



139 S. SAGINAW STREET MONTROSE, MI 48457 / PHONE (810) 639-6168

**DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)
March 19, 2026 @ 7:30 a.m.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CITIZEN COMMENTS

The purpose of this agenda item is to allow persons to comment. This is not a forum for debate or for which questions will be answered. The Board will consider all comments and questions and decide if they wish to address those items during board comments. All persons addressing the DDA Board are asked to limit their comments to no more than three (3) minutes.

CONSENT AGENDA

1. Approval of February 19, 2026 D.D.A. Meeting Minutes (DRAFT)

PRESENTATION

- A. Gabriel Poletti, Streetlighting - Senior Project Coordinator Statewide – Streetlights (downtown).
*Power Point and other related material accompanies this presentation.
- B. Douglas R. Schultz, PLA – Senior Landscape Architect II, Project Manager, Rowe Professional Services Company – Parks & Recreation Master Plan

OLD BUSINESS

NEW BUSINESS

1. Consider Amending By-Laws page 2, Article 4, Section 6 “Removal of Board Members”
2. Consider discussion and plan for Community Garden

BID AWARD/PURCHASE

ORDINANCES

APPOINTMENTS

CITIZEN COMMENTS

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DDA COMMITTEE REPORTS

1. DDA Chairwoman: Verbal report - "Event Committee"

CITY MANAGER / DDA BOARD MEMBER COMMENTS

1. City Manager: Verbal report - Streetscape Project Update

ADJOURNMENT

Next DDA Meeting – April 16, 2026 at 7:30 a.m.



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**DOWNTOWN DEVELOPMENT AUTHORITY BOARD (D.D.A.)
February 19, 2026 @ 7:30 a.m.
MEETING MINUTES**

CALL TO ORDER – meeting called to order at 7:30 p.m..

ROLL CALL – Present – Chairwoman Machuk, Deborah Gross (arrived late), Jerry Mears, Eric Reed, Mayor Tom Banks and City Manager. Absent: Coetta Adams, Mike Burkhart, Scott Webster.

PLEDGE OF ALLEGIANCE – Pledge led by Chairwoman Machuk

APPROVAL OF AGENDA

Action:

Motion: Mayor Banks to approve agenda

Second: Adams

A – YES, Motion Carried.

CITIZEN COMMENTS

None.

CONSENT AGENDA

1. Approval of January 15, 2026 D.D.A. Meeting Minutes (DRAFT)

Action:

Motion: Mayor Banks to approve consent agenda

Second: Webster

A – YES, Motion Carried.

PRESENTATION

Welcome new DDA Board Member Mr. Larry Leonard!

OLD BUSINESS

NEW BUSINESS

1. Consider Discussion on Streetscape Project

Action: No action. Much discussion and overall board liked the concepts presented.

2. Consider Amending By-Laws page 2, Article 4, Section 6 “Removal of Board Members”

Action:

Motion: Mayor Banks to discuss for approval

Second: Leonard

A – YES, Motion Carried.

City Manager to redraft language and add excused absence clause. Bring back to the DDA Board in March.

BID AWARD/PURCHASE

1. Consider proposal from Montrose Greenhouse

Action:

Motion: Adams to approve proposal and for discussion

Second: Mayor Banks

A – YES, Motion Carried.

Action:

Motion: Adams amended motion to approve \$6,510.00

Second: Mayor Banks accepted amended motion and second.

A – YES, Motion Carried.

ORDINANCES

APPOINTMENTS

1. Consider Appointment of Officers

Action:

Motion: Mayor Banks to open up appointment considerations with the following nominations

Second: Adams

A – YES, Motion Carried.

Lori Machuk – Chairman

Scott Webster – Vice Chairman

Eric Reed – Treasurer

Deborah Gross – Secretary

CITIZEN COMMENTS

None

DDA COMMITTEE REPORTS

1. Chairwoman Lori Machuk, verbal report from “Event Committee”

Action: Report provided.

CITY MANAGER / DDA BOARD MEMBER COMMENTS

1. City Manager – verbal report on American Flags and Veteran Banners beautification project update

Action: Report provided.

ADJOURNMENT - 8:25 a.m.

Action:

Motion: Mayor Banks to adjourn meeting

Second: Reed

A – YES, Motion Carried.

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ADJOURNMENT

Next DDA Meeting – April 16, 2026 at 7:30 a.m.

A.

Consumers Energy Streetlights City of Montrose

Gabe Poletti
3-19-26



1

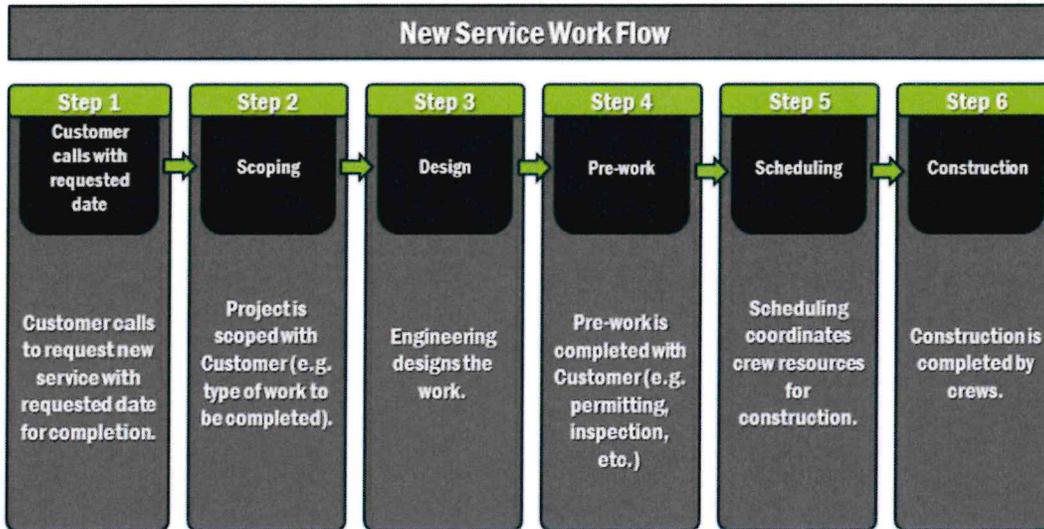
State St between Genesee and Saginaw St



2

2

Work Flow



3

3

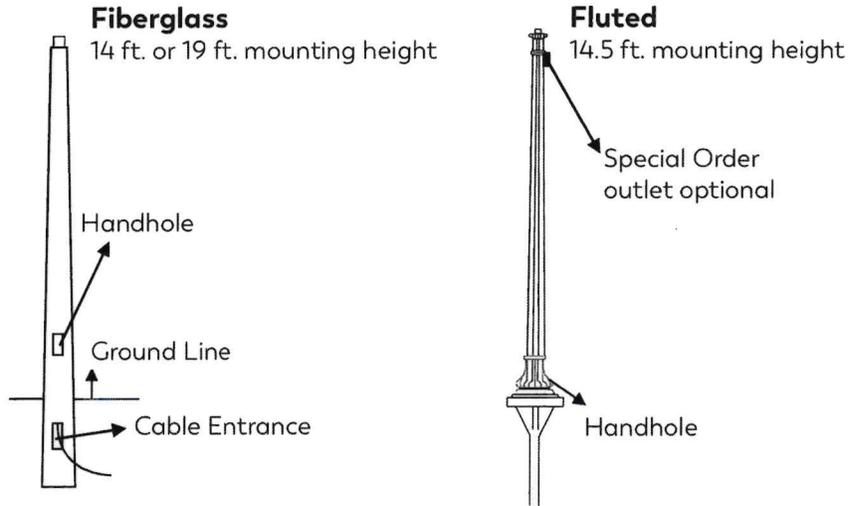
Post Top Lighting Options



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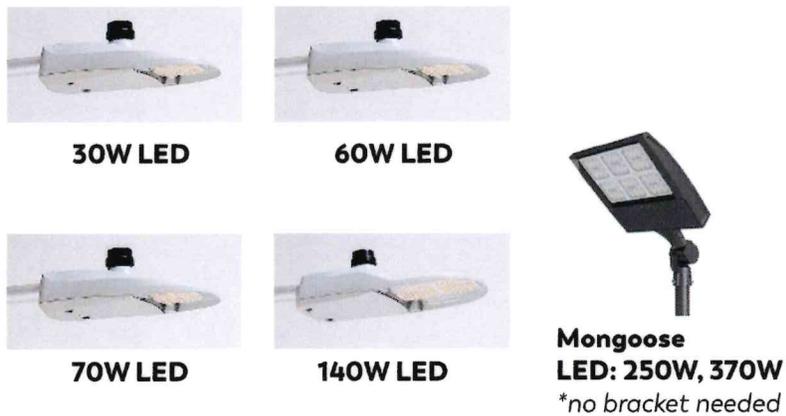
Post Top Pole Options



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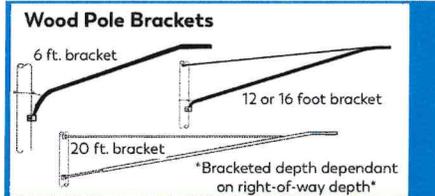
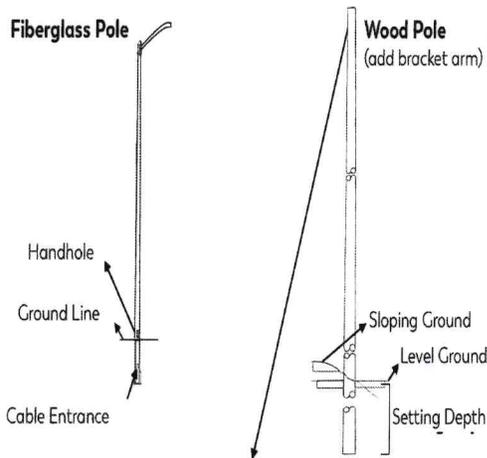
Cobrahead or Mongoose Lighting



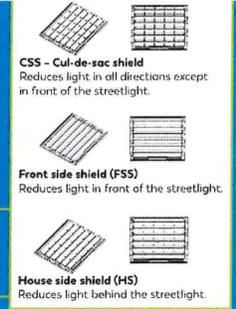
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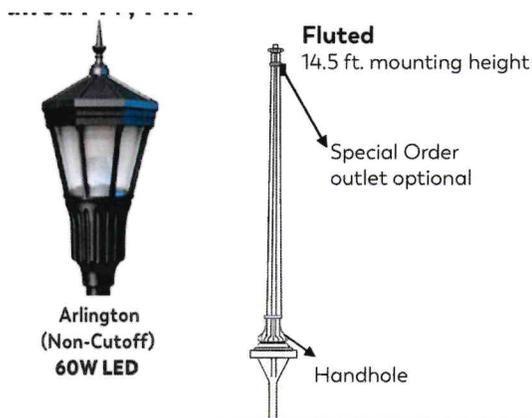
Cobrahead or Mongoose Pole and Brackets Options



STREETLIGHT SHIELD OPTIONS
Shields help prevent light from shining into unwanted areas. House-side shields are available for all post-top streetlight fixtures except Avery style models.



Arlington with Fluted Poles



The post top requires a fluted pole .

If you decide to go with Arlington NCO (non cutoff) , it will cost you \$230 for the standard cost, 60 W LED Arlington Non-Cutoff \$1,313.00, plus the fluted with base \$3400.00 (drop in the ground)

The total amount would be \$4943 for each location.

Customer Contribution

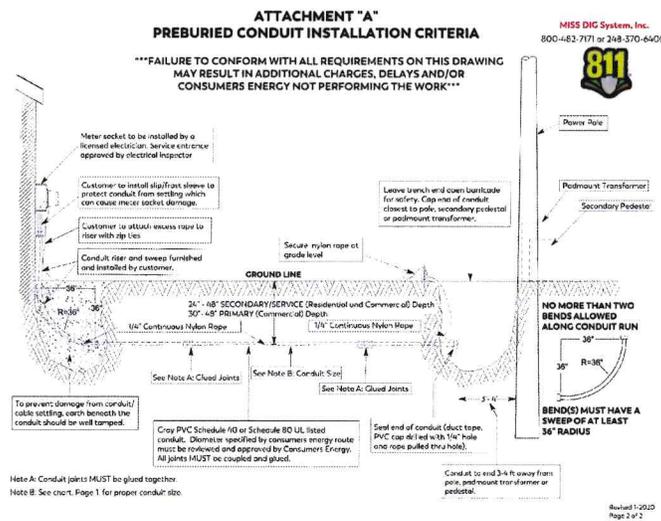
In addition to the \$230.00 per luminaire contribution, a per foot contribution as outlined in [Table 3-60-1](#) is required for overhead extensions greater than 350' and for all underground extensions.

Customer Contributions for Company-Owned Streetlighting			
Cost/Foot	Overhead Note 1	Underground Outside of Subdivisions (Notes 2, 3, and 4)	Underground Inside a Subdivision (Notes 3, 5, and 6)
1'-350'	\$0.00	\$850.00 + \$2.25/foot + \$10.00/kVA for padmounts	\$7.00/foot
Greater than 350'	\$6.00 per additional foot greater than 350'	\$8.25 per additional foot greater than 350'	\$10.00 per additional foot greater than 350'

TABLE 3-60-1

- The contribution required for the first 350' of underground is based on the estimated difference in cost between the underground construction required and equivalent standard overhead.
- Bill for any additional costs for pavement breaking and replacement, boring, lawn restoration, and landscaping.
- There is no charge for streetlighting conductors that are either: 1. placed in a customer supplied and installed duct that meets Consumers Energy's specifications, or, 2. installed at the same time and in a common trench with the general distribution system.

Customer Conduit Guide



Photometric Study of State St



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Customer Journey to New Service Installation

Project Coordinator/Technician

Name: _____

Phone: _____

Email: _____

Real Estate

Name: _____

Phone: _____

Email: _____

Reference Information

Notification #: _____

Address or lot # _____

Website: [Home or Information Service Connections | Consumer Energy](#)

Educational Sites: [Energy Connections | Consumer Energy](#)

Common Approval Requirements & Timelines

- Municipality approval: 2 - 3 weeks
- File of title removal: 1 - 2 weeks
- Railway crossing approval: 3 - 18 months*
- DNR easements: 3 - 18 months*
- Land easements: 3 - 8 weeks

*Additional charges may also apply.

Meeting project evaluation depends on the reviewer and completing the requirements in each phase before moving to the next.

	INITIATION	SCOPING	DESIGN	PREREQUISITES	SCHEDULING & CONSTRUCTION	CLOSURE
CONSUMER ENERGY RESPONSIBILITIES	<ul style="list-style-type: none"> BCC Energy Request Center calls back within 24 hours of customer request Customer initial design regarding the scope of the project Provide notification number PC/Tech assigned name emailed during BCC call transcription 	<ul style="list-style-type: none"> Call customer within 1 business day and expectivity call outcome on required timeline Customer consent and future project details Conduct initial research to understand surrounding area Discuss customer's desired installation date Conduct property rights research (PDR) easements Meet customer onsite for field visit, if requested Initial review with System Planning for load requirements Provide a rough order of magnitude estimate. If requested 	<ul style="list-style-type: none"> Begin researching permits Consider the design Confirm with System Planning that capacity is available Conduct a field visit, if requested Identify an outage or needed Review and approve proposed service route Identify and discuss forestry work 	<ul style="list-style-type: none"> Walk through the site, if requested Assist customer in obtaining easements Obtain permits Send documents to customer (bill, Go Ready form, contracts, etc.) Project payment when received Complete confirm forestry work Complete site readiness check 	<ul style="list-style-type: none"> Notify customer if an outage is needed Site check, occur. Contact customer, schedule and execute Confirm service installation date with customer Submit MSS DSO request Issue drive orders to conduct installation Validate MSS DSO timing Confirm owner's facilities are issued Determine if restoration is required in ROW or neighboring properties 	<ul style="list-style-type: none"> Inform customer of seasonal costs that may have been incurred during construction
CUSTOMER RESPONSIBILITIES	Contact your Project Coordinator or Technician if the scope of your project changes.					
	<ul style="list-style-type: none"> Provide DSA or Tax ID Provide the address or lot number Provide contact information (email, primary phone number and secondary phone number) Provide contact information for general contractor Provide contact information for electrician 	<ul style="list-style-type: none"> Submit detailed site sketch (Form 148) Complete Residential Scoping Form if required. It is recommended to be done verbally (Form 148) Meter location must be coordinated with guidelines on page 2 of Form 148 Discuss elevated clearance and existing poles (heights and preferences) Provide detailed equipment load requirements (mechanical loads and electrical panel requirements and preferences) Meet PC/Tech onsite for field visit, if requested Initial target install date Initial target site ready date 	<ul style="list-style-type: none"> Meet PC/Tech/Designer on-site for subsequent field visit, if necessary Analyze review and discuss proposed service route Answer additional questions as needed <p><small>Note: Equipment for redesign after original design is complete may impact the schedule.</small></p>	<ul style="list-style-type: none"> Pay bill to construction account (not service billing account) Sign and return contracts (if applicable) Obtain property documents (ROW, easements, deed) Provide the coordination issues Provide required preconditions Prepare the site rough grade Ensure conduit is installed correctly Complete and return Go Ready Form (Form 126) Confirm tree trimming is complete (if service box on top of tree trimming) Issue customer-owned facilities before crew arrives (eg. traffic yard lighting, dog fence installation, changing station) 	<ul style="list-style-type: none"> Maintain the in-ready state (materials cleared from route both ends) Contact Consumer Energy if anything has changed that will prevent crews from completing the job Ensure crews have access to the right (unlocked, etc.) Perform restoration on own property if needed 	<ul style="list-style-type: none"> Pay additional costs that may have been incurred during construction Call Customer Services at 800-47-SDS to establish the billing site that best fits your needs

Customer Energy Request Center | 844-314-9327 | Language Translator Hotline | 844-874-3372 | Provide ClientID: 708287 & indicate designer

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Special Considerations to ask yourself:

1. Will we need an outlet on the pole?
2. Will we want to put banners on the pole?
3. Is the color important? Finish? Shape?
4. How many banners will be on each pole?
5. How much lead time can I accommodate?
6. Are upfront costs affordable?

13

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Contact Info

Gabe Poletti
810-241-8179
Gabriel.Poletti@cmsenergy.com

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Customer Journey to New Service Installation



Project Coordinator/Technician

Name: _____
 Phone: _____
 Email: _____

Real Estate

Name: _____
 Phone: _____
 Email: _____

Reference Information

Notification #: _____
 Address or Lot #: _____
 Website: Electric or Natural Gas Service Connection | Consumers Energy
 Educational Videos: [Service Connection Videos](#) | [Consumers Energy](#)

- Common Approval Requirements & Timelines**
- Municipality approvals: 2 - 8 weeks
 - Tree or shrub removal: 1 - 2 weeks
 - Railway crossing approval: 3 - 18 months*
 - DNR easements: 3 - 18 months*
 - Land easements: 6 - 8 weeks
 - Additional charges may also apply.
- Meeting project deadlines depends on the weather and completing the requirements in each phase before moving to the next.

INITIATION	SCOPING	DESIGN	PREREQUISITES	SCHEDULING & CONSTRUCTION	CLOSEOUT
<p>Timing: 1 - 5 days contingent on receiving information from customer to move job forward.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ERC (Energy Request Center) calls back within 24 hours of customer request <input type="checkbox"/> Gather initial details regarding the scope of the project. <input type="checkbox"/> Provide Notification number <input type="checkbox"/> PC/Tech assigned, name provided during ERC call then emailed 	<p>Timing: 1 - 5 days contingent on receiving information from customer to move job forward.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call customer within 1 business day and proactively call customer on negotiated timeline <input type="checkbox"/> Gather current and future project details <input type="checkbox"/> Conduct initial research to understand surrounding area <input type="checkbox"/> Discuss customer's desired installation date <input type="checkbox"/> Conduct property rights research (ROW, easements) <input type="checkbox"/> Meet customer onsite for field visit, if requested <input type="checkbox"/> Initial review with System Planning for load requirements <input type="checkbox"/> Provide a rough order of magnitude estimate, if requested 	<p>Timing: 2 - 6 weeks (except when railroad/DNR approval required) PC/Tech is Point of Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin researching permits <input type="checkbox"/> Complete the design <input type="checkbox"/> Confirm with System Planning that capacity is available <input type="checkbox"/> Conduct a field visit, if requested <input type="checkbox"/> Identify if an outage is needed <input type="checkbox"/> Review and approve proposed service route <input type="checkbox"/> Identify and discuss Forestry work 	<p>Timing: 2 days - 3 months (permits are the variable) PC/Tech is Point of Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walk through the site, if requested <input type="checkbox"/> Assist customer in obtaining easements <input type="checkbox"/> Obtain permits <input type="checkbox"/> Send documents to customer (bill, Go Ready Form, contracts, etc.) <input type="checkbox"/> Process payment when received <input type="checkbox"/> Complete/confirm forestry work <input type="checkbox"/> Complete site readiness check 	<p>Timing: 5 - 50 business days (depends on scope of project) Scheduler and PC/Tech are Points of Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify customers if an outage is needed. <input type="checkbox"/> Site check occurs: Contact customer, schedule and execute <input type="checkbox"/> Confirm service installation date with customer <input type="checkbox"/> Submit MISS DIG request <input type="checkbox"/> Crews arrive onsite to conduct installation <input type="checkbox"/> Validate MISS DIG staking <input type="checkbox"/> Confirm owner's facilities are staked <input type="checkbox"/> Determine if restoration is required in ROW or neighboring properties 	<p>CLOSEOUT</p> <p>Timing: 1 - 5 business days PC/Tech is Point of Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform customer of additional costs that may have been included during construction

Contact your Project Coordinator or Technician if the scope of your project changes.					
<p>CUSTOMER RESPONSIBILITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide SSN # or Tax ID number <input type="checkbox"/> Provide site address or lot number <input type="checkbox"/> Provide contact information (email, primary phone number and secondary phone number) <input type="checkbox"/> Provide contact information for general contractor <input type="checkbox"/> Provide contact information for electrician 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit detailed site sketch (Form 1483) <input type="checkbox"/> Complete Residential Scoping Form if required. It is recommended to be done verbally (Form 1481) <input type="checkbox"/> Meter location must be compliant with guidelines on page 2 of Form 1481. <input type="checkbox"/> Discuss elevated pressure and obtaining signatures (Form 462) <input type="checkbox"/> Provide detailed equipment load requirements (mechanical plans and electric panel schedules are preferred) <input type="checkbox"/> Meet PC/Tech on-site for field visit, if requested <input type="checkbox"/> Initial target install date: _____ <input type="checkbox"/> Initial target site ready date: _____ 	<p>CONSTRUCTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet PC/Tech/Designer on-site for follow-up field visit, if necessary <input type="checkbox"/> Analyze, review, and discuss proposed service route <input type="checkbox"/> Answer additional questions as needed <p>Note: Requests for redesign after original design is complete may impact the schedule.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pay bill to construction account (not service billing account) <input type="checkbox"/> Sign and return contracts (if applicable) <input type="checkbox"/> Obtain property documents (ROW, easements, deeds) <input type="checkbox"/> Share site coordination issues <input type="checkbox"/> Provide required inspections <input type="checkbox"/> Prepare site to rough grade correctly <input type="checkbox"/> Ensure conduit is installed correctly <input type="checkbox"/> Complete and return Go Ready Form (Form 1250) <input type="checkbox"/> Confirm tree trimming is complete (if owner took on task of tree trimming) <input type="checkbox"/> Stake customer-owned facilities before crew arrives (e.g. septic, yard lighting, dog fence, sprinklers, charging station) 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain site in ready state (materials cleared from route path, etc.) <input type="checkbox"/> Contact Consumers Energy if anything has changed that will prevent crews from completing the job <input type="checkbox"/> Ensure crews have access to site (gates unlocked, etc.) <input type="checkbox"/> Perform restoration on own property if needed 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay additional costs that may have been incurred during construction <input type="checkbox"/> Call Customer Service at 800-477-5650 to establish the billing rate that best fits your needs.

Información del Cliente a la Instalación de nuevo servicio



Coordinador/Técnico del Proyecto (PC/Tech)

Nombre: _____
 Teléfono: _____
 Correo electrónico: _____

Bienes raíces:

Nombre: _____
 Teléfono: _____
 Correo electrónico: _____

Información de referencia:

Notificación #: _____
 Dirección del proyecto o lote # _____
 Website: [Electric or Natural Gas Service Connection](#) | [Consumers Energy](#)
 Educational Videos: [Service Connection Videos](#) | [Consumers Energy](#)

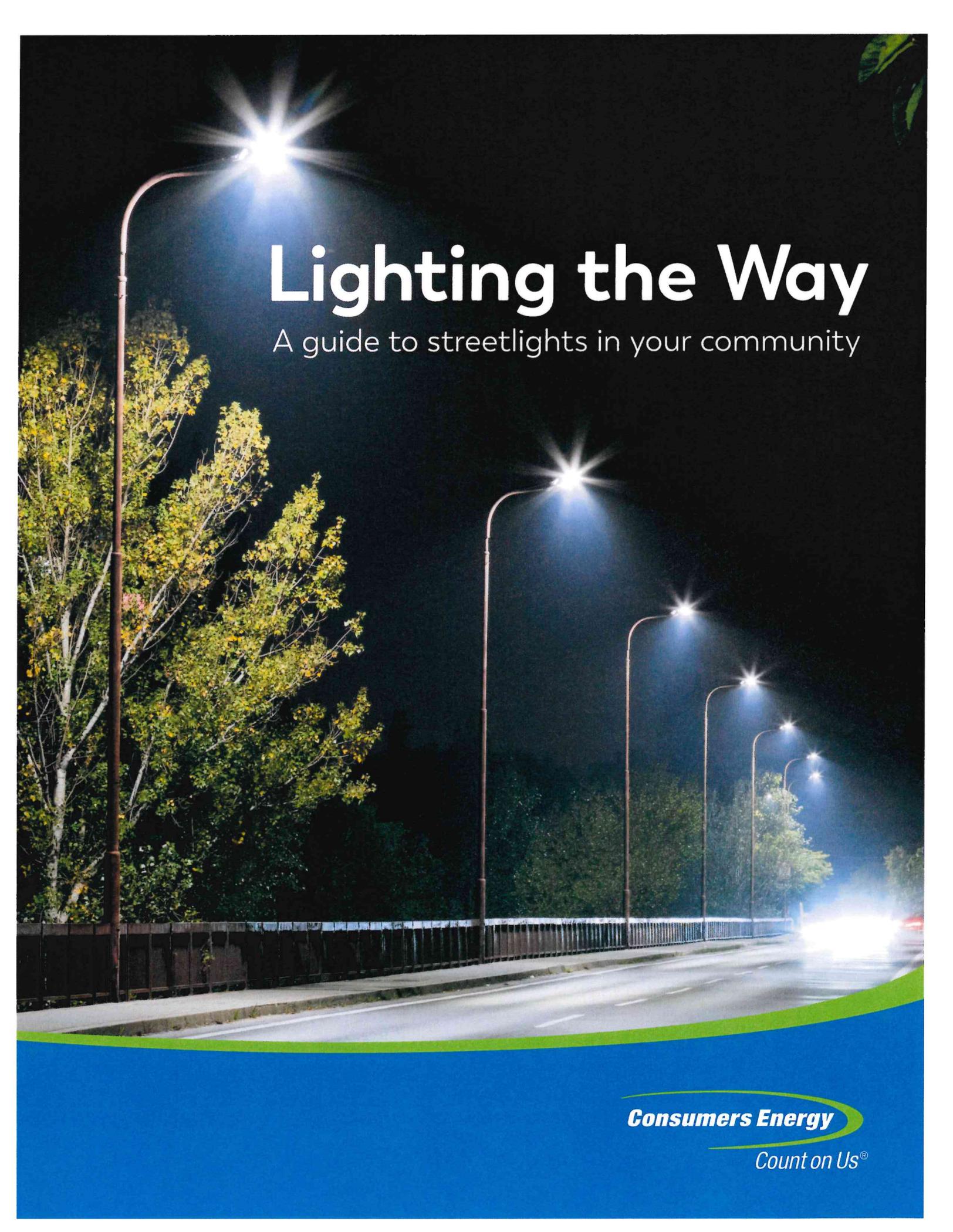
- Requisitos y plazos comunes de aprobación**
- Aprobaciones municipales: 2-8 semanas
 - Eliminación de árboles o arbustos: 1-2 semanas
 - Aprobación del cruce ferroviario: 3-18 meses*
 - Servidumbres DNR: 3-18 meses
 - Servidumbres Terrestres: 6-8 semanas
- * **También se pueden aplicar cargos adicionales**

El cumplimiento de los plazos del proyecto depende del clima y de completar los requisitos en cada fase antes de pasar a la siguiente.

Inicio	Ámbito	Diseño	Requisitos Previos	Programación y construcción	Cierre
<p>Inicio</p> <p>Temporización: 1-3 días, dependiendo la información recibida del cliente para avanzar en el trabajo.</p> <ul style="list-style-type: none"> ERC (Energy Request Center) vuelve a llamar dentro de las 24 horas de la solicitud del cliente Recopilar detalles iniciales sobre el alcance del proyecto Preparar notificación PC/Tecnología asignada, nombre proporcionado durante la llamada de ERC y luego enviado por correo electrónico 	<p>Ámbito</p> <p>Temporización: 1-3 días, dependiendo la información recibida del cliente para avanzar en el trabajo.</p> <ul style="list-style-type: none"> Llame al cliente dentro de 1 día hábil y llame periódicamente al cliente en el tiempo negociado Reúna los detalles actuales y futuros del proyecto Llevar a cabo una investigación inicial para entender el área circundante. Discutir la fecha de instalación deseada del cliente. Llevar a cabo investigaciones sobre los derechos de propiedad (ROW, servidumbres) Conozca al cliente en el lugar para la visita de campo, si se solicita Revisión inicial con planificación del sistema para requisitos de carga Proporcione un orden aproximado de estimación de magnitud, si se solicita 	<p>Diseño</p> <p>Temporización: 2-6 semanas (excepto cuando se requiere la aprobación del Ferrocarril/DNR)</p> <p>PC/TECH es punto de contacto</p> <ul style="list-style-type: none"> Empiece a investigar permisos Completar el diseño Confirme con la planificación del sistema que la capacidad está disponible Realizar una visita de campo, si se solicita Identify if an outage is needed Identificar si se necesita una interrupción Revisar y aprobar la ruta de servicio propuesta Identificar y discutir el trabajo forestal 	<p>Requisitos Previos</p> <p>Temporización: 2 días - 3 meses (los permisos son la variable)</p> <p>PC/TECH es punto de contacto</p> <ul style="list-style-type: none"> Cominar a través del sitio, si se solicita Ayudar al cliente a obtener servidumbres Obtener permisos Enviar documentos al cliente (factura, formularios Go Ready, contratos, etc.) Procesar pagos cuando se reciben Trabajos forestales completos/confirmar Comprobación completa de la preparación del sitio 	<p>Programación y construcción</p> <p>Temporización: 5-50 días hábiles (depende del alcance del proyecto)</p> <p>Programador y PC / Tech son puntos de contacto</p> <ul style="list-style-type: none"> Notificar a los clientes si se necesita una interrupción Se produce la comprobación del sitio, póngase en contacto con el cliente, programe y ejecute Confirme la fecha de instalación del servicio con el cliente Envíe la solicitud de MISS DIG Las cuadrillas llegan a la instalación para llevar a cabo la instalación Validar la apuesta de MISS DIG Confirme que las facilidades del propietario están listadas Determinar si se requiere restauración en LAS propiedades de ROW o vecinas 	<p>Cierre</p> <p>Temporización: 1-5 días hábiles</p> <p>PC/TECH es punto de contacto</p> <ul style="list-style-type: none"> Informar al cliente de los costos adicionales en los que se haya incurrido durante la construcción
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Centro de Solicitud de Energía del Cliente: 844-316-9537

Línea directa del traductor de idiomas: Llame al 866-874-3972. Proporcione el ID del cliente: 708587. Indique diseñador



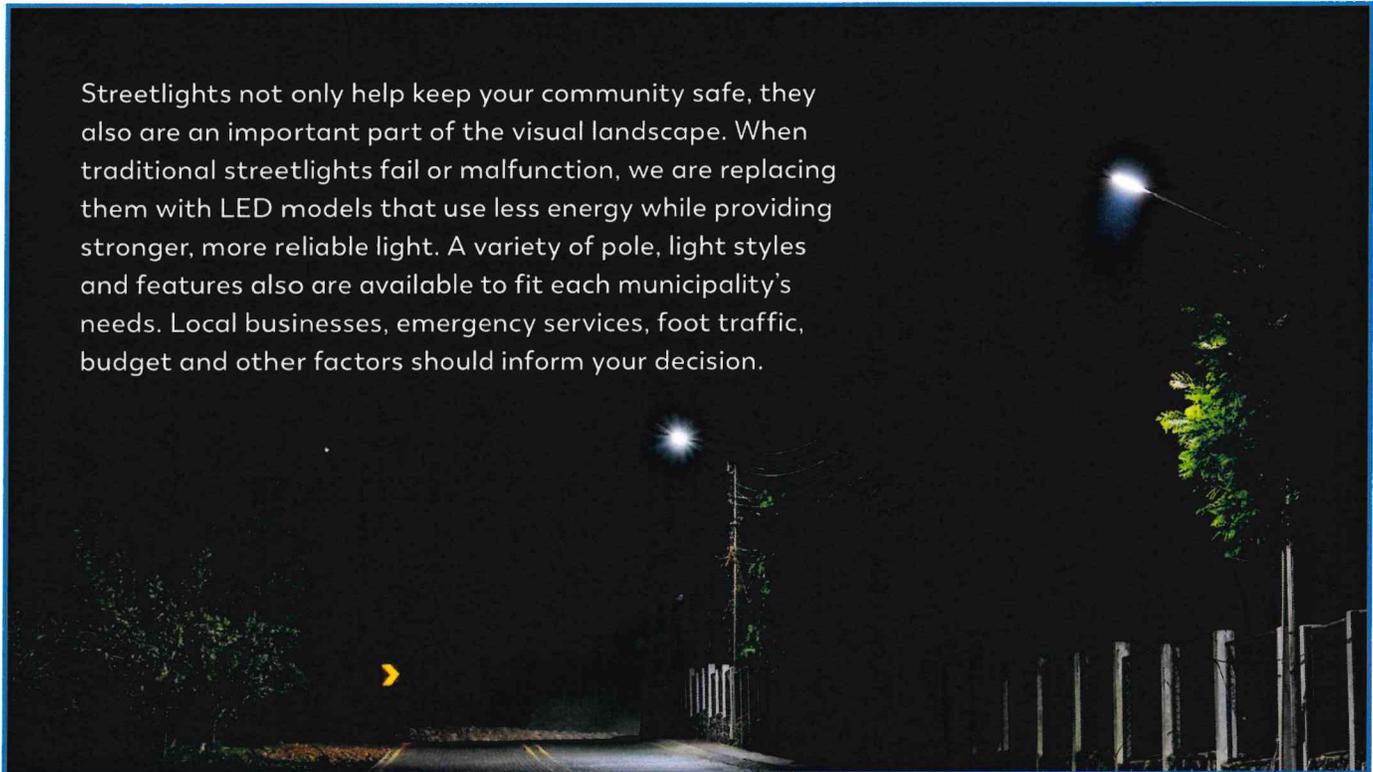
Lighting the Way

A guide to streetlights in your community

Consumers Energy

Count on Us[®]

Streetlights not only help keep your community safe, they also are an important part of the visual landscape. When traditional streetlights fail or malfunction, we are replacing them with LED models that use less energy while providing stronger, more reliable light. A variety of pole, light styles and features also are available to fit each municipality's needs. Local businesses, emergency services, foot traffic, budget and other factors should inform your decision.



When you're ready to make a change, give us a call at **800-805-0490** and a project coordinator will help you understand your options.

Free Adjustments:

If your streetlight fails and needs to be replaced, we will replace it. We can install shields to better direct lighting where it's needed, too.



Additional services with fees:

If your current streetlights are not in an ideal location, need different wattage or if you prefer changing to a different style, we can provide a customized quote to upgrade.



Upgrading Your Streetlights



Post Top Lighting

What lighting style are you interested in?
Choose Post Top, Cobrahead or Mongoose.



Cobrahead or Mongoose Lighting



What wattage do you need?

A number of different wattage options are available. Before choosing, be sure to confirm if your area has a minimum wattage requirement.

Yellow (3000K temp.) LED Post Tops replacing failed HPS Post Tops (available starting January 2024)



White (4000K temp.) LED Post Tops replacing failed MV, MH, and White LED Post Tops



30W LED



60W LED



70W LED



140W LED



Mongoose LED: 250W, 370W
*no bracket needed

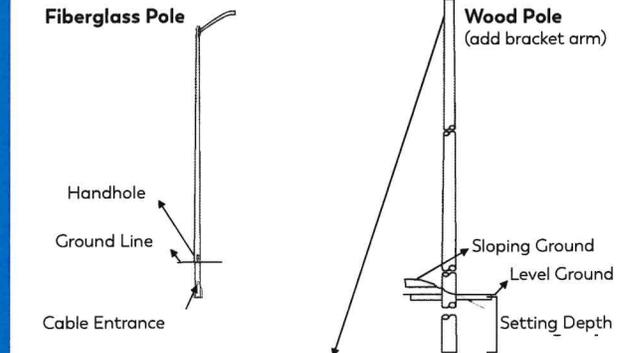
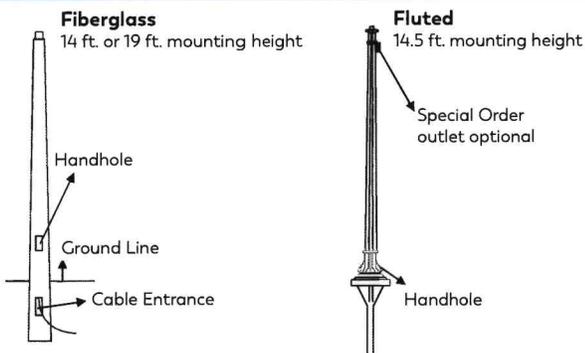
What type of light fixture do you want?

You have a choice of an open fixture (cutoff), or an enclosed fixture (non-cutoff).



What type of pole would you like?

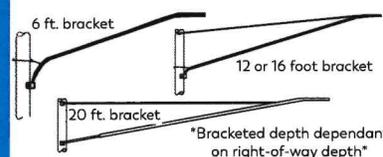
Select a fiberglass, fluted or wood (Cobrahead and Mongoose only) pole. Special order steel poles are available by request.



Special Considerations to ask yourself:

- Will we need an outlet on the pole?
- Will we want to put banners on the pole?
- Is the color important? Finish? Shape?
- How many banners will be on each pole?
- How much lead time can I accommodate?
- Are upfront costs affordable?

Wood Pole Brackets



STREETLIGHT SHIELD OPTIONS

Shields help prevent light from shining into unwanted areas. House-side shields are available for all post-top streetlight fixtures except Avery-style models.



CSS - Cut-de-sac shield
Reduces light in all directions except in front of the streetlight.



Front side shield (FSS)
Reduces light in front of the streetlight.



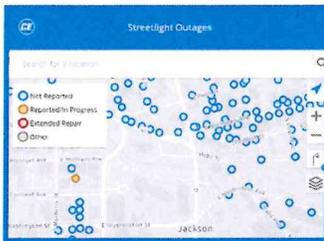
House side shield (HSS)
Reduces light behind the streetlight.

Streetlight Out?

Reporting an Issue Is as Easy as 1, 2, 3

A well-lit community is a safer community. Our streetlight outage reporting tool makes reporting streetlight outages from your phone or computer easier than ever.

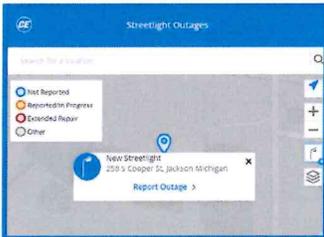
How to Report Streetlight Outages



Step 1:

Visit streetlights.consumersenergy.com

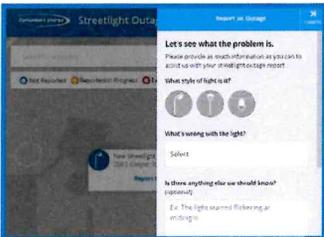
Then enable your location, enter the address, or pan and zoom the map to find the light in need of repair.



Step 2:

Select the Streetlight to Report

After selecting, click on "Report Outage." If you don't find the light on the map, you may add a streetlight at that location by clicking on the streetlight icon with a plus sign. We will look into whether that light is maintained by us. Uploading a photo of the light can help our team pinpoint the issue.

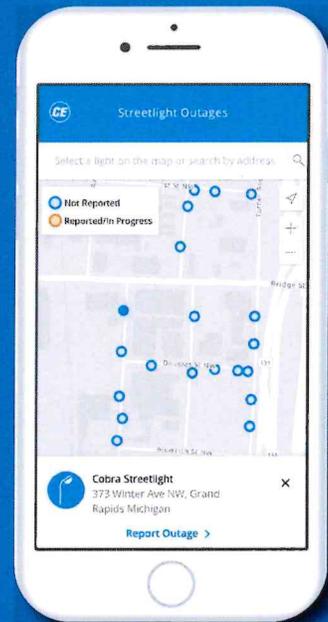


Step 3:

Add Details about the Streetlight Issue

Answer a few questions, provide your contact information and then click on "Submit Outage Report." Check the map anytime for status updates and to see other streetlight outages in your area.

We recommend using Microsoft Edge, Google Chrome or Safari browser.



For quick access to the tool, scan the QR code

Consumers Energy

Count on Us®

B.

CITY OF MONTROSE MEMORANDUM

Date: March 12, 2026

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Parks & Recreation Master Plan Presentation

Background: In December 2025 the city was awarded a \$12,000 SPARK Grant with the Genesee County GLS Region V Planning and Development Commission for the purposes of updating the City's Parks & Recreation Master Plan as it expired December 31, 2025. It is essential the city have an updated plan to enable Grants and other solicited revenue streams.

RFP's were sent out to three (3) organizations in early February and returned. City Council selected Rowe Professional Services under the MOU guidelines set forth by Genesee County.

While the city does not currently have a Parks & Recreation Committee, we felt the DDA is the most appropriate Board, at this time, to be involved in the early process given the direct marketing and business development of the DDA within the TIF and that the city parks system plays a major role in its connection to the quality of life of families, children and our senior citizens.

Before you at the planned DDA Board meeting you will simply hear a presentation from Doug Schultz who will lead the organization into updating the city's Parks & Recreation Master Plan, its timeline, expectations and overall goal to improve our city parks. The entire contract accompanies this memorandum for transparency and as a guide to the Board to follow during the presentation.

Recommendation: No action is needed.

Contract for Planning Services

2026 Parks and Recreation Master Plan Update (2027-2031)
Montrose, MI

THIS AGREEMENT, entered into this 2 day of March 2026, by and between City of Montrose hereinafter referred to as the "Client", and ROWE Professional Services Company, hereinafter referred to as the "Planner".

The Client has the following project, hereinafter referred to as the "Project": Planning services for *2026 Parks and Recreation Master Plan Update (2027-2031)*.

The Client and the Planner, in consideration of the mutual covenants hereinafter set forth, agree as follows in regard to the Scope of Services of Planner in the Project:

Section 1 – Basic Services of the Planner

A. Scope of Service:

The Planner will perform the services described in the Planner's Proposal, dated February 17, 2026 (hereinafter the "Services"). A copy of the Proposal is attached and incorporated into this Agreement as Exhibit A.

B. General:

1. The Planner agrees to perform the Services in a timely manner, consistent with Standard of Care for the Project. If there is a written schedule that applies to the Services, it will be identified in Exhibit A or in a separate written document agreed to by both the Client and Planner.
2. Serve as the Client's representative with respect to the Scope of Services to be performed under this Agreement. Planner shall have complete authority to provide direction, transmit instructions, receive and review information, interpret and define Client's policies and decisions with respect to the work covered by this Agreement.

Section 2 – Additional Services of the Planner

A. General:

If authorized in writing by the Client, the Planner will perform additional services of the following types which will be paid for by the Client as indicated in Paragraph 5.B.

1. Additional services due to changes in the general scope of the Project.
2. Additional services due to unforeseen or hidden conditions.
3. Additional services agreed upon between the Consultant and the Client.

Section 3 – Client's Responsibilities

A. General:

1. Provide full information as to its requirements for the Project.
2. Provide the Planner with all available information pertinent to the Project, including previous reports and any other data relative to the Services of the Project.
3. Provide access for the Planner to enter upon lands as required for the Planner performance of the Services.
4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Planner and shall render in writing decisions pertaining thereto within the agreed upon time frame for the Project. Provide the Client with assistance in preparing applications and documents to secure approvals and permits. The Client is responsible for payment of permit application fees and charges.

5. Provide reasonable legal, accounting, and insurance counseling services for the Project.
6. Obtain approval of governmental authorities having jurisdiction over the Project.
7. Furnish, or direct the Planner to provide, at the Client's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.
8. Give prompt written notice to the Planner whenever the Client observes or otherwise becomes aware of any defect or suspected defect in the Project. Decisions and direction from the Client shall be provided in a timely manner, so as to not delay the Services or the Project.

Section 4 – Period of Service

A. General:

1. The Planner will commence performing the Services after this Agreement is signed by the Client and the Client has provided written authorization to proceed.
2. The Services shall be considered complete when Services described in Exhibit A have been completed.

Section 5 – Payments to the Planner

A. Payments for Basic Services of the Planner Under Section 1:

1. The Client will pay the Planner for the Services and reimbursable expenses indicated in Exhibit A.
2. The payment for the Services, including reimbursable expenses, as defined above shall be allocated to be paid monthly, as the Services progress. Payments are due within 30 days of the invoice date. Outstanding invoices in excess of 30 days will be subject to interest incurred at a rate of 1.5 percent per month. There is a 5 percent convenience fee on all amounts paid by the Client using a credit card.

B. Payment for Additional Services of the Planner Under Section 2:

1. The Client will pay the Planner for additional services within 30 days of the invoice date for the applicable additional services.

C. General:

1. If this Agreement is terminated after completion of any phase of the Planner's Services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases completed shall constitute total payment for the Services rendered. If this Agreement is terminated during any phase of the Services, payment shall be made for Services performed prior to termination on the basis of the portion of each phase completed.
2. If, prior to termination of this Agreement, any Services designed or specified by the Planner during any phase of the Services are suspended in whole or in part or abandoned not due to any fault of the Planner, after written notice from the Client, the Planner shall be paid for Services performed prior to receipt of such notice from the Client as provided in Paragraph 6.A for termination during any phase of the Services.
3. Where the Planner utilizes subconsultants to perform a portion of the Services, and the subconsultants directly invoice the Planner, the subconsultants' invoices will be marked up by 15 percent to cover administration costs.

Section 6 – General Conditions

A. Termination:

This Agreement may be terminated by either party upon 14 days' written notice in the event of substantial failure to perform, in accordance with terms hereof, by the other party through no fault of the terminating party. If this Agreement is so terminated, the Planner shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except those provided by the Client, including Rowe's estimates, specifications, field notes, and data are and remain the property of the Planner as Instruments of Service. The Client shall be provided a set of reproducible drawings and copies of other documents. However, they are not intended or represented to be suitable for re-use by the Client or others for extensions of the Project or for any other project.

C. Insurance:

The Planner shall secure and maintain Commercial General Liability, Auto, Workers' Compensation, and Professional Liability insurance while performing the Services under this Agreement. The Client shall secure and maintain insurance to protect the Project and its operations from loss or damage both during and after construction.

D. Successors and Assigns:

The Client and the Planner each binds themselves and any partners, successors, executors, administrators, permitted assigns, legal representatives and assigns to the other party of this Agreement and to the partners, successors, executors, administrators permitted assigns, legal representatives and assigns of such other party, in respect to all covenants of this Agreement. Neither the Client nor the Planner shall assign, sublet, or transfer their interests in this Agreement without the written consent of the other party, in respect to all provisions of this Agreement.

E. Independent Contractor:

It is understood and agreed that the Planner is an independent contractor and is not an employee or agent of the Client.

F. Non-Discrimination:

The Planner its subconsultants shall not discriminate against any employees or applicant for employment to be employed in the performance of this Contract with respect to his or her hire, tenure, terms, conditions, or privileges of employment.

G. Dispute Resolution:

The Client and the Planner agree to include a mediation requirement in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

H. Jobsite Safety:

Neither the professional activities of the Planner, nor the presence of the Planner, its employees or subconsultants at a construction/project site, shall impose any duty on the Planner, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequences, techniques, procedures, or jobsite safety, including, but not limited to, injury and illness prevention programs or similar plans intended to mitigate or prevent injuries or exposure to pollutants, viruses, bacteria or pathogens of any kind, and necessary for performing, superintending or coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies ("Contractor Duties"). The Planner and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor and subcontractors shall defend and indemnify the Client, the Planner and the Planner's subconsultants from and against any claims, causes of action, demands or damages arising out of or relating to Contractor Duties. The Client also agrees that the Client, the Consultant and the Planner's subconsultants shall be made additional insureds under the General Contractor's policies of general liability insurance.

I. Limitation of Liability:

In recognition of the relative risks and benefits of the Project to both the Client and the Planner, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Planner and Planner's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims (including claims by third parties), losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Planner and Planner's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$11,800.00, or the Planner's total fee for services rendered on this Project, whichever is greater (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of insurance proceeds actually available to the Planner for the claim at issue at the of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Planner, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Planner. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. The Client specifically agrees that it has had the opportunity to negotiate this Limitation of Liability clause and to accept or reject its inclusion herein.

J. Standard of Care:

The Planner shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

K. Project Information:

Planner shall be entitled to rely on the accuracy and completeness of services and information furnished by the Client and others through the Client. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings, and legal information.

L. Project Reviews:

The Planner shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Planner's review shall be conducted with reasonable promptness while allowing sufficient time in the Planner's judgment to permit adequate review. Review of a specific item shall not indicate that the Planner has reviewed the entire assembly of which the item is a component. The Planner shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Planner in writing by the Contractor. The Planner shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

M. Applicable Law:

The terms of this Agreement shall be governed by the laws of the State of Michigan. In the event a provision of this Agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

Section 7 – Corporate Protection

It is intended by the parties to this Agreement that the Planner services in connection with the Project shall not subject the Planner's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the Planner, a [Michigan] corporation, and not against any of the Consultant's individual employees, officers or directors.

Section 8 – Special Provisions

The Client and the Planner mutually agree that this Agreement shall be subject to the following special provisions which, together with the remaining provisions hereof, and the exhibits hereto, represent the entire Agreement between the Client and the Planner concerning the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral, concerning such subject matter. This Agreement may be amended only by written instrument signed by both the Client and the Planner.

NONE.

Section 9 – ENTIRE AGREEMENT

This Agreement, comprising pages 1 through 5, and Exhibits A – Proposal for 2026 City of Montrose Parks & Recreation Master Plan Update (2027-2031), and Attachment – Cost Proposal is the entire Agreement between the Client and the Planner. It supersedes all prior communications, understandings and agreements, whether oral or written. Both parties have participated fully in the preparation and revision of this Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of this Agreement, including any Section Headings or Captions. Amendments to this Agreement must be in writing and signed by both the Client and the Planner.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written. By signing below, you represent that you are fully authorized to enter into the terms of this Agreement.

Client:
City of Montrose

Planner:
ROWE Professional Services Company

Joe Karlichek

Signature

Joe Karlichek - City Manager

Typed Name and Title

Signature

Doug Schultz

Typed Name and Title



Digitally signed by Doug Schultz
DN: C=US,
E=dschultz@rowepsc.com,
CN=Doug Schultz
Date: 2026.03.02
08:34:16-05'00'

R:\Projects\PROPOSAL\LETTER PROPOSAL WORK IN PROGRESS\2026\Montrose (5 yr park plan)
Feb\Contract for Planning Services - City of Montrose - 2026 Parks and Rec Plan.docx

ATTACHMENT A



PROPOSAL FOR
2026 PARKS AND RECREATION PLAN

CITY OF MONTROSE, MI

FEBRUARY 17, 2026





540 S Saginaw Street , Suite 200
Flint, MI 48504
(810) 340-7500 | www.rowepsc.com

February 17, 2026

Mr. Joe Karlichek, Manager
City of Montrose
139 S. Saginaw
Montrose, MI 48457

RE: 2026 City of Montrose Parks and Recreation Master Plan Update (2027-2031)

Dear Mr. Karlichek:

ROWE Professional Services Company appreciates the opportunity to present this proposal to assist the City of Montrose with updating your Parks and Recreation Plan.

Our Parks and Recreation Plan team complements our planning team with landscape architects and engineers with over 30 years of experience providing park and recreation services statewide. **Douglas R. Schultz, PLA** will lead this effort. Doug has provided as-needed services for cities, townships and park systems from planning through execution. Our team includes experience with economic development, non-motorized planning, and work with downtown development authorities. We have unique connections with grants and funding that will help with implementation strategies. ROWE will bring a fresh and knowledgeable perspective to the vision of your parks.

ROWE's proposal draws upon our extensive experience collaborating with municipal clients in our roles as consulting planners, landscape architects, and engineers. Our team's expertise, coupled with a deep understanding of the current challenges and opportunities facing Michigan, positions us to deliver effective solutions. We will engage in a collaborative process with staff, the planning commission, the city council, and other stakeholders to conduct analyses, formulate plans, and ensure meaningful public engagement throughout the plan adoption process.

If you have any questions, please feel free to contact me, as the primary contact for this proposal at **(810) 869-5170**.

Sincerely,
ROWE Professional Services Company

Douglas R. Schultz, PLA
Project Manager/Sr. Landscape Architect II/Associate/Owner
dschultz@rowepsc.com



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- 02** *Work Plan - Understanding and Approach*
- 03** *Project Team*
- 04** *Project Experience*
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- 06** *Attachment: Cost Proposal*

BACKGROUND AND EXPERIENCE



Since our start in 1962, ROWE Professional Services Company has continued to grow as a leading professional engineering consulting firm who combines large-firm resources with broad expertise to deliver the personal service and attention you deserve. Our staff of more than 260 professionals in Michigan and South Carolina strives for 100 percent client satisfaction.

Planning

- Master/Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Neighborhood Plans
- Strategic Plans
- Zoning Ordinances
- Capital Improvement Programs
- Feasibility Studies
- Urban Design

Landscape Architecture

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways & Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments

Surveying

- Topographic Mapping
- Right-of-Way
- Construction Staking
- Retracement
- Government Corners
- Wind/Solar/Pipeline
- ALTA
- Cadastral/Boundary
- Pipeline Locators
- Remonumentation
- Mobile LiDAR
- LiDAR Data Extraction

Civil Engineering

- Bridges
- Roads
- Water Systems
- Traffic Engineering
- Sewer Systems
- Pumping Stations
- Parks & Recreation Facilities
- Land Development
- Signal Design
- Demolition
- Wastewater Treatment
- Parking Lots

Aerial Imagery/Mapping

- Vertical & Oblique Photography
- Analytic Aerial Triangulation
- DTM-DEM Surface Modeling
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping

Reality Capture

- 3D Object Modeling
- 3D Site Point Clouds
- BIM & Industrial Modeling
- Point Cloud Classification & Analysis
- Mesh Modeling
- Terrain Modeling & Contouring
- Structural Modeling
- Contouring & Volumes
- Dimensioned Exhibits
- Building Forensics
- Historic Preservation
- Monitoring

OFFICE LOCATIONS

FLINT

540 S. Saginaw Street
Suite 200
Flint, MI 48502
Ph. (810) 341-7500
Fax (810) 341-7573

LAPEER

128 N. Saginaw Street
Lapeer, MI 48446
Ph. (810) 664-9411
Fax (810) 664-3451

FARMINGTON HILLS

27280 Haggerty Road
Suite C-2
Farmington Hills, MI 48331
Ph. (248) 675-1096
Fax (800) 974-1704

GRAND RAPIDS

507 36th Street, SE
Grand Rapids, MI 49548
Ph. (616) 272-7125
Fax (800) 974-1704

MT. PLEASANT

127 S. Main Street
Mt. Pleasant, MI 48858
Ph. (989) 772-2138
Fax (989) 773-7757

OSCODA

213 S. State Street
Oscoda, MI 48750
Ph. (800) 837-9131
Fax (800) 974-1704

GRAYLING

2342 Industrial Street
Suite A
Grayling, MI 49738
Ph. (989) 348-4036
Fax (989) 348-5416

MYRTLE BEACH, SC

4502 Highway 17 Bypass
South
Myrtle Beach, SC 29588
Ph. (843) 444-1020
Fax (843) 448-3936

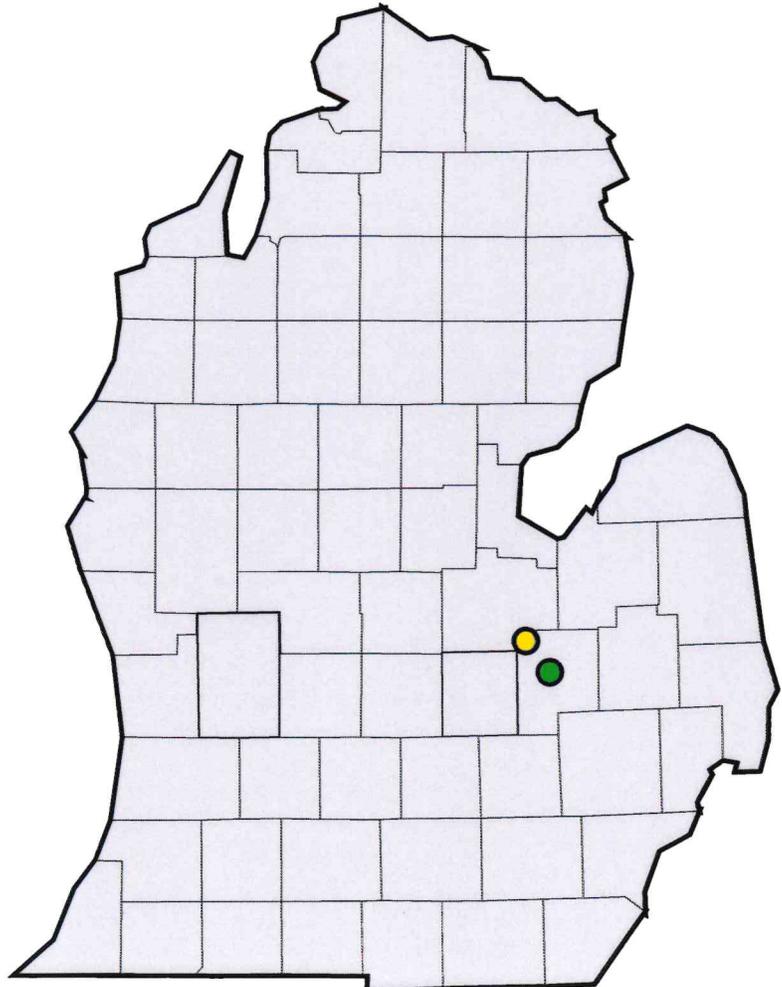
Most of the work for the city will be completed by staff based in our Flint office, however we will also engage staff from our Grand Rapids office to support technical aspects and public engagement. Our current network capabilities make this simple as all offices are linked to a central server. We constantly complete individual projects using qualified staff from multiple offices, and to date, we have found it to be quick, efficient, and cost effective. We have built our reputation on providing service and responsiveness to our clients. We will provide an organized and efficient approach to meetings and site visits.



FLINT, MI ●

Distance to project:
22 miles | 24 minutes

MONTROSE, MI ●



FIRM QUALIFICATIONS

Beyond Technical Excellence

You expect technical expertise and broad experience from a capable consulting firm. We go one step further, combining expertise and experience with dedication to provide personal service. Our commitment focuses on:

- Building and maintaining long-standing client relationships and treating clients as partners in developing and improving the communities in which we work and live.
- Being readily available to our clients to provide project advice, answer questions, or address concerns as quickly as possible.
- Educating and informing our clients of the latest technology, trends, and regulations.

Resource Development

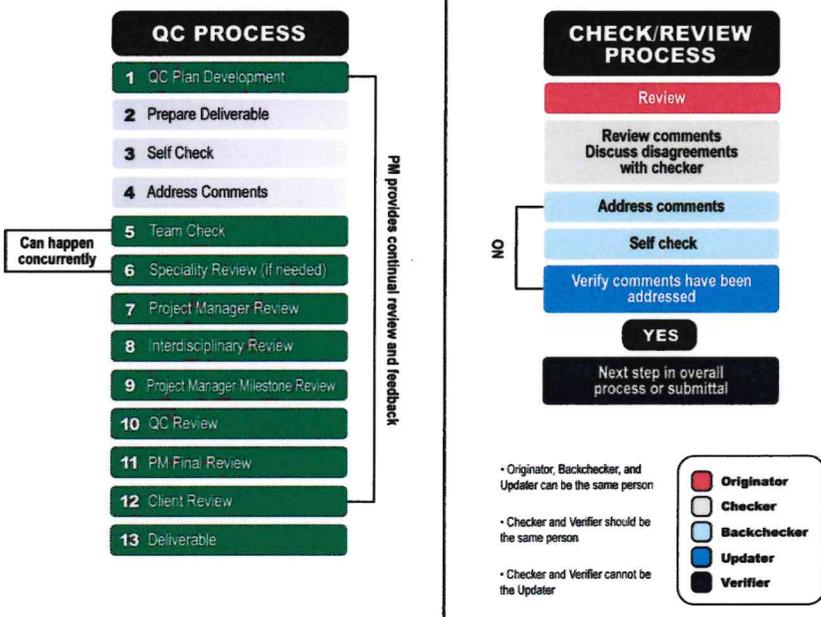
Grant funding makes many projects possible that would otherwise be out of reach. We work to find appropriate resources and implementation tools and help clients through the tedious and often bewildering application, approval, and administrative process. Whether through a grant program, or development of a new municipal revenue source, ROWE's approach to planning is focused on implementation.

Quality Assurance and Control

Effective quality assurance and control is key to every project and is the final gate our projects pass through before reaching the home stretch – presentation to the client. We review each project at key milestones for conformity to our standards. This review is completed by qualified personnel not directly involved with the project to provide an unbiased review.

Summary

ROWE Professional Services Company is enthusiastic about working with Montrose to update their master plan. In business for over 63 years, we have built a strong foundation from which our knowledge and experience has grown. We use the current technology you find in large firms but remain small enough to deliver our trademark personal service. Master Plans for cities like Montrose must carefully balance growth aspirations with the preservation of rural character and quality of life, creating communities that are both vibrant and attractive to residents. Our team has completed master plans for numerous municipalities. Projects can be found in the Project Experience section.



WORK PLAN - UNDERSTANDING AND APPROACH

Understanding and Approach

The Montrose community is filled with outstanding natural resources and recreation contributing to the quality of life for residents as well as visitors. The city would like to prepare a 5-Year Community Recreation Plan to provide a guiding document for leveraging its resources as well as pursuing Michigan Department of Natural Resources (MDNR) grant funds.

The previous plan will be the foundation for this planning process. The new plan will be a tool that includes strategic goals that will further activate the quality of life for the city.

The city recreation facilities include two properties, Blueberry and Lions Park, both associated with the central business district. The regional Barber Park is a township facility that is utilized by city residents. The plan will accomplish the following objectives:

- Meet MDNR requirements for pursuing grant applications
- Create a prioritized plan that provides strategic steps to elevate recreation for residents as well as visitors
- Include input from a variety of stakeholders



Our approach includes identifying city capacity and potential growth while soliciting input from city residents. We will clarify what budget and staffing limitations there may be for development and maintenance of recreation facilities since the city does not have a parks and recreation department.

We have included a two-way communication process in our public engagement process to serve as a tool to determine the needs to be addressed within the plan. ROWE will work with an advisory committee developed by the city manager to develop the plan. Online progress meetings will be held monthly with the city manager including advance updates of draft deliverables.

We will use a **System Planning** approach: this planning method will use the organization's metrics, priorities, needs, level of service, and community-wide issues to guide cyclical planning efforts. As planning efforts are implemented, the system can be reevaluated to measure success and guide future planning goals. We provide the city with options to allow you to make informed decisions and guide you through areas of conflict if needed.

Scope of Services

ROWE's scope of services to update the parks and recreation plan will include the following, optional items are also identified which the city may choose to include:

Kick-Off Meeting (meeting 1) – Conduct an in-person meeting with the downtown development authority (DDA) and city council to review the project schedule and review existing information. Establish the target stakeholder group and invitation date for stakeholder input. We will establish questions and topics to be solicited by the survey. We will also review existing goal and action plan items from the previous plan. In advance of the meeting, site visits at park locations will be conducted by ROWE and any city representatives that wish to participate.

Public Engagement (meeting 2) – In the section below, there are several public engagement techniques described. The advantages and disadvantages for each type and the cost of the different techniques are shown. Under the MDNR guidelines, the city is required to have two types of public engagement. The required public hearing may count as one of the types of public engagement. One of the public engagement sessions must take place within one year of adopting the plan or prior to adoption by the governing body.

Our base scope includes a community-wide online needs assessment survey. The results will be analyzed to determine that it is statistically valid representing a range of race, gender and age. The city will publicize the survey and identify stakeholders to promote the survey. ROWE will provide graphics driving to a QR code for the survey that can be used by the city and displayed at businesses and through social media, schools, etc. We will hold a virtual meeting to review the

survey format and support materials. Additional options for public input have been identified, which may include separate public hearings as an additional service.

Review the Goals, Objective, and Actions – ROWE will review the updated information and input from the survey and generate goal and objective statements. An action plan will be prepared based on this data.

Plan Review (meeting 3) – A draft plan will be prepared for review by the advisory committee and the plan will be presented at an in-person meeting. Based on input from this meeting, the plan will be revised through a single combined set of comments.

Chapter Content – The following addresses the MDNR requirements as well as the scope identified in the request for proposal:

- A. **Community Description:** including location, physical opportunities, constraints, and demographics.
- B. **Administrative Structure:** Identify organizational structure, staffing, roles of volunteers, and budget.
- C. **Recreation inventory** of public facilities within the community including private, city, county and regional locations. This will include barrier free assessment of city park properties.
- D. **Planning Process:** The methodology and summary of findings from required public engagement will be described in this section as well as the needs assessment based on public input.
- E. **Goals/Action Plan:** This will include narrative statements based on short and long-term time periods. Recommendations and priorities for millage funding will also be included. Design engineering or grant applications will not be included. Funding sources will be identified.

30-day Review (meeting 4) – Upon acceptance by the commission, the city will provide a legal public notice and display the plan for a 30-day review period. Upon completion, ROWE will review comments with the parks commission committee on a virtual call and revise the plan accordingly.

Public Hearing/Adoption (meeting 5) – The city will provide a legal public notice for a public hearing on the plan. ROWE will attend the public hearing meeting with the city council.

City Adopts Parks and Recreation Plan – ROWE will attend the city council meeting where the parks and recreation plan is adopted. This is anticipated to immediately follow the public hearing.

Deliverables – Following adoption of the parks and recreation plan, ROWE staff will provide the city with ten bound copies and a digital copy of the plan including all of the notices and other required documentation, as well as a digital copy of the plan for submission by the city to the MDNR through the state's recreation portal.

Public Engagement Options

Below is a list of different optional public engagement techniques the city may use for the two community meetings. Advantages and disadvantages are listed for each.

PUBLIC ENGAGEMENT	ADVANTAGES	DISADVANTAGES
<p>Stakeholder Interviews Conduct a series of one-on-one meetings or phone interviews (30 minutes each/maximum of 10) with developers, property owners, and residents within the community.</p>	<ul style="list-style-type: none"> Detailed feedback Allows for a one-on-one conversation about the community Allows for follow-up questions 	<ul style="list-style-type: none"> Relatively low proportion of the community's population involved
<p>Focus Group Interviews Conduct a series of group meetings (1 hour each/3-7 people per group/maximum of 7 groups). The focus groups can include groups with a variety of age groups (high school students, college age, young working people, seniors, etc.) that shop or otherwise visit the city that might not otherwise participate as well as other groups, such as local business organizations and neighborhood associations.</p>	<ul style="list-style-type: none"> Detailed feedback Ability of participants to build on one another's ideas More members are included than the stakeholder interviews Allows for follow-up questions 	<ul style="list-style-type: none"> Small groups are sometimes dominated by one or two people
<p>Public Attitude Survey Short questionnaire available to be filled out online by residents of the community.</p>	<ul style="list-style-type: none"> Often gets the greatest number of participants of any other approach Relatively low cost Convenient for residents 	<ul style="list-style-type: none"> No opportunity for follow-up questions May exclude residents without access to the internet or uncomfortable with online technology Requires more effort than interacting with a social media posting May require a prize / coupon offer to collect more responses
<p>Town Hall Meeting Citizens attend a meeting to discuss their thoughts and bring up ideas for the plan.</p>	<ul style="list-style-type: none"> Relatively low cost 	<ul style="list-style-type: none"> Somewhat low participation rate Not very detailed information
<p>Community Visioning Meeting Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.</p>	<ul style="list-style-type: none"> Very detailed feedback Ability of participants to build on one another's ideas 	<ul style="list-style-type: none"> Relatively low participation rate Small groups are sometimes dominated by one or two people
<p>Open House After preliminary plan alternatives are prepared for the development plan, the public attends a meeting featuring multiple stations where alternatives are presented in an open house atmosphere. Participants come and go as they please and investigate the stations that most interest them.</p>	<ul style="list-style-type: none"> Detailed feedback Participants have opportunity for one-on-one discussions with Planning Commissioners Improved participation over interviews 	<ul style="list-style-type: none"> Somewhat low participation rate Requires greater up-front preparation than interviews

PUBLIC ENGAGEMENT	ADVANTAGES	DISADVANTAGES
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Social Media

Facebook, Twitter, and similar online social media platforms are used to track comments during the entire planning process to provide a portal for reporting to the public the status of the planning process.

- Available at resident's convenience

- This tool is more effective with online tools such as online survey
- May exclude residents without access to the internet or uncomfortable with on-line technology

📍 Parks and Recreation Plan Process

The MDNR's guidance on preparing a parks and recreation plan outlines the steps required in reviewing and adopting the plan. ROWE will be responsible for drafting all notices and resolutions. The city will be responsible for publishing the notice of public hearing, providing a location where the draft plan can be reviewed by the public, and providing ROWE with the signed resolutions, minutes, and affidavit of publishing. The process is outlined below:

STEP	ACTION	NOTICE/RESOLUTION	RESPONSIBLE PARTY
1	Notice of public review and dates of public review and hearings published at least 30 days prior to the public hearing.	Notice of public review and dates of public review and hearings	ROWE: draft notice City: publish notice
2	One or more locations are provided for the public to inspect a copy of the draft parks and recreation plan.	N/A	City
3	Park Commission reviews the plan and makes recommendation on plan to City Council.	Commission recommends adoption of plan	ROWE: draft resolution City: signs resolution and prepares copy of meeting minutes
4	City Council holds public hearing and votes to adopt the Parks and Recreation Master Plan.	Council passes and signs resolution	ROWE: draft resolution City: signs resolution and prepares copy of meeting minutes
5	Copies of the adopted plan are submitted to the County Planning Agency and the Regional Planning Agency.	Letter of transmittal	ROWE
6	PDF of plan with attachments is submitted to the State of Michigan through their recreation portal.	PDF	ROWE: prepare PDF City: submits plan
7	A PDF copy of the plan is prepared with the following attachments in the appendix.	Copy of: <ul style="list-style-type: none"> • Notice of Public Review and Hearing • Minutes of public meeting(s) • Resolution(s) of Adoption • Transmittal letter to city and region • Plan Certification Checklist • Post Completion Self-Inspection 	ROWE: prepares certification checklist for signature by city City: provides remainder of material

Project Schedule

We are proposing the following tentative schedule for plan development based on an award February 24, 2026 with an adoption by September, 2026.

SCHEDULE/MONTHS	MARCH	APRIL- MAY	JUNE	JULY- AUGUST	SEPT.
Collect Data/Update Chapters	X				
Public Engagement*		X			
Develop Plan			X		
Review Goals, Objectives, and Action Plan				X	
Public Hearing (30-Day Review Period)				X	
Assistance with the Adoption Process					X

Key: X = Meetings (5)

* = Timeline and number of meetings depend on options selected.

Note: Addition of optional public engagement activities may modify the schedule.

Refer to **Attachment Cost Proposal** for Cost.

PROJECT TEAM

Project Team

ROWE will be a single-source provider of professional services for this project. We have selected a project team that has worked together for on similar projects. This team will bring their experience to your recreation plan process along with the resources to work through any issues that arise and will deliver a quality project on time and on budget. All staff members will collaborate and hold regular progress meetings throughout the project.

ROWE understands the staff assigned to a project is one of the most important contributions to the successful completion of a project. Descriptions below highlight how each team member contributes to the achievement of a quality project. Detailed resumes for key personnel are included.



Douglas R. Schultz, PLA | Project Manager | 26 Hours

Doug came to ROWE 25 years ago with nine years of professional experience. He has extensive experience with city parks and recreation planning and development. Doug will work with the city to tailor and facilitate public input and master planning concepts for this project. He has extensive park experience throughout the state and will ensure the project meets the ROWE standard throughout the process. Doug has worked on previous master plans for Barber Park and is familiar with your community through his board role with the Flint River Watershed Coalition and looks forward to working with you. He has specific experience with SPARK grants and work throughout Genesee County.



Amy C. Bontempo, AICP, NCI | Quality Assurance / Quality Control (QA/QC) Manager | 2 Hours

Amy became part of ROWE's Planning Department in 2024 as a senior planner I. Since launching her planning career in 2004, she has managed an array of projects—including capital improvement plans, master plan revisions, and facilitating public input as a certified National Charrette Institute professional. Amy will play a key role in both public engagement and QA/QC activities for the project.



Alison L. Swanson | Landscape Designer | 25 Hours

Alison joined ROWE full-time in 2025 after working at the company as an intern for five summers. She is a member of the Design Services Division, where she has provided recreation planning and design. She will be assisting with public engagement and other aspects of the planning process.



Hrilekha Bogapati | Planner | 5 Hours

Hrilekha joined ROWE's Planning Department in 2025 with planning experience from another firm. She lives in East Lansing and will be developing the plan, developing maps and participating in meetings with the city.



Brandon M. Jonas | Planner | 2 Hours

Brandon joined ROWE's Planning Department in 2024. Since beginning his career in economic development in 2013, he has been responsible for a wide range of projects including downtown design charrettes, DDA development plans, corridor studies, creation of development proposals and grant programs, numerous economic development strategies, State and Federal advocacy. His responsibilities at ROWE include economic development activities, development of master plans and capital improvement plans, and supporting planning and zoning activities. He will be contributing to the economic aspects of the recreation opportunities for the city.



Douglas R. Schultz, PLA

Senior Landscape Architect II

Role on this Project Project Manager



Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As a senior project manager, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

Firm

ROWE Professional Services Company

Licenses & Registrations

LA, 1994, State of Michigan – No. 3901001190
LA, 2007, South Carolina – No. 1020

Education

Michigan State University, East Lansing, MI
B.L.A./1991/Landscape Architecture



Years of Experience

25 Years with ROWE

9 with other firms

Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Michigan Urban and Community Forestry Council (Michigan Department of Natural Resources)
- Flint River Watershed Coalition Board Chairman
- Southeast Michigan Council of Governments (SEMCOG) Parks and Recreation Task Force

Certifications / Continuing Education

- Fred Kolmann, CTCB course on Pursuing Excellence in Tennis Court Design (2019)
- AASHTO Bicycle Facility Design Training, MDOT (2020)
- Graduate of Community Leadership Program for Flint and Genesee County

Presentations

- “Parks: Part of Your Community Infrastructure” panel discussion, Michigan Recreation & Parks Association, 2018
- “Building Healthy Environments” Michigan Public Health Institute, 2010

Client Comments

- “...I want to thank you again...for the fine end product...and for you and Blake working within the project scope and limited financial resources. I look forward to working with your firm in the future...” 2014, Vince Paris, Southern Lakes Parks and Recreation (Five-Year Parks and Recreation Plan)
- “Having worked with Rowe Professional Services on previous projects within the Sanilac County Parks system, it was no surprise that Lead Landscape Architect Doug Schultz and his team gave 110% on the latest MDNR Trust Fund project. Thank you ROWE Professional Services for a project that will serve the visitors to Sanilac County Evergreen Park for many years to come!” - Sanilac County Parks

Project Experience

Five-Year Community Recreation Plans

- Arenac County, 2025
- Joint – City of Flushing, Flushing Charter Township, Flushing Schools (2005, 2010, 2015)
- Joint – Grand Blanc Charter Township, City of Grand Blanc, Grand Blanc Schools (2012)
- Joint – City of Northville, Northville Township (2017)
- Cities of Au Gres (2019), Battle Creek (2003), Beaverton (2004, 2012, 2019), Charlotte (2019), Coleman (2005), Dearborn Heights (2013), Flint (2007), Ithaca (2013), Livonia (2017), Omer (2013, 2018), and Swartz Creek (2005, 2012, 2018)
- Villages of Port Sanilac (2004, 2012, 2018) and Sanford (2019)



- Bennington (2003), Meridian (2017), Mills (2006, 2011, 2018), and Mundy Charter (2016, 2025) Townships
- Fenton Township amendment 2017
- Genesee County Parks and Recreation Commission, 2004, 2009, 2013, 2016 amendment
- Shiawassee County Parks and Recreation Commission, 2016
- Southern Lakes Parks and Recreation Authority, 2014

As-Needed Landscape Architecture Services, various locations, MI

- Genesee County Parks and Recreation Commission
- Shiawassee County Board of Commissioners
- Oakland County Parks and Recreation Commission
- St. Clair County Parks and Recreation Commission
- Washtenaw County Parks and Recreation Commission
- City of Ann Arbor Parks and Recreation Commission

Community Foundation of St Clair County, Port Huron, MI

- Municipal Park Concept Plans: Project manager for assisting various communities with scoping, site master plans and cost opinions to pursue funding. Communities included Clyde, East China, Emmett, Grant, Ira and Lynn Townships (2024).

Michigan Health Endowment, MI

- Grant Reviewer, Consultants for the review of nutrition and Healthy Lifestyles Initiative grant applications dealing with Physical Activity and the Built Environment for populations experiencing health disparities (2025).

Eaton County Community Development, Charlotte, MI

- Master Plan Update and Environmental Placemaking Plan: Lead landscape architect for a site master plan for the county complex campus. The project included public engagement, site evaluation and development of concepts that included storm water and habitat management, establishing landscape management recommendations, non-motorized circulation and incorporation of solar energy projects (2022).

Council of Michigan Foundations

- Technical Assistance for Opportunity Communities: Provided extensive, tailored public engagement, scoping and grant application assistance to key communities including City of Saginaw, Imlay City and Hamilton Township to develop successful SPARK funded applications / park improvement projects (2023).

City of Walker, MI

- Walker Corridor / DDA Plan: Lead landscape architect for a sub-area plan developing business and recreation opportunities within a growing Grand Rapids community including economic analysis and extensive public engagement efforts (ongoing).



Amy C. Bontempo, AICP, NCI

Senior Planner I



Role on this Project QA/QC Manager

Amy joined ROWE's Planning Department in 2024 as a Senior Planner I. Since beginning her career in planning in 2004, she has been responsible for a wide range of planning projects including capital improvement plans, a master plan update, development of a rental registration and inspection program, zoning ordinance amendments, site plan review, and various board staffing. Her responsibilities at ROWE include supporting planning and zoning activities with municipal clients.

Firm

ROWE Professional Services Company

Licenses & Registrations

AICP, Michigan, 2017 – No. 30386

Education Michigan State University, Lansing, MI B.S./2004/Urban and Regional Planning

Central Michigan University, Mt. Pleasant, MI M.S./2012/Public Administration



Years of Experience

1 Years with ROWE

20 with other firms

Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Association of Planning

Certifications / Continuing Education

- NCI Complete Charrette System Training Certificate
- MSU Extension Master Citizen Planner (MCP)
- Redevelopment Ready Communities Best Practices Certificate
- National Charrette Institute Complete Charrette System Certificate, December 2024
- MSU Extension Zoning Administrator Certificate (ZAC)

Project Experience

Planning and Zoning Review/Administration Services

- Lapeer Township
- City of Lapeer
- City of Mt. Morris
- Birch Run Township
- Caldonia Township
- City of Caro
- Chesaning Township
- City of Flushing
- Flushing Township
- City of Gladwin
- Village of Holly
- Metamora Township
- Vienna Township
- Owosso Township
- Oscoda Township
- Buena Vista Charter Township
- City of Auburn
- City of Beaverton

Zoning Ordinance Update

- Village of Merrill

Master Plan

- Village of Byron
- Marathon Township
- Bridgeport Township
- Oscoda Township
- City of Burton
- Owosso Township

Following is Experience with Other Firms

ZoneCo

- Created professional proposals and statement of qualifications in response to RFPs and RFQs.
- Provided project assistance – GIS measurements, creation of spreadsheets, research of zoning ordinances.
- Maintained a library of sample ordinance sections on various topics, definitions and terms spreadsheets, and graphics.
- Acquired necessary insurance documents for projects.



Corrigan Oil

- Conducted ordinance and process related research for potential projects or land purchases.
- Created zoning verification reports for property purchases for the legal department.
- Permit and application management for various departments within the company.

City of Owosso, MI

- Provided staff support, reports, and presentations to various city boards.
- Oversaw the city's building department and filled in when employees were absent.
- Administered the city's first capital improvement plan (CIP) which included scheduling meetings, working with department heads to meet deadlines, creation of the final document, and presentation.
- Drafted amendments to various city ordinances
- Created and implemented Redevelopment Ready Community requirements.
- Reviewed site plan, permit, and variance applications.

City of Brighton, MI

- Researched and drafted zoning ordinance amendments.
- Drafted and implemented the city's rental registration and inspection program.
- Acted as the principal staff member responsible for the master plan and worked with the planning commission to amend/update the master plan.
- Administered the capital improvement plan (CIP) process.
- Oversaw the city's building department and filled in when employees were absent.
- Provided staff support, reports and presentations to City Council, Planning Commission.
- Zoning Board of Appeals, Downtown Development Authority.
- Reviewed all permits for ordinance requirements.
- Responded to ordinance inquiries.
- Reviewed and managed the site plan and variance processes.
- Provided staff support for grants.

Charter Township of Grand Blanc, MI

- Reviewed site plans, sign permits, and shed permits for ordinance requirements.
- Attended meetings.



Alison L. Swanson
Graduate Landscape Designer I



Role on this Project Landscape Designer

Alison has been a landscape architect intern at ROWE for the past 5 summers and will be joining full time upon her graduation in December, 2024. As a graduate landscape architect, she assists clients corporate-wide with quality of life issues on all projects, from concept to completion.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Michigan State University, East Lansing, MI
BLA/2024/Landscape Architecture



Years of Experience

5 Summers with ROWE

0 with other firms

Affiliations

- American Society of Landscape Architects
- Michigan Chapter Society of Landscape Architects
- MSU Student Chapter of the American Society of Landscape Architects

Project Experience

As-Needed Landscape Architecture Services, various locations, MI

- Genesee County Parks and Recreation Commission
- City of Ann Arbor Parks and Recreation Commission

Council of Michigan Foundations

- Technical Assistance for Opportunity Communities: Provided extensive, tailored public engagement, scoping, and grant application assistance to key communities including City of Saginaw, Imlay City and Hamilton Township to develop successful SPARK funded applications / park improvement projects (2023).

Alabaster Township, MI

- Huron Preserve Master Plan: Graduate landscape architect for 144-acres of Lake Huron shoreline property that includes 60-acres of forested coastal dune and 6-acres of wet meadow as well as some hardwood forest. The property is bisected by US-23 and includes the Alabaster Bike Path segment of the Iron Belle Trail. Topographic / aerial survey, wetland determination / permitting guidance, master planning and assistance with a successful MNRTF grant application for pathways, trailheads, dune overlook, visually impaired interpretive trail, and other features (ongoing).

Eaton County Community Development, Charlotte, MI

- Master Plan Update and Environmental Placemaking Plan: Graduate landscape architect for a site master plan for the county complex campus. The project included public engagement, site evaluation, and development of concepts that included storm water and habitat management, establishing landscape management recommendations, non-motorized circulation, and incorporation of solar energy projects (2022).

Atlas Township, MI

- Ridge Road Sidewalk: Graduate landscape architect for completing scoping for a one-mile sidewalk extension as part of the cooperative non-motorized plan efforts with Atlas Township and the Village of Goodrich. The route included steep slopes, and residential, recreation, and agricultural properties (\$750K construction; 2019).

Sanilac County Parks, MI

- Phase 2 Evergreen Park: Graduate landscape architect for MDNR funded kayak launch, playgrounds, interpretive signage, ADA parking, pavilions, accessible putt putt golf course, and site furnishings.



City of Ann Arbor Parks and Recreation, MI

- Dexter Park: Topographic survey for new park including 2 parcels and coordination with the city housing commission (ongoing).
- Almendinger Park: Topographic survey for a park renovation, requiring extensive tree survey. Improvements include new sidewalk and ada parking (ongoing).
- Leslie Park: Survey, design, and construction assistance for a new pavilion, ADA parking (2023).

Ingham County Parks and Recreation Commission, MI

- South Lake Lansing Park Boat Ramp: Graduate landscape architect for new boat dock replacement, fending, entry gate, boat wash station (2023).
- South Lake Lansing Park Improvements: Graduate landscape architect for MNRTF and LWCF funded project including survey permitting, design, and construction administration. The project included demolition and new bathhouse, permeable accessible parking, vegetated bioswales, interpretive historical signage, shower towers, accessible sidewalks, plaza, site furnishings, site lighting, fencing, and site utilities. Coordination with JFR architects providing a nautical themed concession and restroom / bathhouse and budget options (2024).

Charter Township of Grand Blanc, MI

- Public engagement and development of a 5 Year Community Recreation Plan (2021).
- Creasey Bicencennial Park: Landscape designer assisting with development of an 84-acre park improvement program.
- Strategic Visioning: Landscape designer assisting with a 10 year development plan for park and recreation facilities and illustrative exhibits.

Charter Township of Mundy, MI

- Miracle Commons Accessible Playground: Landscape designer assisting with a regional universally accessible playground, pavilion and pathways to complement existing Miracle Field features.



Hrilekha Bogapati

Planner I



Role on this Project Planner

Hrilekha Bogapati is an emerging Urban Planner with a strong foundation in GIS mapping, transportation planning, and sustainable land use. She has worked on projects in both the U.S. and India, supporting master planning, zoning compliance, and public engagement. Her contributions include Safe Routes to School audits, economic revitalization planning, and last-mile connectivity strategies. She is proficient in ArcGIS Pro and SketchUp, using these tools to support data-driven and equitable planning efforts.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Michigan State University, East Lansing, MI
B.S./2025/Urban and Regional Planning



Years of Experience

<1 Years with ROWE

<1 with other firms

Affiliations

- Former Secretary, Urban and Regional Planning Student Association (URPSA) Board

Project Experience with other Firms

East Lansing, MI

- Graduate research assistant at School of Planning, Design and Construction - Michigan State University.
- Conducted Safe Routes to School audits for 2 schools, generating strategic recommendations for safer pedestrian access.
- Assist in downtown revitalization research for Lexington, MA, formulating major zoning and economic development suggestions to guide urban development.
- Support literature reviews for research papers, synthesizing key insights to inform urban planning strategies.

Flint, MI

- Urban Planning Intern at Crim Fitness Foundation.
- Reviewed Flint's past engagement efforts and innovative strategies, synthesizing key insights to inform project strategies.
- Created diverse communication tools, including presentations and printed materials like policy signs, to make information accessible and understandable for residents.
- Assisted in audits and assessments, organizing and analyzing neighborhood data and resident feedback, particularly during the Better Block event.
- Facilitated onsite engagement activities to gather candid responses from residents and educate them about new policies, using tailored communication methods to address varying degrees of effectiveness.

Hyderabad, Telangana (India)

- Urban Planning intern at Hyderabad Metropolitan Development Authority.
- Hyderabad Unified Metropolitan Transportation Authority: Developed recommendations for Last Mile connectivity for 4 metro stations and mapped the proposed solutions to enhance urban mobility using ArcGIS.
- Master Plan Unit: Assisted in the preparation of the Master Plan, focusing on data management and urban planning strategies.
- Land Pooling Research: Conducted in-depth research on building bylaws and group housing regulations to inform land pooling strategies.
- Development Permission Management System: Analyzed and documented the procedures for building permissions, contributing to the efficiency of urban development processes.



Brandon M. Jonas

Planner III

Role on this Project Planner



Responded to ordinance inquiries. Brandon joined ROWE's Planning Department in 2024 as a Planner III. Since beginning his career in economic development in 2013, he has been responsible for a wide range of projects including downtown design charrettes, DDA development plans, corridor studies, creation of development proposals and grant programs, numerous economic development strategies, State and Federal advocacy. His responsibilities at ROWE include economic development activities, marihuana ordinance review, development of master plans and capital improvement plans, and supporting planning and zoning activities.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Central Michigan University, Mt. Pleasant, MI
B.S./2011/Business Administration



Years of Experience

1 Years with ROWE

10 Years in the field

Affiliations

- Macomb County Brownfield Redevelopment Authority Board Member - Vice Chairman
- Member of Michigan Economic Developers Association (MEDA) - Emerging Leaders Committee; Member
- Member of Michigan Municipal League

Certifications / Continuing Education

- Michigan Citizens Planner Course
- Leadership Macomb
- IEDC: Economic Development Basic Course Certificate
- IEDC: Managing Economic Development Organizations Course Certificate
- IEDC: Business Attraction and Retention Course Certificate
- IEDC: Marketing and Business Attraction Course Certificate
- IEDC: Real Estate Development and Reuse Course Certificate
- IEDC: Economic Development Credit Analysis Course Certificate
- Redevelopment Ready Communities Best Practices Certificate

Relevant Experience

Planning and Zoning Review/Administration Services

- Lapeer Township
- Chesaning Township
- Village of Holly
- Caldonia Township
- City of Gladwin
- Vienna Township

Other Projects

- City of Walker/Standale Subarea and Market Analysis Plan
- Village of North Branch Capital Improvement Plan Update
- City of Center Line Economic Development Services
- Antrim Township Master Plan
- City of Gladwin DDA Development and TIF Plan Update

Following is Experience with Other Firms

City of Center Line

- Serve as Grants Administrator for the City.
- Implement and manage numerous grant programs totaling over \$10 million.
- Oversee, manage, and direct all aspects of the city's economic development, community development, and D.D.A. activities.
- Created a 30-year downtown development authority master plan.
- Manage the City's Downtown Development Authority, Planning Commission and Zoning Boarding of Appeals and serve as the liaison between the boards and the city.



- Certified the city as an EV smart community offered through the Great Plain Institute EV Smart Technical Assistance program.
- Review, score, and make recommendations for all cannabis permit applications to the City Manager and City Council.
- Lobby for appropriations from local, state, and federal agencies to ensure development in the city.
- Act as primary contact and technical advisor to the city's business and entrepreneurial community.
- Serve as Communications and Marketing Director for the city.

Clinton Township

- Oversee, manage and direct all aspects of economic development, redevelopment and Downtown Development Authority (DDA) activities for the most populous Township in the state of Michigan.
- Created a Township property database and marketing plan to encourage development.
- Act as primary contact and technical advisor to the Township's business and entrepreneurial community.
- Created business attraction materials to attract developers and potential business owners.
- Developed an on-going Economic Development Strategic Vision Plan process that spurs new growth in the Township.
- Manage the Township's Residential and Commercial Tax Reversion property process.

City of Roseville

- Manage and assisted in the creation of the city's first downtown development authority (DDA) and serve as the liaison between the DDA board and the City Council.
- Worked with SEMCOG to generate a "Creating Successful Corridors Study" by physically gathering building footprint data to show redevelopment opportunities.
- Created the City's first Economic Development Strategy Profile to help spur economic growth and new investment.
- Act as primary contact and technical advisor to the City's business and entrepreneurial community.
- Serve as the City's Community Development Block Grant (CDBG) program and Home Investment Partnership Grants (HOME) administrator.
- Created the City's first Commercial Rehabilitation Policy and Incentive Guidelines.
- Created Business Attraction packaging materials to developers and potential business owners.

Grant Management Experience

- Spark Grant Program.
- Transportation Alternatives Program (TAP).
- Transportation Economic Development Fund (TEDF Category A and B).
- HUD Federal Grant Program: Community Project Funding.
- Stormwater, Asset Management, and Wastewater (SAW) Grant Program.
- COPS Grant Program.
- Community Development Block Grant Program including SHPO Reviews.
- Macomb County Regional Housing Partnership Grants (Housing Rehab Grants).
- COVID 19 - Economic Relief Grant Program.
- Michigan Department of Natural Resources: Green Infrastructure Grant Program.
- DDA Façade Improvement Programs.
- DDA New Business Development Grant Programs.
- Redevelopment Ready Community (RRC) Grants.
- MEDC Community Development Grant Programs.
- DIA (Detroit Institute of Arts) Placemaking Grant Program.

PROJECT EXPERIENCE

Five-Year Parks & Recreation Plan | Mundy Township, MI

ROWE is assisting a newly-formed tax authority and the township with an update to their recreation plan and development of a concept plan for a key multi-use parcel. ROWE is coordinating partnerships with local and intermediate school districts, business owners, and other stakeholders to develop a regional park destination.

Client: Mundy Charter Township Corridor Improvement Authority
Contact: Chad Young, Manager, (810 655-4531) ext. 229, chadyoung@mundytwp-mi.gov
Contract Amount: \$4,200
Completed: 2016, 2025
Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier



Various Community Improvements | Flushing, MI

ROWE is assisting the community with proposed improvements, including incorporation of a regional trail plan and recreation improvements to local school facilities. Impacts include recent school expansion and development of a linear trail that links multiple parks and neighborhoods. The design includes extensive public input and participation. ROWE has worked within the community to develop a partnership with the local Rotary Club to develop park master plans and secure grant funding using more than \$100,000 in Rotary funding as local match for park projects.

Client: City of Flushing, Charter Township of Flushing, Flushing Community Schools
Completed: 2005, 2010, 2014, 2019

Contact: Michelle King, City Manager, (810) 659-5665, mking@flushingcity.com
Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier

Five-Year Parks & Recreation Plan | Au Gres, MI

Worked with the city to provide public engagement through an interactive community tools and online survey. Also developed goals, objectives, and an extensive capital improvement plan to complete a recreation plan in 2019. Ongoing site development plans for key park facilities will assist the city with a 20-year vision for recreation, water trail, and non-motorized improvements.

Client: City of Au Gres
Fee: \$21K
Completed: 2019

Contact: Dale Wiltse, City Manager, (989) 313-0608, citymanager@cityofaugresmil.com
Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier

Five-Year Parks & Recreation Plan | Tawas, MI

County-wide 5 Year Parks and Recreation Plan. Public engagement methods are being shared between ROWE and park staff to maximize project budget. The planning process worked with commission members to evaluate and make plans for use of millage funding and activate tourism opportunities.

Client: Iosco County
Contract Amount: \$18K
Completed: 2023

Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier

Master Plan Update and Environmental Placemaking Plan | Charlotte, MI

Development of a site master plan for the county complex campus including a strategic phasing plan. The project included public engagement, site evaluation and development of concepts that included storm water and habitat management, establishing landscape management recommendations, non-motorized circulation, and incorporation of solar energy projects (2022).

Client Eaton County Community Development
Contact: Claudine Williams, (517) 543-3640, cwilliams@eatoncounty.org
Design: \$8.5K

Completed: 2022
Landscape Architect: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier



Master Plan Update and Environmental Placemaking Plan | Charlotte, MI

ROWE is assisting the Downtown Development Authority with a sub-area plan developing business and recreation opportunities within a growing Grand Rapids community including economic analysis and extensive public engagement efforts.

Client: Standale Downtown Development Authority
Contact: Scott Conners, City Engineer, (616) 791-6792, sconners@walker.city
Completed: ongoing

Project Manager: Amy Bontempo, AICP, NCI
Planner III: Brandon Jonas
Planner I: Hrilekha Bogapati
Lead Landscape Architect: Douglas Schultz, PLA

**WE WANT TO HEAR FROM YOU!
 HELP SHAPE THE FUTURE OF STANDALE**

You're Invited to the Central Standale Subarea Open House!

Help shape the future of your community!

We want to hear your ideas, insights, and feedback as we plan for the Central Standale Subarea.

Location: Walker Fire Department Station No. 2, 4101 Lake Michigan Dr. NW, Grand Rapids, MI 49534 – Second floor
Date: Wednesday, October 29th, 2025
Time: 6:00pm to 7:30 pm

WHAT IS THE CENTRAL STANDALE SUBAREA?
 On the above map, you'll find the boundaries outlined in red of the Central Standale Subarea (center red).

WALKER STANDALE DDA CONCEPT RENDERINGS



Grant Experience

ROWE regularly works with many grant and loan programs for funding projects. We work hard to help clients find the right program to aid in financing projects that are critical to maintaining a good quality of life and environmental protection for their community. We guide our clients through the evaluation and application process for the following programs and private grants.

Parks and Trails Grants

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternatives Program
- Non-motorized – Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund and Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Scrap Tire Market Development Grant
- Congestion Mitigation Air Quality (CMAQ)
- Michigan Economic Development Corporation (MEDC) Community Block/Patronicity Crowd Funding

Recent Grant Awards

- City of Alma (MDOT) Superior Street/Heartland Trail Extension \$340K
- City of Alma (MDNR) 2013 Access Projects \$300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail, etc. \$1M
- City of Caro (MEDC) Farmers Market Pavilion \$1M
- City of Clio (MDNR) Riverfront Park/Trail \$262K
- City of Clio (EGLE) Scrap Tire Grant \$600K
- City of Flint (MDNR) McKinley Park \$270K
- City of Flint (MDNR/MDOT) Grand Traverse Trail \$1.5M
- City of Flint (MDOT) Genesee Valley Trail \$700K
- City of Flushing (MDNR) Trailway Extension \$300K
- City of Gladwin (MDNR) Park Improvements \$185K
- City of Imlay City (MDNR) Splash Pad \$150K
- City of Omer (Saginaw Chippewa Indian Tribe) Park Improvements \$30K
- City of Owosso (MDNR) Restroom Improvements \$30K
- City of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead \$240
- City of Port Sanilac (MDNR) Harbor Park Site Improvements \$31,300
- City of Sanford (MDNR) Playground Improvements \$150K
- City of Stanton (MDOT TAP) Veteran's Memorial Park Trail \$362K
- City of Stanton (MDNR) Veteran's Memorial Park \$296K
- City of Swartz Creek (MDNR) Elms Park Improvements \$20K
- Flint River Watershed Coalition (Patronicity) Kayak Landing \$50K
- Garfield City (MDNR) Lake Station Trailhead \$228K
- Genesee City Parks & Recreation (MDOT TAP and CMAQ) Flint River Trail-Genesee to Vassar Road \$960K
- Genesee City Parks & Recreation (MDNR) Iron Belle Trail \$300K
- Genesee City Parks & Recreation (MDNR) Hegel Road Acquisition \$540K
- Genesee City Parks & Recreation Commission (MDNR) Bluebell Beach Trail \$45K
- Grand Blanc Charter Township (MDOT) Trail Improvements \$700K
- Independence City (U.S. Tennis Association) Tennis Courts \$50K
- Mid-Michigan Pathway – Mt. Pleasant to Shepherd (MDOT/MNRTF) \$1.6M
- Mid-Michigan Pathway – Ithaca to Alma/St. Louis (MDOT) \$2M
- Montrose City (MDNR) Park Expansion \$103K
- Oscoda Township IET Trail Phase 3 (MDOT/MNRTF/USDA/IBT) \$2M
- Imlay City (CMF/SPARK) Lions Park \$790,800
- City of Saginaw (CMF/SPARK) Riverfront Trail \$862,500

TOTAL IN LAST TEN YEARS: \$20+ MILLION



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 109 East North St. Brighton MI 48116		CONTACT NAME: Certs@pciaonline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: Certs@pciaonline.com	
INSURED Rowe Professional Services Company 540 S Saginaw St Ste 200 Flint MI 48502		INSURER(S) AFFORDING COVERAGE INSURER A: Citizens Ins Co of America NAIC # 31534 INSURER B: Citizens Ins of Midwest 10395 INSURER C: XL Specialty Insurance Company 37885 INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 26-27 All**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

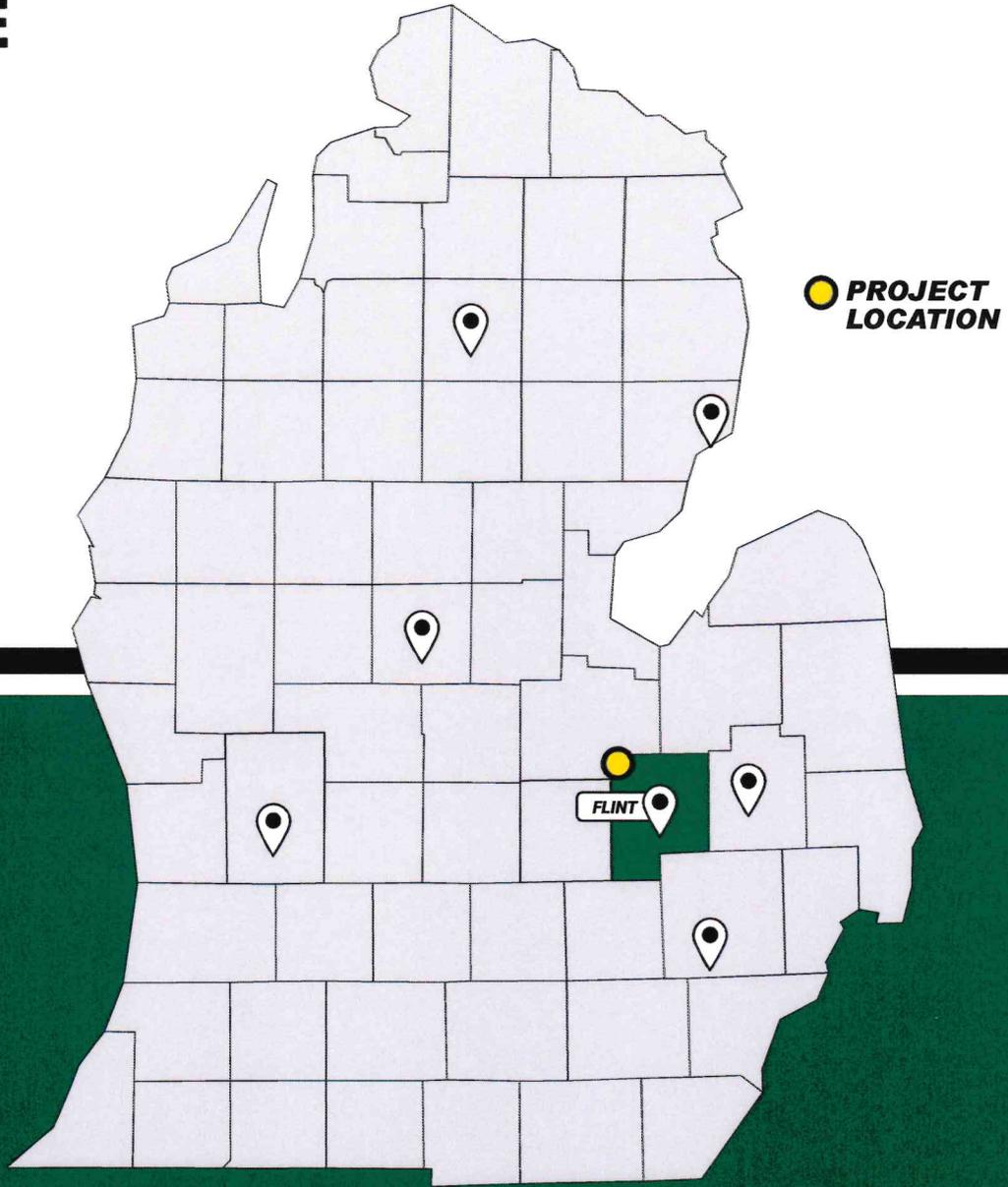
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> X, C, U			Z7H-M229553-00	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			AWH-M229557-00	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			U7H-M229556-00	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ 10,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	W7H M188856 00	01/01/2026	01/01/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
C	Professional Liability Pollution Liability			DPR5051772	01/01/2026	01/01/2027	Per Claim \$ 5,000,000
							Ann Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Montrose 139 South Saginaw Street Montrose MI 48457	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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MICHIGAN



ROWE OFFICE LOCATIONS

Flint | Lapeer | Farmington Hills | Grand Rapids | Mt. Pleasant | Oscoda | Grayling

Attachment: Cost Proposal

The cost for the services proposed by ROWE Professional Services Company is the lump sum total of **\$11,800**. This includes all mileage and reproduction.

The following additional services can be added to enhance the public engagement items in the base scope of work.

Optional: Public Engagement Items:

• Individual Meetings in person (each)	\$1,000
• Stakeholder Interviews	\$2,900
• Focus Group Interviews	\$2,900
• Town Hall Meeting	\$2,000
• Youth Charrette	\$3,600
• Community Visioning Meeting	\$3,600
• Open House	\$3,800
• Social Media	\$TBD

1.

CITY OF MONTROSE MEMORANDUM

Date: March 9, 2026

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Consider Amending By-Laws page 2, Article 4, Section 6 “Removal of Board Members”

Background: The DDA Board Members are being asked to consider amending its current By-Laws under Article 4, Section 6 “Removal of Board Members” due to lack of or insufficient requirements of attendance as a Board Member. The current DDA By-Laws is inconsistent with that of the Planning Board By-Laws, which has a more defining expectation when it comes to the attendance of its Board Members.

City administration recognizes the contributions Board Members make as volunteers and it also recognizes the importance to ensure consistency of attendance as the Board advances its goals to improve the city pursuant to its TIP and Alignment Plan.

The current and proposed language is as follows;

Current Language

ARTICLE 4

Board of Directors

Section 6: Removal of Board Members – Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for cause by the majority vote of the City Council. Sufficient cause for removal includes, but is not limited to, neglect of duty, non-attendance at meetings (A member who is absent from three (3) consecutive meetings of the Board may be removed from the Board by the Mayor with the concurrence of the City Council), or loss of status conferred by an interest in the DDA district.

Following a meeting February 19, 2026 DDA Board there was consideration asked to include caveats to absences when Board members fall ill or have other necessary reasons for missing the quantitate amount of meetings stipulated in the proposed language.

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Proposed Language

ARTICLE 4

Board of Directors

Section 6: Attendance and Removal of Board Members- Should any member of the Planning Board be absent from three (3) Board meetings in any consecutive 12-month period, neglect of duty, or loss of status conferred by an interest in the DDA district, the Board shall notify the City Council for consideration of removal of said member. The un-expired term of a vacancy on the Board shall be filled by appointment by the Mayor with the approval of the Council. **DDA members who are absent may be considered to be excused and done so only by majority vote of the DDA Board.**

Recommendation: It is recommended DDA Board consider amending its By-Laws page 2, Article 4, Section 6 “Removal of Board Members” and forward to city council for final approval at its February 24, 2026 meeting. If approved by the City Council, the DDA Board will receive an updated By-Laws document at their April 16, 2026 regularly scheduled meeting.

2.

CITY OF MONTROSE MEMORANDUM

Date: March 12, 2026

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Consider discussion and plan for Community Garden

Background: In your packet contains Grant documents from nearly 10 years ago provided by Chairwoman Machuk who was the point person for the Community Garden some time ago.

The Community Garden is a .6 acre parcel legally donated to the city, with virtually zero caveats. The property is within the DDA District.

This Board discussed this several months ago, but there were a few board members missing at that meeting and the consensus was to bring this topic up for discussion again once the board was fully constituted.

I would like to contact the MSU Extension and see if there is any ability for their organization to assist the city as well.

City administration is seeking guidance from the Board.

Recommendation: At this time the Board needs to decide the direction it wants to take with the property and plans it may or may not have. A community Garden can help play a major role in health and nutrition in your community.

**Neighborhood Small Grants
Program Endowment Fund**



**Announcing the Next Level Mini Grants Program
for Resident-Led and Neighborhood-Based
Organizations**

The Community Foundation of Greater Flint (CFGF) Neighborhoods Small Grants Program (NSGP) is seeking proposals for the 2016 NSGP Next Level Mini Grants.

The purpose of the Next Level Mini Grant is to provide support for the development of neighborhood-focused projects that help neighborhood based/grassroots groups engage residents in identifying and addressing community needs in new and creative ways. It is anticipated that up to 5 grants of \$5,000 each will be awarded to groups who can successfully demonstrate how this funding would help to increase their ability to move beyond traditional mini-grant projects such as clean-ups and block parties to have a deeper impact in their neighborhoods. ***Creative and new approaches that engage residents and partners who have previously not been involved in neighborhood work are encouraged.***

Grant Categories

- **Strengthening Capacity of Neighborhood Based Groups/Organizations**
- **Creating Safe Environments**
- **Improving Neighborhood Conditions by (at least 1 of the following)**
 - Creating attractive public spaces that increase civic pride
 - Building a sense of connectedness among neighbors
 - Providing access to resources to improve the quality of life for neighborhood residents
 - Improving literacy through 1) 2 generation family learning; or 2) tutoring and mentoring youth
 - Increasing access to healthy foods for neighborhood residents

Projects selected to receive a grant will meet the following grant criteria:

- The applicant group/organization can demonstrate a track record that provides evidence of capacity to plan and carryout effective community projects.
- The proposed project is or will be linked to a documented process to obtain input from neighborhood residents such as neighborhood surveys, focus groups, town hall type meetings or other community discussions to show that resident have identified the need or opportunity the project will address.
- The project strategy is by a formal source of data such as the master plan, census data, or neighborhood inventory assessments.
- The project is realistic and achievable within the proposed time frame.
- The project can be maintained and sustained beyond the grant period.

Who is Eligible to Apply

- Block Clubs/Neighborhood Associations that have a D.B.A and bank account and can document that they have a functioning group that meets regularly and carries out neighborhood level projects.
- Faith-based organizations, grassroots community-based organizations, and nonprofit organizations with appropriate tax-exempt status that can demonstrate a history of efforts to partner and engage with residents from the surrounding neighborhood.

The Neighborhoods Small Grants Program funding is not intended to support individuals, private business, religious, partisan or for-profit activities.

How to Apply

Complete and return the attached grant application by **5:00 p.m. on Friday, January 15, 2016** to Lynn Williams, Senior Program Officer by email to lwilliams@cfgf.org or by mail to:

Community Foundation of Greater Flint
Attn: NSGP Next Level Mini-Grant Application
500 S. Saginaw Street, Suite 200
Flint, Michigan 48502

Grant Application Technical Assistance meetings will be held at the Community Foundation of Greater Flint Office, 500 S. Saginaw St., Flint, MI 48502 – 2nd floor

Tuesday January 5, 2016 – 5:30 – 7:00 p.m.
Wednesday January 6, 2016 - 5:30 – 7:00 p.m. and

If you have questions, comments, concerns or need assistance, or plan to attend one of the technical assistance meetings, please contact Lynn Williams via the contact information listed below.

Sincerely,

Lynn Williams, Senior Program Officer
Phone: (810) 767-8304
Email: lwilliams@cfgf.org

**Neighborhood Small Grants
Program Endowment Fund**



community foundation

Greater Flint

Application for 2016 Next Level Mini-Grants

(Grants Up to \$5,000)

For Projects to be completed: February 1, 2016 – June 1, 2016

GENERAL INFORMATION

Legal Name of Organization applying: Montrose Blueberry Festival	
Organization Federal EIN or DBA: 38-2248116	
Organization Mailing Address: P.O. Box 316 Montrose, MI 48457-0316	
Contact Person #1: Title: Treasurer Phone: 810-287-1069 Email: jloomis@cityofmontrose.us	Contact Person #2: Title: President Phone: 810-441-6969 Email: montroseblueberryfestival@hotmail.com

Name of Project: Community Garden

Total Program Cost: \$5000.00

Amount Requested: \$5000.00

Project Start and End Date: 2/1/2016-11/1/2016

Organization History

Geographic Area: (the north, south, east and west street boundaries served by your group/organization): Serving the communities of the City of Montrose and Montrose Township.

Mission Statement: (2-3-sentence statement about why your group was formed):

The purpose of this organization was formed to promote activities and programs to benefit the communities of the Montrose area.

Tell us about the most successful project planned and carried out by your group to date:

- **Project Name:** Montrose Blueberry Festival/ Montrose Public Schools Digital Media Club
- **Project Start and End Date:** 2010-present
- **Project Overview: (include the type of project; partners involved; 2 most important results for the neighborhood; how results were identified/ measured)**

The Blueberry Festival provides funds for the Montrose Community Schools Digital Media Club for the purchase of digital recording technology. This club primarily records and broadcasts high school sports and community special events. Results have been measured by the success of the club being selected by the MHSSA to record high school state championship games throughout the state as well as students pursuing broadcasting careers. Funds provided by the Festival allowed for the purchase of equipment that aided in their selection as the 2014 MHSAA.TV High School broadcast Program of the Year." Funds have also provided portable equipment to create media material for local law enforcement to create realistic "broadcast and first person footage" for active shooter training in a public school setting.

Project Information

Project Description: Please answer the following questions about the project for which you are requesting funds:

- 1. Type of project: (Provide a brief overview of the main activities.)**

Establishing a community garden to provide an educational opportunity for K-12 students, city residents and area organizations. It also would serve as a location for friends and neighbors to grow vegetables and flowers to facilitate social interactions, promote environmental stewardship and recreational opportunities in the Montrose community.

- 2. How will carrying out this project help your group to move beyond traditional mini-grant projects (such as clean-ups and block parties) to have a deeper impact in your neighborhood?**

This project would provide an opportunity for area school students to communicate and work appropriately and respectfully with others, foster healthy active lifestyles with a focus on the Healthy, Hunger Free Kids Act . It will also provide students with hands-on knowledge of environmental stewardship and a deeper understanding of agricultural history of the community. It will utilize a vacant lot designated by the city as a community garden as learning space for community residents to create economic empowerment and beautify the neighborhood while enhancing the sense of identity. This will project will facilitate a long term vision that will provide not only substance but a place that the Blueberry Festival can develop as a longer term community investment.

Project Impact

What neighborhood/community need(s) will your project address? Please describe in detail.

It is envisaged that this project will address the need for the youth of the community to create access to fresh produce and learn the importance of making healthy choices. It will fill the need to provide student with outside of the classroom based learning as well as volunteer opportunities. It will also address the need to develop a city-owned property as a resources in creating recreational opportunities and fostering a place for community residents to interact, socialize and create a sense of identity.

What community engagement method (s) was used to identify the need? (Examples: neighborhood survey, focus group of residents, community dialogues, conversations)

The Montrose Community Garden was started as means to address an objective in the City Master Plan to contribute to sense of community. Property (.6 acres) was acquired by the city in 2013. The conversation by community leaders is now focused on addressing and acquiring necessary tools, storage and participation. The Montrose Blueberry Festival actively seeks projects that combine community involvement, promotion of local agricultural, community, history while building partnerships with other non-profits, local government and area schools.

What sources (s) of data were used to further highlight the need? (Examples: census data, master plan; neighborhood inventory)

The City of Montrose 2014 Park Master Plan included goals of acquiring and development of park land for recreational use. The same objective was also identified in the 2013 City Master Plan. As a component of Open Space and Recreation it was identified that the city should encourage the development of a community garden as means to contribute to sense of community and healthy living.

Project Goals

What change do you hope to bring about by carrying out this program/project?

It is our hope to create a place in the community that will foster positive interaction while addressing healthy food choices and creating a place that can offer other recreational opportunities. It is also our hope to provide an opportunity for 100-150 city kids, that are low-income, to touch worms, conduct science field work and learn about agriculture in their own community.

Describe how you will measure your project's success in reaching the project/program goals?

We will measure the success of the project through three factors. The first is the number plots being cultivated and number of partners participating (non-profits, area business, residents.) Secondly we would monitor and tally volunteer hours in the construction, planting, cultivating and related gardening activities. Thirdly we would calculate the number of educational/instructional hours of participants.

How will you document and use the things you learn both positive and negative while carrying out the project to strengthen your project outcomes?

We will work closely with partners to identify needed improvements (equipment, training, information, marketing) as the project unfolds over the season. The goal would be to tweak the community garden policies and rules to ensure it meets established goals such as adopted plots, volunteers and educational hours. Through regular communication using the bulletin board located at the garden, email and utilize the city newsletter and local media.

Project Implementation Plan

Please complete and include the following attachments:

Neighborhood/Community Partnership List - Attachment A

Project Activity Planning Worksheet – Attachment B

Program/Project Budget Work Sheet – Attachment C

Oversight & Results

Who in your organization will be responsible for the oversight of this program/project?

COMMITMENT

We understand that funding of this proposal will commit our group/organization to:

- 1) Complete the activities described in this proposal**
- 2) Actively engage other appropriate parties/individuals in planned activities**
- 3) Engage in project evaluation activities sponsored by the Neighborhoods Small Grants program**
- 4) Share activities and lessons learned with other neighborhoods and the Community Foundation of Greater Flint**
- 5) Plan for continuing the effort after funds are spent**

Signatures & Authorizations:

Janet Loomis 1/14/2016

Printed Name -Title Signature Date

Dawn Campbell *Dawn Campbell* 1/14/2016

Printed Name – Title Signature Date

The above signatures must be from:

Neighborhood groups: Two officers of the group

Non-Profit Organizations 501(c)(3): Executive Director

Churches/ Faith-based Organizations: Pastor, Bishop, Rabbi, Priest

Attachment B: Project Activity Planning Worksheet

Print or type the information requested below. Include all steps involved from the start of the project until the end. Make multiple copies of this blank page as needed.

	<i>List All Your Action Steps</i> (What are the steps/activities that need to be taken to make the project goal happen? How will you make it happen from start to finish?)	Who is Responsible? (Who is assigned to make sure that this step is done?)	Completion Date (When will this action step need to be completed?)	Outcome (O) and Documentation (D) (How are you going to know that the step is done and has been successfully completed?(O) How will you document it? (D)
1.	Purchase and installation of perimeter fencing, storage shed, layout of plots (allotment plots and community plots) and associated permits.	Montrose Blueberry Festival board members and city staff	April-May (based on weather)	Blueberry Festival would work with volunteers and city to install to meet regulations. Documented through purchase receipts and photos of progress
2.	Purchase of hand tools, rototiller, compost tumblers, watering cans and mulch. Locating city water tank designated to the garden.	Montrose Blueberry Festival board/city staff	May	Documented through purchase receipts and photos of equipment
3.	Purchase and installation of picnic benches, benches (seating area), community garden sign/bulletin board	Montrose Blueberry Festival board	May	Documented through purchase receipts and photos of equipment
4.	Tilling of garden plots, planting of shade trees, flowers, vegetables and herbs.	Montrose Alternative Education/ Community Schools	April-June	Document through purchase receipts.
5.	Scheduling gardening educational workshops for schools group and partners. Community weeding and watering days.	Montrose Blueberry Festival	April-Aug	Utilizing community garden message board and volunteers.
6.	Harvesting of garden as season progresses.	Partners/Volunteers/	June-Oct	Documented by partners, number of plots.
7.	End of season cleanup.	Montrose Alternative Education/Montrose	Sept-Nov	Garden is cleared of plantings, equipment stored.

Project/Project Budget Work Sheet – Attachment C

Please complete the following budget form. Include all costs associated with this project. If there are additional sources of funding or matching funds (such as other grants) or in-kind support (such as donations of services or materials from area businesses, persons, government or organizations) list them in the appropriate column. Each volunteer service hour is worth \$23.00 per hour for adults and \$11.50 children and youth.

Items	Amount Requested	Amount of Cash from Other Sources (i.e. dues, other grants, monetary donations)	In-kind Donations (Type and Value of Donations)	Total Costs
1 Husquvama Tiller	\$650.00			\$650.00
2 Suncast Tremont 8'x10' Storage Building	\$1000.00			\$1000.00
3 Compost Tumbler 80 gallon	\$200.00			\$200.00
4 Assortment of hand tools, hoses,	\$300.00		Donation of tools from local merchants	\$300.00
5 Picnic benches	\$700.00			\$700.00
6 Garden Message Board/ Sign	\$400.00			\$400.00
7 Trees, seeds, plantings	\$400.00		seeds/trees donated based on inventory from local garden/nursery	\$400.00

Items	Amount Requested from CFGF	Amount of Cash from Other Sources (i.e. dues, other grants, monetary donations)	In-kind Donations (Type and Value of Donations)	Total Costs
Perimeter Fencing, vinyl, posts, gates	\$1350.00			\$1350.00
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Total Project Costs				\$5000.00