



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

April 16, 2026

Brian Meissen
Village President
Village of New Haven
57775 Main Street
New Haven, Michigan 48048

RE: Proposal for Services: Recreation Plan Preparation

Dear Mr. Meissen:

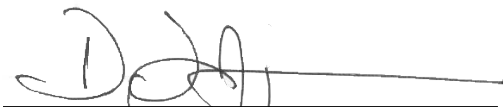
Carlisle/Wortman Associates is pleased to submit a proposal for services to prepare the Village's 2027 - 2031 Recreation Plan. We are well acquainted with the current Michigan Department of Natural Resources (MDNR) requirements for recreation plan and grant application submittals and will ensure your plan meets all applicable standards. Our knowledge of the Village, combined with our experience with MDNR planning requirements, makes us well suited to assist with this update.

We are enclosing a work plan, timeline, and fees for your review. The deadline for submission of falls on February 1, 2027, although the MDNR accepts plans throughout the year. We intend to complete the plan by late fall 2027 with submittal well in advance of the deadline. Chris Nordstrom will be Project Manager for the project, overseeing all aspects of the planning efforts.


We appreciate the opportunity to submit this proposal.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.



David Scurto, AICP
Principal



Chris Nordstrom, PLA, ASLA
Senior Associate / Landscape Architect

Cc: Brian Stier, Village of New Haven Fire Chief

Benjamin R. Carlisle, President John L. Enos, Vice President
Paul Montagno, Principal Megan Masson-Minock, Principal Laura Kreps, Principal Brent Strong, Principal
David Scurto, Principal Sally M. Elmiger, Principal Craig Strong, Principal Douglas J. Lewan, Principal
Richard K. Carlisle, Past President/Senior Principal R. Donald Wortman, Past Principal

Village of New Haven 2027 – 2031 Parks & Recreation Master Plan Update Work Plan, Timeline, and Fees

The object of this proposal is to update New Haven’s 2015 Parks & Recreation Master Plan, preparing a document that will both act as a useful guideline for parks and recreation development and while meeting the requirements set forth by the Michigan Department of Natural Resources (MDNR). The primary goal of the Parks & Recreation Plan is to provide a clear direction for the Village over a five year period (2027 – 2031) and to articulate a vision for long-term development of parks and recreation in the community.

We highly recommend appointment of a Recreation Plan Steering Committee consisting of three or more members who can offer guidance on policies and visions for the community. CWA will work closely with this group to ensure that your plan best meets the needs of the Village.

Project Highlights

The main tasks of the Master Plan include:

- A community profile,
- A review of existing amenities and comparison of your recreation system against comparable community recreation offerings,
- The formulation of recreation goals and objectives for the community as well as a specific capital improvement schedule including costs, and
- Implementation strategies addressing priority and funding.

The following work plan details the tasks described above. In addition, a timeline with fees further describes when each task would be completed.

W o r k P l a n

1. Community Profile

- Document the most recent demographic, physical, and land use characteristics of the community using US Census, American Community Survey, SEMCOG data, and other available information.
- Prepare a description of the current administrative structure of the Village and the role of recreation in the community. This will include a description of volunteers and any partnerships with other organizations such as schools or private recreation providers.
- Acquire current GIS data and aerial imagery from Macomb County to allow preparation of local and regional inventory maps.

2. Recreation Inventory

- Prepare a description of the Village's recreation facilities and their relationship to New Haven residents, as well as the recreation facilities of nearby communities, the county, and schools. Input from Village staff will be used.
- Analyze the inventory data along with the community description and formulate conclusions regarding opportunities and needs for the community's recreation system. The analysis will also provide a comparison to national recreation standards.
- Prepare high-level existing inventory maps and concept maps for proposed facility improvements.

3. Public Participation and Needs Assessment

The MDNR requires all communities receive public input in at least two forms. A Public Hearing is mandatory, but other forms of input may be obtained at the Village's discretion. We will work with you to develop a public outreach strategy that works best for New Haven. We recommend:

- Prepare and advertise an online survey to be hosted on SoGoSurvey. Hard copies will be made available at the Village Hall for residents who prefer not to utilize the electronic option. CWA will analyze the results from the survey and provide it to Village staff to help inform the decision-making process.
- A required Public Hearing will be held prior to plan adoption, and is counted as one of the two forms of required public input. The Public Hearing must be noticed in the Township's paper-of-record.
- Should the Village desire additional input, we will work with you to develop additional forms of community outreach. Some techniques we have used in the past include stakeholder interviews with specific populations such as teens, seniors, or special needs groups, and listening sessions set up at special events or at area parks.

4. Master Plan

- Develop draft plan using MDNR guidelines.
- Submit draft plan chapters to the Recreation Plan Steering Committee for review and comment. Revise draft accordingly.

- Present the completed draft plan to the Parks and Recreation Committee prior to release to the public for a 30-day public review period. Note: The review period must be noticed in the Village’s paper-of-record.
- Receive comments, discuss revisions, and submit for final approval.
- Mandatory Public Hearing may be held in front of the Village Council.
- The Plan must be adopted by the Village Council. Adoption may occur only after the required 30-day public review period and Public Hearing have been completed.
- Assist with Post Completion Self Certification (PCSC) report preparation.
- Assemble adoption papers and prepare certification checklist.
- Submit plan to regional and county agencies.
- Submit final plan to MDNR.

Assistance from Village staff will be requested for preparing and publishing notices in local newspaper, the Village website, social media, and other locations.

T i m e l i n e

The following timeline has some flexibility and can be adjusted to better meet the needs of the Township. For the online survey and community input meetings, we will work with the Master Planning Steering Committee and the Parks and Recreation Commission to develop a schedule that accommodates the requirements of both groups.

May 2026	KO	<ul style="list-style-type: none"> • Kickoff meeting with Village staff and the Recreation Plan Steering Committee. • Develop questions for online survey. • Collect data for community profile and recreation inventory. Begin plan narrative.
Spring – Summer 2026		<ul style="list-style-type: none"> • COMMUNITY INPUT • Collect data via a community survey to receive input from residents, community interest groups, and other community stakeholders. • OPTIONAL: Facilitate focus groups and/or other public input sessions to gather additional information. • Transmit individual Plan chapters to the Steering Committee for review and comment as they are completed.
September 2026	SC	<ul style="list-style-type: none"> • Complete draft report and submit to Recreation Plan Steering Committee for review; revise accordingly.

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| October 20, 2026 | PRC | • Present plan to Parks & Recreation Committee and request approval to distribute plan for public review. |
| October – November 2026 | PRC | • 30-day (minimum) public review of draft plan
The draft master plan is made available for public review online and in hard copy form at selected locations in the Village.

A notice of the availability of draft plan for public review and comment must be published in local newspaper and incorporated in the Plan.

Action Requested: Resolution from the Parks and Recreation Committee recommending adoption of the Master Plan by the Village Council. |
| December 8, 2026 | PH | • Village Council Meeting
Public Hearing. The public hearing must be published at least one week prior to the meeting in at least one newspaper with a general circulation. The notice and minutes of the public hearing must be incorporated in the plan. The hearing is held as part of the regularly scheduled Village Council meeting.

Action Requested: Formal adoption of the Recreation Master Plan by the Village Council. |
| January 2027 | | • Collect official resolutions and meeting minutes.

• Assist with PCSC report preparation, letters of transmittals to regional authorities, and other documentation collection.

• Submit Plan to MDNR. Upload final document to MDNR system and assist with submittal prior to the February 1, 2027 deadline. |
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F e e s

The fees presented below represent the hours anticipated for the

Task	Principal David Scurto (hours)	Project Manager Chris Nordstrom (hours)	GIS Prep & Planning Support	Support Staff
Community Profile	2	8	24	2
Recreation Inventory	2	16	32	
Public Participation and Needs Assessment	2	16	24	
Master Plan	4	16	16	2
Hourly Rate	10 hours @ \$170/hr.	56 hours @ \$145/hr.	96 hours @ \$125/hr.	4 hours @ \$75/hr
Fee	\$1,700	\$8,120	\$12,000	\$300

Total Project Cost: \$22,120.00

Meetings: Five meetings are included: one kickoff meeting with Village staff/Recreation Plan Steering Committee, a follow-up meeting with the Recreation Plan Steering Committee, one meeting with the Parks & Recreation Committee, and one meeting with the Village Council. Additional meetings may be desired and would be billed at hourly rates.

Proposal accepted by:

Signature
Date
Brian Meissen
Village President
Village of New Haven

Signature
Date
David Scurto, AICP
Principal
Carlisle/Wortman Associates, Inc.