



TRAFFIC SAFETY ADVISORY BOARD AGENDA
Monday, January 22, 2024, 6:00 PM
In Person/Virtual Via Zoom

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84913173669?pwd=oOJoIUS-yjKzBOLYVGP3e6IX4L5Mzg.nMJt2ti6x-UT-nn>

Passcode: 723947

Or One tap mobile :

+16694449171,,84913173669#,,,,*723947# US; +17193594580,,84913173669#,,,,*723947# US

Or Telephone:

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+1 669 444 9171 US; +1 719 359 4580 US

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Passcode: 723947

If members of the public would like to comment on an agenda item, (either virtually or in person), please email your comments to kwalls@gladstoneoregon.us prior to 12:00 p.m. (noon) on January 22, 2024.

The Traffic Safety Advisory Board will also have *Community Input* at the end of the meeting. To speak during this time, (either virtually or in person) please email kwalls@gladstoneoregon.us prior to 12:00 p.m. (noon) on January 22, 2024 with your topic of discussion.

(For Zoom participants, speaking instructions will be emailed to persons who request to speak and posted on the city's website)

Members of the Committee: Nathan Page – Vice-Chair, Mindy Proski, Karlene Cox, John Kihlstrom, Gabrielle Blaug, Tim Large, Council Liaison Vanessa Huckaby.

1. Call to Order- Vice Chair – Kristi Walls
2. Roll Call- Executive Assistant Kristi Walls
 - a. Present:
 - b. Absent:
3. Appoint Chair and Vice Chair.
4. Introduce new members: Gabrielle Blaug and Tim Large.
5. Approval of August 28, 2023 minutes – Chair
6. Business from the Board – Chair
7. Roundtable Discussion – Board
8. Police Department Updates – Sergeant Matt Okerman
9. Community Input – Visitors: This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others and must email kwalls@gladstoneoregon.us prior to 12:00 p.m. (noon) on January 22, 2024 with your topic of discussion.
10. Adjourn

GLADSTONE TRAFFIC SAFETY ADVISORY BOARD MEETING MINUTES OF AUGUST 28, 2023

Meeting was called to order at 6:00 P.M. (Conducted electronically via Zoom and in person).

ROLL CALL:

Chair Yvonne McNeil, Mindy Proski, Andrew Labonte, Alexandra Hernandez, Karlene Cox, John Kihlstrom, Nathan Page

ABSENT:

STAFF:

Kristi Walls, Executive Assistant; Matt Okerman, Police Sergeant; Vanessa Huckaby, Council Liaison

1. Call to Order – Roll Call

2. Approval of June 26, 2023 Meeting Minutes:

Andrew Labonte made a motion to approve the minutes. Motion was seconded by John Kihlstrom. Motion passed with a unanimous vote.

3. Business from the Board:

Chair McNeil said the Fourth of July barbeque with the Police and Fire Departments went very well. They served 633 hotdogs, 450 snow cones, and 50 root beer floats. The Board members participated. They also participated in the Community Festival – they were with the Police Department booth and next to the Fire Department. They gave out 67 bike helmets on the first day and ran out, so they have been giving them out at the front desk of the Police Department. The next meeting is the week before Halloween – she invited everyone to come and help out with the Police Department’s booth on Halloween.

4. Roundtable Discussion:

Andrew Labonte asked if they need to vote on concluding meetings or just a motion and second. Ms. Walls will check on that.

John Kihlstrom said he has seen a lot of the signs that they gave out around town. He said the crosswalk at Webster/Cason is basically completed. He said there may need to be a stop sign at Exeter/Union – someone has put up a homemade sign. He wondered if members should attend other cities’ meetings to see what’s going on. He said on Hull Avenue, between the Candy Lane School going north, there are potholes/broken pavement. He has looked at accident information/stats – Arlington, 82nd, and Gloucester stand out. There were 59 accidents on those streets and 25% of them were hit and run (total number of accidents was 192 and on those three streets 30% represent the total number of accidents). He wondered if there had ever been a discussion regarding making parking on Arlington on one side only with a bike lane. No one recalled that.

5. Police Department Updates:

Sgt. Okerman said the portion of Hull Avenue that John Kihlstrom mentioned is owned by Clackamas County. He will look into the stop sign situation on Exeter/Union.

He gave recent statistics: In June they made 282 traffic stops, issued 103 citations/charges, and made five DUI arrests. In July they made 292 traffic stops, issued 101 citations, and made seven DUI arrests. To date they have made 2,270 traffic stops, issued 1,036 citations/charges, and made

28 DUI arrests. The top five citations for June and July were 59 for speeding, 24 for Driving Uninsured, 21 for Driving While Suspended, 8 for Unlawful Use of Cell Phone, and 8 for No Operator's License.

John Kihlstrom said there were a number of accidents that occurred in 2021 at McLoughlin/Gloucester and then it declined. He noticed they delayed the traffic signals in the area. Sgt. Okerman said ODOT did make changes to the signal timing when they instituted the flashing left turn lights – he doesn't know who decided to make the changes.

Andrew Labonte said they did a traffic study at Exeter/Union – he said the residents in that area believed there should be a stop sign, but it was determined that it wouldn't work because of traffic flow. He feels it would be good to have some type of limitation for traffic coming in and out of Exeter. Chair McNeil said Chief Schmerber has talked to some of the residents in the area.

6. **Community Input:**

None.

7. **Adjourn:**

Karlene Cox made a motion to adjourn the meeting. Motion was seconded by Mindy Proski. (No vote was taken)

Ms. Walls wanted to remind everyone that per GMC Chapter 2.10.040, members of a board, committee, or commission who are absent for more than three regular meetings in a calendar year are considered to have resigned from the board, committee, or commission.

Meeting was adjourned at 6:19 P.M.

ORDINANCE 1484
EXHIBIT "B"

CITY OF GLADSTONE
ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES
GUIDELINES FOR MEMBER CONDUCT

Thank you for your interest in volunteering as a member of a board, commission, or committee ("board") for the City of Gladstone. Serving on a board provides a way for residents who have special experience or interests to participate in the City's decision making process by advising the City Council on numerous issues.

Carrying Out the Board Duties

Now that you have been appointed to one of the boards, we would like to make you aware of the following guidelines, which will be useful for a successful tenure. They are a supplement to the existing statutes governing conduct, which includes ethics laws of the State of Oregon. It is important to remember as a representative of the City, you are a public official and are therefore held to a higher standard by Council, staff, peers and the citizens of Gladstone while performing your board responsibilities. You may be faced with difficult decisions and situations. Civility and diplomacy are not only important but expected in your role as a City board member.

- All meetings of boards, commissions, or committees are public meetings, unless declared to be an executive session, in accordance with the State of Oregon public meeting laws.
- You should always review materials provided in advance of the meeting so you are prepared to give your full attention to the matters at hand.
- You should always do your part to maintain the organization's transparency. Take steps to avoid even the appearance of a conflict of interest, declaring publicly if a potential or actual conflict of interest arises, and take appropriate steps.
- You should treat other board members, City Council, staff, and the public with patience, courtesy and civility, even when there is disagreement on what is best for the community.
- Always be aware of the public nature of written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages, and e-mail created as part of one's official capacity will be treated as potentially "public" communication.
- Recognize that even private conversations can have a public presence. As board members, you are often the focus of the public's attention. Even casual conversation about City business, other public officials, the public, or staff may draw the attention of the public and be repeated.
- Board members often are asked to explain a board action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview of a board action or project status, however, be careful to not promise that a City board or staff member will take any specific action.

Attendance of Meetings

Members are expected to attend all board meetings; however, the community understands that conflicts may prevent a member from attending up to 3 meetings a year. Year refers to a calendar year.

Individual Conduct of Board Members

Individual attitudes, words, and actions of board members in public and in private should demonstrate, support, and reflect the qualities and characteristics of Gladstone. The City of Gladstone suggests these guidelines:

- Be honest with fellow board members, the public and others.
- Credit others' contributions in moving our community interests forward.
- Strive to make independent, objective, fair and impartial judgments.
- Adhere to the State ethics rules and reject gifts, services or other special considerations that are only offered because of your service as a public official. This includes excusing yourself from participating in decisions when a member of your immediate family's or household's financial interests or your own may be affected by the board's action.
- Conduct yourself in a courteous and respectful manner at all times.

Board Conduct with the Media and Social Media

Individuals representing the City must adhere to the City's Social media policy. A copy will be provided to you when you are appointed. Be mindful if speaking with the press that anything said in a City meeting may end up in print. In discussions about City business or issues with the press or through social media, you should be careful to not represent your personal opinion as if it is the City's position on an issue, or represents the opinion of your board or commission.

Gladstone Municipal Code and Board By-laws

City boards, commissions and committees are established by the City Council as authorized in the Gladstone Municipal Code Chapter 2 referencing the appointment and removal process for members and also explain the purpose and membership of each board, commission, or committee.

Chapter 2.60
TRAFFIC SAFETY ADVISORY BOARD

Sections:

2.60.010 Established—Purpose.

2.60.020 Membership—Qualifications.

2.60.010 Established—Purpose.

The City of Gladstone is responsible for the operation and maintenance of the city's streets, roads and transportation safety programs.

The Traffic Safety Advisory Board is established for the purpose of advising and making recommendations to the City Council regarding Gladstone's traffic safety program. The Traffic Safety Advisory Board shall be responsible for, but is not limited to, the following activities:

- (1) Surveying transportation safety needs of city residents and recommending the roles the city should or ought to pursue in meeting such needs;
- (2) Serving in an advisory capacity to the City Council, through their regular master planning and capital improvement plan process, on the location, service areas, siting, standards, class, number and needs for existing and future safety standards within the community;
- (3) Identifying desirable future safety plans and standards;
- (4) Ensuring the development of a transportation system plan;
- (5) Exploring the feasibility of meeting traffic safety needs through consolidating programs of local public and private entities;
- (6) Recommending current or potential traffic safety issue locations and financing methods to the City Council;
- (7) Participating in planning and development processes for traffic safety programs or facilities which provide services benefiting Gladstone citizens;
- (8) Establishing and evaluating maintenance standards of city parks and advising Council of the status; and
- (9) Such other activities as the Council may assign.

History: Ord. 1484 §1 (Exh. A), 2018.

2.60.020 Membership—Qualifications.

The Board shall consist of members, representing the geographic diversity of the city, appointed by the Council, all of whom must be city residents. Whenever possible, persons will be appointed who have demonstrated interest, experience or expertise in some area of traffic planning and/or design and construction.

Chapter 2.10
BOARDS, COMMISSIONS, AND COMMITTEES GENERALLY

Sections:

2.10.010 Applicability.

2.10.020 Definitions.

2.10.030 Board, commission, and committee appointments.

2.10.040 Removal.

2.10.050 Organization and operation.

2.10.010 Applicability.

This chapter applies to all city boards, commissions, and committees unless mandated otherwise by state statute or city ordinance, including but not limited to the following boards, commissions and committees:

- (1) Budget Committee (ORS 294.336);
- (2) Community Center Advisory Board;
- (3) *Repealed by Ord. 1506.*
- (4) Park and Recreation Advisory Board;
- (5) Planning Commission (ORS 227.090);
- (6) Traffic Safety Advisory Board; and
- (7) Audit Committee.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1506 §1 (Exh. A), 2020; Ord. 1525 §1 (Exh. A), 2023.

2.10.020 Definitions.

“Ad hoc” means a public body created by Council for a particular purpose, issue, or need.

“Board” means a public body created by ordinance or resolution which acts in an advisory capacity to the Council in all matters set forth by the enactment establishing the board.

“Commission” means a public body created by ordinance or resolution which acts as a decision making body on behalf of the Council in all matters set forth by the enactment establishing the commission.

“Committee” means a public body other than a board or commission. Each committee has the authority and responsibility established for it by this code and by Oregon law as applicable.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1525 §1 (Exh. A), 2023.

2.10.030 Board, commission, and committee appointments.

(1) Any individual or group is encouraged to submit names for consideration to the city. Unless otherwise specified, all members must be residents of the city.

(2) Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, commission, or committee. In the event of any inconsistencies between this chapter and any chapter relating to a specific board, commission, or committee, the specific chapter shall control.

(3) In order to become more familiar with the applicants' qualifications, the Council may interview all applicants for a vacancy.

(4) Unless otherwise specified, all boards, commissions and committees will consist of seven members. The City Council may assign liaisons to boards, commissions and committees.

(5) Council members may not serve as voting members.

(6) Reappointment to a board, commission, or committee shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, commission, or committee and their stated willingness to continue. No person may serve more than two successive terms on the Budget Committee unless there is an interval of at least one term prior to the reappointment.

(7) Consideration should be given to residents outside the city when the board, committee, or commission or function serves residents outside city boundaries.

(8) No individual should be considered for appointment to a position on any board, commission, or committee where a conflict of interest may result. Board, commission, and committee members are public officials and shall not participate in any proceeding or action to gain a financial benefit or to avoid a financial cost for themselves or a relative, any business in which the member is serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. A relative includes the public official's spouse or domestic partner and children, siblings, spouses of siblings, or parents of the public official and spouses. If the public official has a legal support obligation for an individual or provides or receives benefits from another individual, they also may be defined as a relative of the public official. Any actual or potential conflict of interest shall be disclosed at the meeting of the board, commission, or committee.

(9) Board, commission, and committee vacancies are filled by appointment of the Council. Appointments are made for terms not to exceed four years and will expire the last day of December unless mandated by state statute or by the city ordinance that established the board, commission, or committee. All board, commission, and committee members shall serve without compensation.

(10) Individuals may not be appointed to more than two boards, commissions or committees at one time. If an individual is serving on more than one board, commission or committee they may

not serve as the chair of both. This limitation does not apply to service on the City Budget Committee.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1495 §1 (Exh. A), 2018; Ord. 1506 §1 (Exh. A), 2020; Ord. 1525 §1 (Exh. A), 2023.

2.10.040 Removal.

Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1525 §1 (Exh. A), 2023.

2.10.050 Organization and operation.

(1) Annual Work Plan. Each board, commission, and committee shall prepare an annual work plan which will have elements of the city's strategic plan. These work plans shall be discussed with and approved by the City Council in a joint work session.

(2) Staff Support. The city will provide for necessary staff support for the board, commission, or committee including postage, meeting place, administrative support service, new member orientation and training.

(3) Meetings. Staff sets the agenda. Each board, commission, or committee should meet at least once each month or as needed to conduct its business and shall meet on the call of the staff person in conjunction with the chairperson. All meetings shall be subject to the requirements of ORS 192.610 to 192.690 (Open Meetings Law). A majority of the voting members shall constitute a quorum for the conduct of business and concurrence of a majority of those members present shall be required to decide any matter. These meetings shall be an opportunity for public involvement in the discussion of issues relating to that particular board, commission, or committee.

(4) Authority to Bind. Neither a board, commission, nor committee, as a whole, or any member or members individually or collectively, shall exercise authority to bind the city, its officers or agents to financial commitment or obligations. Any funding for projects must be budgeted by the Council, and authorized expenditures presented to the staff for payment. The city may enter into agreements with other public agencies, associations, and individuals for services which will assist the board, commission, or committee in carrying out elements of its work plan.

(5) Annual Reports and Minutes. Each board, commission, or committee shall report on its activities in a work session with the City Council at least annually. The audio or written minutes for each board, commission, or committee shall be made available to Council for information.

(6) Chairperson and Vice-Chairperson. At its first meeting in January of each year members of the committee shall elect a chairperson and vice-chairperson.

(7) Ethics Law. Board, commission, and committee members appointed by the Council are considered "public officials." As such, they are expected to abide by the Oregon Government Ethics Law of the State of Oregon (ORS 244.010 to 244.400).

(8) Boards, commissions, and committees may be asked to provide comments to other advisory bodies and staff when matters under consideration relate to their functional area of expertise.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1525 §1 (Exh. A), 2023.