

# City of Mt. Pleasant, Michigan



CITY HALL  
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(989) 773-4691 fax

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**Downtown Development Authority – Mission/Pickard**  
**September 14, 2023**  
**10:00 A.M. – City Hall, City Commission Chambers (Downstairs)**

Members:

A. Desentz	N/A		D. LaBelle	12/31/23	
J. Jaloszynski	N/A		R. Roberts	12/31/25	
J. Hunter (Chair)	12/31/24		J. Smith	12/31/23	
T. Kraphol	12/31/26		R. VanDorin (Vice Chair)	12/31/25	
Vacant	12/31/24		Vacant	12/31/26	
Vacant	12/31/24		M. Sponseller	Staff	

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Meeting Minutes**
- IV. Old and New Business**
  - a. DDA Grounds Care Bid
  - b. P.A. 57 Informational Meeting Requirement
- V. Public Comment**
- VI. Other Business**
- VII. Adjournment**

Website: [www.mt-pleasant.org](http://www.mt-pleasant.org)

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the human resources office at 779-5314. A 48-hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the city via the Michigan Relay Service by dialing 7-1-1.

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**Date:** September 7, 2023  
**To:** DDA Board  
**From:** Michelle Sponseller, Downtown Development Director  
**Re:** September 2023 Staff Report

## I. CALL TO ORDER

## II. APPROVAL OF AGENDA

**Requested Motion:**

Motion to accept the agenda as presented.

## III. APPROVAL OF MEETING MINUTES

Review of the June 2023 DDA meeting minutes.

**Requested Motion:**

Motion to accept the minutes as presented.

## IV. OLD AND NEW BUSINESS

### A.) DDA GROUNDS CARE BID

Attached to the packet is the memo from Phil Biscorner, Parks and Public Spaces Director regarding the Mission-Pickard DDA grounds care bid.

**Requested Motion:**

Staff recommends the Mission-Pickard Street DDA Maintenance Contract be awarded to Green Scene Landscaping, Inc. for a three year contract not to exceed: 2024 - \$17,600, 2025 - \$18,100 & 2026 - \$18,600.

### B.) PA 57 INFORMATIONAL MEETING

The following is an informational update as required by the State of Michigan Treasury department pertaining to the recodified Tax Increment Finance Authority Act 57 of 2018. Two informational updates must be provided each calendar year however, no action is necessary. Please note that all of this information and more can be found on the City's website at:

[https://www.mt-pleasant.org/boards\\_commissions/downtown\\_development\\_authority\\_\(dda\)/index.php](https://www.mt-pleasant.org/boards_commissions/downtown_development_authority_(dda)/index.php)

**Requested Motion:**

No action is required.

## **Mission-Pickard DDA**

### **Synopsis of Activities – September 2023**

#### **Accomplishments / Projects / Investments**

- Pedestrian safety intersection enhancements (enhanced cross walk markings)
- Economic incentives to qualifying businesses (decorative fencing, entry walls, bike racks, landscape plantings, decorative brickwork)
- Façade improvement (design assistance and interest rate buy-downs)
- Driveway relocation/consolidation per MDOT access management plan requirements
- Coordinated with MDOT on audible pedestrian signal at Mission and Broomfield (to be installed by MDOT in 2021)
- Alley PASER ratings, paving and reconstruction on the west side of Mission Street
- Construction of cross connections between properties along Mission Street
- Construction of new grid streets connecting Mission Street and East Campus Drive to alleviate congestion at signalized intersections and reduce the number of short trips on Mission Street
- Amended the original development plan to add several projects to the plan and to extend the end date of the Financing Plan to coincide with the end of the Development Plan in 2025
- Enhanced intersection lighting at major Mission Street intersections
- Funded Mission Street Special Area Plan as part of the 2050 City master plan
- Currently working with Mission Street corridor stakeholders to identify, scope, and study the feasibility of infrastructure design alternatives to begin implementing the Master Plan 2050 goals for the corridor
- Stakeholder meetings on the Mission Street Corridor project held beginning September, 2021
- Reinstated the driveway closure and consolidation assistance program to help businesses comply with the Mission/Pickard Access Management Plan

#### **Fund Balances as of January 1, 2023**

- Total Fund Balance \$1,209,910; Assigned for Pedestrian and Traffic Safety

#### **Future Projects**

- 2023
  - Alley overlays:
    - from Locust to Wisconsin
    - Michigan to Illinois
  - Finalize recommended infrastructure project(s) design
  - Identify initial project designs for Mission Street to be implemented ahead of engineering design services recommendations
- 2024
  - Alley overlay:
    - Crosslanes to Andre
  - Replace pedestrian street lights on Broadway from Fancher to Mission Street
  - Create and bid out RFP for design consultant services for Mission Street
  - Implement initial recommended project design(s) identified in 2023
  - Consider amending the DDA Development and Financing Plans to extend the plans beyond their 2025 sunset date
- 2025
  - Begin construction on selected Mission Street infrastructure project(s) as recommended in consultant design study above
  - Implement DDA District extension amendment process

**V. PUBLIC COMMENT**

**VI. OTHER BUSINESS**

**VII. ADJOURNMENT**

Mt Pleasant DDA  
Minutes  
June 15, 2023

Members Present: Aaron Desentz, Jerry Jolszynski, John Hunter (Chair), Tom Krapohl, Robby Roberts, Jeff Smith

Staff Present: Mary Ann Kornexl, Chris Saladine, Chris Witmer

Members Absent: Robert VanDorin (Vice-Chair)

Motion by Desentz, second by Smith to approve the agenda as presented. Motion carried.

Motion by Desentz, second by Hunter to approve the April 13, 2023 Meeting Minutes. Motion carried

Motion by Smith, second by Jolszynski to approve the 2023 amended and 2024 proposed operating budget. Motion carried

Hunter & board thanked Kornexl for years of service. Kornexl introduced the new Treasurer, Chris Witmer.

Desentz reviewed the DDA activities for the year.

Desentz discussed the plan to review the Director of Community Services position.

# Memorandum



TO: Aaron Desentz, City Manager  
FROM: Phil Biscorner, Director of Parks & Public Spaces  
DATE: August 21, 2023  
SUBJECT: Grounds Care Mission/Pickard DDA

The Mission Pickard DDA Board addresses the grounds care maintenance needs on Mission & Pickard Streets as shown on the attached map. As the Parks and Public Spaces Director, I am charged with managing the maintenance contract on the board's behalf.

The major categories of maintenance include:

- **Lawn Care** All right of way on Mission Street from Pickard to Maple
- **Brickwork** maintenance on both sides of Mission street Pickard to Bluegrass and on Pickard Between Mission east to the city limits
- **Entry Walls and Flowerbeds** maintenance in the following locations:
  - NE corner Mission and Bluegrass
  - SW corner of Mission and Pickard
  - SW and NW corners of Mission and Broadway
- **Monuments and Flowerbeds** maintenance on North and West corners of Broadway and Kinney WW I and WW II monuments.
- **Pruning and Tree Upkeep**

These areas also include irrigation upkeep and maintenance in the entry wall areas and on the right of way lawns specified above. These costs are not part of the maintenance contract and are addressed in the DDA operational costs.

On August 8, 2023, Green Scene Landscaping Inc. won a 3-year competitive bid process to provide these maintenance services to the DDA. Based on their current and past quality of care, I am recommending Mission/Pickard Maintenance Contract be awarded to Green Scene Landscaping Inc.

Company Name	Address	BID AMOUNT		
		Year 1 2024	Year 2 2025	Year 3 2026
Green Scene Landscaping Inc.	954 E. Remus, Mt. Pleasant	\$17,600	\$18,100	\$18,600

**Requested Action:**

Staff recommends the Mission-Pickard Street DDA Maintenance Contract be awarded to Green Scene Landscaping, Inc. for a three year contract not to exceed: 2024 - \$17,600, 2025 - \$18,100 & 2026 - \$18,600.

# City of Mt. Pleasant, Michigan

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*Mt. Pleasant*  
[meet here]

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## GROUNDS CARE MAINTENANCE WORK AGREEMENT

The Mt. Pleasant Mission/Pickard Downtown Development Authority (DDA), a Michigan municipal corporation, whose primary business address is 320 West Broadway, Mt. Pleasant, Michigan 48858, and Green Scene Landscaping Inc., whose primary business address is 954 East Remus Road, Mt. Pleasant, Michigan 48858, hereby agree to the contract for grounds care maintenance work according to the terms and conditions specified within the Request for Quotation and the Work Specifications attached as Exhibit A and incorporated by reference.

This agreement, signed this \_\_\_\_ day of \_\_\_\_\_, 2023, shall remain in effect until December 31, 2026 with individual renewals each year outlined in the attached contract.

MT. PLEASANT DDA  
DESIGNATED OFFICIAL

GREEN SCENE, INC.

\_\_\_\_\_  
Phil Biscorner, Director  
Parks & Public Spaces

\_\_\_\_\_  
Chris Lundsted, President

**EXHIBIT A**

**CITY OF MT. PLEASANT  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
GROUNDS CARE SERVICES for MISSION & PICKARD STREETS**

**PROPOSAL FORM**

In compliance with the Technical Specifications, Scope of Work, and the Standard Instructions to Bidders, the undersigned hereby agrees to perform grounds care services for the following not to exceed annual costs. Contract must be renewed each year of the years listed below for the contract price:

	<b><u>TOTAL ANNUAL COST</u></b>
Grounds Care Services - 2024	\$ 17,600*
Grounds Care Services - 2025	\$ 18,100*
Grounds Care Services - 2026	\$ 18,600*

**\* Detailed Cost form attached.**

**List any deviations from the specifications:**

*None*

**COMPANY:** *Green Scene Landscaping*

**RESPONSIBLE OFFICER(S)**

**NAME(S):** *Chris Lundsted*

**ADDRESS:**

*954 E. Remus Rd., Mt. Pleasant, Michigan 48858*

**TELEPHONE:** *(989) 772-0430*

**MOBILE:** *(989) 621-0763*

**EMAIL:** *admin@greenscenelandscaping.com*

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to enter into this contract with the City of Mt. Pleasant.

By \_\_\_\_\_ Date \_\_\_\_\_  
Responsible Officer's Signature and Title



**CITY OF MT. PLEASANT  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
GROUNDS CARE SERVICES for MISSION & PICKARD STREETS**

**WORK SPECIFICATIONS**

Items and locations included in the Mission Pickard DDA District: (see map for included areas)

1. Maintain all turfed areas and trees in the right-of-way on both sides of Mission Street from Pickard south to Maple Street.
2. Maintain all brick paved areas in the right-of-way on both sides of Mission between Bluegrass and Pickard Streets and both sides of Pickard between Mission and the east city limits (Packard St.)
3. Maintain WWI and WWII Veterans' Memorials flower bed areas on both sides of E. Broadway at Kinney Street. **Possibility of Memorials being relocated in 2023, which will negate this item.**
4. Maintain City Entry walls at the following locations:
  - N. Mission and W. Pickard (SW corner only)
  - Mission and Broadway (NW corner and SW corner only)
  - S. Mission and Bluegrass (NE corner only) including area behind wall.

The Contractor shall maintain the facilities in a safe, neat and professional manner, performing grounds care functions to achieve the results outlined in this RFP. Typical duties include, but are not limited to, the following:

1. Lawn Care and Landscaping
  - a. Conduct the following in landscaped areas including:
    - Mowing, edging, fertilizing, weed and grub control of all right-of-way turfed areas.
    - Weeding and fertilizing flower beds
    - Fertilizing, trimming and pruning of trees, hedges and shrubs.
    - Apply pesticide to assure protection of all turf and plant areas
  - b. Mow all right-of-way turf areas between sidewalk and street weekly and remove grass clippings from all hard surfaces including street.
  - c. Fertilize all turf areas twice during the growing season, once in the spring prior to April 30 and once with a winter preparation fertilizer in the fall before October 1. Provide two applications of pre-emergent crabgrass and broadleaf herbicide to all turf areas prior to April 30 and July 1. Notify the Parks Director or designee not more than 10 or less than 5 days prior to each application. On March 1 and June 1, granular plant food shall be applied to the surface of the plant beds. The plant food shall be spread over the root area starting six inches from the trunk and extending to the drip line of each plant. Plant beds shall be treated with post-emergence herbicide on June 1, and September 1, or

as recommended by the manufacturer to prevent weed or grass growth in the plant beds. No weed or grass growth shall exist in plant beds at any time.

- d. Trim branches and prune trees and shrubs in accordance with the International Society of Arboriculture standards or equivalent. Fertilize all deciduous trees and shrubs annually.
- e. Prepare annual beds by May 31 and clean up/remove spent plant material prior to October 1 of each year. Annual beds are to be treated with a preemergent/ Fertilizer. Sixty 48-plant flats of Begonia Semperflorens (white and pink varieties *or agreed upon equivalent*) are to be planted no later than June 15 at three identified entry/treatment locations and Veterans' Memorials; earlier planting will be at the discretion of the Parks Director or his designated official. Annuals are to be planted 4-5" on center. All annuals shall be in healthy condition, inspected and approved by the Parks Director or his designated official prior to planting.
- f. ONGOING remove all spent, dead, or damaged plant materials in beds to keep a refreshed look throughout the season.
- g. By October 1, remove annuals and replace with 240 #1 or one gallon container size Chrysanthemums to be planted 10" on center. Contact the Parks Director or designated official for disposition prior to planting.
  - g. Aerate all previously mulched planting beds and top dress with hardwood bark (per Technical Specifications 3.) Treat all mulched areas with pre-emergent once in the spring prior to April 30.
- h. Grub control pesticide shall be applied 2 times per year to prevent the damage to turf in the maintained areas. Additional pesticide shall be applied as needed throughout the season to protect trees, shrubs, and flowers in the maintained areas.

## 2. Tree Maintenance

- a. All broken and hanging limbs must be removed and repaired ongoing.
- b. Fall leaves must be removed or mulched as needed to maintain high standard of care.

## 3. Brick Paved Areas

Sweep clean brick paved areas no later than April 30, as necessary. Reposition loose bricks or replace broken bricks and fill with same material no later than May 30. Apply appropriate herbicide to prevent growth of grass or weeds in all brick paved areas. Contractor specifically agrees to comply with all relevant facets of Michigan Pesticide Act #171 of 1976, as amended. Further, Contractor agrees to use only state certified or registered applicators for all pesticide application on City properties as required by P.A. 171. Proof of such certification/registration shall be provided to the City upon award of bid.

## 4. Edging

Edge curbs, brick and sidewalks annually, early in the season when the turf has become established and touched up as needed throughout the growing season to maintain a quality edge.

## 5. Other Work

Contractor shall Provide other grounds care services as requested by the Parks Director or designee, so long as such tasks are within the Contractor's capabilities and expertise at a predetermined hourly rate.

### **TECHNICAL SPECIFICATIONS**

#### **A. MATERIALS**

1. **PLANTING TABLETS** shall be commercial fertilizer plant food tablet, approved by the Parks Director or his designated official.
2. **GRANULAR PLANT FOOD** shall be commercial fertilizer, a complete fertilizer of organic base.
3. **HARDWOOD BARK** for mulching shall be finely shredded hardwood bark, free of sticks and foreign material, with no pieces greater than 5 inches in length. Pryor to installation, mulch color and consistency shall be approved by Parks Director or his designated official and shall be consistent in all maintained areas.
4. **PRE-EMERGENCE HERBICIDE** shall be a nationally recognized brand which shall be submitted to the Parks Director or other designated official for approval.
5. **TREE PAINT** shall be standard horticultural antiseptic tree wound compound,

#### **B. MAINTENANCE**

The operations of maintenance shall begin as outlined immediately after the contract is executed and shall continue as specified. The contractor shall furnish all supervision, labor, material, equipment and transportation to maintain the plantings in an attractive and vigorously healthy condition throughout the contract period to produce a high quality appearance. All materials used shall conform to specifications or shall otherwise be acceptable to the Parks Director or designee.

The Contractor shall maintain the planting in a healthy growing condition by spraying, weeding, cultivating pits and beds where needed, replacing displaced mulch basins, plant beds, resetting stakes, tightening guy wires, replacing flags, etc. The Contractor shall also inspect plantings after each severe storm and exercise all corrective measures, within 48 hours, required to maintain a finished quality appearance and good plant vigor. All maintenance and remedial operations are subject to the approval of The Parks Director or designee throughout the contract period.

#### **C. IRRIGATION AND WATERING**

The Contractor shall inspect all beds regularly throughout the growing season and assure proper watering and growth and shall report failure of the irrigation system to Parks Director as soon as observed. In all areas without irrigation or where irrigation is inconsistent, watering shall be the Contractor's responsibility throughout the contract period and shall be done to assure healthy, growing plants.

## **OTHER REQUIREMENTS**

### **METHOD OF PAYMENT**

The City will make monthly payments upon submittal of detailed invoices by the Contractor to the City of Mt. Pleasant Parks Department, 320 W. Broadway Street, Mt. Pleasant, Michigan 48858. The monthly invoices shall include an itemized listing of hours worked for the various major groupings and the hourly rate associated with each. Annual billings shall not exceed the total annual quoted fee. Additional work, if any, shall be agreed upon in advance and invoiced separately.

### **EARLY TERMINATION**

The City reserves the right to terminate the contract upon thirty (30) days written notice for any reason including unsatisfactory performance to be determined solely by the City.

### **CONTRACTOR TO PERFORM**

Contractor agrees to provide the services quote as described in the Bid Documents. Contractor agrees to maintain the premises described above in a safe, clean, sanitary, and presentable condition, and shall perform acts described herein, at minimum, in order to maintain the premises in said clean, sanitary, and presentable condition as required. Further, except as otherwise stated herein, the Contractor shall be responsible for providing all items, articles, materials, and operations, including labor, materials, equipment, supplies and incidentals necessary to complete the requirements of the contract.

### **INDEMNIFICATION**

Contractor agrees to hold harmless, indemnify, and defend the City of Mt. Pleasant, its commissioners, officers, employees, and agents against any and all claims, losses, damages, or lawsuits for damages arising from, allegedly arising from, or related to the provision of services hereunder by the Contractor.

### **INSURANCE**

The Contractor does further agree that, in order to protect itself as well as the City of Mt. Pleasant under the indemnity provision hereinabove set forth, the Contractor will at all times during the term of this agreement have and keep in force a general liability insurance policy in the amount of not less than one million (\$1,000,000) dollars and provide evidence of such policy to the City. Contractor agrees to name the City as an additional insured and to cause City to be notified should such insurance policy be canceled for any reason. Further, Contractor agrees to provide the City proof of Worker's Compensation Insurance. Cancellation of Worker's Compensation Insurance will result in termination of the contract.

## **SAFETY AND HEALTH ACT**

Contractor specifically agrees to comply with all relevant facets of the Michigan Occupational Safety and Health Act, being Public Act No. 154 of 1974, as amended. Further, Contractor agrees to provide his employees with all reasonable and appropriate safety equipment necessary to carry out the terms and covenants contained within this agreement.

## **DEFAULT AND REMEDY**

The failure of the Contractor (including the failure of any employee provided by the Contractor) to abide by any of the terms, conditions, or requirements expressed in this request for proposal, shall constitute a default if not promptly corrected by the Contractor upon receipt of a notice of deficiency and request of compliance from the City. In the event of a default by the Contractor, the City may cancel this agreement by sending written notice of cancellation to the Contractor at his address first written above.

## **CONTRACT RENEWAL**

Upon the mutual written consent of the parties hereto, the contract may be renewed for successive periods of one year upon the same terms and conditions in all respects as hereinafter set forth, and upon such other terms and conditions as they shall mutually agree in the manner set forth below, provided that such other terms and conditions shall be in writing. Notice of desire to renew the contract shall be given by the party desiring such renewal to the other party, in writing, not less than 30 days before expiration of the term of the contract.

## **INDEPENDENT CONTRACTOR**

It is agreed by the parties that at all times and for all purposes hereunder, the Contractor is an independent contractor and not an employee of the City. No statement contained in the contract shall be construed so as to find the Contractor an employee of the City, and the Contractor shall be entitled to none of the rights, privileges, or benefits of City employees except as otherwise may be stated herein.

## **COMPLIANCE WITH LICENSING, LAWS AND REGULATIONS**

In addition to the Michigan Occupational Safety and Health Act described above, Contractor agrees that in providing all services pursuant to the contract, the Contractor shall abide by all licensing requirements, statutes, ordinances, rules, and regulations pertaining to, or regulating the provision of, such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this contract, and shall entitle the City to terminate this contract immediately upon delivery of written notice of termination to the Contractor.

## **REFERENCES**

Please provide a list of current or past customers. Include a contact name and telephone number for each reference.