

TRAFFIC SAFETY ADVISORY BOARD AGENDA  
6:30 P.M., June 24, 2019  
GLADSTONE CITY HALL COUNCIL CHAMBERS

1. Members of the Committee: Linda Cosgrove, Len Nelson, Yvonne McNeil, Andrew Labonte, Libby Wentz, Kenneth Moore – Chair, Bill Osburn – Vice-Chair. Council Liaison – Randy Ripley.
2. Call to Order – Introduction
3. Approval of April 22, 2019 Minutes.
4. Discussion of Gladstone Municipal Code Chapter 2.60 – Traffic Safety Advisory Board Roles and Responsibilities
5. Continued Discussion of 2019 Annual Work Plan
6. Update of “Give Away Items” for Community Festival
7. Results of 1/28/19 motion request to Fire Department – Okerman
8. Business from the Board
9. Business from City Staff
10. Round Table
11. Adjourn



## GLADSTONE TRAFFIC AND SAFETY COMMISSION MEETING MINUTES of April 22, 2019

Meeting was called to order at 6:35 PM.

### **ROLL CALL:**

Chair Libby Wentz (arrived at approximately 6:47 P.M.), Andrew Labonte, Ken Moore, Bill Osburn, Linda Cosgrove, Yvonne McNeil

### **ABSENT:**

Len Nelson

### **STAFF:**

Randy Ripley, City Council Liaison; Jim Whynot, Public Works Director; Sergeant Matthew Okerman, Police Department

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#### **1. Call to Order – Introductions**

#### **2. Approval of January 29, 2019 Minutes:**

*Yvonne McNeil made a motion to approve the minutes. Motion was seconded by Bill Osburn. Motion passed unanimously.*

#### **3. Discussion of 2019 Annual Work Plan:**

Ken Moore said he would like to update (LED lights, possibly installing a solar panel, etc.) the radar trailer as much as possible and use it more often. A citizen suggested setting it up and just recording speeds and not displaying the speeds. It is not currently able to do that, so an upgrade may be necessary. He suggested looking for a new or used radar trailer if there is money available to purchase one. There was discussion regarding calibrating the unit. Ken Moore volunteered to do some research regarding upgrades.

Linda Cosgrove said she would like to have several discussions regarding commercial truck traffic in residential areas of the City of Gladstone until they can come up with something. There is an ORS chapter that defines what a commercial truck is. Yvonne McNeil said she started following commercial trucks and she has not seen one that hasn't stopped in Gladstone.

Chair Wentz said she has only seen a draft from the City Council – she requests a finalized form of what they want/expect. Ken Moore said he thought last time they asked members what kind of projects they wanted to do for traffic safety (such as awareness for drunk driving on holidays, pedestrian safety, etc.).

#### **4. Election of Chair and Vice-Chair:**

*Chair Wentz nominated Ken Moore for Chair. He said he will probably be moving out of Gladstone next summer so he could serve for at least one year. Nomination was seconded by Bill Osburn. Ken Moore was elected with a unanimous vote.*

*Andrew Labonte nominated Bill Osburn for Vice Chair. Nomination was seconded by Ken Moore. Bill Osburn was elected with a unanimous vote.*

#### **5. Discussion of Process to Change Traffic Control Devices:**

Mr. Whynot said this is regarding the four-way stop near Max Patterson Park. He said the City can't change traffic control devices without meeting certain criteria from the MUTCD (Manual on Uniform Traffic Control Devices) – there has to be an engineering study or have an engineer's

judgement to determine if that is applicable, safe, etc. The consultant gave a quote of \$9,000 to analyze the intersections and make recommendations, but he doesn't recommend a four-way stop. He also said that whenever you update an intersection you have to meet ADA requirements even if there aren't sidewalks. There are other options that could help slow traffic, such as speed humps, rumbles, signage, etc. There was discussion regarding traffic control options, accidents, speeds, etc. It was decided to wait for a speed analysis and discuss this further in the future. It was agreed that the radar gun will be returned to Sgt. Okerman.

**6. Continued Discussion of Webster Road & Cason Road Intersection:**

Sgt. Okerman said that any changes would require an engineering study. There was discussion regarding the costs involved. This issue is already included in the TSP update. Bill Osburn said we might be able to use some of the information the County used when they lowered the speed limit on their portion of Webster Road. Chair Wentz feels the Traffic Safety Advisory Board should express their belief that the most important thing is following through on this expensive TSP Update and getting to work on making our roads more walkable, bikeable, and livable. She asked for clarification regarding what the City Council is going to push forward – and if Kittelson is going to be the one saying what needs to be done next. It was agreed to take this back to City Council.

**7. Discussion of “Give Away Items” for Community Festival:**

Yvonne McNeil showed examples of little police cars that kids can use on their backpacks – they were very popular.

*She made a motion to double the budget from last year, because they ran out of everything very quickly, and adding some things this year – making the budget \$1,500. Motion was seconded by Ken Moore. Motion passed unanimously.*

**8. Results of 1/28/19 Motion Request to Fire Department:**

It was agreed to discuss this at the next meeting.

**9. Business from the Board:**

**Linda Cosgrove:**

She said there is supposed to be a sign under the solar speed sign on W. Arlington that states what the actual speed is supposed to be – we need to have one posted. Councilor Ripley will follow up with Mr. Whynot.

**Bill Osburn:**

He said there is an issue with pick-up times at Wetten Elementary – it clogs up the roads on/near E. Exeter. He suggested having the Police Department educate people about not blocking the road. Linda Cosgrove said this has been discussed for 15-20 years. Chair Wentz said it's probably more of a School Board issue.

He suggested putting the radar trailer in Meldrum Bar Park because there has been an increase in traffic because of the nice weather. There was discussion regarding the vehicle access onto the bar. Ken Moore said that although it's a City park the Oregon State Marine Board has jurisdiction on the water. He said someone from the City needs to make sure if the Oregon State Marine Board has something to say about this. The issue was already referred to the Parks Board.

**Ken Moore:**

He told a citizen, Julie Hopper (she lives on Gloucester and was concerned about speeders/truck traffic), that he would read the following letter from her:

“I attended my first Traffic Safety meeting on July 24<sup>th</sup>, 2018. During that session I expressed my concerns and that of my neighbors’ regarding speeding and excessive commuter traffic, commercial truck traffic, and semi-truck traffic on Gloucester. I believe the determination was made that aside from local deliveries large trucks are not allowed on Gloucester and a request would be made to add signs to restrict truck traffic. As of today, eight months later, no signs have been placed other than one or two additional speed limit signs, which I do appreciate. However, large trucks and semis pass my house daily and the speeding and excessive commuter traffic continues. Unmarked trucks, which are likely servicing the auto dealerships, are a constant. And just the other day two semi-trucks passed each other in front of my house. Linda Cosgrove and Ken Moore have been very responsive to my concerns and I appreciate all of their efforts. After the July meeting they advised me to record traffic data and assisted me in using the radar gun to track the number of speeders. I was appalled by the sheer number of cars and trucks traveling on Gloucester in such a short amount of time and have recorded many speeders as well as people texting on their phones. Ken Moore also put a trailer on Gloucester, but the police did not add the disc so that the results are not recorded. I recently listened to an audio recording of the October and January Traffic Safety meetings during which two Gladstone residents raised their same concerns as I did about speeding cars and people using their street, Glen Echo, as a thorough way for fast driving. The same happens on Gloucester. The conversation sounded very familiar to the first meeting I attended, including the same Council member minimizing the residents’ concerns by suggesting the cars were probably not speeding but only sounded as though they were. The conversation also included the same suggestions of using speed trailer and the residents taking it upon themselves to join with the City Council member to use the radar gun to monitor traffic. Although everyone present seemed to agree that the drivers slow down when they see the trailer, the officer who was present during the meeting indicated they were still relying on the data to determine whether or not speeding was an issue. Based on the discussions during the October Traffic Safety meeting it appeared that the truck routes and collector roads were verified and the requested signs for Gloucester should be installed. I then listened to the audio of the January meeting and seven months after my original request the decision to install the signs is still inconclusive, even though a Council member agreed that the truck traffic was a longstanding complaint. If Gloucester is not classified as a collector road then why is it that the collector roads of Dartmouth and Arlington have restricted truck signs on it and Clarendon and Gloucester do not? It is understandable that trucks will need to drive through residential neighborhoods at times in order to serve businesses, however, with I-205 and 99E being the designated truck routes, trucks delivering on Portland Avenue should be using the shortest possible route through the City of Gladstone, which they are not. It’s exactly one mile from the I-205 exit to Portland Avenue. Via Gloucester it’s about .4 miles from 99E to Portland Avenue. So these large trucks and semis are cutting through a residential neighborhood with a school rather than using the nearest truck route to their destination. During the January meeting Council member Yvonne stated that if the signs restricting trucks on Gloucester were added I wonder if that would cause some people to say oh, trucks aren’t allowed down this road so I’m going to start complaining more. Respectively I consider this response to be inappropriate at several levels including that there are trucks signs at both ends of the two collector roads designated for heavier traffic. As I understand it residents have been asking the City to do something about the traffic for years and requests for speed bumps and other solutions have been rejected. In this case I’m simply requesting equal signage to Dartmouth and Arlington, which, by the way also has signs flashing to remind drivers of their speed. When I first told my neighbors I was going to attend your Council meetings to see what could be done I was warned that it was a waste of time and the City would not respond. I’m hopeful that this is not the case and the City will begin to recognize and address the issues that have been an ongoing concern for many years. Thank you for your time and consideration, Julie Hopper.”

Ken Moore said the signage (no trucks on Gloucester) they had recommended and the City Council also recommended didn't happen. He said that Sgt. Okerman told him they would be put up but there hasn't been a date given. He said that part of the data from the deployment of the radar trailer *was* recorded.

**Andrew Labonte:**

He said he would like to see an effort for a helmet safety for young bicyclists included in the Work Plan for the year.

He said we have a new road, Tryon Way, which connects Nelson and Harvard Avenue – there are some line of sight issues at that intersection (large bushes). He is wondering if we should have Mr. Whynot look into that. It may be a Code Enforcement issue. This will be included in the agenda for the next meeting.

**10. Business from City Staff:**

Councilor Ripley told everyone about a new free app called “Pulse Point” – you can be notified of someone in your area needing CPR, traffic accidents, etc.

He said there is a joint meeting with the City Council and the School Board on Wednesday night.

He will bring up the issues regarding the traffic/parking at Wetten Elementary. He will also bring up the money requested for give-away items for the Community Festival, the work plan, upgrades for the radar trailer, truck traffic on residential streets, and implementation of the TSP Update.

He will drive to the intersection of Harvard/Nelson/Tryon and then forward the information to Ms. Betz.

He will contact Mr. Whynot regarding adding the posted speed sign on Arlington below the radar sign and ask about the completion date for the no truck traffic signs.

**11. Adjourn:**

Meeting was adjourned at approximately 8:11 PM.

## CHAPTER 2.60 TRAFFIC SAFETY ADVISORY BOARD

### 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 Commission 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 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 I. Such other activities as the Council may assign.

### 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, construction.



**ORDINANCE NO. 1484**  
**EXHIBIT A**

**Gladstone Municipal Code**  
**CHAPTER 2.10 BOARDS, COMMISSIONS, AND COMMITTEES GENERALLY**

**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. Senior Center Advisory Board;
3. Library Advisory Board (ORS 357.465);
4. Park and Recreation Advisory Board;
5. Planning Commission (ORS 227.090);
6. Traffic Safety Advisory Committee; and
7. Audit Committee.

**2.10.020 DEFINITIONS**

1. "Ad Hoc" means a public body created by Council for a particular purpose, issue, or need.
2. "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.
3. "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.
4. "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.

**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 (7) 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 his or her stated willingness to continue. No person may serve more than:
  - a. Two (2) successive terms on the Budget Committee unless there is an interval of at least one term prior to the reappointment;
  - b. Two (2) successive terms on the Library Advisory Board unless there is an interval of at least one term prior to 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 (2) 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 (4) 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 (2) boards, commissions or committees at one time. If an individual is serving on more than one (1) board, commission or committee they may not serve as the chair of both.
11. No more than one individual from a household may be appointed to serve on a specific board, commission, or committee at one time.

#### 2.10.40 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 (3) regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

#### 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 Oregon Revised Statutes 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).

H. 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.

**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.