

City of Newberg

Traffic Safety Commission Meeting Minutes

January 12, 2026

Call Meeting to Order

The meeting of the Traffic Safety Commission was called to order by Senior Engineer Brett Musick, who explained he would be conducting the meeting until the election of chair and vice chair, as the previous officers' terms had ended.

Roll Call

Brett Musick conducted roll call, with the following commissioners present: Roger Kuhlman, Russell Johnson, Hunter Anderson, Natasha Luepke, Steven Hardgrove, Andrew Miller, Wyle O'Neill, Toby Linhart, and James Keary.

Pledge of Allegiance

The commission and attendees recited the Pledge of Allegiance.

Introductions

Brett Musick introduced himself as the senior engineer in the development engineering department and explained his role as the city engineer's designee serving as secretary to the Traffic Safety Commission.

Each commissioner then introduced themselves:

- Toby Linhart introduced himself as a civil engineering student at George Fox University with aspirations to become an urban planner.
- Wyle O'Neill introduced himself as an active transportation coordinator who enjoys walking and biking in the community.
- Andrew Miller stated he has been a commercial driver for 15 years and hopes his experience with traffic safety can benefit the community.
- Russell Johnson mentioned this is his second year on the commission and he has been a resident of Newberg for about 40 years.
- Roger Kuhlman introduced himself as a retired electrical engineer, resident of Newberg for 15 years, member of the commission for 2 years, and also a member of the Governor's Transportation Safety Committee.
- Hunter Anderson explained he makes wine locally, has lived downtown for about 10 years, and walks most places.
- Steve Hardgrove introduced himself as a retired court reporter and part-time caregiver for a past member of the commission, noting he has lived in Newberg for 20 years.
- James Keary stated he has lived in Newberg for 20 years, works as a manager in pharmaceutical research, and joined the commission to give back to the community.

- Natasha Luepke explained she has lived in Newberg for about a decade, works at the Chehalem Cultural Center, and is excited to serve the community.

Staff members also introduced themselves:

- Alan McKeel introduced himself as the GIS analyst who helps with data collection and analysis.
- Rachel Thomas introduced herself as the city recorder who manages public records, elections, and public meetings.
- Joel Osche, a special guest who was "mayor for the day," was also introduced.

Election of Chair and Vice Chair

Senior Engineer Brett Musick explained the responsibilities of the chair and vice chair positions. The chair oversees the meetings, presides at meetings, and has input on the agenda. The vice chair fills in when the chair is absent.

Roger Kuhlman volunteered to serve as chair. Roger Kuhlman was nominated for Chair by Roger Kuhlman, seconded by Russell Johnson. Motion passed unanimously.

Russell Johnson was nominated for vice chair by Roger Kuhlman, with Andrew Miller seconding. The commission voted unanimously to approve Russell as vice chair.

The meeting was then turned over to the new chair, Roger Kuhlman.

Public Comments

Brett Musick stated that no public comments had been received for this meeting. However, Joel, the "mayor for the day," was invited to speak and shared comments about traffic safety concerns, including dangers of texting while driving, smoking in cars, and drinking while driving.

Consent Calendar

2026 Meeting Dates

Traffic Safety Commission Meeting Minutes October 13, 2025

Chair Roger Kuhlman noted that the consent calendar included meeting dates and minutes from the previous meeting. He mentioned that the October 12, 2026 meeting falls on Columbus Day, but confirmed with Brett Musick that this is not a city holiday and would not pose a conflict.

Motion to approve the Consent Calendar was made by James Keary and seconded by Hunter Anderson. Motion passed unanimously.

Staff Reports & General Information

Police

Brett Musick reported that Sergeant Hagen was out sick and would not be attending the meeting. He indicated that any questions for the police department would be passed along to Sergeant Hagen for follow-up.

Roger Kuhlman asked about the city's recently implemented online traffic citation process. Rachel Thomas provided information about two implementations: (1) red light cameras at Villa and 99 that will be going online this month for testing before going live, and (2) online payments for traffic citations, allowing people to pay tickets online instead of coming to city hall or calling in.

James Keary asked two follow-up questions. First, he asked about what was done to prevent issues with the previous red light cameras. Rachel explained that the previous cameras failed because their software did not communicate with the city's software. The new contract required the vendor to prove successful software implementation before installation. She also noted that the city spent no money on the failed first attempt, as the agreement is based on a portion of revenue from tickets.

James Keary also asked about DUI statistics from the holiday season. Rachel indicated the numbers weren't too bad but December figures weren't available yet. She suggested keeping an eye on city council meetings where those numbers are reported, noting December's statistics would likely be presented in February.

Wyle O'Neill asked about the direction the cameras capture images. Rachel clarified they capture in two different directions - on Highway 99, they capture both speed and red light violations, and they capture red light violations for vehicles turning from Highway 219 onto Highway 99. She noted they don't capture violations on Villa Road.

James Keary asked if there were plans to extend the cameras if they work out. Rachel explained that for cameras on ODOT roads like Highway 99, the city needs ODOT's permission, which they had received for Main and 99, but the infrastructure didn't work. She mentioned they've also discussed placing cameras on city-managed roads.

Steven Hardgrove asked for clarification about which section of Highway 99 was being monitored, and Rachel and Brett clarified it was likely at Main and First streets.

Wyle O'Neill asked how revenue from the cameras is shared. Rachel explained that ODOT is not involved with any revenue sharing - it goes straight to the cities. She explained the process: photos and video of potential violations go to the company running the cameras, who filter out invalid captures before sending them to a Newberg police officer for review. The revenue is then split between the company that runs the systems and the City of Newberg.

Public Outreach - Traffic Safety Related

Brett Musick provided an update on public outreach activities. He mentioned that the public information officer had provided information about recent social media postings related to traffic safety, including more posts in the last few days that would be included in the next meeting's packet. He noted that the public information officer has requested input from the Traffic Safety Commission on what direction or topics should be promoted on social media, the website, and other platforms.

Roger Kuhlman commented that it would be nice to have information from the police department about traffic-related problems the city is experiencing, and whether education might help address these issues. Brett agreed to pass this request along to the police department.

Engineering

Traffic Safety Active Issues Log

Brett Musick explained the Traffic Safety Active Issues Log, which is required by code to track decisions. He described it as a living document that has evolved over time based on input from the Traffic Safety Commission. The log tracks issues assigned to Keller Associates (the city's engineering consultant), prioritizing based on factors such as how long a concern has been on the log and how often the concern appears combined with utilizing engineering judgment.

Brett explained that issues are categorized by education, enforcement, and engineering components. Issues in the education and enforcement categories are typically passed along to the police department, while engineering issues are evaluated for potential solutions. Issues that have been resolved with no further action needed are archived.

Brett explained the color coding in the log: pink represents active issues being addressed, white indicates newly received issues, and blue indicates issues with no further action needed that will be archived.

Russell Johnson noted that some issues on the log appeared to be duplicates and asked if there was a way to merge them. Brett confirmed he was working on consolidating duplicate issues rather than creating new numbers for each report of the same problem.

James Keary asked if the list was in order of importance or risk. Brett explained that items are initially entered in the order they are received, then sorted by status (assigned to Keller, new issues, and no further action). He noted that within the "assigned to Keller" section, there was an initial attempt to prioritize by number, but in practice they try to address a mix of high-priority issues and less complex ones that can be resolved quickly.

Andrew Miller mentioned faded yellow curb paint in emergency zones in downtown, particularly in front of the movie theater on Main and First streets, where people frequently park in emergency zones. Brett noted this was on Highway 99, which is ODOT's jurisdiction, and said he would convey this concern to ODOT.

Roger Kuhlman asked if Brett has regular conversations with ODOT about these issues. Brett responded that he doesn't have a set pattern for communication but has contacts he sends information to. He recommended using the "Ask ODOT" website, which has been effective in getting responses.

Russell Johnson added that many issues end up being ODOT responsibilities, and visibility with them can be difficult. He suggested continuing to add these issues to the log for tracking purposes, even if they are ultimately ODOT's responsibility.

James Keary asked if ODOT's assessment that Newberg has fewer issues than other parts of the state was based on statistics or just that other cities complain more. Brett explained that ODOT has statistical information available through their crash data viewer website, which shows that Newberg genuinely has fewer issues compared to many other cities in the state.

Roger Kuhlman expressed appreciation for Brett's work on the active issues log, noting good progress with 24 items added and 20 completed, especially compared to previous years when less progress was made.

Brett provided updates on three locations where Keller is currently working, stating they anticipate having reports with recommendations by the next meeting in May. He noted that all currently assigned issues are targeted for completion by early 2027, acknowledging this timeline is not as quick as desired but is constrained by the city's limited budget.

Traffic Safety Issues Work Plan for Keller Assistance

Brett Musick provided updates on the Keller Associates engineering studies in progress. He mentioned they're working on three current locations and anticipate having reports with recommendations by the next meeting in May. All currently assigned issues are targeted for completion by early 2027.

GIS Analyst Traffic Related Data Collection

Alan McKeel, the GIS analyst, introduced himself and explained that he helps with data collection and analysis of certain requests from the Traffic Safety Commission.

Fernwood at Brutscher - Pedestrian Crossing Improvement Project

Brett Musick reported that the Fernwood at Brutscher study has become a capital improvement project that the city manager has been working on with CPRD (Chehalem Park and Recreation District) to secure funding. He noted that Capital Engineering is looking at the project, and it will likely become a hybrid of the recommendations that had been presented rather than following one specific recommendation.

James Keary asked for clarification about which street is Fernwood on Brutscher, as he was trying to picture the location. Brett explained it's where the golf course is located, where Brutscher meets Fernwood.

Roger Kuhlman added that this intersection is also part of the CPRD trails and is currently convoluted because the trail ends in one place and the next sidewalk is in a different location at the intersection, making it a difficult issue to resolve.

Brett mentioned that the Traffic Safety Commission map on the city website shows all street locations, classifications, and ownership jurisdictions, as well as current traffic safety issues from the log.

Keller Associates, Inc. Engineering Study - N Brutscher Street adjacent to the Fairfield Inn at 900 N Brutscher Street

Brett Musick reported that the city manager had requested Keller Associates to look at a pedestrian crossing along Brutscher near the Fairfield Inn, where there are driveways to the inn and bank on one side and to Fred Meyer on the other side. He noted that this is technically not an intersection of two streets where crosswalks would typically be located, so he's having Keller examine this aspect in their study.

Brett mentioned this issue came directly from the city manager to Keller Associates and wasn't on the active issues log, but would likely come to the Traffic Safety Commission eventually to review Keller's recommendations.

Roger Kuhlman asked if cost sharing was being considered for this project, referencing previous discussions about a traffic calming policy that included cost sharing for traffic improvements.

Brett responded that to his knowledge, cost sharing had not been part of the discussion for this particular project.

New Business

Presentation by City Recorder Rachel Thomas of the newly adopted Newberg City Council, Board, Committee & Commission Guidelines 2025 (Council Rules)

Rachel Thomas gave a presentation on the new City Council, Board, Committee & Commission Guidelines (Council Rules) that govern the operation of meetings, conduct of elected officials, and create uniform practices.

Key points from her presentation included:

1. **Hierarchy of Laws:** Public meetings are governed by many levels of law, with federal and state laws at the top and local charter code and rules at the bottom. Robert's Rules of Order for small boards applies where other laws don't specify.
2. **Robert's Rules for Small Boards:** These simplified rules include not invoking fine points of Robert's Rules, requiring a quorum, treating all members equally, having the presiding officer recognize speakers, and prohibiting side discussions and personal remarks.
3. **Quorum:** A majority of members (5 for this 9-member commission) must be present to conduct business. If there's a vacancy, it doesn't count toward the quorum calculation.
4. **Serial Meetings:** If a quorum of members discusses commission business outside of a public meeting (via email, social media, or in person), it constitutes an illegal meeting. Rachel strongly recommended not discussing commission business outside of meetings.
5. **Public Comment:** To maintain consistency across all boards and committees, Newberg requires registration for public comment before meetings begin. For virtual participants, registration must be done by noon on the meeting day. Written comments must be submitted 48 hours in advance to be included in the packet.
6. **Debate:** After a motion is made, formal debate begins. Members must be recognized by the chair before speaking, focus on the question at hand, and be respectful.

7. **Voting:** Both roll call votes (where each member is called by name) and voice votes are allowed. All votes must be visible to the public.
8. **Motions:** Motions must be clearly worded, focused on one thing, and require a second to proceed. Amendments can be made but must be voted on separately.
9. **Ethics and Decorum:** When speaking on behalf of the committee, members should only state official decisions of the body. Personal opinions should be clearly identified as such.
10. **Absences:** Members should notify the chair and staff liaison if they'll be absent. Unexcused absences for more than 25% of meetings can lead to removal from the committee.
11. **Schedule Changes:** Meetings can be canceled for lack of quorum or business. Special meetings outside the regular schedule must be coordinated with the city recorder's office.
12. **Agenda Items:** The chair has authority to set the meeting agenda, but any member can request items be added, preferably 10 days before the meeting. If the chair declines, members can bring it up at the beginning of the meeting for a vote.
13. **Minutes:** The city takes written action minutes in addition to recording meetings. Minutes must include detailed records of votes and any declared conflicts of interest.
14. **Appointments:** Members must reapply when their terms end, which is now a simple process through the OnboardGov system.
15. **Staff Interactions:** Members can ask staff quick questions but cannot assign work directly. Substantial requests must come from the full committee and be approved by the city manager. Rachel emphasized the importance of respecting staff time and not contacting them on weekends or after hours unless it's an emergency.

Staff Presentation – Traffic Safety Commission Purpose and Duties Newberg Municipal Code 2.15.400 (2.15.400 Purpose and duties)

Brett Musick presented on the Traffic Safety Commission's purpose and duties as defined in the Newberg Municipal Code. He explained:

1. The commission's purpose includes investigating, studying, and analyzing traffic safety programs; conducting educational efforts; and making reports to the City Council on traffic safety matters.
2. The City Engineer has authority over limited traffic decisions (affecting specific locations) with notifications to nearby property owners and to the Traffic Safety Commission.
3. The commission has authority over general traffic decisions (affecting larger areas or policies) through a public hearing process with input from the city Engineer.
4. The city engineer (currently provided by Keller Associates through a consulting contract) has authority to make certain traffic decisions, such as establishing or modifying traffic control devices.
5. When decisions are made, they are logged and presented to the Traffic Safety Commission.
6. The commission can make recommendations to the City Council on traffic safety issues, foster public knowledge of traffic law enforcement, and hold public hearings on traffic safety issues.

Brett also noted that the Traffic Safety Commission's work plan includes operational traffic safety components (primarily staff-driven activities with commission input) and long-range planning elements such as the transportation system plan, which is scheduled for an update pending grant approval.

Review of the 2025 Traffic Safety Commission Work Plan

Brett Musick presented the 2025 Traffic Safety Commission Work Plan to familiarize new commissioners with existing priorities. He explained that the operational traffic safety components are primarily staff-driven activities with commission input, including maintaining the active issues log.

For long-range planning, Brett mentioned:

- The transportation system plan is scheduled for an update (pending grant approval)
- The ADA pedestrian bike route and improvement plan is incorporated into the master plan
- The traffic calming policy from 2018 was developed by the commission but never adopted by the council
- Policy forms exist for parking change requests, stop sign placement, and marked crosswalks

Brett noted that commissioners could review these documents and make recommendations for changes or updates.

Rachel Thomas added that commissioners should consider bringing their work plans to the City Council for approval before starting projects to ensure alignment with council goals and avoid wasting time on initiatives that might not be approved.

Roger Kuhlman mentioned that the mayor occasionally holds meetings with committee chairs to discuss ongoing work and suggested the commission could develop a plan for 2026 and beyond at their next meeting.

Staff Comments

Brett Musick mentioned he had added this section to the agenda primarily to highlight the email he sent with links to various resources, including the city website, a shared drive for the commission, and other websites with useful information. He encouraged commissioners to check their Newberg email addresses regularly, noting that while there may be gaps in communication due to the quarterly meeting schedule, he forwards relevant information about traffic safety issues as he receives it.

Roger Kuhlman suggested checking city emails every Monday morning to stay informed. Rachel Thomas asked the commission to consider whether they wished to continue approving minutes at meetings or move to a system where the chair and staff verify them without bringing them to the full commission. Roger Kuhlman expressed a preference for continuing to approve minutes at meetings to allow multiple people to review them before they become public.

After discussion about the timing of minutes distribution and review, Andrew Miller proposed a compromise: staff would provide draft minutes to the Traffic Safety Commission members for comment within a set timeframe, then those comments would be consolidated by staff and sent to the chair for final approval.

Motion that staff provide draft minutes to the Traffic Safety Commission for review and comment with one week to provide comments back to staff, staff to consolidate the comments and provide those to the chair for approval was made by Andrew Miller and seconded by Hunter Anderson. Motion passed unanimously.

Commissioner Comments

Commissioners provided the following comments:

Toby Linhart asked if the commission's job was to go through the active issues log and discuss potential solutions or only focus on the work plan. Brett responded that the active issues log is primarily for information, but if commissioners notice trends, they could make recommendations for policy changes or new guidelines.

Wyle O'Neill thanked staff for their information and suggested advertising the various ways the public can provide feedback on traffic safety issues.

Roger Kuhlman asked if the active issues list was being shared with the City Council. Brett said he had provided an update to the city manager with the intent for it to go forward to council, and he would follow up on this.

Russell Johnson raised several concerns:

1. He noted that no one from City Council had attended for the second consecutive meeting.
2. He asked about "do not park here" signs around George Fox University. Rachel Thomas explained that while some of these are official signs replacing faded yellow curbs, others are likely unofficial signs placed by residents.
3. He asked about studies regarding increased traffic from the new development off Mountain View Drive, expressing concern about road capacity for 300 new homes. Brett explained that Mountain View Drive is designated as a minor arterial road, with traffic studies conducted during the master planning process. Russell emphasized that current roads may not handle the increased traffic volume and suggested roads should be widened before development rather than piecemeal afterward.

Roger Kuhlman suggested adding a future agenda item to discuss how system development charges are being utilized to provide for infrastructure expansion.

James Keary thanked staff for their time and information.

Roger Kuhlman thanked all commissioners for volunteering and participating, and specifically thanked Brett for his work addressing citizens' concerns after years of inaction in that area.

Adjournment – May 11, 2026

Chair Roger Kuhlman adjourned the meeting and announced that the next meeting is scheduled for May 11, 2026, at 6:00 PM at the same location.

Attested By:

Brett Musick

Brett Musick (Feb 26, 2026 14:03:02 PST)

Brett Musick, Senior Engineer

Roger Kuhlman

Roger Kuhlman (Feb 26, 2026 14:34:47 PST)

Roger Kuhlman, Chair

2026-0112 Traffic Safety Minutes

Final Audit Report

2026-02-26

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