



CITY OF MILL CITY

AGENDA OF THE REID HOUSE COMMITTEE

January 20, 2019
City Hall
444 S 1st Avenue
Mill City, Oregon

1. CALL TO ORDER 3:00 p.m.
2. APPROVAL OF MINUTES – JUNE 1, 2018
3. ACCEPTANCE OF NOTES – OCTOBER 7, 2018
4. ARCHITECT'S PROPOSAL
5. APPROACH TO PROJECT
6. COMMITTEE MEMBERS
7. OPEN HOUSE PROS/CONS
8. OPEN DISCUSSION
9. NEXT MEETINGS
10. ADJOURNMENT

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Monday	January 21, 2019	CITY HALL CLOSED – MARTIN LUTHER KING JR DAY	
Tuesday	January 22, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	February 12, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	February 15, 2019	Planning Commission Meeting	9:30a.m.
Monday	February 18, 2019	CITY HALL CLOSED – PRESIDENT'S DAY	
Tuesday	February 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	February 26, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Sunday	March 10, 2019	DAYLIGHT SAVINGS – SPRING FORWARD!	
Tuesday	March 12, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	March 15, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	March 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	March 26, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	April 1, 2019	Budget Committee Meeting	6:30p.m.
Monday	April 8, 2019	Budget Committee Meeting	6:30p.m.
Tuesday	April 9, 2019	Municipal Court	9:30a.m.

Monday	April 15, 2019	Council Meeting	6:30p.m.
Tuesday	April 16, 2019	Budget Committee Meeting	6:30p.m.
Friday	April 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Monday	April 22, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	April 23, 2019	Budget Committee Meeting	6:30p.m.
		Municipal Court	9:30a.m.
		Council Meeting	6:30p.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.
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.
Tuesday	June 25, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	July 4, 2019	CITY HALL CLOSED - INDEPENDENCE DAY	
Tuesday	July 9, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.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.
Tuesday	August 13, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.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.
Monday	September 2, 2019	CITY HALL CLOSED – LABOR DAY	
Tuesday	September 10, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	September 17, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	September 20, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	September 24, 2019	Municipal Court	9:30a.m.
		Planning Commission Meeting	6:30p.m.
Tuesday	October 8, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	October 15, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	October 18, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	October 22, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	November 11, 2019	CITY HALL CLOSED – VETERAN’S DAY	
Tuesday	November 12, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	November 15, 2019	Planning Commission Meeting	9:30a.m.
Tuesday	November 19, 2019	Planning Commission Hearing – If needed	6:30p.m.
Tuesday	November 26, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	November 28, 2019	CITY HALL CLOSED – THANKSGIVING DAY	
Tuesday	December 10, 2019	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	December 17, 2019	Planning Commission Hearing – If needed	6:30p.m.
Friday	December 20, 2019	Planning Commission Meeting	9:30a.m.

Tuesday	December 24, 2019	CHRISTMAS EVE – ½ DAY
Wednesday	December 25, 2019	CITY HALL CLOSED – CHRISTMAS DAY

THE REID HOUSE COMMITTEE
Meeting of June 1, 2018

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

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

APPROVAL OF MINUTES – May 4, 2018: Lynda Harrington moved and was seconded by Elaina Turpin to approve the minutes as presented. The motion passed unanimously, (3:0).

COMMITTEE REPORTS:

Facilities Manager Job Description – Mrs. Turpin provided a draft job description for a facilities manager.

Mrs. Harrington said that early in the discussions regarding the property there were thoughts about having someone live on site and asked if that had been considered further. Mrs. Turpin said that it had not. Someone living on site would be more considered a care taker.

Chair Swanson asked for thoughts on the hourly rate for this position stating that he feels it is a little low. Mrs. Harrington agreed. Mrs. Turpin said that part of the compensation that was included was commission, which would be given on rental sales.

Chair Swanson suggested that the \$15/hour rate be a starting point with an ability to increase based on experience. Mrs. Harrington said that this seems low to her. Chair Swanson agreed.

Frances Thomas asked about a city employee working on commission. Mrs. Cook said that she is unsure if there are any legal issues with this. It would have to be looked into before the position were created.

Mrs. Turpin said that this does not include any benefits. Mrs. Cook said that benefits would depend on how many hours we see this position as needing. There is still an option of looking at a shared position with The Reid House and the City.

Mrs. Cook said that benefits would be based on the number of hours worked, should they be included with the position. PERS would be mandated for anyone working over 600 hours per year.

Chair Swanson asked who this person will answer to; the Council, the Committee?

Property Issues – Not discussed.

Historical Status – Mrs. Harrington said one advantage to having an historical designation is that ADA requirements don't have to be complied with. The paperwork could be submitted to get the review going but this would not mandate us to continue with the designation.

Mrs. Thomas said that if there is an historic designation then there needs to be something historic to show people. There are limitations with historic designations and criteria that need to be followed. However, there is an advantage in advertising.

Chair Swanson said that we need to look at what we gain and what we lose by doing so. Even if an historic designation is sought, the ADA requirements should still be complied with, otherwise, we would be not allowing all groups use of the building.

Lynda Harrington moved and was seconded by Elaina Turpin to not move forward with an historic designation. The motion passed unanimously, (3:0).

Physical Plant Development – Chair Swanson said that we need to move forward with exit signs within the building. Dan Benjamin said that the exit signs will tie to the building use and occupancy once Linn County has reviewed the building and our plans for it.

Mr. Benjamin said that he met with Wally Thomas, environmental, and walked through the house. One item that needs to be done is removal of the oil furnace because of asbestos. The quote is \$2350. A gas boiler system could be in to take advantage of the plumbing that is already throughout but the cost to run gas to the building and the annual inspection of the boiler may be cost prohibitive.

A wall mount ductless system would be the best option for this building. They are low maintenance, low voltage and both heat and air conditioning can be in each unit. The cost will be based on the overall building layout.

Mr. Benjamin said that Mr. Thomas could go through the structure and sample suspect materials, which include downstairs ceiling tiles. The cost for this would be \$500. However, there still may be a need for further testing in the future.

Handicap questions will be based on use of the building. At the point that the footprint is determined then we can look further into the ADA needs.

Mr. Benjamin said that the Davis-Bacon act will more than likely affect this project.

Mrs. Cook said that the determination on Davis-Bacon is based, in general, on the overall project cost. There is a possibility of some portions of the work to not be Davis-Bacon. However, we need to make sure that this is done correctly. Mrs. Cook will speak with David Kinney about the options.

Mrs. Cook said that we will also need to go through a land use application process once we have determined how the building will be used.

Lynda Harrington moved and was seconded by Elaina Turpin to move forward with the asbestos assessment process at a cost of \$500. The motion passed unanimously, (3:0).

This item will be taken to Council on June 12, 2018 to obtain formal approval for the work.

Landscaping – Review outline and bring questions and comments back to next meeting.

Floor Plan and Space Use – Chair Swanson said that he has a floor plan for the building but left them at home this morning. These will be brought back to the next meeting.

Space use is limited unless areas are altered. The room on the west side is a good area for small gatherings but will need an ingress/egress installed. The most efficient use of the building may be office spaces.

Chair Swanson asked if there has been an inventory done of all of the items that remain in the house. Mrs. Thomas said that a complete inventory has not been done. There are a number of items that can remain with the home. However, some would be requested to be returned should the City not wish to keep them. Chair Swanson said that from an insurance standpoint, we need to have an inventory of what is in the building.

Mrs. Thomas said that there are items in the home which were intended to be used as décor if weddings were to be held at the property. If this is not to be done, should these items be removed? Chair Swanson said that once a final decision has been made regarding uses then this can be decided.

OLD BUSINESS:

Committee Roles & Responsibilities – This has been forwarded to Council for consideration.

Potential Committee Members – Angie Fencl has resigned due to conflicts with the Friday meeting date. Chair Swanson asked that a letter be sent to Mrs. Fencl thanking her for serving.

Mrs. Cook will contact the top two potential members to see if they are interested in serving then bring the names to Council for consideration and appointment.

List of Potential Uses of Reid House – Mrs. Harrington said that when determining how to use the home the question of whether we charge fees for use needs to be decided. We are in a unique position with this building, because of the endowment, that we do not have to charge fees in order to keep the building going.

Mrs. Turpin said that we should consider that if a use is offered within the community, such as office space, then we need to ensure that we are not undercutting the potential revenues for a local business.

Mrs. Cook said that when asking this question we need to also ask is the use even available in the community? Office space is not readily available within the community so would be a good use and should not be an issue to charge for.

Tasks: None outlined.

The next meeting of The Reid House Committee will be on Friday, July 6, 2018; 3:30 p.m. at City Hall.

The meeting was adjourned at 5:27 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Secretary

THE REID HOUSE COMMITTEE
Meeting of October 7, 2018
NOTES ONLY – NO QUORUM

Committee members present: Gary Swanson. Ad Hoc members present: City Recorder Stacie Cook and Frances Thomas. Community members present: Danielle Gonzalez, Marion County, Yvonne Hanna, SCSD, Mayor Tim Kirsch and Elaina Turpin.

City Recorder Stacie Cook gave a brief history of how The Reid House Committee came to be and what discussion took place up to this point, including:

Committee Roles & Responsibilities
Building Issues & Concerns
Building Uses
Building Management

Chair Swanson handed out hand drawn layouts of each floor of The Reid House and went through them with those present. Mr. Swanson said that he and Mrs. Cook have discussed possible uses for the building and what makes the most sense for the community and to meet the Reid family's wishes for the property.

- Main Floor:
 - Library (Visitors Center w/brochures and info, event notice walls, small memorabilia sales)
 - Office (Manager's office)
 - Formal Living Area ("The Reid House Gallery" – Art/Performance space)
 - Dining (Meeting space, "High Tea")
 - Bedroom (Small event/party space)
- Upstairs:
 - Outreach office spaces
- Basement:
 - KYAC?

Danielle Gonzalez asked what the wants are for this building; do we want to bring outside people to the community, how will youth be brought to the building?

Mayor Kirsch asked about the garage and whether this could be remodeled for the youth to use somehow.

Mrs. Gonzalez said that there could be ways to encourage youth entrepreneurship.

Elaina Turpin said that students are very interested in culinary. Also, a lot of kids don't have access to computers outside of the classroom so it could be a good idea to have a computer room. Yvonne Hanna said that with today's technology moving toward Chromebooks there may not be

a need for a full computer room.

Chair Swanson said that if the proposal discussed today is how we proceed, there will need to be a manager employed for the facility. A volunteer could be looked at but may not be the best option.

Mrs. Turpin said that when she was in charge of the visitor's center for the Chamber she was unable to get volunteers. If this is what is decided for the building then we shouldn't rely on volunteers, there will need to be a paid position.

Chair Swanson asked those present to give their reaction to the proposal.

Elaina Turpin – Like the idea of a visitor's center as it is something the community needs. The gallery space could be well used as we have a large community of artists.

Mayor Kirsch – Like the idea of the multi-use. A manager is a hurdle but necessary.

Yvonne Hanna – This proposal brings all of the past ideas together. The school is looking at spaces for younger kids and assistance such as DHS so bringing something for older kids would be good. Everything needs to work together.

Danielle Gonzalez – Having a cinema a couple times a year may be a good idea for the property. Marion County may be able to assist with some of this if it helps with economic development.

Frances Thomas – The proposal is exciting with great potential. Like the idea of the visitor's center and gallery/music area.

Chair Swanson said that parking will need to be looked at.

Mrs. Gonzalez suggested speaking with potential partners about hosting meetings directly following their regular meetings in order to get the word out about the building and gain buy-in from others.



PROPOSAL FOR SERVICES

November 27, 2018

GARY SWANSON | REID HOUSE RENOVATION

633 NE Alder Street, Mill City, OR

1.0 Project Approach

Our approach to architecture produces successful projects. It is research-based, inclusive of our client's business goals, and rooted in concepts and strategies that guide decision-making. We are a small firm- I am the business owner and I will lead your project throughout the design process. We create architecture that is:

- Based on a sound business and marketing footing
- Appropriate to the sense of place + use- it is timeless in design
- Sustainable in the broadest terms
- Locally oriented in materials + construction processes

em architecture llc

Erik Matthews AIA, Owner

I have been practicing architecture for almost thirty years and I am registered in Oregon, Washington, California, New York, Illinois, Wisconsin + Maine. I received my Bachelor of Architectural Design from Clemson University in 1988 and my Master of Architecture from the University of Oregon in 2001. I have extensive experience creating branded design solutions and leading multi-disciplinary teams. Current projects include two side-by-side SW Portland new single-family residences, the new Portland space for Double Mountain Brewery, a new Wilsonville office space for GeoDesign Engineers, the Emma Rae Apartments in SW Portland and the Grove Hotel, a 9-story high rise in NW Portland. Additional experience includes Rebound New MRI Addition at the Rose Quarter; Gates Fire Hall (LEED Gold) in Gates, Oregon; the KEEN Footwear Showroom in Portland, Oregon; and Converse New York Showroom in New York City. I also worked on the 30,000 sf Portland Trailblazer Practice Facility.

I have been a guest critic at the University of Oregon, Portland State University and the Art Institute of Portland and a volunteer for Architects in Schools while residing in Chicago. I am a member of the American Institute of Architects and I am certified with the National Council of Architectural Registration Boards. Also, I am the previous board chair of the Richmond Neighborhood Association in SE Portland, OR.

2.0 Project Scope of Services

The project site address is 633 NE Alder Street, Mill City, OR 97360. The project is for due diligence: creating a master plan for renovating the existing house and the existing garage. The project construction budget is unknown at this point.

The design produced by em architecture will include plans, sections, elevations and schedules. This content will be created by us in concert with you. You will use this information to make informed decisions and we will guide you through process. The project phases are Program + Conceptual Budget; Survey + Existing As-built Drawings; Concept Design; Design Development + Contract Documents; Building Permit; and Construction Administration. We will request your approval at the completion of each phase. Following is our services proposal for your project:

PROJECT PHASES

1.0 Program + Conceptual Budget

2.0 Survey + Existing As-built Drawings

the following are future phases included here for reference- to be confirmed

3.0 Concept Design

5.0 Building Permit

4.0 Design Development + Contract Documents

6.0 Construction Administration

em architecture llc

2712 SE 47th Avenue, Portland, OR 97206 T: 503.544.7210 E: erik@emarchitecture.net

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PROJECT TASKS BY PHASE**1.0 Program + Conceptual Budget**

- 1.1 Create user program with Client group- 2 user group work session meetings
- 1.2 Create list of proposed Physical Improvements required to achieve program
- 1.3 Create Physical Improvements conceptual budget
- 1.4 Create Proposed schedule

2.0 Survey + Existing As-built Drawings

- 2.1 Survey/measure existing conditions + create as-built floor plan drawings

the following are future phases included here for reference- to be confirmed

3.0 Concept Design

- 3.1 Provide Owner diagrammatic floor plan layout for review
- 3.2 Site Plan, Floor Plans and Exterior Elevations, Building Sections + Digital Model
- 3.3 Assist with and review preliminary conceptual cost estimate by the contractor
- 3.74 Owner review + approval

4.0 Design Development + Contract Documents

- 4.1 Develop design drawings based on your concept for review/approval
- 4.2 Provide final design drawings for review (plans, sections, elevations + schedules)
- 4.3 Provide final specifications for materials and finishes
- 4.4 Provide code compliance certificates and forms/paperwork
- 4.5 Provide printed drawings sets as needed (reimbursable expense)
- 4.6 Cost estimate by the contractor
- 4.7 Owner review + approval

5.0 Building Permit

- 5.1 Assemble and submit documents for building permits
- 5.2 Assemble and distribute bid documents as needed
- 5.3 Assist with bidding as needed
- 5.4 Provide revisions as needed (check sheet comment responses)
- 5.5 Assemble final Contract Documents

6.0 Construction Administration

- 6.1 Publish final Contract Documents
- 6.2 Provide contractor responses to requests for information
- 6.3 Quality assurance via periodic site visits
- 6.4 Publish punch list

3.0 Proposed Project Schedule

Following is a summary of major milestones by project week number:

Week 01	Notice to Proceed	(one week)
Week 02 thru 06	Program + Conceptual Budget	(four weeks)
---	Survey + Existing As-built Drawings	(to be done at time of first meeting)

the following are future phases included here for reference- to be confirmed

Week 07 thru 10	Concept Design	(four weeks)
Week 11 thru 16	Design Development + Contract Documents	(six weeks)
Week 17 thru 22	Building Permit	(+six weeks, estimated- to be confirmed)
Week 23 thru 54	Construction Administration	(+thirty-two weeks; builder shall confirm)

4.0 Fees

PHASE	ARCHITECTURAL FEE
Program + Conceptual Budget	\$2,900
Survey + Existing As-built Drawings	\$2,500
SUBTOTAL ARCHITECTURAL FEE:	\$5,400

PROPOSAL FOR SERVICES

GARY SWANSON | REID HOUSE RENOVATION

633 NE Alder Street, Mill City, OR

****the following are future phases included here for reference- to be confirmed****

Concept Design	**\$TBD (**future phase- to be confirmed**)
Design Development + Contract Documents (estimated- to be confirmed)	**\$TBD (**future phase- to be confirmed**)
Building Permit (estimated- to be confirmed)	**\$TBD (**future phase- to be confirmed**)
Construction Administration (estimated- to be confirmed)	**\$TBD (**future phase- to be confirmed**)
TOTAL ARCHITECTURAL FEE:	\$TBD

FEE BY CONSULTANT

FEE	DISCIPLINE
EM Architecture (to be confirmed after Program + Conceptual Budget phase)	**\$TBD Architecture**
KPFF Structural Engineers (to be confirmed after Concept Design phase)	**\$TBD Structural** (**if required**)

NOTE: structural design proposals will be requested from KPFF Engineers, Valar Engineers, SFA Engineers + Nava Engineering

HOURLY RATES

Principal	\$175/hour	Architectural Intern	\$90/hour
Project Architect	\$125/hour	Administrative	\$70/hour

PROJECT EXPENSES

em architecture will invoice for standard project reimbursable expenses at a rate of 1.1 x cost. We estimate project expenses to be approximately \$750.

RETAINER AND PAYMENTS

em architecture requires a retainer of \$500, prior to commencing work. Progress billings will be in addition to any retainer, and the final invoice will reflect a credit for the retainer. Invoices will be billed monthly on a percentage complete basis at the end of each month. Payments are due within 15 days. To accept this proposal, please sign below, and advance payment of the retainer.

INSURANCE

em architecture maintains errors and omissions insurance coverage of up to \$1,000,000 per occurrence (Hiscox Insurance Company Inc.).

AGREEMENT

If the terms listed above meet with your approval, please sign and date below:

Signed: _____ Date: _____
Gary Swanson, Team Leader

5.0 Owner-Provided Content

1. Topographic mapping and boundary survey (required for building permit).
2. Geotechnical Investigation Report.

6.0 Contract Exclusions

1. Application fees, such as Land Use Application and Building Permit Application, etc.
2. Civil Engineering- assumed not required.
3. Topographical site survey (survey drawing documenting locations of existing contours + existing utilities, etc.).
4. HVAC, Plumbing, Electrical, Fire Protection + Alarm Systems- these will be part of the Design-Build process.
5. Low Voltage System- by Owner.
6. Fixtures, Furnishings + Equipment (FF+E).
7. Hazardous materials survey- assumed not required.
8. Reproduction expenses including but not limited to presentations, milestone printings, permit + bid submittals.