



CITY OF MILL CITY

AGENDA OF THE REID HOUSE COMMITTEE

June 1, 2018
City Hall
444 S 1st Avenue
Mill City, Oregon

- 1. CALL TO ORDER/FLAG SALUTE 3:30 p.m.**
- 2. APPROVAL OF MINUTES – MAY 4, 2018**
- 3. FINANCIAL REPORTS**
 - a. Other
- 4. COMMITTEE REPORTS**
 - a. Facilities Manager Job Description
 - b. Property Issues
 - c. Historical Status
 - d. Physical Plant Development
 - e. Landscaping
 - f. Floor Plan and Space Use
- 5. ADDITIONS TO AGENDA**
- 6. PUBLIC COMMENTS**
- 7. OLD BUSINESS**
 - a. Committee Roles & Responsibilities – To Council June 12
 - b. Potential Committee Members - To Council June 12
 - i. Angie Fencil Resignation
- 8. NEW BUSINESS**
 - a. Other
- 9. OTHER**
- 10. NEXT MEETING – JULY 6, 2018; 3:30PM**
- 11. ADJOURNMENT**

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Tuesday	June 12, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	June 13, 2018	Save Our Bridge Meeting	10:00a.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	3:30p.m.
Tuesday	July 10, 2018	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	July 11, 2018	Save Our Bridge Meeting	10:00a.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	3:30p.m.
Wednesday	August 8, 2018	Save Our Bridge Meeting	10:00a.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 May 4, 2018

Committee members present: Chair Gary Swanson, Brett Katlong, and Elaina Turpin. Ad Hoc members present: Dan Benjamin, Stacie Cook, Bev Reding and Frances Thomas.

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

APPROVAL OF MINUTES – April 6, 2018: Elaina Turpin moved and was seconded by Brett Katlong to approve the minutes as presented. The motion passed unanimously, (3:0).

OLD BUSINESS:

Committee Roles & Responsibilities

Chair Gary Swanson went through the changes to the operational procedures that were done based on last month's discussion.

Article 4, Section 3: Chair Swanson asked for the wording "or removed" to be included in this section regarding ad hoc members.

Mrs. Turpin suggested changing Article 4, Section 4 to say by a majority rather than by five seated members.

Chair Swanson said that the section regarding contracts says that the committee will vet service providers but the Council must approve and sign contracts.

Mrs. Turpin moved and was seconded by Brett Katlong to forward the draft operational procedures to the Council for their consideration. The motion passed unanimously, (3:0).

Potential Committee Members

Chair Swanson handed out a list of potential committee members as suggested by those already involved and asked if anyone has someone on the list they would like taken off or anyone to add.

Mr. Katlong suggested adding Dianne Moore.

Bev Reding said that a lot of the people seem very busy. Chair Swanson said that they are busy, however, the decision to participate or not is the persons and so, they should still remain on the list and given the opportunity to consider.

Mrs. Cook said that Cheryl Lundquist has stated she is not interested in serving.

Mrs. Turpin suggested Greg Johanson.

Brett Katlong moved and was seconded by Elaina Turpin to forward the list of potential candidates

to the Council for consideration. The motion passed unanimously, (3:0).

List of Potential Uses of Reid House

Chair Swanson said that he went through the building and looked it over thoroughly. A list of uses as brought forth by the committee at previous meetings was provided.

Mrs. Turpin and Mr. Katlong voice concern with having KYAC in the building because of the number of people going in and out as well as the antennae.

Chair Swanson said that he doesn't think that a tool library is an appropriate use of the space for several reasons; you may not get tools returned, logistics for rentals and taking business from local retailers were mentioned.

Chair Swanson asked for thoughts on weddings. Mr. Katlong said that weddings could bring in revenue but there would be a need for items on hand that we wouldn't necessarily already have on site. The biggest issue may be the views of locals if weddings are allowed.

Building Layout

Chair Swanson said that the process to draw the building layout has begun. Next week measurements will be taken and doors and windows denoted.

Member Tasks

Chair Swanson handed out a list of assignments for committee members. Those include:

Elaina – Facilities Manager Job Description

Brett – Property Issues

Lynda – Historical Status

Dan – Physical Plant Development

Bev – Landscaping

Gary – Floor Plan and Space Use

Mrs. Cook said that she spoke with Danielle Gonzalez and she mentioned that Rural Development is thinking they may want to have an office in the area.

Tasks:

Committee members report back in June on each item assigned.

Draft Operational Procedures to Council

Potential Committee members to Council

The next meeting of The Reid House Committee will be on Friday, June 1, 2018; 3:30 p.m. at City Hall.

The meeting was adjourned at 4:08 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary

Committee Assignments for June Meeting- please add information as you feel relevant that may not be listed as assignments

Elaina – Create a job description for facilities manager

- Job description for position – include recommendations for scheduling, management of both inside and outside (landscaping) if felt appropriate
- Suggested compensation plan
- Any minimal qualifications for candidate

Brett – Property issues

- Discover any issues regarding current status of property, i.e. condition of roof, painting issues, access issues,
- Develop preliminary review of parking issues and solutions as it relates to current property boundaries and need for access
- Include any cost estimates as you are able to determine

Lynda – Historical status

- Review information as provided by Dorothy
- Make recommendations for pursuing option of historical status and review for committee process of doing so.
- Include any cost estimates as you are able to determine

Dan – Physical Plant development

- Information on Lead/Asbestos issues – locations (as possible) and relevant removal costs as needed
- Handicap Access issues – available options for types in relation to spaces potentially to be used
- City or County issues related to “change of use from residential to public/commercial”
- Heating options – i.e. one heating unit approach for building, individual room/area approach
- Include any cost estimates as you are able to determine

Bev – Landscaping

- Create job description for landscaping services
- Provide estimated for completion of services and on what schedule do tasks need to be done (daily, weekly, monthly, etc)
- Who is currently providing service, what do they do, and at what cost

Gary –

- Work with Jim Scheidel on creating floor plan for facility
- Create recommendations for practicality of space use in relation to types of use
- Compile photo or video record of spaces/rooms etc.