



AGENDA OF THE ROAD SAFETY TASK  
FORCE  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
April 11th, 2024  
7:00 P.M.

**CALL TO ORDER/WELCOME**

**PUBLIC FORUM**

**APPROVE AGENDA**

**REGULAR AGENDA**

1. Review/approve minutes from March 14th meeting\* (p. 2)
2. Review/approve bylaws\* (pp. 3-5)
3. Assess data from the police report on Wildwood Ave. \* (pp. 6-7)
4. MN DOT document for road safety not feasible due to cost and length
5. Discuss safety areas and ideas - stop signs, yield signs, cross walks, ETC.
6. Joint meeting with Lake Links Group

**ADJOURN**

City of Birchwood Village  
Road Safety Task Force  
3/14/2024 Meeting Minutes

- Meeting opened at 7:10 PM
- Present at the meeting
  - Margaret Ford, Cory Hankins, & Art Arsenault
  - Not present: Ron Malle
- Task Force Appointment assigned and approved:
  - Chairperson - Cory
  - Vice Chairperson - Ron
  - Secretary - Art
  - Council Rep - Margaret
- Task Force By-Laws edited and approved - Cory to update
- Discussion on prior Task Force studies and open issues
  - Reviewed the 10/2023 speed study
    - Margaret to inquire on getting the raw data from Washington County
- New ideas to improve Road Safety reviewed included:
  - Adding Stop signs
  - Adding Yield signs
  - Adopting a single speed limit for the entire city (20MPH)
  - Crosswalk additions and reviews of current ones
- Next Meeting set for Thursday April 11, 2024 @ 7:00PM
- Meeting adjourned 8:40 PM

Submitted by: Art Arsenault

# ROAD SAFETY TASK FORCE

## BYLAWS

### I. NAME OF THE COMMITTEE

The name of the committee shall be the Road Safety Task Force.

### II. PURPOSE OF THE COMMITTEE

The purpose of the Task Force is to research and make recommendations on traffic safety options that will improve public safety throughout the City of Birchwood, gather input on the recommendations, and present its recommendations to the City Council.

### III. COMMITTEE MEMBERSHIP

**A. Members.** The committee shall consist of up to seven members appointed by the City Council.

**B. Terms.** The terms of each member shall be for six months with the option for extension by the City Council. A person may be appointed to the committee by the Council and serve more than one term. Terms shall run from March 14, 2024 to September 14<sup>th</sup>, 2024.

**C. Resignation.** Any member of the committee may resign before their term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

**D. Removal.** The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.

**E. Vacancy.** In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full one year term upon expiration of the filled term.

**F. Council Liaison.** The member of the City Council who is appointed the liaison to the Road Safety Task Force shall be the liaison to the committee. The Council liaison shall not be a voting member of the committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

**G. List of Members.** The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

#### **IV. COMMITTEE OFFICERS**

**A. Chair.** The committee shall elect a Chair of the committee. The Chair shall be elected for a six month term. The term shall run from March 14, 2024 to September 14<sup>th</sup>, 2024.

**B. Vice Chair.** The committee shall elect a vice chair. The Chair shall be elected for a six month term. The term shall run from March 14, 2024 to September 14<sup>th</sup>, 2024.

**C. Secretary.** The committee shall also elect a Secretary. The six month term shall run from March 14, 2024 to September 14<sup>th</sup>, 2024.

**D. Majority Vote.** All officers shall be elected by a simple majority vote.

**E. Resignation.** Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months that the officer designates.

**F. Vacancy.** Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

#### **V. COMMITTEE MEETINGS**

**A. Scheduling.** The Chair of the committee shall call for meetings of the committee as deemed necessary. The committee shall meet at least once every three months.

**B. Open Meeting and Notice.** All meetings of the Road Safety Task Force shall be open to the public. Notice of all committee meetings shall be given at least three days in advance to the city clerk.

**C. Quorum Not Necessary.** The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting. However, a quorum of 2 is required for any recommendation or action requiring a vote of the committee.

**D. Minutes.** The committee shall keep Minutes of all its meetings. The Secretary or other person shall be responsible for keeping the Minutes of each meeting. Upon approval of the Minutes by the committee, the Chair shall forward the approved Minutes to the Clerk and the Council and the approved Minutes shall be posted on the city webpage.

#### **VI. COMMITTEE ACTION**

- A. Recommendations to the City Council.** The committee shall make recommendations to the City Council on Road Safety measures. The committee shall, if known, present the estimated cost of any of the work on the roads and streets in Birchwood recommended by the committee.
- B. Authority.** The committee shall have no authority to make final decisions with regard to any work or measures on the roads and streets in Birchwood. All final decisions shall be made by the Council.
- C. Expenses and Budget.** The committee shall not incur any expenses without the approval of the City Council. The committee may request the City Council to budget funds for the work of the committee. The committee shall submit any budget requests to the Council by October 1 of the year previous to the year for which funding is requested.
- D. Report to the Council.** Upon the request of the City Council, the Chair or another member shall report to the Council on the activities of the committee.

## **VII. COMMITTEE CONTINUATION**

The committee shall continue in existence until terminated by action of the Council.

## **VIII. COMPENSATION**

Members of the Road Safety Task Force shall receive no compensation for their service on the committee.

## **IX. AMENDMENT OF BYLAWS**

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

Attached you will find the results of the speed trailer located at Birchwood 164 Wildwood Eastbound. The areas was monitored from 10/18 – 10/25. I spoke with Sheriff Pearson and the results show that the 50<sup>th</sup> percentile of travelers were at 21 miles per hour. The 25<sup>th</sup> percentile of travelers were at 17 miles per hour, and the 85<sup>th</sup> percentile of travelers were at 25 miles per hour. The speed limit there is 20 mph.

For the period of 10/18/23 12:00:00 AM to 10/23/23 02:00:01 PM, 953 vehicles passed at below 19 mph. 1564 passed between 19 and 27 mph, and 33 passed between 28-36 mph.

For the period of 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM, 419 vehicles passed below 19 mph. 676 vehicles passed between 19-27 mph. 15 vehicles passed between 28-36 mph.

Attached you will find the more detailed results for your review, by week.

Thank you,

Rebecca Kellen

# Highest Speeds Summary Report

Title/Location: Bwood164ebwd  
Sign Address: 20401123300003

Measurement Period: 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM  
Reporting Period: 10/23/23 12:00:00 AM to 10/25/23 02:30:00 PM

Total number of vehicles: 1110  
Posted Speed Limit: 20 MPH  
25th Percentile Speed: 17 MPH  
Total Vehicles For:  
Below 19: 419  
37 - 45: 0  
64 - 72: 0  
Above 91: 0

Lowest Log Speed Setting: 10 MPH  
Average Speed: 19 MPH  
50th Percentile Speed: 21 MPH

19 - 27: 676  
46 - 54: 0  
73 - 81: 0

Highest Log Speed Setting: 100 MPH  
85th Percentile Speed: 25 MPH

28 - 36: 15  
55 - 63: 0  
82 - 90: 0