

STAFFORD HAMLET
BOARD MEETING

Minutes

October 8, 2019

Chair Bill Markt called the October 8th Board meeting of the Stafford Hamlet to order at approximately 8:00 pm at the Stafford Elementary School, West Linn, OR.

Attendance:

- ❖ Board Members Present: Richard Fiala, John Keith, Jana Lombardi, Patty Mamula, Bill Markt, Len Schaber, Joe Wikoff
- ❖ Excused: Katy Krider, Matthew Palmer
- ❖ Absent: Mary Moore
- ❖ Staff Present:

Approval of the Agenda: The agenda was unanimously approved.

Approval of Minutes:

The September 10, 2019 Community and Board minutes were presented for review. Richard Fiala moved to approve the minutes as corrected, and Jana Lombardi seconded the motion.

Vote: approved, 7 - yes, 0 - no, 0 - abstain.

Treasurer's Report:

Joe Wikoff reported that he has separated the festival money from the County money in the report. This allows for a more detailed look at operating expenses for the Family Fest. Joe has also sent out a report detailing the finances from the Fest. There is \$5,812.77 from the County for the yearly budget remaining. \$967.54 is the net result from the Family Fest. Joe has compared last year and this years finances from the Family Fest. The accounting for the wine sale is still in progress. Rick Cook gave a short report about what remains of the wine and total sales. Joe said the Board would like to put the profits from the wine sale in the trust account, since the trust account money can be used as the Hamlet wishes and the imprest is for specific approved purposes.

Len Schaber moved that the profits be placed in the imprest account. The motion was seconded.

Vote: approved, 7 - yes, 0 - no, 0 - abstain.

2020 Budget Refinement:

Joe Wikoff said this year the Hamlet will need to show expenditures as compared to the budget in a report given on a quarterly basis.

For the 2020 Budget Joe Wikoff reported there is \$4,650 that the Hamlet has to spend on meeting expenses, retreat, website, Facebook ads, secretarial services. Remaining in the budget is \$1,350 for the other items. That leaves nearly \$3,000 from the proposed budget that will not be funded.

Joe said some of the signs and maps have been paid for, so the full amount budgeted for those many not be needed. Joe said he did not know if the \$500 for digitizing records would be needed since the progress on digitizing has been slow. The category for printed material for outreach was renamed as two categories: printing and communications. Joe asked if the \$800 for welcome to the Hamlet signs was still needed, and suggested passing on it. Joe suggested passing on the PA system and microphone.

Joe said there is \$1,320 maintenance (approximately 40-50 per month) and \$600 for Facebook ads allocated. Jana Lombardi said there has not been a Board vote on a website maintenance yet. Communications committee is going to meet soon to discuss any changes to the new website because there is two weeks left to make changes without incurring new charges.

Joe said he would not be the Treasurer next year so whoever takes it over will need access to a file cabinet, a scanner and a printer. They will also need supplies in the form of paper and ink.

Joe reported he just paid Jana Lombardi \$88 for festival ads.

Joe Wikoff moved to approve the payment of Jana Lombardi for festival ads and approval of the financial report. The motion was seconded.

Vote: approved, 7 - yes, 0 - no, 0 - abstain.

Committee Reports - Programming:

Bill Markt asked what the programming for the November 12 Board/Community meeting would be. He asked if Board candidates would be part of it. Consensus was yet. Patty Mamula asked how many people would be leaving the Board. Joe Wikoff, Matt Palmer and Mary Moore are all leaving. Bill Markt is running for reelection. No new candidates have come forward, but a few people have expressed interest.

Committee Reports - PR/Lobby/Advocacy:

Rich Fiala reported there have been meetings with Kent Studebaker, Ken Humberston and a few Tualatin City Councilors. There will be conversations with Martha Schrader as well.

John Keith said that he and Rich Fiala have been working on what the new Community Vision Plan (CVP) would look like. He will send out via email what he has. Rich said that John took what he wrote and read at the last meeting and wordsmithed it. Rich read out what they have written so far. Rich said that PSU group will come to Fiala Farms to learn about the Hamlet and what is happening. John has invited Jim Johnson as well. Joe asked if the first part is about the vision and the 30 second elevator pitch, and Bill said yes. John said the next step is the December meeting, and that will be when there is some sort of public outreach. Rich said the community meeting should be well attended and have something there. Rich wanted to know if

the election and outreach for the CVP could be on the same night. Rich said the you could hold both if the Saturday meeting was at Athey Creek and not at Stafford. Jana said you could have a shorter voting period and then have the roundtable or outreach. The Town Hall with a roundtable or discussion on the CVP will be on Saturday.

Jana has sent a scan of the CVP to Rich. Rich would like to show the Board an edit of the CVP in November. It would be a draft/suggested changes. Jana said the Board could vote on if it was sent out via email before the meeting. Rich said people need to understand that they can comment on it in December and that changes could happen to the document.

Committee Reports - Family Fest:

Bill Markt reported there will be a debrief on October 9th. Bill thanked the volunteers

Committee Reports - Historic and Wildlife: No report was given.

Committee Reports - Agriculture: No report was given.

Committee Reports - Archive: No report was given.

Committee Reports - Outside Our Borders:

Rick Cook said the Community Leaders meeting is coming up.

John Keith said at C 4 there was discussion about the Burnside Bridge having seismic upgrades coming up. He said it was an interesting discussion. There was discussion of the Strategic Investment Fund from the Vehicle Registration Fee (VRF). C 4 wants safety to have higher priority for projects.

Road Committee Update & VRF:

Rich Fiala reported on the meetings. Rich said a lot of projects have been about congestion but the VRF projects have a greater focus on safety. The Committee made a request for more details from staff about project costs. The committee is still working on prioritization of projects. 6 of the projects are in the Hamlet area. One is the intersection of Stafford Road, Elligsen Road and 65th Avenue. Others are the intersection of Childs Road and Stafford Road, from West Linn to Stafford Road on Rosemont Road, Stafford Road from Rosemont to Frog Pond, and Borland from Tualatin to Stafford. Most are shoulders and paving. There will be paving and increased shoulders. Stafford and Childs with a stoplight may cost \$11 million in part due to turn lanes. There may be additional costs for Stafford and Childs if the turn lanes force the County to need to make improvements at Johnson and Stafford Roads. The County still has not funded most of the projects and will need to seek additional funding through grants. The Committee is also trying to be equitable from a geographic standpoint.

Patty Mamula reported she has distributed 15 welcome packets. Two were given to renters. She would like to know about any renters so they can get the packets. Patty asked if the existing

CVP should be included in the packet as it is being revised. Bill Markt suggested including a note saying it is being revised.

Patty Mamula asked about the deadline for the website changes. Jana said November 1st. Patty said she could set up a Communications meeting. Jana said what needs to be studied is what is on the old website but missing from the new site, what the new site needs to do but is not, and if there should be a CPO page on the website.

Rich Fiala moved that the Board approve the monthly maintenance fee for the website. The motion was seconded.

Vote: approved, 7 - yes, 0 - no, 0 - abstain.

Adjournment: Chair Bill Markt adjourned the meeting at approximately 9:00 pm.