



Serving the Communities of Beavercreek, Carus, Echo Dell & Fishers Corner

**THE HAMLET OF BEAVERCREEK - BOARD OF DIRECTORS
2023 STRATEGIC PLANNING MEETING - MINUTES
IN PERSON
DECEMBER 04, 2022, 10:00 A.M.**

Call to Order: 10:09 A.M.

Attendees:

Tammy Stevens, Chair; Bill Merchant, Vice-Chair; Cheryl Buchert, Treasurer; Mark Hillyard, Director at Large; Jessica Sernach Secretary, Speaker & Corresponding Secretary; Joe Matteo, Director at Large; Kenny Sernach, Director at Large. Rachel Ringle, Director at Large, was unable to attend.

I. Land Use Applications:

- a. Z0523-22 property owner Canby School District #86, applicant Denise Lapp, 14412 S Carus Road, Oregon City, zoned RRFF5, 1.34 acres, requesting a historic landmark demolition – the applicant is proposing to remove or demolish the 1926 historic school house that is the white building located adjacent to Carus elementary school. The historic review board will consider this application and make a recommendation.
 - i. Tammy provided an overview of the application. There are 2 parties interested in acquiring the building. Recognizing the historical significance, one idea is to move the structure to Leland Park. Leland Park is owned and operated by the Trust and has water and power, but would need septic. Concerns were raised around the presence of asbestos, lead, and ancient wiring. These are unknown liabilities and the board would like to see these remediated before it is moved.
 - ii. Bill Merchant made a motion to recommend submitting a letter with the following language: as the board recognizes the structure’s historical significance to our community, it would be a shame to have it demolished, and encourages its reuse. The Hamlet is pursuing an option in addition to the existing other 2 options. Mark Hillyard seconded the motion. There were further questions around the current and future maintenance and operational costs. The board is not recommending approval or denial. If our option is not viable, the board supports them with pursuing other options. The board voted unanimously (7) in favor.
- b. Z0514-22 John & Stacy Kirk, 26060 S Jones Road, Beavercreek, zoned RRFF5, ?? acres, requesting the renewal of a temporary home for care.
 - i. Tammy provided an overview of the application. Bill Merchant made a motion to recommend approval. Joe Matteo seconded the motion. The board voted unanimously (7) in favor.



- c. Z0446-22 Timothy & Nancy McCrary, 26245 S Jones Road, Beavercreek, zoned TBR, 2.728 acres, requesting a property line adjustment.
 - i. Tammy provided an overview of the application. Joe Matteo made a motion to support the application. Bill Merchant seconded the motion. The board voted unanimously (7) in favor.
- d. Z0537-22 Steven & Teresa Neklason, 19807 S Ferguson Road, Oregon City, zoned RRFF5, 9.4 acres, requesting a variance.
 - i. Tammy provided an overview of the application. Tammy visited the applicant and explained the situation. Kenny Sernach made a motion that our understanding is that this was previously requested and decided in Z0104-22, and with no new information, the Board's statement is the same as the previous Z0104-22 decision. Mark Hillyard seconded the motion. The board voted unanimously (7) in favor.

II. Committee Reports: Any committee reports needed (R1ACT, C4, Treasurer, Etc.)

- a. Treasurer:
 - i. There is minimal knowledge transfer for new County employees. Cheryl feels like it is not her job to train the new trust report person. Consistency and training is needed from the County for new employees.

III. How Did We Do in 2022? – Successes (park activities, fundraising, dealing with contentious land use applications, Facebook Support, wooden Hamlet Signs, Welcome to the Hamlet Road signs, supporting the Carus area, honing our zoom skills, committee assignments (CCI, Budget, Audit, C4) and transportation issues & so much more. Needing Improvement (hybrid meetings, website support, and ?). Your thoughts?

- a. We developed more of a relationship with the United Church of Christ (10 O'Clock Church), Clackamas Soil and Water Conservation District (CSWCD), the Grange, and the Saloon. The Hamlet is becoming a stronger presence and more known in the community with these additional efforts.
- b. The 2022 Holiday Tree Lighting was a huge success:
 - i. 8 stockings remained from the original count of 150. The choir music was very well received. Other features like Santa Claus, Tow-Mator and Randy the Reindeer added to the magic of the evening. Parking was tight but effective. Next year the string of lights for the parade will be added. The community has poured in with great positive feedback.

Here was our 2021 approach that I believe is sincerely applicable today:

There is no question that 2021 is not going to be "back to normal." Our goal is to identify important priorities that we can accomplish with the support of our community. If COVID has taught us anything, it is that we need to use social media and involve our community. Ask for help, ask for donations, ask for input, ask how we can help! When our citizens have an idea, a concern, a fear, a frustration, a need to be a part of their community... we want them to think "let's



contact our Hamlet.” Through the remainder of this agenda, please keep these thoughts in mind.

IV. 2023: What Are Our Highest Priorities?

- a. Hybrid Community Meetings
- b. Park Activities
- c. Media
- d. Community Support & Activities

V. Breaking Down Our Highest Priorities:

- a. Hybrid Community Meetings:
 - i. CSWCD (first half of 2023?) – met with CSWCD & this is under consideration.
 - 1. The Board is aiming to meet here for the January Community Meeting. A relationship of trust is needing to be developed. Joe and Jessica will attend the 12/20 to answer any more questions. With this structure’s construction from an RRFF5 zone, we wanted a valuable, community oriented location.
 - ii. Grange (Wifi, OWL, PC, Screen, Projector, etc.)
 - 1. With the County budget cuts the board may need to use Trust money to purchase the Owl. Is there a cost for OWL maintenance?
 - 2. \$500 for a new laptop was budgeted for 2023.
 - iii. Media – educate and encourage citizens to attend community meetings
 - 1. The community will need to be educated on how to attend meetings at a new venue. We also need a set of rules and a plan for site-specific logistics.
 - iv. Keep Board meetings virtual
 - 1. Tammy is going to get a hold of the Fire Department for their hybrid options. There is potential for resuming board meetings there.
- b. Park Activities:
 - i. Community Events:
 - 1. Easter
 - a. Easter egg hunt – 4/9/23
 - 2. Earth Day
 - 3. Open Market
 - a. Open market – crafts. April-Sept
 - 4. Produce Market
 - a. The local community is interested in events in the middle of the week to catch people going home. March-Oct (Feedback is being elicited for every Wednesday).
 - 5. Concert
 - a. Music in the park or Park Plays – would include a



BBQ. The Saloon covered this before. Business contributed money to make that happen. Distributing fliers to local businesses using the business list has been very successful.

6. Movie
 7. Tree Lighting 12/2/23
 - a. 2022 lessons learned will be remedied in 2023. Unused stockings will be saved for next year.
 8. Community Involvement: Volunteers
 - a. Use Facebook and word-of-mouth to communicate activities. It is very important to connect and keep volunteers posted.
- ii. Fundraising:
1. Bingo Wine/beverage Sales
 - a. The Café organizes the Bingo. The Hamlet is the beneficiary.
 - b. Wine or beer sales. Cheryl provided a list of vendors of local vineyards. Distilleries in the hamlet are another vendor type to be considered. They will be the distributor, we would be the carrier. Cheryl will like to be on this committee. Cheryl can make a point to update the vendor list.
 2. Apparel – inventory, ordering? Wilco (community)
 - a. Order logistics are needed. We think the website would link to the business's website and items can be purchased there.
 - b. How does this work if someone else takes the order? For a credit card payment, the hamlet would receive a check in the mail for the agreed upon percentage over a certain period of time.
- iii. Park Improvements:
1. Grants are being investigated (e.g. for the readerboard)
 2. Jake and Mark are spearheading Power Supply improvements. The equipment for trenching will be donated for use.
 3. PGE and power will be updated. Donations will be received. We will receive retail and dealer cost estimates. Permits are needed and the project is aiming to be complete in May/June. A smaller electrical breaker panel might be installed at the gazebo. What are the events coming into the future? Possibly request DJ's Decking and other contractors to evaluate potential structural improvements.
 4. Bill has requested to hand-off the responsibility of updating and maintaining the reader board. This includes the box of letters and cleaning the sign. The Parks Department



volunteered to assume responsibility. There is a policy and guidelines for messages posted to the reader-board. This needs to be loaded into the documentation library.

- iv. Leland Park:
 - 1. Filing and taxes issues are resolved. This is owned and operated by the Beaver Creek Charitable Trust (BCT) board. The meeting was very positive with Bruce and Tangee. Both want to be involved with the future Hamlet meetings. Power and water is the responsibility of the Trust. We have promised Zoom links to Board meetings to these members.
 - 2. The board is interested in BCT's vision for the park and is in a supportive position.
 - 3. It was requested that when we get in-kind donations, we have that information available for any event that year. Know who donated how much for this event. That way we can show a higher level of transparency. Can we retroactively get this for the past? If not, at least going into the future.
 - a. Mark will put that list together. Time, labor, supplies, money.
- v. Clackamas County Facility & Property Use Agreement:
 - 1. Tammy will incorporate the comments discussed today for the 2023 plan for Mark to review before sending them out.
- vi. Culvert
 - 1. This is a major safety concern and the County contact, Joe, has reassured that this will be raised in priority. Tree roots under pavement on Buckner Creek & Larkin Roads are another concern.
- c. Media: Website, Social Media & Bulletin
 - i. Tammy thinks that Melissa will be willing to help with the website. Bill will ping her.
 - ii. Webstore logistics need to be worked out. The vendor needs to be vetted. How should our site interface with their site? Provide links to other websites to purchase items. Standards of goods sold are needed: Good quality, affordable, etc.
 - iii. Facebook - Beaver Creek Forum and The Hamlet of Beaver Creek continue to be managed by Diana. Consider including NextDoor into the list although it is address-driven. Request help from the Liaison to get the NextDoor address list. Liaison Roles and Responsibilities are needed around their new position. Ask Diana or Rachel about using other platforms such as Instagram and TikTok.
 - iv. Text messages from businesses. Signup for the website and notifications for new posts. Ask Diana or Rachel if they are knowledgeable about these resources.
- d. Community Support & Activities:



- i. We continue to support our local groups including, but not limited to: Saloon, CSWCD, Grange, Lyons, Beaver Creek Charitable Trust, etc.
- ii. Tansy Tamers - Recognized Ally Buchanan for her pioneering efforts.
- iii. Welcome Wagon Program - multiple efforts have been made on this front. The initial effort can be as small as a few pages in an envelope.
- iv. Road cleanup. Jessica volunteered to organize this once per quarter. Work with the County for sign-in sheets.
- v. Tree planting with Friends of Trees
- vi. Winterization with HEAT Oregon
- vii. Assisting seniors
- viii. Backpack buddies – 10 O’Clock Church & BC Grade School
- ix. Village of the Falls – seniors aging in place. Looking for volunteers.

VI. Business:

- a. Annual calendar for board & community meeting dates, activities, etc.
 - i. Jessica to setup and send out the 2023 Zoom meetings
- b. Committees & Chairs
- c. 2023 Speakers? Code Enforcement, transportation, etc. (quarterly services – Sheriff, Fire, and CRW, CSWCD, or ???)
 - i. May or June: Tansy Tamers request guest speaker from CSWCD
 - ii. Other ideas included: LoveOne, Well maintenance, code enforcement, Village of the Falls, etc.
- d. Meeting venues – Board (zoom), community CSWCD and then Grange
 - i. Zoom-only is transitioning to in-person with a hybrid option
- e. Flyer & tear offs
 - i. Bill will update these.
- f. Tammy will update the committee assignments at the bottom portion of the meeting agendas.

VII. Additional Topics:

- i. ClackCo Publication
- ii. Canby CPO
 1. Tammy read Brent Perries letter – CCI is considering options to temporarily take on the Canby CPO and South Canby land use applications, until they organize the new one. Tammy would receive the apps, and send them out to the Board. We could offer support and mentorship to the new board. Colton CPO hasn't been active for a couple years and is missing from the list. Tammy will reach out to the Molalla and Mulino CPO's to see if they are going to take Colton. Revisit this topic in 1 year for evaluation and request periodic updates from Bill at the CCI meetings. Tammy will create a letter in response.
- iii. Surveys – Cheryl
 1. Survey responses were reviewed from past years. If there are more surveys to be distributed, how do we do this and the questions need to be meaningful. There is interest to see if



there is a temperature change in the community. The cost to mail surveys could be several thousand dollars. Mailing a postcard with a link? Possibly use a control number on the survey. Cheryl will look for the other example postcard.

- iv. Treasurer's Shadow
 1. Coverage is needed if our Treasurer wins the lottery. Someone needs to be able to make check requests. Deposits can wait. Cheryl will be gone for all of April 2023. Treasurer's report for the month of April. Rachel will be asked if she wants to shadow. Joe would also like to learn.
- v. Document Storage
 1. The County does not want the Hamlet to use the County shared drive. A backup option could be using the Drop Box Bill created.
- vi. Fun Events at Community Meetings (history quiz, County information, etc.)
- vii. Transportation:
 1. Intersection – ditch & hazards
 - a. Educate the citizens about the Beavercreek, Leland, Kamrath intersection. Yes it's dangerous, there's statistics on it, and explain why there are very few accidents. Highlight portions of our community: what's working well, what's needing improvement? Blurb on social media and Community Meetings. Transportation awareness section. People are crossing HWY 213's barrier.
 2. BC Road- 213 to Hamlet
 - a. Do we want to be pushing the County Commissioner – Beavercreek Road is being beat up. The time to push it is in the STIP. The Hamlet would like to plan instead of react and kick the can down the road. Get it on the list for the County Commissioners.
 - b. HWY213 & State of Oregon STIP – Bill will look into this.
 3. Tolling questions
 - a. Cost of travel for 1 mile or 20: it's the same price.
 - b. Cameras will look both ways to capture those with only one license plate.
 - c. There are discussions to turn the Oregon City arch bridge into a pedestrian and bicycle bridge. There are many concerns.

VIII. Open Discussion

Adjourn 2:50 P.M.