



# CITY OF MILL CITY

## AGENDA OF THE REID HOUSE COMMITTEE

May 5, 2019

City Hall

444 S 1<sup>st</sup> Avenue

Mill City, Oregon

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1. CALL TO ORDER 2:00 p.m.
  2. APPROVAL OF MINUTES – April 7, 2019
  3. INFORMATION GATHERING TAKE-AWAYS
  4. OFFICE SPACE RENTAL FEE SCHEDULE – Yvonne & Dave
  5. ACTION PLANNING – Erik Matthews
  6. OPEN DISCUSSION
  7. NEXT MEETINGS – June 2, 2019; 2:00 p.m.
  8. ADJOURNMENT

### CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Tuesday	June 11, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	June 12, 2019	Save Our Bridge Committee Meeting	10:00 a.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.
Wednesday	July 10, 2019	Save Our Bridge Committee Meeting	10:00 a.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.
Wednesday	August 14, 2019	Save Our Bridge Committee Meeting	10:00 a.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.

**THE REID HOUSE COMMITTEE**  
**Meeting of April 7, 2019**

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

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

**OLD BUSINESS:**

Approval of Minutes – March 24, 2019: Maryann Meredith moved, seconded by Yvonne Hanna to approve the minutes of March 24, 2019. The motion passed.

Draft Parking/Building Layout: Chair Swanson handed out sheets with draft layouts for the building levels and potential parking. Erik Matthews, EM Architecture, estimates 30+ spaces that may be able to be constructed on the two adjacent lots the City owns. Angled parking was discussed but has not been looked into fully at this point.

An initial run through of concepts has been outlined. There are no dollar figures at this time because there will likely still be changes/additions to this outline. Chair Swanson asked the committee to review the information and provide any comments to him so that they can be forwarded to Mr. Matthews.

Information Gathering (April 28)/Open House (September 14): Elaina Turpin said that the April event will be more of a listening session. A flyer has been created to advertise the event, which will be held Sunday, April 28, 2019 between 2:00 p.m. and 4:00 p.m. at the Reid House. The Open House will be held in conjunction with the SOB Railroad Bridge Centennial Celebration on September 14, 2019.

Stacie Cook will print comment sheets and signs for each room denoting what the anticipated use is to be.

Lynda Harrington asked if there is interest in the Josephine Reid video for the first session. Mrs. Turpin said that she thinks this should be held until the September event.

Parking for the events was mentioned. Mrs. Turpin will include a notation on the flyer to try to carpool or walk due to parking restrictions.

Mrs. Cook will print flyers and hand them around town as well as advertise on social media. Anyone wishing to pick up flyers to post can do so Monday or after.

Office Space Rental Fee Schedule: Mrs. Harrington said that she would like to see different fees for non-profits and for profits. Mrs. Turpin asked if a public agency would be considered a non-profit. Mrs. Harrington said that she doesn't feel that they meet the true 501C(3) intent.

Mrs. Harrington said that she would also like to see the fees kept as reasonable as possible.

The question of whether deposits would be required was also discussed. There are many ways to implement fees, including charging by the hour, by the space and for “extras” such as chairs/tables, dishes/cutlery, linens, etc.

Chair Swanson said that there needs to be a discussion at some point about when the Reid House Committee may be done with their part in this process and have it be turned over to the City and facility manager.

Chair Swanson asked if a sub-committee could research rental fees/deposits and provide a report back to the full committee. Mr. Leach and Ms. Hanna will work on this. Chair Swanson said that the information should include types of groups; hourly rate or by use of space, deposits.

Mrs. Harrington asked, in a worst case scenario, if there is no interest in the building once the Committee get through the process of opening it to the public, if the City still has the option to return the home to the estate and accept the \$1 Million for parks. Mrs. Cook said that it is her understanding that the home would go to OHSU and one half of the remaining amount of the original \$2 Million would go to the City with the remainder going to OHSU. Mrs. Thomas said that originally OHSU was to receive the home should this happen but she is not certain that this is still the case and that \$1 Million would go with the home, while the remaining balance, less any dollars spent on remodeling/repairs, would go to the City. It is not clear whether there would be a restriction on these funds for parks. Mrs. Cook will review the documents and see how the language reads.

*Next Meeting:* Sunday, May 5, 2019, at 2:00 p.m. with a focus on the open house.

The meeting was adjourned at 2:42 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary