



PLANNING CONFERENCE MINUTES
Friday, January 25, 2013 at 1:00 p.m.
Camas City Hall, 616 NE 4th Avenue

I. WELCOME

The City of Camas Planning Conference began at 1:03 p.m.

In attendance were Mayor Scott Higgins, and Council members Greg Anderson, Don Chaney, Tim Hazen, Steve Hogan, Melissa Smith and Shannon Turk.

Staff members present were Parks and Recreation Manager Jerry Acheson, Community Development Director Phil Bourquin, Executive Assistant Leisha Copsey, Manager of Information Services Sherry Coulter, Finance Director Joan Durgin, Human Resources Director Jennifer Gorsuch, Special Projects Coordinator and retiring City Administrator Lloyd Halverson, Police Chief Mitch Lackey, Public Works Director Eric Levison, Police Captain Shyla Nelson, City Administrator Nina Regor, Fire Chief Nick Swinhart and Library Director David Zavortink. Brian Christopher, Chair of the Library Board of Trustees, was also present to give a presentation.

Randy Curtis, Parks and Recreation Commission member, and Heather Acheson, Editor of the Camas-Washougal Post Record, were also in attendance.

Camas School District Superintendent Mike Nerland was present to facilitate the conference.

There were approximately 8 members of the public present during the conference.

Mayor Higgins welcomed everyone to the conference and made opening remarks. City Administrator Nina Regor and Special Projects Coordinator Lloyd Halverson made brief statements.

II. PLANNING CONFERENCE OVERVIEW

Mayor Higgins gave a brief overview of the Planning Conference.

III. INTRODUCTIONS AND TEAM BUILDING EXERCISE

A. Introductions and Team Building Exercise

Details: Introductions were made and Council and staff participated in a team building exercise.

Department/Presenter: Mike Nerland, Superintendent of the Camas School District

IV. CITY ADMINISTRATION

A. Information Regarding the Camas School District's Operation & Maintenance and Technology Renewal Levies

Details: An update on this matter was provided as requested by the Camas School District.

Department/Presenter: Mike Nerland, Superintendent of the Camas School District

[Camas School District Levies Presentation \(attachment added - January 23, 2013\)](#)

[Camas School District Levies Presentation \(PDF format\)](#)

V. FIRE DEPARTMENT

A. Fire Department Year in Review and Outlook for 2013

Details: There was a brief discussion on the challenges and accomplishments of 2012 and a forecast of what the year 2013 holds for the Fire Department and for the merger between Camas and Washougal.

Department/Presenter: Nick Swinhart, Fire Chief

A joint meeting with the City of Washougal will be scheduled in the near future to discuss the direction of the fire department merger.

VI. MAYOR (item added January 25, 2013)

A. Technology Update

Details: A report was given regarding some of the accomplishments from 2012 and the goals for the year 2013, including partnership opportunities.

Department/Presenter: Scott Higgins, Mayor

VII. CITY ADMINISTRATION

A. The Roles of Boards, Commissions and Council Representatives, Including Representatives to Regional Organizations

Details: The focus of the topic was on refining and clarifying the expectations for boards, commissions, and Council liaisons to boards, commissions and regional organizations. As examples, this pertains to representation on boards of regional organizations such as C-TRAN and the Regional Transportation Council (RTC), where representation is shared by Camas and Washougal. This included further clarification of communication expectations.

Department/Presenter: Lloyd Halverson, Special Projects Coordinator and retiring City Administrator

[Camas-Washougal Interlocal Agreement to Provide for the Appointment of Joint Representation on the C-TRAN and RTC Boards of Directors](#)

Clear communication expectations regarding the roles of boards, commissions and Council representatives will be shared with the Mayor and Administrator of Washougal during one of the monthly meetings.

It was suggested that the liaisons and alternate liaisons representing regional organizations, from both Camas and Washougal, meet to clarify the communication expectations between the two cities. This information will then be brought back to both City Councils.

There was also discussion pertaining to the process of how Council should be selected to serve as liaisons to boards, commissions, regional organizations and the Mayor Pro-tem.

Nerland stated that there would be a break prior to the library presentation.

VIII. BREAK

The conference went into recess at 3:12 p.m.

The conference reconvened at 3:23 p.m.

IX. [LIBRARY \(item added January 25, 2013\)](#)

A. Camas Library News

Details: There was a presentation of a promotional video that is being created. There was also a demonstration of Zinio (an on-line data base for magazines), a new service being offered, and an update about library hours.

Department/Presenter: David Zavortink, Library Director and Brian Christopher, Library Board of Trustees Chair

X. CITY ADMINISTRATION

[A. The General Fund Balancing Riddle - Long Term Options](#)

Details: The presentation included a summary analysis of the "structural gap" between revenues and expenditures, and some summary information about options for the Camas City Council's consideration. The most recent City budgets are available on the City's website. The narrative budget messages gives some background and insight to the riddle. A summary memo of "options" is attached.

Department/Presenter: Lloyd Halverson, Special Projects Coordinator and retiring City Administrator

[Summary Memo of Options \(attachment added - January 25, 2013\)](#)

[Paul Lewis Email Regarding Assessed Value \(attachment added - January 25, 2013\)](#)

[Watershed Timber Appraisal \(attachment added - January 25, 2013\)](#)

Administration, staff and potentially a consultant will work on strategies through tailored public processes, to determine a path to longer term balance between community needs and ambitions on one hand, and resources and revenue measures on the other hand. These strategies will then be discussed during a mid-year planning conference.

XI. COMMUNITY DEVELOPMENT DEPARTMENT

Mayor Higgins stated that due to time constraints, that the Community Development Department topic will be postponed until the February 4, 2013, Council Workshop.

A. 2013 Community Development Work Plan and Priorities

Details: Each year the Community Development Department establishes a work plan that is reviewed with Council. The purpose of the work plan is to communicate and establish priorities of the department for the coming year.

Department/Presenter: Phil Bourquin, Community Development Director

[2013 Active Projects Map \(attachment added - January 25, 2013\)](#)

[2013 Planning Department Work Plan \(attachment added - January 25, 2013\)](#)

[2013 Engineering Department Work Plan \(attachment added - January 25, 2013\)](#)

[2013 Building Department Work Plan \(attachment added - January 25, 2013\)](#)

This topic will be discussed at the February 4, 2013, Council Workshop.

XII. CITY ADMINISTRATION

A. Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

Details: SWOT analysis is a brainstorming approach to developing a work plan that effectively targets finite resources to the community's greatest needs. Strengths are traits or conditions that are advantages (natural or manmade), assets or resources. Weaknesses refer to what is currently not available, but should be; what is done poorly, or could be improved; or what should be avoided. Opportunities are current strengths that can be built upon; current weaknesses that can be easily converted or transformed; or positive trends that the City can take advantage of. Threats are current weaknesses that can't be easily converted or transformed; negative trends that the City currently faces or may face in the future; or obstacles to overcome.

Department/Presenter: Nina Regor, City Administrator

[SWOT Analysis Presentation \(attachment added - January 23, 2013\)](#)

[SWOT Analysis Presentation \(PDF format\)](#)

The next steps of the SWOT analysis will be discussed during the mid-year planning conference.

Nerland moved public comments up on the agenda due to time constraints. He also announced that a welcoming reception for the new City Administrator, Nina Regor, is being held at the library from 6 to 8 p.m.

XIII. PUBLIC COMMENTS (5:20 p.m.)

Randy Curtis, 947 NW 43rd Avenue, Camas, WA commented about the SWOT analysis.

Ken Hadley, 4011 F Circle, Washougal, WA suggested that a tutorial on how to navigate the City's website would be helpful.

Manoj Kripalani, PO Box 451, Camas, WA stated that the City has built a beautiful community and commented about the City's staff. He also thanked Halverson for his years of service to the community and remarked about the time allowed for public comments during the Council Meetings.

Mayor Higgins gave closing remarks.

XIV. COUNCIL COMMENTS AND REPORTS (5:00 p.m.)

Hogan, Turk, Anderson, Hazen and Smith thanked Halverson for his years of service to the community and welcomed Regor to the City.

Chaney encouraged the Camas and Washougal School Districts to become part of the Camas-Washougal Economic Development Association (CWEDA). Mayor Higgins responded that he will bring this matter up at the next CWEDA Board Meeting.

Anderson, Hazen and Smith commented about the planning conference.

Halverson thanked the City of Camas for the opportunity to serve the community.

Regor commented about her excitement to join the Camas community and thanked Halverson for his efforts and commitment to the City of Camas for the past 24 years.

Nerland made closing remarks and stated that he enjoyed the relationship that was built working with Halverson and the partnership between the school and the City. He also thanked Halverson and welcomed Regor to the City of Camas.

Nerland announced that the new Woodburn Elementary School will be opening in the fall and that Jan Strohmaier was selected to be the new principal. He added that Julie Mueller replaced Strohmaier as the principal at the Lacamas Heights Elementary School.

Mayor remarked about Halverson's pending retirement, the bright future of the City and thanked everyone for coming to the conference.

XV. ADJOURNMENT

The conference adjourned at 6:03 p.m.

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that persons with special needs have opportunities to participate. For more information, please call 360.834.6864.

Quick Preview of Agenda and Supporting Documents - posted January 18, 2013

[Planning Conference Agenda with Supporting Documents](#) 

Mayor

City Clerk