



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

Pollinator Partnership Capstone Agreement Between the Town of Cottage City and Amy Sawyer, Resident

1. Purpose:

This Partnership Agreement or Memorandum of Understanding (MOU) establishes a collaborative capstone project between the Town of Cottage City and Amy Sawyer, a resident. The purpose of this project is to design, install, and evaluate a native plant pollinator habitat at Cottage City Town Hall, while providing community education and fulfilling pollinator certification training requirements.

2. Project Description:

Amy Sawyer will lead the development of a native pollinator garden and associated educational programming as part of her certification training and capstone project. The project includes habitat creation, community engagement, and evaluation of lessons learned.

The project site is located at:

Cottage City Town Hall
3820 40th Avenue
Cottage City, Maryland 20722

3. Scope of Work:

Amy Sawyer will be responsible for:

A. Habitat Installation

- Designing a native plant pollinator garden layout in coordination with the Town Manager and Town Commission,
- Preparing the site, including installation of approximately 8–12 inches of mulch or cardboard plus mulching to suppress existing turf,

- Installing a layered native plant matrix of perennials and supporting plant materials, and
- Completing installation phases across seasonal timelines (see Section 4).

B. Educational Programming

- Conducting four to **six (4-6) free educational workshops** open to the community based on availability of the Town Hall and existing meetings, weather, PGCPs and holiday schedules, and other potential conflicts,
- Developing take-home educational materials for each workshop when appropriate, and
- Teaching principles of pollinator habitat creation, native plant selection, and ecological stewardship.

C. Grant Development

- Identifying and pursuing applicable grant funding opportunities to complete the Scope of Work and the Project Timeline as described in this agreement; and
- Making best efforts to minimize the amount of time required by Town staff to identify, complete applications, and comply with reporting requirements of grants; and
- Grant outcomes and funding availability may adjust project scope and timing.

D. Coordination

- Serving as the primary coordinator of all project activities, and
- Working directly with the Town Manager for approvals, scheduling, and implementation alignment.

4. Project Timeline:

- **June–July 2026:**
A. Site preparation, including installation of mulch or cardboard and mulch to eliminate existing grass/turf. Spreading adequate mulch may require support from the Cottage City public works department. All efforts will be made to make this process as short as possible by enlisting as many volunteers as possible. Mulch needs to be down for 8-12 weeks for effective elimination of existing lawn, and prevent weed pressure once the garden is installed.
- **B.** To encourage volunteers and participation from residents, annual tithonia, zinnias, and Lemon Queen sunflowers will be planted along the side of the Town Hall in the existing bed. These annuals will attract pollinators in advance of the habitat garden and will be used for the Citizen Science program called the Great Sunflower Project. Amy Sawyer will remove spent plants in Fall 2026.
- **Summer 2026:**
Plant choices will be made for ecological value, site conditions, and ease of maintenance as a demonstration that Amy Sawyer has mastered habitat design. At least one community session will be held to discuss the plant selection and Amy Sawyer will make time 1:1 with any Council member who would like more input on the choices. The Council will approve the proposed design not later than 14 August to ensure adequate time for grant applications and sourcing plants.

- **Fall 2026:**
Install initial planting matrix and available native perennials. An update to the project plan and timeline will be delivered to the Council.
- **Winter 2026:**
Winter sowing of seeds as necessary
- **Spring—Early Summer 2027:**
Install remaining perennial plantings. An update to the project plan and timeline will be delivered to the Council.

Note: Timeline is subject to adjustment based on weather conditions and grant funding availability.

5. Cost and Compensation; Consideration:

In consideration of Amy Sawyer's agreement to provide the volunteer services, labor, expertise, educational programming, grant development efforts, and other deliverables described in this Agreement, the Town of Cottage City agrees to:

- (a) provide access to the Town Hall site including shade, restrooms, potable water for volunteers, and water for installed plants for project activities. While volunteers will be encouraged to bring their own tools, it may be necessary to borrow shovels, wheel barrows, or similar common gardening tools from the Town;
- (b) collaborate in good faith on garden design, layout, approvals, and community promotion;
- (c) publicly recognize Amy Sawyer's contributions as the project lead in Town materials, workshops, and signage (as appropriate);
- (d) support the project through administrative coordination by the Town Manager or designee. The parties acknowledge that these mutual promises and the public benefits to the community constitute sufficient consideration for this Agreement;
- (e) Total direct monetary costs for the Town of Cottage City: \$0.00,
- (f) Amy Sawyer will receive no monetary compensation for this project but receive reimbursement for incidental expenses with the Town Manager's consent, and
- (g) All labor, educational programming, and coordination services are provided on a volunteer/capstone basis.
- (h) The Town will provide Amy Sawyer a map of the in-ground irrigation systems in the proposed habitat location to prevent inadvertently breaking a pipe.
- (i) The Town shall make reasonable efforts to facilitate communication among the Pollinator Garden project, the Community Garden, the Green Team, and other related initiatives when grant opportunities, volunteer recruitment efforts, educational programming, or other activities may

overlap. The goal of such coordination shall be to encourage collaboration, shared resources, joint funding opportunities, and complementary programming whenever practical.

6. Evaluation and Outcomes; Deliverables:

Upon completion, Amy Sawyer will provide:

- A summary of lessons learned from the capstone project,
- Documentation of habitat installation and plant selections,
- Overview of educational workshop outcomes and community participation,
- Recommendations for 3-5 year maintenance and sustainability of the pollinator garden, and
- Amy Sawyer retains ownership of educational materials, photographs, reports, presentations, planting plans, and other intellectual property developed for the project. The Town of Cottage City shall receive a perpetual, royalty-free license to use, reproduce, and distribute project materials for municipal and educational purposes.

7. Maintenance and Ownership; Liability:

(a) The Town of Cottage City will retain ownership of the project site and installed improvements. Ongoing maintenance responsibilities will be coordinated between the Town, Amy Sawyer, and designated personnel following project completion.

(b) Amy Sawyer shall perform all work in a safe and workmanlike manner. Each party will be responsible for their own acts or omissions. Amy Sawyer's liability shall be limited to damages resulting from willful misconduct or gross negligence. Any volunteer who participates in installation or maintenance of the habitat will be required to complete a liability waiver approved in advance by the Town.

(c) The Town shall be responsible for ongoing costs. Prior to project completion, the Town and Amy Sawyer shall jointly develop a written 3-5 year maintenance plan identifying responsible parties for watering, weeding, and replacement plants as appropriate in the Town budget.

8. Agreement Administration; Termination:

(a) Amy Sawyer will coordinate all efforts with the Town Manager or designee. Any significant modifications to scope, timeline, or design must be approved by the Town prior to implementation.

(b) Either party may terminate this Agreement upon thirty (30) days' written notice. Upon termination, the Town shall retain ownership of any installed improvements. The parties may amend this Agreement only by a signed writing.

9. Miscellaneous:

(a) This Agreement shall be governed by the laws of the State of Maryland. Any disputes shall be resolved in the courts of Prince George's County.

(b) The Town confirms that no local permits, environmental reviews, or other restrictions apply to Town Hall grounds related to this MOU. As part of the planning, the Town will reach out to Miss Utility/ 811 to ensure all utilities are marked.

10. Signatures:

Town of Cottage City:

By: _____

Title: _____

Date: _____

Amy Sawyer:

Signature: _____

Date: _____

Rev. for legal sufficiency 6/9/26