

# Memorandum



Date: November 8, 2025

To: Buchanan City Commission

From: Tony McGhee

Subject: Planning Services Contract for 5-year Parks and Recreation Plan

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## Background

Every five years, the Michigan Department of Natural Resources (MDNR) requires communities to prepare and adopt an updated 5-Year Parks and Recreation Plan in order to remain eligible for a wide range of state grant programs, including the Michigan Natural Resources Trust Fund and Land and Water Conservation Fund Grants, and other competitive funding sources that support park development, land acquisition, trail enhancements, and accessibility improvements.

The plan serves several critical purposes:

1. **Assessment of Current Conditions**  
It provides a comprehensive inventory and evaluation of the City's existing parks, facilities, amenities, and programming.
2. **Public Engagement and Visioning**  
The planning process includes public input to ensure the community's priorities and values are reflected in future investment decisions.
3. **Strategic Guidance**  
The plan outlines goals, strategies, and priority projects to guide improvements and capital planning over the next five years.
4. **Grant Eligibility**  
Adoption of an approved plan is a mandatory requirement for the City to apply for most MDNR-administered grant programs. Without an active plan on file, Buchanan would be ineligible for significant external funding opportunities.

The City's current plan expires at the end of 2026, making the preparation of the next plan both timely and essential.

### **Proposal**

SWMPC has submitted a proposal in the amount of \$12,328 to complete the City's 2027–2031 Parks and Recreation Plan. Their scope of work includes:

- Full inventory and mapping of existing park assets
- Facilitation of public engagement activities
- Assessment of needs, opportunities, and accessibility considerations
- Development of goals, objectives, and recommended improvements
- Preparation of the full plan document meeting all MDNR content and formatting requirements
- Submission of the final plan to MDNR by the required deadline

SWMPC has extensive experience preparing MDNR-approved recreation plans for communities throughout Southwest Michigan and has successfully supported Buchanan in prior cycles. Additionally, they have prepared the community's last few Parks and Recreation plans which has resulted in the organization developing a deep understanding of our community and its parks.

### **Staff Recommendation**

Given the importance of maintaining grant eligibility and the comprehensive nature of the planning process, staff recommends that the City Commission approve the proposal from the Southwest Michigan Planning Commission in the amount of \$12,328 and authorize the City Manager to execute the agreement.

Completing this plan in 2026 will ensure Buchanan remains fully eligible for MDNR funding opportunities through 2031 and will provide a strategic roadmap for enhancing the community's parks, trails, and recreational amenities over the next five years.

### **Attachment A: Southwest Michigan Planning Commission Fee and Hour Breakdown**

# Attachment A



# **Buchanan City and Township Joint Recreation Plan Update Proposal**

Southwest Michigan Planning Commission

|                                                                   |  | JP    | BS    | JB    | MH    |  | Total              |
|-------------------------------------------------------------------|--|-------|-------|-------|-------|--|--------------------|
| <b>Update Community Description</b>                               |  |       |       |       |       |  | <b>\$2,980.00</b>  |
| Update Demographics                                               |  |       |       | 16.00 |       |  | \$1,248.00         |
| water trails and land trails                                      |  |       |       |       | 2.00  |  | \$198.00           |
| Maps                                                              |  | 12.00 |       |       |       |  | \$792.00           |
| Information Gathering and Writing                                 |  |       | 8.00  |       | 1.00  |  | \$643.00           |
| Review & Update Community Administrative Structure                |  |       |       |       | 1.00  |  | \$99.00            |
| <b>Facilitating the Planning Process</b>                          |  |       |       |       |       |  | <b>\$3,724.00</b>  |
| Prepare for and Attend planning meetings (4)                      |  |       |       |       | 20.00 |  | \$1,980.00         |
|                                                                   |  |       |       |       |       |  |                    |
| Develop, Promote, Analyze Survey                                  |  |       | 14.00 |       | 3.00  |  | \$1,249.00         |
| Prepare and Attend Public Hearing*                                |  |       |       |       | 5.00  |  | \$495.00           |
|                                                                   |  |       |       |       |       |  |                    |
| <b>Recreation Inventory</b>                                       |  |       |       |       |       |  | <b>\$2,700.00</b>  |
| Update recreation inventory & grants & funding                    |  |       | 14.00 |       |       |  | \$952.00           |
| Update Recreation Inventory Mapping                               |  | 10.00 |       |       |       |  | \$660.00           |
| Site Visits (update photos, narrative)                            |  |       | 12.00 |       |       |  | \$816.00           |
| Update Barrier Free Compliance                                    |  |       | 4.00  |       |       |  | \$272.00           |
|                                                                   |  |       |       |       |       |  |                    |
| <b>Action Program, Cap. Improvement Schedule &amp; Rationale</b>  |  |       |       |       |       |  | <b>\$1,584.00</b>  |
| Review and Update Issues and Goals                                |  |       |       |       | 8.00  |  | \$792.00           |
| Review and Update Action Program                                  |  |       |       |       | 8     |  | \$792.00           |
|                                                                   |  |       |       |       |       |  |                    |
| <b>Final Document &amp; Adoption Items</b>                        |  |       |       |       |       |  | <b>\$940.00</b>    |
| Final document editing/production & adoption                      |  |       | 8.00  |       | 4.00  |  | \$940.00           |
| Final Document (10 hard copies and thumb drive with Word and PDF) |  |       |       |       |       |  |                    |
|                                                                   |  |       |       |       |       |  |                    |
| <b>Miscellaneous Expenses (Travel, printing, etc.)</b>            |  |       |       |       |       |  | <b>\$400.00</b>    |
| <b>TOTAL</b>                                                      |  | 22.00 | 60.00 | 16.00 | 52.00 |  | <b>\$12,328.00</b> |

\*City/Township is responsible for publishing public hearing notice; notice language provided by SWMPC.