City of Key West, FL

Old City Hall
510 Greene Street
Key West FL 33040

Action Minutes - Final

Key West Bight Management District Board

Wednesday, April 13, 2016 | **5:00 PM** | **Old City Hall**

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3731 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

Call Meeting To Order

5:02 P.M.

Roll Call

Board Member Bowman arrived at 5:05 P.M.

Present 7 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., Mr. Henson, Mr. Hughes, Ms. Ovide, and Chairman Knowles

Pledge of Allegiance to the Flag

Approval of Agenda

It was moved by Board Member Ashby and seconded by Board Member Hughes to approve the agenda as changed, moving the Presentation after the Action Items were heard. There were no objections.

Approval of Minutes

1 March 9, 2016 (Regular)

Attachments: Minutes

A motion was made by Mr. Henson, seconded by Ms. Ovide, that the Minutes be Approved. The motion passed by a unanimous vote.

Action Items

2 Approving Allied General Contractors, Inc. and Holtkamp Construction for Construction Services Contract - Key West Historic Seaport and authorizing the City Manager to execute a one (1) year contract, subject to City Attorney review.

Attachments:
Executive Summary
Request for Quote
Clarification Email
Allied Proposal
Barracuda Proposal
Gary the Carpenter 2nd submitall
Gary the Carpenter Proposal
Higgins Proposal
Holtkamp Proposal
Liz Carpentry Proposal
Shaw Proposal
Allied master agreement
Holtkamp master agreement

A motion was made by Mr. Hughes, seconded by Mr. Ashby, that the One Year Construction Service contract for Allied General Contractors and Holtkamp Construction be Passed. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., Mr. Henson, Mr. Hughes, Ms. Ovide, and Chairman Knowles

3 Approving the award for Invitation to Bid (ITB) #019-16 - Brick Paver Installation - Key West Historic Seaport to D.N. Higgins, Inc.; Authorizing the City Manager to execute the contract in the amount of $77,000.00.

Attachments:
Executive Summary
ITB 019-16 Documents
Addendum #1
Higgins Proposal
Toppino Proposal

A motion was made by Mr. Henson, seconded by Ms. Ovide, that the Item for Brick Paver Installation be Passed approving award for Bid #019-16 to D. N. Higgins, Inc. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., Mr. Henson, Mr. Hughes, Ms. Ovide, and Chairman Knowles

4 Approving the award for Invitation to Bid (ITB) #017-16 - Fuel Dispenser Replacement - Key West Historic Seaport to Adams Tank & Lift, Inc.; Authorizing the City Manager to execute the contract in the amount of $74,995.00; Authorizing necessary budget transfers; Waiving Section 2-845 of the Code of Ordinances authorizing the City Manager to allocate the General Allowance as necessary.

Sponsors: City Manager Scholl

Attachments: Executive Summary
ITB 017-16 Document
Addendum #1
Adams Proposal

A motion was made by Mr. Bowman, seconded by Mr. Hughes, that the Item awarding Bid #017-16 for Fuel Dispenser Replacement to Adams Tank & Lift, Inc. be Passed. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., Mr. Henson, Mr. Hughes, Ms. Ovide, and Chairman Knowles

5 Approving the Key West Bight Operating Expense Reconciliation for 2014/2015.

Attachments: Executive Summary
2015 Workbook CAM

A motion was made by Mr. Gardner, Jr., seconded by Mr. Hughes, to approve the 2014 - 2015 Operating Expense Reconciliation be Passed. The motion carried by the following vote:

Yes: 7 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., Mr. Henson, Mr. Hughes, Ms. Ovide, and Chairman Knowles

Presentations

6 Update on Marketing - ADEPT Strategy & Public Relations

Attachments: Presentation Outline

Received and Filed

Reports

7 Manager's Report

Attachments: March 2016 Monthly Report
March 2016 Sales Comparison
Port and Marine Project Status 4-8-16
Ferry Terminal Passenger Counts
April 2016 Rent Roll
Marina Tenant Monthly Charge April 2016
Schooner Western Union Update

Received and Filed

8 Accounts Receivable Report

Attachments: AR Default List 4-2016

Received and Filed

9 Key West Bight Preservation Association Report

Attachments: Tenants Association Report

Received and Filed

10 Old Business

Received and Filed

Public Comment

Board Comment

Adjournment

7:09 P.M.