MINUTES
CITY OF KEIZER
TRAFFIC SAFETY COMMISSION
KEIZER CITY HALL CONFERENCE ROOM
AUGUST 17, 1995

1. CALL TO ORDER

The meeting was called to order by Chair VanMeter at 7:30 p.m.

2. ROLL CALL

The following members were present: Paul Gorlinsky, Doug Davis, and Heather VanMeter.

Also present were: Staff Liaison Sgt. Mark Miranda and City Council Liaison Jerry McGee.

3. REVIEW/APPROVE MINUTES

July 20, 1995

The minutes were approved as submitted.

August 10, 1995

The minutes were approved as submitted.

ADDED ITEM

4. APPEARANCE OF INTERESTED CITIZENS

Request from Anne Rasmus for Support of a Reduction in the Speed Limit to 35 MPH for a section of River Road and Wheatland Road from Lockhaven Drive to The Meadows Subdivision

Anne Rasmus, 7207 Park Terrace Drive, Keizer, Oregon, recounted her involvement in successful efforts by residents of The Meadows subdivision to gain City Council approval for a stop sign at Parkmeadow and Meadowglen. She noted that with the Council approval came a suggestion that any future traffic issues first be reviewed by the Traffic Safety Commission.

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Ms. Rasmus relayed her long-time concern about the speed limit on River Road and Wheatland Road in the area of The Meadows subdivision. She had become particularly concerned about one and one-half years ago when she became aware that a new school would be constructed in the area. Ms. Rasmus emphasized the lack of safety-protective measures in the area of Meadowglen to Parkmeadow to River Road and on to Wheatland Road. She pointed out the 55 MPH speed limit on River Road, with no bike lanes or pedestrian path areas.

Ms. Rasmus noted that she was unable to receive satisfaction when she talked with Keizer Public Works Director Mull. Mr. Mull had explained the City's inability to arbitrarily change the speed limit, and he had to referred her to an ODOT representative with responsibility in the area of speed laws. Mr. Mull had also recalled efforts of the Clearlake Neighborhood Association the previous year to petition ODOT for a reduced speed, and the unfavorable response they had received. Ms. Rasmus pointed out that several accidents had occurred since that time.

Ms. Rasmus noted that as a contact person for The Meadows on their Board of Directors, she recently contacted Mr. Gorlinsky, also a resident of The Meadows and now a member of the Traffic Safety Commission, relaying the concerns about the speed limit. Mr. Gorlinsky provided her with a copy of Oregon's speed law which appeared to indicate the speed on the roads should be 35 MPH.

Sgt. Miranda pointed out that 35 MPH is the State-established speed unless something else is posted--in this case 55 MPH is posted.

Discussion followed regarding the numerous hazards for pedestrian, bicycle, and school bus traffic pulling out onto River Road. It was pointed out that the situation would be compounded with the development and growth of the Country Glen and Hidden Creek subdivisions. The potential for liability to the City and adjacent property owners was also discussed.

Councilor McGee felt that not all administrative remedies had been explored. He pointed out the new ODOT appellate process that Mr. Gorlinsky had brought to his attention. Councilor McGee also noted the many changes in the area since the last hearing with Clearlake, including the opening of the school and the increased development.

Councilor McGee reported that today he talked with City Manager Tryk about the process and involvement of the Traffic Safety Commission in initiating a change to the speed limit. Based on his discussion with her, and his understanding of the role of the Commission, Councilor McGee suggested that he would like to see the Traffic Safety Commission review the request and then make a recommendation to the City Council.

Discussion followed regarding ODOT's appeal process and the types of studies that might be needed to support the request. There was also discussion of what involvement might be required of City staff in obtaining the necessary information.

Ms. Rasmus pointed out that in light of the Commission's search for a focus or direction, she felt this would be an appropriate safety project and would help The Meadows group where other avenues had failed. She emphasized the "strength" of a recommendation supported by evidence of a need for a reduced speed, coming from the Commission to the City Council.

Ms. VanMeter advised that next week she will be meeting with City Manager Tryk and Public Works Director Mull to discuss the types of activities the Commission can take on that will not duplicate Public Works' responsibilities and duties. She will also request information on what staff resources are available to the Commission. At the next meeting, Ms. VanMeter will report back to the Commission on their discussion.

There was further discussion of the process that should be taken in the event the Commission wished to pursue the issue. Councilor McGee felt the Commission should act as an advocate only--submitting the matter to the City Manager and noting that at this time it is not intended as a recommendation either for or against. The City Manager should be asked to report back as to whether the responsibility should lie with City staff or the Commission.

Councilor McGee emphasized his understanding of the role of the Commission to come up with concepts on how to make the City safer, and to identify problems to present to staff for them to submit to the City Council. He felt that to be more effective in the long run, the Commission should avoid becoming embroiled in the actual doing of projects. He suggested that a procedure might be established to refer a matter to the City Manager and request a report back. Then follow up with a letter to the citizen advising what the Commission is doing.

Sgt. Miranda indicated his understanding that a request or complaint coming to the Commission should be discussed and evaluated to see if it should go further. If so, it would then be referred to the City Manager for staff research and a report back to the Commission. After considering the staff report, the Commission would send its recommendation to the City Council.

Councilor McGee pointed out how with this particular request the complaint is validated by the two Commission members living within The Meadows. Other requests might require further investigation before making a determination regarding validity.

Ms. VanMeter asked if the intent was for public hearings in cases where the validity of a request is unclear.

The need for basic operating procedures was discussed. Councilor McGee pointed out how other committees have written procedures for conducting meetings, with or without public testimony. He noted that the Commission has the authority to call a public hearing with the proper notice.

Mr. Davis asked if it would be advisable for the Commission to hold a public hearing on this request. Councilor McGee felt it would be preferable for the City Council to consider that type of meeting. He pointed out the Commission's advisory status as opposed to the Council's action status.

Mr. Gorlinsky pointed out that after evaluating the staff response, a recommendation to the City Council might be that a public hearing be held on the matter. This would maintain the Commission's role as a facilitator.

Councilor McGee noted that if the Commission, after evaluation, decided to make no recommendation, Ms. Rasmus would still have the option to appear before the City Council with the request.

Mr. Davis noted that the developer of the new subdivision may have performed a traffic impact study. He suggested that their data might be useful in evaluating the request.

Before leaving the meeting, Ms. Rasmus reiterated her plea for support for the reduced speed. Ms. VanMeter indicated to her that the matter would be placed on next month's agenda as an update item.

> It was moved by Ms. VanMeter that the Traffic Safety Commission request the City Manager to look into the speed situation and the traffic situation in the River Road/Wheatland Road/Parkmeadow area and to report back to the Commission. The motion was seconded by Mr. Davis and carried, all present voting aye.

Discussion followed regarding the need to develop a procedures manual with basic guidelines on how to handle grant requests, requests from citizens, mission statement amendments, etc.

> It was moved by Ms. VanMeter that the Traffic Safety Commission, upon receiving letters or complaints or any other general correspondence from citizens requesting certain investigatory or other actions of the Commission, investigate such requests both from the letter written and from any other sources that the Commission may have available to them, and then based on that gathered information, make a recommendation to either the City Manager or to the City Council, or whomever may be the receiving end of the recommendation. Further, that this be the process that the Commission shall follow when it receives correspondence from citizens. The motion was seconded by Mr. Gorlinsky and carried, all present voting aye.

Ms. VanMeter reiterated her plans for a meeting next week with City Manager Tryk, Public Works Director Mull, and possibly Sgt. Miranda to determine Commission responsibilities and opportunities.

5. MISSION STATEMENT

- **Sample - We are committed to promoting projects, programs and activities that will ensure safety on streets and sidewalks for Keizer's children.**

- **Recommendations/Ideas**

It was agreed that the sample mission statement most-generally reflected the emphasis of the Traffic Safety Commission. Mr. Gorlinsky suggested that the word "children" might more appropriately be changed to "youth." After discussion, it was the consensus to change the word "children" to "citizens" to reflect the concern for safety for all ages. It was felt that the S.O.S. program for kids would still appropriately fall within this mission.

It was moved by Ms. VanMeter that the following mission statement be adopted by the Traffic Safety Commission: "We are committed to promoting projects, programs and activities that will ensure safety on streets and sidewalks for Keizer's citizens." The motion was seconded by Mr. Davis and adopted, all present voting aye.

6. S.O.S. PROGRAM DISCUSSION

Mr. Davis indicated his interest in using an innovative approach to promote traffic safety for kids in Keizer. He felt that a program could be developed around a catchy slogan, and thus he came up with S.O.S. for Kids (Safety on Streets for Kids). He described how the slogan could be used when applying for government grants, and could be tied in with specific safety projects. As an example, he felt it could be used with Mr. Gorlinsky's idea to promote roller blade safety. It was also suggested that the slogan could be used on banners or promotional material at the State Fair booth and at the Iris Festival.

Ms. VanMeter indicated her hesitance to adopt a program without the full Commission present. She noted, however, that the idea had come up previously, and support was shown. It was pointed out that S.O.S. could be used in connection with most any specific project the Commission might wish to undertake. After discussion, it was the consensus to use the S.O.S. slogan as a broad heading for printed or promotional material to call attention to Keizer's emphasis on safety on streets for kids.

7. GOALS/FOCUS/ACTIVITIES

This item was carried over to the next meeting. The Commission will discuss short-term and long-term goals and activities. Ms. VanMeter suggested that members bring back the distributed list of suggested goals for discussion.

8. FLYER FOR FAIR

Mr. Davis displayed two graphic-enhanced schemes of Ms. VanMeter's flyer. He noted that the clip-art was added using a program called Correll Draw. It was agreed to use the scheme using the smaller print. Sgt. Miranda took the original to make copies to distribute at the Police booth at the State Fair. It was suggested that it be copied onto City letterhead so that an address and phone number would be included.

9. NEWS RELEASE

Ms. VanMeter will include an address and phone number on the flyer and will submit it, minus the clip-art, to the Keizertimes and Statesman Journal. Councilor McGee suggested that Commission member's names be included in the notices sent for publication. Sgt. Miranda suggested that the flyer also be submitted to the local radio stations, and possibly translated into Spanish and sent to the Spanish-speaking stations. He indicated that he would be happy to fax copies to the radio stations.

10. NEWSLETTER

Ms. VanMeter asked if there was still interest in publishing a newsletter of the Commission's activities. Councilor McGee pointed out the difficulty in publishing and distributing a newsletter. He noted that the City publishes a quarterly newsletter and is always looking for articles of interest to the community. It was agreed that for the present, the Commission will submit specific newsworthy items to the newspapers and radio stations, and will submit updates on activities for inclusion in the City newsletter.

11. ACTS MEMBERSHIP

Ms. VanMeter reported that she had checked with Sgt. Barker regarding the Commission's previous direction to join ACTS. Sgt. Barker recalled the direction but was unsure why the check was never sent.

Councilor McGee suggested that a formal request for funds to join ACTS be submitted to the City Manager.

> It was moved by Ms. VanMeter that the Traffic Safety Commission request that the City Manager authorize and make available a check in the amount of $25 made payable to ACTS for membership in the Alliance for Community Traffic Safety in Oregon in order to receive the newsletter and also have access to other information

pertinent to the Commission. The motion was seconded by Mr. Davis and carried, all present voting aye.

Ms. VanMeter asked in what manner the request should be submitted to the City Manager. Councilor McGee advised that a memorandum requesting the expenditure, together with a copy of the minutes would be an appropriate submittal.

Ms. VanMeter reviewed the information that she will include in the ACTS membership application.

12. OTHER BUSINESS

Traffic Safety Commission Correspondence, Pamphlets, and Newsletters

Ms. VanMeter suggested that in the future any material or correspondence received for inclusion in Traffic Safety Commission files be brought to a meeting for review by the Commissioners before being filed.

Ms. VanMeter noted that she had reviewed material in the Traffic Safety Commission files. She talked about some of the resources and material available to the Commission relating to child pedestrian safety.

Police Activities Report - Sgt. Miranda

Sgt. Miranda reported that he recently went to a MADD (Mothers Against Drunk Driving) meeting. They will be promoting their organization in order to make everyone aware that they are active in Marion County. He felt that it might be appropriate for the Traffic Safety Committee to support their activities. He called attention to a recent early morning drunk driving accident at Windsor Island and Lockhaven, and noted that Keizer is not exempt from the problem.

Sgt. Miranda noted that he is working on a grant application to the State Department of Justice related to traffic safety. He explained that the application will request funds for extra duty patrol coverage for overtime officers, to purchase another radar reader board, and to purchase a trailer and equipment for emergency management.

Councilor McGee called attention to another traffic-related grant now being processed by the City. Sgt. Miranda acknowledged that the grant request being referred to is for improvements to Lockhaven Drive. Ms. VanMeter displayed a copy of City Council Resolution R95-833 authorizing expansion of the scope of the Lockhaven project to include sidewalks, curb and storm drainage.

Sgt. Miranda reported that the bicycle grant is still effective, ending at the end of September. He noted the difficulty the Police Department is having in finding an

instructors course to train a City bicycle officer to instruct other officers. He noted that a course is available, but not at this time. He is investigating to see if the grant funds can be put on hold until a course date is established.

Sgt. Miranda emphasized the need for more bike helmet donations, and requested that the Commission continue its solicitation efforts. The next bike rodeo is set for September 9 at Town and Country Bowl.

Sgt. Miranda advised that he will be working with Ms. VanMeter to develop traffic statistics. He noted that many of the engineering studies talked about earlier are based on traffic stats. He will soon be putting out a bulletin of local traffic stats and will furnish copies to Commission members.

Sgt. Miranda responded to questions about child safety seat violations, and the use of driver and pedestrian seat belts in Oregon.

13. ADJOURNMENT/NEXT MEETING SEPTEMBER 21, 1995

The September 21 agenda will include an update on The Meadows traffic area, a report from Chair VanMeter on her meeting with City Manager Tryk, Public Works Director Mull and Sgt. Miranda, and the carried over item regarding goals.

The next regular meeting is September 21, 1995 at 7:30 p.m. there being no further business to come before the Commission, the meeting was adjourned by Chair VanMeter at 9:30 p.m.