



**BUILDING AUTHORITY BOARD OF COMMISSIONERS**

January 26, 2010

1. Call to Order - 10:00 A.M. - City Hall Kilborn Conference Room
2. Roll Call - Recording of attendance and confirmation of a quorum
3. Approval of Minutes - Adoption of a proposed resolution that would confirm approval of December 9, 2009, Building Authority Board of Commissioners meeting minutes
4. New Business - Authorization to contract with Sign and Design, Petoskey, for a sole source contract for the design, manufacturing, and installation of signs within the Bear River Valley Recreation Area improvement project
5. Miscellaneous
6. Adjournment



**BUILDING AUTHORITY BOARD OF COMMISSIONERS**

December 9, 2009

A meeting of the City of Petoskey Building Authority Board of Commissioners was held in the City Hall Joe C. Kilborn Conference Room at Petoskey, Michigan, on December 9, 2009. The meeting was called to order at 10:00 A.M and a roll call determined that the following were

Present: Dan Ralley, Chairperson  
John Gehres, Secretary  
Alan Terry, Treasurer

Absent: None

Upon motion made and seconded, the minutes of the March 19, 2009, meeting of the City of Petoskey Building Authority Board of Commissioners were approved as submitted.

Approve Amended Contract of Lease Following discussion, Mr. Ralley moved that, seconded by Mr. Gehres, the attached resolution (1), as prepared by Miller, Canfield, Paddock and Stone, P.L.C., Detroit, the City's special legal counsel for financial matters, that would approve an amended contract of lease between the City Council and its Building Authority Board of Commissioners concerning the proposed Bear River Valley Recreation Area and Bayfront Park Marina-expansion projects, be approved.

Said resolution was adopted by the following vote:

AYES: Gehres, Terry, Ralley (3)  
NAYS: None (0)

Approve Issuance of Bonds Following discussion, Mr. Gehres moved that, seconded by Mr. Ralley, the attached resolution (2), as prepared by Miller, Canfield, Paddock and Stone, P.L.C., Detroit, the City's special legal counsel for financial matters, that would approve issuance of bonds for the proposed Bear River Valley Recreation Area and Bayfront Park Marina-expansion projects, be approved.

Said resolution was adopted by the following vote:

AYES: Gehres, Terry, Ralley (3)  
NAYS: None (0)

Approve Notice of Sale Following discussion, Mr. Ralley moved that, seconded by Mr. Terry, the attached resolution (3), as prepared by Miller, Canfield, Paddock and Stone, P.L.C., Detroit, the City's special legal counsel for financial matters, that would approve the notice of sale of bonds concerning the proposed Bear River Valley Recreation Area and Bayfront Park Marina-expansion projects, be approved.

Said resolution was adopted by the following vote:

AYES: Gehres, Terry, Ralley (3)

NAYS: None (0)

There being no further business to come before the Building Authority Board of Commissioners, the meeting was adjourned at 10:15 P.M.

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John Gehres, Secretary



**BOARD:** Building Authority Board of Commissioners

**MEETING DATE:** January 26, 2010

**PREPARED:** January 7, 2010

**AGENDA SUBJECT:** Bear River Valley Recreation Area Signage

**RECOMMENDATION:** That the Building Authority Board of Commissioners authorize contracting with Sign and Design, Petoskey

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Background. As part of the proposed improvements for the Bear River Valley Recreation Area, signage will be required at various entry points to the valley and for two planned picnic shelters. In researching suppliers, the City staff set certain criteria that included the ability of the sign provider to design, build, install and maintain signage, make emergency repairs in a timely manner, and have a proven track record for sign manufacturing.

Review. Based upon the above criteria, signage design, and a detailed pricing proposal dated January 2, 2010, it is the City staff's recommendation that a sole source contract be awarded to Sign and Design, Petoskey, for the design, construction and installation of nine park entry and facility signs of various sizes, totaling \$34,274.40. At its January 18, 2010, meeting, the City Council authorized a similar contract for park entry and facility signs with Sign and Design as well. If both projects are authorized, an additional discount would be deducted from the combined orders.

Request. The Building Authority Board of Commissioners will be asked to approve a sole source signage contract with Sign and Design, Petoskey, in the amount of \$34,274.40, for the design, manufacturing, and installation of nine park entry and facility signs.

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