



CITY OF MILL CITY

AGENDA OF THE REID HOUSE COMMITTEE

March 24, 2019
City Hall
444 S 1st Avenue
Mill City, Oregon

1. CALL TO ORDER 2:00 p.m.
2. APPROVAL OF MINUTES – January 20, 2019
3. ARCHITECT’S PROPOSAL
4. OPEN HOUSE UPDATE
5. OFFICE SPACE USE POLICIES
 - a. Rental Fee?
 - i. Private Users
 - ii. Public Users
 - b. Utility Charges?
6. OPEN DISCUSSION
7. NEXT MEETINGS – April 7, 2019; 2:00 p.m.
8. ADJOURNMENT

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Sunday	April 7, 2019	The Reid House Committee Meeting	2:00p.m.
Monday	April 8, 2019	Budget Committee Meeting	6:30p.m.
Tuesday	April 9, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	April 15, 2019	Budget Committee Meeting	6:30p.m.
Tuesday	April 16, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	April 19, 2019	Planning Commission Meeting	9:30a.m.
Monday	April 22, 2019	Budget Committee Meeting	6:30p.m.
Tuesday	April 23, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	May 5, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	May 14, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	May 17, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	May 21, 2019	Planning Commission Hearing – If needed	6:30p.m.
Monday	May 27, 2019	CITY HALL CLOSED – MEMORIAL DAY	
Tuesday	May 28, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	June 2, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	June 11, 2019	Municipal Court	9:30a.m.

		Council Meeting	6:30p.m.
Tuesday	June 18, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	June 21, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	June 25, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	July 4, 2019	CITY HALL CLOSED - INDEPENDENCE DAY	
Sunday	July 7, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	July 9, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	July 16, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	July 19, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	July 23, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	August 4, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	August 13, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	August 16, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	August 20, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	August 27, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	September 1, 2019	The Reid House Committee Meeting	2:00p.m.
Monday	September 2, 2019	CITY HALL CLOSED – LABOR DAY	
Tuesday	September 10, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	September 17, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	September 20, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	September 24, 2019	Municipal Court	9:30a.m.
		Planning Commission Meeting	6:30p.m.
Sunday	October 6, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	October 8, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	October 15, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	October 18, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	October 22, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	November 3, 2019	The Reid House Committee Meeting	2:00p.m.
		DAYLIGHT SAVINGS – FALL BACK!	
Monday	November 11, 2019	CITY HALL CLOSED – VETERAN’S DAY	
Tuesday	November 12, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	November 15, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	November 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	November 26, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	November 28, 2019	CITY HALL CLOSED – THANKSGIVING DAY	
Sunday	December 1, 2019	The Reid House Committee Meeting	2:00p.m.
Tuesday	December 10, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	December 17, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	December 20, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	December 24, 2019	CHRISTMAS EVE – ½ DAY	
Wednesday	December 25, 2019	CITY HALL CLOSED – CHRISTMAS DAY	

THE REID HOUSE COMMITTEE
Meeting of January 20, 2019

Committee members present: Yvonne Hanna, Lynda Harrington, Brett Katlong, David Leach, Maryann Meredith and Gary Swanson. Ad Hoc members present: City Recorder Stacie Cook, Beverley Reding, Frances Thomas and Elaina Turpin.

The meeting was called to order at 3:03p.m.

OLD BUSINESS:

Approval of Minutes – June 1, 2018: Lynda Harrington moved, seconded by Yvonne Hanna to approve the minutes of June 1, 2018. The motion passed.

Acceptance of Note – October 7, 2018: Lynda Harrington moved, seconded by Yvonne Hanna to accept the notes of October 7, 2018. The motion passed.

Committee Members: Chair Swanson said that a recommendation to approve Yvonne Hanna and Maryann Meredith as members of the committee should be sent to the City Council.

Lynda Harrington moved, seconded by Dave Leach to recommend to the City Council to add Yvonne Hanna and Maryann Meredith as full members of the Reid House Committee. The motion passed.

Mr. Swanson gave a brief refresher of the conversations regarding how this house might be used. They are:

- *Library – visitor’s information center
- *Living – small gathering/Reid Gallery (music/art)
- *Kitchen – update
- *Dining – small meetings/food service
- *Master bed – small gathering w/access to lawn
- *2nd floor – offices
- *Basement – unknown
- *Front office – facilities manager

Mr. Swanson said that there isn’t a lot of modification needed for the main floor to get it ready for use. Colleen Bradford, DHS, has toured the building with Melissa from Santiam Integration Team and both see a need for the potential office spaces on the top floor. Ms. Bradford is thinking about space needs so they can be incorporated into remodel work, i.e. internet.

Approach to Project: A man lift can be installed at the rear entrance to the house going to the second floor deck at a fairly reasonable cost. This would allow for ADA access to the second floor as well as provide the second ingress/egress that would be needed.

Erik Matthews, an architect who worked on the Gates Fire Hall, has provided a proposal for review

by the committee that will be discussed later.

Bev Redding asked what the garage might be used for. Mr. Swanson said that it has been looked at for youth activities. A heating system would be needed. High school students could also use the office area for homework if they needed access to internet.

Mrs. Harrington said that she likes the ideas for use but still wants to stay away from having weddings, adding that she doesn't think they should be hosted in this space.

Ms. Redding said that the master bedroom could be a nice office suite for someone.

Maryann Meredith asked about using the home for a restaurant or supper club type event for nice evening meals.

City Recorder Stacie Cook said that parking will need to be considered no matter what uses are finalized. However, a restaurant may require more parking than many other uses. Mrs. Cook said that she likes the idea of exploring a boutique style dining event with a featured chef on a monthly or similar timing, basis.

Mr. Swanson asked for and received consensus for the following uses:

1. Visitor's Information Center
2. Reid Gallery
3. Certified Kitchen

Mrs. Cook will provide an update to the City Council at the February 12, 2019 meeting as to where the committee is with the process.

Architect's Proposal: Mr. Swanson said that the proposal from Erik Matthews was outlined in phases, with the first being Program & Conceptual Budget and Survey & Existing As-built Drawings. This will cost \$5400.00. Future phases, which the committee can agree to in the contract, with costs to be determined later, or which can be addressed at a later time, include:

1. Concept Design
2. Design Development & Contract Documents
3. Building Permit
4. Construction Administration

Lynda Harrington moved, seconded by Brett Katlong to forward the Architect's contract for the first two phases and retainer to the City Council for approval. The motion passed.

Open House: Mr. Swanson said that an open house has been suggested to be held. It would make sense to hold it prior to doing any remodel work on the building.

Brett Katlong asked that comment cards be provided for attendees during the open house.

Mrs. Harrington said that a walking tour was recorded where Josephine Reid took the videographer through the home when it was still furnished. This should be played during the open house.

Mr. Swanson asked for four volunteers to organize the open house details. Elaina Turpin, Bev Redding, Maryann Meredith and Lynda Harrington volunteered with Frances Thomas assisting where needed.

Ms. Redding said that the hedge behind the home needs to be cut back. Mrs. Cook said that the City needs a date for the work to be done so that the adjacent property owner can be advised.

Mr. Swanson asked Ms. Redding to put together a to-do list by priority for the landscaping on the property.

Ms. Redding said that there need to be lights outside as there have been problems with people being on the property. It was noted that there are lights outside already but they may not be working. Mr. Katlong will look at the lights to see what needs to be done to get them in working order and will look at installing a timer on porch lights.

Meeting Dates: Mr. Swanson asked what dates work for members as we have had a hard time getting a quorum for them. Consensus to hold meetings on the first Sunday of each month, beginning in March, at 2:00 p.m.

The meeting was adjourned at 4:45 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary