



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, October 12, 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 - 5:03 P.M.

Roll Call

Absent 1 - Mr. Hughes

Present 6 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., Mr. Henson, Ms. Ovide, and Chairman Knowles

Pledge of Allegiance to the Flag

Approval of Agenda - The Agenda was approved without change.

Approval of Minutes

1 September 14, 2016 (Regular)

Attachments: [Minutes](#)

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

Presentations

2 ADEPT - Outline for Marketing Services

Attachments: [ADEPT OUTLINE](#)

Received and Filed

Action Items

- 3 Approving 2017 Meeting dates for the Key West Bight Management District Board.

Attachments: [2017 Meeting Dates](#)

A motion was made by Mr. Ashby, seconded by Mr. Henson, that the Meeting Dates presented for 2017 be Passed. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

- 4 Approving a clarification and amending Resolution No. 15-371 - Marketing Services Contract with ADEPT Strategy & Public Relations approving the expenditure of up to \$80,000.00 per year for the duration of the contract.

Sponsors: City Manager Scholl

Attachments: [Executive Summary](#)
[Resolution #15-371](#)
[Contract](#)

A motion was made by Mr. Henson, seconded by Ms. Ovide, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

- 5 Approving Change Order #1 for additional Website and Content Creation Services for FY 2017 under Task Order #2 to ADEPT Strategy & Public Relations for Marketing Services in an amount not to exceed \$25,643.50.

Sponsors: City Manager Scholl

Attachments: [Executive Summary](#)
[Change Order #1 - Task Order #2](#)
[Task Order #2](#)
[Res 15-371 Contract Award](#)
[Contract](#)

A motion was made by Mr. Henson, seconded by Mr. Bowman, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

- 6 Approving Change Order #1 for additional Social Media Services for FY 2017 under task Order #3 to ADEPT Strategy & Public Relations for Marketing Services in an amount not to exceed \$25,740.00.

Sponsors: City Manager Scholl

Attachments: [Executive Summary](#)
[Change Order #1](#)
[Task Order #3.pdf](#)
[Resolution 15-371](#)
[Contract](#)
[Social Media Update](#)
[Facebook Update](#)
[Facebook Update 2](#)

A motion was made by Mr. Henson, seconded by Mr. Bowman, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

- 7 Approving the Award for Invitation to Bid #028-16 for Key West Historic Seaport Thompson Fish House Wall Restoration to D. N. Higgins, Inc.; Authorizing the City Manager to execute the contract in the amount of \$587,010.00.

Sponsors: City Manager Scholl

Attachments: [Executive Summary](#)
[ITB #028-16 Contract Documents](#)
[ITB #028-16 Plans.pdf](#)
[Addendum #1](#)
[Addendum #2](#)
[Addendum #3](#)
[Addendum #4](#)
[Bid Tabulation](#)
[Higgins Proposal](#)
[Bella Proposal](#)
[DL Porter Proposal](#)
[SeaTech Proposal](#)
[Contract](#)

A motion was made by Mr. Henson, seconded by Ms. Ovide, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

- 8 Approving the award for Invitation to Bid (ITB) #027-16 Water Testing to Flowers Chemical Laboratories, Inc. for the Key West Bight Ferry Terminal and the Key West Bight Marina in the amount of \$29,550 and authorize the City Manager to execute the contract.

Sponsors: City Manager Scholl

Attachments: [Executive Summary](#)
[ITB Water Testing 8-25-16](#)
[Addendum #1](#)
[Addendum #2](#)
[Bid Tabulation](#)
[Flowers Proposal](#)

A motion was made by Mr. Bowman, seconded by Mr. Henson, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

- 9 Approving Lease Renewal for Sails in Concert, Inc. for the building located on Lazy Way Lane.

Attachments: [Executive Summary](#)
[Second Amendment to Lease](#)
[First Amendment to Lease](#)
[Lease](#)
[Billing History Sails in Concert](#)

A motion was made by Mr. Ashby, seconded by Ms. Ovide, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 1 - Mr. Hughes

Yes: 6 - Ashby, Bowman, Mr. Gardner Jr., Henson, Ms. Ovide, and Chairman Knowles

Reports

10 Manager's Report

Attachments: [September 2016 Monthly Report](#)
[September 2016 Sales Comparison Report](#)
[Port and Marine Project Status](#)
[Ferry Terminal Passenger Count](#)
[Schooner Western Union Preservation Society Report](#)

Received and Filed

11 Accounts Receivables

Attachments: [KW Bight Rent Roll October 2016](#)
[Marina Tenant Charges Oct 2016](#)

Received and Filed

12 Key West Bight Preservation Association Report

Received and Filed

Old Business

Public Comment

Board Comment

Adjournment - 6:21 P.M.