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**City Council Work Session Minutes
CPAC Bylaws**

**Monday, January 25, 2021
6:15 p.m., Webex Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented February 8, 2021.***

1. ROLL CALL:

Mayor Peter Truax called the work session to order at 6:14 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Work Session remotely by video conferencing.**

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Henry Reimann, Police Chief; Colleen Winters, Library Director; and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: COMMUNITY POLICING ADVISORY COMMISSION (CPAC) BYLAWS

Police Chief Reimann and VanderZanden reported the purpose of the work session was to report back to Council on issues that were raised at the Council work session held on January 11, 2021, pertaining to re-examining the Community Policing Advisory Commission's (CPAC) bylaws to address Section 5. Membership, which currently stipulate the CPAC membership shall be composed of 12 Forest Grove residents and one student member (student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove). VanderZanden provided background information, noting at the work session on January 11, 2021, the Council reached consensus that members representing specific entities, i.e., Forest Grove School District; Centro Cultural; Adelante Mujeres and Pacific University, shall be nominated by the entity and shall be appointed by Council, and could reside outside of the city limits. The Council reached consensus that up to three of the represented positions be from outside the city while the four Community At-Large positions be residents of the city. There was also discussion about elderly and/or disability representatives either as additional members or to replace existing Community At-Large positions. In addition, the Council asked staff to provide additional information about other boards/commissions' (B&C) composition and to

conduct a comparison of similar policing advisory commissions with other cities, to which VanderZanden advised currently all B/Cs allow a specific number of members to reside outside of the city limits, with the exception of the Budget Committee, which is established by state statute. Reimann reported several cities have policing advisory commissions; however, Forest Grove is the first to establish a commission with the purpose of addressing social and racial justice in the delivery of police services and remains one of only two within Washington County. The City of Tigard is similar to Forest Grove and has 13 members and requires all members to reside in the city. Tigard's City Council also made an exception to appoint one member from outside of the city limits.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council reviewed and compared the CPAC's membership to other cities and discussed and reviewed the existing B/C membership requirements pertaining to members residing outside of the city limits. Reimann and VanderZanden posed the following topics for Council consideration:

- 1) How many of the members may reside outside of the city limits?
- 2) How should the boundaries be defined? Options include: a) Forest Grove School District boundary; b) Forest Grove zip code boundary; c) Washington County boundary.
- 3) Does Council want to add or reallocate any positions? If so, specifically which positions.

In addition, Reimann reported the CPAC held its first meeting on January 19, 2021, noting the CPAC had a robust discussion pertaining to its current membership composition, meeting schedule, election of officers and items for the next agenda. Kottkey reported the CPAC's consensus was that they are comfortable with the current membership composition as it stands and supports allowing three members to reside outside of the city consistent with other B/C. Uhing asked if there was discussion about adding an elder, veteran, disabled, disable services and/or faith community representatives, to which it was pointed out that one member residing within the city limits was appointed to fill a Community At-Large position as the Elderly Representative. Mayor Truax also advised the Council has the option to be nimble when deliberating about the appointment considerations. Reimann noted CPAC likes being nimble as well and is recommending Council keep the existing membership as it is for now and tabling the discussion until more meetings can be held. In conclusion of the above-noted review, Council discussed amending CPAC's bylaws as follows:

- a. Increase CPAC so it is composed of ~~12~~ 14 members and one (1) student member, to include: Elderly Representative and Disability Representative.
- b. Three (3) members may reside outside of corporate limits of the city, within Washington County, unless authorized by Council, with the exception of Community At-Large members who shall reside in the corporate limits of the city.
- c. The members representing specific entities, i.e., Forest Grove School District; Centro Cultural; Adelante Mujeres and Pacific University, shall be nominated by the entity and shall be appointed by Council.

VanderZanden advised staff would bring back a proposed resolution for Council consideration at a later date, to which there was no objections heard.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:42 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder