



City of Lake Helen

Volusia County, Florida

MAYOR

Buddy Snowden

COMMISSIONERS

Ann Robbins

Vernon Burton

Rick Basso

Cameron Lane

Workshop Lake Helen City Commission

August 7, 2014

MINUTES

CALL TO ORDER

Mayor Buddy Snowden called to order the August 7, 2014 Workshop of the Lake Helen City Commission at 7:50pm.

Present:

Mayor Buddy Snowden

Vice Mayor Ann Robbins

Commissioner Vernon Burton

Commissioner Cameron Lane

Commissioner Rick Basso

City Administrator KC Cichon

City Clerk Becky Witte

City Attorney Jennifer Nix

CALL TO ORDER: Mayor Buddy Snowden

DELETIONS OR MODIFICATIONS TO AGENDA: None

COMMISSION DISCUSSION: Future of the Creative Arts Café Facility

Mayor Buddy Snowden opened the discussion of the future of the Creative Arts Cafe facility by discussing the current programs being held at the Creative Arts facility as well as the history of the facility. Mayor Snowden mentioned advertising a Request for Proposal and said he personally would like to extend the ECHO programs and allow for a private provider to submit proposals on how they can assist in the ECHO programs and assist the city.

Commissioner Rick Basso asked how much it would cost to run the facility and the Commission discussed the costs affiliated with facility. **Michael Wright**, Finance Director discussed the cost of the facility including ground and building maintenance as well as utilities and City Administrator KC Cichon said an itemized cost was previously provided to the Commission.

Barbara Bowes (Harlan Avenue) discussed the facility and questioned meeting ECHO requirements. Mayor Buddy Snowden discussed the history of the ECHO programs and the restaurant.

Commissioner Cameron Lane discussed speaking with the ECHO staff several months ago.

Heather Lindsay (Tangerine Avenue) discussed the issue of the septic system with Mayor Buddy Snowden.

Tura Schnebly (N. Lakeview Dr.) read from the ECHO program documents regarding for profit entities. She suggested obtaining a copy of the entire Grant proposal as well as including a hold harmless agreement and reviewing the portion regarding insurance coverage for the request for proposal. She

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also suggested adding a disclaimer in the request. Ms. Schnebly discussed the original budget proposal saying that the proposed budget in the grant document does not reflect that running the facility would be inexpensive but grant funding was available through the Department of Children and Families.

Attorney Jennifer Nix discussed the need to tailor the Request for Proposal and offered her assistance.

Tura Schnebly (N. Lakeview Drive) discussed the Request for Proposal process.

Commissioner Cameron Lane discussed the need for the facility to be run by either a full time events coordinator, Parks and Recreation board, or another driving force.

Commissioner Rick Basso discussed advertising the request for proposal and evaluating the responses to find something that fits. Commissioner Basso agreed with Commissioner Lane about a full time employee to direct the facility and events.

The Commission discussed the history of the facility and the draft RFP as a working model.

Commissioner Ann Robbins suggested reviewing the Request for Proposal.

Michael Wright, Finance Director discussed the facility.

Kristina Gregory (E. Ohio Avenue) questioned the classes used to meet ECHO grant requirements.

Commissioner Vernon Burton discussed the facility and the restaurant and suggested more ECHO uses of the facility.

David Hughes (Rose Avenue) discussed the use of the facility as a restaurant versus a community hall.

Commissioner Cameron Lane discussed the option of a list of vendors able to utilize the kitchen to cater the events.

Kristina Gregory (E. Ohio Avenue) discussed an events coordinator to operate the facility.

The group discussed a full time events coordinator position to coordinate the facility.

Alan Cooke (Oak Tree Lane) and **Tura Schnebly** discussed reporting, reimbursements and in-kind matching requirements. Ms. Schnebly discussed the programs that were proposed in the grant proposal.

Kristina Gregory (E. Ohio Avenue) discussed the option for a vocational school.

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Barbara Bowes (Harlan Avenue) suggested an inventory of equipment to be placed in the Request for Proposal. As well as a security deposit.

Commissioner Cameron Lane discussed option of a for-profit or not-for-profit organization utilizing the facility.

Tura Schnebly (N. Lakeview Drive) questioned if the RFP would be for a Cafe/Restaurant or a management company to run the facility.

Attorney Jennifer Nix requested Exhibit A that was submitted to the county.

The group discussed Parks and Recreation involvement with the facility.

Commissioner Vernon Burton discussed PEARLS, classes and the partnership with the Boys and Girls club.

The group discussed the various options of utilizing the Creative Arts Cafe facility.

The Commission directed staff to organize a plan for the Creative Arts Café facility to be presented at the August 21, 2014 Regular Commission Meeting with an update on the Request for Proposal.

Mayor Buddy Snowden ended the meeting announcing that an update will be provided by staff at the next City Commission meeting on August 21, 2014

PUBLIC FORUM:

ADJOURNMENT

Mayor Buddy Snowden adjourned of the August 7, 2014 Workshop of the Lake Helen City Commission at 9:46 pm

The end.