



## Meeting Minutes

<b>Police Advisory Board</b>	
<b>Date &amp; Time:</b>	March 19, 2015 – 7 p.m.
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR
<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Diane Foster	Linda Henderson
Sean Garland	<b>City Staff:</b>
Amy Miller-Juve	Jeff Groth-Police Chief
Dave McCart	Angela Hass-Executive Assistant
Rich Miller	Sylvia Murphy-City Recorder
Bob Silverforb	
Christian Verkest	
Chris West	
Laurie Zwingli	

### Attendees

#### 1. **Call to Order (Groth)**

The meeting was officially called to order at 7:03 p.m.

#### 2. **Roll Call (Hass)**

**Board members present:** Diane Foster, Sean Garland, Amy Miller-Juvé, Dave McCart, Bob Silverforb, Christian Verkest, Chris West, Laurie Zwingli.

**Board members absent:** Rich Miller

**Staff members present:** Chief Jeff Groth, City Recorder Sylvia Murphy, City Manager Joe Gall, Captain Ty Hanlon and Angela Hass, Executive Assistant. Council Liaison Linda Henderson.

#### 3. **Business (Groth)**

##### a. **Election of Chairperson and Vice-Chairperson**

Chief Groth opened the floor for suggestions or ideas for nominating the Chair and Vice Chair. It was suggested that the board members introduce themselves prior to making a decision.

## **b. Introductions of Police Advisory Board Members**

**Diane Foster** stated that she has lived in Sherwood for about 10 years and currently works in commercial insurance. She has studied Criminal Justice and Psychology at Western University.

**Sean Garland** has lived in Sherwood for 3 years and is a Project Manager for a major global financial company.

**Dave McCart** has been with Allied Systems for 20 years. Stated that his parents live in Sherwood.

**Amy Miller-Juvé** has lived in Sherwood for six years and works in education at OHSU. Has attended the University of Oregon, Oregon State University and Portland State University.

**Bob Silverforb** is retired and has lived in Sherwood for 13 years. Came here from San Francisco where he worked for a large company. Has served on several commissions here in Sherwood. He currently volunteers with an organization called SCORE where he works with folks to help them with a small business start-up.

**Christian Verkest** graduated from Sherwood High School and attended PCC for two years. He is continuing to study Criminal Justice.

**Chris West** has lived in Sherwood for 15 years. He is a professionally trained Forester and attended Berkley. For the last 28 years he has worked for a public and government affairs firm. He has two teenagers in high school and coaches many different sports here in Sherwood.

**Laurie Zwingli** has lived in Sherwood for 9 years and is raising three boys. She runs her own business in Old Town Sherwood and is serving as a liaison for the Sherwood Police Foundation and the Police Advisory Board.

### **Election of Chairperson and Vice-Chairperson - Continued**

Chief Groth thanked everyone for sharing. He went on to explain that the positions are important, but not long term. He stated the Chairperson would run the meetings and choose the agenda topics with the assistance of staff. He stated the Vice-Chair would fill in when the Chair is gone. City Recorder Sylvia Murphy explained the nominating and voting process.

Bob Silverforb nominated Laurie Zwingli as Chair. Laurie questioned whether that would be okay since she is part of the Sherwood Police Foundation. She was told that it would be fine. Sylvia Murphy asked if there were additional nominations, with none received, the board was in favor of voting Laurie Zwingli into the position of Chairperson. Bob Silverforb volunteered to be the Vice Chair, as he has experience in this position. The motion was seconded and no one voted in opposition. Chief Groth asked the new Chair and Vice Chair to move towards the middle of the tables and Chair Zwingli took over the meeting.

## **c. Introductions of Key Staff**

Chief Groth stated it is important for the board to meet the key staff of the Sherwood Police Department and said that this will be done at the next few meetings. He stated Captain Ty Hanlon was present and asked him to introduce himself and go over his background.

**Captain Ty Hanlon** stated he is the Support Captain for the Department and has spent the last year and a half on a legislative committee for marijuana. He previously worked at the Beaverton Police Department and has three sons.

Chief Groth added more comments and stated that he will ask Captain Daniel to come in for the next meeting. He then introduced City Recorder Sylvia Murphy, and stated she was part of the board member interview process.

**City Recorder Sylvia Murphy** has lived in Sherwood for 24 years and has worked for the City for 14 years. She has held the position of City Recorder for nine years. She stated that she normally doesn't attend board meetings, but is always happy to attend if the board would like her to.

**Executive Assistant Angie Hass** has lived in Sherwood for 18 years and has four grown sons. She has been with the Police Department for 7½ years.

**Chief Groth** stated he started out at the Tualatin Police Department and left there in 2008 to accept the position of Chief of Police for the Sherwood Police Department.

Chief Groth stated that he will provide all board members with a Ride-Along Application as he feels it is important for everyone to get a chance to ride in a car. He stated at some point, the board members will meet all of the Police Officers.

**Linda Henderson**, City Councilor, was then introduced by Chief Groth. Councilor Henderson serves as liaison between this board and the City Council. Councilor Henderson stated that this is her 11<sup>th</sup> year on the City Council. She has two boys and has been a liaison to almost every board at one time or another, but this will be her first time on a new board. She encouraged everyone to go on a Ride Along and explained how you can get such an appreciation for what our Officers do and a better understanding of the staff and what they do. She stated, not only do our Officers protect, but they also serve.

**Joe Gall**, City Manager, was introduced by Chief Groth. City Manager Gall stated he won't be attending all meetings, but will come to some and said he is very pleased that we have created this board. He said before now we had no citizen input on the Police Department and the biggest part of the budget is Law Enforcement. He said he has been with the City for three years and came here from the City of Fairview. He has spent almost 30 years in local government and has two children in Sherwood schools. He said he loves his job and is very passionate, even though it can be difficult at times. He asked the board to feel free to ask questions. He stated that Councilor Henderson is a veteran councilor and will be able to help with questions as well. He thanked the board members for their service on the board.

**Dan King**, City Councilor, was in attendance as well and Chief Groth introduced him to the group. Councilor King stated that he was happy to be there.

#### **d. Review of Public Meetings Laws**

A Quick Reference Guide to Oregon's Public Meetings Law was provided to all board members (see record, Exhibit A) as well as a Quick Reference to Oregon's Public Records (see record, Exhibit B). Sylvia Murphy stated that the guides would cover the basic rules. She went over a few of the rules. She stated almost everything this board is going to do will be available to the public. She stated Angie Hass will be posting minutes and explained the process for approving minutes, distribution of materials and making them available to the public. She reviewed quorum and a majority of the board being five members. She informed the board not to **reply all** to emails as this could violate public meeting laws. She recommended the members establish email addresses for City business separate from their personal email accounts.

The City Manager stated that the Police Advisory Board could have citizen comment / input listed on the agendas. Sylvia Murphy stated that they don't have to, but if they do receive public comment, they should be consistent at their meetings. Sean Garland asked about communications through social media. Sylvia Murphy said that is something that folks would need to be careful with. Bob Silverforb asked if the agenda would always be posted on the City website. Sylvia stated that was correct and that it must be posted at a minimum of 24 hours prior to the meeting. She stated meetings will be at the Police Department unless stated otherwise. The City Manager shared how he distributes City information as well as the City Council's Agenda. Sylvia Murphy asked the board members to become familiar on the responsibilities of being a public official and that the information provided on their applications is public record.

Chris West asked if they would be informed about incidents before they are posted on social media, etc. and that perhaps they could be copied when a press release is issued? Chief Groth said that he would give some thought to that, but it might be difficult to do. He encouraged everyone to check the Police Department pages on social media on a regular basis. The Chief reviewed the position and function of the board and said in certain situations individuals can ask him questions directly. Chris West stated that he understood, but that he would still like to be included in press releases. He said he assumed that once a press release is issued, it would be on the Police Department's face book page. Chief Groth stated that is not the case. He asked the board members to subscribe to Flash Alert, which would be the best way to stay informed and said press releases are not done very often. Chief Groth stated that he will meet with the Chair and Vice-Chair to create agendas, but it is the board's meeting and it is ultimately up to them to create the agendas. He also mentioned to the board members that if they are using social media, they do need to keep in mind that they are representing the board. He stressed the importance of what social media can do for you and what it can do to hurt.

#### **e. Review of Robert's Rules of Order**

*(Already discussed.)*

#### **f. Marijuana Discussion**

Chief Groth stated that the City Council is very interested in input from the Police Advisory Board on this topic. Local government has a say on time, place and manner regarding the dispensaries. Captain Hanlon has been very involved and has been tracking on how this is going. The discussion tonight is whether or not the Police Advisory Board wants to be part of making these decisions.

The City Manager said that the Planning Commission has a draft drawn that will be going through the process, which includes a 1,000 foot buffer from schools and parks. The board can offer input as to if it is enough. The decision will ultimately go to the City Council. The recommendation has not been made to limit just to industrial areas. Captain Hanlon added that it would be very beneficial for the board members to learn more about the buffers. It would give them a better perspective as to what's available in the City. He believes that Old Town is out and the City Manager agreed that it is. Ms. Foster stated that the maps were posted on the City website today. Chris West asked if the YMCA was considered a school or park. The City Manager believes that was not included and would be considered as a buffer zone. He also mentioned that there are no applications filed with the State for the Sherwood area, currently. Captain Hanlon stated that there could be grow sites that are not dispensaries and that there are currently several grow sites. The City Manager stated that the on-line survey will be open through March and encouraged everyone to check it out for themselves. He also shared that it is important to know that we already have a youth substance problem.

Chief Groth stated that the reason this is on the agenda tonight is because it is very timely and important. Providing input is an opportunity, if the board chooses to do so. The Council has also requested his input as the Chief. Chair Laurie Zwingli asked how best to provide input. Chief Groth replied that responding with a statement would be appropriate.

Chris West asked who would approve the applications. The City Manager stated that the application approvals would be made at the staff level. Ms. Miller-Juvé asked if there were any statistics available to work with? The Chief stated that the law has been relatively silent on the medical marijuana. Could get some data but not sure if it would be much or helpful. We would locally want to regulate to ensure that the dispensaries are operating legally, because no-one else will be doing it. OLCC will be taking care of the recreational side of things. Captain Hanlon added that beginning July 1<sup>st</sup>, recreational marijuana will be legal and, in theory, every house can have up to 4 plants growing legally. It will not just be medical marijuana that we will need to worry about. Chief Groth stated that medical marijuana card holders can grow their own, plus have a caregiver grow for them, or go to a dispensary. There is a major concern about the impact of all of this.

The City Manager stated that the public hearing is April 14<sup>th</sup> and that would enable the Police Advisory Board to have a little more time. Since the next meeting is scheduled for after the 14<sup>th</sup>, it was suggested that the Police Advisory Board schedule a meeting before.

Chair Zwingli asked who was crunching results of survey? The City Manager said that Planning is, but that it has to be considered that some people taking the survey may not live in Sherwood. Mr. Garland asked if Chief Groth would like to share his thoughts with the board. He said if the board wanted to hear his thoughts, he would. They stated that they would.

Chief Groth went on to share that the Planning Commission's idea of limiting to the industrial zone only with a 1,000 buffer is a good idea, but first and foremost, we are already fighting a very important battle against substance abuse in this community. He has been working with his staff, the School District, the Juvenile Department, etc. regarding this issue but this is not just about busting kids. It's about getting kids the help they need. Feels that the last thing we need is to have marijuana even more open for all to see. He has a hard time believing that we are going to be able to distinguish the medical versus the recreational. Having in the industrial areas would make it a little more difficult for kids to access. He is very concerned to have something with such a potential for abuse to be out in the recreational zones. Wherever dispensaries are located, we will be keeping an eye on them. Mr. West asked if he was talking about light or industrial. Chief Groth stated that he would have to look at the map again. Mr. West shared his views and informed the Chair that he needs to think a bit more about what his feelings are. Mr. Garland asked if there are pretty constant patrols in the industrial areas. Chief Groth stated that they do currently patrol, but that he is more specifically talking about having someone actually going in to the business. Not sure exactly what that looks like at this point.

Councilor Henderson shared that she had recently attended a summit and learned that Oregon is the 5<sup>th</sup> highest user of illegal and illicit drugs. She would be in favor of limiting to the industrial zones. Everyone attending the summit meeting agreed that marijuana is a gateway drug. Sherwood has a huge kid population. She explained that Chief Groth serves on a YSAT (Youth Substance Abuse Team) Board.

Chair Zwingli asked the board if they wanted to make a decision, or to schedule another meeting for further discussion. Chair Zwingli stated that she would personally like to have time

to gather information. The other board members agreed that they would like to have a little more time. The City Manager stated that Brad Kilby is very involved in this process and having him available to answer questions would be valuable. Mr. West made the motion to schedule an additional meeting and Vice Chair Silverforb seconded the motion. Chair Zwingli would like to have access to surveys, maps and proposed language and to see if Brad Kilby could be present. Chief Groth will be sure all will be available. Captain Hanlon will share a link to OMMP with the board members for more information.

Chair Zwingli asked Chief Groth if future meetings are set for the third Thursday of every month? Chief Groth replied that they are, unless the board prefers a different night. The board agreed that Thursday's would work. Chair Zwingli went over what the meeting on 4/2 will look like. Chief Groth will let everyone know tomorrow if City Hall is available on 4/2, since the Police Department will not be available that evening.

Mr. West stated that he would like to have a discussion as to whether there will be time for public comment at these meetings. His personal feeling is that they should be allowed, but would want to have a time limit. He believes it important for credibility with the community. Mr. West made a motion that the next and future meetings will include time for public comment. Mr. Verkest seconded the motion. All members agreed. A timer will be made available at future meetings.

A citizen attending the meeting asked about fines and violations for the medical marijuana dispensaries and what the City would be able to do? Chief Groth didn't see any reason why these couldn't be built into the City Code. He said that as far as he knows, there are currently no penalties in the City Code and explained the difference between municipal code and a criminal violations. Chair Zwingli asked the City Manager if he was aware if there was already something like that. He stated that he wasn't aware. Vice Chair Silverforb motioned to adjourn the meeting and Mr. West seconded the motion. All agreed.

#### **4. Next Meeting**

The next meeting will be held Thursday, April 2, 2015 at 7 p.m. in the Council Chambers at Sherwood City Hall. This will be a special meeting to discuss the marijuana issue.

#### **5. Adjourned**

Chair Laurie Zwingli motioned to adjourn at 9:05 p.m, a second was received and all members voted in favor.

Approval of Minutes:

  
Chair Zwingli

Attest:

  
Angie Hass, Executive Assistant