

**City of Takoma Park, Maryland
Complete Safe Streets Committee
Minutes**

Date: 4 September 2019

Time: 7:00 pm

Location: Takoma Park Community Center, Hydrangea Room

Members Attending: David Cookson, Mimi Diaz, Tracy Duvall, Cindy Herrera, Laurie Kelly, Diana McCown, Lacey McMullan, Michael Moore, Emanuel Wagner

Members Absent (excused): Frank Demarais, Jessica Landman

Staff Present: Jessie Carpenter, Jamee Ernst, Suzanne Ludlow, Kyle Robison

Councilmember Present: Kacy Kostiuk

1. Remarks By City Manager

Welcome by City Manager Suzanne Ludlow and Councilmember Kacy Kostiuk.

2. Introductions

Introductions of staff members, Jamee Ernst (City Planner), Jessie Carpenter (City Clerk), and Kyle Robison (Police). Introductions from attending committee members. Jessie explains staggered term limits which are intended to prevent all memberships from expiring at once. Members with one year term limits will need to submit an application next year. Explains that all meetings are open to the public and agendas are posted at least 24 hours in advance on the City website.

3. Establishment of Regular Meeting Schedule

Suggestion of second Tuesday or second Thursday of every month from 7:00 to 8:30 pm as a regular meeting schedule. This will be emailed to all committee members for a final decision.

4. Discussion of Chair and Officer Selection

Discussion of responsibilities for the Chair, Vice-Chair and Secretary. A proposed description of responsibilities will be distributed to committee members via email. Those interested in officer positions will express interest via email and there will be a vote in the next meeting.

5. Committee Responsibilities and Procedures

Attendees received a copy of City Code section explaining committee purpose, structure, and responsibilities. It was noted that six members is a quorum for the 11-member committee.

6. Discussion of Initial Committee Priorities and Necessary Resources

There were several suggestions put forward as initial priorities for the Committee. It was determined that these suggestions will be compiled and distributed via email for further discussion at the next meeting. In order to better determine priorities, there is a request to pull together ongoing Citywide transportation projects and previous studies for Committee review. The Committee requested information on the type of transportation data that is currently being collected by various City departments. Discussion of alternate meeting location for Committee in order to involve disparate voices. City Clerk confirmed that it is permissible to meet in other locations as long as they are accessible.

7. Next Meeting Date and Agenda Item Suggestions

Next meeting date will be determined via email by Committee members. Suggested agenda items include:

Vote on Chair, Vice-Chair, and Secretary
Further Discussion and Vote on Priorities
Traffic Calming and Sidewalk Request Procedures