



City of Newberg

Traffic Safety Commission Meeting Minutes

April 28, 2025

Call Meeting to Order

The meeting was called to order at 6:01 PM.

Roll Call

Dan Kizer, Michael Rossman, Roger Kuhlman, Rick Marshall, Russell Johnson, and Derek Carmon (Ex-officio) were present. Branden Dross was absent excused.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

There were no public comments.

Introduction

Consent Calendar

Traffic Safety Commission Meeting Minutes January 13, 2025

The commissioners reviewed the meeting minutes from January 13, 2025. A motion was made to approve the minutes.

Rick Marshall moved to approve the minutes. Roger Kuhlman seconded the motion. The motion passed unanimously.

Dan Kizer-YES

Michael Rossman-YES

Roger Kuhlman-YES

Rick Marshall-YES

Russell Johnson-YES

Branden Dross-ABSENT

Staff Reports & General Information

Police

Sergeant Hagen was unable to attend the meeting due to a case. He did not have anything specific to present in the police report. It was mentioned that during a recent cell phone enforcement operation, Sergeant Hagen played the role of a construction worker and observed nonstop cell phone use by drivers.

Engineering

Brett Musick presented updates on the active issues log. He explained the color coding system used in the log, with pink highlighting items that are being moved forward with the city manager and city engineer for traffic counts or studies. He noted that ODOT-related items were also included in the log.

Brett Musick mentioned that ODOT representatives are planning to attend the July meeting to present how they evaluate and prioritize traffic safety concerns within Newberg and elsewhere. He also highlighted a new item on the list regarding North Main and Oregon 240, which involves uncontrolled intersections, missing sidewalks, and pedestrian crossing issues.

Brett Musick discussed plans to reorganize the active issues log by moving completed or resolved items to a separate tab in the spreadsheet to reduce the number of pages and improve readability.

Active Issues Log

Brett Musick provided an overview of the active issues log, noting that there are about 20+ items currently being addressed. He mentioned that the majority of these items relate to pedestrian crossings, followed by stop sign requests, speeding issues, and parking concerns.

Brett Musick explained that he has been working with the city manager and consultant city engineer to move forward on these issues. The city engineer is utilizing staff from Keller transportation to start addressing some of these items between now and July. Brett mentioned that there are budget allocations for these items starting July 1, but he needs to confirm the specific amount with the city manager.

Commissioners discussed the prioritization of items on the active issues log. Rick Marshall suggested implementing a point system based on factors such as danger, accidents, and frequency of requests. Brett explained that the current prioritization considers how long an issue has been on the list, how frequently it is reported, and engineering judgment based on initial observations.

Brett Musick provided an example of the Fernwood and Brutscher pedestrian crossing issue, which is being used as a pilot project to develop a process for addressing similar concerns. He presented a scope of work from Keller Associates for this project, which includes identifying issues, constraints, and potential improvements.

Traffic Safety Issues Work Plan for Keller Assistance

Brett Musick discussed the first task assignment for Keller Associates, which involves a preliminary review and work plan development for the Fernwood at Brutscher pedestrian crossing. He explained that this project would help establish a process for addressing similar issues in the future.

GIS Analyst traffic related data collection

Brett Musick reported that the GIS analyst position description has been revised to include collection of speed data and traffic count data. New equipment is being purchased to enable staff to collect and store this data within the GIS system, making it available for future use.

New Business

Review of the 2024 TSC Work Plan

The commission discussed updating the work plan for 2025. Rick Marshall proposed several amendments to the work plan, including changing the year to 2025, adding an item for reporting on the resolution of issues, and modifying the language regarding long-range planning.

After discussion, Rick Marshall withdrew his initial motion and proposed a new motion:

Rick Marshall moved to ask staff to prepare a work plan for the commission's approval at the next meeting based on the discussion held tonight. Russel Johnson seconded the motion. The motion passed unanimously.

Dan Kizer-YES

Michael Rossman-YES

Roger Kuhlman-YES

Rick Marshall-YES

Russell Johnson-YES

Branden Dross-ABSENT

Operational traffic safety

Police

Engineering

Maintenance – as applicable

Public Outreach – as applicable, note TSC to identify what to publicize

The commission discussed potential topics for public outreach, including:

- Cell phone use while driving
- How to handle uncontrolled intersections
- Parking too close to intersections
- Signaling when exiting traffic circles

Emily Salsbury, the city's Public Information Officer, suggested various methods for public outreach, including social media, in-person engagement at events like Newberg Wednesday Market, and collaborating with local partners such as the downtown coalition and tourism board.

Long-range planning – TSC Work Item No. 1

The commission discussed the status of long-range planning efforts, particularly regarding traffic calming policies. They noted that previous recommendations to the city council had not been adopted, and there was a need for clearer communication and guidance from the council on these matters.

Commissioner Comments

Michael Rossman reported on his attendance at a recent city council meeting, where he encouraged the council to provide input on the traffic calming policy and other matters. He also mentioned that the mayor indicated Brett should be the communication focal point between the commission and the city council.



Roger Kuhlman announced that he had been appointed by the governor to the Oregon Traffic Safety Committee for a four-year term, effective May 1st. This position will allow him to provide advice to the Department of Transportation on safety issues and programs.

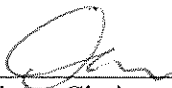
Councilor Carmon requested clarification on the commission's concerns to report back to the city council, particularly regarding developer fees and enforcement of traffic regulations during construction.

The commissioners discussed the need for the city to reconsider its approach to developers, suggesting that developers should be required to contribute more to community amenities and infrastructure improvements.

Adjournment – July 14, 2025

The meeting was adjourned at 7:20 PM. The next meeting is scheduled for July 14, 2025.

Attested By:



Dan Kizer, Chair



Brett Musick, Staff Liaison