



CITY OF MILL CITY

AGENDA OF THE REID HOUSE COMMITTEE

April 6, 2018
City Hall
444 S 1st Avenue
Mill City, Oregon

- 1. CALL TO ORDER/FLAG SALUTE 3:30 p.m.**
- 2. APPROVAL OF MINUTES – MARCH 16, 2018**
- 3. FINANCIAL REPORTS**
 - a. Other
- 5. ADDITIONS TO AGENDA**
- 6. PUBLIC COMMENTS**
- 7. OLD BUSINESS**
 - a. Committee Roles & Responsibilities
 - b. March 16, 2018 Tasks
 - i. Lead and Asbestos Testing Estimate
 - ii. Ramp Installation Estimate
 - iii. Elevator Installation Estimate
 - iv. Change of Use Inspection
 - v. Ductless Heating/Air Conditioning Estimate
 - vi. Parking Lot Estimate and Time Frame
 - vii. SHPO Walk Through for Historical Designation Discussion
- 8. NEW BUSINESS**
 - a. Member Resignation
 - b. Historic Resource Record Evaluation
- 9. OTHER**
- 10. NEXT MEETING – MAY 4, 2018; 12:00PM OR 3:30PM**
- 11. ADJOURNMENT**

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

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 March 16, 2018

Committee members present: Lynda Harrington, Brett Katlong, Dorothy Keasey and Elaina Turpin. Ad Hoc members present: Dan Benjamin, City Recorder Stacie Cook, Frances Thomas and Bev Reding.

The meeting was called to order at 3:30p.m. with the flag salute.

APPROVAL OF MINUTES – February 2, 2018: Lynda Harrington moved and was seconded by Brett Katlong to approve the minutes as presented. The motion passed unanimously, (4:0).

OLD BUSINESS:

Potential Building Uses: Bev Reding suggested trying to find a tenant that would take the whole building. Dorothy Keasey said that she doesn't feel that this would address what Mrs. Reid wanted with a benefit to the whole community. Ms. Reding said that if the different floors could be rented out to different groups this would be easier on everyone.

Brett Katlong said that from everything he has heard about this building, Dr. and Mrs. Reid wanted the home to act more as a community center and this is what the Council saw as the use so this is the way that we need to move ahead.

Lynda Harrington said that they found that if the building is placed on the historic register then it does not have to be brought up to ADA standards. Mr. Katlong suggested upgrading the basement and main floor and leaving the upstairs as is.

Mrs. Harrington asked Dan Benjamin if he has been able to determine where the load bearing walls are. Mr. Benjamin said that the basement is pretty much set as is. The first floor could have some modifications done to it.

Mr. Benjamin said that one of the first things that should be done is bringing a company in to determine where there may be asbestos or lead. This is not a highly expensive project. Another item that should be considered is placing the home on the historic register. Mrs. Keasey said that this process takes about a year to complete.

Mrs. Harrington asked if there is any reason to forego pursuing changes to the heating and air conditioning right now, in light of the fact that there may be future changes to the house. Mr. Benjamin said that it would be nice to have a floor plan because if you are going to use the ductless system then you can plan for a better ability to heat/cool the rooms.

Ms. Reding asked if we have looked at all of the various community groups in the canyon that might need a home. Mrs. Thomas said that one of her thoughts is where Hearts to Arts may go if the City doesn't buy the building they are in. Ms. Reding asked Mrs. Cook if she has any take on this. Mrs. Cook said that she can't speak for the Council but from a staff point of view, there is not funding to move forward with the building beyond the current lease. Mr. Katlong said that he

has voiced concern over this in the past because Hearts to Arts has not followed through with looking for grants to assist with purchasing the building and if they have not done this, would they follow through with anything if they moved into The Reid House?

It was noted that the radio station is separate from Hearts to Arts so they may still be an option. Mrs. Cook stated that, from a purely aesthetic viewpoint, she has concerns with the radio station moving into the building. This is because the antennae that they have is quite large and would not be aesthetically pleasing.

Mr. Katlong said that the antennae was one of his concerns about the radio station and another is that they have multiple DJ's and asked how we would monitor who is going in and out of the building.

Vice Chair Turpin said that she spoke with a place in Salem that does shared space and they started by having one person in the building to help monitor use.

Mrs. Cook said that this is a good idea and one of the entities that need a place is the Chamber of Commerce as they are now virtual.

Mrs. Harrington said that considering the tower issue she would not be amenable to the radio station. Mrs. Thomas asked if the tower can be placed in the back. Vice Chair Turpin said it may be able to be placed off site as well.

Mrs. Cook suggested thinking about the different community groups in need of space and start making a list off of this for use of the building. For example, having the Chamber of Commerce have a space that is manned would be a good way to have a permanent group that could be on site regularly.

Vice Chair Turpin suggested seeing if the EDC would be interested in a space. Mrs. Cook said that it could be two different groups that share space.

Mrs. Harrington said that almost everything on the lists provided could be accommodated on the main floor and asked if there might be the ability to phase in the use, beginning with the main floor and seeing where it goes. Mrs. Thomas noted that we are limited by OCF to a five year time frame in which to do any remodel work that needs to be done.

Mrs. Harrington said that we haven't talked about the large bedroom in the back. Mrs. Cook said that she sees the back room as the party room. It is large enough, has a bathroom and is connected to the kitchen. It also is next to the lawn. Mrs. Cook asked if there is a way to connect it to the lawn and to easily separate it from the rest of the building.

Mr. Benjamin said that the building should be keyed differently throughout so that there is the ability to have different uses going at one time.

Ms. Reding said that when events take place off hours then there will need to be someone coordinating the opening and closing of the building. Mrs. Thomas said that there is a possibility

of adding a kitchen to the upstairs and renting it to someone or having a caretaker there.

Mrs. Cook said that she feels that we will need to hire an event coordinator to manage the building at some point.

Mr. Katlong said that he likes the idea of having a workout room in the basement as Mrs. Thomas suggested. The basement could be locked off from the rest of the home with a keypad that opens it for people to use.

Ms. Reding said that it seems like we need to answer the question of what it will take to get the parking lot ready. Mr. Katlong said that he would speak with the Public Works Supervisor, Russ Foltz, about the parking lot, noting that he has many years of experience in this area.

Mrs. Cook said that the highway lot is quite a bit higher than the Alder Street lot so there may need to be an engineer brought in to look at the area and see if there is any stormwater runoff that will need to be dealt with.

Mrs. Cook said that the cap of \$500,000 and the amount of work that we are talking about doing, is a good reason to consider the historical designation as doing so would qualify us for more grants.

Vice Chair Turpin asked if 3:30p.m. is more conducive for members. Consensus to schedule next meeting, April 6th for 3:30p.m.

Mrs. Thomas said that she will not be at the next meeting.

Tasks:

Estimate for lead and asbestos testing

Estimate for ramp installation

Estimate for elevator installation

Schedule inspection for change of use

Estimate for ductless heating/air conditioning

Estimate/time frame for parking lot improvements

Schedule SHPO for building walk through to discuss historical designation

The next meeting of The Reid House Committee will be on Friday, April 6, 2018 at 3:30 p.m. at City Hall.

The meeting was adjourned at 4:34 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**



Stacie Cook <scook@ci.mill-city.or.us>

Resignation from Reid House Committee

1 message

D & D Keasey <dkeasey2@hotmail.com>
To: Stacie Cook <scook@ci.mill-city.or.us>
Cc: Gary Swanson <srg@wvi.com>

Mon, Mar 19, 2018 at 12:39 PM

Mar 19, 2018

I have recently taken on additional duties with other local organizations (and remodeling projects at our house) and find that I do not have enough time to continue my duties on the Board for the Reid House Committee. I felt honored to be asked to be a part of the Reid House Committee, since Mrs. Reid was a staunch supporter of our community and I applaud the efforts of those who will be making decisions about her generous gift.

Regards,

Dorothy Keasey

OREGON STATE HISTORIC PRESERVATION OFFICE HISTORIC RESOURCE RECORD

Instructions

Use this form to enter a property into the Oregon Historic Sites Database or to request that staff evaluate a property for inclusion in the National Register of Historic Places.

To have a property evaluated for its potential for listing in the National Register, please complete all blanks and write neatly. Provide as much information about the exterior and interior as possible, such as the number of stories, cladding materials, and general room layout, under "General Description." Under "Building History," include any information about the architect, builder, original owners and subsequent occupants, and historic activities or events that occurred at the property. If available, attach historic photos, newspaper clippings, obituaries, and other documentation to help the reviewer better understand your property. Use additional sheets if necessary.

IMPORTANT: Submit current exterior (all sides) and interior color photographs (entry, living room, dining room, kitchen, master bedroom, hallway spaces, etc). If the property has outbuildings, include these photos too.

Mail completed forms to National Register Program, Oregon State Historic Preservation Office, ATTN: Tracy Zeller, 725 Summer St. NE, Salem, OR 97301 or email them to tracy.zeller@oregon.gov with "HRR" in the subject line. Emailed submissions must be under 10MB in size and include digital photos of the property. Mail submissions must include printed photographs. HRRs are reviewed within two weeks of submission.

All materials submitted to the Oregon State Historic Preservation Office become property of the State of Oregon and are available as public records. Materials submitted to the SHPO will not be returned.

Applicant Information

Name	City of Mill City	Date	_____
Mailing Address	P.O. Box 256		
City/State/Zip	Mill City, OR 97360		
Phone Number	503-897-2302	E-mail	scook@ci.mill-city.or.us

Property Information

Historic Name, if known	Reid House		
Street Address	633 NE Alder St		
City/Town	Mill City	County	Marion

Owner Information

Complete if the applicant is not the owner. Response will be sent to the applicant and owner. Private property cannot be listed in the National without owner consent.

Name/Institution	_____
Contact Name	_____
Mailing Address	_____
City/State/Zip	_____
Phone Number	_____
E-mail	_____

Application Type

Add this property to Oregon Historic Sites Database

Staff will enter the data submitted in the Oregon Historic Sites Database, file this application in archive and may make a determination of eligibility for the National Register, but will not respond to the applicant.

Evaluate this property for inclusion in the National Register of Historic Places

Staff will enter the data submitted in the Oregon Historic Sites Database, file this application in our permanent archive, and will make a determination of eligibility for the National Register, and respond to the applicant with specific instructions on how to nominate the property to the Register.

Property Name and Address:**Exterior Description**

Construction Date 1945-1946 Note source (estimated, deed, other record(s) deed & info from family

Original use. Domestic Commercial Government Industrial Agricultural
 Check all that apply

Other: Doctor's Office on main floor and Hospital in basement

Siding material(s). Horizontal Wood Vertical Board Brick Stone Asbestos Vinyl
 Check all that apply

Other: _____

Write a general exterior description, including building shape, height, roof type, and any special features.

Colonial style, 36' tall with columns on the covered front porch. Roof has wood shingles with Widow's Walk. There are cedar shutters and two brick chimneys. The house has 3 levels: basement, main floor, upstairs.

Write a general interior description, including general layout, major rooms, and any special features.

The Basement is accessible from the main floor and from the outside on the East side of the house. This space is divided into many rooms, which were to be used for patient rooms (5) when it was a hospital.

On the main floor there is an office at the front of the house. Other rooms on this level were used for the Lab, X-ray, and Surgery.

The upstairs was used for family living quarters and included bedrooms, bathrooms, kitchen/dining area, and living room.

List known or probable alterations and the approximate date the work was done.

Remodeling was done in 1986, when Dr. Reid retired and he proceeded to renovate the house into a family residence. A wing was added on the West side of the house for the master bedroom suite. The rooms for the Lab, X-ray & Surgery were remodeled into a Library, Living Room, Dining Room and Kitchen. The Basement was unchanged. On the exterior, columns were added to the front porch, shutters were installed on the windows, a decorative Widow's Walk was built on the roof and two chimneys were added, along with with fireplaces in the Library & Living Room. The Garage was added to the property at that time.

Building History

Please explain what events and persons are associated with this property and whether the building's architecture or the construction methods used to build it are noteworthy. Use additional pages if necessary.

The Reid House was built over 70 years old, and was remodeled 30 years ago. The Reid Family is of great significance to Mill City and to the entire Santiam Canyon, because of the medical practices run by two generations of doctors. Dr. David William Reid (1876-1953) was trained as a physician in Missouri and moved to Mill City, Oregon in 1938 where he purchased the Hinkle/Reid House at 525 NE Alder St. to function as both a medical office and a residence. After practicing medicine in this relatively isolated community for several years he decided to build a hospital to better care for his patients. Construction began in 1945, but Dr. Reid suffered a stroke later that year and realized that he could not continue alone. He asked his son, Dr. John Warren "Jack" Reid (1918-2004) to come to Mill City after his release from the Army Medical Corps. He and his wife, Josephine, arrived in Mill City in 1946 and saw to the completion of the hospital and then moved into the upstairs apartment that had been designed as living quarters. The main floor was complete with a full laboratory and rooms for minor surgery and for taking x-rays. Both doctors had their offices on the main floor until Dr. David Reid's health forced him to retire. Dr. Jack Reid continued to practice in the building until his retirement in 1986. Mrs. Josephine Reid lived in the house until her death in 2016. She was a generous supporter of the community throughout her life. When she died, the Reid House was bequeathed to the City of Mill City and a trust was established with the Oregon Community Foundation to provide financial support for the upkeep, maintenance, and general expenses. Her wish was that the property would be used for the benefit of the citizens of the community.