



CITY OF MILL CITY

AGENDA OF THE REID HOUSE COMMITTEE

March 2, 2018

City Hall

444 S 1st Avenue

Mill City, Oregon

1. CALL TO ORDER/FLAG SALUTE 12:00 p.m.
2. APPROVAL OF MINUTES – FEBRUARY 2, 2018
3. COMMITTEE OPERATIONAL PROCEDURES - DRAFT
5. SELECTION OF FIRST YEAR TERMS OF OFFICE
6. POTENTIAL BUILDING USES
 - a. Sample Use Ideas/Rules/Regulations from Brown House - LYNDIA
7. BUILDING ISSUES/CONCERNS TO ADDRESS - DAN
8. HISTORIC REGISTER INFORMATION - DOROTHY
9. NEXT MEETING – FRIDAY, APRIL 6, 2018
10. ADJOURNMENT

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Sunday	March 11, 2018	DAYLIGHT SAVINGS TIME – TURN CLOCKS FORWARD	
Tuesday	March 13, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30a.m.
Friday	March 16, 2018	Planning Commission Meeting	9:00a.m.
Tuesday	March 20, 2018	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	March 27, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	April 2, 2018	Budget Committee Meeting	6:30p.m.
Friday	April 6, 2018	The Reid House Committee	12:00p.m.
Monday	April 9, 2018	Budget Committee Meeting	6:30p.m.
Tuesday	April 10, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	April 16, 2018	Budget Committee Meeting	6:30p.m.
Tuesday	April 17, 2018	Planning Commission Hearing – If needed	6:30p.m.
Friday	April 20, 2018	Planning Commission Meeting	9:00a.m.
Monday	April 23, 2018	Budget Committee Meeting – If needed	6:30p.m.
Tuesday	April 24, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	May 4, 2018	The Reid House Committee	12:00p.m.
Tuesday	May 8, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	May 15, 2018	Planning Commission Hearing – If needed	6:30p.m.

Friday	May 18, 2018	Planning Commission Meeting	9:00a.m.
Tuesday	May 22, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	May 28, 2018	CITY HALL CLOSED – MEMORIAL DAY	
Wednesday	May 30, 2018	Elections Filings for Declaration of Candidacy Open	
Friday	June 1, 2018	The Reid House Committee	12:00p.m.
Tuesday	June 12, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	June 15, 2018	Planning Commission Meeting	9:00a.m.
Tuesday	June 19, 2018	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	June 26, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	July 4, 2018	CITY HALL CLOSED - INDEPENDENCE DAY	
Friday	July 6, 2018	The Reid House Committee	12:00p.m.
Tuesday	July 10, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	July 17, 2018	Planning Commission Hearing – If needed	6:30p.m.
Friday	July 20, 2018	Planning Commission Meeting	9:00a.m.
Tuesday	July 24, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30a.m.
Friday	August 3, 2018	The Reid House Committee	12:00p.m.
Tuesday	August 14, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	August 17, 2018	Planning Commission Meeting	9:00a.m.
Tuesday	August 21, 2018	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	August 28, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
		Elections Filing Deadline	

THE REID HOUSE COMMITTEE
Meeting of February 2, 2018

Committee members present: Lynda Harrington, Brett Katlong, Dorothy Keasey and Gary Swanson. Ad Hoc members present: Dan Benjamin, City Recorder Stacie Cook, Frances Thomas.

The meeting was called to order at 12:05p.m. with the flag salute.

APPROVAL OF MINUTES – JANUARY 5, 2018: Lynda Harrington moved and was seconded by Dorothy Keasey to approve the minutes as presented. The motion passed unanimously, (4:0).

OLD BUSINESS:

Lynda Harrington said that City Recorder Stacie Cook is out of state and has prepared the agenda for the Committee.

Election of Chair: Mrs. Cook said that while she is appreciative of Bev Reding stepping up to act as chair, she is an Ad Hoc member and therefore unable to vote or be chair. Dorothy Keasey asked if there is a reason Ms. Reding can't be reassigned to a full member. Mrs. Cook said that there are two reasons; first, that the committee is a 5-7 member committee and second, due to the affiliation that Ms. Reding has with the property and the potential for funds to be paid to her, she has a conflict as a full member.

Mrs. Harrington nominated Gary Swanson as Chair. Dorothy Keasey seconded the nomination. No further nominations. Gary Swanson elected chair.

Committee Roles and Responsibilities: Chair Swanson said that he has done some research regarding the possible roles and responsibilities of the committee. Mr. Swanson said that he would like the members to take the next 30 days to consider what these may be.

Frances Thomas said that the committee needs to be mindful in not overlapping the other event centers in the area and find our own niche.

Brett Katlong said that he would like to see the building available for all ages. Mrs. Thomas said that events could still be held in the building on a smaller scale such as recitals. Opening the potential uses up for the public to consider would be an option.

Mrs. Cook said that the first focus of this committee needs to be getting the roles and responsibilities written and to Council for approval. However, the next logical step would be to put the question out to the public about the possible uses.

Mrs. Harrington asked when the City's lease on the Green Mountain building is up. Mrs. Cook said that it is December 30, 2018.

Dan Benjamin said that having someone who is an anchor and would always be at the building is something that we may want to look at doing. This could be something like the radio station or

chamber of commerce. The upstairs has good possibilities for use as well, especially if the Committee determines that installation of an elevator is viable.

Mr. Katlong said he has some concerns with having Hearts to Arts in the building as they have not met the conditions that they agreed to with the Green Mountain building as far as applying for any obtaining grants.

Mr. Swanson asked what the status of the Green Mountain building is. Mrs. Cook said that from a staffing point, the recommendation will be to not consider renewing the lease due to financial constraints.

Mr. Swanson said that one item that needs to be considered is someone to manage the facility. Mrs. Cook said that this was something that was brought up in the initial discussion when committee members were being determined. Ultimately, it may be feasible to create a part time paid position that works in part at the City as well. Mr. Swanson said that this position may be able to be funded via rental fees.

Mrs. Thomas asked if the Sheriff's Office may benefit and better able to expand with a larger facility. Mrs. Cook said that she does not know the answer to this but can say that when the Green Mountain building came up they were asked about it and it was not received well.

Potential Building Uses: Mr. Swanson asked the group to brainstorm uses for the building over the next 30 days and come back with a list for the next meeting. The potential uses for the building will directly affect what may need to be done for remodel. Are larger spaces needed? Smaller?

Mr. Swanson asked Mrs. Cook who should report to the Council. Mrs. Cook said that informal updates can be done regularly by staff and the Council representative. However, if there is a formal recommendation or request that the Committee wants to make that should come from the Committee Chair with staff/Council rep assistance.

Mr. Swanson asked if reporting to OCF will be done by staff. Mrs. Cook said that she believes that staff will do the reporting.

Mr. Swanson asked for the Committee to think about how they would like to see the group function outside of the normal considerations. How and when are public comments solicited? Are formal votes required or is a consensus okay?

Mrs. Harrington asked if it is a given that the building must be ADA compliant. Mr. Swanson said that it is. Mrs. Cook noted that the ADA upgrades are generally a percentage of the overall upgrade costs.

Building Issues/Concerns to Address: Mr. Swanson said that he would like to compile a list of concerns that we know we will have to deal with at some point and asked about the heating system.

Mr. Benjamin said that the heating system works great but it is an expensive system. Mrs. Harrington asked what expensive is for this system. Mrs. Cook said that the expense has been

roughly \$500 per month just to keep the oil full to have minimal heat in the home.

Mr. Benjamin said that the house has a boiler system that pipes hot water through radiators. Going to gas may not be any less expensive. It might be advisable to consider installing a ductless system as remodeling is done. These systems are very low maintenance and the most efficient system to have. It is also inexpensive to install.

Mr. Benjamin said that the biggest issue inside the house is the possibility of lead paint. There are also costs to consider with the potential for roof replacement in the future.

Mrs. Cook asked if exploring adding this home to the Historical Register is something we want to do.

Items for next meeting:

Individual use ideas.

Maintenance Issues that are on-going - Dan

Historic Register qualifications - Dorothy

Sample building use ideas/rules/regulations from Brown House – Lynda

Mr. Benjamin stated that he has keys to the building so that he can get in anytime he needs to. There is a large amount of paperwork and sketches of the building in the home and asked if these should be stored elsewhere. Mrs. Cook said that there is a file cabinet available at City Hall that these can be stored in.

The next meeting of The Reid House Committee will be on Friday, March 2, 2018 at 12:00 p.m. at City Hall.

The meeting was adjourned at 1:05 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary

DRAFT OF REID HOUSE COMMITTEE OPERATIONAL PROCEDURES

Submitted 2-26-2018

NOTE FROM CHAIR: Committee members please review and be prepared to review issues, concerns, additions, corrections at our Friday meeting. This is by no means a final document but a place to start.

REID HOUSE COMMITTEE **Roles and Responsibilities**

Article 1- Title

This standing committee as appointed by the Mill City Council shall be called “The Reid House Committee”

Article 2- Purpose

The Committee’s primary purpose shall be to manage the “Reid House” and grounds currently under ownership of the City of Mill City.

Article 3- Responsibilities

The committee shall be responsible: a) alterations and structural changes necessary to comply with usage objectives, b) maintenance and upkeep of structures and grounds, c) development and management of a facility use program to include definition of acceptable usage and fee schedules, d) oversight of usage program, and other responsibilities as they arise in the meeting of the committee’s designate purpose.

Article 4- Committee Structure and function

Section 1. – Number of Committee members

The Committee shall be comprised of six members; four community representatives, one City Council representative, and the City Recorder. Committee may expand Committee members in number as it determines necessary. In addition, there will be three ADHOC members who serve at the discretion of the Committee in an advisory capacity with no voting rights. Committee may expand ADHOC positions in number as it determines necessary.

Section 2. Terms of office

Except for the initial adjustments of shorter terms needed in order to create staggered terms, the term of office for Committee members shall be three years. The Committee shall make provisions to stagger terms of members so that each year the terms of as close as possible to one-half of the members shall expire. A Committee member may be re-elected without limitation on the number of terms she/he may serve.

Section 2.- Committee Vacancies

When vacancies occur on the Committee, a slate of candidates shall be nominated by the City Council and provided to the Committee. The Committee then selects from the list of nominations the nominee(s) to be seated on the Committee. A nominee must be ratified by a majority vote of the Committee. ADHOC committee members may be selected by the Committee as necessary.

Section 3- Removal of Committee Members

Any seated Committee member may be removed, with or without cause, by a vote of four of the seated Committee members

Section 4- Quorum and Action

A quorum at a Committee meeting shall consist of a majority of the fixed number of Committee members. Once a quorum is present, action may be taken by consensus or if by motion, at least a majority vote of the Committee members present.

Section 5- Regular Meetings

Regular meetings of the Committee shall be held at the time and place to be determined by the Committee. No other notice of the date, time, place or purpose of these meetings is required.

Section 6- Special Meetings

Special meetings of the Committee shall be held at the time and place to be determined by the Committee. Notice of special meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each Committee member personally or by telephone, mail, or e-mail not less than two days prior to the special meeting.

Section 7- Alternative Meeting Venue

Any regular or special meeting of the Committee may be conducted through use of any means of communication by which all members participating may simultaneously hear each other during the meeting.

Section 8- Committee member compensation

Committee members shall not receive compensation for their service but may be reimbursed for expenses related to Committee service.

Section 9- Alternative meeting procedures

Any action required or permitted by law to be taken at a meeting may be taken without a meeting if consent in writing, setting forth the action to be taken or so taken shall be signed by all the Committee members.

Section 10- Sub Committees

The Chair of the Committee may establish such sub-committees as it deems necessary and desirable. Such committees shall hold status as an advisory sub-committee and may not make decisions on behalf of the Committee or usurp the Committee's authority.

Article 5- Fiscal Authority of the Committee

Section 1- Committee's right to enter into contracts related to purpose of Committee

The Committee, in the meeting of its obligations to manage the "Reid House" and grounds may enter into any legal contractual agreements with vendors to complete necessary work. Any contracts must be signed by the Committee Chairperson and a representative of the City authorized to sign such contracts. It is the responsibility of the Committee to ensure that all vendors meet minimal city, county, and state requirements for licensing of vendors, acquire any necessary work permits, and that terms of any contracts are met and that all work is completed as stated in the contract.

Section 2- Payment of invoices

Any invoices submitted by Vendors for work completed shall be forwarded by the Committee for payment authorization to the City Council.

Article 6- Committee officers

Section 1- Officers of the Committee

Officers of the Committee shall be Chairperson, Vice Chairperson and Secretary as chosen by the Committee.

Section 2- Terms of office

Officers shall serve 1 year terms. They may be re-elected at the discretion of the Committee

Section 3- Vacancy

Any vacancy in the position of any officer position shall be filled no later than the net business meeting following the vacancy.

Section 4- Other Officers

The Committee may elect or appoint other officers as they shall deem necessary and desirable. They shall hold such terms and authority as shall be determined by the Committee.

Section 5- Chairperson

The Chairperson shall act as the Chair of the Committee.

Section 6- Vice Chairperson

The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence.

Section 7- Secretary

The Secretary shall have overall responsibility for all record keeping of the Committee.

Article 7-Conflict of Interest

Section 1- Definitions

A conflict of interest transaction or arrangement is a transaction or arrangement with the Committee in which a Committee member has a direct or indirect interest.

1. A member has a direct interest in any transaction or arrangement if the member individually or member's family has a financial interest in the transaction or arrangement.
2. A member has an indirect interest in any transaction or agreement if the member or family member:
 - a. Has a financial interest or potential financial interest in any entity or individual with which the Committee has a transaction or arrangement; or
 - b. Has a compensation arrangement with any entity or individual with which this Committee has transaction or arrangement; or
 - c. A member is involved in the transaction or arrangement and the transaction or arrangement is of such importance that it is or should be considered by the Committee.

3. Committee members shall immediately declare a conflict of interest in any transaction or agreement discussion prior to the adoption of or taking action related to the transaction or agreement. Committee shall then discuss whether or not there is a conflict of interest
4. Declared conflict of interest
 - a. In the event of a declared conflict of interest the minutes shall contain the following:
 - The names of the persons who had a conflict of interest,
 - The nature of the financial interest,
 - A summary of the discussion to determine whether a conflict was present
 - The vote as to whether a conflict was present,
 - Names of the members present for the discussion
 - b. If a vote is taken on the transaction or arrangement, minutes shall show
 - Members present for the vote
 - Summary of the discussion
 - Record of the vote