

PROPOSAL 1



Wade Trim Associates, Inc.
500 Griswold Street, Suite 2500 • Detroit, MI 48226
313.961.3650 • www.wadetrिम.com

February 16, 2026

City of Montrose
139 S. Saginaw Street
Montrose, MI 48457

Attention: Joe Karlicheck
City Manager

Re: Professional Planning Services Proposal for a Parks and Recreation Master Plan

Dear Joe:

As requested, we are providing this scope of work for providing professional planning assistance to the City of Montrose to prepare a new 5-year Parks and Recreation Master Plan. The plan will establish a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities, and programs throughout the City of Montrose now and into the future. The City of Montrose is seeking a system-wide approach in order to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

Parks and recreation plans are approved by the Michigan Department of Natural Resources (MDNR) and remain valid for five calendar years. This new plan will cover the five-year span of 2027 through 2031, making the City eligible to apply for MDNR grant funding during that time period.

FIRM BACKGROUND

Wade Trim is a nationally recognized multi-disciplinary planning, landscape architecture, engineering, and surveying firm that helps municipalities develop practical and innovative planning and design solutions. Our multi-discipline character and collaborative approach to problem solving provide us with the necessary perspective to develop solutions that are well received by our clients.

Established in southeastern Michigan in 1926, Wade Trim is celebrating its 100th anniversary in 2026. Our service philosophy centers on building a strong relationship with our clients and performing work locally. We strive to become our client's partner and to develop solutions our clients can stand behind. Wade Trim has over 900 staff including planners, landscape architects, engineers, surveyors, construction inspectors, and other technical support staff. We have 19 offices in 9 states, including 7 local offices in Michigan, that enable ease of interaction with our client communities throughout the state.

Wade Trim continuously maintains professional liability insurance coverage including general liability and worker's compensation insurance. We would be glad to share additional details about our professional liability coverage, upon request.

TEAM QUALIFICATIONS AND EXPERIENCE

Services for the Parks and Recreation Master Plan will be provided from our Detroit office. **Adam Young, AICP** will serve as the Project Manager and main point of contact for the City of Montrose. Adam has 26 years of consulting experience with Wade Trim and works with communities

throughout the State of Michigan. Adam has a strong working relationship with and knowledge of the City of Montrose, having assisted the City on its recent Master Plan (2024) and Housing Study (2025) planning efforts. Adam's resume is enclosed.

Adam will attend all meetings and direct all work products related to this project. Adam will also rely on technical assistance from Wade Trim's planning team, which currently includes 13 planning professionals.

Adam has worked with many communities on community-wide parks and recreation planning projects, including Atlas Township (2025 Recreation Plan), the City of Durand (2020 Non-Motorized Master Plan), East China Township (2024 Parks and Recreation Plan), Exeter Township (2022 Parks & Recreation Plan), Harrison Township (2023 Recreation Master Plan), Lincoln Township (2026 Recreation Plan), the City of Linden (2012, 2017 and 2023 Parks and Recreation Plans), and the City of Sterling Heights (2017 and 2022 Parks, Recreation & Non-Motorized Master Plans).

Below are three project references who can attest to the quality of Wade Trim's services and work products:

2023 Parks & Recreation Plan
City of Linden (Genesee Co.)
Ellen Glass, City Manager
810.735.7980
manager@lindenmi.us

2025 Recreation Plan
Atlas Township (Genesee Co.)
Jim Busch, Supervisor
810.686.2548
supervisor@atlastownship.org

2026 Recreation Plan
Lincoln Township (Clare Co.)
Carol Majewski, Clerk
989.828.6967
clm@lincolntwp.net

SCOPE OF WORK

Wade Trim proposes to provide the following services, based on the MDNR's current "Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans."

Task 1: Public Engagement and Project Coordination

We suggest that the City establish a Recreation Steering Committee consisting of a small group of City staff and representatives who will provide day-to-day guidance and direction to Wade Trim. It is suggested that committee members include at least one member of the City Council, Planning Board, and Downtown Development Authority. However, the City Council will be responsible for holding a public hearing on the draft plan and the City Council must also adopt the plan.

Public Hearing

The MDNR requires the implementation of at least two means of soliciting public input during the preparation of the plan. The MDNR required public hearing (to be held by the City Council) counts as one of the methods.

Online Recreation Survey

For the second method of engagement, we propose to facilitate an online recreation survey to be available for all interested citizens. Wade Trim will utilize an online survey platform such as SurveyMonkey to develop a web-based parks and recreation opinion survey. Wade Trim would first develop a series of survey questions for review and confirmation by the Recreation Steering Committee. Once the questions are approved, Wade Trim would work with the City to develop and implement a strategy for marketing the availability of the survey. Once completed, we will provide a detailed summary of the survey results.

Please note: Our proposed online recreation survey will not be a statistically valid survey. In order for a survey to qualify as statistically valid, methods such as random sampling must be used and the response rate must be monitored to ensure desired confidence levels and margin of error. It is our opinion that the City's available budget for this project does not allow for the facilitation of a statistically valid survey. We have worked with many of our clients to facilitate an online recreation

survey that allows for appropriate participation by interested members of the community and offers valuable – although not statistically valid – insights into the community’s needs and desired related to recreation.

Progress Meetings

We propose to meet with the Recreation Steering Committee during internal in-person meetings held during the daytime. We anticipate up to three (3) Recreation Steering Committee meetings during the plan development process.

We are also available for regular progress discussions by virtual meeting/phone with the City Manager once per month, or at other times, as necessary, until the final plan is approved.

Task 2: Introduction, Community Description, and Administrative Structure

Wade Trim will prepare the first chapters of the parks and recreation plan to include an Introduction, Community Description, and Administrative Structure. The Introduction chapter outlines the purposes of the plan and the jurisdiction of the plan. The Community Description chapter is a brief description of the community’s context and key aspects of the community that may be relevant to future parks and recreation programming. The Administrative Structure chapter will describe the City’s relationships with volunteer groups, associations, organizations, the county, the school district, and their involvement in the City’s parks and recreation programs. The Administrative Structure chapter will also include budget and expense information over the past three years to illustrate trends in spending and revenue, as well as the current year and projected annual budgets for parks operation, recreation programming, and capital improvements and anticipated sources of funding. We will rely on the City to provide the necessary budget revenues and expenditures data.

Task 3: Planning and Public Input Process

A Planning and Public Input Process chapter will be written by Wade Trim to include a summary of the process that went into the preparation of the new parks and recreation plan.

Task 4: Recreation Inventory

Wade Trim will prepare a Recreation Inventory chapter to describe all parks and recreation facilities that the City owns or operates. This will be accomplished through a combination of field work, desktop research, and input from the City. Wade Trim will prepare the necessary Recreation Inventory Map using Geographic Information System (GIS) software and narrative in support of the map. Wade Trim will also prepare the following MDNR required elements:

- Accessibility assessment of the facilities utilizing the MDNR assessment scale
- Map(s) that show the location of all recreation and natural resource conservation areas owned and operated by the City, as well as facilities owned by others that are available to the community, including relevant green infrastructure and trail plans that affect the City or region
- Additional information for those City parks/facilities that were partially or completely acquired and/or developed with recreation grant funds

If applicable, the City will be responsible for completing the MDNR required “Post-Completion Self-Certification Reports” for any recreational facilities that have received grant funding in the past. Wade Trim will provide the necessary forms to the City and offer general assistance in completing the forms.

Task 5: Basis for Action

The MDNR requires parks and recreation plans to describe the methods utilized by the community to assess parks, recreation, and open-space needs. We propose to prepare this description as a Basis for Action chapter. The Basis for Action chapter will include:

- Summary and assessment of the results of the online recreation survey
- Profile of general demographic, physical and social characteristics of the City (based on the most current data available from the U.S. Census) that are specifically pertinent to parks and recreation
- Description of State, regional and/or Genesee County recreation and trail planning efforts, including planning recommendations that are specifically pertinent to parks and recreation within the City of Montrose
- As required by the MDNR, a comparison of existing recreation opportunities in the City to nationally recognized park metrics (as published by the National Recreation and Park Association), which can be used to determine deficiencies in the local recreation system

Task 6: Goals and Objectives, Action Plan, and Capital Improvement Schedule

Wade Trim will prepare a Goals and Objectives chapter, which will include goals and objectives for parks and recreation facilities and programming. These goals and objectives will be based on the results of the online recreation survey and direction provided by the Recreation Steering Committee. Wade Trim will work closely with the City to develop goals and objectives for parks and recreation within the City that will serve as a guide for the next five years and beyond.

An Action Plan chapter will be prepared by Wade Trim to summarize how the City intends to meet, or work toward meeting the established goals and objectives over the next five years. This will include a five-year capital improvement schedule that will describe specific projects for the City identified during the planning process, as well as an explanation as to how they support the goals and objectives. The capital improvement schedule will also identify estimated project costs, as well as potential funding sources.

Task 7: Plan Adoption and Final Reports

The draft plan must be made available for review by the public for 30 days prior to an officially noticed public hearing before the City Council. We will provide materials and guidance to the City regarding the City Council public hearing; however, we do not anticipate the need to attend the public hearing. After the public hearing, the City Council would then adopt the plan by resolution. Wade Trim will prepare draft notices and adoption resolution language for the City's use during this process.

Once adopted, as required by the MDNR, we will then forward a copy of the plan to the Genesee County Metropolitan Planning Commission for their files. We will also assist the City in uploading the completed and signed certification checklist and an electronic copy of the adopted plan to the MDNR's MiGrants web portal. We will also provide the City with electronic copies of all final report materials, upon request. Electronic files will consist of an Adobe Acrobat file, Microsoft Word document, and copies of all final graphic images imbedded in the document and separately in raw form.

COST ESTIMATE

As requested, Wade Trim's cost estimate to complete the above-described scope of work is included as a separate transmittal, which is enclosed.

PROJECT SCHEDULE

The following is a tentative schedule to be followed. The deadline to submit the plan to the MDNR is February 1, 2027, so that the City is eligible to submit a grant application (if desired) to the MDNR by April 1, 2027, for their 2027 grants cycle:

- March to April – Plan updates
- April – Online recreation survey

- May to June – Basis for Action, Goals and Objectives, and Action Plan
- July – Draft plan and public hearing review period notices sent to newspaper/posted on City website
- July – Draft plan must be ready and available for inspection during the MDNR required 30-day public review period
- August – City Council holds the public hearing and adopts the recreation plan
- September – Wade Trim finalizes the adopted report and sends copies to the Genesee County Metropolitan Planning Commission
- September – City submits the adopted plan to the MDNR through the MiGrants web portal

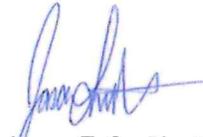
We propose to perform the work under the terms of our existing as-needed services agreement with the City of Montrose. If you have any questions, please do not hesitate to contact us at 800.931.9135 or by email at ayoung@wadetrim.com or jsmith@wadetrim.com.

Very truly yours,

Wade Trim Associates, Inc.



Adam Young, AICP
Senior Project Manager



Jason T. Smith, AICP
Vice President

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Enclosures:

- Resume for Adam Young, AICP
- Wade Trim Cost Proposal



Adam Young, AICP

Professional Planner/Senior Project Manager

COMPANY



EDUCATION

BA, Geography, Calvin College

REGISTRATION

American Institute of Certified Planners

QUALIFICATIONS

- 26 years of professional planning and zoning experience, understands the myriad of issues and challenges facing Michigan communities
- Expertise in community-wide recreation plans, long-range master plans, zoning ordinance development and administration, downtown plans, finance/development plans, neighborhood studies, and corridor studies
- Focuses on developing inclusive planning processes that engage citizens and stakeholders to garner support for a plan or project that will be truly reflective of the community
- Facilitated planning and zoning training workshops for Planning Commissioners and other officials as well as frequently presenting at professional planning conferences

PROJECT EXPERIENCE

Master Plan and Recreation Plan, Atlas Township, Goodrich, MI | Project Manager for an update to the Township's Master Plan and the development of the Township's first-ever 5-year Recreation Plan. A unique scope of work was employed to gauge core citizen values and the scale of necessary plan revisions. The project included an analysis of citizen lifestyle preferences, studying senior housing resources, analyzing gravel road capacity, and applying an agriculturally based transect model to the Township's development.

Continuing Planning Services, City of Linden, Linden, MI | Project Manager providing day-to-day planning and zoning services for this historic and growing community since 2011. Services include weekly office hours, Planning Commission meeting attendance, and review of development proposals.

Professional Planning Services, Atlas Township, Goodrich, MI | Project Manager for providing day-to-day planning services since 2019 for this rural township in southern Genesee County. Services include the review of development proposals such as site plan applications, special land use applications, and rezoning proposals. Also provides general planning and zoning assistance to the Planning Commission including regular meeting attendance.

Continuing Planning Services, City of Durand, Durand, MI | Project Manager for providing day-to-day planning services since 2022 for this historic railroad town in Shiawassee County. Services include the review of development proposals such as site plan applications, special land use applications, and rezoning proposals. Also provides general planning and zoning assistance to the Planning Commission including meeting attendance.

Land Use, Recreation, and Non-Motorized master Plan, City of Sterling Heights, Sterling Heights, MI | Project Manager who led a multi-disciplinary team in a long-range visioning effort for the fourth largest city in Michigan. The Land Use Master Plan included a detailed placemaking effort which identified several specific nodes where redevelopment could transform mundane suburban strips into unique, multi-use districts. The placemaking elements (recommended design guidelines, building placement and massing recommendations, land uses, and parking standards) are vital to creating spaces that are both individual to Sterling Heights and convey the community values of the City. The Parks, Recreation, and Non-Motorized Master Plan outlined an ambitious program to strengthen community livability through improved recreational facilities and programs.



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February 16, 2026

City of Montrose
139 S. Saginaw Street
Montrose, MI 48457

Attention: Joe Karlicheck
City Manager

Re: Parks and Recreation Master Plan – Cost Proposal

Dear Joe:

In a separate letter dated February 17, 2026, Wade Trim outlined a proposed scope of work for providing professional planning assistance to the City of Montrose to prepare a new 5-year Parks and Recreation Master Plan. Wade Trim proposes to complete the scope of work outlined in our February 17, 2026, proposal letter for a **Lump-Sum Fee of \$12,000**. This fee is broken down by tasks below.

Task	Description	Lump Sum Amount*
1	Public Engagement and Project Coordination	\$2,300
2	Introduction, Community Description, and Administrative Structure	\$1,200
3	Planning and Public Input Process	\$300
4	Recreation Inventory	\$2,600
5	Basis for Action	\$1,700
6	Goals and Objectives, Action Plan, and Capital Improvement Schedule	\$3,400
7	Plan Adoption and Final Reports	\$500
Total Fee		\$12,000

** Our scope of work proposal letter details the assumptions and specific quantities assumed in fee development. Changes to assumptions, scope, or schedule may impact task fees.*

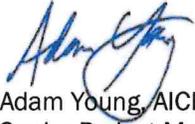
All miscellaneous project fees, such as project administration, supplies, travel, and shipping, are included in the above cost. Additional meetings requested by the City not specified in the scope of work above will be billed at a flat rate of \$500 per meeting.

City of Montrose
February 16, 2026
Page 2

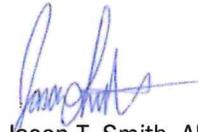
If you have any questions, please do not hesitate to contact us at 800.931.9135 or by email at ayoung@wadetrim.com or jsmith@wadetrim.com.

Very truly yours,

Wade Trim Associates, Inc.



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Senior Project Manager



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PARKS AND RECREATION MASTER PLAN CITY OF MONTROSE



FEBRUARY 17, 2026
P51839

February 17, 2026

Joe Karlichek, City Manager
City of Montrose
139 South Saginaw Street
Montrose, Michigan 48457

RE: PROPOSAL FOR PROFESSIONAL SERVICES TO ASSIST WITH A 5-YEAR PARKS & RECREATION PLAN

Dear Mr. Karlichek:

Fleis & VandenBrink (F&V) is excited to provide this proposal to assist the City in preparing your new 5-Year Parks and Recreation Plan. Our staff of Landscape Architects, Architects, and Engineers bring a diverse and comprehensive understanding to the various physical and demographic complexities involved with Park and Recreation planning and design that meet the needs of active, passive, and challenged users in an integrated park setting. We have assisted numerous communities throughout Michigan with the development of their 5-Year Park and Recreation Plans, preparing successful Michigan Department of Natural Resources (MDNR) Grant Applications, park-specific master plans, cost opinions, and design/construction engineering on a variety of recreational facilities.

We are proposing a format that follows the Michigan Department of Natural Resources (MDNR) guidelines that will meet current MDNR plan submittal and funding eligibility requirements for the City. With that in mind we recognize the following aspects are necessary for your project's success:

- **Community input** and participation by members from the City Council, various commissions, committees, schools, recreational organizations, and authorities, as well as the general public, must be a key component of the planning process and is critical to the overall success of this project.
- **Inventory and Analysis** of existing public and quasi-public land, existing parks and facilities, current and proposed programs, and current community master plans need to be evaluated to reflect the current and projected needs of the community.
- **Identify true and accurate user needs.** Public involvement through workshops and public hearings can aid in long-range planning for park & recreation facility and program needs.
- **Identify viable grant funding sources** that may be pursued to enhance local investment. The Recreation Plan is the first stage in seeking funding assistance.
- **Timely Completion.** As we understand, the final 5-Year Park & Recreation Plan is anticipated to be completed in August of 2026. Please note, the DNR's deadline for park and recreation plans is February 1 of each year.

Thank you for allowing us this fun and exciting opportunity. We look forward to delivering another successful project to the City! If you have any questions, please feel free to contact us by phone (810.244.1732) or email (leasterwood@fveng.com).

Sincerely,

FLEIS & VANDENBRINK



Lisa Easterwood, ASLA, CST
Project Manager



Geric Rose, PE
Regional Manager

9475 Holly Road, Suite 201
Grand Blanc, MI 48439
P: 810.743.9120
www.fveng.com

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A- KOMPAN TRIPLE TOWER



B- KOMPAN SWING



C- KOMPAN HOPPER SEESAW



LANDSCAPE FORMS PLEXUS II BENCH



ULTRA-SITE BICYCLE RACK #5827S





SECTION 1: FIRM BACKGROUND AND EXPERIENCE

Fleis & VandenBrink (F&V) is an employee-owned, multi-disciplined civil engineering firm with 11 offices serving Michigan and Indiana. Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects - on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards successful projects.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

CORE PRINCIPLES

Understand our customers' needs
and satisfy them...
Employ, value, and empower good people...
Do what we say we are going to do...
Have fun!

VISION STATEMENT

F&V is the leader for delivering efficient,
effective, innovative projects by top
professionals who are making a difference.

As a strategic partner, F&V listens to clients
needs to provide customized solutions to design,
build and operate successful projects.

CORPORATION

Fleis & VandenBrink Engineering, Inc. (F&V)
was established in January of 1993 as a firm of
Professional Consulting Engineers.

F&V currently operates as a Corporation in the
States of Michigan and Indiana.

Years in Business: 33

John DeVol, PE
President

Craig Shumaker, PE
Sr. Vice President

www.fveng.com | 800.494.5202

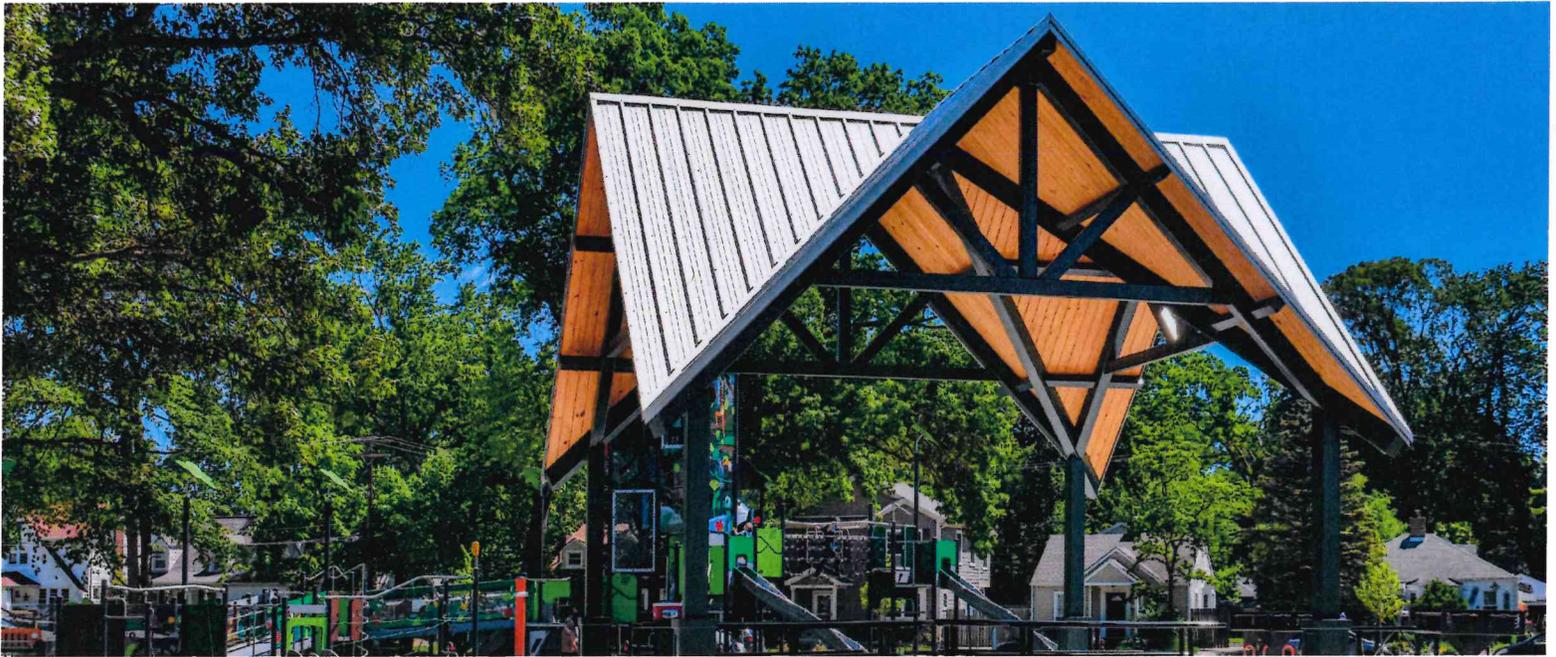


5-YEAR PARKS AND RECREATION MASTER PLANS

F&V has a history of being very successful in developing 5-Year Parks and Recreation plans, master plans for park development, non-motorized master plans, and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups. Below is a sample of our experience.

- Argentine Township and Linden Community Schools
- Bedford Charter Township
- Bloomer Township
- Caledonia Township
- Cascade Township
- City of Bad Axe
- City of Burton
- City of Brown City
- City of Carson City
- City of Cedar Springs
- City of Croswell
- [City of Dearborn Heights](#)
- City of Ferrysburg
- City of Greenwood, IN
- City of Harrison
- [City of Lincoln Park](#)
- City of Manton
- City of North Muskegon
- [City of Portland](#)
- City of Reed City
- City of Rose City
- City of Saugatuck
- City of Scottville
- City of St. Joseph
- [City of Wyoming](#)
- Courtland Township
- Dalton Township
- Egelston Township
- Glen Arbor Township
- Laketon Township
- Marathon Township
- Milan Township
- Mullett Township
- Muskegon Township
- Town of Hamilton, IN
- Town of Orland, IN
- Robinson Township
- Solon Township
- St. James Township
- Village of Breedsville
- Village of Caledonia
- Village of Edmore
- Village of Howard City
- Village of Hubbardston
- Village of Mesick
- Village of Saranac
- Village of Spring Lake
- Village of Stockbridge
- Village of Westphalia
- Winfield Township

5-Year Parks and Recreation Master Plans highlighted in blue are provided on the following page.



5-YEAR PARKS & RECREATION PLAN EXAMPLES

Due to the size of the parks and recreation master plans, we have provided links and QR Codes below from several of our previous master plans. F&V is happy to provide printouts of these plans upon request from the City.

City of Wyoming

Population: ~77K



[Click here to access the ShareFile document.](#)

City of Lincoln Park

Population: ~40K



[Click here to access the ShareFile document.](#)

City of Dearborn Heights

Population: ~64K



[Click here to access the ShareFile document.](#)

City of Portland

Population: ~4K



[Click here to access the ShareFile document.](#)

GRANT EXPERIENCE

F&V's experience in grant implementation is extensive, including the MDNR Trust Fund, MDNR Waterways Commission, and the EGLE Coastal Zone Management. Our knowledge of the grant programs and special initiatives and criteria can aid in positioning your projects funding request in the most favorable light possible.

We have helped clients receive over \$8.1 million in recreational grants.

Sample communities that we have assisted recently with developing plans for their grant funding include:

Belding - East Riverside	MDNR TF	\$211,640
Berrien Springs - Shamrock Park Campground	MDNR TF	\$306,800
Big Rapids - Hemlock Park Splash Pad	MDNR LWCF	\$238,600
Big Rapids - Anna Shaw Library Park	MDNR Passport	\$150,000
Burton - Kelly Lake Park	MDNR TF	\$171,000
Coldwater Township - Coldwater Township Park	MDNR TF	\$263,600
Croswell - Riverside Park	MDNR Passport	\$150,000
Dalton Township - Junction Trail	MDNR TF	\$30,000
Elberta - Beach Park	MDNR TF	\$300,000
Gladwin - City Park	MDNR TF	\$300,000
Golden Township - Gold & Silver Park	MDNR TF	\$400,000
Hart - Veterans Park	MDNR TF	\$300,000
Hudsonville - Hughes Park	MDNR LWCF	\$120,000
Ionia County - Bertha Brock Park	MDNR LWCF	\$75,000
Long Lake Township - Crescent St Boat Launch	MDNR LWCF	\$485,100
Lowell Charter Township - Park	MDNR LWCF	\$178,300
Marathon Township - Township Park	MDNR Passport	\$150,000
Mullett Township - Topinabee Lakeside Park	MDNR TF	\$280,000
Nashville - Riverside Park	MDNR Passport	\$136,700
Nashville - Putnam Park	MDNR LWCF; Spark	\$90,000; \$985,000
Newaygo County - Sandy Beach County Park	MDNR Waterways	\$294,875
North Muskegon - Lakeshore Park	MDNR TF	\$47,000
Northport	MDNR TF	\$500,000
Saranac - River Trail	MDNR TF	\$59,500
Saranac - Scheid Park	MDNR TF	\$300,000
Scottville - Riverside Park	MDNR TF	\$284,800
Shelby - Getty Park	MDNR LWCF	\$300,000
Stockbridge	MDNR LWCF	\$75,000
Tuscarora Township - Indian River Pathway	MDNR TF	\$393,400
Union City - St. Joseph River Pedestrian Bridge	MDNR TF	\$850,000
Roscommon Metro Park	MDNR LWCF	\$410,000
City of Beaverton Trail Head Park	MDNR TF	\$255,000
Roscommon Hiawatha Park	MEDC RAP 2.0	\$920,000
City of Burton Park Land Acquisition	MDNR TF	\$1,275,000



SECTION 2

PROJECT APPROACH

For recreational acquisition or development grant applications, the MDNR requires adopted plans, which are acceptable for no more than five years. These plans require public input and a formal resolution to be adopted. Best planning practices involve input from key stakeholders that best represent the community, such as school districts, non-profits, residents, and county and regional facilities. Therefore, we anticipate collaboration with various commissions, boards, and committees that will participate in the public input and action plan components. With that in mind, we highly suggest a designated single point of contact at the City throughout this process that will work directly with F&V as a champion on behalf of the community as a whole. This person should have direct knowledge and contact with all organizations represented in the plan.

In general, our work will include updating demographic and economic data, inventory of City-owned recreational facilities, conducting a public survey and workshop to verify public consensus, and updating the recreation action plan to meet the needs of the community. The planning process will identify recreation programming needs and facility improvement opportunities. This plan will also be used to qualify the City for MDNR recreation grants for the next five years.

PHASE I: PROJECT SETUP AND KICKOFF MEETING

We will first meet with the Downtown Development Authority (DDA) and City representatives to present our project approach, discuss the project schedule, identify key recreational stakeholders, and our approach to the public input sessions. The designated representative will serve as a link with F&V and will help facilitate the focus of the public forums. We will need input from the identified representatives to establish goals and objectives for the public workshop and public hearing. We will:

- Meet with the City representatives to review objectives.
- Obtain existing master plan, DDA plan, maps, and other data of existing park facilities.
- Discuss intergovernmental collaboration.
- Discuss the online community survey process and objectives, and review a draft questionnaire. It is important that the survey reach those persons who, for reasons such as comfort-level or time constraints, cannot participate in an open forum. It will also provide data that can be compared to or contrasted with data gathered at the public workshop. The survey is fully automated, and results will be tabulated for evaluation and inclusion in the final park plan. F&V will provide a link that can be posted on the City, School, and other community-based websites.



PHASE 2: PARK INVENTORY AND OUTLINE DEMOGRAPHIC & ECONOMIC DATA

The recreational planning process needs to take into account the conditions of the actual park facilities, external factors, community growth patterns, and the effect that these may have on the statistical data, and then re-examine a more holistic approach to what the community's recreational needs really are. The data reviewed and synthesized will include:

- Inventory of current City park facilities.
- Research other recreational facilities and programming within the City.
- Compile demographic data (Census data, etc.).
- Research local government structure and operational budget.
- Review community master land use plan, DDA plan, and other planning related documents.

PHASE 3: POPULATION-BASED STANDARDS / NEEDS ANALYSIS

We will utilize the National Recreation and Park Association (NRPA) national standard guidelines that recognize the importance of establishing and using park and recreation standards as:

- A national expression of minimum acceptable facilities for the citizens of urban and rural communities.

- A guideline to determine land requirements for various kinds of park and recreation areas and facilities.
- A tool to outline the Summary of Existing Parkland and Uses in relation to these guidelines (City representatives will provide base data for existing park acreage, uses, and facilities).
- A summary of the American with Disabilities Act (ADA) compliance inventory of existing facilities. Actual inventory data to be provided by the City staff and gathered from visual observations.

PHASE 4: DEFINE COMMUNITY GOALS AND OBJECTIVES

We will facilitate a Public Workshop inviting members of various Councils, Boards, Commissions, Committees, and the general public for an equitable and inclusive planning session. We will assist the City with the public outreach materials, and prepare the workshop activity and survey materials. We strongly encourage input from key area stakeholder groups such as non-profits, senior groups, disability advocacy groups, and any others deemed appropriate. The goal of the public meeting/community workshop will be to discuss the perceptions, needs and opportunities for the community, as a whole. In addition, we will discuss such topics as:

- Community Identity and Character.
- Recreation and Culture.
- Natural Resources and the Environment.
- Historic Preservation.
- Commercial Development



The primary goals of the workshop will be to:

- Solicit public input on needs and goals for the Recreation Plan.
- Assess existing recreation opportunities.
- Assess recreation needs and priorities.
- Outline plan of action to meet community goals.

PHASE 5: PRIORITIZE IMPROVEMENTS AND DEVELOP 5-YEAR DRAFT PLAN

Costs and economic realities need to be kept in mind even at the master plan stage. Proposed design elements and solutions need to be aesthetic as well as practical. Given the larger scale often associated with recreational projects, we would work with the City members to develop a Logical Phasing Plan and Schedule. This section will be directly tied to the public input as well as the defined methodology that the City may consider for a cost/benefit analysis approach to establishing these priorities. We will:

- Facilitate progress meetings with the City's representative no less than once a month.
- Conduct an analysis of data gathered and prepare a summary of the survey results and workshop results for City review that includes analysis of:
 - » Fair, just, and inclusive accessibility.
 - » Physical condition of facilities.
 - » Quality of services.
 - » Cultural relevance to programming and events.
 - » Natural resources and connectivity to green spaces.
- Conduct an analysis of current community master plans and their alignment with recreational goals.
- Assign priorities to address the communities needs and implement improvements.
- Provide improvement recommendations and schedule based on data gathered in Phases 2 through 4 above.
- Identify funding sources and partnerships.
- Prepare draft plan for a minimum 30-day public comment period. Draft plan to include the following sections per MDNR guidelines:
 - » Community Description.
 - » Administrative Structure.
 - » Recreation Inventory.
 - » Natural Resource Inventory.
 - » Planning Process.
 - » Public Input Process.

- » Goals and Objectives.
- » Action Program.
- » Local Adoption and other supporting documents.
- Submit the draft Plan to local county and regional planning agencies as required by the MDNR.

PHASE 6: PUBLIC HEARING AND PLAN ADOPTION

A PDF file of the draft plan will be provided to the City for the public review period. The City may print hard copies of the plan as needed. At least one printed plan must be provided at City Hall for public review.

- F&V will present the draft plan at a public meeting to initiate the 30-day review period.
- Revise and assemble the final plan per public comments received.
- Provide PDF file of final plan for adoption by City Council. Adoption must take place at a public hearing and by way of resolution. F&V can assist the City by providing advertisements and resolution examples.
- Once adopted by City Council we will assist in setting up an on-line account through the MiGrants website and assist the City with submission of the approved Plan to the MDNR prior to their February 1, 2026 deadline.
- Provide an electronic copy of the final MDNR approved plan in PDF format. All printing is the responsibility of the City.

SCOPE EXCLUSIONS

Please note that the above scope does not include conceptual plans, grant applications, engineering design, cost estimates, or construction activities; however, as projects are pursued, we would be happy to provide you with a project-specific scope of services and professional fee for implementing your chosen improvements.



SECTION 3

KEY PERSONNEL

F&V is proud to offer a multidisciplinary team with deep expertise in developing 5-Year Parks and Recreation Master Plans. Our professionals bring decades of experience in public engagement, recreational planning, and park design throughout Michigan.

We understand the unique balance of visioning, public input, and practical implementation needed for a successful plan. Our team has not only guided more than 50 communities through long-range recreation planning, but has also followed through with design and construction of active and passive park facilities – making sure that planning translates into meaningful, community-centered results.

With a clear understanding of the City's goals and a commitment to collaborative partnership, we are prepared to deliver a strategic and engaging road map for the City's next five years of parks and recreation success.



Resumes are provided on the following pages.



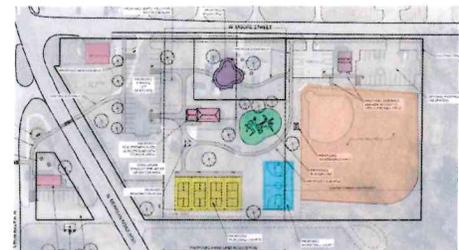
LISA EASTERWOOD, ASLA, CST

Project Manager

Lisa has more than 30 years of experience in site planning and design of various types of land development projects that include governmental, commercial, industrial, residential, and municipal enhancement projects. She is responsible for managing and coordinating each stage of a project from conceptual layout to design, to processing plans for approvals, to construction administration. Her multifaceted skill set and attention to detail allows her to take a hands-on approach in various aspects of her projects and has resulted in many positive and long-standing client relationships.

PROJECT EXPERIENCE

- 5-Year Parks and Recreation Plan - Marathon Township
- 5-Year Parks and Recreation Plan - Argentine Township, Genesee County
- 5-Year Parks and Recreation Plan - Hamilton, IN
- Hiawatha Park Master Planning - Roscommon
- Roscommon Metro Park - Roscommon
- 5-Year Parks and Recreation Plan - Burton
- Marathon Township Community Park - Lapeer County
- Sandy Beach County Master Plan - Newaygo County
- Ross Lake Park and Downtown Development - Beaverton
- Rust Park Veterans Memorial - Grand Blanc
- Dennis Smith Memorial Park - Grand Blanc
- Kelly Lake Park Improvements - Burton
- Fred Meijer CIS Trailway Study - Owosso and Owosso Township
- YMCA's Camp Copneconic Health and Wellness Center - Grand Blanc
- Perry Road Pathway - Grand Blanc Township
- Silver Lake Road Multi-Use Pathway - Argentine Township
- Phase II of YMCA - Camp Copneconic, Oakland County
- Iron Belle Trail - Burton, Genesee County
- Trail Head Park - Beaverton
- Shiawassee River Recreation Area - Holly Township
- Depot Trailhead Park - Big Rapids



FEATURED PROJECT

PARKS MASTER PLANNING

Edenville Township, MI

Project Manager and designer for conceptual planning multiple parks under control of Edenville Township.

The project included conceptual planning for improvements and connectivity between their parks and a plan to incorporate additional land into their parks system. The project also included preparing a MDNR trust fund grant application for acquisition of the additional property which the township was awarded in 2023.



Certified Survey Technician
(No. 0599-1080)



BS: Math and Computer-aided Design and Drafting,
University of Phoenix



MARLENA O'CONNELL, LLA

Landscape Architect

Marlena has more than nine years of experience in the landscape architecture industry. She is involved in projects relating to public plazas, parks, trailways, sporting fields, and waterway recreation. Prior to joining F&V, she worked in private development and served the public at the National Park Service.

PROJECT EXPERIENCE

- 5-Year Parks and Recreation Plan Update – Westphalia
- Scheid Park Conceptual Planning – Saranac
- 5-Year Parks and Recreation Master Plan - Marion
- 5-Year Parks and Recreation Master Plan - Carson City/Bloomer Township
- Riverside Park Improvements – Ewart
- Park Improvements – Muskegon
- Putnam Park Improvements – Nashville
- Smith Park Improvements – White Cloud
- City Square Improvements – Fennville
- 2025 Park Improvements – Allendale Charter Township
- Gourneck Sate Game Area – DTMB, Portage
- Silver Lake Sand Dunes ORV Area Improvements – Mears
- McGraft Park Pickleball Court Renovations – Muskegon
- Hartshorn Marina Improvements – Muskegon
- Community Park Improvements – Allendale
- City Park and Campground – Gladwin
- Silver Lake Sand Dunes ORV Area Improvements – Mears
- Fifth Street Corridor Plaza – Royal Oak
- Boat Launch Improvements – Long Lake
- Community Space Improvements – Wayland



FEATURED PROJECT

MAPLE GROVE PARK IMPROVEMENTS

Montague

Landscape Architect for the Maple Grove Park master plan design.

Marlena helped develop a park master plan that would serve as a basis for pursuing grant funding and aid in forming collaborative partnerships with other area organizations.



BS: Landscape Architecture, Michigan State University
MA: Environmental Design, Michigan State University



Licensed Landscape
Architect
Michigan (No. 3901046970)



RICK STOUT, LLA, LEED AP BD+C QA/QC

Rick has been involved in the design, preparation of plans and specifications, and construction of site development projects for 30+ years. He serves as landscape designer, lead landscape architect and project manager for the study, design and construction of streetscapes, parks, trailways, site improvements, and residential developments.

Rick has prepared successful grant applications for more than 40 projects involving federal aid. Funding sources include MDOT TEA-21, MEDC CDBG and MDNR MNRTF and LWCF funding programs.

5-YEAR PARKS AND RECREATION MASTER PLAN EXPERIENCE

- St. James Township
- City of Lincoln Park
- Everett Township
- Emmett Township
- Peaine Township
- Winfield Township
- City of Wyoming
- Village of Saranac
- The Charter Township and Village of Caledonia
- Breedsville
- Caledonia
- Cascade Township
- Courtland Township
- Edmore
- Ferrysburg
- Glen Arbor Township
- Harrison
- Manton
- Mesick
- Milan Township
- Mullett Township
- Rose City
- Saugatuck

OTHER EXPERIENCE

- William Toan Park - Portland
- Hudson Park Improvements - Royal Oak
- Veteran's Memorial Park Improvements - Hart
- Hemlock Park Pickleball & Tennis Courts - Big Rapids
- Multi-Sport Park Improvements - Yankee Springs Township
- CDBG Park Improvements - Franklin Park and Lawson Park - Royal Oak
- Lockman Park Improvements - Royal Oak
- Anna Shaw Memorial Park Improvements - Big Rapids
- Hughes Park Improvements - Hudsonville



FEATURED PROJECT GETTY PARK RENOVATIONS Village of Shelby

PROJECT HIGHLIGHTS

Project Manager responsible for the design improvements to Getty Park. Improvements included new tennis court, basketball court and pickleball court, upgraded restroom building to meet ADA requirements, conversion of an existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.



Landscape Architect
Michigan (No. 3901001054)



BS: Landscape Architecture,
Michigan State University

SECTION 4 TIMELINE

Phase	2026 Approximate Timeline
Research and Project Setup	March 2 - March 15
Kickoff Meeting with Key Stakeholders	March 9 - March 13
▪ <i>Progress Meeting</i>	March 16 - March 20
Community Survey	April 13 - May 15
▪ <i>Progress Meeting</i>	April 20 - April 24
Park Inventory, Gather Demographic & Economic Data	March 16 - April 13
▪ <i>Progress Meeting</i>	May 18 - May 22
Public Workshop	May 26 - May 29
Population-Based Standards and Needs Analysis	June 1 - June 19
Define Community Goals and Objectives	June 1 - June 19
▪ <i>Progress Meeting</i>	June 15 - June 19
Prioritize Improvements and Develop Draft 5-Year Plan	June 22 - July 17
▪ <i>Progress Meeting</i>	July 20 - July 24
Start Public 30-Day Draft Plan Review Period	July 27 - August 24
▪ <i>Progress Meeting</i>	August 17 - August 21
Public Hearing and Final Plan Adoption	August 24 - August 28
Upload Plan and Supporting Documents to MiGrants Prior to February 1, 2027	September 1, 2026 - January 15, 2027

Note: All 5-year Parks and Recreation Plans must be submitted to the MDNR by February 1st each year. We recommend a plan that's being prepared in 2026, be submitted as a 2027 – 2032 plan in order to capture the full 5-year eligibility period, even if the plan was prepared, finalized, and adopted in 2026.

The above schedule is approximate and subject to change based on availability of project representatives and key stakeholders, and anticipates requested information provided in a timely manner that coincides with the above schedule. Additional progress meetings may be scheduled, if necessary.

ERRORS & OMISSIONS POLICY

With our QA/QC policy, we strive to produce the highest quality plans and specifications. In the event of a conflict or dispute, it is our company policy to follow the following steps:

- If an error is discovered, the Project Manager is to research methods to resolve the issue to the satisfaction of our client.
- In the event that the dispute still exists, company representatives review the claim and seek to resolve the issue directly with the affected party face to face.
- Third-party mediation and arbitration are sought only to resolve issues which remain.
- As a final course of action, after all other avenues have been exhausted, we may seek court resolution. We seek this as a last resort as we feel the only ones who win at this point are the attorneys.

We carry Professional Errors and Omissions Insurance in the event of any claims. Our insurance limits are as follows:

\$5,000,000 each claim.
\$7,000,000 each policy year aggregate.

We have had a great track record in minimizing errors or omissions in our plans and specifications. Based on the review of our completed projects over the last several years, the final construction costs have been, on average, within 1% of the As-bid Cost. We feel this reflects clarity of the plans and drawings that helps to eliminate large change orders with contractors due to errors.

SECTION 6 REFERENCES

MARATHON TOWNSHIP

4575 Pine Street
Columbiaville, MI 48421
P: 810.793.2002

Dennis Hogan, Township Supervisor

supervisor@marathontwp.com

Description of Work: Township officials acquired a 23-acre property abutting the Southern Links Trailway through a Michigan Department of Natural Resources Trust Fund (MDNRTF) and received a \$150,000 DNR Recreation Passport grant for park development. Improvements included construction of a gravel parking area, an ADA accessible restroom, a pathway connection to the 10-mile Southern Links Trailway, a playscape, bike racks, signage, benches, and a rain garden.



CITY OF WYOMING

1155 28th Street SW
Wyoming, MI 49509
P: 616.249.3473

Tim Montgomery, Parks Foreman

tim.montgomery@wyomingmi.gov

Description of Work: F&V created a 5-Year Parks & Recreation Plan for the City of Wyoming to use as a planning tool to make decisions related to future park and recreation amenities and improvements. F&V's plan provided a recreation and natural resource inventory, followed by a series of goals and objectives with an action program describing recommended improvements and proposed projects in the form of narratives, charts, and maps. The master plan was shaped by community input and will be used to guide growth and development in the City's park system.



VILLAGE OF WESTPHALIA

200 North Willow Street
Westphalia, MI 48894
P: 989.587.6906

Alex Hanses, DPW Manager

villagedpw@westphaliami.com

Description of Work: F&V partnered with the Village of Westphalia to update its 5-Year Park & Recreation Plan, making sure the community remained eligible for MDNR funding while aligning the plan with current needs and state guidelines. The process included a series of collaborative meetings, a community-guided goal-setting effort, and a final public review to shape the completed plan. F&V prepared a streamlined, MDNR-compliant document that supports future recreation improvements and funding opportunities, positioning the Village to enhance parks and amenities for all users over the next five years.





PARKS AND RECREATION MASTER PLAN

CITY OF MONTROSE



FEBRUARY 17, 2026
P51839

COST PROPOSAL

COST PROPOSAL

Our final deliverable will be a PDF version of the plan. If additional meeting attendance is requested, beyond that stated above, we are happy to attend for an additional fee of \$200 per virtual meeting and \$400 per in-person meeting upon written authorization.

Phase	Fee
1 - Page Setup and Kickoff Meeting	\$1,450
2 - Park Inventory and Outline Demographic & Economic Data	\$2,200
3 - Population-Based Standards / Needs Analysis	\$3,400
4 - Define Community Goals and Objectives	\$1,800
5 - Prioritize Improvements and Develop Draft 5-Year Plan	\$5,500
6 - Public Hearing and Plan Adoption	\$1,250
Total Lump Sum Fee	\$15,600



PROPOSAL FOR
2026 PARKS AND RECREATION PLAN

CITY OF MONTROSE, MI

FEBRUARY 17, 2026





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

Doug Schultz 
Digitally signed by Doug Schultz
DN: cn=US
E=dschultz@rowepsc.com,
CN=Doug Schultz
Date: 2026.02.17 08:58:39-0500

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

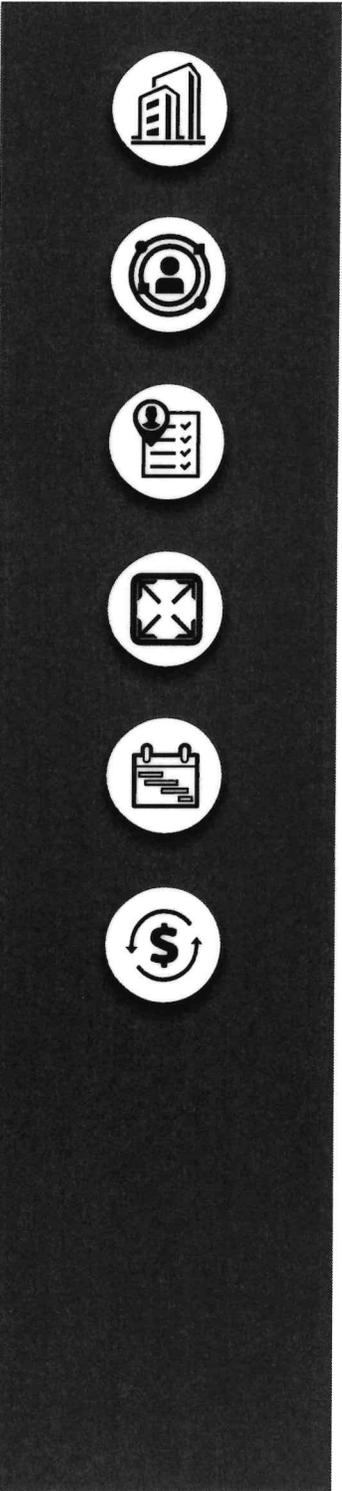
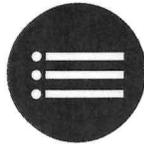


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- 01** *Background and Experience*
- 02** *Work Plan - Understanding and Approach*
- 03** *Project Team*
- 04** *Project Experience*
- 05** *Summary of Liability, Errors and Omissions Insurance Coverage*
- 06** *Attachment: Cost Proposal*

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

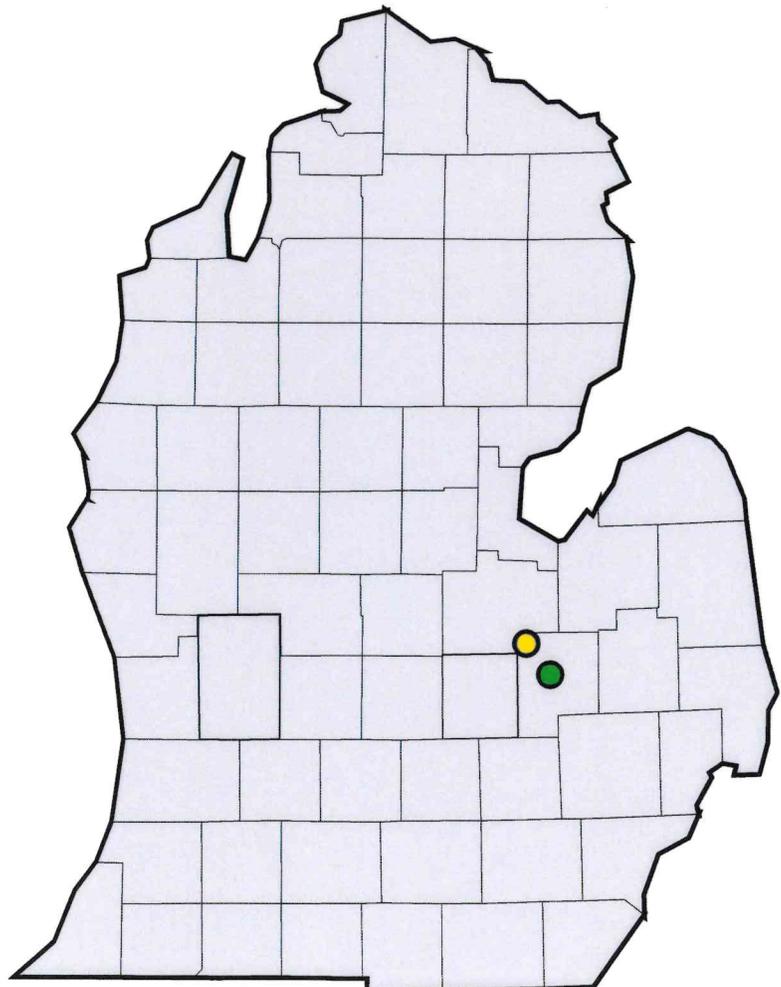
Most of the work for the city will be completed by staff based in our Flint office, however we will also engage staff from our Grand Rapids office to support technical aspects and public engagement. Our current network capabilities make this simple as all offices are linked to a central server. We constantly 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*

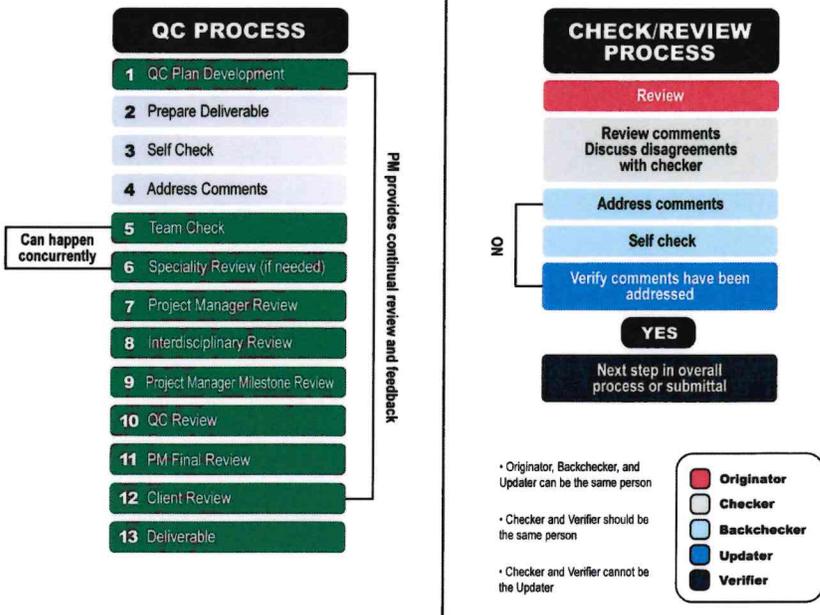
Grant funding makes many projects possible that would otherwise be out of reach. We work to find appropriate resources and implementation tools and help clients through the tedious and often bewildering application, approval, and administrative process. Whether through a grant program, or development 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****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.

<p>Firm ROWE Professional Services Company</p> <p>Licenses & Registrations N/A</p>	<p>Education Michigan State University, East Lansing, MI BLA/2024/Landscape Architecture</p> 	<p>Years of Experience</p> <p>5 Summers with ROWE</p> <p>0 with other firms</p>
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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 Bicencial Park: Landsdcape 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@cityofaugresmilcom
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, area 2 (the boundaries outlined in red) is the CENTRAL STANDALE Subarea.

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.

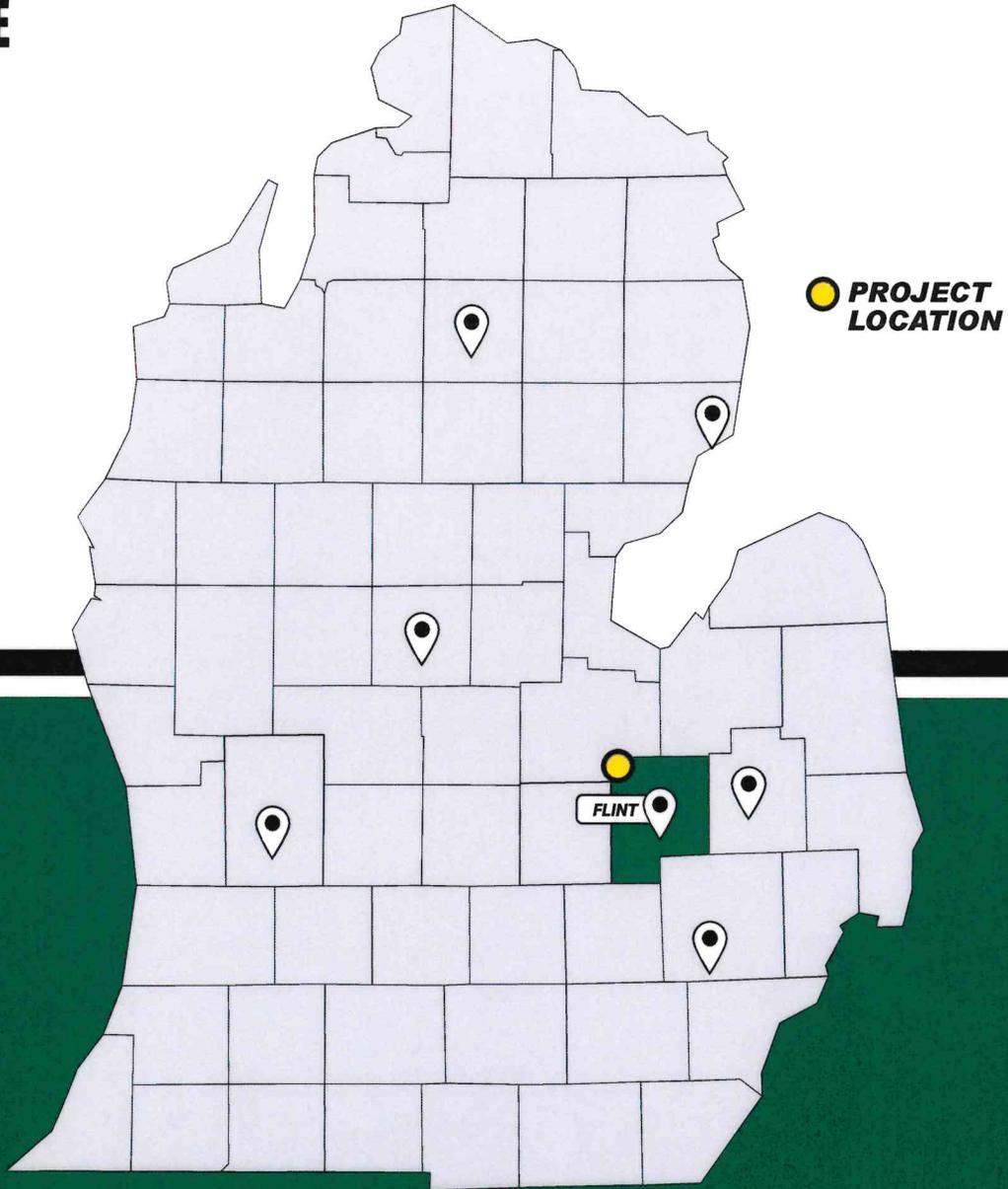
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Z7H-M229553-00	01/01/2026	01/01/2027	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Architects & Engineers	\$
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)	\$
							Uninsured motorist	\$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			U7H-M229556-00	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT EACH OCCURRENCE	\$ 10,000,000
							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	Y/N	N/A	W7H M188856 00	01/01/2026	01/01/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 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