

STAFFORD HAMLET
BOARD MEETING

Minutes

April 9, 2018

Chair Jay Minor called the April 9th Board meeting of the Stafford Hamlet to order at 7:55 pm at the Stafford Elementary School, West Linn, OR.

Attendance:

- ❖ Board Members Present: Dave Adams, Richard Fiala, Jana Lombardi, Bill Markt, Jay Minor, Mary Moore, Matthew Palmer, Len Schaber, Joe Wikoff
- ❖ Excused: Walt Gamble
- ❖ Absent:
- ❖ Staff Present:

Agenda Approval: The agenda was unanimously approved with the addition of recapping the Three Hamlet meeting.

Approval of Minutes:

The Board and Community minutes from the February 12th and March 12 meetings were presented for review. Mary Moore moved to approve the minutes, and Joe Wikoff seconded the motion.

Vote: approved, 9 - yes, 0 - no, 0 - abstain.

Financial Report:

Joe Wikoff reported the County has the reconciled bank statements. The County is going to reimburse the bank fees. The trust account transfers related to the Family Fest are completed. On February 8th the County provided a reimbursement of \$347.24 that was requested in November 2017. Joe asked that anyone with requests for reimbursement submit them as soon as possible.

The ending balance of the imprest account as of April 8 was \$323.36. The Hamlet has used \$524.97 of the \$2,000 Fiscal year budget. This means that there is \$1,457.03 remaining. The balance of the trust account as of March 31, 2018 was \$8,430.66.

Report of Three Hamlet Meeting with the County:

Jay Minor reported that he, Mary Moore, Joe Wikoff, and Rick Cook met with Tammy Stevens (Beavercreek), Bill Merchant (Beavercreek), James Tapp (Mulino), and Gary Schmidt, Katie Wilson, and Amy Kyle. The Hamlets' presentation was divided into three main parts: Role as Advisor/Liaison's Role, Liaison Support, and Financial.

The Hamlets are requesting the resumption of annual meetings with the Board of County Commissioners (BCC). Mary Moore said after the meeting the annual report for Stafford was scheduled for June 12. Mary Moore said that the Hamlets want to hear more from the County, for the Committee for Community Involvement (CCI) to have goals and hear County goals, and to improve communication. Rick Cook said there has been the feeling of poor communication from the County, and that there is a desire to hear what Public and Governmental Affairs (PGA) has for short and long term goals.

Jay Minor said that the Hamlets explained they would like Katie Wilson to attend more meetings, and explained they would like her to listen and provide information. Jay Minor said each of the Hamlets had similar feelings. Jay said Beaver Creek wanted Katie to attend Town Halls, while Stafford wanted her to attend Board and Community meetings.

Jay Minor said that Gary Schmidt said there was \$15,000 in PGA's budget for Hamlets and Villages. Jay said that each Hamlet has requested an increase in funding. Joe Wikoff said that the reimbursement process has been a problem for both the Hamlets and the County. Joe suggested that each Hamlet draft and present a budget and have that funded by the County. Each Hamlet would still have to report back on actual expenses. Bill Markt asked if the Square situation has been resolved, and Joe said the County is working on a solution.

Committee Reports - Programming:

Mary Moore said a meeting for the budget and programming committees would be scheduled soon. Richard Fiala asked if there was money in the budget for website improvements and if there was long term funding set for the website. Jay Minor suggested reprinting the Vision and Values and other documents. Joe Wikoff reported Amy Herman will not be charging the Hamlet for the Retreat since there was funding set aside for that by the County. Joe Wikoff said that the County was happy with the suggested finance changes.

Jana Lombardi asked if there was programming for the May meeting. Mary Moore suggested the Sheriff's Office and public safety. Rick Cook suggested asking Tammy Stevens for the name of the person from the Sheriff's Office who spoke at the Beaver Creek meeting.

Committee Reports - PR/Lobby:

Jay Minor asked the Hamlet Board what should be included in the packet that will be given to City Councils and City Managers. Rich Fiala asked if vote outcomes should be part of it. Jay Minor said they are already in the Vision and Values as well as the Community Vision Plan (CVP). Rich Fiala said the votes totals could be included in the brief. Jana Lombardi suggested having an abstract with a summary. Bill Markt said that vote totals should be included because it shows representation. Dave Adams said that someone should present the packet at meetings and include highlights. Jana Lombardi suggested doing that during the public comment portion of the meeting. Dave Adams said have a summary and do an in person delivery. Carol Yamada suggested including the Family Fest, mention what the Hamlet is doing with committees, and mention outreach. Larry Read suggested including future goals. Rick Cook said that the cities

are already meeting, and that the Hamlet should get information out as soon as possible for the reference guide. Rick Cook said that Jeff Gudman called him asking for information, and that Rick thought the guide should go to mayors and city managers first.

Bill Markt said the Hamlet should do a packet now. Mary Moore asked if the Board wanted a paid writer to review/edit the packet, and said she could email someone she knows. Richard Fiala asked how quickly could this happen. Mary Moore said a week was probably as quickly as it could be done. Board consensus was to have it prepared in one week, on April 16th. Mary Moore asked how many copies should be printed, and the answer was 40. There will be one for each Council member, mayor, and city manager. The other question was if each member of the Hamlet Board should have a copy.

Suggested contents for the packet included the first intergovernmental agreement, the petition (with an executive summary), the Vision and Values, the Community Vision Plan, and the voting record. Consensus was to not include the road safety audit. Rick Cook suggested mentioning road projects in a potential cover letter.

Richard Fiala moved to send a packet based on the outline established before Monday as discussed. Joe Wikoff seconded the motion.

Vote: approved, 9 - yes, 0 - no, 0 - abstain.

Committee Reports - Family Fest: No additional comments were made.

Committee Reports - Agriculture: No report was made.

Committee Reports - Historic and Outdoor: Rick Cook said read a letter from Paul Espe, from the City of Lake Oswego, thanking Ann Culter for her hard work and announcing she has been awarded the Preservation Merit Award by the City of Lake Oswego and the city's Historic Resources Advisory Board. The City Council will present the award to Ann on Tuesday, May 1, at 6:30 pm.

Committee Reports - Archive: No report was made.

Committee Reports - Budget and Finance:

Joe Wikoff said that he would like everyone to submit budgets and budget documents by May 1.

Jay Minor said that committees are supported to have goals and aspirations, and would like the committees to work on that.

Adjournment: Chair Jay Minor adjourned the meeting at 9:06 pm.