



VILLAGE OF VOLENTE

CITY COUNCIL CONSIDERATION ITEM VILLAGE OF VOLENTE, TEXAS

TITLE: Use of City Hall back room as village coffee shop

START/END DATE: April 1, 2014 and ongoing

EXPENSE: Minimal one time costs to security system and doors

PRESENTED BY: Councilman Ken Beck

INTRODUCTION: At the February council meeting Ken Beck and Chris Wilder recommended the use of the back room of the city hall as a village/neighborhood meeting place and coffee shop. Direction was given by council to develop a set of operating recommendations and bring them back to the next council meeting for approval.

BACKGROUND: Since the Village of Volente lost the VJ's Café there has been no gathering spot in the village for residents to meet and to share. We are proposing the use of the back room of the City Hall up until and possibly past the point that a new facility opens in the former VJ's building.

BENEFIT(S) TO CITIZENS: This would provide residents a physical gathering place at which to share information, interact with neighbors, interact with village staff, and enjoy the new City Hall that has been refurbished for the use of the village and its residents.

FINANCIAL IMPACT:

None.. The intent is to solicit donations of equipment, furniture, fixtures, supplies etc from village residents. A volunteer support staff would be recruited and established to review the use of the room, ensure that clean up has taken place, solicit new supplies when necessary. There may be costs associated with updating the security system and securing the doors appropriately.

RECOMMENDATIONS

An informal committee has been established – Ken Beck, Joyce Beck, Anne Steichen, Judy Barrick, Michelle Broyles, Nancy Carufel, Linda Olson and Allison Thrash. They are meeting on March 11th to develop the recommended operating standards. These will be written up and submitted to the village staff for inclusion in the council packet. We recommend approval of this use of the back room for a six month trial period at which time we will come back to the council with a report and a further recommendation.

1. Organizing Committee formed and first meeting held on Tuesday, March 11th, 2014. Members of the committee are
 - a. Judy Barrick
 - b. Nancy Carufel
 - c. Allison Thrash
 - d. Michelle Broyles
 - e. Linda Olson
 - f. Anne Steichen
 - g. Joyce Beck
 - h. Gigi Murray
 - i. Holly Smith
 - j. Cheryl Long (tentative)
 - k. Ken Beck
 - l. Dorothy Wilhem
2. Name of organization and of the back room – “Coffee Nextdoor”
3. Physical Space recommended
 - a. Use of outdoor Patio
 - b. Use of City Hall Back Room
 - c. We would like to recommend that the kitchen be used/available for the coffee shop with the door from the kitchen locked every evening. This would defer any expenditures for a new door between the back room and the kitchen until this space is rented out to an external party, and allows the coffee shop use to be tested and validated.
4. Physical changes required
 - a. New lockset to be installed on the back door with separate key from rest of building.
 - b. Security wire and contacts be removed from the outside door to the backroom, and reinstalled on the door from the kitchen to the office space.
 - c. Storage be found for the village materials now located in the back room. Linda Carter has offered use of the external pump house at no charge to the Village. This would require a lock to be installed on the door and the building to be weatherproofed. This external building is much more appropriate for storing these seldom used materials. If this is not acceptable to the village the committee will find storage space for these materials.
5. Days and Hours of use
 - a. We are recommending that the coffee shop be “open” Monday through Friday from 7:00 am to 10:00 am.
 - b. We are recommending that the coffee shop be “open” from 7:00 to 12:00 on Saturday.
 - c. The Committee will be responsible for opening the space each morning and the Village staff would be able to use the space from 10:00 am until close of business, and would then lock the door as they leave.

- d. The Committee would be responsible for opening and closing on Saturday.

6. Needed Furniture

- a. All furnishings and supplies will be provided by the committee. All will be solicited as donations from the community.
- b. Table and at least six chairs will be needed for the room
- c. Patio chairs and tables will be pursued for use when weather allows.
- d. Furniture has been offered for use in the room as a place to store and make available all supplies, and to be used for the coffee makers to sit on.

7. Needed equipment and supplies

- a. We are asking the Village to make available for use by Coffee Nextdoor their bottled water supplies to use for making coffee. The tap water in the City Hall building is unfit for this purpose. We are hoping that this also provides a source for hot water should someone like tea.
- b. Coffee makers – we will be pursuing single cup coffee makers with prepackaged coffee (ala Keurig). This will eliminate the possibility of a coffee maker being left on and becoming a fire hazard.
- c. Coffee cups – we will suggest that residents bring their own cups and be responsible for cleaning them, and we may use some paper cups.

8. Cleaning and Inspections

- a. The committee, once approval is received from the council, will develop a schedule of assignments from its members for
 - i. Opening and Closing
 - ii. Cleaning, including cleaning of the bathroom
 - iii. Inspections for supplies and proper use of facility
- b. As the Coffee Nextdoor room will be publicized to be open only on the times mentioned above, at all other times the Village Staff and elected officials could use both the space and the back door for access to the village offices.

9. Ongoing financial operations

- a. Donations will be solicited from each person using the facility via a suggested free will payment in an onsite, labeled, container.
- b. Ongoing supply purchases will come from this donation fund or will come from fund raising actions of the committee. We will provide an accounting of donations and expenses on a quarterly basis to the Village Council.

10. Inspections Required

- a. ADA – this room is not ADA compliant. Neither is the City Hall overall. There is no ADA access to bathrooms in the entire City Hall. All of this would need to be addressed by the Village Council should they desire to rent this space out. Therefore the committee believes that this issue belongs with the Village Council and is not being generated by this use of the space.

- b. Fire Code – again, this issue exists today for the Village by wit of their leasing of the building. We are asking the Fire Marshall to inspect the back room and its access to identify any corrections that would be required for this use.
- c. Insurance – we are asking the village staff to contact our insurance carrier regarding liability insurance covering this use to see if any additional coverage is needed.
- d. Heating/Air Conditioning – there is a thermostat control in the back room controlling heat and air for the back room and the kitchen. We are proposing placing a locked cover over this control with access only available to the village staff. The coffee shop use of the back room will not generate any additional use of heating or air conditioning.

11. Duration of approval for operations

- a. We are asking the Village Council for approval to move forward with plans to equip and begin to use the backroom of the City Hall as “Coffee Nextdoor”.
- b. We are proposing a six month trial period with a formal review at a council meeting after six months.
- c. The committee is committed to making this work and will be available at any time to review any unanticipated issues arising from the use of the backroom as proposed in this document. Any issues will be promptly resolved to the satisfaction of the council , and this can include stopping all operations.
- d. We anticipate that the use of the backroom as “Coffee Nextdoor” is temporary until one of two things happens.
 - i. A suitable replacement coffee shop/gathering place opens within Volente. We want to support local businesses and not compete with them.
 - ii. The Village finds a suitable renter for this space and gives us 30 days notice to cease operations.