

**MINUTES
CITY OF KEIZER
TRAFFIC SAFETY COMMISSION
KEIZER CITY HALL LIBRARY
AUGUST 10, 1995**

1. CALL TO ORDER

The meeting was called to order by Chair VanMeter at 7:40 p.m.

2. ROLL CALL

The following members were present: Paul Gorfinsky, Doug Davis, Heather VanMeter, and Mike Kirby.

Also present were: Helen Liere from ODOT Traffic Safety, Staff Liaison Sgt. Mark Miranda and Recording Secretary Nona Oxe'.

Sgt. Miranda advised that due to a prior commitment he would be unable to stay for the entire meeting. He provided each member with a Citizen Observer (Ride-Along) Program Information and Application form, and requested that completed applications from those wishing to participate be returned to him.

3. HELEN LIERE FROM ODOT TRAFFIC SAFETY

Helen Liere, Coordinator of the Community Traffic Safety Program, described how the program originated, and how she became involved 5 1/2 years ago in response to an RFP for consultant/coordinating services. She reviewed the different aspects of the program designed to provide assistance and support to local traffic safety committees and groups. Ms. Liere noted that there are now about 50 committees participating in the State, all with different goals and projects.

Ms. Liere described the different types of assistance available to local committees. She noted that further information is provided by way of subscription to the newsletter, *Traffic Safety Notes*; and the listing, *Inventory of Traffic Safety Resources*.

Ms. Liere explained how she works with Traffic Safety Committees with planning or getting started. She also provides assistance with mini-grant applications. She commended the City for its bicycle program mini-grant, and reviewed some of the mini-grant programs other communities have been involved in.

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Ms. Liere described the benefits of participation in ACTS (Alliance for Community Traffic Safety in Oregon). She noted that it represents all jurisdictions throughout the State, and she encouraged Keizer to join. She explained what the group does and what information it provides. She described projects that have been undertaken with regard to school zone safety, accident prevention by use of rumble strips, and legislation promotion. She reported on traffic-related legislation that just recently passed. She noted that ACTS will be taking on the Community Traffic Safety Program, and she will be working for them.

Ms. VanMeter recalled that shortly after Keizer's Traffic Safety Commission formed, it voted to join ACTS. Ms. Liere indicated that the \$25 membership fee was never received. Ms. VanMeter will investigate to see if the expense was authorized.

(Sgt. Miranda left the meeting at 8:00 p.m.)

Ms. Liere described her involvement with the Child Safety Seat Resource Center, a project of the ODOT Transportation Safety Section. She distributed a brochure explaining the services and resources it provides. She suggested that a child safety seat program might be considered as a project of the Commission.

Ms. Liere noted that she had with her a list of all the mini-grant projects funded since inception of the program. She explained the mini-grant program and time-line for submittal of grant applications. She suggested that the Commission might want to look over the list to see if there was interest in working on a project involving a grant application.

Discussion followed regarding possible projects the Commission might undertake. Ms. VanMeter noted that at the last meeting the focus was more toward an all encompassing traffic safety program in areas where children are present including school zones and neighborhoods. Issues might include line of sight, school crossing zones, pedestrian safety, etc.

Ms. Liere suggested as a goal, developing a comprehensive safety program focused on children. Within that general area, the Commission could take on individual objectives. She suggested limiting goals, with a possible focus on one, and doing it well.

There was considerable discussion about how to proceed and to develop a plan of attack for short-term, medium-term, and long-term goals. Ms. Oxe' was directed to send copies of the list, *Mini-Grant Projects Funded Through Community Small Projects Program*, with the next agenda. At the next meeting the Commission will consider projects on the list when discussing a new focus.

4. MISSION STATEMENT

There was general discussion about what should be included in a mission statement. Several suggestions were made with the focus on making Keizer a safer place to live. Mr. Davis suggested

tying the mission statement in with an overall S.O.S. (Safety on Streets for Children) program which might include a mini-grant request. He asked if a mission statement could be drafted every couple years as the Commission changes its focus. Ms. Liere and Ms. VanMeter felt that it could.

It was pointed out that Sgt. Miranda had suggested developing a mission statement. Mr. Kirby suggested that Commission members think about what they would like included in the mission statement between now and next week's meeting. It was the consensus to delay drafting the mission statement until the next meeting when Sgt. Miranda is present.

5. CONSIDERATION OF GOALS

This item was considered in the above discussion. Goals will be discussed further at the August 17 meeting.

6. CONSIDERATION OF FLYER

Ms. VanMeter distributed copies of a flyer that she drafted in response to Sgt. Miranda's suggestion that one be handed out at the Police booth at the State Fair. She suggested that it might also be submitted to the Keizertimes as a general news release. Ms. VanMeter noted that her computer is not equipped with graphics. She suggested that some clip-art might enhance the flyer intended for distribution. Mr. Davis will take the draft flyer and add some eye-catching enhancements. He will bring it back for review at the next meeting.

7. OTHER BUSINESS

There was further discussion regarding the Commission's area of responsibility. Ms. Liere responded to questions about the degree of involvement by traffic safety committees in other cities in issues related to public works and engineering. She described numerous ways traffic safety committees help identify or investigate specific traffic hazards. She noted, however, that often city staff with responsibility in those areas participate as advisors on the committees.

Ms. Liere noted that a traffic committee's responsibilities would be determined by its purpose statement or the reason for its establishment. It was noted that the resolution forming the commission indicated that it would be advisory to the City Council on traffic issues and problems. Mr. Gorlinsky emphasized that his direction from the Mayor and Councilor McGee was that traffic-related issues should come to the Commission before going to the City Council.

(Mr. Kirby left the meeting at 8:55 p.m.)

Ms. VanMeter suggested that since Public Works Director Mull had indicated his responsibility in the area of addressing specific traffic problems, it would be important to get clarification on the Commission's authority. Ms. VanMeter will further discuss the matter with Public Works Director

Mull, and get further direction from Council Liaison McGee. The matter will be placed on the next agenda for discussion.

8. ADJOURNMENT/NEXT MEETING AUGUST 17, 1995

The August 17, 7:30 p.m. meeting will be held in the City Hall conference room. There being no further business to come before the Commission, the meeting was adjourned by Chair VanMeter at 9:10 p.m.