

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 06/25/19 **Start Time:** 2:00 p.m. **Approx. Length:** 60 minutes

Presentation Title: Hamlets 2019 Annual Report

Department: Public and Government Affairs

Presenters: Amy Kyle and Katie Wilson

Other Invitees: Tammy Stevens, Chair of The Hamlet of Beaver Creek, James Tapp, Chair of The Hamlet of Mulino, and Bill Markt, Chair of The Stafford Hamlet

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

No action. This is an informational update.

EXECUTIVE SUMMARY:

Public and Government Affairs (PGA) manages the Community Involvement Program for Clackamas County. This includes Hamlets and Villages, Community Planning Organizations, Advisory Boards and Commissions, #ClackCo Academy, youth outreach and strategic communication, engagement, and outreach support countywide.

The Hamlet and Village Program is one of the ways the county engages some of the county's unincorporated communities. It was initiated in 2006 in response to grassroots efforts by residents to become more involved with county government and to help support their community. While each hamlet has unique goals and activities, they share a common interest in retaining the flavor of their community, promoting activities to benefit the community, working with the County and outside organizations, and providing their residents increased access to (and information about) the County. Each group has a slightly different way of achieving these goals. Hamlets are advisory to the Board of County Commissioners (BCC).

Last year PGA adjusted the financing model for the hamlet program to better serve their needs. In past years each hamlet received \$2000 annually from PGA to use for operating expenses. In an effort to support each community's unique goals, each hamlet will now submit an annual budget proposal to PGA for approval and will prepare an annual report of their work to validate the expense. This ensures that funding is provided based on the communities goals for the year.

In addition to financially supporting the Hamlet program, PGA provides support in the form of a staff liaison who oversees all aspects of the Community Involvement Program. Some of the staff liaison's hamlet support duties include: attending all hamlet town halls as well as monthly meetings when necessary; overseeing hamlet board elections; coordinating training for board members, assisting with scheduling special presentations for hamlet meetings; managing the quarterly Community Leaders Meeting to facilitate information sharing of county programs and services and encouraging open dialogue between community leaders, staff, and the BCC; overseeing financial reporting and reimbursements; serving as point of contact for the program; supporting special events and projects; managing the Committee for Community Involvement as the advisory board for the program; reviewing program documents and materials; and regularly collecting feedback to plan and implement program improvements.

FINANCIAL IMPLICATIONS (current year and ongoing): Annual Hamlet budget. The County currently provides a budget of \$10,000 for the Hamlets and \$4,500 in PGA funds to cover Hamlet Elections, Printing and Mileage Reimbursement for PGA Liaison

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government
- This item aligns with the County's Performance Clackamas goals by building public trust through good government

LEGAL/POLICY REQUIREMENTS:

Each Hamlet follows requirements set forth in state statute, BCC ordinance or Hamlet bylaws.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA provides resources and staff liaison support and guidance to Hamlet and Village boards and communities. In addition, PGA manages Hamlet and Villages board recruitment and election process.

OPTIONS:

No action is necessary.

RECOMMENDATION:

No action is necessary.

ATTACHMENTS:

The Hamlet of Beaver Creek Annual Report
The Hamlet of Mulino Annual Report
The Stafford Hamlet Annual Report

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval s/Tim Heider
County Administrator Approval _____

For information on this issue or copies of attachments, please contact Tim Heider @ 503.742.5908
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**Report to the Clackamas County Board of County Commissioners
June 25, 2019, 2:00 p.m.**

THE HAMLET OF BEAVERCREEK

The Hamlet of Beavercreek's Board appreciates this opportunity to meet with the Board of County Commissioners to discuss the value the Hamlet provides its citizens and the County and how we plan to continue providing support.

The Beavercreek area has traditionally been and continues to be very active regarding land use, committee involvement and citizen participation. Since June of 2018, very little has changed with regard to the level of participation and activities. Instead of providing more lists of our committee involvements, guest speakers, community activities, etc., outlined below are some of our significant accomplishments, undertakings, activities and changes:

- Actively maintain Facebook page and new Website to provide information and education and encourage involvement.
- Revised our Bylaws to match Hamlets and Villages Ordinance 2.10 and modify our election process to better meet the community's needs.
- Assisted with the revision of the County's Hamlets and Villages Ordinance 2.10. After 12 years of running Hamlets, revisions were needed to match how Hamlets operate and are funded.
- The Board held strategic planning meetings for the last 3 years to review the prior year's activities and plan for the coming year.
- Two new Board members; Joe Matteo and Jessica Sernach. Jessica volunteered to fill our Secretary and Corresponding Secretary positions meeting the goal to provide written minutes to the County.
- Replacing the Korner Park storage shed.
- Citizen Christine Kosinski continues to work with Ron Wyden's representative, Ree Armitage, to discuss development on historical landslides resulting in a landslide safety bill.
- Consistent and persistent monitoring and testimony at the City of Oregon City Planning Commission and City Council meetings to encourage responsible growth and concurrency.
- Worked with citizens, County, School District and Board, Fire Department and Sheriff to address grade school traffic safety issues.
- Engaged over 50 guest speakers over the past five years.
- Our Board (consisting of seven Directors) spend over 300 hours annually in Board and Community meetings (not to mention the participation in numerous State and County committees).

Message Phone 503-632-8370



- Discussed with citizens and provided input to the County Planning Department on over 95 land use applications in the past five years.

We continue to provide value to the County through our greatest assets: our citizens, businesses and volunteers. By involving, educating and supporting our citizens and businesses, we offer their involvement to the County. From appointments on Advisory Boards and Commissions, participation in surveys, Town Halls and outreaches to a receptive audience for County information and solicitations, involvement on task forces and business success. In a nut shell, we have created and fostered a large, active and fluid conduit from the County to citizens and back again.

Our current challenges include:

- Finding volunteers (both citizens and businesses) for activities, projects and involvement.
- Our neighboring Carus CPO's Board is no longer active. We're working with the County and neighboring Hamlet and CPO to assist these citizen to reactivate or merge with neighboring CPOs or Hamlets.
- The City of Oregon City is rezoning the Beaver Creek Road Concept Plan which will inevitably result in development. We are actively participating with them and monitoring their proposed zoning. Our highest concerns are Oregon City's failure in concurrency and the failing transportation system.
- Working with the County to require responsible growth and concurrency by the City of Oregon City.

Our goals for the coming year include continuing our extensive activities, education and involvement of our citizens and businesses and the support of the County's numerous committees and projects. In addition, the Beaver Creek area has a large number of permits for home occupations and temporary homes for care that are difficult to manage. We hope to assist the County and our citizens with these challenges.

Respectfully submitted,

Tammy Stevens, Chair

Bill Merchant, Vice-Chair

Cheryl Buchert, Treasurer

Jessica Sernach, Secretary & Corresponding Secretary

Kenny Sernach, Director at Large

Jack Hipp, Director at Large

Joe Matteo, Director at Large



2018-2019 Annual Report

The Stafford Hamlet brings together concerned citizens, farmers, business owners, neighbors, and residents who are working to determine the future of the Hamlet. The Hamlet seeks to preserve, educate, and celebrate the cultural heritage and rural character by facilitating, and enhancing coordination and cooperation between the jurisdictions and strengthen community outreach, education, and engagement in the Stafford and lower Tualatin basin.

The Hamlet continues to expand the forums and community events for the 2,000 plus citizens in the Hamlet and the surrounding area by:

- Coordinating and collaborating with the state, county, and local government elected officials and staff.
- Facilitate our citizens in providing input on:
 - county projects, issues and programs
 - land use and planning
 - transportation
 - agriculture and environmental resources
 - urban/rural interface challenges
- The Hamlet continues to participate in a number of county advisory groups and committees. We believe this will further enhance:
 - the effectiveness of two-way communication
 - information sharing
 - advising for multi-level decision making by elected leaders.

The Stafford Hamlet is comprised of ten board members with yearly elections and alternating two-year terms. Board members are elected in three categories (that are unique to Stafford): at-large, under five acres, and over five acres. There continues to be strong resident support in the Hamlet's organized activities and slate of candidates in excess of open positions for board elections.

Accomplishments

In the 2018-2019 fiscal year, the Hamlet continued to expand value-added community engagement efforts in the areas of citizen education and information sharing, coalition building, and urban/rural challenges.

The Hamlet hosted monthly community education, Community Planning Organization (CPO) for meetings, plus quarterly community forums on topics of relevance to the local community as well as the surrounding areas.

- In this fiscal year the Hamlet sponsored two candidate forums for:

- local school board positions
- Metro, and Oregon Legislature candidates.
- This spring the Hamlet hosted an open space and farmland preservation forum with national and statewide experts on urban challenges facing us all.
- The monthly community forums covered timely and relevant topics including:
 - emergency management
 - public safety and services from the Clackamas County Sheriff
 - transportation planning and the I-205 widening
 - native plants and pollinators
 - short-term home rental policy.
- Participated in Chair Bernard's Nov. "Meet and Greet" with city and metro officials on Stafford's urbanization.

The Hamlet offers a multitude of programs and activities designed to share the rich cultural and historical heritage of the Hamlet by compiling the history and preservation of the agricultural foundation of the area. To formally celebrate the Hamlet, each September, the Hamlet sponsors a Family Fest to bring the community together and reinforce the sense of place and shared values in the Hamlet. The one-day event in 2018 had over 800 in attendance participating in family games and activities, historical remembrance of the rural character, and a selection of vendor booths all facilitated by over 90 volunteers. Some County Commissioners have attended.

This fiscal year, Hamlet board members and interested citizens continued to be broadly involved in the meetings and planning activities focused on the I-205 widening project, Urban Reserves planning, and intergovernmental agreements of the three surrounding cities of Lake Oswego, Tualatin, and West Linn. Residents have provided written and verbal testimony at multiple council meetings and working sessions. Throughout the year, the Hamlet presents information and shares Stafford's history, heritage, farming, events and other topics of interest to various groups.

What we want to accomplish in the future

- The main focus for the next fiscal year, with expanded budgetary support from the County, will be to:
 - continue the vibrant engagement and expanded value-added opportunities with the residents, and surrounding communities.
 - be a key partner with the three cities and Metro in future planning of our area by providing information and feedback to the County Commissioners and County staff on projects and initiatives.
- We continue to magnify our communication and information availability with the residents by:
 - expanding the email listing of over 1200 contacts
 - webpage redesign with new functionality and document availability
 - re-energizing the surrounding CPOs and community organizations
 - developing policy and issue positions
 - new resident engagement through information packages
 - continued sensing and gathering of important issues and concerns for future community forums
 - solicit feedback from the Hamlet residents to be passed on to the Commissioners and other elected leaders.

Conclusion

We appreciate the opportunity to share what we have undertaken and hope to accomplish in the future. It is energizing for our community to have the commissioners attend our monthly meetings and town halls. We hope that interest will continue whenever the opportunity presents itself. Those of us on the board are aware of how difficult it is to represent our community effectively. What the county commissioners are faced with makes our challenges seem small. Thanks for your efforts, professionalism and discipline in moving the county forward.

The Stafford Hamlet Board

Len Schaber, Katy Krider, Matt Palmer, Patty Mamula, Rich Fiala, John Keith the principle author of this document.

Secretary: Jana Lombardi, Treasurer: Joe Wicoff, Vice Chair: Mary Moore, Chair: Bill Markt

THE HAMLET OF MULINO ANNUAL REPORT

FYE June 30, 2019

The Hamlet of Mulino thanks you for the opportunity to meet with the board of County Commissioners to discuss the value the hamlet provides its citizens and the county and how we plan to continue providing support.

The Hamlet of Mulino meets every third Thursday every month at the Mulino Airport Pilot's Lounge at 7 p.m. We have a meet and greet followed by a CPO meeting to discuss land use issues followed by our open general meeting beginning at 7:30 p.m.

BOARD of DIRECTORS:

James Tapp, Chairman
j.e.tapp@hotmail.com

Mike Raub, Vice-Chair
Laurel Rose, Secretary/Treasurer
Sandra Cole
David Knight

In September 2019 we will have elections for three of our board members.

THE PURPOSE OF THE MULINO HAMLET

- To encourage all landowners within the Hamlet boundaries to attend and be a member of our group.
- To promote a positive community identity and direction.
- To provide citizens of the hamlet a forum and sounding board for dealing with a broad range of issues.
- To represent the community and to be a voice.
- To enhance livability, sustainability, duration and functioning in the community.
- To encourage community planning.
- To promote, clarify and make aware any issues of community interest.
- To undertake any legal activity such as writing letters or gathering signatures on a petition.

COMMUNICATIONS

The Mulino Hamlet puts the meeting date on the Mulino Elementary reader board and a sandwich board in front of the produce stand and in the community newspaper. We also have a website and a facebook page.

Before our August BBQ and September elections the county sends out a post card with detailed information about each event.

GOALS

Goal number one is to help at the Blueberry Pancake Breakfast event on the third week of July sponsored by the Mulino Airport. This event brings many community citizens and visitors to the area and is a great way to make our presence known.

Goal number two is putting on our 4th annual BBQ and movie fun night for the community kids at the end of August. This event is where we spend most of the dollars provided by the county each year on advertising, food and entertainment.

Our third goal is to participate at the Christmas Bazaar held at the Mulino Elementary school.

GUEST SPEAKERS

Through out the year we had guest speakers at our meetings regarding Neighborhood Watch, Disaster Management. Code Enforcement and Health Department.

BUDGET

We have done many things over the years to generate community spirit and involvement. Some have been successful and some have bombed. We think we have found the formula that works for our unique community and population dynamics.

Our regular expenses that we know will be happening every year include:

1. Rental of a post office box to receive Hamlet mail \$64.00
2. To promote the Hamlet in the community we rent a table at the Mulino Bazaar every year and sell hats, bags, tee shirts and patches. 35.00
3. Printing agendas, minutes and treasurers reports for the meetings, approx. 50.00

Besides the predictable expenses, we have decided that for our community, hosting a big community event the weekend before Labor Day for the whole community is the best way to generate Mulino spirit and get our younger families and older citizens who no longer have children at home to meet each other. To that end, we have formed a partnership with the Mulino Parent Group and Principal at the Mulino School, and together we have a Community BBQ and movie on the lawn.

We rent a bouncy house, have live music, encourage citizens to join in and "Cruise-in" their cool old cars and motorcycles and new this year, there will be trophies, too. We provide hamburgers and hot dogs, potato salad and watermelon and cookies. The parent group serves sno cones and popcorn for the movie.

Every year the popularity of this event grows and citizens are beginning to look forward to reconnecting with neighbors they haven't seen for a while.

We use local businesses to provide as much of the picnic items as possible. Tammy D's Bakery makes our cookies and Milk Creek Produce helps us with our burger toppings, watermelon, and potatoes for our potato salad. It is wonderful to have such supportive businesses in our Hamlet.

This year we project the cost of the event to be \$1700 with \$500 added for printing, refreshments, community outreach for a total of \$2,349 in the year 2019-2020.

At our monthly meetings we pass the hat for donations to different things we want to support as a Hamlet that doesn't qualify to use the county funds. This year we were able to donate \$300 to the Mulino Elementary schools Book Buy program event.

End Annual Report

Prepared by James Tapp, Chairman