



# CITY OF MILL CITY

## AGENDA OF THE REID HOUSE COMMITTEE

May 4, 2018  
City Hall  
444 S 1<sup>st</sup> Avenue  
Mill City, Oregon

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1. **CALL TO ORDER/FLAG SALUTE**      **3:30 p.m.**
2. **APPROVAL OF MINUTES – MARCH 16, 2018**
3. **FINANCIAL REPORTS**
  - a. Other
4. **COMMITTEE REPORTS**
5. **ADDITIONS TO AGENDA**
6. **PUBLIC COMMENTS**
7. **OLD BUSINESS**
  - a. Committee Roles & Responsibilities
  - b. Potential Committee Members
  - c. April 6, 2018 Tasks
    - i. Slate of candidates for potential committee members
    - ii. Plot plan for parcels
    - iii. Building layout
    - iv. Policy revisions including financials
8. **NEW BUSINESS**
  - a. Other
9. **OTHER**
10. **NEXT MEETING – JUNE 1, 2018; 12:00PM OR 3:30PM**
11. **ADJOURNMENT**

### CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Tuesday	May 8, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	May 9, 2018	Save Our Bridge Meeting	10:00a.m.
Monday	May 14, 2018	Planning Commission Hearing	6:30p.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	

**THE REID HOUSE COMMITTEE**  
**Meeting of April 6, 2018**

Committee members present: Chair Gary Swanson, Lynda Harrington, Brett Katlong, and Elaina Turpin. Ad Hoc members present: Dan Benjamin and Stacie Cook.

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

**APPROVAL OF MINUTES – March 16, 2018:** Brett Katlong moved and was seconded by Elaina Turpin to approve the minutes as presented. The motion passed unanimously, (4:0).

**OLD BUSINESS:**

Chair Gary Swanson said that he would like to see a more organizational approach and set some key items to complete with this committee and have deadlines for those items. One of these is a budget and another is a management plan. Mr. Swanson said that he doesn't think it is this committee's job to run The Reid House once it is established. It may be that someone needs to be hired to do this work. A facility management plan involves fees and the final item is building use.

Lynda Harrington said that the time line for expenditure of money is three to five years. This committee's responsibility should be oversight, not management. We should have a paid manager for special events, especially after hour events.

Elaina Turpin said that if we are giving an entity space for free then managing the building should be part of the trade for the free space.

Brett Katlong said that he agrees that if there is a group in the building they should be helping to manage events. Getting a volunteer to do clean up would be something to look at. Mrs. Turpin said that we may want to consider hiring someone to manage the building because, while volunteers are great, they sometimes aren't as invested as a paid employee.

Mr. Swanson said that volunteers would still need to support to someone and that would be a facility manager.

Mrs. Cook said that she would like to see someone hired to manage the building and possibly have the City partner with this position to bring someone on as a volunteer coordinator.

Mrs. Cook said that we have to hammer out what the roles and responsibilities of this group are. Until this is completed and adopted by the Council we will somewhat be spinning our wheels because we won't know what we have the authority to move forward with.

**OLD BUSINESS:**

Committee Roles & Responsibilities

Mr. Swanson asked for comments on the roles and responsibilities that have been drafted.

Mrs. Turpin said that Article 2, Purpose, needs to reflect our discussion about management vs. oversight. Mrs. Cook suggested changing the section to state “oversee the management of”. Consensus to use this phrase.

Mr. Swanson said that the operational procedures state that there shall be six members. At this time we only have four. It was suggested that there be an odd number. Consensus to change the six members to seven. Mrs. Cook said that per the resolution the Council representative is a voting member and the City Recorder is a member, however, ad hoc.

Mr. Swanson said that there are three ad hoc members who serve at the discretion of the committee. Mrs. Turpin suggested removing the number so that ad hoc members can be fluid, if need be.

Mrs. Cook said that if the group has suggestions for new members they should be provided to the Council for consideration. The original members of the Committee were determined based on specific skills that they could provide in forming this new Committee.

Mrs. Turpin asked if members have to be 18. Mrs. Cook said that she doesn't believe there is anything that requires members be 18 but she would prefer that position be ad hoc. Mr. Swanson asked why. Mrs. Cook said that commitment levels need to there. Mrs. Harrington and Mr. Katlong agreed with Mrs. Cook. It was noted that a youth could be included as an ad hoc member with the possibility of becoming a full member at a later point. With the creation of this new committee we need to have very specific people to help form it.

Discussion regarding potential areas to find replacement members ensued. Mr. Swanson said that suggestions for members need to have very objective reasons for being considered. Mrs. Cook said that current members of the committee had very specific skills that were looked at as assets to the forming of the group. For example, one member was chosen for affiliation with the school district and for skills in event organization and contacts for such.

Traits for members might include:

- Commitment-minded
- Open-minded/Visionary
- Collaborative
- Cooperative

A slate of recommendations for new members needs to be a priority item for the next meeting.

Committee vacancies need to be discussed to determine what processes we should use before speaking with a member about their participation or lack thereof. Consensus to address this matter on an individual basis. Mrs. Turpin said that she feels there should be something outlined for members to know what will constitute a potential for removal.

Fiscal authority of the Committee needs to be looked at further. It should be clear that some of the responsibility, such as signing contracts, is the Council's rather than the Committee's.

Mr. Swanson will rewrite the operational procedures and send it to Mrs. Cook to provide the committee.

Mr. Swanson said that in reviewing the tasks from the last meeting he felt that some were putting the cart before the horse. A list of ideas for uses of the building was handed out based on comments by committee members.

Based on the possible uses, we will need to determine if there are any logistical things that we will provide. As an example, if art classes are going to be offered, will we provide the supplies?

What changes will need to be made within a space to accommodate suggested uses? Once this is answered then we can determine whether additional work is needed.

Mr. Swanson asked why lead and asbestos testing needs to be done. Mrs. Cook said that the reason the group decided to look at this testing is so that we would know both what costs could be and explore the possibility of doing the testing so that we already know where contaminants may be so that when work is to be done we don't have to take a step back and get the tests done at that time.

Mrs. Harrington said that most of these items were things that the group felt would need to be done regardless of what the building is used for. No matter what, we will need a parking lot so gathering costs will need to be done.

Dan Benjamin said that the lead and asbestos testing will need to be done, regardless. Getting the testing done will allow us to abate whatever is found before doing work.

Mr. Benjamin will be meeting with Wally Thomas of Thomas Environmental next Friday to look at the building and get estimates for testing done. The walk through should be little to no cost.

Mr. Benjamin said that a floor plan will be needed before any estimates for ramps, elevators or heating/air conditioning can be done. This ties to the parking lot so the parking lot may be something that should wait also. Mrs. Cook said that she feels that the parking lot is something that we should be looking at because the potential parking that is available may limit our decisions regarding what we can do with the building.

Mrs. Turpin said that being in the building will help with visualizing what spaces might be used for different things.

Mr. Swanson said that we need to see a plot plan that shows the property that we are talking about. There is a gentleman who enjoys creating floor plans who may be willing to draw up one for The Reid House for us.

Mrs. Harrington said that it may be helpful to try to prioritize each of these items.

Mrs. Cook said that when we are looking at usage we probably need to be fairly broad. We may have space for an art class but we won't offer them unless someone wants to do so. This means

that we, as a committee should only be looking at the available spaces and what they are conducive to.

Mr. Swanson said that he likes the idea of prioritizing the steps and asked the group to write down the top five steps.

Mr. Swanson said that he feels that we should extend the meetings to 90 minutes rather than 60 minutes. Mrs. Cook said that she doesn't mind having longer meetings, however, there may need to be a need to leave to assist customers as after 4:30p.m. the remaining staff leaves.

*Tasks:*

*Slate of candidates for potential committee members*

*Plot plan for parcels*

*Building layout*

*Policy revisions including financials*

The next meeting of The Reid House Committee will be on Friday, May 4, 2018 at 3:30 p.m. at City Hall.

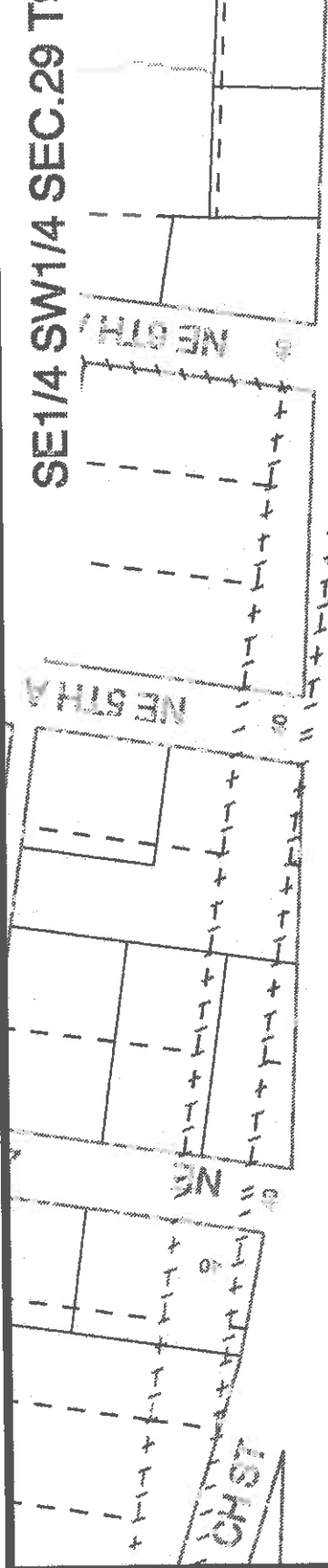
The meeting was adjourned at 4:49 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary

SE1/4 SW1/4 SEC.29 T

VD



PROPERTY LINE

VACATED RIGHT-OF-WAY

RAILROAD RIGHT-OF-WAY

STREAM, LAKE, ETC.  
ON-BOUNDARY

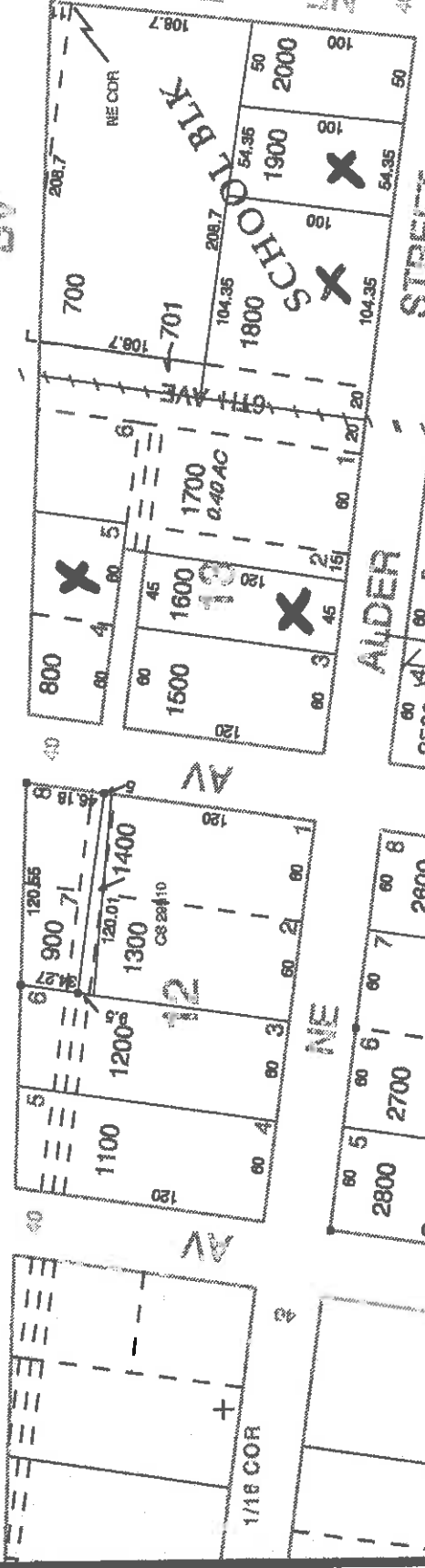
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NOTE: ASSESSED WITH TAX LDT  
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ASSESSED WITH TAX LDT  
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# The Reid House



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