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To: DDA Board of Directors
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: April 21, 2025
RE: 2025 City Hall Standing Flowerpots

Background

The standing flowerpots outside City Hall play a key role in enhancing the aesthetic appeal of the downtown district, contributing to a more inviting environment for residents, businesses, and visitors. Eight (8) nurseries and greenhouses were provided with a list of flowers identified by the Beautification Committee of their desired species.

| Standing Flowerpots - RFQ | |
|---------------------------|---|
| Supplier | Response |
| Alexander Garden Center | Provided quote with requested species included. |
| English Gardens | Follow-up response not received. |
| Blocks Greenhouse | Unable to fulfill special orders |
| Bordines | Follow-up response not received. |
| Schwartz's Greenhouse | Initial response not received. |
| Home Depot | Custom orders cannot be fulfilled. |
| Kalamazoo Flower Group | Follow-up response not received. |
| Lowe's | Referred to their flower supplier - <i>Kalamazoo Flower Group</i> |

The only supplier contacted who could provide the requested species was *Alexander Garden Center*. They provided a quote of \$1,002.59, which is less than the amount spent last year for flowers to fill the standing pots. The soil currently in the flowerpots have not been replaced in over six years. This exp

| City Hall Standing Flowerpots | |
|-------------------------------|------------|
| Fertilizer | \$ 35.00 |
| Flowers - Standing Pots | \$1,100.00 |
| Potting Soil | \$ 365.00 |
| Plant Supports | \$ 50.00 |
| Total \$1,550.00 | |

Budget Impact

The budget for FY24/25 allocated \$7,000 for Plant and Flower Materials. Based on the total expenditures for this line item, the requested flowers exceed this budget item by \$206.28. We can accommodate this flower purchase without significant impact on other planned DDA expenditures.

To continue this effort, an additional \$207 budget amendment is requested for the purchase of flowers.

| FY24/25 Plant and Flower Purchases | |
|------------------------------------|--------------------|
| Standing Flowerpots | \$ 1,550.00 |
| Park Trees | \$ 1,862.80 |
| Hanging Flowers Pots | \$ 1,871.00 |
| Flowerbed Trees/Bushes | \$ 1,922.48 |
| Total | \$ 7,206.28 |

Action Requested

The DDA Board is requested to:

1. Approve a budget amendment of \$207 for the purchase of flowers for the standing flowerpots outside City Hall.
2. Authorize the DDA Director to proceed with the purchase based on the quote provided by *Alexander Garden Center*

Suggested Motion: "Motion to approve a budget amendment of \$207 for the purchase of flowers for the standing flowerpots outside City Hall and to authorize the DDA Director to proceed with the purchase of flowers for the standing pots from *Alexander Garden Center* to not exceed the quote provided."