



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Key West Bight Management District Board

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Wednesday, April 12, 2017

5:00 PM

City Hall

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**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 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

**ALL VISUAL PRESENTATIONS FOR AGENDA ITEMS MUST BE RECEIVED (24) TWENTY-FOUR HOURS PRIOR TO THE MEETING.**

**Call Meeting To Order - 5:02 P.M.**

#### Roll Call

**Absent** 3 - Ms. Ovide, Mr. Henson, and Chairman Knowles

**Present** 4 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., and Mr. Hughes

#### Pledge of Allegiance to the Flag

**A motion was made by Mr. Bowman and seconded by Mr. Hughes to appoint Mr. Ashby Chairman for the meeting. There were no objections.**

**Approval of Agenda - The Agenda was approved unanimously.**

#### Approval of Minutes

1 March 15, 2017 (Regular)

Attachments: [Minutes](#)

**A motion was made by Mr. Gardner, Jr., seconded by Mr. Hughes, that the Minutes be Approved. The motion passed by a unanimous vote.**

#### Reports

**Key West Bight Preservation Association Report**

#### Action Items

- 2 Approving use of Caroline Street Tax Increment Financing (TIF) dollars to construct Affordable Work Force Housing Units Above Commercial Space at 907 Caroline Street.

**Attachments:** [Executive Summary](#)  
[907 Caroline St 15-Year Proforma](#)  
[907 Caroline St - Floor Plans](#)

**A motion was made by Mr. Hughes, seconded by Mr. Gardner, Jr., that the Item be Denied. The motion carried by the following vote:**

**Absent:** 3 - Ms. Ovide, Vice Chair Henson, and Chairman Knowles  
**Yes:** 4 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., and Mr. Hughes

- 3 Approving a Lease Renewal for Michael Cash and Kimberly Cragin d/b/a/ Key West Artworks, 201 William Street, Unit A.

**Attachments:** [Executive Summary](#)  
[Lease](#)  
[Tenant Renewal Request](#)  
[Rent History](#)

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

**Absent:** 3 - Ms. Ovide, Vice Chair Henson, and Chairman Knowles  
**Yes:** 4 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., and Mr. Hughes

- 4 Approving a Lease Renewal for Key West Seaport, LLC d/b/a Schooner Wharf Bar, located at 202R William Street.

**Attachments:** [Executive Summary](#)  
[\\*Large File\\* Lease](#)  
[Exhibit "F" Building Inspection Report](#)  
[Rent History](#)  
[Public Notice](#)  
[Articles of Conversion](#)

**A motion was made by Mr. Gardner, Jr., seconded by Mr. Hughes, that the Item be Passed as presented. The motion carried by the following vote:**

**Absent:** 3 - Ms. Ovide, Vice Chair Henson, and Chairman Knowles  
**Yes:** 4 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., and Mr. Hughes

- 5 Approving the Key West Bight Operating Expense Reconciliation for 2015/2016.

**Attachments:**    [Executive Summary](#)  
                                  [CAM 2016 Workbook \(FINAL 03-07-17\)](#)

**A motion was made by Mr. Gardner, Jr., seconded by Mr. Bowman, that the Item be Passed with staff reconciling the reconciliation numbers prior to billing. The motion carried by the following vote:**

**Absent:** 3 - Ms. Ovide, Vice Chair Henson, and Chairman Knowles

**Yes:** 4 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., and Mr. Hughes

- 6 Accepting the Letter of Interest and approving the Lease for five years for the property located at 255 Margaret Street from McGrail & Rowley, Inc.

**Attachments:**    [Executive Summary](#)  
                                  [Public Notice](#)  
                                  [Letters of Interest](#)  
                                  [Lease](#)  
                                  [Corporate Filings](#)

**A motion was made by Mr. Gardner, Jr., seconded by Mr. Bowman, that the Item be Passed as preseted. The motion carried by the following vote:**

**Absent:** 3 - Ms. Ovide, Vice Chair Henson, and Chairman Knowles

**Yes:** 4 - Mr. Ashby, Mr. Bowman, Mr. Gardner Jr., and Mr. Hughes

## Reports Continued

- 7 Manager's Report

**Attachments:**    [March 2017 Monthly Report](#)  
                                  [Port and Marine Project Status](#)  
                                  [Ferry Terminal Passenger Count](#)  
                                  [March 2016-2017 Sales Comparison Report](#)  
                                  [Key West Bight Rent Gross Sales Comparison Report](#)  
                                  [Schooner Western Union Preservation Society Update](#)  
                                  [Adept Public Relations Update](#)

**Received and Filed**

8 Accounts Receivables

Attachments: [Key West Bight Marina Tenant Charges April 2017](#)  
[Key West Bight Rent Roll April 2017](#)

Received and Filed

OLD BUSINESS

PUBLIC COMMENT

BOARD COMMENTS

Adjournment - 6:17 p.m.