

THE REID HOUSE COMMITTEE
Meeting of January 5, 2018

Committee members present: Angie Fencl, Lynda Harrington, Dorothy Keasey, Gary Swanson and Elaina Turpin. Ad Hoc members present: Dan Benjamin, Beverley Reding, Frances Thomas.

The meeting was called to order at 12:00p.m. with the flag salute.

OLD BUSINESS:

Lynda Harrington said that City Recorder Stacie Cook is out of state and has prepared the agenda for the Committee.

Election of Officers: Mrs. Harrington asked if anyone would be willing to serve as Chair. Elaina Turpin said that she would serve as Vice-Chair. Mrs. Harrington asked members if they would serve as Chair. Bev Reding said that this would be no problem. Gary Swanson said that the meeting was moving along well with Mrs. Harrington running it and suggested that she be Chair.

Ms. Reding said that she is only an Ad Hoc member and that only regular members could be Chair. Mrs. Harrington said that Ms. Reding could be moved to a regular member. Mr. Swanson said that he believes an Ad Hoc member does not have a voting power. Mrs. Harrington said that this is true so Ms. Reding would have to be moved to a voting member. Mr. Swanson said that he does not know how this would work or who made the decision regarding the Ad Hoc member. Mrs. Harrington said that it was Ms. Reding's decision to be an Ad Hoc member. Ms. Reding said that the Chair doesn't usually vote unless there is a tie.

Frances Thomas gave a brief overview of how the Committee came to be, which was a result of the Reid family home being deeded to the City for public use. In addition to the home, Mrs. Thomas has deeded two lots to the City for parking.

Mrs. Harrington asked about the endowment fund and its parameters. Mrs. Thomas said that there is an endowment of \$2 Million with Oregon Community Foundation (OCF). These funds are to be used for maintenance with a portion available for remodel. The maintenance funds will be allocated once per year in July.

Ms. Reding asked if this building will be used as a for profit endeavor. It was noted that this is likely but the City would need to decide upon this. Dan Benjamin said that one reason for this committee is to keep as much of the oversight as possible out of City hands. Keeping this as separate as possible will help with wage law when doing remodel work on the building.

Mr. Swanson said that one clarification that needs to be made at first is who has the authority to decide what. Does the Committee have the authority to do everything or must Council approval be obtained first. It may be worth considering making this Committee a registered non-profit.

Dorothy Keasey said that she has questions regarding OCF's involvement. Mrs. Thomas said that OCF does not want to be directly involved with the decisions. Mr. Swanson asked who the payments from OCF go to, the Committee or the City?

Ms. Reding asked if there is an opinion of the City as to whether this should be affiliated fully with the City or a non-profit. Ms. Turpin said that if this committee will be long-term then a non-profit may be best.

Ms. Reding said that there are items that need to be addressed:

1. Need for licenses
2. Website
3. Signage
4. Budget
5. Liability insurance
6. Investments in basic materials for events
7. Remodel needs; garage – pull down stairs

Committee Roles and Responsibilities: Not discussed.

Potential Building Uses: Discussion regarding uses included the following suggestions:

1. Community meetings
2. Younlife and similar groups

Mr. Swanson said that the suggested uses bring forth the need to discuss what ADA upgrades may need to be made to the building. This is something that needs to be taken into consideration when determining how to use the building and what floors to allow the public into.

Building Issues/Concerns to Address: Mr. Benjamin said that not only does ADA need to be addressed with the building, in some instances the State Fire Marshall will need to be involved.

Ms. Reding said that it sounds as though this Committee needs to make a recommendation to the Council as to the role that it will serve.

Mrs. Harrington said that the action steps that need to be completed are:

1. Identify status of Committee
2. Go out for RFP
3. Identify usages

Discussion ensued regarding the upgrades that need to be done before the building can be open to the public. Mr. Swanson suggested bringing the County Building Department in to do an overview of the building and advise what needs to be done in order to open it up.

Mr. Swanson said that while moving forward is needed, the Committee can't take any action until

it is clear what the charge of the group is and what the authority level is. Mrs. Harrington suggested considering a presentation to Council at an upcoming meeting.

Ms. Reding asked if there are other uses that the group has considered for the building. Mrs. Turpin said that she has thought about opening the building up for temporary office space, called co-working, as well as possibly having a certified kitchen.

Mrs. Thomas asked Mr. Benjamin if there is anything he would suggest staying away from use-wise considering the current state of the home. Mr. Benjamin said that he would stay away from a commercial kitchen because of the requirements that must be met to make it commercial.

Mr. Swanson said that the occupancy limits must be determined in order to know what limitations may be there use-wise.

Mr. Benjamin said that using this space for photographers to use would be a good option.

Mrs. Fencil asked if we will be looking at partnerships with other agencies for use with this building.

Mrs. Harrington said that this Committee should always have an agenda to work off of, always have a time limit for meetings and always end with action items to be done before the next meeting.

Action Items:

1. Request Clarification on Committee Status – Duties, Roles and Responsibilities
2. Assessment of Building for Code Requirements
3. Usage Options

Mr. Swanson said that it behooves everyone to read through the resolution and begin thinking about the wording within it and how that affects the Committee and use.

The next meeting of The Reid House Committee will be on Friday, February 2, 2018 at 12:00 p.m. at City Hall.

The meeting was adjourned at 1:12 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary