



CITY OF MILL CITY

AGENDA OF THE REID HOUSE COMMITTEE

April 7, 2019

City Hall

444 S 1st Avenue

Mill City, Oregon

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1. **CALL TO ORDER** **2:00 p.m.**
 2. **APPROVAL OF MINUTES – March 24, 2019**
 3. **INFORMATION GATHERING (April 28) / OPEN HOUSE (September 14) DISCUSSION**
 4. **OFFICE SPACE RENTAL FEE SCHEDULE**
 - a. **Rental Fee?**
 - i. **Private Users**
 - ii. **Public Users**
 - b. **Utility Charges?**
 5. **OPEN DISCUSSION**
 6. **NEXT MEETINGS – May 5, 2019; 2:00 p.m.**
 7. **ADJOURNMENT**

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

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.

THE REID HOUSE COMMITTEE
Meeting of March 24, 2019

Committee members present: Yvonne Hanna, Brett Katlong, David Leach, Maryann Meredith and Gary Swanson. Ad Hoc members present: City Recorder Stacie Cook, Frances Thomas and Elaina Turpin. Also present, Erik Matthews, EM Architecture.

The meeting was called to order at 2:00 p.m.

OLD BUSINESS:

Approval of Minutes – January 20, 2019: Brett Katlong moved, seconded by Dave Leach to approve the minutes of January 20, 2019. The motion passed.

Lighting Update: Mr. Katlong said that he looked at all of the exterior lighting and it all seems to be on a timer except for the porch lights. After a brief discussion, consensus reached to add timers to porch lights. Mr. Katlong will take care of this.

Landscaping/Maintenance: Chair Swanson said that he had hoped to go over the landscaping/maintenance outline that Bev Reding had drafted for the committee. However, since Ms. Reding is unable to attend the meeting this will be held until a later date. Chair Swanson asked if the City has a contract for the landscaping work that is done on the property. Stacie Cook said that there are no contracts for the property. This is due to the Committee and the City Council deciding to continue with the work that was being done prior to the City taking over the property.

Chair Swanson asked if the Reid House Committee has responsibility for ensuring landscaping/maintenance is done. Mrs. Cook said that the Council sees the Committee as an oversight for all items related to the property, so yes, landscaping/maintenance would be included. Mr. Katlong agreed.

Chair Swanson asked who reviews the work that is done to ensure that it is complete and done to full expectation. Mrs. Cook said that nobody is delegated to do so at this time. Chair Swanson said that he would like to meet with Mrs. Cook and Mr. Katlong to discuss how we proceed with the landscaping/maintenance needs for the property.

Open House Update: Elaina Turpin said that the subcommittee has not met due to conflicting schedules. Chair Swanson asked if the open house date should be moved. Mrs. Turpin suggested holding off until May. The subcommittee will meet to work out the details and the date.

Architect's Proposal: Erik Matthews, EM Architecture, said that while a complete conceptual design is part of a later phase of the contract options, some details of the conceptual design will be done in the first phase of work.

The “program” will be one area in which the Committee focuses. This includes looking at possible office space, multi-functional areas, the basement, which has low clearance making it less than practicable but still viable, as well as other areas of the building.

“Site needs” also must be reviewed. These will include parking, lighting for parking and hard space to access the parking. Infrastructure and electrical needs will need to be reviewed, including possible lighting needs both inside and outside. Other items to ensure are fully functional for the final use are plumbing, heating and cooling.

The Committee needs to create priorities. Mr. Matthews will help to manage those priorities as the process moves forward.

The option of a lift to reach the second floor needs to be discussed as there is an opportunity for offices there, six to seven at most. The kitchen may only need cosmetic updates, leaving the bulk of the area alone. The Committee needs to discuss the character of pieces within the house and whether these are to be kept or replaced.

Office Space Use Polices: Chair Swanson said that this topic can be discussed at a later meeting. There is a need to determine what agencies want/need in office space. As such, a meeting with a group of potential users is being coordinated. The group will tour the upstairs and begin to outline what changes, if any, are needed to make the space useful to them.

Frances Thomas asked what specific agencies are being considered. Chair Swanson said that he doesn't have any specific names. There are agencies that deal with housing, Red Cross, medical and similar. Mrs. Thomas said that one thing that needs to be considered is to make sure the Committee does not step on people's toes who already assist with such things, like the hospital. This building should not be used for people coming in off of the streets, there are other places that this kind of activity can take place. Chair Swanson said that he does not see this as a problem but would like to discuss the matter further with Mrs. Thomas.

Chair Swanson said that he sees this as an opportunity to have a representative “face” for those agencies that serve the counties in which we reside. Mrs. Turpin said that this would be something such as WIC, which requires mothers to meet on a regular basis, but may not have a place to come to the community for those meetings and therefore, those using the program must travel to them.

Mr. Katlong said that he served for a time on the Crisis Center Board and there are many people in need that won't go to an appointment but will participate if the agency comes to them. Yvonne Hanna added that there is sometimes a need for an agency representative to have a space to work between appointments and this would be a good option for the upstairs.

Ms. Hanna said that she has been thinking about the idea of a guest chef coming in a lot and the investment needs to be made in the kitchen to allow for groups to be served properly. Mrs. Cook added that the kitchen should be considered not only for this but also for the possibility of a culinary CTE program partnership with the school district.

Chair Swanson said that the office spaces should also be considered for rent. If this is done, would a fee be charged? Would the fee be for governmental agencies, non-profits, private use?

A facility manager position will also need to be kept on the list of items to begin working on.

Chair Swanson said that he sees a minimum of two priorities to do now: replace the roof and; redo the heating system. A third option may be parking.

Mrs. Thomas said that a ductless heating system works well. Mr. Matthews said that there is a ducted version that would work in this space. There is a slight increase in expense but it is an option that should be considered.

Mr. Katlong said that he would like to see more “period” exterior lighting. Mrs. Turpin said that the inside should be considered for this also. Mrs. Thomas said that if additional lighting is needed, the current fixtures could be kept and recessed lighting added to enhance it.

Chair Swanson asked if there is a consensus to keep the feel of the building. Mrs. Turpin said that keeping the “feel” of the building but not necessarily the current items, as an example, replacing the carpet and redoing any hardwood that may be under it. The Committee agreed.

Parking needs and access from the parking to the property was discussed. Mr. Matthews said that he will draft a parking plan to begin visualizing this more clearly.

Mr. Matthews will begin to prepare a conceptual budget.

Next Meeting: Sunday, April 7, 2019, at 2:00 p.m. with a focus on the open house.

The meeting was adjourned at 3:07 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary