These needs were identified during the public input process and were identified during the review and comparison of park standards and demographic/population trends. The Action Plan describes specific priorities to be taken to address these needs; and the Capital Improvement Plan specifically itemizes those projects which will be most feasible during the next five years. The proposed schedule will allow for flexibility as funds become available and as opportunities are presented.

The priorities and action plan items for the 2018 Recreation and Open Space Master Plan are as follows (not listed in particular order):

### **Action A: Expansion of non-motorized trails, bike lanes, and greenways**

Projects that include non-motorized transportation/recreation trail planning and development are a priority including projects that enhance greenway corridors, connect parks and lakes, support existing trail extensions, eliminate barriers, and enhance the overall trail system. The City has scheduled a number of trail projects in their CIP plans for the next five years and have a number of trail projects pending. Projects listed in the CIP as high priority are approved for CIP funding; as medium priority are pending CIP funding; and as low are to be determined.



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

### Bike Trails

Portage continues developing its trail system to connect neighborhoods along a safe non-motorized route, encouraging a healthier lifestyle. Currently, additional trails are planned to connect the east side of the City to the main trail system including the Sprinkle Road Bypass, Portage Road Interconnect, Austin Lake Nature Trail, and the Garden Lane Trail to provide neighborhoods with safe, bike and pedestrian friendly routes to area parks and enhance trail recreation to all parts of the City. In the future additional trail developments focus on connecting the south and west sections of the city, including Osterhout Trail, Mandigo Marsh Trail, City Centre Trail Connection, and West Gourneck Trails.

### **Action B: Improvements to existing facilities**

The most efficient use of City resources is to focus on projects that improve existing facilities and maximize the potential of City owned property. Projects that renovate or re-use existing facilities are considered a high priority. This may include improvements that eliminate barriers to increase accessibility for all users, renovations and upgrades to existing equipment and features to ensure modern and clean facilities, and redevelopment or expansion of existing parks to eliminate redundancy and maximize the potential of the site. The City is currently in the process of developing a new master plan for Lexington Green Park in order to improve the facility and maximize its potential. This project is in response to community feedback and an example of the City's commitment to this focus area.

### Ramona Park Renovation

To accommodate continued growth at Ramona Park, the beach area is planned to be expanded, and could feature a dock for new swimming programs; expanded concessions patio at beach house; relocation and renovation of gate house; and parking connections.

### Lakeview Park

Lakeview Park enhancements could encourage park use as a fishing and pickleball area in a relaxed natural setting capitalizing on its waterfront.

### Millennium Park Renovation

This one acre park could be activated for warm weather use with the addition of game tables around the fountain, creation of a small café with tables on the patio, and offer concessions with coffee and bagels in the morning and light lunch in the afternoon. Other programming could be developed including enhancement of public Wi-Fi connectivity.

### Eliason Nature Reserve (Phase II)

The second phase could include the addition of two restrooms; water remediation; 760 square foot shelter; landscaping and new entrance. Following this, as part of a DNR grant, there will be the addition of overlook decks; 25,425 square feet of soft walking trails; and 1,700 foot wetland boardwalk connecting with the 140-acre Bishop's Bog Preserve and 52-Acre Schrier Park, providing over 330-acre wildlife corridor in south/central Portage.

### Eliason Nature Reserve (Phase III)

The final phase of the Eliason Nature Reserve development could feature drive in access at the northern section of the trail off Industrial Drive. The enhancements could include picnic shelter, restroom facility, parking, playgrounds and extending the nature walking paths.

### Bishop's Bog and West Lake Nature Preserve

Enhancements at both locations could include replacement of the plastic floating decking with a new decking system that is slightly elevated thus reducing time it is impassable due to flooding and allowing vegetation growth underneath.



### Lexington Green Park Renovation

The existing 23 acre park could receive a renovation to include family friendly activities for the northeast part of the City. Renovations may include: upgrade tennis/pickleball and basketball courts; enhance wooded walking paths and track; increase the size of the playground and locate near the restroom; remodel current restroom and construct a second facility to the north; and addition of a Bike Skills Course for families and neighborhood competitions and bike safety workshops.

### **Action C: Reduce or minimize operating costs**

With budgets getting tighter and grants becoming more competitive, projects that can help reduce operating costs are a priority. Examples include: projects that increase efficiency in operations and reduce maintenance, removal or replacement of equipment or features that are costly or inefficient to maintain, projects that consider the use of alternative energy sources and use of recycled materials, and projects that could generate revenue.

### **Action D: Conserve, preserve, and enhance natural features and environmentally sensitive areas**

During the community outreach process, the community expressed a strong desire to further utilize and protect the City's extensive natural areas and features, and to implement environmentally sustainable maintenance practices. This includes invasive species management, nature programming, additional trails including soft trails, use of native species, interpretive signage, using recycled materials and alternative sources of energy, and employing environmentally sustainable design and maintenance practices.

### **Action E: Planning for future parks and recreational needs**

As the community continues to grow and change over time, the City continues to dedicate themselves to improving recreational offerings for the community. The City understands that in order to continue to ensure that park and recreation offerings adapt to and meet the needs of the growing community, they must be willing to continually invest in and look for new opportunities in parks and recreation programs, facilities, and services. This makes planning for future parks and recreation facilities a high priority. This is reflected in projects that spark or are a part of economic development, projects that seek opportunities for land acquisition, and the pursuit of additional funding mechanisms. The following are examples of projects the City is considering to meet this focus:

### Land Acquisition

Future land acquisitions are planned to grow current parks and trails for neighborhood connections to recreation and natural areas. Acquisition of 377 acres of Michigan Department of Natural Resources State Game Area land located at 2501 West Centre Ave (222 acres), and 3701 West Centre Ave (155 acres), to preserve open space for active and passive recreational uses (see State Game Area Map 7.1). Other land acquisitions may be located near Portage Creek where possible to facilitate additional use of the waterways for recreational opportunities.

### Martin Luther King Jr. Park

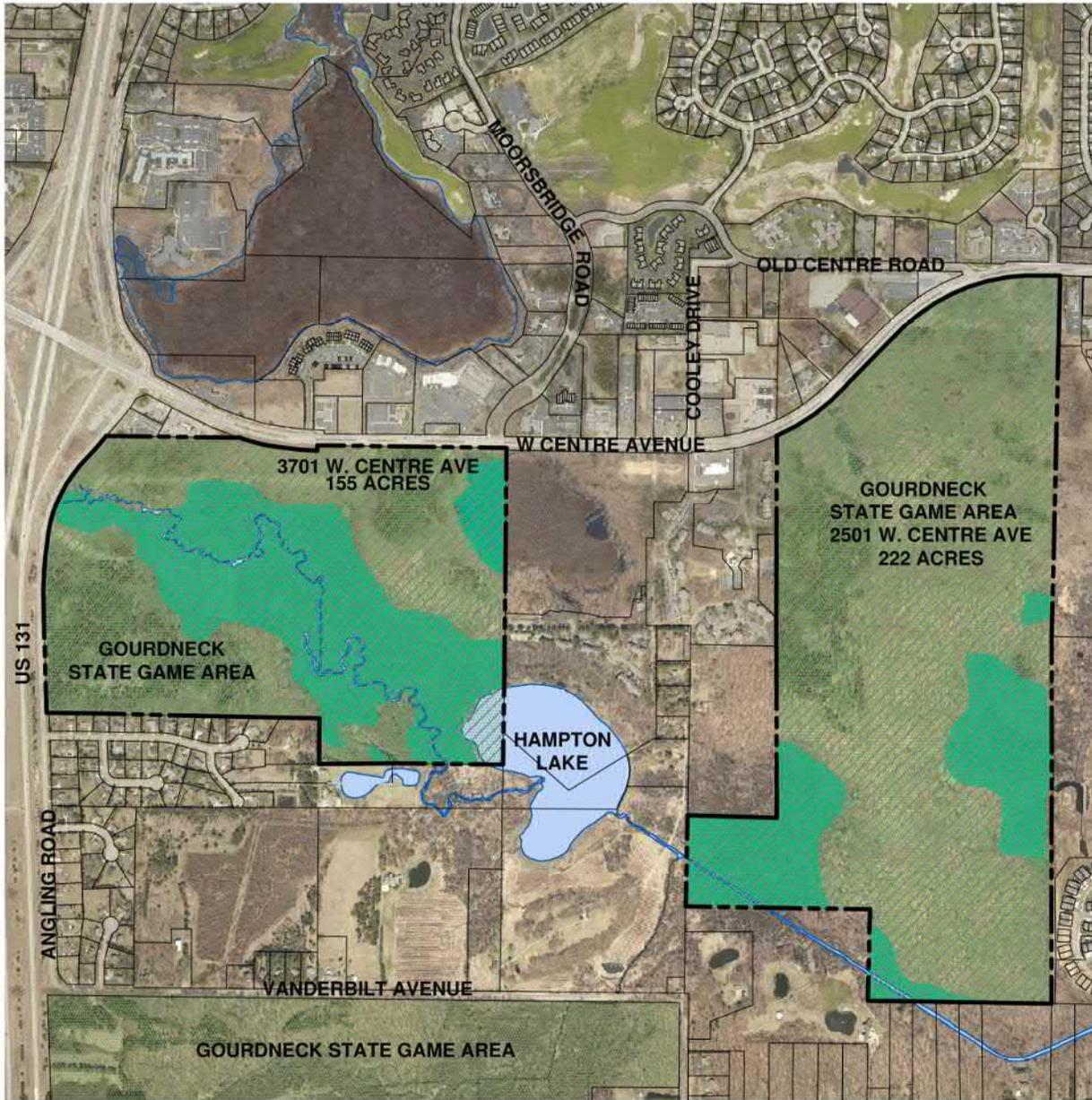
Donated to the City, this .52 acre park located along Martin Luther King Jr. Drive could be developed as a dedication to Martin Luther King Jr. and provide a gateway to the retail district off Constitution Boulevard. The park would encompass commutative art and seating areas.

### Farmers Market

Provide a dynamic space to expand food vendor space from 30 to over 70 kiosks with farm vehicle access to stalls. The market could include space for entertainment, dining, and outdoor cooking classes. The market could include a section that can be enclosed in the colder months for small retail venues for more permanent market vendors. On off days when not used for the farmer's market the area could be used as a festival site.



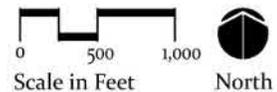
Map 7.1



**LEGEND**

-  MDNR GOURDNECK STATE GAME AREA
-  377 ACRES OF FUTURE ACQUISITION
-  WETLANDS (NWI)

City of Portage  
Parks and Recreation Master Plan  
Future Land Acquisition





### Celery Flats Historic Area

Celery Flats Historic Area could be enhanced as land becomes available to allow for a circular path through the park without going onto Garden Lane for horse carriage and/or vintage car rides. The enhancements could also include additional historic structures including potentially a baggage car behind the grain elevator, train switching station, wigwam, and other identified structures. Historic oriented programs, tours, demonstrations, exhibitions and speaker series could be offered to enhance Portage's Sense of Place.

### **Action F: Develop diverse, balanced, and innovative park facilities**

Given that the City's park system is a mature system, developing diverse park facilities and incorporating exciting new park features is a high priority for the City. This is also important given the City's highest population group is those under 18. The following are examples of projects the City is considering in response to resident needs:

### Outdoor Amphitheatre

A focus will be placed on enhancing Celery Flats as the Portage entertainment district, by conducting a feasibility study to increase music facilities. The plan for the area could reflect development in the wooded setting and possibly enhanced with a sculpture garden tucked among the surrounding forest area.

### Elijah Root Sawmill Trout Fishing Area

Historic site of the 1830s Elijah Root Lumber Mill, which is located on Portage Creek along the Bicentennial Trail. Development of this area could include historical markers commemorating the site and elimination of a portion of the dam to revitalize brown trout fishing on Portage Creek. This site would be used to provide educational opportunities on Portage's past, and restore Portage Creek as a premier trout fishing creek with access to the only cold water trout fishing creek in southwest Michigan.

### Cultural Center

As part of a collaborative effort between area organizations, and the Portage Parks & Recreation, a cultural center exhibition area could be created to enhance history and cultural opportunities in Portage. This center would be located along the existing trail system and feature exhibitions, presentations and potentially art, classroom and gallery space.

### Mountain Bike Trails

As an addition to the outdoor experiences found in the Portage Parks system, a mountain bike trail could be developed that will appeal to bikers of all levels from gentle grades through a peaceful forest setting to trails for the more adrenaline charged. This area may include programs on bicycle safety and building cycling skills.

### Kayak Livery / Waterways

Visitors to Celery Flats Recreation Area will be able to glide right through the scenic beauty of the Bicentennial Trail with a new livery and revitalized waterway system. The project includes construction of a livery by the kayak launch, with visitor information, kayak and fishing equipment rental, as well as removal of fallen trees blocking the creek to ensure safe passage.

### Edible Trail

Creating edible forest landscapes of fruit and nut trees, berry bushes, and more along the trail to encourage stops along the route to pause and enjoy nature, while enjoying some of what nature provides. The Edible Trail project could provide learning opportunities on nurturing the ecosystem while increasing access to local, sustainable food.

### Outdoor Gym

An Outdoor Gym could be developed in the public park including fitness equipment available all year for adult, children and the disabled. This fitness area may be set with a forested area and encourage stretching



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

and strength exercises to accompany walking and biking experiences.

### Botanical Gardens

A themed garden area could be developed as a place of beauty and serenity to reconnect with the outdoors and provide good stewardship of the land. Educational opportunities may be built into all garden exhibits and events, and foster appreciation of native plants of southwestern Michigan. Programs could focus on plant education, gardening, and the environment.

### Sculpture Garden Park

To enhance cultural experiences in the parks, sculptures may be used to guide visitors along walkways in a peaceful setting. Many of the sculptures could have a nature and/or local history oriented theme and use the park setting as the backdrop.

### Native American Interpretive Area

Future park expansions are planned to include Native American cultural education interpretation, events, exhibitions and other activities. The interpretation is planned in collaboration with the local Potawatomi tribe.

### Disc Golf Course

Development of an 18-hole Disc Golf course will enhance Portage and Kalamazoo County's attractiveness to hold large tournaments and attract professional players from a wider area. Disc Golf is also growing as sports programs increase in area schools.

### Camp Site

Plans include development of camp sites/facilities to align with current trends for those ages 37 and younger, which consists of 44% of the population in the City of Portage, that desire camping as one of their top five outdoor recreation activities. Camping also aligns with the many activities found in the park system including biking, fishing and trail walking/hiking.

### **Action G: Continue to provide a diverse slate of programs for all ages and seasons**

In addition to providing cutting edge park facilities, it is equally important to provide exciting programs and activities. This need was discussed during the community outreach process and the City recognizes the need for diverse programs that cover all ages and seasons.

### **Capital Improvement Plan**

As stated in the Action Program, improvements and development will occur as funds and opportunities evolve. Assistance will be solicited from all available sources and will include both physical and financial support. Local businesses, service organizations, land developers, and governmental agencies will be solicited for monetary and material support. The City will also seek funding assistance from all available sources such as trusts, charitable foundations, and all Federal and State funding programs. The following schedule is a breakdown of the anticipated projects and projected funding for the next five years. All projections are based upon year 2018 costs and will be refined as the program progresses. For a number of items, the scope of work is yet to be determined and therefore no anticipated costs are provided.

It should be noted that changes in the program may occur if projected funding levels increase or decrease, but it is anticipated that the changes would be related more to adjustments in the time schedule rather than specific projects.

# CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN



Figure 7.1 - Capital Improvement Schedule

City of Portage Recreation and Open Space Master Plan					
2018 - 2022 Capital Improvement Program					
	Project	Cost Estimate	Relates to		Priority
			Action	Goal	
<b>TRAILS</b>					
Sprinkle Road Bypass North	Romence Rd/Bishop Rd to Lexington Green Park (2018)	\$600,000	A	1, 5	High
Sprinkle Road Bypass South	Center Ave to Romence R/Bishop Rd (2020)	\$1,100,000	A	1, 5	Medium
Romence Rd Pkwy Connector	Portage Road to Sprinkle Rd (2019)	\$350,000	A	1, 5	High
Bishop Road Extension	Sprinkle Rd to Lexington Green connector (2019)	TBD	A	1, 5	High
Portage Rd Trail	Milham Ave to Center Ave (2018)	\$600,000	A	1, 5	High
Celery Flats/PCBP Extension	Garden lane to Portage Rd (2019)	\$250,000	A	1, 5	High
US 131 Tunnel	Angling Rd to west City border (2025)	\$2,500,000	A	1, 5	High
Austin Lake	Trail around north and east side of Austin Lake (2019)	\$2,100,000	A	1, 5	Medium
Mandigo Trail	Trail around south and east side of Austin lake	TBD	A	1, 5	Low
Lakeview Trail	Portage Rd between Osterhout and Lakeview Park	TBD	A	1, 5	Low
Osterhout Trail	Between Oakland Dr and Portage Rd on Osterhout Rd	TBD	A	1, 5	Low
Other future trail connections	From Schuring Rd to Celery Flats/PCBP trail	TBD	A	1, 5	Low
Other future trail connections	From Schuring Rd to Central Park	TBD	A	1, 5	Low
<b>LAND ACQUISITION</b>					
MDNR State Game Area Land	Land acquisition (2 parcels, 377 acres combined)	\$4 mill	E	2	High
<b>PARKS</b>					
Betty Lee Ongley Nature Preserve	Park Master Plan	\$6,000	B, E	1, 3	High
	Invasive Species Management	TBD	D	2	High
Bishops Bog	Invasive Species Management	TBD	D	2	High
Central Park	Invasive Species Management	TBD	D	2	High
	Bandsshell Lighting/Sound Improvements & Painting	\$40,000	B	1, 10	Medium
Eliason Nature Reserve	Invasive Species Management	TBD	D	2	High
	Trail Extension Phase II	\$491,000	A	1, 5	High
	Trail Extension Phase III	TBD	A	1,5	Medium
Harbors West Park	Invasive Species Management	TBD	D	2	High
	Playground Improvements	\$60,000	B	1	High
Haverhill Park	Invasive Species Management	TBD	D	2	High
	Basketball Court Renovation	\$40,000	B	1	High
Lakeview Park	Prepare master plan for property	\$9,000	B, E	1, 3	High
	Invasive Species Management	TBD	D	2	High
	Basketball Court Renovation	\$50,000	B	3	Low
	Parking Lot Expansion	\$200,000	B	3	Low
	Picnic Shelter	\$50,000	B	3	Low
Lexington Green Park	Invasive Species Management	TBD	D	2	High
	Bike Skills Course	\$120,000	F	3, 8	Medium
	Restroom & Shelter	\$280,000	B	1, 3	Medium
	Tennis/Pickleball Court Renovation	\$80,000	B	3	High
	Basketball Court Renovation	\$40,000	B	3	High
	Playground Renovation	\$60,000	B	1, 3	High
Liberty park	Invasive Species Management	TBD	D	2	High
Martin Luther King Jr park	Prepare master plan for property	\$7,000	B, E	1, 3	Medium
	Garden Sitting Area	\$55,000	D, F	3	Medium
	Sculpture/Memorial	\$30,000	F	3	Medium



## CITY OF PORTAGE RECREATION AND OPEN SPACE PLAN

PARKS					
Millennium Park	Invasive Species Management	TBD	D	2	High
	Game Area	\$7,000	B,F	1, 3, 10	High
	Concessions/Cafe Renovation	\$25,000	B, E, F	3, 10	High
	Ice skating Ramp and Ice Shaving Equipment	\$35,000	B, E, F	3, 10	Medium
Oakland Dr Park	Invasive Species Management	TBD	D	2	High
	Basketball Court Renovation	\$53,000	B	3	High
PCBP - North Trailhead	Invasive Species Management	TBD	D	2	High
PCBP - Milham Entry	Invasive Species Management	TBD	D	2	High
	Kayak Launch Dock	\$10,000	F	3	Low
PCBP - Celery Flats	Land Acquisition	TBD	B, D, E	2, 6	Low
	Invasive Species Management	TBD	D	2	High
	Historic Building Addition	\$150,000	F	3, 10	Medium
	Kayak and Fishing Livery	\$125,000	F	3	Medium
	Waterway Tree Removal	\$10,000	D	2	High
Ramona Park	Prepare master plan for property	\$10,000	B, E	1, 3	High
	Invasive Species Management	TBD	D	2	High
	Beach Expansion with Swimming Docks	\$90,000	B, E, F	1, 3	High
	Gatehouse and Parking Renovation	\$175,000	B	1, 3	Medium
	Concessions/Café Renovations	\$30,000	B, E, F	3, 10	High
	Campground Area	TBD	F	2, 3	Low
	Disc Golf course	\$100,000	F	3	Low
	Basketball and Tennis Court Renovation	\$95,000	B	3	Medium
Schrier Park	Invasive Species Management	TBD	D	2	High
South Westnedge Park	Invasive Species Management	TBD	D	2	High
Westfield Park	Invasive Species Management	TBD	D	2	High
	Basketball Court Renovation	\$40,000	B	3	High
West Lake Nature Preserve	Invasive Species Management	TBD	D	2	High
Veterans Memorial Park	Benches	\$20,000	B	1	Low
	Invasive Species Management	TBD	D	2	High

### Potential Funding Sources / Resource Partners

A variety of funding sources and resource partners may exist to assist with the implementation of proposed recreation projects. A summary of the primary sources are listed below:

- Michigan Natural Resources Trust Fund.** The MNRTF can provide assistance for the City's outdoor recreation projects, including land acquisition and physical development of park facilities. This assistance is intended to bolster existing facilities, protect critical natural resources and establish new parkland. Development project grants may range between \$15,000 and \$300,000; there is no limit to acquisition requests. The minimum required local match is 25%.
- Michigan Natural Resources Passport Grant.** The Passport grant fund program is primarily focused on renovating and improving existing parks, however the development of new parks is considered eligible. The Minimum grant request is \$7,500 and the maximum grant request is \$150,000. The minimum required local match is 25%.
- Land and Water Conservation Fund.** The LWCF is similar to the Trust Fund grant described above, in that it is meant to help fund land acquisition and park development. The minimum grant request amount is \$30,000 and the maximum grant request amount is \$300,000. The minimum required local match is 50%. Natural feature preservation has historically been the primary award criteria; and as such, this opportunity should especially be taken into account when planning for



new passive recreation facilities. In addition, the LWCF now places emphasis on trails, “green” technology in outdoor recreation, universal design and coordination among recreation providers.

- **MDOT Transportation Alternatives Program (TAP).** The TAP fund is a grant program that funds non-motorized paths and streetscapes that enhance the community’s intermodal transportation system and provide safe alternative transportation options. The program uses federal funds to promote walkability, alternative transportation options, and place based economic development to improve the quality of life for communities. The minimum required local match is 20%.
- **City Funds.** The general fund, a special millage, the parks budget, bonds, and the parks capital improvement account are possibilities to help fund new and improved facilities in the Township.
- **Park Millage.** A special millage can help the City generate funds for development, acquire park land, or to use as leverage for grant applications.
- **Donations & Foundations.** Residents, property owners, businesses, and organizations will frequently contribute to causes that improve local quality of life. While these contributions are often pecuniary, they may also include land donations, volunteer services, or the gift of equipment or other facilities.

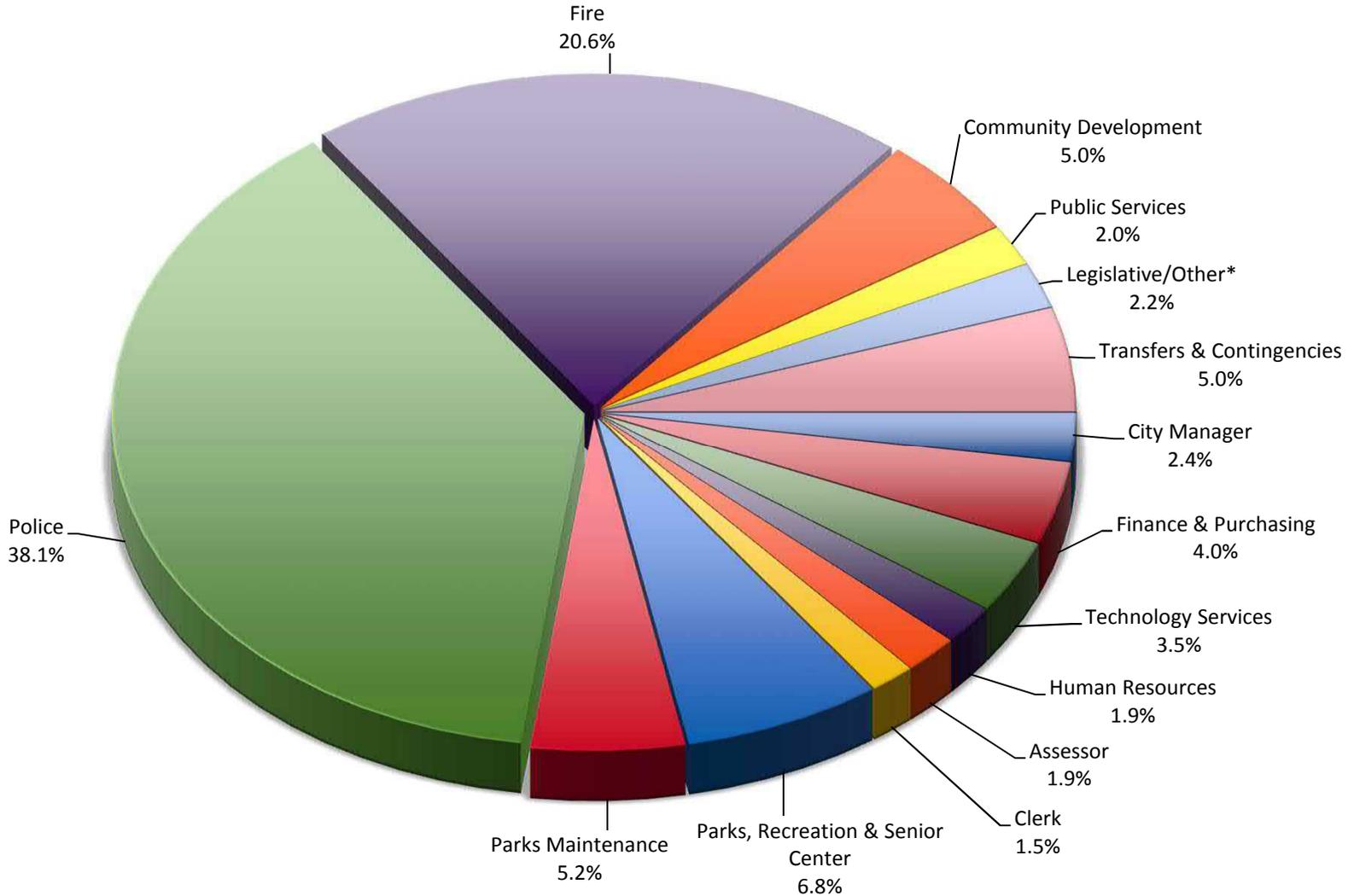


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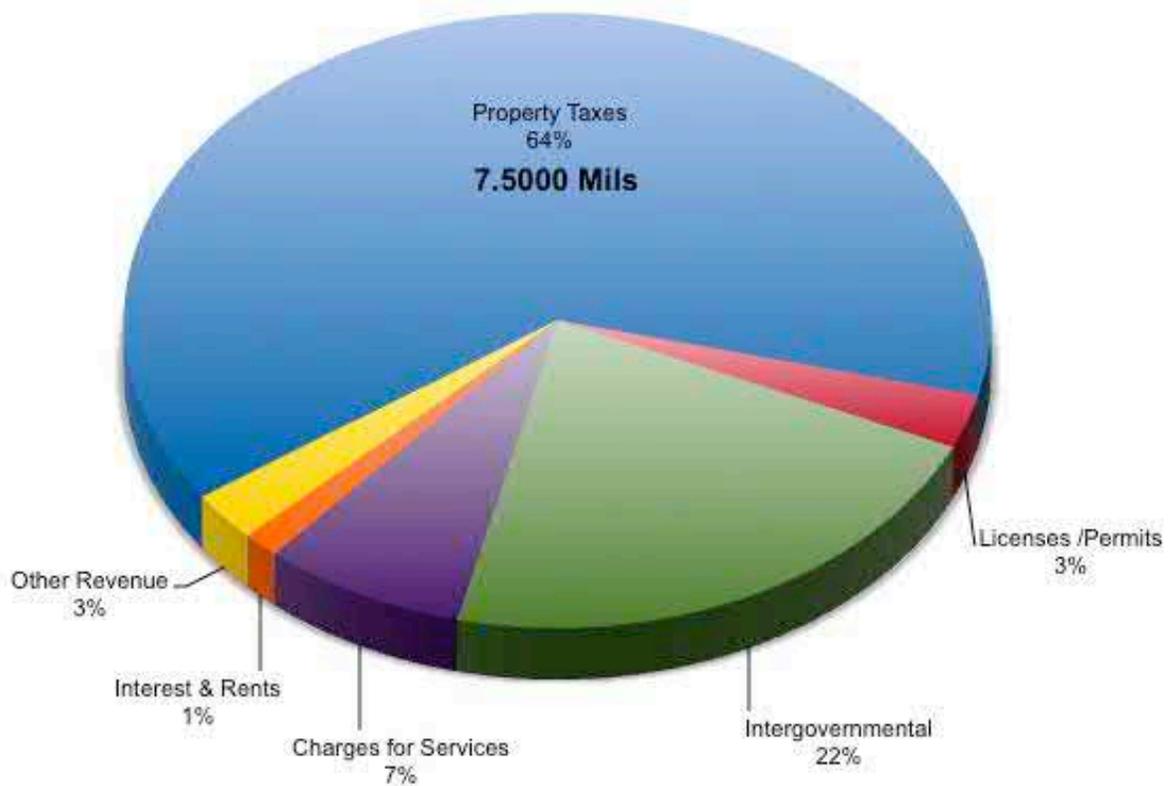
# **APPENDIX 1**

## **City Budget Information**

# GENERAL FUND EXPENDITURES BY DEPARTMENT OR FUNCTION



## GENERAL FUND REVENUES BY SOURCE



**GENERAL FUND REVENUES  
BY SOURCE**

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018	Percentage
	Actuals	Actuals	Adjusted Budget	Adopted Budget	Admin Recommend	Change
Revenues budgeted by department:						
Fees and permits	978,974	744,431	656,800	656,800	809,300	23.2%
Federal revenue	6,801	-	1,000	1,000	1,000	0.0%
State revenue	27,726	22,959	21,600	21,600	21,600	0.0%
Other grants	51,755	33,184	35,000	35,000	17,000	-51.4%
Charges for services	220,476	284,450	241,250	241,250	266,400	10.4%
Interest and rents	230,949	213,139	238,500	238,500	245,000	2.7%
Other revenue	569,920	870,745	753,130	740,620	785,020	6.0%
Transfers In	1,582	4,000	4,000	4,000	6,000	50.0%
	<u>2,088,183</u>	<u>2,172,908</u>	<u>1,951,280</u>	<u>1,938,770</u>	<u>2,151,320</u>	<u>11.0%</u>
Revenues not budgeted by department:						
Property taxes	15,633,320	16,166,672	15,310,200	15,310,200	15,615,100	2.0%
State revenue	-	321,405	1,167,191	1,167,191	1,380,950	18.3%
State shared revenue	3,849,968	3,807,051	4,055,421	4,055,421	3,946,992	-2.7%
Charges for services	1,260,000	1,169,590	1,420,200	1,420,200	1,422,780	0.2%
Interest and rents	48,779	144,062	80,000	80,000	90,000	12.5%
Other revenue	617,916	30,461	17,500	17,500	27,655	58.0%
	<u>21,409,983</u>	<u>21,639,241</u>	<u>22,050,512</u>	<u>22,050,512</u>	<u>22,483,477</u>	<u>2.0%</u>
Total Revenue	<u>23,498,166</u>	<u>23,812,149</u>	<u>24,001,792</u>	<u>23,989,282</u>	<u>24,634,797</u>	<u>2.7%</u>

**Revenues budgeted by department**

The decrease in Other Grants from the 2016-2017 adopted budget is due to fewer local contributions expected by Senior Citizen Services. The increase in Charges for Services reflects anticipated growth in participation in Parks programs.

**Revenues not budgeted by department**

State Revenue - For fiscal 2017-2018, the increase in State Revenue is due to increases in reimbursement for personal property tax base losses which increased for the 2017 tax year. The calculation of the reimbursement amount is based on changes in commercial and industrial personal property since the 2013 tax year, with losses reimbursed on the amount of loss at the lowest millage rate since 2013.

Other Revenue – Sales of capital assets through auction are expected to continue increasing. The large balance in fiscal 2014-2015 was due to a one-time distribution of excess net assets by the City's insurance provider.

## General Fund Expenditures by Department or Function

**SUMMARY OF EXPENDITURES  
GENERAL FUND  
FISCAL YEAR**

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	Actuals	Actuals	Adjusted Budget	Adopted Budget	Admin Recommend
City Council	57,294	86,839	192,358	118,800	122,320
Human Services	123,090	124,825	131,941	131,941	139,330
Court Facility	48,334	62,581	70,595	67,815	68,250
City Manager	480,637	471,640	549,855	549,855	600,300
Finance	680,786	807,469	937,078	937,078	899,206
Technology Services	780,049	727,865	905,177	901,636	902,252
City Assessor	500,773	411,557	554,290	554,290	479,479
City Attorney	226,239	225,963	226,728	226,728	226,728
City Clerk	380,209	402,472	462,562	459,739	391,418
Human Resources	749,174	594,120	609,104	579,766	475,442
Purchasing	107,548	90,899	113,147	113,147	113,147
Parks, Recreation & Senior Citizen Services	2,061,421	1,959,200	1,672,774	1,663,489	1,720,126
Parks Maintenance	276,183	878,586	1,396,918	1,391,138	1,337,190
Police Department	8,196,434	8,276,952	9,579,863	9,535,069	9,707,164
Fire Department	4,388,449	4,593,384	5,263,622	5,193,206	5,243,110
Community Development	1,064,627	1,093,356	1,257,859	1,245,291	1,265,380
General Public Services	485,888	451,671	519,400	519,400	506,415
Contingencies	-	-	-	-	50,000
Transfers Out	1,829,000	5,511,755	913,000	913,000	1,234,327
<b>Total Expenditures</b>	<b><u>22,436,135</u></b>	<b><u>26,771,134</u></b>	<b><u>25,356,271</u></b>	<b><u>25,101,388</u></b>	<b><u>25,481,584</u></b>

Additional information is available in the respective detailed departmental budgets.

## **PARKS, RECREATION and SENIOR CITIZEN SERVICES**

The Parks and Recreation division is responsible for the operation of parks, rentals, recreation, and the operation of park visitor facilities.

The Senior Citizen Services division is responsible for programs that benefit mature adults, and other residents through intergenerational programming, information, and community service. The Portage Senior Center is one of fewer than 150 nationally accredited senior centers, and it offers educational programs, recreation, support groups, transportation, information to seniors and families, travel and volunteer opportunities.

**Budget Overview:** The department continually reviews and adjusts fees to maintain a reasonable user charge structure and generate alternative funding wherever possible. The department also reviews programs to evaluate levels of participation and make program adjustments. The 2017-2018 budget provides for critical attention to City grounds, and operation of the Ice Rink at Millennium Park and the beach at Ramona Park. The 2017-2018 Senior Citizens Services budget provides for the continuation of services to meet needs for this growing population.

**Goals and Objectives:** The Parks and Recreation, and Senior Citizen Services budget supports the following goals and objectives.

<u>Activity/Program</u>	<u>Description</u>	<u>Goal/Objective</u>
Parks	Strategic park, trail, open space planning	<i>Community Development</i> Promote quality of life Coordinated and innovative approach to developing park land while promoting aesthetic enhancement
		<i>Public Improvements</i> Systematic preventative maintenance program
		<i>Financial Health</i> Promote volunteerism
Recreation & Senior Citizen Services	Program operating costs offset by user revenue, business investment, grants	<i>Financial Health</i> Evaluate expenditures for efficient use of resources Pursue alternate funding methods
		Cooperative programming

**PARKS, RECREATION & SENIOR CITIZEN SERVICES, continued**

<u>Activity/Program</u>	<u>Description</u>	<u>Goal/Objective</u>
	Eliminate programs with low utilization and replace with new program initiatives	<i>Service Delivery</i> Prioritize existing services Evaluate program contracting
	Volunteer staffing	<i>Financial Health</i> Assistance with services
	Brochures/flyers	<i>Public Relations</i> Enhance communication
Millennium Park Ice Rink	Expanded recreational opportunities	<i>Community Development</i> Coordinated and innovative approach to providing recreational opportunities
Senior Center	Continue balanced & innovative programs including: fall prevention, chronic disease self-management, fitness, cultural events, men's activities, brain health education, leadership development (volunteers)	<i>Community Development</i> Promote highest quality of life for all residents
	Expand community service involvement by members in cooperation with Portage Community Center. Work with county transit authority or others to provide transportation for elders.	<i>Community Development</i> Continue a commitment to human services
	Utilize cost effective marketing strategies such as media releases, PSAs, web pages, photo opportunities to raise community awareness of PSC	<i>Public Relations</i> Promote excellent public relations
	Maintain ongoing advocacy efforts for sustainability of older adult services in southwestern Michigan	<i>Finance and Budgeting</i> Pursue revenue enhancements through alternative funding opportunities
	Increase base of support for PSC by extending fundraising efforts to the greater community	<i>Service Delivery</i> Continue to increase efficiency by applying new technology

**PARKS, RECREATION & SENIOR CITIZEN SERVICES, continued**

	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Adjusted Budget	2016-2017 Adopted Budget	2017-2018 Admin Recommend
<b>REVENUE:</b>					
Charges for services	220,476	245,250	241,250	241,250	266,400
Interest and rents	54,800	65,730	64,500	64,500	70,000
Other revenue	11,597	20,620	16,710	12,000	25,000
<b>TOTAL REVENUE</b>	<b>286,873</b>	<b>331,600</b>	<b>322,460</b>	<b>317,750</b>	<b>361,400</b>
<b>EXPENDITURES:</b>					
Personnel Services	850,113	963,082	632,707	632,707	649,101
Operations & Maintenance	537,056	157,571	236,781	225,875	214,605
Administrative Charges	339,829	219,681	224,679	224,679	228,598
Capital Outlay	35,234	-	11,000	11,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>1,762,232</b>	<b>1,340,334</b>	<b>1,105,167</b>	<b>1,094,261</b>	<b>1,102,304</b>

The responsibilities of the various activities are outlined as follows.

**PARKS 101-2877**

This department accounts primarily for the activities performed by park rangers, special event program assistants and the rental program coordinator. Rangers are responsible for trail and park patrol, opening and closing of parks, assistance with rentals, programs and special events. The rental coordinator is responsible for handling all park facility rentals, walks/runs and special events held within the park system. Special event program assistants help with special events and programs as needed.

<u>Service Indicators</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget Year</u>
Park rentals	297	286	290
Walks/runs	19	19	25

	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Adjusted Budget	2016-2017 Adopted Budget	2017-2018 Admin Recommend
<b>REVENUE:</b>					
Interest and rents	49,193	63,144	54,000	54,000	60,000
Other revenue	7,408	5,725	-	-	-
<b>TOTAL REVENUE</b>	<b>56,601</b>	<b>68,869</b>	<b>54,000</b>	<b>54,000</b>	<b>60,000</b>
<b>EXPENDITURES:</b>					
Personnel Services	714,872	796,997	335,755	337,431	373,358
Operations & Maintenance	428,861	33,365	63,891	62,900	49,000
Administrative Charges	297,561	186,954	185,913	185,913	189,902
Capital Outlay	35,234	-	6,000	6,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>1,476,528</b>	<b>1,017,316</b>	<b>591,559</b>	<b>592,244</b>	<b>617,260</b>

## **RECREATION - ADMINISTRATION 101-2880**

This program accounts for the majority of costs associated with the administration of the Parks and Recreation division. Duties include budget preparation, grant writing, personnel and office management, program and event administration, community relations, coordination of park and recreation activities with other agencies and city departments.

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	Actuals	Actuals	Adjusted Budget	Adopted Budget	Admin Recommend
<b>REVENUE:</b>					
Charges for services	169,154	12,476	-	-	-
Interest and rents	5,607	496	-	-	-
<b>TOTAL REVENUE</b>	<b>174,761</b>	<b>12,972</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES:</b>					
Personnel Services	61,937	76,743	155,444	157,120	154,154
Operations & Maintenance	5,630	8,747	23,025	23,025	16,065
Administrative Charges	-	999	4,771	4,771	4,501
<b>TOTAL EXPENDITURES</b>	<b>67,567</b>	<b>86,489</b>	<b>183,240</b>	<b>184,916</b>	<b>174,720</b>

## **RECREATION - TEAM SPORTS 101-2882**

This program accounts for the costs associated with adult softball leagues and youth and adult softball tournaments.

<u>Service Indicators</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget Year</u>
Registrants	2,454	2,600	2,800
Teams	169	172	188
League Divisions	25	28	28
Tournaments	11	17	18

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	Actuals	Actuals	Adjusted Budget	Adopted Budget	Admin Recommend
<b>REVENUE:</b>					
Charges for services	-	102,800	100,250	100,250	115,400
<b>TOTAL REVENUE</b>	<b>-</b>	<b>102,800</b>	<b>100,250</b>	<b>100,250</b>	<b>115,400</b>
<b>EXPENDITURES:</b>					
Personnel Services	12,040	11,298	3,352	-	-
Operations & Maintenance	51,001	45,499	59,905	57,700	64,540
<b>TOTAL EXPENDITURES</b>	<b>63,041</b>	<b>56,797</b>	<b>63,257</b>	<b>57,700</b>	<b>64,540</b>

**PARKS/RECREATION – PROGRAMS 101-2885**

This program represents fee and sponsor based programming other than Ramona Park, rentals, adult softball leagues/tournaments and Millennium Park Ice Rink. Current year programs include: youth triathlon, “Little Lunkers” fishing camp, and advanced anglers.

<u>Service Indicators</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget Year</u>
Participants	5,348	5,000	5,300
Fee based programs	14	11	17

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Adopted</u>	<u>Admin</u>
			<u>Budget</u>	<u>Budget</u>	<u>Recommend</u>
REVENUE:					
Charges for services	-	-	15,000	15,000	15,000
Other revenue	-	-	2,000	2,000	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>17,000</b>	<b>17,000</b>	<b>15,000</b>
EXPENDITURES:					
Personnel Services	-	-	5,040	5,040	-
Operations & Maintenance	-	-	4,000	4,000	4,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>9,040</b>	<b>9,040</b>	<b>4,000</b>

**RECREATION – RAMONA PARK 101-2886**

This program accounts for the costs associated with Ramona Park beach and gatehouse operation. Participation numbers and program expenditures are influenced by the weather and lake water levels.

<u>Service Indicators</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget Year</u>
Beach visitations	27,923	34,000	26,000
Daily beach permits	7,507	7,000	7,500
Annual beach permits	787	800	850

	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Adjusted Budget	2016-2017 Adopted Budget	2017-2018 Admin Recommend
<b>REVENUE:</b>					
Charges for services	-	84,118	71,000	71,000	77,500
Interest and rents	-	2,090	9,500	9,500	10,000
<b>TOTAL REVENUE</b>	<b>-</b>	<b>86,208</b>	<b>80,500</b>	<b>80,500</b>	<b>87,500</b>
<b>EXPENDITURES:</b>					
Personnel Services	36,095	48,728	73,279	73,279	78,941
Operations & Maintenance	18,305	17,221	20,300	20,300	14,950
<b>TOTAL EXPENDITURES</b>	<b>54,400</b>	<b>65,949</b>	<b>93,579</b>	<b>93,579</b>	<b>93,891</b>

### **RECREATION – SPECIAL EVENTS 101-2887**

This program accounts for public events free of charge to participants. Programs include concerts, events, expos or other free programs.

<u>Service Indicators</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget Year</u>
Events	6	7	13

	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Adjusted Budget	2016-2017 Adopted Budget	2017-2018 Admin Recommend
<b>REVENUE:</b>					
Interest and rents	-	-	1,000	1,000	-
Other revenue	-	5,250	10,000	10,000	25,000
<b>TOTAL REVENUE</b>	<b>-</b>	<b>5,250</b>	<b>11,000</b>	<b>11,000</b>	<b>25,000</b>
<b>EXPENDITURES:</b>					
Operations & Maintenance	-	24,578	33,500	33,500	41,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>24,578</b>	<b>33,500</b>	<b>33,500</b>	<b>41,000</b>

### **MILLENNIUM PARK ICE RINK 101-2888**

This program accounts for the costs associated with the Ice Rink at Millennium Park, including the cost of ice skating lessons. A skate rental service and discount passes are provided to increase skating opportunities. Participation is influenced by weather, as is the length of the operating season.

<u>Service Indicators</u>	<u>Prior year</u>	<u>Current Year</u>	<u>Budget Year</u>
Operating days	54	54	54
Total participants	9,549	12,000	12,000

	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Adjusted Budget	2016-2017 Adopted Budget	2017-2018 Admin Recommend
<b>REVENUE:</b>					
Charges for services	51,322	45,856	55,000	55,000	58,500
<b>TOTAL REVENUE</b>	<b>51,322</b>	<b>45,856</b>	<b>55,000</b>	<b>55,000</b>	<b>58,500</b>
<b>EXPENDITURES:</b>					
Personnel Services	25,169	29,316	59,837	59,837	42,648
Operations & Maintenance	28,579	18,650	27,450	24,450	25,050
Administrative Charges	42,268	31,728	33,995	33,995	34,195
Capital Outlay	-	-	5,000	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>96,016</b>	<b>79,694</b>	<b>126,282</b>	<b>123,282</b>	<b>106,893</b>

### **SENIOR CITIZEN SERVICES**

	2014-2015 Actuals	2015-2016 Actuals	2016-2017 Adjusted Budget	2016-2017 Adopted Budget	2017-2018 Admin Recommend
<b>REVENUE:</b>					
Other grants	14,244	14,742	33,000	33,000	15,000
Interest and rents	10,418	7,633	12,000	12,000	8,000
Other revenue	150,981	433,215	403,500	403,500	419,000
<b>TOTAL REVENUE</b>	<b>175,643</b>	<b>455,590</b>	<b>448,500</b>	<b>448,500</b>	<b>442,000</b>
<b>EXPENDITURES:</b>					
Personnel Services	205,890	230,298	264,115	264,115	269,882
Operations & Maintenance	78,764	374,947	278,800	284,800	328,275
Administrative Charges	14,535	13,621	20,313	20,313	19,665
Capital Outlay	-	-	4,379	-	-
<b>TOTAL EXPENDITURES</b>	<b>299,189</b>	<b>618,866</b>	<b>567,607</b>	<b>569,228</b>	<b>617,822</b>

The total budget for Senior Citizen Services, a division of the Parks and Recreation is shown separately under this budget. The individual activities provided through Senior Citizen Services are detailed in three divisions, as follows:

**SENIOR CENTER, 101-6720**

This activity accounts for the costs associated with the provision of activities and services which contribute to the physical, mental and social well-being of mature adults 50 years of age and over. Continued use of new technology (launched in March 2013) has improved the accuracy and forecasting of member and volunteer activities at the Senior Center. A robust calendar of programs and activities continues to be maintained through a concerted emphasis on supporting volunteer leadership roles and building community partnerships.

Service levels have been maintained through a continued emphasis on volunteerism and inter-agency collaboration. The Senior Center also accounts for the costs of building maintenance.

<u>Service Indicators</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Budget Year</u>
Number of members	1,300	1,300	1,400
Activity attendance	27,000	28,000	29,000
Number of mini-bus rides	700	500	600
Number of volunteer hours	22,000	20,000	22,000

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Adopted</u>	<u>Admin</u>
			<u>Budget</u>	<u>Budget</u>	<u>Recommend</u>
REVENUE:					
Other grants	14,244	14,742	33,000	33,000	15,000
Interest and rents	10,418	7,633	12,000	12,000	8,000
Other revenue	104,609	111,495	138,500	138,500	129,000
<b>TOTAL REVENUE</b>	<b><u>129,271</u></b>	<b><u>133,870</u></b>	<b><u>183,500</u></b>	<b><u>183,500</u></b>	<b><u>152,000</u></b>
EXPENDITURES:					
Personnel Services	188,748	216,252	234,101	234,101	238,755
Operations & Maintenance	77,049	91,526	76,300	82,300	75,025
Administrative Charges	14,535	13,281	19,938	19,938	19,265
Capital Outlay	-	-	4,379	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>280,332</u></b>	<b><u>321,059</u></b>	<b><u>334,718</u></b>	<b><u>336,339</u></b>	<b><u>333,045</u></b>

## **SENIOR TRIPS, 101-6721**

This program accounts for the costs of coordinating the senior trip program.

	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	Actuals	Actuals	Adjusted Budget	Adopted Budget	Admin Recommend
REVENUE:					
Other revenue	33,001	310,483	250,000	250,000	275,000
<b>TOTAL REVENUE</b>	<b>33,001</b>	<b>310,483</b>	<b>250,000</b>	<b>250,000</b>	<b>275,000</b>
EXPENDITURES:					
Personnel Services	17,142	14,046	30,014	30,014	31,127
Operations & Maintenance	1,715	283,421	202,500	202,500	253,250
<b>TOTAL EXPENDITURES</b>	<b>18,857</b>	<b>297,807</b>	<b>232,889</b>	<b>232,889</b>	<b>284,777</b>

Note: An accounting change was made during 2015-2016 to record the revenue and expenditures separately related to the Senior Center trip program. Previously only the net proceeds were budgeted and recorded as revenue. This change properly presents the earnings and costs expended by the program. For 2017-2018, trip revenues and expenditures are projected to be \$275,000 and \$250,000, respectively.

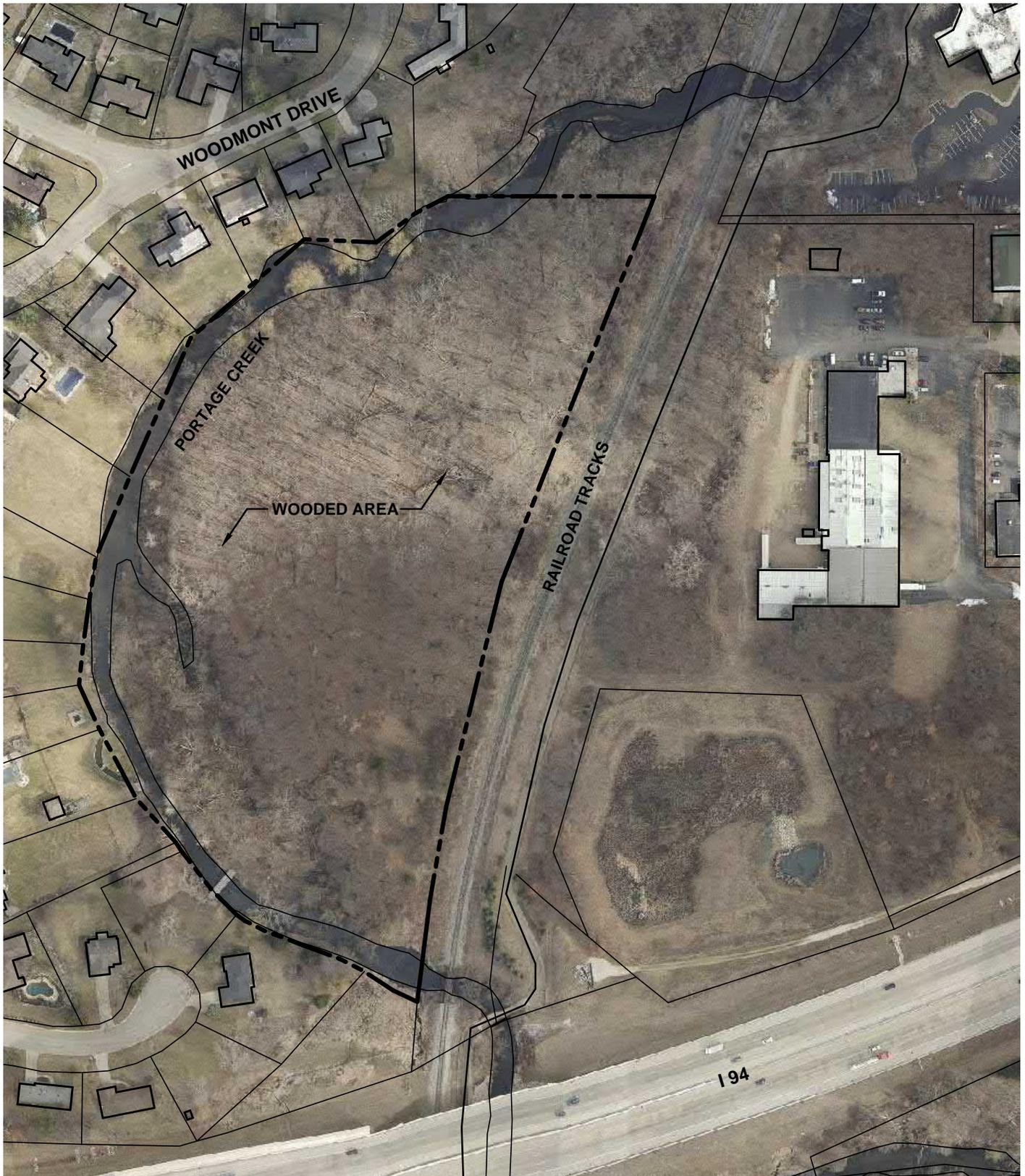
## **SENIOR ACTIVITIES, 101-6722**

This program accounts for the net proceeds from various recreational and fitness activities of active seniors throughout the year.

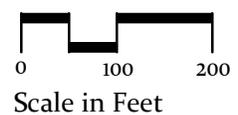
	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
	Actuals	Actuals	Adjusted Budget	Adopted Budget	Admin Recommend
REVENUE:					
Other revenue	13,371	11,237	15,000	15,000	15,000
<b>TOTAL REVENUE</b>	<b>13,371</b>	<b>11,237</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

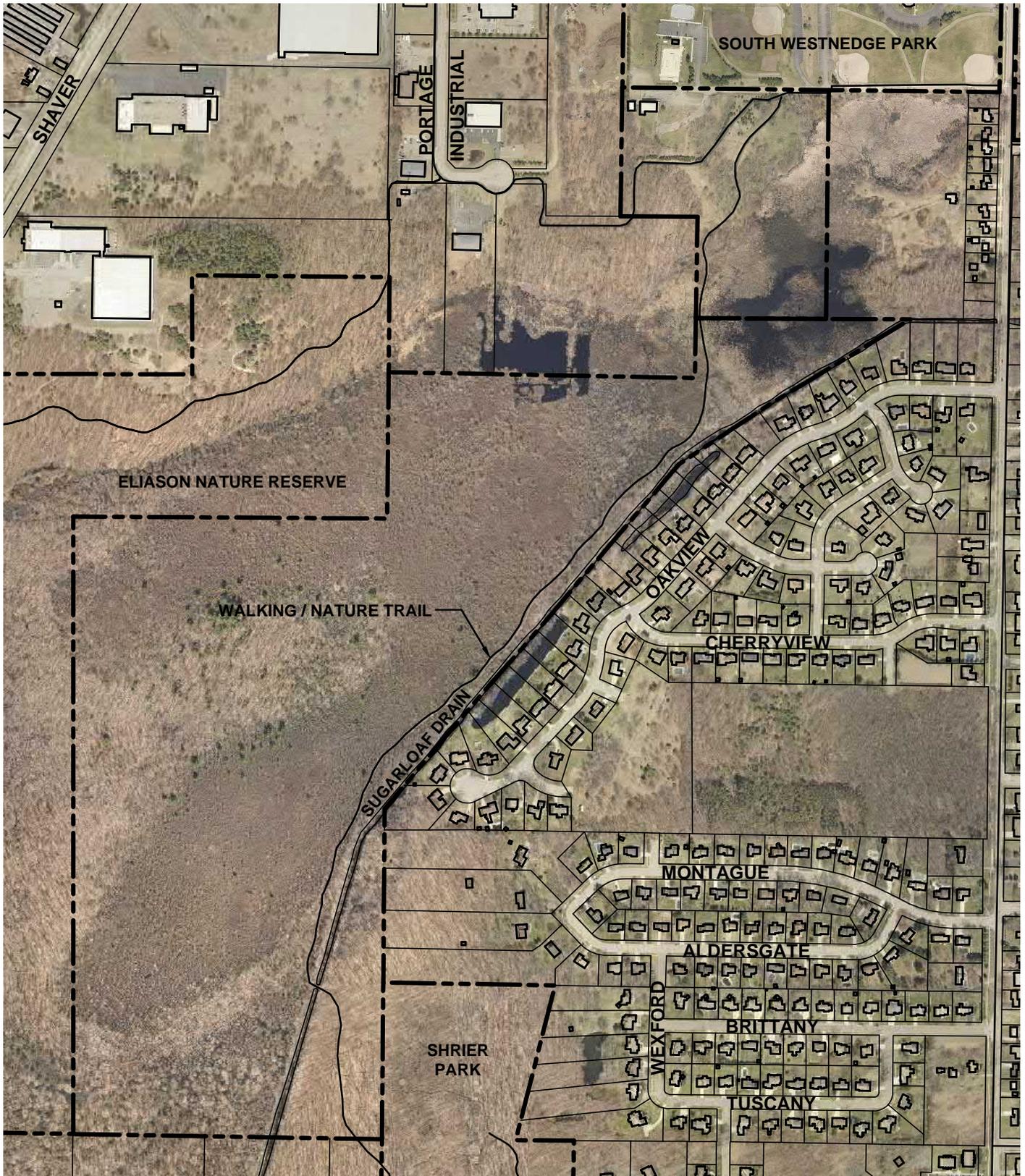
# **APPENDIX 2**

## **Park Site Maps**

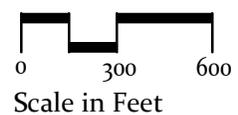


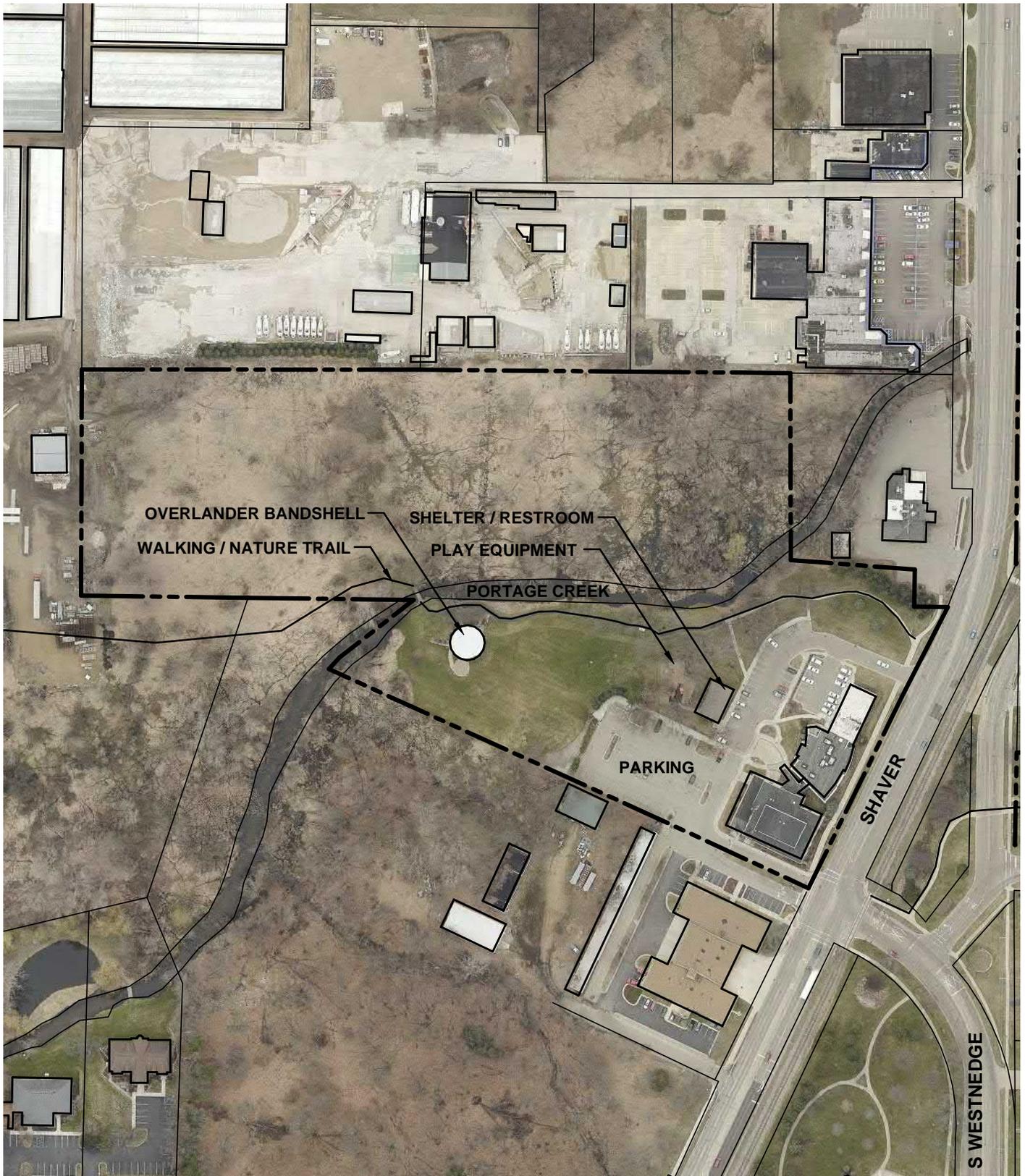
City of Portage  
Parks and Recreation Master Plan  
Betty Lee Ongley Nature Preserve  
Site Inventory



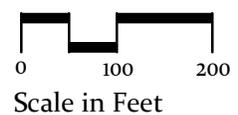


City of Portage  
 Parks and Recreation Master Plan  
 Bishop's Bog Preserve  
 Site Inventory

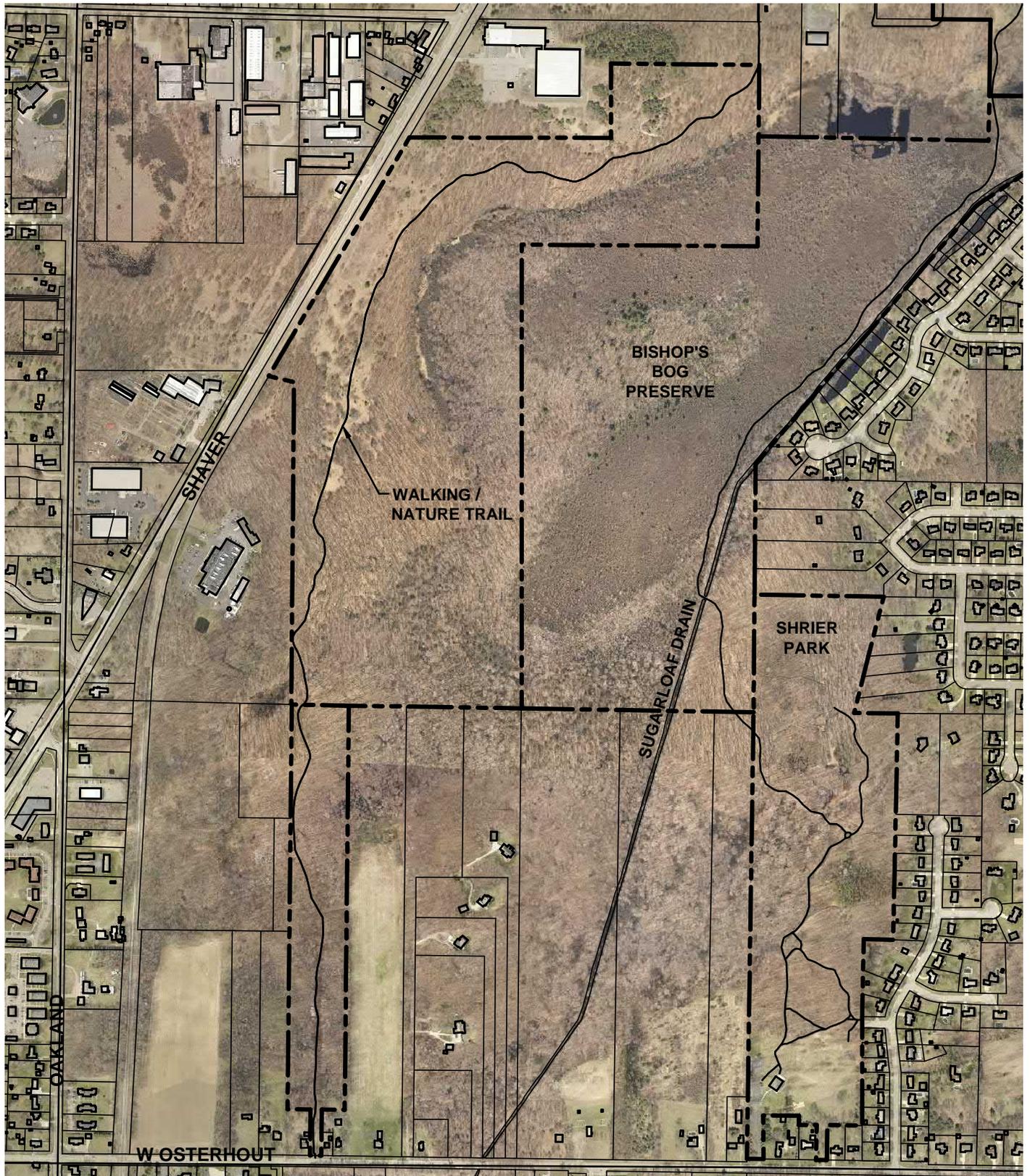




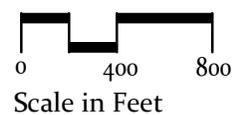
City of Portage  
Parks and Recreation Master Plan  
**Central Park**  
Site Inventory

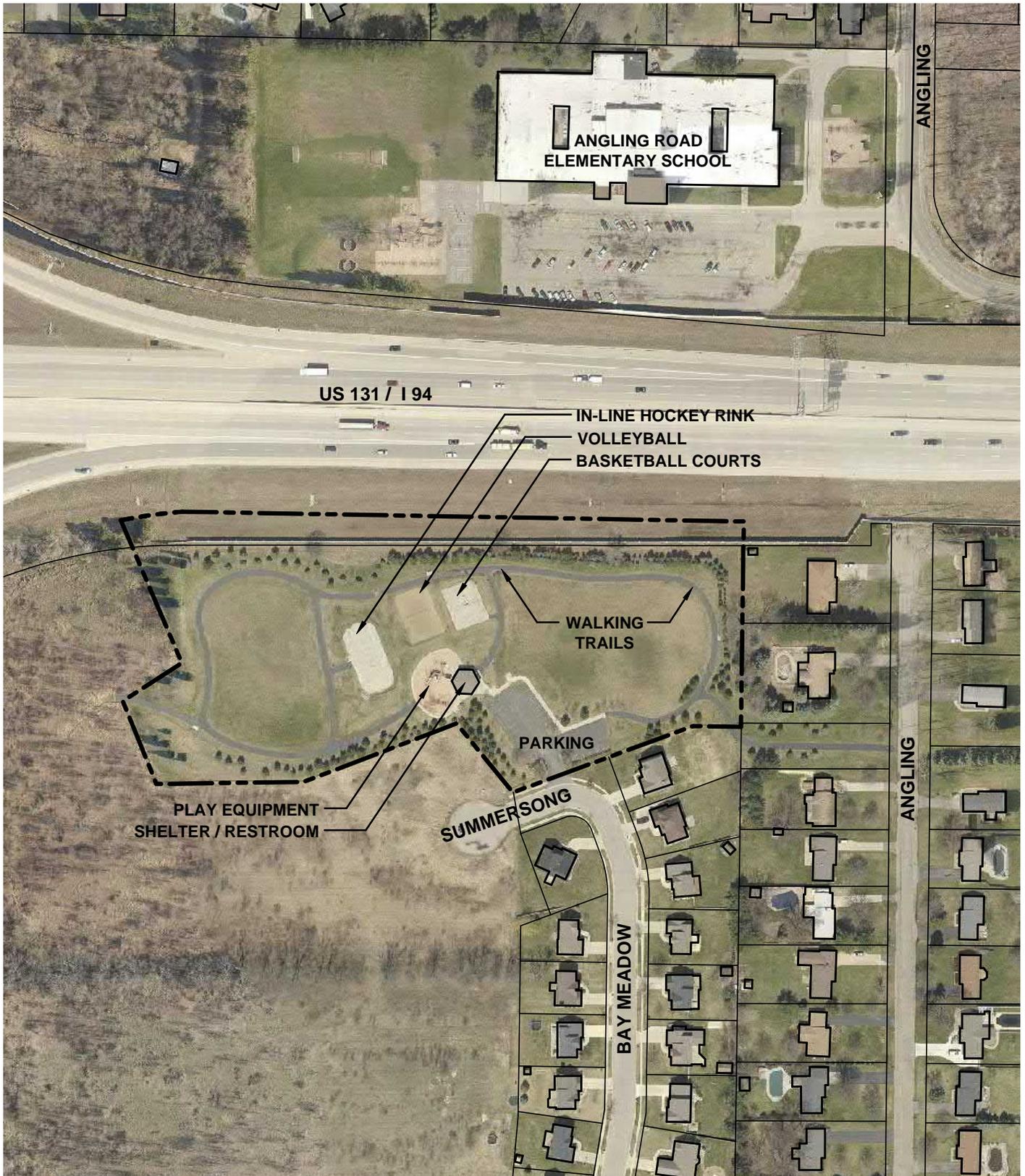


North

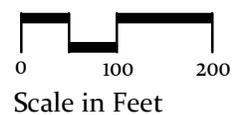


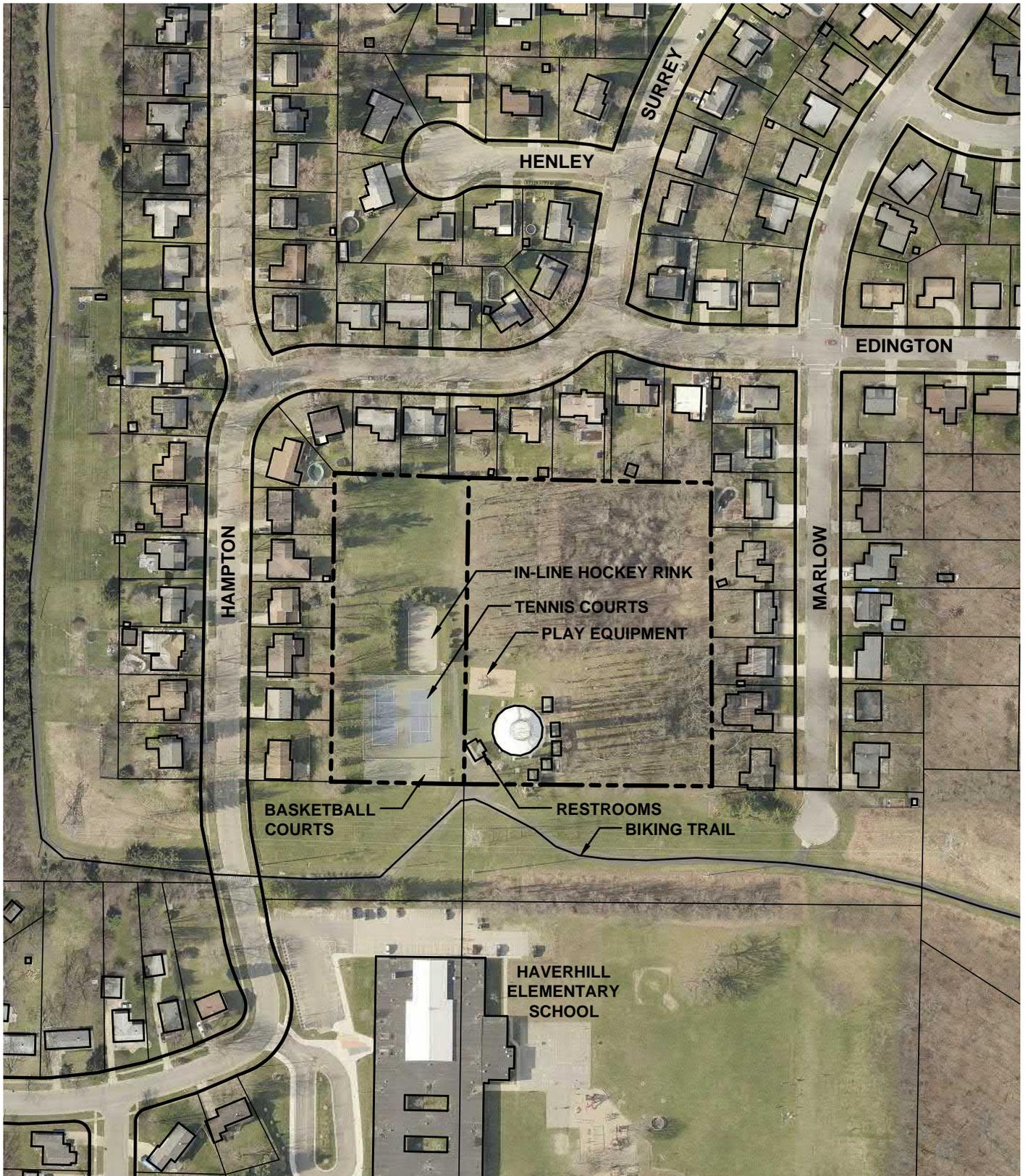
City of Portage  
Parks and Recreation Master Plan  
Eliason Nature Preserve  
Site Inventory



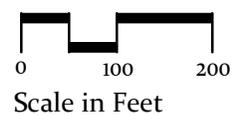


City of Portage  
Parks and Recreation Master Plan  
Harbors West Park  
Site Inventory



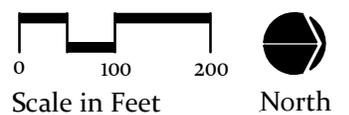


City of Portage  
Parks and Recreation Master Plan  
**Haverhill Park**  
Site Inventory



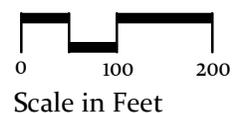


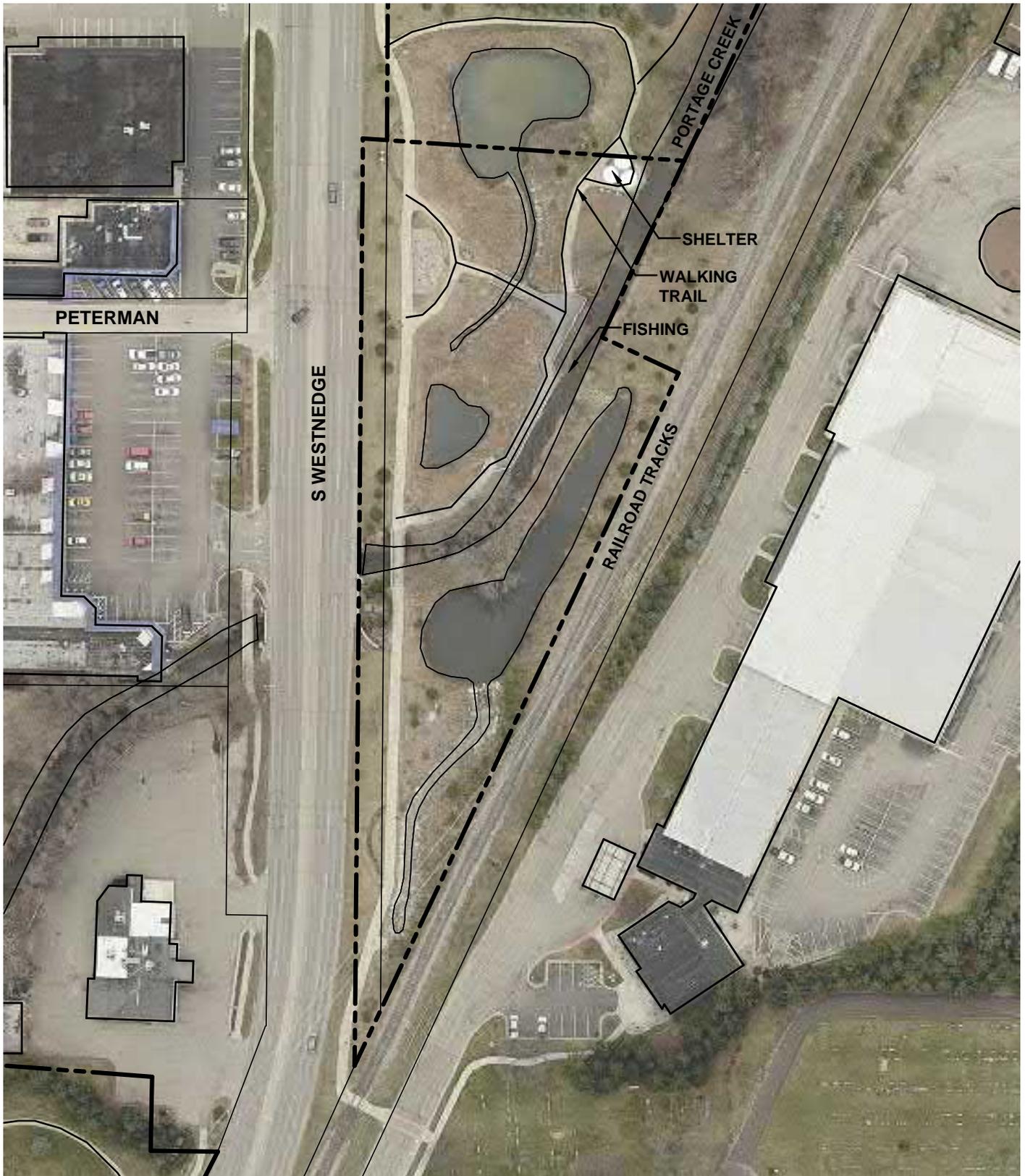
City of Portage  
 Parks and Recreation Master Plan  
 Lakeview Park  
 Site Inventory



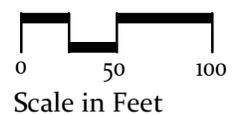


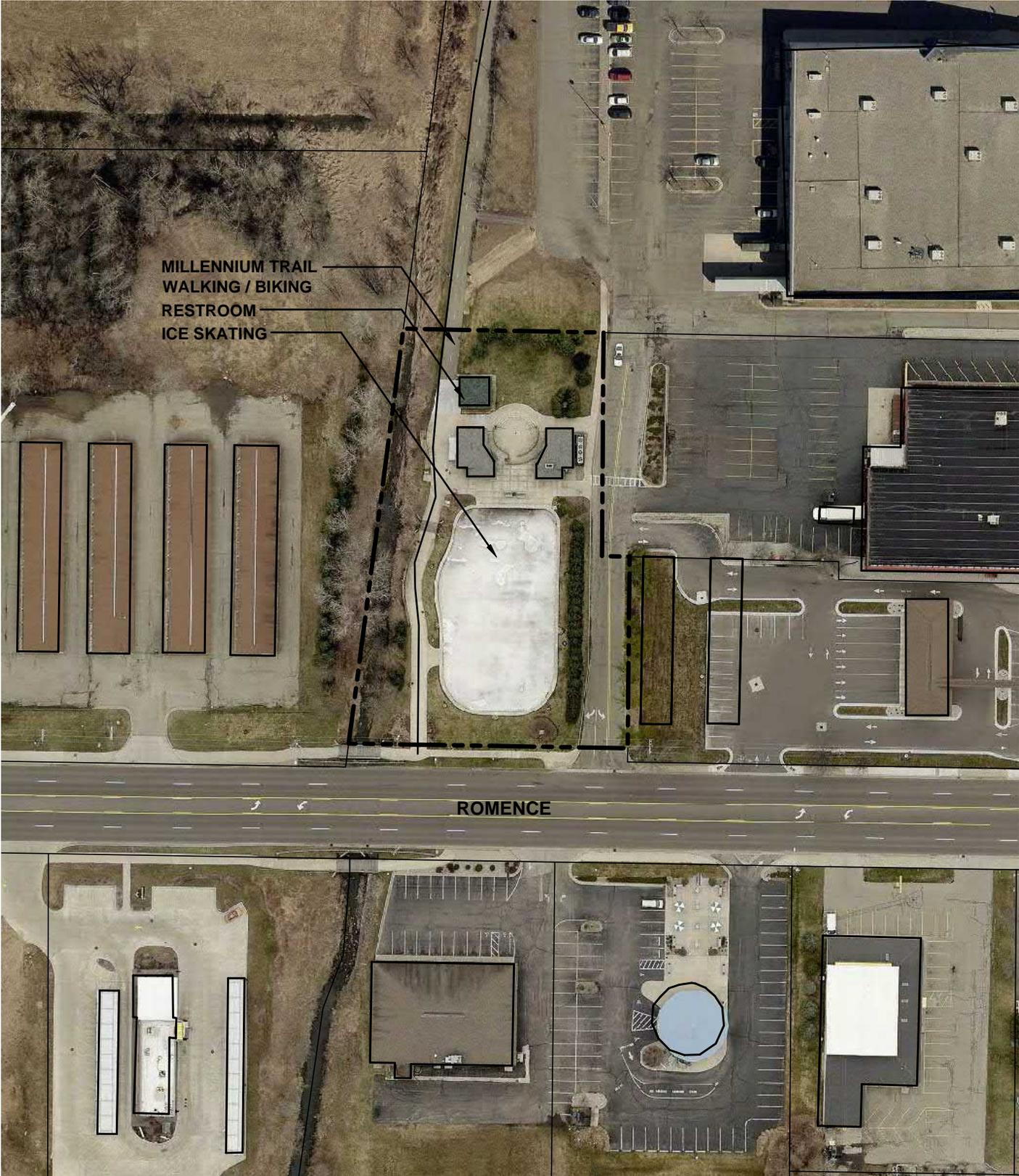
City of Portage  
Parks and Recreation Master Plan  
**Lexington Green Park**  
Site Inventory



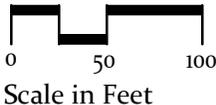


City of Portage  
Parks and Recreation Master Plan  
Liberty Park  
Site Inventory





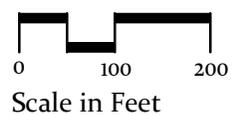
City of Portage  
Parks and Recreation Master Plan  
**Millennium Park**  
Site Inventory

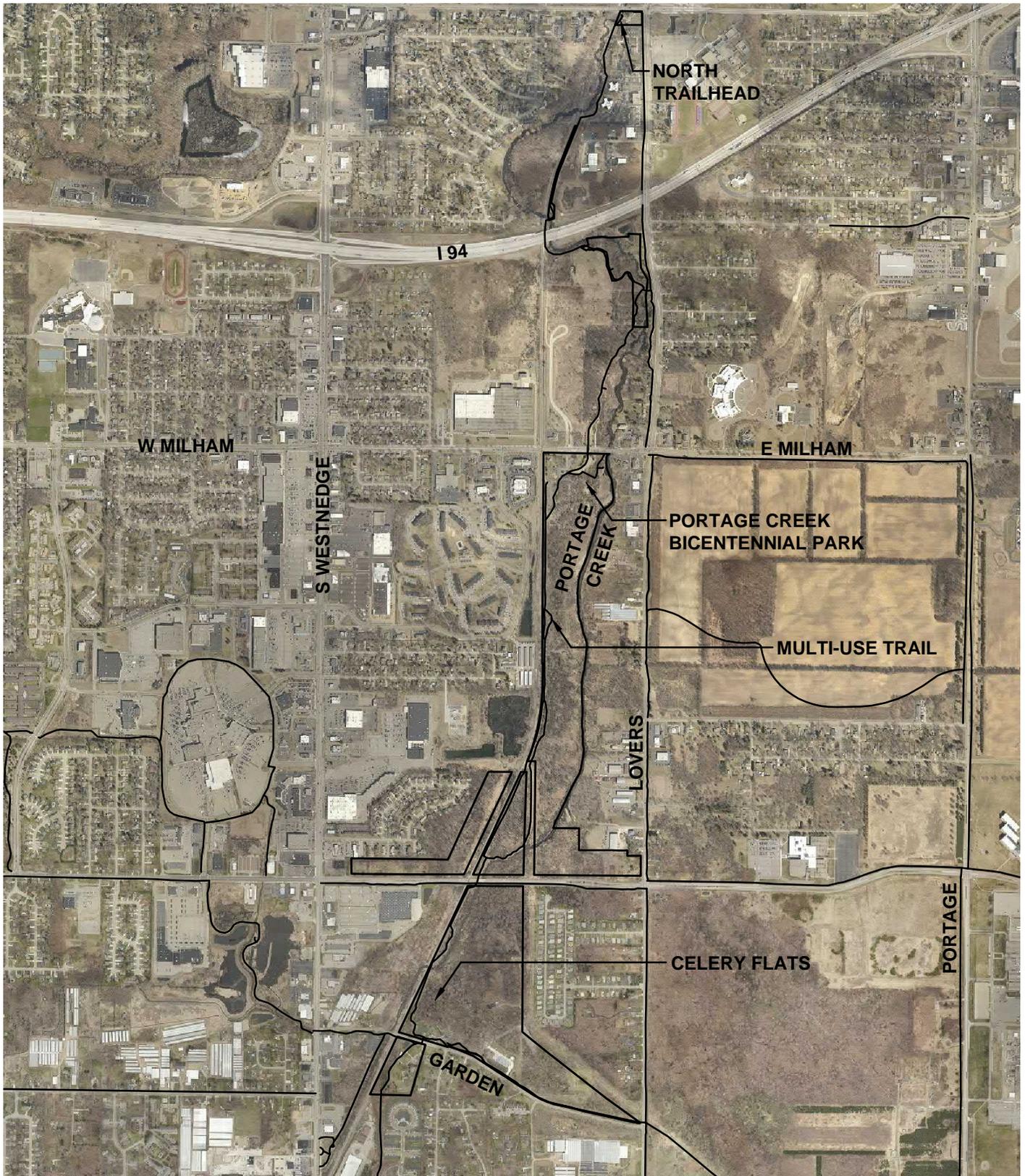


North

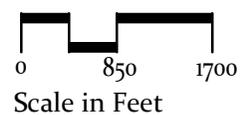


City of Portage  
Parks and Recreation Master Plan  
**Oakland Drive Park**  
Site Inventory



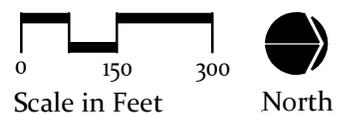


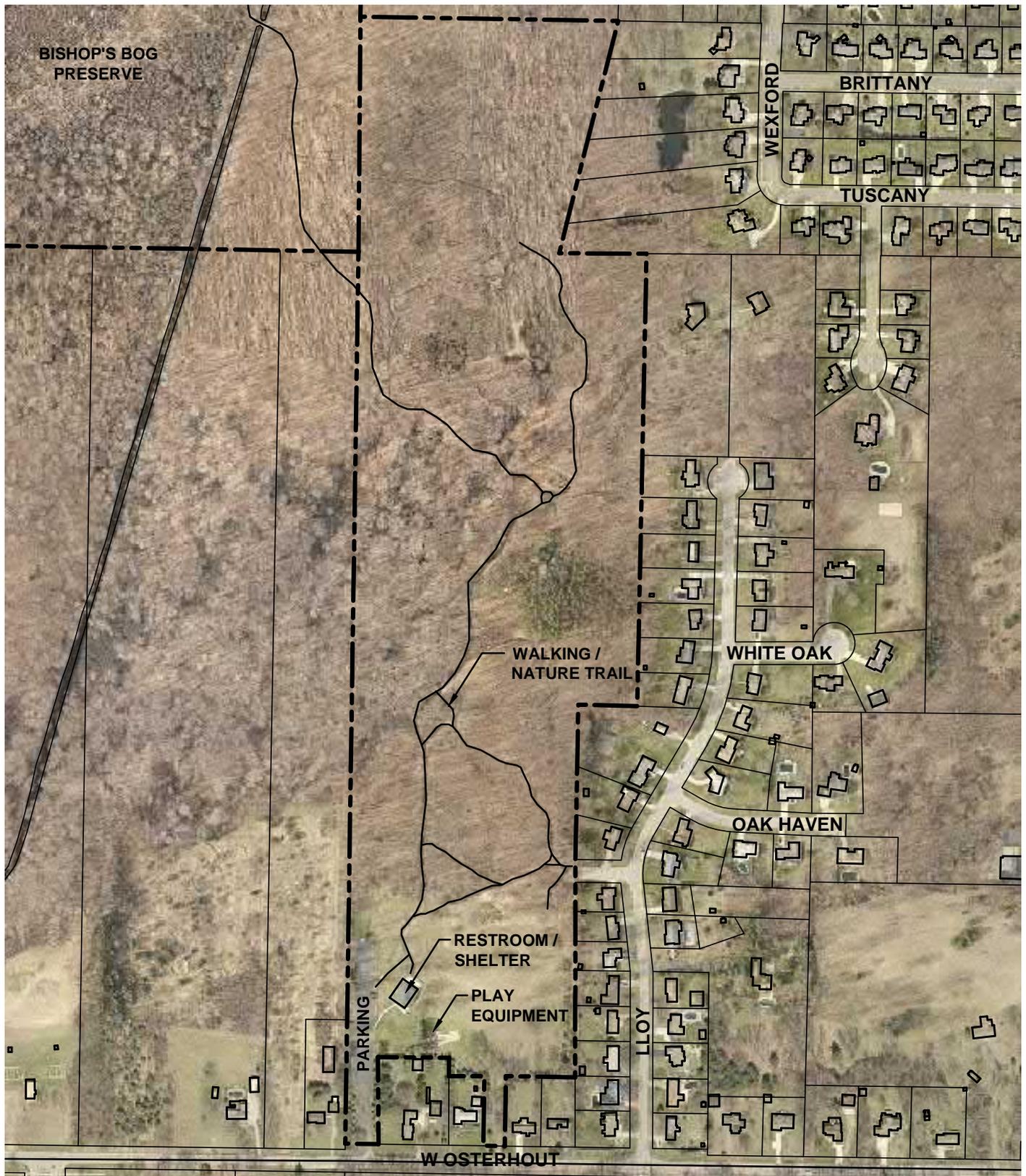
City of Portage  
Parks and Recreation Master Plan  
Portage Creek Bicentennial Park  
Site Inventory



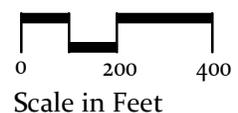


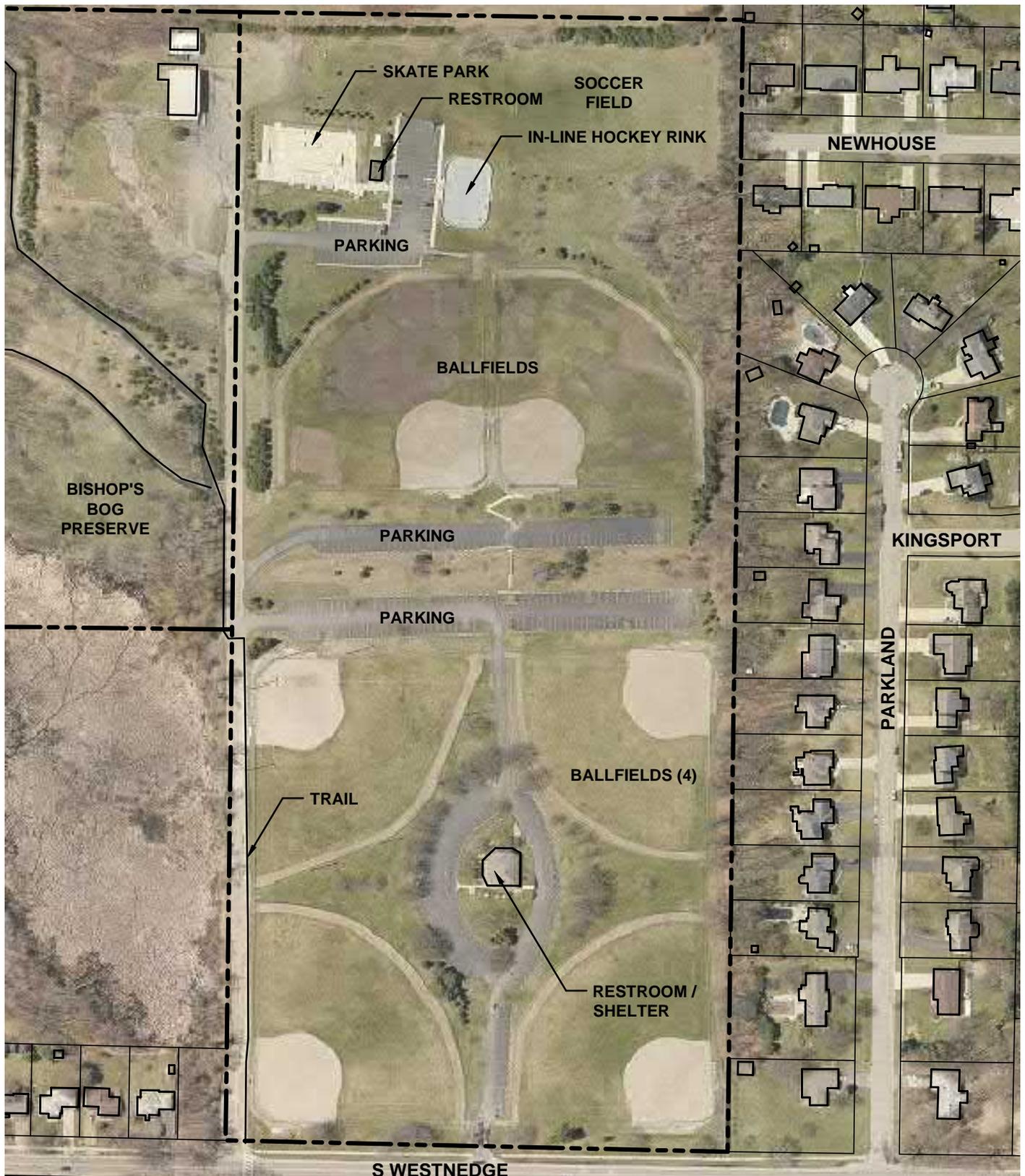
City of Portage  
 Parks and Recreation Master Plan  
**Ramona Park**  
 Site Inventory



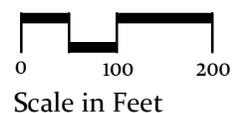


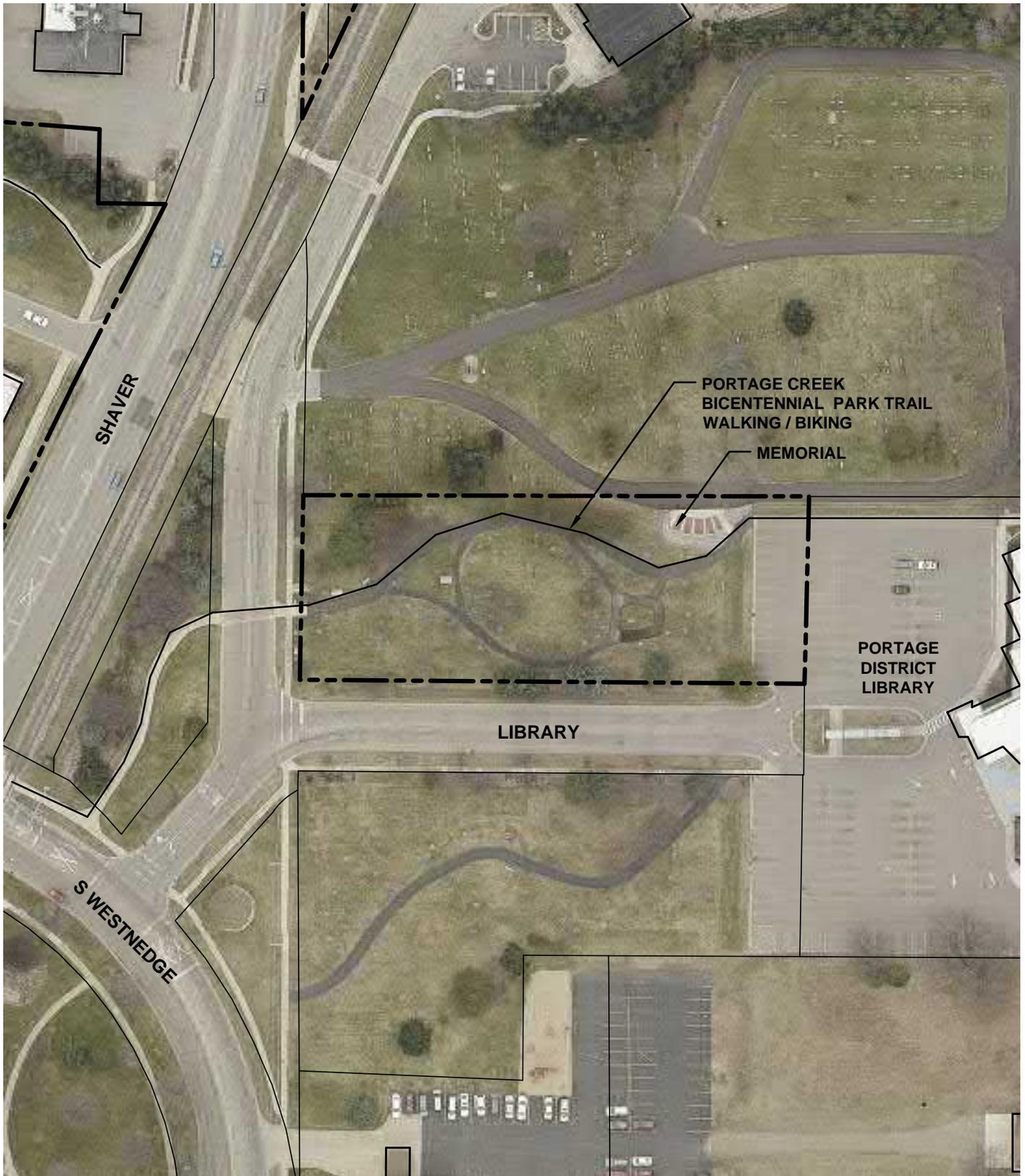
City of Portage  
 Parks and Recreation Master Plan  
**Schrier Park**  
 Site Inventory



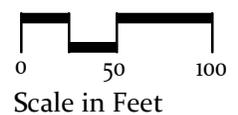


City of Portage  
 Parks and Recreation Master Plan  
**South Westnedge Park**  
 Site Inventory

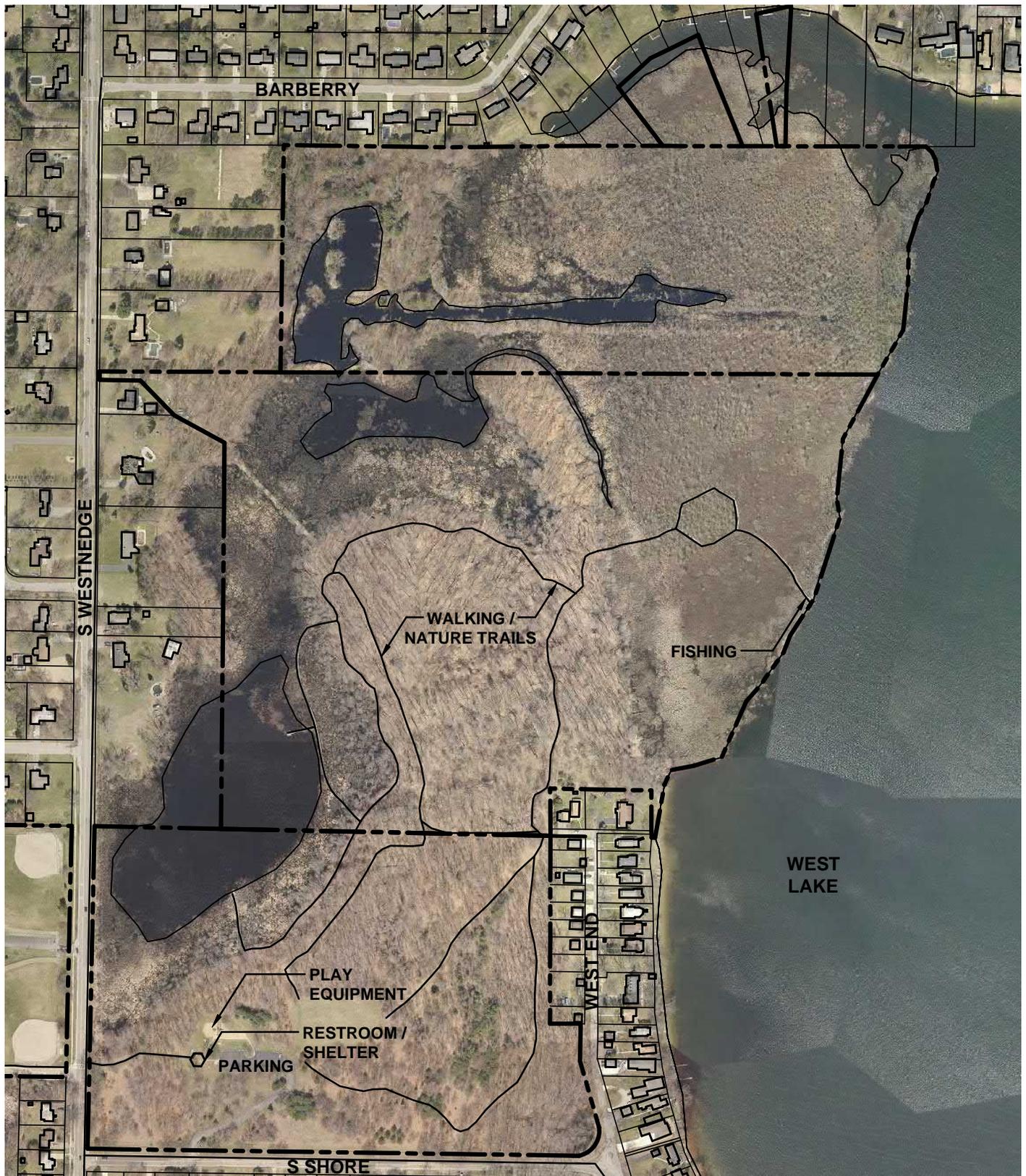




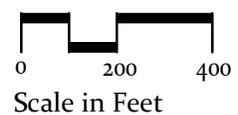
City of Portage  
Parks and Recreation Master Plan  
**Veterans Memorial Park**  
Site Inventory

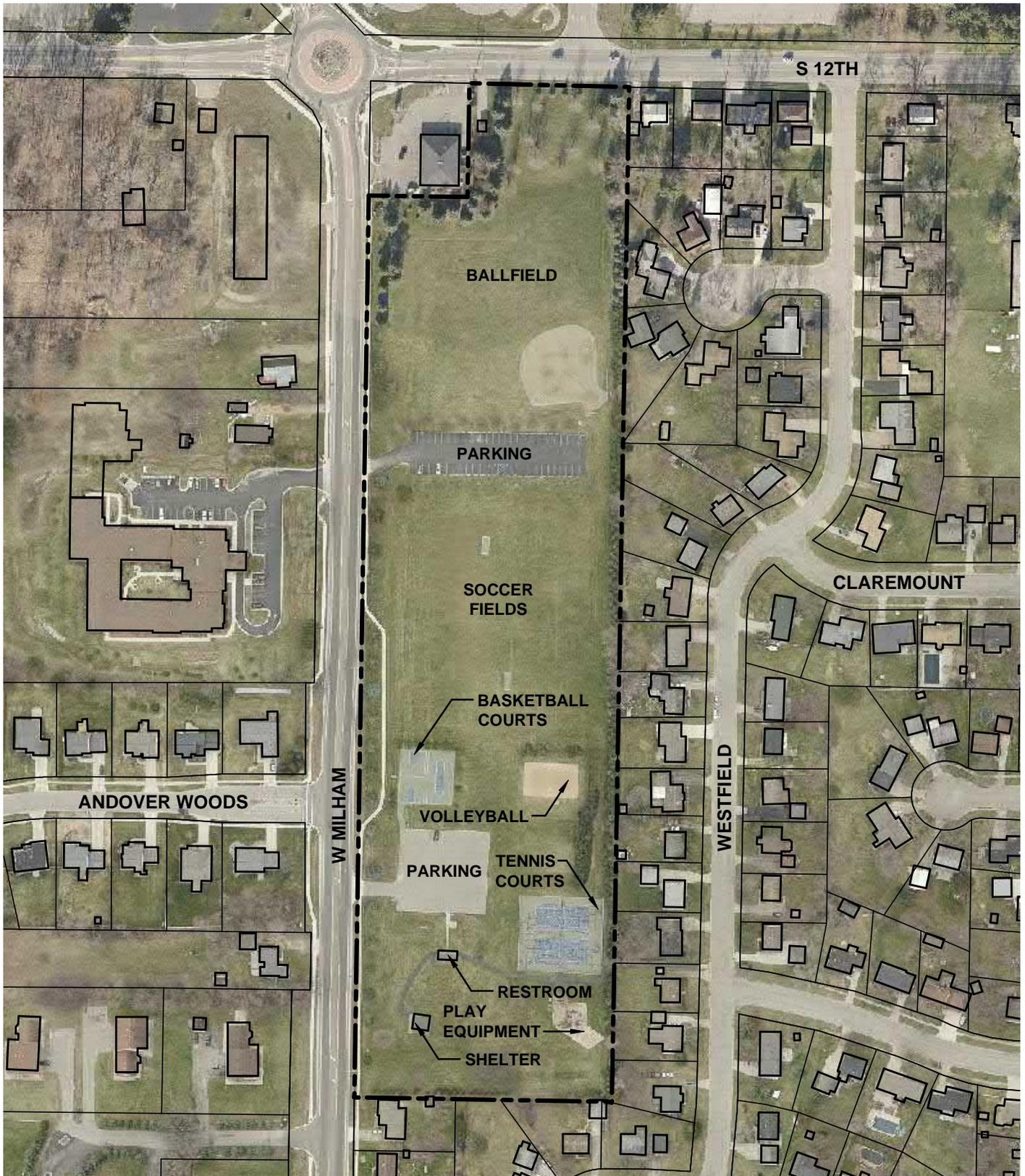


North

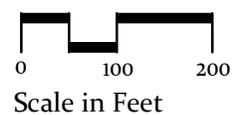


City of Portage  
 Parks and Recreation Master Plan  
 West Lake Nature Preserve  
 Site Inventory





City of Portage  
Parks and Recreation Master Plan  
**Westfield Park**  
Site Inventory



# **APPENDIX 3**

## **Program Participation Comparison**

YEARLY COMPARISON REPORT							
	2012	2013	2014	2015	2016	2017	2018 est
<b>EVENTS</b>							
TRADITIONAL HOLIDAY	927	450	1,000	1,000	1,500	3,500	4,000
TASTE OF PORTAGE	1,017	1427		1,000			
MONSTER MASH					2,500	6,000	7,000
WINTER CARNIVAL					150	150	200
MAGIC SHOW						69	80
ANIMAL MAGIC	766						
KIDS SUMMER KICKOFF		475					
WINTER SNOW PARTY	265			297			
WINTER JAMBOREE				250			
<b>CONCERTS</b>							
AMPHITHEATRE MUSIC PERFORMANCES	140	388					
SCHLITZ CREEK		170					
HIKE TO A CONCERT				300	80		
ALAN TURNER CONCERT						138	
NEW ODYSSEY CONCERT						400	400
TOM SADGE CONCERT						550	
ARMY FIELD BAND CONCERT				850		400	
DAMIEN ESCOBAR							20,000
JUSTIN SHANDOR (ELVIS)							500
ALLEN SCOTT (TIM MCGRAW)							500
GLENN MILLER CONCERT					600	1,300	1,500
<b>TOTAL EVENT ATTENDANCE:</b>	<b>3,115</b>	<b>2,910</b>	<b>1,000</b>	<b>3,697</b>	<b>4,830</b>	<b>12,507</b>	<b>34,180</b>
<b>PARK BOARD EVENTS</b>							
RECYCLED ART IN THE PARK		500	500	400	75	1000	1,500
GET ACTIVE/BIKE TRIATHLON	78	95	200	285	250	153	
PICNIC IN THE PARKS					300	300	300
HERITAGE FESTIVAL							600
GREAT AMERICAN CAMPOUT							200
TOUR DE PORTAGE							300
MUSIC FEST			455	400	650	550	600
<b>TOTAL EVENT ATTENDANCE:</b>			<b>1,155</b>	<b>1,085</b>	<b>1,275</b>	<b>2,003</b>	<b>3,500</b>
<b>TOTAL EVENTS</b>	<b>3,115</b>	<b>2,910</b>	<b>2,155</b>	<b>4,782</b>	<b>6,105</b>	<b>14,510</b>	<b>37,680</b>
<b>EVENTS - OTHER</b>							
POLICE PIG OUT EVENT					60	500	500
GREEN-A-THON	336		625	200		685	900
<b>TOTAL OTHER EVENTS</b>	<b>336</b>	<b>0</b>	<b>625</b>	<b>200</b>	<b>60</b>	<b>1,185</b>	<b>1,400</b>
<b>PROGRAM</b>							
<b>FALL/WINTER</b>							
SANTA SKATE						200	30
SANTA TEA						20	25
MASCOT SKATE	48					200	200
VALENTINE'S SKATE	19	25	28	51	42	29	40
TWILIGHT SKATE		13	20				
NEW YEARS SKATE					100	300	300
ICE SKATING LESSONS	48	48	24	22	30	36	39
SKI/SNOWBOARDING	189	73	77	190	11	34	36
SNOWSHOE HIKE		15	80	46	75		

SPRING/SUMMER							
NATURE PROGRAMS							
KIDS SUMMER KICK OFF	63						
LITTLE LUNKERS CAMP		11	12	13	16	17	25
ADVANCED ANGLERS CAMP	8	13	13	19	12	14	15
FAMILY FISH FAIR	510	700		683	350	614	615
READING RANGERS						25	
ROLLING WITH RANGERS							200
FREE PARKS DAY						550	600
KALAMAZOO NATURE CENTER	423	1149	9	65		45	45
*BINDER PARK ZOO PROGRAMS						45	61
PARK DISCOVERY PROGRAM			175				
BEACH BONFIRES							200
CULTURAL/HISTORY							
PHOTO CONTEST						68	200
ALLIGATOR SANCTUARY							200
SURVIVAL SERIES							50
MOVIE SERIES	143	287					1200
POLICE MOVIE NIGHT	216	250				312	300
PORTAGE HISTORY SPEAKERS SERIES							150
GINGERBREAD HOUSE WORKSHOP						42	42
HISTORICAL TOURS						600	800
INTERPRETIVE CENTER TOURS	133						
DANCE CAMP							50
TOTAL ECLIPSE						150	
TEAS	440	277					50
PLEIN AIR WATERCOLOR							12
PAINTING IN THE PARKS						25	18
ART ENCOUNTERS	271	436					
POKEMON GO					280		
DRAMA CAMP	138						
SHAKESPEARE IN THE PARK	32	287					150
HAYLOFT THEATRE PERFORMANCE	229	476					
KALAMAZOO SYMPHONY							300
FITNESS							
BOOT CAMPS				17			60
BEACH YOGA			45				50
PADDLEBOARD YOGA		12	103				
SWMMING LESSONS							50
JAZZERIZE IN THE PARK			36				
BIKE RODEO			25				
BICYCLE SAFETY CAMP				25	100	150	150
SPORTS CAMPS/CLINICS							
ARCHERY CAMP							50
PICKLEBALL CLINIC							50
PADDLEBOARD DEMO'S		45				149	150
SKATEBOARDING CAMP	34	49	30	40		43	20
KIDS SAMPLER						19	30
GOLF CAMP	18						
BASKETBALL CAMP	92						
KAYAKING INTRO	8						
BASEBALL CAMP	47						
LACROSSE CLINIC						18	25
VOLLEYBALL CAMP	330						
SOCCER CAMP			240				
<b>TOTAL PROGRAM ATTENDANCE:</b>	<b>3,439</b>	<b>4,166</b>	<b>917</b>	<b>1,171</b>	<b>1,016</b>	<b>3,705</b>	<b>6,588</b>

FARMERS MARKET							
FARMERS MARKET				1400	3500	8725	12000
WINTER FARMERS MARKET					891	300	
HOLIDAY FARMERS MARKET						300	300
<b>TOTAL MARKET ATTENDANCE:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400</b>	<b>4,391</b>	<b>9,325</b>	<b>12,300</b>
SOFTBALL							
NUMBER OF PARTICIPANTS	1797	1594	2057	1762	2843	3000	3150
NUMBER OF TOTAL TEAMS	135	123	120	118	182	200	210
LEAGUE DIVISIONS (SPRING & FALL)	17	17	17	17	28	30	30
SLOW PITCH TOURNAMENTS	7	4	4	4	6	5	7
FAST PITCH TOURNAMENTS	5	3	7	9	10	10	11
<b>TOTAL SOFTBALL ATTENDANCE:</b>	<b>1,961</b>	<b>1,741</b>	<b>2,205</b>	<b>1,910</b>	<b>3,069</b>	<b>3,245</b>	<b>3,408</b>
WALK/RUNS							
WINTER BLAST		556	755	553	951	950	900
PEACOCK STRUT	770	21	620	323	300	350	500
AUTISM		500	585	400	490	279	300
CYSTIC FIBROSIS		125	115	175	175	0	0
CURE SEARCH		500	500	399	139	450	450
MARCH FOR BABIES		400	400	337	400	250	200
EPILEPSY		150	150	139	300	250	200
PARKINSONS WALK			50	100	100	170	150
KZOO CTY CHILD ABUSE PREVENT			189	150	200	250	300
NATIONAL KIDNEY		240	360	240	250	250	0
PSI IOTA XI				50	50	100	0
Alzheimers		600	630				
ARTHRITIS	500	500					
St. Marys					250	250	0
CONQUER CHIARIi (1X)					125		
JACK-O-LANTERN					200		
RUN 4 FREEDOM (1X)					75		
ALS		0	0	259	250	250	250
<b>TOTAL EVENT ATTENDANCE:</b>	<b>1,270</b>	<b>3,592</b>	<b>4,354</b>	<b>3,125</b>	<b>4,255</b>	<b>3,799</b>	<b>3,250</b>
RAMONA/MPIR							
MPiR ADMISSIONS - PAID			5,374	4,710	4,006	4,121	
MPiR ADMISSIONS - PUNCH CARD			2,014	1,931	1,782	796	
MPiR ADMISSIONS - PCC			32	25	25	30	
MPiR FREE DAY						450	
SKATE RENTAL - PAID			4,033	3,671	3,163	3,274	
SKATE RENTAL - PUNCH CARD			1,380	1,323	1,368	526	
SKATE SHARPENING - PAID			40	17	4	29	
SKATE SHARPENING - PUNCH CARD			9	5	3	128	
MPiR PUNCH CARDS PURCHASE			390	444	413	395	
CONCESSION SALES - SPRING/SUMMER/FALL							
CONCESSION SALES - WINTER			\$ 3,527	\$ 3,052	\$ 3,109	\$ 3,967	
<b>MPiR TOTALS</b>			<b>5,852</b>	<b>5,460</b>	<b>4,951</b>	<b>4,352</b>	
RAMONA RESIDENT DAILY	3,549	3,196	3,170	3,666	3,468	3,573	
RAMONA NON-RESIDENT DAILY	2,486	2,176	2,406	2,745	3,283	2,597	
RAMONA BUS PASSES	2	5	14	10	12	5	
RENTALS					818	684	
CONCESSIONS				\$ 3,983	\$ 4,940	\$ 8,018	
<b>RAMONA TOTALS</b>	<b>6,037</b>	<b>5,377</b>	<b>5,590</b>	<b>6,421</b>	<b>7,581</b>	<b>6,859</b>	

RENTALS							
AMPITHEATRE	5	6	5	8	8	2	
BANDSHELL	2	0	2	2	2	0	
CENTRAL PARK	9	5	9	4	17	4	
GAZEBO	2	0	1	4	5	1	
GRAIN ELEVATOR	5	3	7	25	31	37	
HAYLOFT	16	19	23	30	24	22	
LAKEVIEW #1	33	31	42	47	38	23	
LAKEVIEW #2	36	37	25	34	33	28	
LAKEVIEW SOFTBALL						28	
RAMONA #1	43	38	45	32	28	31	
RAMONA #2	27	21	30	25	37	31	
RAMONA SOFT #1						15	
RAMONA SOFT #2						5	
RAMONA SOCCER NORTH						66	
RAMONA SOCCER #5						3	
RAMONA SOCCER #6						0	
RAMONA FOOTBALL #1						27	
RAMONA FOOTBALL #2						27	
RAMONA FOOTBALL #3						27	
RAMONA FOOTBALL #4						27	
SCHRIER PARK	44	35	41	43	51	33	
SCHRIER PARK PAVILION						4	
SCHOOLHOUSE	3	2	3	3	2	4	
STUART MANOR	16	17	13	15	12	17	
SOUTHWESTNEDGE #1						7	
SOUTHWESTNEDGE #2						7	
SOUTHWESTNEDGE #3						7	
SOUTHWESTNEDGE #4						7	
SOUTHWESTNEDGE #5						7	
SOUTHWESTNEDGE #6						7	
WESTFIELD PARK	12	2	12	11	14	18	
WESTFIELD SOFTBALL						14	
<b>TOTAL BUILDING RENTALS:</b>	<b>253</b>	<b>216</b>	<b>258</b>	<b>283</b>	<b>302</b>	<b>536</b>	

Fee Based Programs

# **APPENDIX 4**

## **Community Survey Results**

### Q1 Are you a resident of the City of Portage?

Answered: 67 Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	82.09%	55
No	17.91%	12
TOTAL		67

#	OTHER (PLEASE SPECIFY)	DATE
1	Scotts	10/17/2017 7:54 AM
2	Oshtemo	10/16/2017 3:38 AM
3	I lived in Portage 2 years ago.	10/15/2017 2:38 PM
4	Texas Twp	10/15/2017 2:09 PM
5	We technically live in Schoolcraft on S. Shaver.	10/15/2017 12:19 PM

### Q2 What is your gender?

Answered: 61 Skipped: 7

ANSWER CHOICES	RESPONSES	
Female	63.93%	39
Male	36.07%	22
Prefer not to answer	0.00%	0
TOTAL		61

#	PREFER NOT TO ANSWER	DATE
	There are no responses.	

### Q3 What are the age ranges of you and members of your household?

Answered: 61 Skipped: 7

ANSWER CHOICES	RESPONSES	
0-17	26.23%	16
18-24	6.56%	4
25-44	44.26%	27
45-64	37.70%	23
65-84	21.31%	13
85+	0.00%	0
Total Respondents: 61		

### Q4 Have you or members of your household visited a City of Portage park during the past 12 months?

Answered: 61 Skipped: 7

ANSWER CHOICES	RESPONSES	
Yes	100.00%	61
No	0.00%	0
TOTAL		61

### Q5 How important are each of the following recreational facilities to you

or members of your household?

Answered: 60 Skipped: 8

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	TOTAL	WEIGHTED AVERAGE
Nature trail	73.68% 42	26.32% 15	0.00% 0	57	2.74
Walking / jogging	71.93% 41	26.32% 15	1.75% 1	57	2.70
Biking	51.72% 30	34.48% 20	13.79% 8	58	2.38
Picnicking	29.41% 15	52.94% 27	17.65% 9	51	2.12
Swimming	35.29% 18	29.41% 15	35.29% 18	51	2.00
Playground	33.33% 17	31.37% 16	35.29% 18	51	1.98
Fishing	25.49% 13	37.25% 19	37.25% 19	51	1.88
Boating	27.45% 14	31.37% 16	41.18% 21	51	1.86
Sledding	25.49% 13	29.41% 15	45.10% 23	51	1.80
Ice skating	14.00% 7	40.00% 20	46.00% 23	50	1.68
Tennis	17.31% 9	30.77% 16	51.92% 27	52	1.65
Pickle ball	24.14% 14	13.79% 8	62.07% 36	58	1.62
Concessions	12.00% 6	34.00% 17	54.00% 27	50	1.58
Baseball/softball	9.80% 5	35.29% 18	54.90% 28	51	1.55
Volleyball	4.00% 2	34.00% 17	62.00% 31	50	1.42
Basketball	7.84% 4	25.49% 13	66.67% 34	51	1.41
In-line skating	6.00% 3	28.00% 14	66.00% 33	50	1.40
Disc golf	5.88% 3	27.45% 14	66.67% 34	51	1.39
Soccer	3.92% 2	29.41% 15	66.67% 34	51	1.37
Golf	9.62% 5	17.31% 9	73.08% 38	52	1.37
Skateboarding	4.00% 2	26.00% 13	70.00% 35	50	1.34
Football	3.92% 2	17.65% 9	78.43% 40	51	1.25

#	OTHER (PLEASE SPECIFY)	DATE
1	Seating	11/3/2017 8:56 AM
2	Dog park. Dog beach.	11/2/2017 11:00 PM
3	Having more areas that older kids and teenagers can use would be great.	11/2/2017 7:06 PM
4	Splash pad is desperately needed and a city pool!	10/17/2017 6:38 PM
5	We need a splash pad	10/14/2017 8:32 PM
6	Dog walking/dog park	10/4/2017 8:39 AM
7	Dog Park - VERY important	10/3/2017 11:31 AM

Q6 Overall, how would you rate the condition of the City parks you have visited?

Answered: 61 Skipped: 7

	EXCELLENT	GOOD	FAIR	POOR	NOT VISITED	TOTAL	WEIGHTED AVERAGE
Ramona Park	46.55% 27	31.03% 18	8.62% 5	0.00% 0	13.79% 8	58	3.97
Portage Creek Bicentennial Park	32.14% 18	53.57% 30	3.57% 2	0.00% 0	10.71% 6	56	3.96
Lakeview Park	29.82% 17	22.81% 13	8.77% 5	0.00% 0	38.60% 22	57	3.05
West Lake Nature Preserve	22.22% 12	31.48% 17	9.26% 5	1.85% 1	35.19% 19	54	3.04
Eliason Nature Reserve	17.86% 10	19.64% 11	10.71% 6	0.00% 0	51.79% 29	56	2.52
Bishop's Bog Preserve	16.67% 9	24.07% 13	12.96% 7	3.70% 2	42.59% 23	54	2.69
Schrier Park	16.36% 9	30.91% 17	10.91% 6	0.00% 0	41.82% 23	55	2.80
Millennium Park	16.67% 9	31.48% 17	16.67% 9	1.85% 1	33.33% 18	54	2.96
Oakland Drive Park	15.38% 8	38.46% 20	9.62% 5	1.92% 1	34.62% 18	52	2.98
Veterans Memorial Park	13.46% 7	15.38% 8	3.85% 2	0.00% 0	67.31% 35	52	2.08
South Westnedge Park	9.26% 5	31.48% 17	12.96% 7	1.85% 1	44.44% 24	54	2.59
Central Park	5.66% 3	22.64% 12	13.21% 7	0.00% 0	58.49% 31	53	2.17
Harbors West Park	3.85% 2	11.54% 6	1.92% 1	0.00% 0	82.69% 43	52	1.54
Lexington Green Park	1.92% 1	5.77% 3	15.38% 8	7.69% 4	69.23% 36	52	1.63
Westfield Park	1.92% 1	21.15% 11	7.69% 4	1.92% 1	67.31% 35	52	1.88
Haverhill Park	1.89% 1	37.74% 20	9.43% 5	0.00% 0	50.94% 27	53	2.40
Liberty Park	1.92% 1	7.69% 4	11.54% 6	0.00% 0	78.85% 41	52	1.54

**Q7 How would you rate the overall quality of the Recreation Programs in which your household participated in?**

Answered: 56 Skipped: 12

	EXCELLENT	GOOD	FAIR	POOR	DID NOT PARTICIPATE	TOTAL	WEIGHTED AVERAGE
Art in the Park	11.32% 6	20.75% 11	7.55% 4	1.89% 1	58.49% 31	53	1.25
Holiday Programs	7.69% 4	15.38% 8	9.62% 5	0.00% 0	67.31% 35	52	0.96
Skating / Ski Lessons	5.56% 3	1.85% 1	1.85% 1	0.00% 0	90.74% 49	54	0.31
Music Festival	5.77% 3	7.69% 4	7.69% 4	0.00% 0	78.85% 41	52	0.62
Summer Concerts	5.77% 3	9.62% 5	15.38% 8	0.00% 0	69.23% 36	52	0.83
Monster Mash	3.85% 2	5.77% 3	1.92% 1	0.00% 0	88.46% 46	52	0.37
Lunch and Learns	4.00% 2	0.00% 0	2.00% 1	0.00% 0	94.00% 47	50	0.20
Summer Movie Night	3.92% 2	13.73% 7	1.96% 1	0.00% 0	80.39% 41	51	0.61

Winter Jamboree	1.85%	5.56%	5.56%	0.00%	87.04%		
	1	3	3	0	47	54	0.35
Bicycle Safety Camp	1.89%	1.89%	0.00%	1.89%	94.34%		
	1	1	0	1	50	53	0.15
Family Fishing Fair	1.89%	5.66%	0.00%	0.00%	92.45%		
	1	3	0	0	49	53	0.25
Paddlesports Event	1.89%	7.55%	0.00%	0.00%	90.57%		
	1	4	0	0	48	53	0.30
Volleyball Camps	1.89%	0.00%	1.89%	0.00%	96.23%		
	1	0	1	0	51	53	0.11
Peacock Strut	1.89%	9.43%	0.00%	1.89%	86.79%		
	1	5	0	1	46	53	0.38
Youth Tennis Camp	1.92%	0.00%	0.00%	0.00%	98.08%		
	1	0	0	0	51	52	0.08
Winter Carnival	1.92%	5.77%	5.77%	0.00%	86.54%		
	1	3	3	0	45	52	0.37
Football Camp	1.92%	0.00%	0.00%	0.00%	98.08%		
	1	0	0	0	51	52	0.08
Park Adventures	1.92%	0.00%	0.00%	0.00%	98.08%		
	1	0	0	0	51	52	0.08
New Years Eve Skate	0.00%	11.11%	0.00%	0.00%	88.89%		
	0	6	0	0	48	54	0.33
Spring Carnival	0.00%	5.56%	3.70%	0.00%	90.74%		
	0	3	2	0	49	54	0.24
Indoor Walking	0.00%	1.89%	0.00%	0.00%	98.11%		
	0	1	0	0	52	53	0.06
Girls Softball Clinic	0.00%	0.00%	0.00%	0.00%	100.00%		
	0	0	0	0	53	53	0.00
Little Lunkers Fish Camp	0.00%	0.00%	0.00%	1.89%	98.11%		
	0	0	0	1	52	53	0.02
Kids Sort Sampler	0.00%	0.00%	0.00%	0.00%	100.00%		
	0	0	0	0	53	53	0.00
Adult Beach Volleyball	0.00%	1.89%	1.89%	0.00%	96.23%		
	0	1	1	0	51	53	0.09
Adult Kickball	0.00%	0.00%	1.89%	0.00%	98.11%		
	0	0	1	0	52	53	0.04
Basketball Camps	0.00%	1.89%	0.00%	0.00%	98.11%		
	0	1	0	0	52	53	0.06
Skateboard Camp	0.00%	0.00%	0.00%	0.00%	100.00%		
	0	0	0	0	53	53	0.00
Lacrosse Clinic	0.00%	0.00%	0.00%	0.00%	100.00%		
	0	0	0	0	52	52	0.00
Drama Camp	0.00%	0.00%	0.00%	1.92%	98.08%		
	0	0	0	1	51	52	0.02
Advanced Anglers Fish Camp	0.00%	0.00%	0.00%	0.00%	100.00%		
	0	0	0	0	51	51	0.00
Adult Fall Softball	0.00%	1.96%	0.00%	0.00%	98.04%		
	0	1	0	0	50	51	0.06

**Q8 Have you or members of your household participated in any recreation programs offered by the City of Portage during the last 12 months?**

Answered: 59 Skipped: 9

ANSWER CHOICES	RESPONSES	
Yes	40.68%	24
No	59.32%	35
TOTAL		59

**Q9 Indicate your opinion with the following to improve the Portage park**

system.

Answered: 60 Skipped: 8

	STRONGLY AGREE	AGREE	NO OPINION	DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
Acquire land for future parks and open space	43.10% 25	31.03% 18	13.79% 8	8.62% 5	3.45% 2	58	4.02
Develop additional non-motorized trails	44.64% 25	32.14% 18	16.07% 9	5.36% 3	1.79% 1	56	4.13
Redevelop/upgrade existing parks to support a broader range of activities	38.60% 22	38.60% 22	15.79% 9	3.51% 2	3.51% 2	57	4.05
Focus effort on better maintenance of existing facilities	36.84% 21	43.86% 25	15.79% 9	3.51% 2	0.00% 0	57	4.14
Provide additional recreational programs and activities	17.54% 10	22.81% 13	47.37% 27	10.53% 6	1.75% 1	57	3.44
No additional parks or changes to current facilities	0.00% 0	1.82% 1	14.55% 8	38.18% 21	45.45% 25	55	1.73

**Q10 What public/private recreational facilities outside of the City of Portage have you or members of your household used during the last 12 months? (mark all that apply)**

Answered: 56 Skipped: 12

ANSWER CHOICES	RESPONSES
County Parks / Trails	73.21% 41
State parks	62.50% 35
City of Kalamazoo Parks and Recreation	51.79% 29
Public schools	35.71% 20
Neighboring townships	33.93% 19
YMCA	32.14% 18
University facilities	28.57% 16
Churches	19.64% 11
Private clubs	19.64% 11
Private sports teams	5.36% 3
Total Respondents: 56	

#	OTHER (PLEASE SPECIFY)	DATE
1	West Hills Athletic Club for tennis and pickleball	11/3/2017 9:01 AM
2	Kalamazoo Nature Center	10/23/2017 2:33 PM
3	Kalamazoo Nature Center, SWMLC trails, Pierce Cedar Creek institute, kellogg bird sanctuary	10/16/2017 9:26 PM
4	Splash pads	10/14/2017 8:32 PM
5	Hiking in national parks; walking in woods near our house	10/3/2017 2:36 PM

**Q11 What are recreation facilities you would MOST LIKE TO SEE more of or added in the city to meet the needs of the members of your household? (select multiple)**

Answered: 60 Skipped: 8

ANSWER CHOICES	RESPONSES
Walking / Nature Paths	56.67% 34
Bike paths/trails	48.33% 29
Farmers Market	40.00% 24

Restroom facilities	31.67%	19
Splash pad	30.00%	18
Dog park	28.33%	17
Celery flats expansion	28.33%	17
Pickle ball courts	26.67%	16
Botanical garden with sculpture park	23.33%	14
Picnic facilities	20.00%	12
Playgrounds	20.00%	12
Sculpture garden / art in the park	20.00%	12
Outdoor fitness facilities	16.67%	10
Mountain Bike trail	16.67%	10
Pool	15.00%	9
Disc golf	13.33%	8
Camping (tent and RV)	13.33%	8
Outdoor performance space / amphitheater	11.67%	7
Historical museums/exhibits	11.67%	7
Concessions	11.67%	7
Fishing	10.00%	6
Art center exhibitions	8.33%	5
Baseball/softball fields	6.67%	4
Tennis courts	6.67%	4
Volleyball courts	3.33%	2
Skate park	1.67%	1
BMX course	1.67%	1
Basketball courts	1.67%	1
Football fields	0.00%	0
Soccer fields	0.00%	0
Total Respondents: 60		

#	OTHER (PLEASE SPECIFY)	DATE
1	Indoor and outdoor pickleball courts	11/3/2017 9:37 AM
2	Dog beach and swimming area.	11/2/2017 11:00 PM
3	Put a park/playground in the empty lot by the movie theater off of Constitution!	11/2/2017 7:38 PM
4	Connect to adjacent township trails (Texas)	11/2/2017 8:52 AM
5	More preserves that are left natural, e.g., West Lake and Bishop's Bog	10/3/2017 2:36 PM
6	Connecting Lexington Green park to the Portage bike trails.	10/3/2017 8:02 AM

**Q12 What recreation programs does your household have a NEED for?  
(select multiple)**

Answered: 49 Skipped: 19

ANSWER CHOICES	RESPONSES
Adult fitness and wellness	57.14% 28
Nature programs	40.82% 20
Kayaking	40.82% 20
Holiday events	34.69% 17

Yoga	26.53%	13
Youth fitness and wellness	22.45%	11
Senior sports programs	20.41%	10
Cooking	20.41%	10
Volunteer opportunities	20.41%	10
Bike rental facilities	20.41%	10
Youth swimming lessons	18.37%	9
Water fitness	16.33%	8
Adult sports programs	16.33%	8
Special events	16.33%	8
Concert series	16.33%	8
Youth sports programs	14.29%	7
Summer camps	14.29%	7
Youth sports lessons	14.29%	7
Winter sports	14.29%	7
Personal development	12.24%	6
Youth art, dance, performing arts	10.20%	5
Before and after school programs	8.16%	4
Game table areas (chess/checkers)	8.16%	4
Adult art, dance, performing arts	6.12%	3
Ice skating lessons	6.12%	3
Golf lessons	4.08%	2
Sports tournaments	4.08%	2
Martial arts	4.08%	2
Programs for people with disabilities	2.04%	1
Total Respondents: 49		

#	OTHER (PLEASE SPECIFY)	DATE
1	Pickleball	10/19/2017 2:25 PM
2	Pickleball space	10/15/2017 7:41 PM
3	pickleball courts	10/15/2017 2:09 PM
4	No needs	10/14/2017 8:32 PM
5	Dog Park	10/4/2017 8:39 AM

**Q13 What are reasons preventing you or members of your household from using parks, recreational facilities or programs more often? (select multiple)**

Answered: 40 Skipped: 28

ANSWER CHOICES	RESPONSES
I do not know what is offered	47.50% 19
Program or facility not offered	22.50% 9
I do not know where facilities are	20.00% 8
Facilities not well maintained	15.00% 6
Too far from residence	12.50% 5
Use facilities in other municipalities	12.50% 5

Not staffed well/poor service	12.50%	5
Facility/programs time/hours of operation not convenient	12.50%	5
Lack of quality programs	10.00%	4
Lack of parking	10.00%	4
Security is not sufficient	10.00%	4
Fees are too high	7.50%	3
Not accessible for people with disabilities	0.00%	0
Total Respondents: 40		

#	OTHER (PLEASE SPECIFY)	DATE
1	We play Pickleball and not enough courts available. Always have long waits	11/3/2017 9:01 AM
2	Lack of people to use the facilities with; I would use local tennis courts more often if there were an organized way to join a group or individuals	11/3/2017 8:56 AM
3	Too many bikes on walking/hiking trails	11/2/2017 11:00 PM
4	Paths (particularly crosswalks) too bumpy for rollerblades	11/2/2017 8:35 PM
5	Programs have often times been full before I could register my children.	11/2/2017 7:38 PM
6	Oh work a lot	11/2/2017 4:25 PM
7	I just moved to Portage a couple of months ago so I barely know anything about what is offered/had a chance to check it out	10/16/2017 4:49 PM
8	insufficient number of pickleball courts - they are heavily used	10/15/2017 5:23 PM
9	Ramona park rules are too strict, make more like Millenium park in GR	10/14/2017 8:32 PM
10	Working outside home, active with Grandchildren Programs	10/14/2017 8:05 AM
11	dog park was closed	10/4/2017 8:39 AM
12	time	10/3/2017 9:48 AM
13	Not all the picnic tables are appealing to have a meal on	10/3/2017 8:05 AM
14	Lexington Green park is disconnected from the rest of the city system which makes it hard to access other things from my neighborhood	10/3/2017 8:02 AM

### Q14 Rank the benefits of parks, trails, and programs that are important to your household.

Answered: 59 Skipped: 9

	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	TOTAL	WEIGHTED AVERAGE
Preserve open space and environmental features	82.46% 47	15.79% 9	1.75% 1	57	2.81
Make Portage a desirable place to live	75.86% 44	22.41% 13	1.72% 1	58	2.74
Improve physical health and fitness	74.58% 44	23.73% 14	1.69% 1	59	2.73
Improve mental health and reduce stress	69.64% 39	23.21% 13	7.14% 4	56	2.63
Help reduce crime	70.37% 38	22.22% 12	7.41% 4	54	2.63
Develop and improve youth social skills and self-image	55.56% 30	29.63% 16	14.81% 8	54	2.41
Attract new residents and businesses	52.73% 29	34.55% 19	12.73% 7	55	2.40
Increase property values	45.45% 25	43.64% 24	10.91% 6	55	2.35

#	OTHER (PLEASE SPECIFY)	DATE
1	I live in the Southland Platte neighborhood. A park within walking distance would improve our property values. The areas around here need help. Especially the state streets north of Milham. A park would benefit our community, and Portage overall.	11/2/2017 7:38 PM

### Q15 How important is to you that the City provide quality recreation programs, events and services to citizens?

Answered: 59 Skipped: 9

ANSWER CHOICES	RESPONSES	
Very Important	52.54%	31
Somewhat Important	44.07%	26
Not Important	3.39%	2
Unsure	0.00%	0
<b>TOTAL</b>		<b>59</b>

### Q16 Rank in order of priority parks and recreation services on which the city should focus for the next five (5) years.

Answered: 56 Skipped: 12

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Safety in parks	36.00% 18	24.00% 12	4.00% 2	12.00% 6	4.00% 2	6.00% 3	0.00% 0	6.00% 3	2.00% 1	0.00% 0	2.00% 1	0.00% 0	4.00% 2	
Non-motorized trails	26.53% 13	18.37% 9	14.29% 7	8.16% 4	6.12% 3	4.08% 2	6.12% 3	4.08% 2	2.04% 1	8.16% 4	2.04% 1	0.00% 0	0.00% 0	
Cleanliness in park facilities	14.29% 7	26.53% 13	22.45% 11	8.16% 4	12.24% 6	2.04% 1	4.08% 2	4.08% 2	2.04% 1	0.00% 0	2.04% 1	2.04% 1	0.00% 0	
Quality / quantity of court facilities	11.11% 5	2.22% 1	0.00% 0	15.56% 7	0.00% 0	4.44% 2	11.11% 5	4.44% 2	4.44% 2	2.22% 1	8.89% 4	15.56% 7	20.00% 9	
Land acquisition / park expansion	8.70% 4	15.22% 7	8.70% 4	10.87% 5	15.22% 7	6.52% 3	6.52% 3	2.17% 1	0.00% 0	4.35% 2	2.17% 1	4.35% 2	15.22% 7	
Youth programs	4.76% 2	11.90% 5	4.76% 2	4.76% 2	11.90% 5	7.14% 3	11.90% 5	9.52% 4	16.67% 7	2.38% 1	7.14% 3	0.00% 0	7.14% 3	
Adult programs	4.65% 2	2.33% 1	16.28% 7	0.00% 0	6.98% 3	16.28% 7	0.00% 0	16.28% 7	6.98% 3	16.28% 7	2.33% 1	9.30% 4	2.33% 1	
Senior programs	4.35% 2	8.70% 4	8.70% 4	8.70% 4	6.52% 3	4.35% 2	6.52% 3	8.70% 4	10.87% 5	10.87% 5	13.04% 6	4.35% 2	4.35% 2	
Development of innovative facilities	4.55% 2	4.55% 2	15.91% 7	15.91% 7	11.36% 5	13.64% 6	2.27% 1	6.82% 3	6.82% 3	6.82% 3	4.55% 2	6.82% 3	0.00% 0	
Indoor facilities	2.44% 1	0.00% 0	4.88% 2	19.51% 8	7.32% 3	7.32% 3	7.32% 3	7.32% 3	9.76% 4	7.32% 3	9.76% 4	9.76% 4	7.32% 3	
Quality / quantity of athletic fields	0.00% 0	0.00% 0	2.50% 1	2.50% 1	7.50% 3	5.00% 2	12.50% 5	5.00% 2	12.50% 5	7.50% 3	12.50% 5	20.00% 8	12.50% 5	
Concerts / special events	0.00% 0	0.00% 0	9.76% 4	2.44% 1	12.20% 5	17.07% 7	12.20% 5	7.32% 3	7.32% 3	9.76% 4	7.32% 3	7.32% 3	7.32% 3	
Cultural / historical facilities	0.00% 0	0.00% 0	5.00% 2	10.00% 4	2.50% 1	7.50% 3	10.00% 4	7.50% 3	10.00% 4	17.50% 7	10.00% 4	12.50% 5	7.50% 3	

### Q17 How frequently do you use concessions or bring food to park facilities?

Answered: 59 Skipped: 9

ANSWER CHOICES	RESPONSES
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Frequently	22.03%	13
Sometimes	52.54%	31
Never	25.42%	15
<b>TOTAL</b>		<b>59</b>

**Q18 Would you visit a park more frequently if coffee / breakfast or lunch in a cafe setting was available?**

Answered: 59 Skipped: 9

ANSWER CHOICES	RESPONSES	
Yes	40.68%	24
No	37.29%	22
No Opinion	22.03%	13
<b>TOTAL</b>		<b>59</b>

**Q19 How would you rank the appearance, maintenance and cleanliness of existing facilities?**

Answered: 55 Skipped: 13

	EXCELLENT	GOOD	FAIR	POOR	HAVE NOT VISITED THIS PARK	TOTAL	WEIGHTED AVERAGE
Ramona Park	39.62% 21	37.74% 20	9.43% 5	1.89% 1	11.32% 6	53	2.92
Portage Creek Bicentennial Park	23.08% 12	55.77% 29	7.69% 4	0.00% 0	13.46% 7	52	2.75
Lakeview Park	23.08% 12	28.85% 15	9.62% 5	3.85% 2	34.62% 18	52	2.02
West Lake Nature Preserve	20.00% 10	26.00% 13	18.00% 9	0.00% 0	36.00% 18	50	1.94
Eliason Nature Reserve	17.65% 9	15.69% 8	9.80% 5	0.00% 0	56.86% 29	51	1.37
Oakland Drive Park	14.58% 7	39.58% 19	8.33% 4	2.08% 1	35.42% 17	48	1.96
Bishop's Bog Preserve	11.76% 6	23.53% 12	13.73% 7	1.96% 1	49.02% 25	51	1.47
South Westnedge Park	10.00% 5	24.00% 12	16.00% 8	2.00% 1	48.00% 24	50	1.46
Schrier Park	9.80% 5	29.41% 15	11.76% 6	1.96% 1	47.06% 24	51	1.53
Millennium Park	10.00% 5	32.00% 16	12.00% 6	0.00% 0	46.00% 23	50	1.60
Veterans Memorial Park	10.42% 5	16.67% 8	10.42% 5	0.00% 0	62.50% 30	48	1.13
Westfield Park	6.00% 3	22.00% 11	8.00% 4	2.00% 1	62.00% 31	50	1.08
Central Park	6.52% 3	21.74% 10	15.22% 7	0.00% 0	56.52% 26	46	1.22
Haverhill Park	3.92% 2	25.49% 13	15.69% 8	5.88% 3	49.02% 25	51	1.29
Lexington Green Park	1.96% 1	9.80% 5	11.76% 6	15.69% 8	60.78% 31	51	0.76
Harbors West Park	2.08% 1	16.67% 8	0.00% 0	0.00% 0	81.25% 39	48	0.58
Liberty Park	2.13% 1	10.64% 5	8.51% 4	2.13% 1	76.60% 36	47	0.60

**Q20 Do you think improvements are needed in any of the following areas**

### regarding park facility maintenance?

Answered: 52 Skipped: 16

	YES	NO	NO OPINION	TOTAL
Restrooms appearance/cleanliness	61.54% 32	21.15% 11	17.31% 9	52
Lighting	62.00% 31	22.00% 11	16.00% 8	50
Safety	60.00% 30	24.00% 12	16.00% 8	50
Cleanliness of facilities	46.00% 23	30.00% 15	24.00% 12	50
Quality of landscaping	42.86% 21	32.65% 16	24.49% 12	49
Tree maintenance	32.65% 16	38.78% 19	28.57% 14	49
Barrier free accessibility (parking/paths)	27.08% 13	27.08% 13	45.83% 22	48
Fence maintenance	26.00% 13	42.00% 21	32.00% 16	50
Quality of lawn areas and green space	22.45% 11	46.94% 23	30.61% 15	49
Beach / waterfront	22.45% 11	40.82% 20	36.73% 18	49
Broken/missing equipment	20.00% 10	32.00% 16	48.00% 24	50
Unsafe equipment	12.50% 6	31.25% 15	56.25% 27	48
Graffiti	6.25% 3	54.17% 26	39.58% 19	48

#	OTHER (PLEASE SPECIFY)	DATE
1	Maintenance of invasive species needs improving	10/16/2017 9:26 PM
2	more pickleball courts needed	10/15/2017 2:09 PM
3	Removal of invasive plants	10/4/2017 2:08 PM
4	Need to fix dog park	10/4/2017 8:39 AM
5	Reopen the Dog Park!	10/3/2017 11:31 AM

### Q21 What type of community events and festivals would you like to see in Portage?

Answered: 36 Skipped: 32

#	RESPONSES	DATE
1	Ones that have events for the 25-35 year old range. Food trucks (with samples not entire meals so you can try more than one thing), beer events, better known concerts, Ice sculpting, unique craft/art fair, food competitions, neighborhood contests, etc.	11/4/2017 12:26 AM
2	Better neighborhood watch programs	11/3/2017 5:29 PM
3	More Pickleball	11/3/2017 9:01 AM
4	Christmas markets, free acoustic/folk music concerts, mass service projects	11/3/2017 8:56 AM
5	Concerts and plays	11/2/2017 11:00 PM
6	Bring back Taste of Portage	11/2/2017 8:35 PM
7	Bluegrass	11/2/2017 7:38 PM
8	More art/vendor events maybe	11/2/2017 4:25 PM
9	More nature oriented programs focusing on plants, animals and Michigan ecology and geology	10/23/2017 2:33 PM
10	Pickleball tournament	10/19/2017 2:25 PM
11	Benjammin kids concerts	10/19/2017 8:15 AM

12	Art festivals More concerts	10/18/2017 9:26 PM
13	Sponsored sports contention like a triathlon or rowing, canoeing	10/18/2017 12:45 AM
14	Pet festivals	10/17/2017 8:01 AM
15	Concert for kids	10/17/2017 7:54 AM
16	N/A	10/17/2017 2:03 AM
17	Events and festivals that showcase local businesses and local artisans. Programs that can get citizens involved with improvement projects.	10/16/2017 9:26 PM
18	Art Hop/related, Pagan festivals/holiday celebrations (just the traditional ones would be fine), concerts, cultural events (personally I'm Irish, Czech, and German), gluten-free food options at events	10/16/2017 4:49 PM
19	Pickleball tournaments	10/16/2017 1:11 PM
20	More pickleball courts.....there are so many seniors playing now	10/15/2017 7:41 PM
21	music and cultural	10/15/2017 2:38 PM
22	pickleball leagues and tournaments	10/15/2017 2:09 PM
23	Pickleball tournaments!!	10/15/2017 11:20 AM
24	A large farmer's market	10/15/2017 10:40 AM
25	We need a downtown	10/14/2017 8:32 PM
26	More concerts, festivals for young people. Bring back Taste of Portage.	10/13/2017 8:15 AM
27	Food truck Friday.	10/10/2017 11:04 AM
28	Dog events, food events, arts & crafts	10/4/2017 8:39 AM
29	N/A	10/3/2017 11:31 AM
30	fall festival	10/3/2017 9:48 AM
31	Not sure	10/3/2017 7:25 AM
32	Friday/weekend concerts versus Thursday evenings. More picnics in the park and overall community events.	10/3/2017 7:23 AM
33	Food trucks! Allow food vendors to set up in Celery flats for lunch hours.	10/2/2017 3:56 PM
34	I would like to see an interactive festival alknq the bike trail with events along the way. Art exhibits or food stands. Also summer food truck and music event maybe on one of the lake side parks in portage.	10/2/2017 3:55 PM
35	Art	9/30/2017 10:28 AM
36	No Opinion	9/29/2017 3:08 PM

**Q22 Please add any additional comments below.**

Answered: 29 Skipped: 39

#	RESPONSES	DATE
1	I live in Lexington Green Neighborhood. The park is utterly disgusting. Needless, graffiti, groups come from all over to use basketball courts and make it unsafe. The idiots in this neighborhood would rather ignore the issues and want dog parks than fix the issues we have now. There is flooding, trash, bugs and nothing for kids to do there.	11/3/2017 5:29 PM
2	More Pickleball	11/3/2017 9:01 AM
3	It would be great to get more pickleball lines added to existing tennis courts, particularly at Westfield Park.	11/3/2017 8:56 AM
4	The raised bumps at the crosswalksmake it literally treacherous for rollerbladers to cross the roads. Remove them, and do a better job of fixing cracks.	11/2/2017 8:35 PM
5	Need better space for farmers market.	11/2/2017 8:24 PM
6	Please consider putting a park/playground within walking distance to the neighborhoods near Southland Platte(behind kohls) and the state street areas north of Milham. Our neighborhoods need a safe place to walk to with our children. It would greatly improve property values and Portage as a whole.	11/2/2017 7:38 PM
7	Our Lexington green park seem unfinished the nature trail can see into ppls back yards..kind ugly has a lot of potential	11/2/2017 4:25 PM
8	Additional comments have been submitted to parks department	10/23/2017 2:33 PM
9	Very pleased to have new pickleball courts at lake view, but space at sides and back of courts is not adequate for safety when running after balls. Have heard there will be additional courts there. Please allow for more space between and at ends of courts and perhaps consult with players re best locations for gates and openings between courts. I have enjoyed playing at Ramona and Lakeview several times/ week this past summer and fall. Large crowds there frequently with often 10-15 people waiting to play.	10/19/2017 2:25 PM

10	Would love to see improvements in the bike pathways and bike lanes. (Potholes, cracks, debris. Expansion of	10/17/2017 2:32 PM
11	A lot of the offered activities I didn't even know existed. I wish I had because my family would have visited or attended many of the events listed on this survey.	10/17/2017 7:54 AM
12	Invasive species seem to dominate in sensitive nature preserves such as west lake and bishops big. It would show dedication to create a management plan to reduce and eradicate these invasive species.	10/16/2017 9:26 PM
13	I haven't checked out any of the concessions but with my past experiences with other places there's very rarely any safe gluten-free food options. If I want to eat at an event I usually have to bring my own food. It would be nice to be able to participate with everyone else (for those with actual medical problems, not just the fad people). I'm looking forward to exploring the parks now that I live here!	10/16/2017 4:49 PM
14	Pickleball is the fastest growing sport in the country. While Portage has added courts more are needed in one location to host tournaments and bring people and dollars to Portage.	10/16/2017 1:11 PM
15	Plentiful seating is desirable in all park settings. People who are out of shape won't go if they don't have a place to sit when they get tired, and if they don't go, they'll just continue to be out of shape. Also necessary for parents/guardians observing children on a playground... people don't want to bring their kids to play if they can't safely and comfortably keep an eye on the kids.	10/16/2017 1:03 PM
16	Overall the city does a nice job, however there is always areas that can be improved upon.	10/15/2017 10:40 AM
17	Splash pad!!!!	10/14/2017 8:32 PM
18	Disc golf	10/14/2017 4:14 PM
19	Walking Route along northside of West Lake, Would complete loop for a walk around Lake. Appears a few easements would be required.	10/14/2017 8:05 AM
20	We have outstanding parks. I particularly like all that is going on with the Eliason park. I think the city should consider buying the Gourdneck State Game Area, or part of it, for park expansion.	10/13/2017 8:15 AM
21	The pickle ball courts at Ramona and Lakeview are a great improvement. If you are planning on adding any more courts please seek the advise of knowledgable people to help with the design.	10/4/2017 3:05 PM
22	The nature preserve/reserves need to be examples of high quality, healthy ecosystems.	10/4/2017 2:08 PM
23	Please fix the dog park. Why wasn't it done right in the first place??	10/4/2017 8:39 AM
24	Annoyed that the Dog Park was supposed to reopen last month and it still has not.	10/3/2017 11:31 AM
25	Please connect Lexington Green to the rest of the city. We are part of Portage, too, and deserve access to everything the other city residents take for granted. If I want to walk or bike any Portage trails, there aren't even sidewalks connecting our neighborhood to city trails. That's unacceptable.	10/3/2017 8:02 AM
26	Upgrading restroom facilities should be a higher priority. The parks are beautiful, right up until you need to use the facilities and the overwhelming odor of body fluids hits you in various restrooms. Possible to be corrected by better ventilation.	10/2/2017 3:56 PM
27	Number 1 priority for me is bike trail improvements/expansion especially desireable is a tunnel under US -131 to connect trail at McGillicuddy to 12th Street. Is this in the works? Riding and hiking the trail at Al Sabo is wonderful but getting to it from east of 131 is dreadful and dangerous.	10/2/2017 3:55 PM
28	Love the bike trails. Support expansion and more regular maintenance (non-invasive)	10/2/2017 12:39 PM
29	I have lake access to Gourdneck Lake and have noticed over the past few years an increase in the amount of people (including myself) kayaking/paddle boarding/canoeing on the lake. Portage has a unique feature with the lakes and streams running throughout the city that I feel is under-utilized and could make for "kayak/canoe trails" through the city. I know at the south entrance of the bicentennial park there is the "canoe launch" but the stream has so much debris that it's impossible to navigate. Clearing out the debris from the Portage Creek and setting up access points to float stream would be a great feature to add to the city. Also, I know the DNR stock brown trout in the Portage Creek yearly, making the stream more accessible may promote more fishing in the stream.	9/29/2017 3:08 PM

# **APPENDIX 5**

## **Documents from Public Hearings and Public Meetings**

prevention week serves as a way to keep the public informed about the importance of fire prevention.

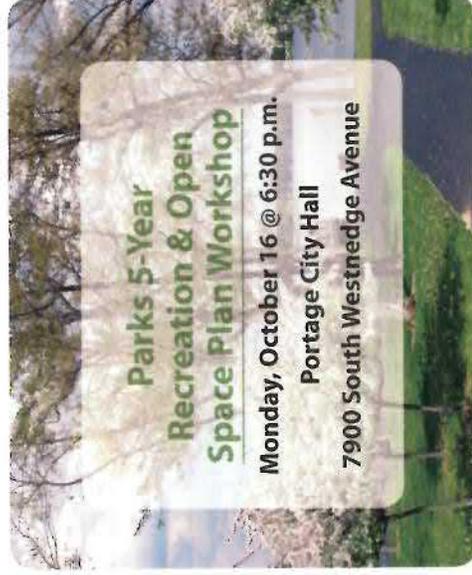
♦ Make sure the house number is clearly marked on your home and easy for the fire department to find.

drills, please call the Portage Fire Division at 329-4487.

# Invitation for Input: Parks 5-Year Recreation & Open Space Plan Workshop

The City of Portage has initiated a planning process to update the Portage Parks 5-Year Recreation & Open Space Plan. The general public is invited to attend an informational workshop on **Monday, October 16 at 6:30 p.m.** at Portage City Hall to discuss the recreational needs of the city and its residents. The purpose of the workshop is to gather community input on the current condition of the Portage park system and to discuss ideas for future park and trail development.

Attendees will be asked to share their vision and ideas for enhancements to the Portage park system, as well as cultural and recreational programming. Landscape architects from VIRIDIS Design Group will attend the workshop to facilitate the discussion and answer



For those unable to attend the workshop, an online survey will be available during the month of October for residents to provide feedback on the Portage park system and submit ideas for the future. The survey includes questions such as the frequency that the respondent uses city parks and the importance of certain park characteristics. To complete the survey visit [www.portagemi.gov](http://www.portagemi.gov) and click on the Parks Open Space Plan icon.

For more information, please call Portage Parks & Recreation at 329-4522.

## October is National Planning Month



The American Planning Association (APA) has designated October as National Community Planning Month, which highlights the vital role planning plays in the day-to-day activities of citizens in every community. The month-long celebration is an opportunity to recognize how planning shapes the City of Portage, as well as the work of planners and the planning profession in creating communities of lasting value.

Planning is the process of envisioning, mapping or otherwise conceiving how a community will look, grow, and define itself – its characteristics, attributes and identity. As

our community continues to change and grow, planning plays an important role in ensuring that new developments are designed and built in harmony with existing surroundings. Planning carefully balances the needs and desires of residents against the challenges presented by growth and change, not just in the physical realm, but also economically and socially. Planning also strives to give residents choices. From the type of home an individual lives in, such as a condominium, apartment, town home or single family, to how an individual gets around, whether it be public transit, walking, bicycling or driving, planning helps ensure communities address the needs of everyone.

This year's theme, **Innovation in Planning**, underscores the important role planning plays in addressing and

adapting to challenges faced by communities in the 21<sup>st</sup> century. Innovation involves everything from using data sources and technology to address issues including inequality, access to transportation and social mobility, to celebrating new approaches to creating communities of lasting value. Portage continues to implement innovative ideas in the areas of technology to ensure transparency, support for new forms of development, such as mixed use and live-work accommodations, connecting people to places with non-motorized multi-use paths, incentives encouraging more affordable housing, among others.

To learn more about National Community Planning Month, visit [www.planning.org/ncpm](http://www.planning.org/ncpm) or contact the Department of Community Development at 329-4477.



313 North Burdick Street 1430 Monroe, Suite 105  
Kalamazoo, MI 49007 Grand Rapids, MI 49505  
(269) 978-5143 (616) 438-9841  
(866) 683-5060 (fax) (866) 683-5060 (fax)

## MINUTES OF MEETING

October 17, 2017

PROJECT: City of Portage 5-Year Recreation and Open Space Plan Update  
MEETING DATE: October 16, 2017  
VIRIDIS PROJECT #: 1746

PRESENT: Kathleen Hoyle, City of Portage  
Tim Earl, City of Portage  
John McCann, VIRIDIS Design Group  
Audience of about 20 City residents

PURPOSE OF MEETING: Public Input Meeting

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1. Kathleen welcomed the audience and gave a brief introduction.
2. VIRIDIS gave a brief presentation which included a description of the following: the purpose of the Recreation Plan, the contents of the plan, and the process in place to develop the plan.
3. The meeting attendees were organized into three working groups. VIRIDIS provided instructions for the group work which included nominating a scribe/spokesperson, providing and recording ideas discussed for each provided question, and identifying the top idea choices for each question.
4. Group work
  - a. Each group was provided a series of 4 questions and asked to provide ideas for each. Each group was given 10 minutes to discuss each question. VIRIDIS sat in each group to facilitate the discussions.
  - b. When each group completed all the questions on their own, all the groups reconvened as one group and shared the ideas that were discussed. VIRIDIS recorded all of the comments on a large pad for all to see.
5. Group work results
  - a. Question #1 - What are three ways the City can improve the parks and recreation system?
    - i. Invasive species control
    - ii. Kayaking on Portage Creek
    - iii. Expand bike trail system
    - iv. Age appropriate play equipment for all ages (particularly for 3 and under)
    - v. More benches along trails (space every half mile)
    - vi. Benches in playground areas for adults to sit and watch children
    - vii. Markings on trails to delineate bicycle and pedestrian lanes, or consider separating paths

- viii. More soft trails for hiking
- ix. Cleanliness in existing restrooms
  - x. Provide port-a-johns at pickle ball courts
  - xi. Non-motorized trail expansion
  - xii. Bike racks
  - xiii. Edible gardens
- b. Question #2 - What type of new and innovative park amenities should the City consider adding to the park system?
  - i. Benches
  - ii. Shade
  - iii. Drinking fountains
  - iv. Consult with pickle ball players when designing courts
  - v. Better accessibility - wheel chair rentals
  - vi. Splash park
  - vii. Aquatic center
  - viii. More signage, especially regarding clean up after dogs
  - ix. Disc golf
  - x. Fitness course on trails
  - xi. More port-a-johns on pickle ball courts, and when restrooms close for winter
  - xii. Build rain gardens to both manage storm water issues and be an aesthetic feature
- c. Question #3 - What cultural / historical based recreational amenities would interest you?
  - i. Green houses
  - ii. Develop Old Mill
  - iii. Coffee house / events
  - iv. Interpretive signage to tell the history of parks / park names
  - v. Expand music program
  - vi. Hayloft theater programs
- d. Question #4 - What are three long term goals the City should focus on related to parks and recreation?
  - i. More pickle ball courts
  - ii. Art fair
  - iii. Bike trail connections to other municipalities
  - iv. Bike trail connections from neighborhoods to existing trail system
  - v. Sidewalks
  - vi. Botanical garden
  - vii. Correct bike lane issue - build up of leaves in the fall and placement of trash containers within bike lane area blocks the bike lane
  - viii. Coordinate with local nature volunteer organizations (IE nature center) to remove invasive species from sensitive areas within parks
  - ix. Require developers to provide dedicated park space when developing new projects / subdivisions
  - x. Address road crossing issue at Portage / Forest

October 16, 2017  
5-Year Recreation and Open Space Plan  
Public Input Meeting

6. Final voting

- a. After all the ideas were shared and recorded, each meeting attendee was provided with 5 colored dots. Attendees were asked to place dots next to the ideas that they thought were most important. The only rule was that only three dots could be placed on any one item.
- b. After voting the meeting was adjourned.

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,

VIRIDIS Design Group



John McCann, LLA, ASLA, LEED AP  
Senior Landscape Architect

CC: All attendees  
Linda Bruno, VIRIDIS Design Group

**CITY OF PORTAGE**

5-YEAR PARKS AND RECREATION MASTER PLAN UPDATE

PUBLIC INPUT MEETING

October 16, 2017

Name	Email	City Resident?
RALPH DITMAR	RNDITMAR@me.com	YES
NICKY LETGAH	NICKYLETGAH1226@GMAIL.COM	NO
Susan Williams	Kallyzoo@aol.com	YES
GREG AYERS	gayeresp@discover.kalamazoo.com	YES
Betty Lee Ogley	Bongley@charter.net	Yes
Sohk Fomusa	utohna.haj@gmail.com	Yes

**CITY OF PORTAGE**

5-YEAR PARKS AND RECREATION MASTER PLAN UPDATE

PUBLIC INPUT MEETING

October 16, 2017

Name	Email	City Resident?
* Fanny L. Allgäuer	Allgäuer647291@yahoo.com	Yes
* JOHN COLBURN	LTCJOHN@AOL.COM	YES
JANET PADILLA		YES
Deborah Goodchild	<del>debgoodchild</del> debgoodchild@wi.r.c.com	yes

} Pickle  
Ball  
experts

**CITY OF PORTAGE**  
 5-YEAR PARKS AND RECREATION MASTER PLAN UPDATE  
 PUBLIC INPUT MEETING  
 October 16, 2017

Name	Email	City Resident?
Jill Bartz	Team bartz@sbcglobal.net	yes
Emily Whisman	emily.j41.drenth@gmail.com	yes
Katie Drenth	Katie.e.drenth@gmail.com	yes
David Geelhoed	climbhike@aol.com	yes
Dana e Card Long	carollong2012@gmail.com	yes



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(269) 978-5143 (616) 438-9841  
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## MINUTES OF MEETING

November 17, 2017

PROJECT: City of Portage 5-Year Recreation and Open Space Plan Update  
MEETING DATE: November 1, 2017  
VIRIDIS PROJECT #: 1746

PRESENT: Kathleen Hoyle, City of Portage  
Rod Russell - Director of Public Services  
City of Portage Park Board members  
John McCann, VIRIDIS Design Group

PURPOSE OF MEETING: Park Board Plan Update and Input Meeting

1. Kathleen introduced VIRIDIS and gave a brief introduction of the project and purpose of the meeting.
2. VIRIDIS gave a brief presentation which included a description of the following: the purpose of the Recreation Plan, the contents of the plan, and the process in place to develop the plan.
3. The meeting was designed to be an informal discussion type format so that board members could share and discuss ideas. VIRIDIS posed a series of questions and asked the board members to provide ideas, thoughts, concerns, and general feedback. VIRIDIS recorded the responses as noted below.
4. Park Board feedback:
  - a. Question #1 - What are three ways the City can improve the parks and recreation system?
    - i. Maintenance endowment
    - ii. Corporate sponsors
    - iii. More solar USB stations
    - iv. Wi-Fi
    - v. Increase parking
    - vi. Recycling
    - vii. Make parks more sustainable (recycled products, alternative power sources)
  - b. Question #2 - What type of new and innovative park amenities should the City consider adding to the park system?
    - i. Splash Pad
    - ii. Farmers market (perm)
    - iii. Trail connection to Texas twp
    - iv. Food Trucks
    - v. Outdoor exercise equipment
    - vi. Rentals for bikes

- vii. Watercraft
- viii. Mountain bike course
- ix. Motor cross course
- x. Disc golf
- xi. Wiffleball
- xii. Camp grounds
- xiii. Community garden
- c. Question #3 - What cultural / historical based recreational amenities would interest you?
  - i. Interpretive signs
  - ii. Tours of historical buildings
  - iii. Historical places map
  - iv. Festivals and concerts (Heritage Fest)
  - v. Beer Fest
  - vi. Art in the parks and along trails
  - vii. Botanical garden
  - viii. Revolving exhibits
- d. Question #4 - What are three long term goals the City should focus on related to parks and recreation?
  - i. Financial sustainability
  - ii. Environmental sustainability
  - iii. Trail expansion
  - iv. Connect to adjacent communities with trails
  - v. Challenging playscapes
  - vi. Healthy citizen reward program
  - vii. Larger entertainment venues

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,

VIRIDIS Design Group



John McCann, LLA, ASLA, LEED AP  
Senior Landscape Architect

CC: All attendees  
Linda Bruno, VIRIDIS Design Group



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## MINUTES OF MEETING

October 31, 2017

PROJECT: City of Portage 5-Year Recreation and Open Space Plan Update  
MEETING DATE: October 25, 2017  
VIRIDIS PROJECT #: 1746

PRESENT: Parks Department Staff  
Park Rangers  
J ohn McCann, VIRIDIS Design Group

PURPOSE OF MEETING: Park Staff Input Meeting

1. VIRIDIS gave a brief presentation which included a description of the following: the purpose of the Recreation Plan, the contents of the plan, and the process in place to develop the plan.
2. The meeting was designed to be an informal discussion type format so that staff members could share and discuss ideas. VIRIDIS posed a series of questions and asked the board members to provide ideas, thoughts, concerns, and general feedback. VIRIDIS recorded the responses as noted below. Following the brainstorming exercise, staff was asked to vote on their top priorities
3. Park Staff feedback (**Bold items indicate high priority votes**):
  - a. Question #1 - What are three ways the City can improve the parks and recreation system?
    - i. Cleaner restrooms**
    - ii. Rebuild some restrooms
    - iii. Increase programming for Rec Center and aquatics
    - iv. Update trail signs**
    - v. More events at parks
    - vi. Skate park competitions
    - vii. Update events page on website
    - viii. Increase staff**
    - ix. Lighting in parking lots**
    - x. Vending machines
    - xi. Improve infrastructure**
    - xii. Picnic tables
  - b. Question #2 - What type of new and innovative park amenities should the City consider adding to the park system?
    - i. Splash pad
    - ii. Bike rental**
    - iii. Ranger storage

- iv. **Canoe/kayak rental**
  - v. Ropes course
  - vi. Disc golf
  - vii. Upgrade internal park signs
  - viii. Improve Portage Creek flow
- ix. **Large amphitheater**
  - x. **Increase parking**
  - xi. Mountain bike course
  - xii. Pool
  - xiii. Dog park
- xiv. **Indoor ice rink**
  - xv. Expand beach at Ramona
  - xvi. Improve access to Old Mill
  - xvii. Heated restrooms
  - xviii. Connect Schrier and Eliason with path
  - xix. Fishing piers
- c. Question #3 - What cultural / historical based recreational amenities would interest you?
  - i. Amphitheater
  - ii. Plays
  - iii. **Farmers market**
    - iv. Events such as car show, war reenactment, craft show
    - v. Sports camps for 5-yr and under
  - vi. **Taste of Portage**
  - vii. **Smaller drop-in concerts at Celery Flats (blue grass, kids bands etc)**
  - viii. Community Garden
  - ix. Functioning Farm
  - x. Edible garden
  - xi. Zen garden
  - xii. Flower gardens
- d. Question #4 - What are three long term goals the City should focus on related to parks and recreation?
  - i. **Increase parking capacity**
  - ii. Expand bike trails
  - iii. Special events
  - iv. Mountain bike trails
  - v. Increase staff
  - vi. **More staff equipment**
  - vii. Increase program offerings
  - viii. Larger concert venue
  - ix. **Environmental sustainability**
    - x. Invasive species control
    - xi. Accessibility
  - xii. **Improve infrastructure - drainage at gates**
  - xiii. Land acquisition
  - xiv. **Super decking - trail improvements**

October 25, 2017  
5-Year Recreation and Open Space Plan  
Park Staff Input Meeting

- xv. Partnerships with schools/businesses/community
  - xvi. Staff offices out of basement
4. Final voting
- a. After all the ideas were shared and recorded, each meeting attendee was provided with 5 colored dots. Attendees were asked to place dots next to the ideas that they thought were most important. The only rule was that only three dots could be placed on any one item. The bold items above received the most votes for each question topic.
  - b. After voting the meeting was adjourned.

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,

VIRIDIS Design Group



John McCann, LLA, ASLA, LEED AP  
Senior Landscape Architect

CC: All attendees  
Linda Bruno, VIRIDIS Design Group



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## MINUTES OF MEETING

November 17, 2017

PROJECT: City of Portage 5-Year Recreation and Open Space Plan Update  
MEETING DATE: November 2, 2017  
VIRIDIS PROJECT #: 1746

PRESENT: Kathleen Hoyle, - Director of Parks, Recreation, and Senior Center Services  
Rod Russell - Director of Public Services  
Adam Herringa - Clerk  
Vicki Georgeau - Director of Community Development  
Devin Mackinder, Technology Services  
Nick Arnold, Public Safety  
Mary Beth Block, Asst. To the City Manager  
Lauren VanderVeen, Finance  
Kaitlynn Boot, Transportation and Utilities  
John McCann, VIRIDIS Design Group

PURPOSE OF MEETING: City Staff Input Meeting

1. Kathleen introduced VIRIDIS and gave a brief introduction of the master plan update, process, and purpose of the meeting.
2. VIRIDIS gave a brief presentation which included a description of the following: the purpose of the Recreation Plan, the contents of the plan, and the process in place to develop the plan.
3. The meeting was designed to be an informal discussion type format so that staff members could share and discuss ideas. VIRIDIS posed a series of questions and asked the attendees to provide ideas, thoughts, concerns, and general feedback. VIRIDIS recorded the responses as noted below.
4. Park Staff feedback:
  - a. Question #1 - What are three ways the City can improve the parks and recreation system?
    - i. Park millage
    - ii. Winter activities
    - iii. Heated restrooms
    - iv. X-country skiing
    - v. Enhance trail systems
    - vi. Safety on trails (cameras)
    - vii. Public safety presence
    - viii. Add staff
    - ix. More programming in smaller parks,

- x. Movie night
  - xi. Active park system
  - xii. Low maintenance
  - xiii. Tournaments
  - xiv. Improve drainage at Central Park
- b. Question #2 - What type of new and innovative park amenities should the City consider adding to the park system?
- i. Accessible playgrounds
  - ii. Lockers w/ charging stations
  - iii. Wi-Fi
  - iv. Drone flying area
  - v. Splash pad
  - vi. Emergency call box at trails
  - vii. Challenging play equipment
  - viii. Exercise equip
  - ix. Access for fishing
  - x. Promote trout habitat
  - xi. Mountain bike trail
  - xii. Edible trail
  - xiii. Swim lessons
  - xiv. Dog swimming
  - xv. Disc golf
  - xvi. Wiffleball
  - xvii. Hampton Lake access
  - xviii. Enhance skate park
  - xix. Ninja warrior course
  - xx. Outdoor movies
  - xxi. Climbing wall
  - xxii. Festival space
  - xxiii. Food trucks
  - xxiv. Farmers market
  - xxv. Soft trails
  - xxvi. Parking
  - xxvii. Tot lot
- c. Question #3 - What cultural / historical based recreational amenities would interest you?
- i. Develop Martin Luther King Jr Park
  - ii. Historical tours
  - iii. Cultural festivals
  - iv. Public art
  - v. Peddle pub
  - vi. Native American exhibit
  - vii. Interpretive signs
  - viii. Large outdoor amphitheater
  - ix. X-country event
  - x. Craft beer festival

November 2, 2017  
5-Year Recreation and Open Space Plan  
City Staff Input Meeting

- xi. Music for younger crowd
- xii. Community garden
- xiii. Recognize native American,
- xiv. Commercial kitchen
- xv. Incubator space
- d. Question #4 - What are three long term goals the City should focus on related to parks and recreation?
  - i. Corporate sponsors
  - ii. Connect trail to adjacent communities
  - iii. Long term sustainability (financial and maintenance)
  - iv. Land acquisition - expand park system
  - v. Add a neighborhood park
  - vi. Boardwalk on West Lake and Austin Lake
  - vii. Partner with DNR to add to State Game Area

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,

VIRIDIS Design Group



John McCann, LLA, ASLA, LEED AP  
Senior Landscape Architect

CC: All attendees  
Linda Bruno, VIRIDIS Design Group



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## MINUTES OF MEETING

November 17, 2017

PROJECT: City of Portage 5-Year Recreation and Open Space Plan Update  
MEETING DATE: November 6, 2017  
VIRIDIS PROJECT #: 1746

PRESENT: Adam Herringa - City Clerk  
Youth Advisory Committee Members  
John McCann, VIRIDIS Design Group

PURPOSE OF MEETING: Youth Advisory Committee Input Meeting

1. VIRIDIS gave a brief presentation which included a description of the following: the purpose of the Recreation Plan, the contents of the plan, and the process in place to develop the plan.
2. The meeting was designed to be an informal discussion type format so that committee members could share and discuss ideas. VIRIDIS posed a series of questions and asked the attendees to provide ideas, thoughts, concerns, and general feedback. VIRIDIS recorded the responses as noted below.
3. Park Staff feedback:
  - a. Question #1 - What are three ways the City can improve the parks and recreation system?
    - i. Cleaner restrooms
    - ii. Way-finding signs
    - iii. Events at lesser known parks
    - iv. Awareness - knowing where parks are and what they have to offer
    - v. Locate parks on trail maps
    - vi. Environmental sustainability
    - vii. Volunteer opportunities
    - viii. Field trips for schools
    - ix. Plant more trees - adopt a tree program
    - x. Maintenance
    - xi. More events - dog walk-a-thon
    - xii. Focus on pedestrians not cars
  - b. Question #2 - What type of new and innovative park amenities should the City consider adding to the park system?
    - i. Wi-Fi
    - ii. Bike rentals
    - iii. Fire Pit
    - iv. Drinking fountain w/ bottle fill

- v. Art / Sculptures
  - vi. Solar phone chargers
  - vii. Play equipment available for rental
  - viii. Playgrounds
  - ix. Picnic tables
  - x. Walking paths
  - xi. Fountains
  - xii. Hammocks
  - xiii. Vending machines
  - xiv. Interpretive signs
  - xv. Fishing activities/equipment
  - xvi. Restaurant/cafe
  - xvii. Food trucks
  - xviii. Lighting
  - xix. Canoe/kayak rentals
  - xx. Dog food stations
  - xxi. Shade/umbrellas
- c. Question #3 - What cultural / historical based recreational amenities would interest you?
- i. Open buildings at Celery Flats
  - ii. Concerts
  - iii. Fireworks
  - iv. Theater in barn at Celery Flats
  - v. Christmas lights at all parks
  - vi. Add ice rink
  - vii. More interpretive signs at all parks
  - viii. Tell the history of portage in parks

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,

VIRIDIS Design Group



John McCann, LLA, ASLA, LEED AP  
Senior Landscape Architect

CC: All attendees  
Linda Bruno, VIRIDIS Design Group

STATE OF MICHIGAN )  
County of Kalamazoo

ss Naun Suttrop

Being duly sworn deposes and say he/she is Principal Clerk of



# THE KALAMAZOO GAZETTE

## DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) \_\_\_\_\_

December 24 A.D. 20 17

Sworn to and subscribed before me this 27<sup>th</sup> day of December 2017

*Janice M. DeGraaf*  
JANICE M. DEGRAAF  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF KENT  
MY COMMISSION EXPIRES Oct 3, 2020  
ACTING IN COUNTY OF Kent

 **PORTAGE**  
*A Natural Place to Move*

**City of Portage - 5 Year Parks Recreation & Open Space Master Plan Update**  
**Notice of Plan Availability for Public Review and Comment**

A draft of the 5 Year Parks Recreation & Open Space Master Plan Update for the City of Portage will be available for public review and comment for 30 days starting on December 27 at noon. Any interested residents may review the plan and send comments.

Written comments may be sent to The City of Portage, Parks & Recreation Department, 7900 South Westnedge Avenue, Portage, Michigan 49002.

Email comments may be sent to [hoylek@portagemi.gov](mailto:hoylek@portagemi.gov)

Copies of the plan are on file at the following locations:  
-City Hall, 7900 South Westnedge, Portage, Michigan 49002.  
-Portage District Library, 300 Library Lane, Portage, Michigan 49002

The plan is also available for viewing online at:  
[www.portagemi.gov](http://www.portagemi.gov)

For more information contact:  
Parks & Recreation Department  
269-329-4522

Dated December 24, 2017

8472953-01

RECEIVED  
JAN 04 2018  
CLERK

STATE OF MICHIGAN )  
County of Kalamazoo

ss.  Dawn Sutton

Being duly sworn deposes and say he/she is Principal Clerk of



# THE KALAMAZOO GAZETTE

## DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(day(s))

January 14  A.D. 20  18

Sworn to and subscribed before me this  15<sup>th</sup>  day of  January  20  18

*Janice M. DeGraaf*  
JANICE M. DEGRAAF  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF KENT  
MY COMMISSION EXPIRES Oct 3, 2020  
ACTING IN COUNTY OF  Kent



### CITY OF PORTAGE NOTICE OF PUBLIC HEARING & MEETING

A Public Hearing & Meeting by the CITY OF PORTAGE PARK BOARD is scheduled for 6:30 p.m. on Wednesday, February 7, 2018. The location of the hearing and meeting will be the PORTAGE SENIOR CENTER, Arts & Crafts Room, 320 Library Lane, Portage, MI 49002.

The purpose of the public hearing is for the public to express any comments on the 2018 Recreation and Open Space Plan Update. Copies of the plan are on file and may be viewed at the following locations:

- Portage City Hall, 7900 South Westnedge Avenue, Portage, MI 49002; and
- Portage District Library, 300 Library Lane, Portage, MI 49002.

The 2018 Recreation and Open Space Plan Update is also available for viewing online at [www.portagemi.gov](http://www.portagemi.gov).

The meeting following the public hearing will focus on goals and events for the upcoming year.

For more information contact the City of Portage Department of Parks and Recreation at 269-329-4522.

Dated: January 14, 2018

8494827-01

**Portage Park Board Meeting Minutes**  
**February 7, 2018**

**Board Present:** Tim Earl, Jon Peer, Kazmira Ruhland, Charles Thomas, Staci Salisbury, Elanor Riley, Tara Gish

Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services

**Board Absent – Excused:** Lana Escamilla, Robb Krueger

Rodney Russell – Director of Public Services

Meeting was called to order at 6:34pm by Mr. Earl

**I. INTRODUCTIONS**

1. New board member Tara Gish
2. Guests in attendance:
  - a. John McCann, Viridis Design Group
  - b. Donna DeBault
  - c. Maxine June
  - d. David Parkhill
  - e. Gerald Kroehn

**II. APPROVAL OF AGENDA**

Agenda was distributed and reviewed. Mr. Thomas moved to approve the agenda, Mr. Peer seconded, approved by voice vote.

**III. APPROVAL OF MINUTES**

1. Park Board Meeting Minutes  
Minutes from prior meeting were distributed and reviewed. Mr. Peer moved to approve the minutes, Ms. Ruhland seconded, approved by voice vote.
2. Bicycle Advisory Committee Meeting Minutes  
Minutes from the bicycle advisory committee meeting were distributed and reviewed. Mr. Thomas moved to approve the minutes, Mr. Peer seconded, approved by voice vote.

**IV. DEPARTMENT REPORT**

1. Capital Improvement Plan is almost complete and should be submitted to the City Council by April
2. Budget planning for this year will be reviewed by the City Council soon
3. The Parks department is planning upcoming collaborative programming with the KIA
4. Construction of the new trail-head at Osterhout has begun; there is new signage detailing the project at the location
5. Celery Flats parking lot expansion to add 40 new parking spaces will begin soon
6. The interpretative center at Celery Flats will be demolished and a new shelter will be constructed through August
7. More trail additions to be discussed in the future

## V. PUBLIC SERVICE REPORT

Mr. Russell not present, Mrs. Hoyle reported there have been public complaints about trails not being cleared of snow. Primary streets and roads remain the priority for the public services department.

## VI. NEW BUSINESS

1. Public Hearing for 5-year Parks Master Plan
  - a. Items in the 5 year plan are what the city of Portage is hoping to accomplish in development of public spaces for the next 5 years
  - b. The DNR will not fund projects unless they were included in this plan.
  - c. Inclusion in the plan does not guarantee completion of projects.
  - d. The plan includes items on the capital improvement schedule as well as public suggestions for improvement
  - e. Citizen Comments and Concerns:
    - i) Gordon Estate Game Area land purchase:
      - Mrs. Debault requested clarification of what parcels are being purchased and what the plans for development are on this land. She was also concerned about the effect on the deer population if these areas were developed and hunting was prohibited.
      - Mr. Parkhill was concerned that hunting may be prohibited on the land which would push hunters into adjacent areas and make them more crowded. Due to the small area and growing surrounding development, he was also interested in the potential for bow hunting of deer in these areas.
      - Mr. Kroehn was similarly concerned that hunting may become prohibited on the purchased parcels or that they would be developed.
      - Mrs. Hoyle clarified that the parcels which are being purchased are adjacent to Centre St. and Vanderbilt. Nothing south of Vanderbilt will be developed as both the DNR and Portage wish to keep this as a natural area. If and when any plans are finalized, there will be public hearings scheduled to get input from the citizens.
    - ii) Oakland Park
      - Mr. Kroehn expressed his appreciation for the facilities and amenities at Oakland park, stating that he and his family members greatly enjoy the park.
  - f. Additional Citizen Comments which were received electronically were reviewed at the meeting and are included in Appendix A
  - g. After the final comments, Mr. Earl asked for a motion to close the public hearing and approve the 5-Year Recreation and Open Space plan with revisions from the citizen comments.
  - h. Mr. Peer motioned to close the public hearing and Ms. Ruhland seconded. Vote passed by voice vote
  - i. The Plan will be sent to the Planning Commission and Council for final adoption
2. February Financial Report
  - a. Expense for annual website hosting, no other changes since previous report

- b. Board Members discussed the purchase of nametags for new board members
  - i) Motion to approve this expense by Mrs. Riley
  - ii) Ms. Salisbury seconded
  - iii) Motion approved by voice vote
- 3. 2018 Park Board Goals  
Board members reviewed the list of goals from 2017 and will return with new ideas and suggestions for review at the next meeting
- 4. Subcommittee Reports
  - a. Heritage Festival Update (Saturday, May 12)
    - i) Ms. Ruhland has begun the process of planning this event and collecting information for potential vendors.
    - ii) The event will be held at Celery Flats on May 12 from 2 – 5pm
    - iii) The event will include different cultural groups from Portage and the surrounding area including food, vendors, dancing, and other entertainment.
    - iv) Park board members discussed other ideas for potential vendors and group invitations and will report back at the next meetings
  - b. Kalamazoo Folk Life Music Festival (Sunday, July 8)
    - i) Board members discussed event funding and event sponsorship ideas
  - c. Great American Camp Out – Portage (Saturday, June 23)
    - i) This event was previously titled “Summer Bash” but has been renamed to coordinate with National Camp Out Day
    - ii) Board members discussed event funding and camp site location planning
    - iii) Event coordinators (Ms. Escamilla and Ms. Salisbury) are continuing to work on finding sponsors and vendors for this event
  - d. Bike Event (Saturday, August 11)
    - i) The previously suggested name “Bike-a-palooza” is used by another group for a fundraiser so the name is not available.
    - ii) Mrs. Riley and Mr. Thomas will continue work together to coordinate this event and gather vendors and sponsorship
  - e. Recycled Art in the Park
    - i) This event has been rescheduled from its usual time in May to better fit with artist schedules through the year
    - ii) New categories this year include both adults and youth
    - iii) Mr. Earl requested board members to lead the organizing subcommittee for this event
    - iv) Ms. Gish and Ms. Ruhland will coordinate the subcommittee for planning this event and will report back at the next meeting
- 5. Fundraising Activities – Hiking Sticks  
Nothing to report currently
- 6. Friends of the Park Report
  - a. Board members discussed potential candidates for the board of directors and will report back at the next meeting

- b. Facebook Updates
  - i) Ms. Ruhland shared the page with many of her friends and increased the social media reach of the facebook page
- c. Website Updates
  - i) Mr. Peer will work with Mrs. Riley to update the website
  - ii) Annual hosting costs have been paid
- d. Board members discussed how events are currently marketed and how this could be improved. Events are normally published in the spring / summer event booklet and the Portager. Ms. Ruhland suggested that we increase the amount of posts that we share on Facebook and other social media so that we can more effectively share information with the community.

## **VII. SUMMARY ACTIVITY REPORT**

Board members reviewed summary activity report

## **VIII. PARK ASSIGNMENTS / REPORT**

Ms. Gish was assigned to Lexington-Green park

## **IX. COMMENTS FROM BOARD MEMBERS**

1. Mr. Peer welcomes Tara to the board
2. Ms. Ruhland suggested that we should make a patch or pin to sell at events
3. Ms. Ruhland also suggested that we reach out more frequently to the Girl Scout council who has expressed interest in being involved in more events
4. Mr. Thomas welcomed Ms. Gish
5. Mrs. Riley welcomed Ms. Gish

Motion to adjourn by Mr. Peer, Ms. Ruhland seconded

Meeting adjourned at 8:21 pm

Next meeting is March 7 at Stuart Manor

Respectfully Submitted,

Mrs. Elanor Riley  
Park Board Secretary

STATE OF MICHIGAN )  
County of Kalamazoo

ss *Shawn Sutter*

Being duly sworn deposes and say he/she is Principal Clerk of



# THE KALAMAZOO GAZETTE

## DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) \_\_\_\_\_

*February 7* A.D. 20 *18*

Sworn to and subscribed before me this *7<sup>th</sup>* day of *February* 20 *18*

*Janice M. DeGraaf*  
JANICE M. DEGRAAF  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF KENT  
MY COMMISSION EXPIRES Oct 3, 2020  
ACTING IN COUNTY OF *Kent*



**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL INTERESTED PERSONS.**

The City of Portage Planning Commission will conduct a public hearing on the following item at the meeting on **Thursday, February 22, 2018** in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue at 7:00 p.m. (or as soon thereafter as may be heard) on the following:

- 2018 Recreation and Open Space Plan Update. The Recreation and Open Space Plan is a component of the Comprehensive Plan intended to address recreational needs in the city.

All interested persons are welcome to attend the public hearings and comment on the items. Written comments may also be submitted to the Department of Community Development prior to 12:00 noon the day of the public hearing. Copies of the items are available for review between the hours of 8 a.m. and 5 p.m. Monday through Friday in the Department of Community Development, Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan, 49002. Contact the Department of Community Development at 329-4477 for additional customer assistance.

Dated: February 7, 2018

8316737-01



## RESOLUTION ADOPTING THE 2018 RECREATION AND OPEN SPACE PLAN BY THE PORTAGE CITY PLANNING COMMISSION

At a meeting of the Planning Commission of the City of Portage, Michigan, held on the 22<sup>nd</sup> day of February 2018, at 7:00 p.m. local time at the Portage City Hall in the City of Portage, Michigan.

PRESENT: Shoup, Place, Stoffer, Schimmel and Joshi

ABSENT: Corradini, Patterson, Harrell-Page and Bosch

The motion to adopt the resolution was offered by Commissioner Joshi and supported by Commissioner Place.

WHEREAS, Act No. 33 of the Public Acts of the State of Michigan for 2008, as amended, mandates that the planning commission of a municipality prepare and adopt a Comprehensive Plan for the physical development of the municipality;

WHEREAS, the Recreation and Open Space plan is a sub-component of the Comprehensive Plan;

WHEREAS, the Portage City Planning Commission has prepared an updated Recreation and Open Space plan for the territory of the City of Portage that describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities; and

WHEREAS, after causing such notice to be given in the manner prescribed by law, and a public hearing having been held on February 22, 2018 in order to give the citizens of the City of Portage and surrounding areas an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED that the 2018 Recreation and Open Space Plan, including the text together with all other related maps, charts and graphic information, is hereby adopted in accordance with Act 33 of the Public Acts of 2008, as amended.

BE IT FURTHER RESOLVED that this action be recorded on the plan and descriptive matter by the identifying signature of the Chairman of the City of Portage Planning Commission.

BE IT FURTHER RESOLVED that an attached copy of the plan be certified to the Portage City Council.

AYES: Shoup, Place, Stoffer, Schimmel and Joshi

NAYS: None

RESOLUTION DECLARED ADOPTED.

The 2018 Recreation and Open Space Plan is hereby approved and adopted by the City of Portage Planning Commission.

  
Wayne Stoffer, Chairman

CERTIFICATION

STATE OF MICHIGAN        )  
  )ss  
COUNTY OF KALAMAZOO )

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Planning Commission of said City, held on the 22<sup>nd</sup> day of February 2018, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 23<sup>rd</sup> day of February, 2018.

  
ADAM HERRINGA, City Clerk

Prepared by:  
RANDALL L. BROWN  
City Attorney  
1662 East Centre Avenue  
Portage, MI 49002

**PLANNING COMMISSION**

**SPECIAL MEETING**

**DRAFT**

**February 22, 2018**

The City of Portage Planning Commission special meeting of February 22, 2018 was called to order by Chairman Stoffer at 7:30 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Four citizens were in attendance.

**PLEDGE OF ALLEGIANCE:**

Chairman Stoffer led the Commission, staff and citizens in the Pledge of Allegiance.

**IN ATTENDANCE:**

Christopher Forth, Deputy Director of Planning, Development & Neighborhood Services and Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services.

**ROLL CALL:**

Mr. Forth called the roll: Joshi (yes), Shoup (yes), Stoffer (yes), Schimmel (yes), Harrell-Page (not present), Bosch (not present) and Place (yes). A motion was made by Commissioner Place, seconded by Commissioner Schimmel, to approve the roll excusing Commissioners Patterson and Corradini. The motion was unanimously approved 5-0.

**APPROVAL OF MINUTES:**

None.

**SITE PLANS:**

None.

**PUBLIC HEARINGS:**

1. 2018 Recreation and Open Space Plan Update. Mr. Forth introduced Director of Parks, Recreation and Senior Citizen Services, Kathleen Hoyle, who provided an overview of the 2018 Recreation and Open Space Plan Update. Ms. Hoyle also summarized the Parks Board review and public comment received during the February 7<sup>th</sup> meeting. Ms. Hoyle summarized comments made during the Parks Board meeting including acquisition of the Gourdneck State Game Area by the City of Portage. Ms. Hoyle indicated replacement of the Bishops Bog boardwalk has been added to the plan since the version presented to the Commission in December 2017. Chairman Stoffer asked for clarification on the location of the Southcentral Greenway and properties included in the Eliason Nature Reserve. Ms. Hoyle responded.

The public hearing was then opened by Chairman Stoffer. Two citizens spoke in regard to the 2018 Recreation and Open Space Plan Update: 1) Martha Dahlinger, 2612 Chopin, and 2) Judy Huth, 8267 Slatestone Circle. Both Ms. Dahlinger and Ms. Huth spoke in support of the Plan and indicated they wanted the city to acquire the northwest portion of the Gourdneck State Game Area, as opposed to a private developer. No additional citizens spoke during the public hearing. A motion was made by Commissioner Schimmel, seconded by Commissioner Place, to close the public hearing. The motion was unanimously approved 5-0.

After a brief discussion, a motion was made by Commissioner Joshi, seconded by Commissioner Place, to adopt the 2018 Recreation and Open Space Plan Update and forward the document to City Council. The motion was unanimously approved 5-0.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**STATEMENT OF CITIZENS/COMMISSIONERS:**

None.

**ADJOURNMENT:**

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Christopher Forth, AICP  
Acting Director of Community Development



7900 South Westnedge Avenue  
Portage, Michigan 49002-5160

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# Winter Property Tax Payments

The 2017 winter property tax bills were mailed on November 22, 2017 and **payment is due by 5 p.m. on Wednesday, February 14, 2018**. Property owners who have not received a winter tax bill are asked to contact the Portage Treasury Office at 329-4455. Failure to receive a tax bill does not relieve the property owner of the responsibility for payment of the tax and applicable fees. Property tax information is updated daily and is available at [www.portagemi.gov](http://www.portagemi.gov) - click on the "AccessMyGov Online Service" icon.

Payment for property taxes can be made in person at City Hall with cash, check, credit/debit card or money order, by phone or online with a credit/debit card, via online banking or the US Mail (postmarked on or before February 14, 2018 to avoid the 3% late fee).

All 2017 taxes that remain unpaid on March 1, 2018 will be turned over to the Kalamazoo County Treasurer for collection, where additional fees will be added.

## Portage City Council

Portage City Council meetings are held on Tuesday evenings at Portage City Hall (7900 South Westnedge Avenue) in Council Chambers at 7:00 p.m. and are always open to the public.

The City Manager is responsible for the day-to-day operations of the city. Citizens are encouraged to contact the City Administration with concerns or complaints about city services by calling Complaint Resolution at (269) 329-4404 or by visiting [www.portagemi.gov](http://www.portagemi.gov) > Report It!



**Mayor Patricia M. Randall**  
324-7779  
[patricia.randall@portagemi.gov](mailto:patricia.randall@portagemi.gov)



**Mayor Pro Tem Jim Pearson**  
303-5459  
[jim.pearson@portagemi.gov](mailto:jim.pearson@portagemi.gov)



**Chris Burns**  
708-710-3102  
[chris.burns@portagemi.gov](mailto:chris.burns@portagemi.gov)



**Richard Ford**  
616-560-8328  
[richard.ford@portagemi.gov](mailto:richard.ford@portagemi.gov)



**Lori Knapp**  
324-0178  
[lori.knapp@portagemi.gov](mailto:lori.knapp@portagemi.gov)



**Claudette Reid**  
491-9725  
[claudette.reid@portagemi.gov](mailto:claudette.reid@portagemi.gov)



**Terry R. Urban**  
323-8160  
[terry.urban@portagemi.gov](mailto:terry.urban@portagemi.gov)



**Laurence Shaffer, City Manager**  
329-4400  
[shaffer@portagemi.gov](mailto:shaffer@portagemi.gov)

## Televised City Meetings

City Council and Planning Commission meetings can be viewed live on channel 190 while Zoning Board of Appeals meetings can be viewed live on channel 187. All meetings can be viewed via live streaming at <http://www.publicmedianet.org/watch-live>.



AT&T U-Verse customers can access City of Portage government meetings on channel 99 and then follow the prompts to access the various meetings.

### February

- 1 7:00 p.m. Planning Commission
- 12 7:00 p.m. Zoning Board of Appeals Meeting
- 13 7:00 p.m. City Council Meeting
- 15 7:00 p.m. Planning Commission Meeting
- 27 7:00 p.m. City Council Meeting

Portage Editor: Mary Beth Block - [blockm@portagemi.gov](mailto:blockm@portagemi.gov)

**RESOLUTION ADOPTING THE 2018 RECREATION AND OPEN SPACE PLAN BY  
THE PORTAGE CITY COUNCIL**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on February 27, 2018 at 7:00 p.m. at the City Hall in the City of Portage, Michigan.

*PRESENT:* Burns, Ford, Knapp, Randall, Reid, Urban.

*ABSENT:* Pearson.

The following resolution was offered by Councilmember Reid, and supported by Councilmember Ford.

*WHEREAS*, the City of Portage has undertaken a 5-Year Recreation and Open Space Plan that describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period of 2018 and 2022; and

*WHEREAS*, residents of the City of Portage were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

*WHEREAS*, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

*WHEREAS*, a public comment session was held February 22, 2018 at Portage City Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan; and

*WHEREAS*, the City of Portage developed the plan for the benefit of the entire community and to adopt the plan as a document assists the city in meeting the recreation needs of the community; and

*WHEREAS*, after the public hearing the City of Portage Planning Commission voted to adopt the Recreation and Open Space plan;

*NOW, THEREFORE, BE IT RESOLVED* that the City of Portage City Council hereby adopts the City of Portage 2018 Recreation and Open Space Plan as a guideline for improving recreation for the residents of the City of Portage.

All resolutions or parts of resolutions are, to the extent of any conflict with the resolution, rescinded.

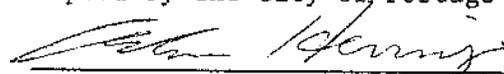
*AYES:* Burns, Ford, Knapp, Randall, Reid, Urban.

*NAYS:* None.

*ABSENT:* Pearson.

EFFECTIVE DATE: February 27, 2018.

CERTIFICATION: I, Adam D. Herringa, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on the 27th day of February, 2018.

  
Adam D. Herringa, City Clerk

APPROVED AS TO FORM

DATE 2-27-18

CRS  
CITY ATTORNEY

**CITY COUNCIL MEETING MINUTES FROM FEBRUARY 27, 2018**

**EXCERPT OF MINUTES REGARDING CITY OF PORTAGE 2018 RECREATION AND OPEN SPACE  
PLAN UPDATE**

**2018 RECREATION AND OPEN SPACE PLAN UPDATE:** Motion by Reid, seconded by Ford, to adopt the 2018 Recreation and Open Space Plan Update and authorize the City Manager to submit the approved plan to the Michigan Department of Natural Resources to comply with applicable grant requirement guidelines. Upon a roll call vote, motion carried 6 to 0. (Resolution recorded on page 449 in Resolution Book #46.)

**CERTIFICATE OF AUTHENTICITY**

I, Adam Herringa, City Clerk of the City of Portage, hereby certify that the above is a true and accurate copy of the section of the minutes from the Regular City Council Meeting of February 27, 2018.

Dated: March 1, 2018



Adam Herringa, City Clerk



# **APPENDIX 6**

## **Correspondence with Municipal Agencies**

# CITY OF PORTAGE

## PARK BOARD

7900 South Westnedge Avenue, Portage, Michigan 49002

January 4, 2018

RE: Proposed 2018 Recreation and Open Space Plan Update

During the January 3, 2018 meeting, the Park Board completed a thorough review of the proposed 2018 Recreation and Open Space Plan Update. This plan is an element of the Comprehensive Plan and must be updated every five years to comply with the community recreation planning guidelines established by the Michigan Department of Natural Resources Grants Management Division. At the conclusion of the discussion, the Park Board voted unanimously to approve and forward the Plan for public hearing on February 7, 2018 at its next board meeting, and to forward approval to the Planning Commission.

This letter is to support and recommend forwarding the 2018 Recreation and Open Space Plan Update, prepared by the City of Portage Parks & Recreation Department, to the Planning Commission and Portage City Council to initiate the formal review, hearing, and approval process in accordance with the requirements of Public Act 33 of 2008, Michigan Planning Enabling Act.

Best regards,

A handwritten signature in black ink, appearing to read 'Timothy Earl', written in a cursive style.

Timothy Earl, Chairperson  
City of Portage Park Board

**TO:** Honorable Mayor and City Council

**FROM:** Laurence Shaffer, City Manager



**SUBJECT:** 2018 Recreation and Open Space Plan Update

**SUPPORTING PERSONNEL:** Vicki Georgeau, Director of Community Development  
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

**ACTION RECOMMENDED:** Receive the proposed 2018 Recreation and Open Space Plan Update and approve the distribution of the plan update to the Planning Commissions of adjacent communities and to the Kalamazoo County Planning Commission.

The proposed 2018 Recreation and Open Space Plan Update, which is an element of the Comprehensive Plan, has been prepared by the Department of Parks, Recreation and Senior Citizen Services. The Parks Board and the Planning Commission have begun their review of the Plan Update. The Planning Commission reviewed the proposed document on December 21, 2017 and recommended the document be forwarded to City Council.

Pursuant to the Planning Enabling Act (Act 33 of 2008, as amended), once the Planning Commission has completed the review of a proposed amendment to the Comprehensive Plan, the draft document is submitted to the legislative body for review and comment. The City Council must then consider authorizing the distribution of the proposed 2018 Recreation and Open Space Plan Update to adjacent communities, as well as the county, for review and comment. At the conclusion of the review and comment period, the Planning Commission will conduct a public hearing and review any comments regarding the 2018 Recreation and Open Space Plan Update.

A copy of the proposed 2018 Recreation and Open Space Plan Update was provided to City Council in the Materials Transmitted on January 5, 2018. It is recommended that City Council receive the proposed 2018 Recreation and Open Space Plan Update and, subsequent to review, approve distribution of the draft document to the above noted entities.

**FUNDING:** Not applicable

**Attachments:**

1. December 29, 2017 Planning Commission Transmittal
2. December 21, 2017 Planning Commission meeting minutes (draft)
3. January 4, 2018 Park Board Letter of Support

**TO:** Planning Commission

**DATE:** December 21, 2017

**FROM:** Vicki Georgeau, Director of Community Development

**SUBJECT:** Proposed 2018 Recreation and Open Space Plan Update

The Department of Parks, Recreation and Public Services has initiated an update of the 2013 Recreation and Open Space Plan. The Recreation and Open Space Plan is a component of the Comprehensive Plan and is updated every five years and amended, as necessary, to provide a valuable planning tool and fulfill Michigan Department of Natural Resources (MDNR) requirements for park acquisition and development grants.

The following summarizes the substantive changes since the 2013 Plan update:

1. The Betty Lee Ongley Preserve has been added to the inventory of Park Facilities.
2. Content of the plan has been revised to fulfill MDNR Grants requirements.
3. The plan has been updated to reflect changes in the city organization and Action Plans for the Parks & Recreation Department
4. Goals, Objectives, Action Plan Priority List and Financial Program has been updated to reflect the 2017-2018 Capital Improvement Plan.

During the January 3<sup>rd</sup> meeting, the Parks Board will review the draft 2018 Recreation and Open Space Plan Update to recommended approval of the Plan update to the Planning Commission. After the meeting, a communication from Parks Board Chairperson, Tim Earl will be sent.

As required by the Michigan Planning Enabling Act (Act 33 of 2008, as amended), once the Planning Commission has completed review of the draft document, it is submitted to the legislative body for review and comment. The City Council must then approve the distribution of the 2018 Recreation and Open Space Plan Update to adjacent communities and the county, which are provided up to 42 days to review the plan and submit any comments. At the conclusion of the review and comment period, the Planning Commission will conduct a public hearing and review any comments regarding the 2018 Recreation and Open Space Plan Update. After considering comments and any changes, the Planning Commission will provide a recommendation to City Council. The MDNR requires that the recreation plan element of the Comprehensive Plan be adopted by the local governing body.

The Planning Commission is advised to review and discuss the 2018 Recreation and Open Space Plan Update Plan Update during the December 21, 2017 meeting. Changes, if any, will be incorporated into the document before the Plan is forwarded to City Council.

Attachment: 2018 Recreation and Open Space Plan (amended pages)

## John McCann

---

**From:** Kathleen Hoyle <hoylek@portagemi.gov>  
**Sent:** Wednesday, January 10, 2018 12:56 PM  
**To:** John McCann  
**Subject:** FW: Proposed 2018 City of Portage Recreation and Open Space Plan

John-

You can use this email for the communication with the municipals for the plan.

Kathleen

---

**From:** Christopher Forth  
**Sent:** Wednesday, January 10, 2018 12:30 PM  
**To:** Brady Township; City of Kalamazoo-Community Planning & Development; Comstock Township; Kalamazoo County Planning; Kalamazoo Metro Transit; Kalamazoo/Battle Creek International Airport (amwood@kalcountry.com); Oshtemo Township; Pavilion Township; Prairie Ronde Township; Schoolcraft Township; Texas Township  
**Cc:** Victoria Georgeau; Kathleen Hoyle  
**Subject:** Proposed 2018 City of Portage Recreation and Open Space Plan

### CITY OF PORTAGE PLANNING COMMISSION - NOTICE OF DISTRIBUTION Proposed 2018 Recreation and Open Space Plan element of the Comprehensive Plan

In accordance with MCL 125.3841, Michigan Planning Enabling Act (Public Act 33 of 2008, as amended) and Notice of Intent to Amend the Recreation and Open Space Plan element of the Comprehensive Plan dated December 21, 2017, below is a link to the City of Portage webpage that contains the proposed 2018 Recreation and Open Space Plan. The Portage City Council approved the document for distribution during the January 9, 2018 meeting.

<http://www.portagemi.gov/FilesCustom/HtmlEditor/files/Parks/Draft2018RecreationOpenSpacePlan.pdf>

The City of Portage Planning Commission formally requests your cooperation with review and comment of the proposed document within the 42 day comment period established by statute. After you have reviewed the proposed documents, please direct any correspondence to:

City of Portage  
Department of Community Development  
7900 South Westnedge Avenue  
Portage, Michigan 49002

The City of Portage Planning Commission formally requests your cooperation with review and comment of the Comprehensive Plan amendment. If you have any questions, please contact Vicki Georgeau, Director of the Department of Community Development or Christopher Forth, Deputy Director at (269) 329-4477.

Christopher Forth, AICP  
Deputy Director of Planning, Development & Neighborhood Services  
City of Portage Department of Community Development  
7900 South Westnedge Avenue  
Portage, MI 49002  
269.329.4474



1430 Monroe Avenue, NW Suite 105  
Grand Rapids, Michigan 49505

313 North Burdick Street  
Kalamazoo, Michigan 49007

March 1, 2018

Lotta Jarnefelt, Director  
Kalamazoo County Department of Planning and Community Development  
201 West Kalamazoo Ave  
Kalamazoo, MI 49007

Dear Ms. Jarnefelt:

Enclosed for your review is a copy of the City of Portage 2018 Recreation and Open Space Master Plan update adopted by City Council on February 27, 2018. The plan has recently been updated and we would appreciate your review and any comments you have concerning the Plan's contents. We are submitting this plan in accordance with the Michigan Department of Natural Resources' guidelines for preparing a community recreation plan.

If you need additional information, please feel free to call.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. McCann".

John McCann, LLA, LEED AP, ASLA  
Senior Landscape Architect

Cc: Kathleen Hoyle, Parks Director



1430 Monroe Avenue, NW Suite 105  
Grand Rapids, Michigan 49505

313 North Burdick Street  
Kalamazoo, Michigan 49007

March 1, 2018

Lee Adams  
Southcentral Michigan Planning Council  
300 South Westnedge Avenue  
Kalamazoo, MI 49007

Dear Mr. Adams:

Enclosed for your review is a copy of the City of Portage 2018 Recreation and Open Space Master Plan update adopted by City Council on February 27, 2018. The plan has recently been updated and we would appreciate your review and any comments you have concerning the Plan's contents. We are submitting this plan in accordance with the Michigan Department of Natural Resources' guidelines for preparing a community recreation plan.

If you need additional information, please feel free to call.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. McCann".

John McCann, LLA, LEED AP, ASLA  
Senior Landscape Architect

Cc: Kathleen Hoyle, Parks Director

# **APPENDIX 7**

## **Post Completion Self-Inspection Reports**



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [X] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: CM99-393

PROJECT TYPE: Development

PROJECT TITLE: Portage Creek Bicentennial Park Trail Development

PROJECT SCOPE: Non-motorized trail, overlook decks

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**





Michigan Department of Natural Resources - Grants Management

PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF98-145 PROJECT TYPE: Development

PROJECT TITLE: Portage Creek Bicentennial Park Trail Development

PROJECT SCOPE: Multipurpose trail, benches, overlook decks, boardwalk

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided?
If yes, please describe change(s). [X] Yes [ ] No

One small section of the trail was re-routed to follow Portage Creek

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please
describe what portion and describe use. (This would include cell towers and any non-recreation
buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area?
If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

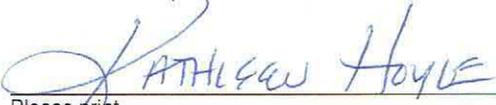
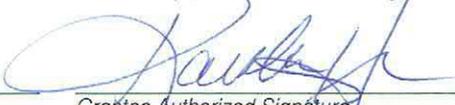
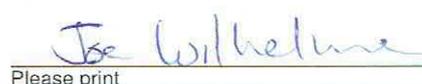
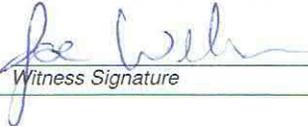
Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

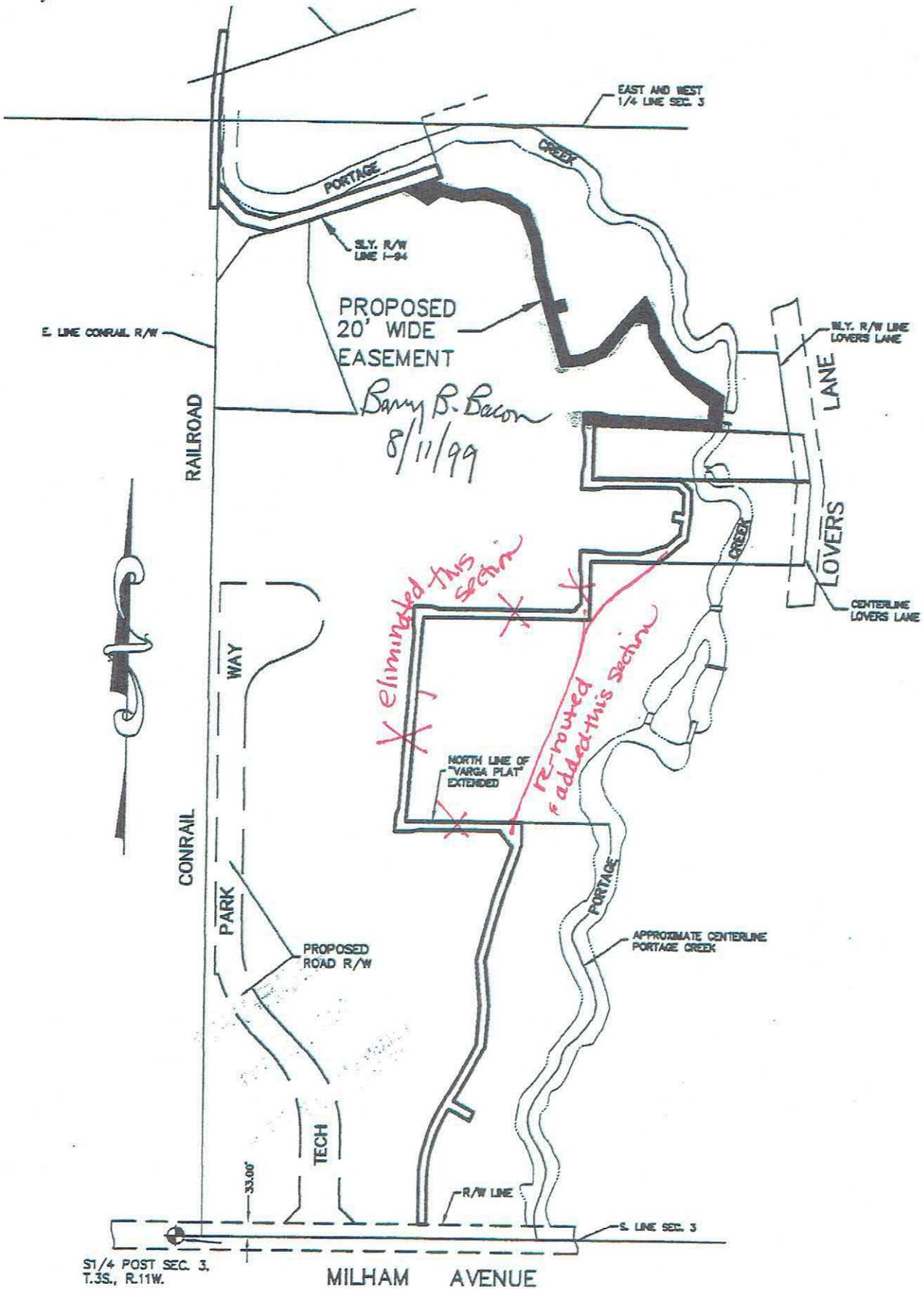
**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

 Please print	 Grantee Authorized Signature	<u>1/24/18</u> Date
 Please print	 Witness Signature	<u>1/24/18</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



Barry B. Bacon  
8/11/99

S1/4 POST SEC. 3,  
T.3S., R.11W.

MILHAM AVENUE



Michigan Department of Natural Resources - Grants Management

PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-01489

PROJECT TYPE: Development

PROJECT TITLE: Portage Creek Bicentennial Park - Phase 1A

PROJECT SCOPE: decks, boardwalks, nature, hiking, biking X-country trails, restroom

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [x] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYLE  
Please print

[Handwritten Signature]  
Grantee Authorized Signature

1/24/18  
Date

Joe Wilhelme  
Please print

[Handwritten Signature]  
Witness Signature

1/24/18  
Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF95-212

PROJECT TYPE: Development

PROJECT TITLE: Bishop's Bog Preserve Trail

PROJECT SCOPE: Development of approx. one mile of woodchip and plastic deck trail

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

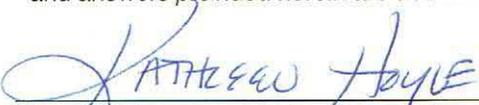
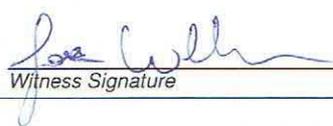
Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

 Please print	 Grantee Authorized Signature	<u>1/24/18</u> Date
 Please print	 Witness Signature	<u>1/24/18</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-01564

PROJECT TYPE: Development

PROJECT TITLE: Harbors West Park

PROJECT SCOPE: Court games, picnic shelter/restroom, playground, pathways, parking

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [x] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

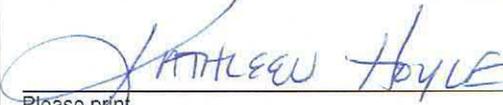
Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

 Please print	 Grantee Authorized Signature	<u>1/24/18</u> Date
<u>Joe Wilhelm</u> Please print	 Witness Signature	<u>1/24/18</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF00-367

PROJECT TYPE: Development

PROJECT TITLE: Lakeview Park

PROJECT SCOPE: Fishing pier/overlook, trails, playground, boardwalk/decks, Volleyball

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No  
\_\_\_\_\_  
\_\_\_\_\_

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No  
\_\_\_\_\_  
\_\_\_\_\_

What are the hours and seasons for availability of the site?  
Open year round 6am to dusk

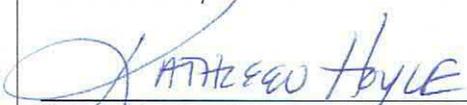
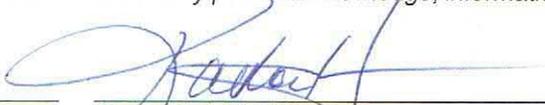
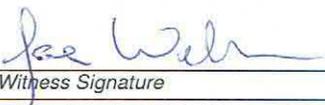
**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Large empty rectangular box for providing comments.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

 Please print	 Grantee Authorized Signature	1/24/18 Date
Joe Wilhelme Please print	 Witness Signature	1/24/18 Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
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GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-00181

PROJECT TYPE: Acquisition

PROJECT TITLE: Lakeview Park

PROJECT SCOPE: Acquisition of 24.16 acres on Austin Lake

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [x] Yes [ ] No

See project #TF00-367

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

*KATHLEEN HOYLE*

Please print

*[Handwritten Signature]*

Grantee Authorized Signature

*1/24/18*

Date

*Joe Wilhelm*

Please print

*[Handwritten Signature]*

Witness Signature

*1/24/18*

Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-01061

PROJECT TYPE: Development

PROJECT TITLE: Ramona Park

PROJECT SCOPE: baseball/softball, parking, utilities, roads, comfort station

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [x] Yes [ ] No

See project #TF91-335

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No  
\_\_\_\_\_  
\_\_\_\_\_

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No  
Shelter is open to the public but can be rented for \$110 per day. Softball and soccer  
fields are open to the public but can be reserved for \$10 per hour.

What are the hours and seasons for availability of the site?  
Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Empty box for comments.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Matthew Hoyle  
Please print

[Signature]  
Grantee Authorized Signature

1/24/18  
Date

Joe Wilhelme  
Please print

[Signature]  
Witness Signature

1/24/18  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF91-335

PROJECT TYPE: Development

PROJECT TITLE: Ramona Park

PROJECT SCOPE: fishing platform, court games, softball, picnic area, bath house renov

To BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No  
Two shelters are open to the public use, but can be reserved at \$110/day. Free parking  
is available, but one lot near beach is \$5/car/day.

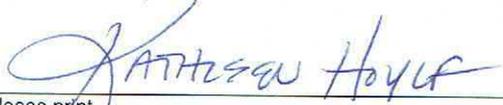
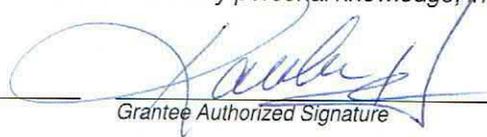
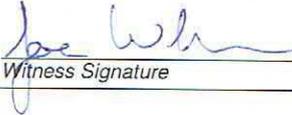
What are the hours and seasons for availability of the site?  
Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

 Please print	 Grantee Authorized Signature	<u>1/24/18</u> Date
<u>Joe Wilhelm</u> Please print	 Witness Signature	<u>1/24/18</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





### PUBLIC OUTDOOR RECREATION GRANT POST-COMPLETION SELF-CERTIFICATION REPORT

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the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:**  MICHIGAN NATURAL RESOURCES TRUST FUND  CLEAN MICHIGAN INITIATIVE  
(Please select one)  LAND AND WATER CONSERVATION FUND  RECREATION PASSPORT  BOND FUND

**GRANTEE:** City of Portage

**PROJECT NUMBER:** 26-00620

**PROJECT TYPE:** Development

**PROJECT TITLE:** Schrier Park

**PROJECT SCOPE:** Picnic shelter/equipment, trails, tot lot, playfield, parking, benches

#### TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Name of Agency (Grantee) <b>City of Portage</b>	Contact Person <b>Kathleen Hoyle</b>	Title <b>Parks Director</b>
Address <b>7719 S. Westnedge Ave.</b>	Telephone <b>269-329-4521</b>	
City, State, ZIP <b>Portage, MI 49002</b>	Email <b>hoylek@portagemi.gov</b>	

#### SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s).  Yes  No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.)  Yes  No

Are any of the facilities obsolete? If yes, please explain.  Yes  No

#### SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.  Yes  No

Are the facilities and the site being properly maintained? If no, please explain.  Yes  No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.  Yes  No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No  
Shelter is open to the public, but can be rented for \$110 per day

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYLE  
Please print

[Signature]  
Grantee Authorized Signature

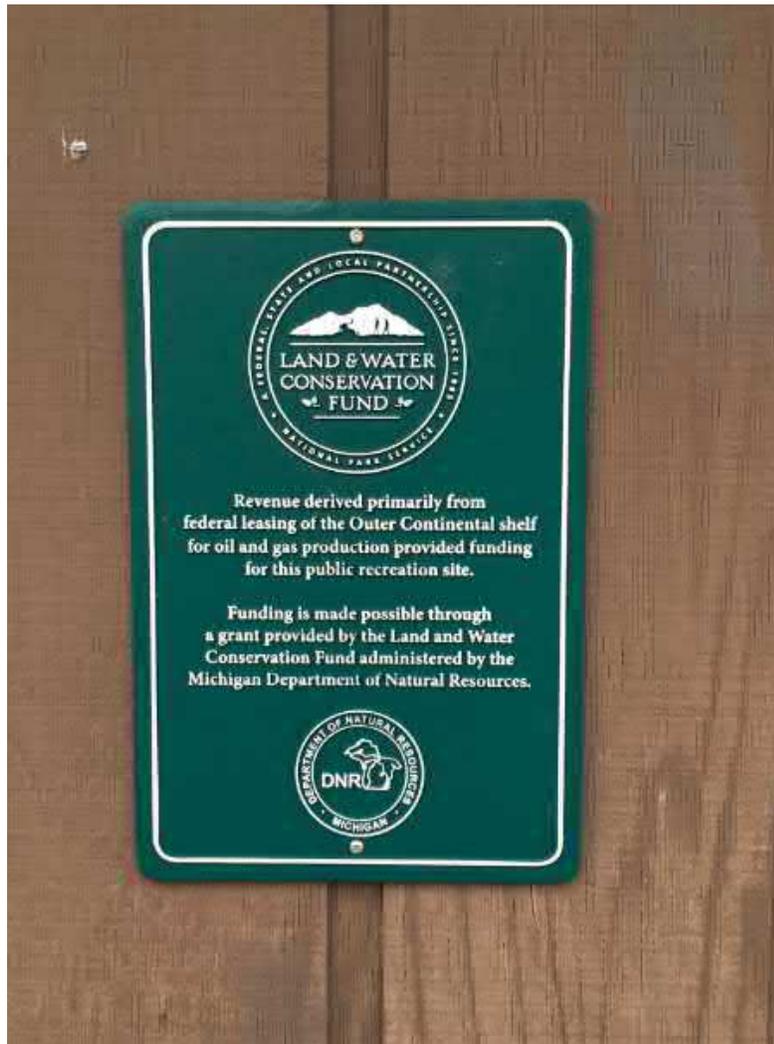
1/24/18  
Date

Joe Wilhelme  
Please print

[Signature]  
Witness Signature

1/24/18  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF16-0151 PROJECT TYPE: Development

PROJECT TITLE: Portage South Central Trail Development

PROJECT SCOPE: Paved trails, boardwalk, overlook deck, access pathways

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

PA in progress

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HYDE  
Please print

[Signature]  
Grantee Authorized Signature

1/24/18  
Date

Joe Wilhelm  
Please print

[Signature]  
Witness Signature

1/24/18  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
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the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [X] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: BF89-492

PROJECT TYPE: Development

PROJECT TITLE: South Westnedge Park

PROJECT SCOPE: Renovation for ball fields and concession / restroom facility

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided?
If yes, please describe change(s). [X] Yes [ ] No
See project #26-01600

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please
describe what portion and describe use. (This would include cell towers and any non-recreation
buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area?
If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No  
Softball fields are open to the public but can be reserved for \$10 per hour

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Application withdrawn

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYLE  
Please print

[Signature]  
Grantee Authorized Signature

1/24/18  
Date

Joe Wilhelme  
Please print

[Signature]  
Witness Signature

1/24/18  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
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GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-01600

PROJECT TYPE: Development

PROJECT TITLE: South Westnedge Park

PROJECT SCOPE: In-line hocky rink, skate park, restrooms, soccer field, parking

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided?
If yes, please describe change(s). [x] Yes [ ] No
Soccer field was renovated into a public no-fee dog park

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please
describe what portion and describe use. (This would include cell towers and any non-recreation
buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area?
If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

**POST-COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

*KATHLEEN HOYLE*

Please print

*Kathleen Hoyle*

Grantee Authorized Signature

*1/24/18*

Date

*Joe Wilhelme*

Please print

*Joe Wilhelme*

Witness Signature

*1/24/18*

Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF00-118

PROJECT TYPE: Development

PROJECT TITLE: West Lake Nature Preserve

PROJECT SCOPE: Interpretive center, parking, overlook decks

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Grant application was withdrawn

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

*ANTHONY HOPE*  
Please print

*[Handwritten Signature]*  
Grantee Authorized Signature

*1/24/18*  
Date

*Joe Wilhelme*  
Please print

*[Handwritten Signature]*  
Witness Signature

*1/24/18*  
Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-01060 H2

PROJECT TYPE: Acquisition

PROJECT TITLE: West Lake Nature Preserve (Originally Percy Matteson Property)

PROJECT SCOPE: Acquisition of 80 acres with frontage on West Lake

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [x] Yes [ ] No
See project # TF87-289, BF89-494, TF00-118

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYE  
Please print

*Kathleen Hoyer*  
Grantee Authorized Signature

1/24/18  
Date

Joe Wilhelm  
Please print

*Joe Wilhelm*  
Witness Signature

1/24/18  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [X] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: BF89-494

PROJECT TYPE: Development

PROJECT TITLE: West Lake Nature Preserve

PROJECT SCOPE: Woodchip trails, wetland deck trails, wetland observation platforms

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [X] Yes [ ] No

See project #TF00-118

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYLE  
Please print

[Signature]  
Grantee Authorized Signature

1/24/18  
Date

[Signature]  
Please print

[Signature]  
Witness Signature

1/24/18  
Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: TF87-289

PROJECT TYPE: Development

PROJECT TITLE: West Lake Nature Preserve

PROJECT SCOPE: Trail/pathways, parking, utilities, play and picnic equip., shelter

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [X] Yes [ ] No

See project # BF89-494, TF00-118

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

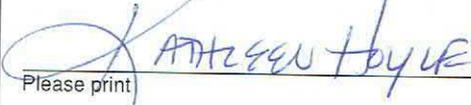
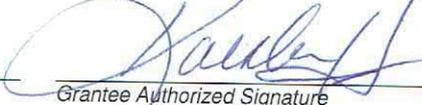
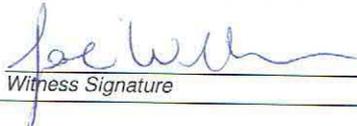
Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

 Please print	 Grantee Authorized Signature	<u>1/24/18</u> Date
<u>Joe Welhelme</u> Please print	 Witness Signature	<u>1/24/18</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [x] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: 26-01271

PROJECT TYPE: Development

PROJECT TITLE: Westfield Park

PROJECT SCOPE: softball field, parking lot, restroom/storage building

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided?
If yes, please describe change(s). [x] Yes [ ] No
See project #RP12-474

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please
describe what portion and describe use. (This would include cell towers and any non-recreation
buildings.) [ ] Yes [x] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [x] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area?
If yes, please provide a photograph of the sign. If no, please explain. [x] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [x] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [x] No

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

Yes  No

Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

### GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.

Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

Yes  No

Softball field is open to the public, but can be reserved for \$10/hour

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

### COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYE Please print [Signature] Grantee/Authorized Signature 1/24/18 Date

Joe Wilhelme Please print [Signature] Witness Signature 1/24/18 Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [X] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Portage

PROJECT NUMBER: RP12-474

PROJECT TYPE: Development

PROJECT TITLE: Westfield Park Playground Renovation

PROJECT SCOPE: play structure replacement, surfacing, edging, and retaining wall

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Portage, Kathleen Hoyle, Parks Director, 7719 S. Westnedge Ave., 269-329-4521, Portage, MI 49002, hoylek@portagemi.gov

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Rangers inspect 2x/day and report issues to Maint, daily cleaning, annual safety audits  
CIP includes maint. for trail/parking resurfacing, lighting, shelters, playgrounds

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No

What are the hours and seasons for availability of the site?

Open year round 6am to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

KATHLEEN HOYLE

Please print

*Kathleen Hoyle*

Grantee Authorized Signature

1/24/18

Date

Joe Wilhelme

Please print

*Joe Wilhelme*

Witness Signature

1/24/18

Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



# **APPENDIX 8**

## **Plan Certification Checklist**



## COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

*By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants*

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than March 1 of the year the local unit of government is applying for grants.

PLAN INFORMATION		
Name of Plan: City of Portage 2018 Recreation and Open Space Plan		
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
City of Portage	Kalamazoo	February 2018

### PLAN CONTENT

**INSTRUCTIONS:** Please check each box to certify that the listed information is included in the final plan.

- 1. COMMUNITY DESCRIPTION**
- 2. ADMINISTRATIVE STRUCTURE**
  - Roles of Commission(s) or Advisory Board(s)
  - Department, Authority and/or Staff Description and Organizational Chart
  - Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
  - Current Funding Sources
  - Role of Volunteers
  - Relationship(s) with School Districts, Other Public Agencies or Private Organizations
  - Regional Authorities or Trailway Commissions Only:**
    - Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
    - Articles of Incorporation
- 3. RECREATION INVENTORY**
  - Description of Methods Used to Conduct the Inventory
  - Inventory of all Community Owned Parks and Recreation Facilities
  - Location Maps (site development plans recommended but not required)
  - Accessibility Assessment
  - Status Report for all Grant-Assisted Parks and Recreation Facilities
  - Waterways Inventory (if applicable)
- 4. RESOURCE INVENTORY (OPTIONAL)**
- 5. DESCRIPTION OF THE PLANNING PROCESS**

**6. DESCRIPTION OF THE PUBLIC INPUT PROCESS**

- Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
  - Date of the Notice 12/24/17
  - Type of Notice Press release in newspaper
  - Plan Location City Hall, District Library, Web
  - Duration of Draft Plan Public Review Period (Must be at Least 30 Days) 12/27/17 - 1/27/18
- Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)
  - Date of Notice 1/14/18
  - Name of Newspaper Kalamazoo Gazette
  - Date of Meeting 2/7/18
- Copy of the Minutes from the Public Meeting

**7. GOALS AND OBJECTIVES**

**8. ACTION PROGRAM**

**9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)**

**PLAN ADOPTION DOCUMENTATION**

**APPROVAL DOCUMENTATION:** For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- 1. Official resolution of adoption by the governing body dated: 2/27/18
- 2. Official resolution of the Planning Commission or Board, recommending adoption of the plan by the governing body, dated: 2/22/18
- 3. Copy of letter transmitting adopted plan to County Planning Agency dated: 3/1/18
- 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: 3/1/18

**OVERALL CERTIFICATION**

**NOTE:** For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

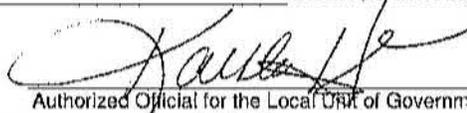
I hereby certify that the recreation plan for

CITY OF PORTAGE

(Local Unit of Government)

includes the required content, as indicated

above and as set forth by the DNR.



Authorized Official for the Local Unit of Government

2/28/18  
Date

**This completed checklist must be uploaded in MiRecGrants.**