

MRPA Director's Discussions Responses

Topic: Master Plans with DNR Guidelines

Week of Monday, August 19, 2013

1. Does your department have a Master Plan on file that follows the DNR guidelines for grant requests?
 - South Lyon Recreation Authority: We do not have a current Master Plan
 - Ingham County Parks Department: Yes, our Master Plan follows the DNR guidelines
 - St Clair County Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - Oakland County Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - Macomb Township Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - Independence Township Parks, Recreation and Seniors: Yes, our Master Plan follows the DNR guidelines
 - Cedar Springs Area Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - Acme Township: Yes, our Master Plan follows the DNR guidelines
 - Clinton County Parks and Green Space: Yes, our Master Plan follows the DNR guidelines
 - Grand Traverse Co Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - New Baltimore Recreation: Yes, our Master Plan follows the DNR guidelines
 - City of Monroe Recreation: Yes, our Master Plan follows the DNR guidelines
 - Richland Township Park: Yes, our Master Plan follows the DNR guidelines
 - Waterford Parks & Recreation: We do not have a current Master Plan, previous plan expired.
 - St Joseph County Parks: We do not have a current Master Plan, previous plan expired.
 - Farmington Hills Special Services: Yes, our Master Plan follows the DNR guidelines
 - Saline Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - Traverse City Parks & Recreation: Yes, our Master Plan follows the DNR guidelines
 - Cass County Parks and Recreation: Yes, our Master Plan follows the DNR guidelines
 - City of Marquette: Yes, our Master Plan follows the DNR guidelines

2. If yes, your organization has a Master Plan follows the DNR guidelines for grant requests, what company did you utilize for the creation of the Plan?
 - Ingham County Parks Department: Plan was done in-house. We contracted with MSU to conduct and document focus group interviews. During the last update, we chose to use an online questionnaire to gather information which was also done by staff.
 - St Clair County Parks & Recreation: We did our own with our Planning Department.
 - Oakland County Parks & Recreation: Created it in-house.
 - Macomb Township Parks & Recreation: Our township planner.
 - Independence Township: Carlisle Wortman out of Ann Arbor.
 - Cedar Springs Area Parks & Recreation: Our current version was just revised in house after being previously prepared.
 - Acme Township: We are doing our 5 year plan presently. This time we are using Beckett & Raeder.
 - Clinton County Parks and Green Space: The Clinton County Park, Recreation and Open Space Plan was created internally.

- Grand Traverse Co Parks & Recreation: We created our own plan internally.
- New Baltimore Recreation: During my employment with the City of Fraser, we updated our Parks and Recreation Master Plan in house with a little assistance from our community planner. The City of New Baltimore Master Plan is currently updated as well.
- City of Monroe Recreation: We are in the RFP process now for the update.
- Richland Township Park: Preim Group and Prein & Newhoff
- Waterford Parks & Recreation: The Plan has since expired - we did it in house.
- St Joseph County Parks: Our Master Plan is currently expired and is being revised. We do not use a company to create the plan. I do it all by myself. The plan is developed to meet all DNR requirements of the process and final product.
- Farmington Hills Special Services: McKenna Associates for last one; working with OHM Advisors currently.
- Saline Parks & Recreation: Carlisle Wortman
- Traverse City Parks & Recreation: We did our own Recreation Plan
- Cass County Parks and Recreation: Prepared in house with a basic template from Southwest Michigan Planning Commission and DNR.
- City of Marquette: UP Engineers and Architects

3. How long was the process from start to finish?

- Ingham County Parks Department: 5-6 months when utilizing MSU and their interviewing of the focus groups.
- St Clair County Parks & Recreation: About 6 months.
- Oakland County Parks & Recreation: About a year to a year and a half, this was much longer than normal as we transitioned into doing the plan in-house
- Macomb Township Parks & Recreation: 2-3 months.
- Independence Township: About 2 years.
- Cedar Springs Area Parks & Recreation: At least 4 months.
- Acme Township: We started last fall with field work, about close to a year total.
- Clinton County Parks and Green Space: Approximately 6 months, including a random interest survey of county registered voters.
- Grand Traverse Co Parks & Recreation: About 4 months.
- New Baltimore Recreation: 6 months.
- Richland Township Park: 6 months.
- Waterford Parks & Recreation: Took approximately 10 months.
- St Joseph County Parks: 3-4 months.
- Farmington Hills Special Services: From issuing RFP to plan completion - about 4 months.
- Saline Parks & Recreation: 6 months.
- Traverse City Parks & Recreation: About 3 months
- Cass County Parks and Recreation: 1 year.
- City of Marquette: 6 months.

4. What was the total cost to put the Master Plan together?

- Ingham County Parks Department: Approximately \$10,000 - \$13,000.
- St Clair County Parks & Recreation: About \$15,000
- Oakland County Parks & Recreation: Email Donna Folland - follannd@oakgov.com for any specifics on our plan.
- Macomb Township Parks & Recreation: \$5,000
- Independence Township: The master plan was started over a year before I got here and there was much that was put into it that cost extra. The cost was \$18,000.
- Cedar Springs Area Parks & Recreation: N/A
- Acme Township: \$15,000
- Clinton County Parks and Green Space: \$6,000
- Grand Traverse Co Parks & Recreation: Based on the approximate number of man hours to develop the plan, I would estimate our cost to be approximately \$15,000.00.
- New Baltimore Recreation: A lot of labor costs were donated by the Recreation Commission Chairperson and former Parks and Recreation Director. \$1,000 fee was charged to update census and community data and a few area maps that had changed by our community planning firm that created the last Parks and Recreation Master Plan. (City of Fraser)
- Richland Township Park: It was in conjunction with the Townships Master Plan and we utilized interns for data so the total cost to Park District was \$4500.
- Waterford Parks & Recreation: We never did a cost analysis on staff time and resources.
- St Joseph County Parks: Previously less than \$200 for materials; Parks Director salary not included.
- Farmington Hills Special Services: Current - \$15,000.
- Saline Parks & Recreation: Approximately \$6000.
- Traverse City Parks & Recreation: Only staff time, but we did not keep track of hours so I cannot give an estimate of staff time.
- Cass County Parks and Recreation: No outside costs associated with master plan.
- City of Marquette: \$15,000.

Resources:

Master Plans are typically very large PDF files – please allow a few moments to load. The plans referenced below are a sample of the many Master Plans on file in our Resource Center.

[Master Plan RFP](#) - Farmington Hills Special Services

[Master Plan RFP](#) – DeWitt Area Recreation Authority

[Master Plan RFP](#) – Pittsfield Township Parks & Recreation

[Master Plan](#) - Independence Township Parks & Recreation

[Recreation Plan](#) – City of Marquette

[Recreation Plan](#) – City of Fraser

[Master Plan](#) – City of Saline Parks & Recreation

[Master Plan Area](#) – MRPA Resource Center