

CITY OF  
**PORTAGE**

*A Place for Opportunities to Grow*

**HUMAN SERVICES  
BOARD**

**August 5, 2010**

# CITY OF PORTAGE HUMAN SERVICES BOARD

## A G E N D A

Thursday, August 5, 2010  
(6:30pm)

Conference Room #1

### APPROVAL OF MINUTES:

- \* May 6, 2010

### OLD BUSINESS:

Human/Public Services Available to Portage Citizens – Public Education – Ad Hoc Committee report

### NEW BUSINESS:

- \* 1. FY 2010-11 Advisory Board goals – Board review
- 2. Metro Transit ADA Advisory Committee – Update by Board member Lenehan
- 3. Election of Vice-Chair

### STATEMENT OF CITIZENS:

### ADJOURNMENT:

### MATERIALS TRANSMITTED

Star (\*) indicates printed material within the agenda packet.

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting May 6, 2010

**DRAFT**

**CALL TO ORDER:** 6:35 pm

**MEMBERS PRESENT:** Bill Lenehan, Marc Meulman, Sandra Sheppard, Mike Thompson, Amy Tuley, Joanne Willson, Logan Wessendorf

**MEMBERS EXCUSED:** Diane Durian, Angela Manahan-Ilori, Elma (Pat) Maye

**STAFF PRESENT:** Tom McCoy, Community Development Specialist

**APPROVAL OF MINUTES:** April 1, 2010 minutes were approved as amended.

**OLD BUSINESS:**

1. Human/Public Services Available to Portage Citizens – Public Education – Ad Hoc Committee report:  
No report.

**NEW BUSINESS:**

1. Fair Housing Activity Update - Fair Housing Center of Southwest Michigan, Bob Ells: Mr. Ells reported there were around 100 people at the annual Fair Housing Conference, 8 reporting they were from Portage. The Center has been involved in a new program, the Eviction Diversion Partnership, facilitated through the Kalamazoo County court. Multiple agencies are collaborating to help residents avoid eviction. The Fair Housing Center is working with the City of Portage on an update to its Impediments to Fair Housing report, which will be completed over the next fiscal year. Mr. Ells provided a CITY OF PORTAGE: FAIR HOUSING REPORT for July 1, 2009 – April 30, 2010, which provided more detail on fair housing activities in Portage, which included 17 non-fair housing information and referrals, and review of three housing discrimination complaints, two of which were referred to the U.S. Department of Housing and Urban Development, and one of which was resolved in favor of the complainant. Willson commented on foreclosures in Portage.
2. Metro Transit ADA Advisory Committee – Update by Board member Lenehan: As there had not been a recent Metro Transit ADA Advisory Committee meeting, Lenehan had no new information to report.
3. 2010 Summer Board meeting schedule: The Board will not meet in June or July 2010, unless there is an action items on the agenda. The next regularly scheduled meeting is August 6.

**STATEMENT OF CITIZENS:** Willson requested that the City Administration share with the Board how grant applicants are notified of awards.

**ADJOURNMENT:** Meeting adjourned at 7:45 pm.

Respectfully submitted,

Amy Tuley, Chair of Human Service Board

RECEIVED

JUL 28 2010

CITY OF PORTAGE

COMMUNICATION

COMMUNITY DEVELOPMENT

**TO:** Advisory Board Chairperson\*

**DATE:** July 28, 2010

**FROM:** Adam Herringa, Deputy City Clerk



**SUBJECT:** Approved 2010/2011 City Goals & Objectives

Enclosed is a copy of the 2010/2011 Goals and Objectives approved by City Council at the July 27, 2010, City Council Meeting. Please note the following important dates that are included in the attached Goals and Objectives.

- |  |                            |
|--|----------------------------|
| 1. First Goals Update 2010-2011                | Due in early November 2010 |
| 3. Second Goals Update 2010-2011               | Due in early April 2011    |
| 3. Recommended Goals for Fiscal Year 2011-2012 | Due in early April 2011    |

In addition, City Council has made two revisions to the Advisory Boards and Commissions Goals and Objectives process. I have included a copy of the communication from the Ad-Hoc Advisory Board Review Committee to the full City Council that explains the changes.

Please contact the City Clerk Office at (269) 329-4511 if you need assistance or further information.

- \* Mark Janke, Pres., EDC/TIFA and Brownfield Redevelopment Authority
- Jason Howard, Chair, Environmental Board
- Mark Reile, Chair, Historic District Commission
- Amy Tuley, Chair, Human Services Board
- Mark Anthony Martin, Chair, Park Board
- James Cheesebro, Chair, Planning Commission
- James Hoppe, Chair, Senior Citizens Advisory Board

c: Maurice S. Evans, City Manager

- Staff Liaison: Jeff Erickson, EDC/TIFA and Brownfield Redevelopment Authority
- Christopher Barnes, Environmental Board
- MaryBeth Block, Historic District Commission
- Vicki Georgeau, Human Services Board ✓
- William Deming, Park Board
- Chris Forth, Planning Commission
- Jason Horan, Senior Citizens Advisory Board

**TO:** Honorable Mayor and City Council

**DATE:** July 23, 2010

**FROM:** Ad-Hoc Advisory Board Review Committee \*

**SUBJECT:** 2010-2011 Goals for Advisory Boards

**ACTION RECOMMENDED:** That City Council adopt the 2010-2011 Advisory Boards and Commissions Goals and Objectives.

The Council Ad-Hoc Advisory Board Review Committee met on July 14, 2010 to review the goals and objectives submitted by the Advisory Boards and Commissions for Fiscal Year 2010-2011. As a result, two general suggestions pertaining to the goals and objectives process have been incorporated into the Advisory Boards and Commissions 2010-2011 Goals and Objectives:

1. **Establishment of an annual verbal presentation to the City Council by certain Advisory Boards and Commissions on a schedule to be determined by the City Clerk.** This will allow the Council to receive a more in-depth update as to the efforts made by the Advisory Boards and Commissions. The Committee recommends that the Planning Commission be exempt from this requirement as the Council is regularly advised of Planning Commission activities as part of routine processes.
2. **Modification of the schedule for submission of Advisory Board and Commission written updates to current goals and objectives and suggested goals and objectives for the subsequent fiscal year.** Currently, Advisory Boards and Commissions submit the first of two updates to current goals and objectives in November each year. Also in November, the Advisory Boards and Commissions submit suggested goals and objectives for the upcoming fiscal year, which begins in July. Subsequently, the Advisory Boards and Commissions submit the second update to current goals and objectives in April each year. It is recommended that submission of suggested goals and objectives for the next fiscal year be shifted to April. This will allow the Advisory Boards and Commissions to consider current events to allow for the submission of the most timely suggested goals and objectives possible, rather than goals and objectives that are formulated six months prior to consideration and approval by the Council.

The attached Advisory Boards and Commissions 2010-2011 Goals and Objectives are recommended for Council approval.

Attachment

- \* Councilmember Elizabeth Campbell  
Councilmember Patricia Randall  
Councilmember Claudette Reid

## **ADVISORY BOARDS AND COMMISSIONS APPROVED 2010-2011 GOALS AND OBJECTIVES**

### **ENVIRONMENTAL BOARD**

1. Continue to implement the City Council approved Purple Loosestrife bio-control plan:
  - a. Release additional beetles at appropriate surveyed sites as beetle supplies are available.
  - b. Provide oversight to the work group.
  - c. Submit an annual progress report to City Council.
2. Promote general environmental awareness to the public.
  - a. Organizing Earth Day activities
  - b. Increase the use of the city's website for environmental education
  - c. Publish articles in the *Portager*
  - d. Update the public sign in Lakeview Park
  - e. Continue to develop the rain garden at the new water treatment plant
  - f. Work with other regional organization promoting public environmental programs.
3. Communicate with City Council on environmental issues and periodically discuss the Summary Environmental Activity report with the city staff liaison.
4. Continue to expand relationships with other environmental groups such as Kalamazoo Environmental Council, Sustainable Business Forum, Watershed Council and Portage area lake associations as time permits.
5. Forward update to goals for FY 2010-11 (November 2010 and April 2011) and recommended goals for FY 2011-12 (April 2011).
6. Present an annual verbal report to the City Council.

### **HISTORIC DISTRICT COMMISSION**

1. Safeguard the heritage of the city through the exterior preservation of the historic district by evaluating and considering applications for Certificates of Appropriateness. Identify and evaluate historically significant structures in the City of Portage.
2. Increase visibility and public awareness of the Portage Historic District.
  - a. Continue to interview and transcribe select interviews with historic homeowners and other people knowledgeable about Portage's history.
  - b. Continue with book sales of *Where the Trails Crossed*.
  - c. Continue to support the historic educational programs in the Portage Schools.
  - d. Continue to have communication and cooperation with similar organizations in the local community.
3. Maintain a Library exhibit wall of framed photos representing the history of Portage. Continue to add new material throughout the year. This exhibit will be on display at the Portage District Library.
4. Present a Preservation Award to a citizen who has met the criteria as established by the Portage Historic Commission.

5. Continue the biannual newsletter called *Picket Fences* to be distributed to homeowners of Portage historic homes, council members and other supporters.
6. Observe National Preservation Week in May by presenting a special event in the community.
7. Forward update to goals for FY 2010-11 (November 2010 and April 2011) and recommended goals for FY 2011-12 (April 2011).
8. Present an annual verbal report to the City Council.

### **HUMAN SERVICES BOARD**

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
  - a. To make recommendations regarding the Community Development Block Grant (CDBG) Program.
  - b. To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council
    - Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
    - Hear appeals from the CDBG Housing Program Guidelines.
    - Review fair housing activities.
    - Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.
2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
  - a. Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
    - Review public transportation needs within the City of Portage.
    - Review countywide demand/response of transportation services.
3. To serve as a resource to City Council for special projects.
  - a. To take appropriate action on projects as assigned by City Council
  - b. Identify and educate City Council on emerging human service issues in Portage.
    - Continue to serve on Metro Transit ADA Advisory Committee.
    - Assist City Council with Red Ribbon Week activities.
    - Review mechanisms for identifying human service needs in the community, such as the community survey.
4. Forward update to goals for FY 2010-11 (November 2010 and April 2011) and recommended goals for FY 2011-12 (April 2011).
5. Present an annual verbal report to the City Council.

## **PARKS BOARD**

1. Continue to participate in Portage cultural and special events as event volunteers and fundraising for marketing efforts. Possible venues include:
  - a. Concerts
  - b. Festivals
  - c. Recreation programs special events
2. Continue implementation of a Kayak Race using Ramona Park as the staging area and expand the event for 2011.
3. Continue cooperative assistance with Youth Advisory Committee and Environmental Board for an Earth Day event, building upon the framework developed for previous years' events.
4. Coordinate a "Health Day" event in one or more park facilities to promote the Healthy Community movement.
5. Forward update to goals for FY 2010-11 (November 2010 and April 2011) and recommended goals for FY 2011-12 (April 2011).
6. Present an annual verbal report to the City Council.

## **PLANNING COMMISSION**

1. Continue to guide development to appropriately planned area of the community.
2. Consider and act appropriately upon site-specific rezonings in the context of the 2008 Comprehensive Plan and the 2008 City Centre Area Plan to encourage residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
3. During project plan review, consider parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
4. Review and recommend the annual Capital Improvement Program.
5. Review / update the Major Thoroughfare Plan components of the Comprehensive Plan, where necessary.
6. Forward update to goals for FY 2010-11 (November 2010 and April 2011) and recommended goals for FY 2011-12 (April 2011).

## **SENIOR CITIZEN ADVISORY BOARD**

1. Help to increase new and renewal membership to 2,500 or more.
2. Help to increase funding for operational support: investigate new ideas and sources of funding in cooperation with the Friends of the Portage Senior Center.
3. Continue development of innovative programming to reach the population of seniors 50 years of age and older.
4. Conduct discussions on specific senior center topics in cooperation with the Friends of the Portage Senior Center and the City Council on the results of the Portage Visioning Project.
5. Advise the City Council and the Portage Senior Center management on issues or projects pertaining to the seniors and the Portage Senior Center.
6. Assist with the self assessment in preparation for re-accreditation of the Portage Senior Center.
7. Continue working with the Portage Community Center to explore the potential for new opportunities for volunteers, services and other interactions.
8. Forward update to goals for FY 2010-11 (November 2010 and April 2011) and recommended goals for FY 2011-12 (April 2011).
9. Present an annual verbal report to the City Council.