



**Economic Development Authority Board (EDA)**

**Special Meeting – Township Hall**

**Thursday, May 5, 2016**

**12:30 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES MARCH 15, 2016
5. PUBLIC COMMENT
6. REPORTS
  - A. Accounts Payable - February/March 2016
    - East D.D.A. District #248 **9(e) \$732.93; 10(e) 684.39; 3893-3897**
    - West D.D.A. District #250
    - West D.D.A. District #396
    - West D.D.A. District #398 (S.A) **184 - \$500.00**
  - B. Financial Statements: February/ March 2016
    - East D.D.A. District: Operating Fund #248
    - West D.D.A. District: Operating Fund #250
    - Bond Debt Retirement Fund #396
7. NEW BUSINESS
  - A. PROJECT LIST REVIEW
8. EXISTING BUSINESS
  - A. GENERAL PROJECTS
    - Banner Replacement Quote
    - Price Mini Storage Contract
    - 2016 Proposal for Services – Pleasant Thyme Herb Farm
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING JUNE 21, 2016

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, March 15, 2016**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 5:17 pm.

**ROLL CALL**

Present: Kequom, Perry, Hunter, Chowdhary, Alwood, Figg, Smith

Excused: Zalud, Johnson, Bacon

Absent: Elmore

Others Present: Randy Robinson, EDA Project Manager; Kim Smith, Twp Public Works Coordinator, Angela Schofield, Clerk

**APPROVAL OF AGENDA**

MOTION by **Alwood** SUPPORTED by **Perry** to approve the agenda as presented.

MOTION CARRIED 7-0.

**APPROVAL OF MINUTES**

MOTION by **Perry** SUPPORTED by **Chowdhary** to approve minutes from the February 16, 2016 meeting as presented.

MOTION CARRIED 7-0.

**PUBLIC COMMENT** – None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Ms. Teall, the Township Accountant sent a message that there were no payments, change in financial statements from previous meeting. No reports were provided, no action was taken. The Board asked that reports be provided regardless of the activity.

**EXISTING BUSINESS**

**A. Festival of Banners Sponsorship**

A sample banner was presented, discussed, as well as 2017 sponsorship process.

**B. MAC TV Proposal**

Ms. Kim Smith provided a revised contract, and explained the MACTV system. Discussion was held.

MOTION by **Perry** SUPPORTED by **Chowdhary** to approve the contract between Charter Township of Union EDA and the Mid Michigan Area Cable Consortium in the amount of \$650.00 to provide video-taping service of the 2016 EDA meetings.

MOTION CARRIED 7-0.

**C. General Projects**

Mr. Robinson provided an update for the on-going projects:

- Mowing and Irrigation to begin May 1<sup>st</sup>
- Welcome Banner Issues: (2) Need replacement, will provide bids at upcoming meeting
- Mid Michigan Health Park: Requires moving a light fixture 25', coordinating with MDOT
- Temporary Sign Issues: Art Van and International RV

Discussion was also held on tree issues, and the proposed sign program initially discussed in the summer of 2015.

Chairman Kequom asked the board to review the project list, and that it be placed on the next agenda for discussion.

**Chairman Kequom** adjourned the meeting at 5:56.

**APPROVED BY**

\_\_\_\_\_  
**Secretary, Mr. Chowdhary**

(Recorded by Angela Schofield)

**Charter Township of Union  
East Downtown Development Authority  
March, 2016**

**March Expenditures:**

Banners-Art Reach	\$	4,500.00
Consumers Energy		1,417.32
Sidewalk Plowing		2,125.00
Park Bench Ground Maint		193.88

Cash Balance	3/31/2016	\$	868,949.32
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**Charter Township of Union**  
**East Downtown Development Authority**  
**Interim Financial Statements - Unaudited**  
**As of 3/31/2016**

	3/31/2016 Activity	YTD Actual	YTD Budget	% Budget Used
<b>Revenues</b>				
Taxes	\$ -	\$ -	\$ 421,349.00	0.00%
Interest Income	147.81	452.19	1,000.00	45.22%
Other Revenue			500.00	0.00%
<b>Total Revenues</b>	<b>147.81</b>	<b>452.19</b>	<b>422,849.00</b>	<b>0.11%</b>
<b>Expenditures</b>				
<b>Current</b>				
Personnel Services	-	-	5,520.00	0.00%
Public Safety	-	-	-	0.00%
Community & Economic Dev	7,309.39	12,984.30	417,329.00	3.11%
<b>Total expenditures</b>	<b>7,309.39</b>	<b>12,984.30</b>	<b>422,849.00</b>	<b>3.11%</b>
<b>Net change in fund balance</b>	<b>(7,161.58)</b>	<b>(12,532.11)</b>	<b>-</b>	<b>0.00%</b>
<b>Fund Balance - beginning of year</b>	<b>882,743.93</b>	<b>882,743.93</b>	<b>882,743.93</b>	<b>100.00%</b>
<b>Fund Balance - end of year</b>	<b>\$ 870,211.82</b>	<b>\$ 870,211.82</b>	<b>\$ 882,743.93</b>	<b>98.58%</b>

**Charter Township of Union**  
**East Downtown Development Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Unaudited**  
**December 31, 2015**

	12/31/2015 Activity	YTD Actual	YTD Budget	% Budget Used
<b>Revenues</b>				
Taxes	\$ 335.26	\$ 414,779.62	\$ 415,122.00	99.92%
Interest Income	239.70	3,607.75	1,500.00	240.52%
Other Revenue		263.50	750.00	35.13%
<b>Total Revenues</b>	<u>574.96</u>	<u>418,650.87</u>	<u>417,372.00</u>	<u>100.31%</u>
<b>Expenditures</b>				
Current				
Personnel Services	-	-	-	0.00%
Public Safety	-	-	-	0.00%
Community & Economic Dev	30,513.83	1,322,227.60	1,658,933.00	79.70%
<b>Total expenditures</b>	<u>30,513.83</u>	<u>1,322,227.60</u>	<u>1,658,933.00</u>	<u>79.70%</u>
<b>Net change in fund balance</b>	(29,938.87)	(903,576.73)	(1,241,561.00)	0.00%
<b>Fund Balance - beginning of year</b>	<u>1,786,320.66</u>	<u>1,786,320.66</u>	<u>1,786,320.66</u>	
<b>Fund Balance - end of year</b>	<u>\$ 882,743.93</u>	<u>\$ 882,743.93</u>	<u>\$ 544,759.66</u>	

**Charter Township of Union  
West Downtown Development Authority  
March, 2016**

**March Expenditures:**

Paying Agent Fees-Bond	\$	500.00
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Cash Balance	3/31/2016	\$	646,774.03
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**Charter Township of Union**  
**West Downtown Development Authority**  
**Interim Financial Statements - Unaudited**  
**As of 3/31/2016**

	YTD Operating	YTD Debt Service	YTD Debt Service	YTD Combined	YTD Budget	% Budget Used
<b>Revenues</b>						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 499,948.00	0.00%
Interest Income	400.57	8.60	3.01	412.18	750.00	54.96%
Other Revenue	-	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>400.57</b>	<b>8.60</b>	<b>3.01</b>	<b>412.18</b>	<b>500,698.00</b>	<b>0.08%</b>
<b>Expenditures</b>						
Current						
Personnel Services	-	-	-	-	5,520.00	0.00%
Public Safety	-	-	-	-	-	0.00%
Community & Economic Dev	-	-	-	-	339,328.00	0.00%
Debt Service	-	-	-	-	33,268.00	0.00%
Principal retirement	-	-	-	-	217,482.00	0.00%
Interest and fiscal charges	-	-	-	-	-	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>595,598.00</b>	<b>0.00%</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>400.57</b>	<b>8.60</b>	<b>3.01</b>	<b>412.18</b>	<b>(94,900.00)</b>	<b>-0.43%</b>
<b>Other financing sources (uses)</b>						
Transfers in	-	-	-	-	250,750.00	0.00%
Transfers out	-	-	-	-	250,750.00	0.00%
<b>Total other financing sources and uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balance</b>						
Fund Balance - beginning of year	646,373.46	29,723.82	9,920.77	686,018.05	882,743.93	77.71%
Fund Balance - end of year	\$ 646,774.03	\$ 29,732.42	\$ 9,923.78	\$ 686,430.23	\$ 787,843.93	87.13%

**Charter Township of Union**  
**West Downtown Development Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Unaudited**  
**December 31, 2015**

	YTD Operating	YTD Debt Service-396	YTD Debt Service-398	YTD Combined	YTD Budget	% Budget Used
<b>Revenues</b>						
Taxes	\$ 498,837.29	\$ -	\$ -	\$ 498,837.29	\$ 502,769.00	99.22%
Interest Income	1,306.34	56.16	21.17	1,383.67	780.00	177.39%
Other Revenue	-	-	37,351.44	37,351.44	45,226.00	82.59%
<b>Total Revenues</b>	<b>500,143.63</b>	<b>56.16</b>	<b>37,372.61</b>	<b>537,572.40</b>	<b>548,775.00</b>	<b>97.96%</b>
<b>Expenditures</b>						
Current						
Personnel Services	-	-	-	-	-	0.00%
Public Safety	-	-	-	-	-	0.00%
Community & Economic Dev	39,022.56	-	-	39,022.56	263,620.00	14.80%
Debt Service	-	35,028.00	75,000.00	110,028.00	75,028.00	146.65%
Principal retirement	-	205,772.00	4,905.00	210,677.00	210,127.00	100.26%
Interest and fiscal charges	-	-	-	-	-	-
<b>Total expenditures</b>	<b>39,022.56</b>	<b>240,800.00</b>	<b>79,905.00</b>	<b>359,727.56</b>	<b>548,775.00</b>	<b>65.55%</b>
Excess (deficiency) of revenues over expenditures	461,121.07	(240,743.84)	(42,532.39)	177,844.84	-	0.00%
<b>Other financing sources (uses)</b>						
Transfers in	-	220,000.00	-	220,000.00	240,725.00	91.39%
Transfers out	220,000.00	-	-	220,000.00	240,725.00	91.39%
<b>Total other financing sources and uses</b>	<b>(220,000.00)</b>	<b>220,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	241,121.07	(20,743.84)	(42,532.39)	177,844.84	-	-
Fund Balance - beginning of year	405,252.39	50,467.66	52,453.16	508,173.21	508,173.21	-
Fund Balance - end of year	\$ 646,373.46	\$ 29,723.82	\$ 9,920.77	\$ 686,018.05	\$ 508,173.21	-



## **Proposed Project List and Cost For EDDA 2011 Development Plan**

1. Reseeding and upgrading of lawns where needed on Pickard and Isabella.  
\$10,000
2. Paving of Bud Street.  
\$100,000
3. Develop professional park plan for upgrading of Jameson Park landscaping and facilities.  
\$7,500
4. Implement plan for Jameson Park modernization of landscaping and facilities.  
\$50,000
5. Land acquisition for Jameson Park expansion.  
\$100,000
6. Bicycle path along Airport Road and south on Summerton in accordance with area Non-Motorized Transportation Plan.  
1 mile non motorized path for Airport Rd. (Isabella to Summerton) \$580,160  
.5 mile non motorized path for Summerton Rd.( Airport to Pickard) \$65,430
7. Work with MDOT on improvements on Pickard from 127 to Summerton to deal with increased water park traffic.  
\$250,000 For EDA Contribution
8. Additional sidewalks in accordance with area Non-Motorized Transportation Plan on Broadway, Isabella, Summerton, and Pickard Rds.  
2.5 miles of sidewalk on Broadway Rd. (Twp. line to Summerton Rd.) \$187,500  
1.5 miles of sidewalk on Summerton Rd. (Airport to Remus Rd.) \$112,500  
.75 mile of sidewalk on Isabella Rd. (Kay St. to Broadway )\$75,000  
.25 mile of sidewalk on Pickard (Just west of Summerton Rd). \$18,750
9. Way finding Program working with CMU, MMCC, Tribe, City and County.  
\$15,000
10. Improvements at corner of Broadway and Summerton to deal with increased motorized and pedestrian traffic at new MMCC campus.  
\$50,000 for EDA Contribution (Only 1 corner of intersection is in EDDA)
11. Isabella Road (Broadway to Pickard) Mill and Fill – bad wheel rutting.  
\$85,000 – current paser rating of 8 with 10 being the best.

12. Parkway/Venture way/Enterprise Drive (Enterprise Park) needs drainage improvements and resurfacing (either an overlay or pulverize and pave).  
\$500,000
13. Summerton Road (Pickard to Airport) needs an overlay.  
\$51,840
14. Hyde Road (South of Pickard) needs reconstructed with proper turn around.  
\$50,000
15. Airport Road (Packard to Belmont) existing gravel needs constructed and paved.  
\$125,000
16. Water main looping from Airport Road to Pickard.  
\$250,000
17. Manhole rehabilitation at various locations within EDDA.  
\$264,000 (33 manholes @ \$8,000 each)

Projects cost	\$2,947,680	
10 years maintenance/contractual/utilities	\$775,000	
<b>Total 10 year cost estimate</b>		<b>\$3,722,680</b>
<b>10 year estimated Revenue</b>		<b>\$7,041,199</b>
2011 est. rev. of \$640,109 x 10 (years) x 1.1 combined CPI increase to tax roll		
<b>Balance</b>		<b><u>\$3,318,519</u></b>

**Potential Projects Pending Availability of Funding**

Bury/Move Overhead Utility Lines on Pickard and Isabella.		
<u>Summerton to U.S. 127</u>	\$1,000,000	
<u>U.S. 127 to Isabella Rd.</u>	\$1,750,000	
<u>Isabella Rd. to Packard St.</u>	\$1,250,000	
<b>Total Potential Project Cost</b>		<b>\$4,000,000</b>

PRICE MINI STORAGE LEASE AGREEMENT

42

THIS AGREEMENT is made this 1 day of April, 2016 by and between Price Mini Storage, 4695 E Pickard, Mt. Pleasant, MI 48858 (hereinafter known as 'LESSOR' and Union Township of 2010 S Lincoln, Mt Pleasant (hereinafter known as 'LESSEE').

I

It is hereby agreed by the above Parties as follows:

PREMISES:

LESSOR agrees, in consideration of the mutual promises cited herein, to lease to LESSEE; and LESSEE, for like consideration, agrees to lease from LESSOR the following described space (hereinafter referred to as 'rental unit') located and contained within LESSOR'S building located in Mt. Pleasant; Rental Unit 42.

SIZE A. 5 x 10 B. 10 x 10 C. 10 x 20 Other Size

DEPOSIT:

LESSEE shall pay to LESSOR a deposit of \$ 200 upon execution of this Agreement. Said deposit, although remaining the property of LESSEE, may be used by LESSOR for the following purposes.

- a) To reimburse LESSOR for actual damages to the rental unit which are the direct result of conduct not reasonably expected in the normal course of usage of said rental unit.
b) To pay LESSOR for all rentals in arrearage under this Lease Agreement, rent due for premature termination of said Agreement, or other costs and expenses including attorney fees required to enforce the provisions of this Agreement.
c) To reimburse LESSOR for costs incurred in removing any property and/or debris left within rental unit by LESSEE upon vacating thereof.

TERM

The term of this Lease Agreement shall be for:

A. Short Term - Commencing on the day of 20 and on a month-to-month basis thereafter until either party shall terminate the same by giving the other ten (10) days written notice. Minimum rental: one calendar month.

month x cost = Total Rent + deposit = Total Due.

LESSEE shall pay as rent for the rental unit the sum of \$ 50.00 per month, payable one month in advance upon the rental day of each calendar month to LESSOR at the above address (or at such other addresses as may be designated by LESSOR).

In the event the full rental payment is not received by LESSOR on or before the 1st day of the month in which it is due, LESSOR may install its own lock upon the door of the rental unit and in such event, LESSEE agrees to pay to the LESSOR, in addition to all rentals then in arrears, a \$10.00 charge to have LESSOR'S lock removed. LESSEE shall pay \$10.00 per month late fee.

B. Long Term - 6 month and 1 year

12 (Twelve) months commencing April 20, 2016 and terminating April 20, 2017. 12 months x 50.00 cost = 600.00 + 50.00 deposit = 650.00 Total Due. Long term leases are payable in advance to get discount.

II

LESSEE agrees:

- 1. To utilize the rental unit for no purpose other than the storage of personal property or merchandise. All property and merchandise shall be stored inside the rental unit and no property may be stored outside thereof.
2. To refrain from assigning this Lease Agreement of sub-letting the rental unit or any portion thereof without first obtaining permission of LESSOR to do so.
3. To properly lock, to care for and maintain the rental unit and not permit usage of same in any manner which would constitute either a public or private nuisance.
4. To make no claim against LESSOR for damages to any personal property stored within the rental unit as may be caused by fire, snow, water, wind, explosion, or other cause; or for loss of or damage to any property due to theft or accident.
5. To hold LESSOR harmless from claims by LESSEE, its invitees, agents or employees, for any damage to persons or property caused by the acts or negligence of any other tenant of the building of which the rental unit is a part; or because the rental unit becomes out of repair; or for damages for the lack of repair of any part of the building of which the rental unit is a part.
6. To attach no fixtures or make alterations to the rental unit which shall permanently injure the building.
7. That LESSOR is hereby granted a lien on all properties stored within the rental unit, to secure payment of rent which becomes due under this Agreement, and in default of payment, LESSOR may take possession of and sell such of said property as may be sufficient to pay delinquent rent.
8. LESSEE further agrees that, in the case of default in payment of rent and the installation of LESSOR'S lock upon the door of the rental unit as described above; if, after THIRTY DAYS notice to LESSEE that said rent is due and payable, all personal property as shall remain in the rental unit may then be deemed to be abandoned by LESSEE - who shall then be deemed to have surrendered all rights, title, and interest in same to LESSOR.
9. To observe and comply with all laws, ordinance rules and regulations now in effect or which may be effected during this Lease Agreement, and to indemnify LESSOR for any and all damages caused by violations thereof.
10. LESSEE shall be responsible to obtain his/her OWN INSURANCE to protect his/her personal property while stored in the LESSOR'S premises.
11. LESSEE forfeits all contents of unit if in default after 60 days.

III

LESSOR agrees:

- 1. To maintain the building and premises in good repair.
2. To carry casualty insurance upon the building and premises (not including LESSEE'S stored property).
3. Upon receipt of Notice of fire or other casualty resulting in damage to the rental unit; LESSOR shall, at its option, repair the said damage or terminate this Lease Agreement without repairing same. LESSOR shall give written Notice to LESSEE of its decision to either repair the damage or terminate the lease as aforesaid within one week of having been notified by LESSEE of the said damage.

IV

It is further agreed:

That, in the event LESSEE shall become bankrupt or shall make a voluntary assignment for the benefit of his creditors, or in the event a receiver of LESSEE shall be appointed, then at the option of the LESSOR, this Lease shall immediately terminate. That, all of the agreements, conditions, and undertakings herein contained shall extend to and be binding upon the assigns, heirs, and personal representatives of the parties hereto. That all Notices and demands by either party hereto may be given by registered mail addressed to the other party at the respective addresses indicated above, or to such other address as either party may have directed in writing beforehand. That this lease agreement contains a full statement of the understanding reached by the parties hereto, and that no other promises or agreements have been expressly or impliedly made. The undersigned Parties hereby acknowledge receipt of a copy of this Lease Agreement.

LESSOR Price Mini Storage (989) 773-5290 By Jane Price

LESSEE Telephone 989-621-1377

Driver's License

## Angela Schofield

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**From:** Randy Robinson [rrobinson@uniontownshipmi.com]  
**Sent:** Monday, March 21, 2016 1:01 PM  
**To:** 'Mark Sanders'  
**Cc:** Angela Schofield  
**Subject:** RE: Quote - # 16388180 - Union Township-East DDA

Mark, I will take this quote to the economic development Authority ( EDA ) at their regularly scheduled meeting April 19th, I will contact you after they respond, FYI. Thank you for your rapid response.

-----Original Message-----

**From:** Mark Sanders [mailto:MSanders@brittenstudios.com]  
**Sent:** Monday, March 21, 2016 11:48 AM  
**To:** rrobinson@uniontownshipmi.com  
**Subject:** Quote - # 16388180 - Union Township-East DDA

3/21/2016

Randy Robinson

Union Township-East DDA  
2010 S. Lincoln Rd.  
Mt Pleasant, MI 48858

Phone Number (989)772-4600  
Fax Number (517)772-4952

Thank you for the opportunity to quote on your current project. Please review the following quote per your request. Please contact me if you have any questions or would like to place an order. I hope to hear from you soon!

Quote number: 16388180

16388180-1b - 12 Banners (6 different art files) - Single sided digitally printed image at 600 dpi on 30% admesh. Fabrication options to include #2 grommets Beneath & Above Pocket, 2" pole pockets located - Top & Bottom.  
Finish size to be 112" x 48". (\$69.08 each) \$829.00

Tax \$ .00

Total Quote \$ 829.00

Quotation is valid for 30 days or date specified in quote detail. The quoted price above does not include shipping.

Regards,

Mark Sanders  
Britten Studios  
2322 Cass Road | Traverse City, MI 49684 Tel 231.941.8200 Toll Free  
800.426.9496 Fax 231.941.8299 [www.brittenstudios.com](http://www.brittenstudios.com)

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Artwork: Estimates include one hour of artwork and one proof for approval by email.  
Additional time will be estimated on review of artwork provided and charged at \$75 per hour.  
Preferred Formats: Illustrator or Photoshop. Art spec sheets are available.  
Terms: 50% deposit, net 30 with credit approval.  
RUSH CHARGES: We readily accept rush orders based on production and material availability.

David A Breedlove  
Pleasant Thyme Herb Farm  
5940 E Baseline Rd  
Mt Pleasant, Michigan 48858  
989/773-1870

April 11, 2016

EDDA  
Union Township  
2010 S Lincoln Rd.  
Mt Pleasant, Michigan 48858

## 2016 Work Proposal

### Flowers

- Hanging Baskets at Benches @ \$26 per basket
  - Mixed baskets (42 baskets)
    - Plants
    - Potting Soil
    - Fertilizer
  
- Hanging Baskets for street lights @ \$26 per basket
  - Mixed baskets (83 baskets)
    - Plants
    - Potting Soil
    - Fertilizer
  
- Wall Planters @ \$32 per planter
  - Mixed planters (22 wall-mounted)
    - Plants
    - Basket liner
    - Potting Soil
    - Fertilizer
  
- Sidewalk Planters @ \$26 per planter
  - Mixed Planters (22)
    - Plants
    - Potting Soil (if needed. Billed separately)
    - Fertilizer
  
- Plant beds at 5 locations; including Fast Finance Auto Sales, Tolas Auto Sales, Mid-Michigan Health Park, Mid-Michigan Community College and Lone Star (billed as time and materials)
  - 2 beds in front of each bench
    - Plants and installation (billed as time and materials)

## **Hourly Work @ \$36.00 per hour**

- **Water Baskets and Planters**
  - 10 hours per week
  - June to October
- **Basket/planter Install and Removal (18 man-hours)**
- **Weeding**
  - Benches (6 hrs per month for 4 months and 24 hours for spring/fall cleanup)
  - Corners at Isabella and Pickard (2 hrs per month for 4 months and 2 hours for spring/fall cleanup)
  - Overpass I-27 (12 hrs per month for 4 months and 18 hours for spring/fall cleanup)
  - Large beds at I-27 (3 hrs per month for 4 months and 4 hours for spring/fall cleanup)
  - Spray sidewalk cracks and on the mulch around the street trees (6 hours)
- **Mulch trees and beds as needed. This is a continuation of the mulching project that was started last summer. I will apply hardwood mulch to the trees and beds that were not mulched in 2015. The hardwood mulch will come from Alwoods Nursery. EDDA will be billed directly by Alwoods Nursery and I will bill for my time.**
- **Tree Evaluation and report (up to 10 hours)**
- **Tree and shrub pruning (up to 20 hours). In addition to the annual maintenance on the street trees, the woody plants located in the large beds need to be pruned. They have grown to a size that has overgrown the site, and need to be pruned back to allow adjacent plants to grow without competing for space.**
- **Fertilize planting beds and sidewalk planters. Apply a slow-release organic fertilizer to all perennial plant beds. The cost of the fertilizer is not to exceed \$300. The fertilizer will be applied during spring cleanup.**
- **Water trees using tree bags. I will water the corridor trees as needed.**