

STAFFORD HAMLET  
BOARD MEETING

Minutes

May 14, 2018

Chair Jay Minor called the May 14th Board meeting of the Stafford Hamlet to order at 8:10 pm at the Stafford Elementary School, West Linn, OR.

Attendance:

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

Approval of Agenda: Walt Gamble moved to approve the agenda, and Richard Fiala seconded the motion. The motion was unanimously approved.

Approval of Minutes: The April 9 Board and Community meeting minutes were presented for review. Walt Gamble moved to approve the minutes and Richard Fiala seconded the motion.  
**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

Financial Report:

Joe Wikoff reported the County has reimbursed the Hamlet for the bank charges. The activity in April was low. In May there were three bills: one from Kate Roth for \$297 for secretarial services, one from Rick Cook for \$20 for LONAC dues, and one from Len Schaber for \$170 for expenses for room rentals.

Len Schaber moved to approve payment of bills and Bill Markt seconded the motion.  
**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

Rick Cook said he has done t-shirts for the Family Fest, and he would like to be reimbursed for them. The cost will be about \$326. Joe Wikoff said it should be part of the Family Fest budget.

Bill Markt moved to approve \$300 to \$400 for t-shirts. Len Schaber seconded the motion.  
**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

Len Schaber moved to approve the Treasurer's Report and Richard Fiala seconded the motion.  
**Vote:** approved, 9 - yes, 0 - no, 0 - abstain.

Jay Minor said the Hamlet should request all of the remaining money from the current fiscal year from the County. Jay said that Gary Schmidt said the Hamlet could request extra money.

Joe Wikoff said the Hamlet also needs to draft a budget for the upcoming year. Joe needs each Board member to submit items that should be in the budget.

Jay Minor said the deadline for the report to the Board of County Commissioners is June 7th. Jay said he would write it up, and that he needs information on budgets and planning. Bill Markt has already assembled a budget for Family Fest. Jana Lombardi said there would need to be \$10 per month for Facebook ads. Mary Moore still needs to submit information about costs for the website and ads. Richard Fiala said he would submit an item for aerial photographs of the area. Dave Adams said the archival committee would have expenses for scanning and organization. There will also be expenses for newspaper ads and reprinting of documents. Ann Culter said she was not currently projecting any expenses for the Historic and Outdoor committee. Jana Lombardi suggested doing a postcard that would be sent to the entire community. Joe Wikoff suggested getting a list of all the community members.

Joe Wikoff said he needs a programming link for the budget. Joe said that the goals for the Hamlet have changed now that the CVP has been passed. He said money could go to supporting work, defending the CVP and planing carefully so no money has to go back to the County.

Joe Wikoff asked if the Hamlet has a position on endorsement of candidates. Dave Adams said the Hamlet found it too problematic to endorse or recommend candidates. Dave said the Hamlet has chosen to host candidates and forums so the community can hear from them. Joe Wikoff said in the future he would like to have all sides of an issue at forums.

#### Committee Reports - Programming:

Jana Lombardi asked if the Hamlet has chosen a a date for a possible candidates forum. Consensus was to look at October 6th as a possible date. Len Schaber said the Hamlet should schedule a date in advance because dates can be changed at no cost.

Len Schaber suggested a future Town Halls cover disaster response. Len said Katie Wilson reported the County is starting work on how to respond to disaster in unincorporated areas. Jay Minor said that would be a good winter topic.

Jana Lombardi said the proposed Town Hall schedule is a January vote/election of the Board with a disaster preparedness/response Town Hall, and then a spring Town Hall with school Board candidates (possibly April).

Committee Reports - Communications: The topic was previously covered.

Committee Reports - Public Relations: The topic was previously covered.

#### Committee Reports - Family Fest:

Bill Markt reported things are going well. The sponsorships are also going well. Joe Wikoff thanked Bill Markt for a full budget for the family fest.

Bill Markt reported the County decided an individual can have a Square at the Family Fest. The money from the square will then be transferred to the Hamlet. Bill reported Katie Wilson came to a Family Fest meeting and it went well.

Jana Lombardi said the website and links for Family Fest need to be updated.

Richard Fiala and Jana Lombardi said Joanne, a transitional specialist at Lakeridge, met with them and has potential volunteers for the Family Fest. Katie Wilson and Rick Cook also have possible volunteers.

Bill Markt said the deadline for sponsorships will likely be the end of this week.

Joe Wikoff asked if grocery stores or meatpackers have been contacted for sponsorship. The answer was most of the grocery stores are outside the Hamlet and the Hamlet has not gone outside for sponsorships so far. Richard Fiala asked if the Hamlet should consider contacts outside of the Hamlet boundary.

Bill Markt reported hot dogs and hamburgers will be done through the Lions Club. Richard Fiala said the Lions do require a certain amount of sales, so a certain amount is prepaid.

Committee Reports - Agriculture: No new updates were given.

Committee Reports - Historic and Outdoor: No new updates were given.

Committee Reports - Archive: No new updates were given.

Committee Reports - Budget and Finance: No new updates were given.

New Business - Schedule Change for Fall 2018:

Len Schaber asked when Board members would like to move the meeting date to. He said the preference was for Tuesday or Wednesday meetings. Consensus was the second Tuesday may be better. Len will see if that is available at the school. September's meeting will likely need to be held elsewhere due to how West Linn/Wilsonville schedules rooms.

Rick Cook said that he heard from Laurie Freeman that there has been discussion about changes to C 4 membership and having the Hamlets, CPOs, and Special Districts share one seat. He said the first Thursday in June is the next meeting. Rick is going to follow the discussion and is contacting Gary.

Adjournment: Chair Jay Minor adjourned the meeting at 9:11 pm.