



DOWNTOWN MANAGEMENT BOARD

October 9, 2018

Special Meeting

1. Call to Order – 6:00 P.M. - City Hall Community Room
2. New Business – Authorize an additional \$35,500 in Parking Fund Reserves for the Pennsylvania Park restroom expansion project
3. Adjournment

MISSION STATEMENT

A self-governing board dedicated to planning, promoting, and preserving the downtown business district - the hub of our community – for the greater good of the business, professional, social, cultural and service activities located within the defined downtown area.

Purposes of the Downtown Development Authority Board of Directors and Downtown Management Board are to: (1) Provide leadership for the implementation of improvements as outlined in the Downtown Master Plan as adopted by the City of Petoskey in 1987; (2) Promote public and private development and physical improvements in the downtown business district as initiated by individuals and organizations; (3) Serve as an advisory body to the City of Petoskey in matters pertaining to the downtown business district; and (4) coordinate appropriate downtown programs and services.



BOARD: Downtown Management Board

MEETING DATE: October 9, 2018 **DATE PREPARED:** October 5, 2018

AGENDA SUBJECT: Authorize Additional Funding for the Pennsylvania Park Restroom Project

RECOMMENDATION: That the Downtown Management Board authorize additional funding for the downtown bathroom project

Background In early 2017 the City of Petoskey submitted a \$150,000 grant to the Land and Water Conservation Fund for financial support to remodel the downtown restrooms in Pennsylvania Park. The City has been notified that the project has been recommended for funding. Since the project will restrict use of the restrooms until May 2019, it is imperative to begin the work yet this fall.

This is a scheduled project with \$300,000 earmarked in the 2018 CIP Budget, with a \$150,000 Land and Water Conservation Fund grant, \$75,000 from the Downtown Management Board and \$75,000 from the General Fund. Since the original submission, a “Family Bathroom” was added to the plan per code resulting in more square footage and additional cost. The remaining \$71,000 will be split between the Downtown Management Board Parking Fund and the City’s General Fund Reserves (\$35,500 each). The Parking Fund Reserve amount is \$679,540.

Proposals Architect Richard Neumann prepared detailed bid specifications for the “Pennsylvania Park Restroom Addition” dated August 30, 2018; bids were advertised in the Petoskey News Review on September 18, 2018 and were also made available through professional contractor bid services. Bids were opened at 2:00 P.M. on Thursday, October 4, 2018 and three bids were received. Bid results are as follows:

Bidder	Amount
Freshwater Charch Charlevoix	\$371,000
Integrity Builders. Gaylord	\$382,900
Harbor View Custom Builders. Petoskey	\$486,513

Review Architect Rick Neumann and city staff reviewed the bids received and are confident that the low bid of \$371,000 is a complete bid and that the contractor can perform the specified work.

Recommendation City staff recommends that the DMB make a motion to approve an additional \$35,500 in Parking Fund Reserves for the Pennsylvania Park Bathroom Project.