



ADVISORY COUNCIL ON TRAFFIC SAFETY

Wednesday, February 12, 2025
1:00-4:00pm

Humphrey School of Public Affairs
University of Minnesota
Josie Johnson Community Room (Room 180)
301 19th Avenue South
Minneapolis, Minnesota 55455

[Join Virtual Meeting](#)

or

Phone: 651-372-8299
Meeting ID: 927 1827 0003



ADVISORY COUNCIL ON TRAFFIC SAFETY MEETING AGENDA

Wednesday, February 12, 2025
1:00 – 4:00pm

FINAL AGENDA

Humphrey School of Public Affairs, University of Minnesota
301 S 19th Ave, Minneapolis, MN 55455
Josie Johnson Community Room (Room 180)

- 1:00 A. Welcome and Introductions**—Brian Sorenson, Department of Transportation
- Chairs' welcome and introductions
 - Approve today's agenda
 - Approve minutes from December 11 meeting
- 1:15 B. Data Dive: 2024 Preliminary Data and Motorcycle Trends**—Brian Harmon, Department of Public Safety
- As time allows at meetings, members will dive into data on a specific traffic safety topic or question. A short presentation will be provided by staff and members will have a chance to ask questions. Today's presentation will share preliminary fatal and serious injury data from 2024, as well as dive into trends around motorcycle crashes on Minnesota roads.*
- 1:45 C. Youth E-bike Study Coordination** - Will Wlizlo and Caroline Ketcham, Department of Transportation
- Representatives of the Active Transportation Advisory Committee (ATAC) will introduce a Youth E-bike Study that is required by legislation and discuss Council members' participation in a Policy Advisory Committee (PAC).*
- 2:15 D. MnCRASH Update** – Brandon Walters, Department of Public Safety
- Brandon Walters will provide an update on the Office of Traffic Safety's Minnesota Crash Reporting System and members will have time for questions and discussion.*
- 2:35 Break**
- 2:50 E. Policy and Legislative Affairs Subcommittee**—Brian Sorenson, Department of Transportation
- Key updates from legislative session
 - Next steps with ACTS position statements
 - Update on spending authority with ACTS funds
 - Meeting with state legislative subcommittees for ACTS annual report rollout

- 3:15 F. Subcommittee and Working Group Updates**
- Project Idea Solicitation Process Subcommittee— Stephanie Malinoff, Center for Transportation Studies
 - Safe Roads Coalition Working Group—Annette Larson, Statewide TZD Program and Operations Director
- 3:30 G. 2025-2029 Strategic Highway Safety Plan (SHSP) Update and Discussion** – Derek Leuer, Minnesota Department of Transportation
Council members will review the latest draft of the Strategic Highway Safety Plan.
- 3:45 H. Council Business**—Stephanie Malinoff, Center for Transportation Studies
- Final mission and vision statements
 - ACTS one-pager update
 - Approval of updated Operating Procedures
- 3:50 I. Public Comment**—Brian Sorenson, Department of Transportation
Public comment is limited. The number of commenters and length of time permitted is at the discretion of the chair, and is subject to change. Please plan accordingly.
- 4:00 Adjourn**

ANNUAL CYCLE OF MEETINGS AND EVENTS

The table below shows meetings, events, and activities of interest for calendar year 2025. Members are also encouraged to explore the [TZD Events Calendar](#) to see additional activities sponsored by traffic safety partners in Minnesota. If you would like to add any events to the TZD Events Calendar, please contact Linda Dolan, ldolan@umn.edu.

Description	Date	Location
Council Meeting	February 12, 2025	Humphrey School of Public Affairs, University of Minnesota
TZD Regional Workshops/Roundtables	March – September, 2025	<ul style="list-style-type: none"> • April 23, 2025—East Central • May 1, 2025—Northwest • May 7, 2025—Southeast • May 8, 2025—Northeast • May 14, 2025—Southwest • May 19, 2025—South Central • May 28, 2025 – Metro
Council Meeting	April 9, 2025	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	June 11, 2025	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	August 13, 2025	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	October 20, 2025	Mystic Lake Casino Hotel
TZD Statewide Conference	October 21-22, 2025	Mystic Lake Casino Hotel
Council Meeting	December 10, 2025	Humphrey School of Public Affairs, University of Minnesota

ADVISORY COUNCIL MEMBERS

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WELCOME AND INTRODUCTIONS

1. **Chairs' Welcome and Introductions**

Vice Chairs Diamond and Sorenson, will welcome members to the meeting. Members will be asked to introduce themselves and the organization they are representing on the Council.

2. **Approve Today's Agenda**

Vice Chair Sorenson will call for a motion to approve today's agenda. The full agenda is included at the beginning of the meeting packet.

3. **Approve Minutes from December 11 Meeting**

Vice Chair Sorenson will call for a motion to approve the minutes from the Council's December 11 meeting. Minutes can be found on the [Council website](#), and a copy is included starting on page A.2.



Advisory Council on Traffic Safety

DRAFT Minutes

Wednesday, December 11, 2024

1:00 – 4:00pm

Humphrey School of Public Affairs, University of Minnesota
301 S 19th Ave, Minneapolis, MN 55455
Josie Johnson Community Room (Room 180)

Attendees

Appendix A lists all Council members, staff, and invited guests who were present at the meeting.

Call to Order

Chair Hanson called the meeting to order at 1:04 p.m.

Welcome and Introductions

Chairs' Welcome and Introductions

Chair Hanson welcomed members. All members and staff introduced themselves and the organization they were representing on the Council.

Approve Today's Agenda

Wojcik made a motion to approve the agenda. Leuer seconded the motion. Motion carried.

Approve Minutes from October 9, 2024 Meeting

Wojcik made a motion to approve the October 2024 minutes without change. Ferguson seconded the motion. Motion carried.

The final meeting minutes are available on the [October meeting webpage](#).

Membership Updates

Gina Calistro is a new member of ACTS representing victims advocacy organizations. Gina introduced herself and thanked the Council for the opportunity.

Member Profile

Mike Moilanen is the Director of Planning and Project Management at the Mille Lacs Band of Ojibwe. In this role, he leads all road construction, non-casino construction and community water and sewer installation at the Mille Lacs Band of Ojibwe. They have had over 200 new homes built and over 150 home renovations and manages over 500 houses. They recently completed a health and human services building including a medical and dental clinic, a community center, two head start facilities, and two pow wow grounds. He also sits on the [Advocacy Council for Tribal Transportation](#) and the [Tribal Transportation Program Coordinating Committee \(TPCC\)](#).



Policy and Legislative Affairs Subcommittee

Paul Aasen, chair of the ACTS Policy and Legislative Affairs Subcommittee (new name), provided an update from the subcommittee. Aasen mentioned that the impacts of the November 2024 election are still uncertain. Currently the House is split evenly, the Senate has a democratic majority, there are many new legislators, and there is uncertainty regarding funding. From a national perspective, there are a few potential outcomes including non-reauthorization of the transportation act or executive impoundment of existing budgetary funds. We will continue to keep an eye on this.

Aasen shared the revised position statements (see Appendix B). The subcommittee felt that the original position statements reflected items in the SHSP and past TZD 2.0 discussions. The SHSP and TZD 2.0 report were thoroughly vetted and include important areas such as the safe system approach and vulnerable roadway users. The committee decided to endorse and support the SHSP as the framework for traffic safety efforts.

Aasen shared a fact sheet from House file 287 that allocated about \$20 million, similar to what ACTS is proposing. The subcommittee recommends the second statement on the ACTS position statement support ongoing funding to continue traffic safety efforts initiated by the 2023 omnibus transportation bill including \$20 million for ACTS and funding to support staffing for the MNTrauma data management analysis.

Rep. Elkins mentioned that the co-chairs of the transportation committee will be Rep. Erin Koegel and Rep. Jon Koznick.

ACTS funding comes from a wide range of funding sources including one-time general fund money and trunk highway fund money. It will be difficult to get additional general fund money next year.

Chair Hanson discussed the current ACTS funding status. We do not have the authority to enter into grants, which limits our ability to get the funding out. ACTS approved approximately \$1.4 million during their project solicitation, but the lack of grant authority means we cannot currently distribute some of those funds. The Minnesota Department of Safety's Fiscal and Administrative Services office and the DPS legislative liaisons are working on proposed legislative language changes to go to the committees. The language would allow ACTS grant making authority and extend the \$4 million appropriation into the next biennium so the funds can be distributed to non-State agencies to support their efforts to eliminate fatal and serious injury crashes.

Moving forward, the Council agreed that a portion of ACTS funding should be used to support local communities across the state for outreach and events, include Safe Road coalitions.

Brian Harmon is assembling data for the ACTS Annual Report. It will be formatted similar to the quarterly fatality report. The annual report is due January 15, 2025 and it will take crash fact data and identify the highest priority problems, and also identify resources and authority for funding.

2025-2029 Strategic Highway Safety Plan (SHSP) Update and Discussion

Vice Chair Sorenson provided a brief overview of the State Highway Safety Plan (SHSP) to the members. The federal government requires the Minnesota Department of Transportation to develop the SHSP every five years, but the formation of ACTS now provides us with a tremendous opportunity to leverage



the expertise of this Council in developing programs and policies for improving traffic safety in Minnesota.

Leuer reviewed the process and schedule for the SHSP. They will have the draft SHSP completed in March 2025 and then there is a 30-day comment period. After the comment period, they will review comments and create a final document.

Whitney Mason, one of the team members working on the SHSP, noted that the team hosted a SHSP 101 meeting last Friday as an opportunity for ACTS members to become more familiar with what the SHSP is and what's included in the plan. A recording of this meeting is located on the [ACTS December meeting page](#).

Members were asked to share 1-3 tactics, in the area of traffic safety that they work or represent, that Minnesota should be prioritizing for eliminating life-changing crashes over the next five years. The following summarizes each member's priorities:

Jim Kosluchar (City Engineers Association of Minnesota Representative): 1) Continue to enforce existing roadway regulations. 2) Safety for all roadway users.

Andrew Witter (MN County Engineers Association Representative): 1) Counties vary but rural roadway safety is a priority. 2) Partner with private automobile companies regarding technology in vehicles.

Paul Aasen (MN Safety Council): 1) Rural road safety especially regarding excess speed and run off the road. 2) Seatbelts.

Reed Leidle (Contractor Representative): 1) Construction work zones, especially safety of workers and their mental health. Also, need to influence driver behavior in work zones along with the need for accurate work zone speed data, speed safety cameras, and connected work zones (pushing accurate and real time notifications and alerts to navigation systems). 2) Education - utilize proven methods on projects once they are let.

Rep. Steve Elkins: Implementation of legislation passed last session 1) Bike safety legislation. 2) Speed cameras. 3) Addressing aging population. 4) Older drivers who potentially need their license taken away.

Kyle Shelton (Center for Transportation Studies/University of MN): 1) Speed. 2) Connected and autonomous vehicles, including how we communicate with the federal government and other states to enable and coordinate and put pressure on OEMs and others to encourage technologies in new safety standards.

Pete Hosmer (Minnesota Driver and Traffic Safety Education Association Representative): Drivers Education 1) Extended and continued education for all. 2) Recent legislation regarding online driver's education. How can we use this to get all drivers to complete online driver's education?

Gina Calistro (Victim Advocacy Organization Representative): 1) Ignition Interlock for repeat offenders. 2) Impaired driving.



Chief Jeff Tate (MN Chiefs of Police Representative): 1) Seatbelts. 2) Distracted. 3) Drunk and drugged driving.

Dylan Ferguson (EMS Representative): 1) Safety of ALL responders (TIM) – law enforcement, EMS, etc. 2) Keep looking for more accessible training for first responders statewide. 3) Providing resources to keep local ambulances on the road so they can continue to deliver care so they can focus on post-crash care.

Cheryl Quinn (Vulnerable Roadway User Representative): 1) Separate vulnerable roadway users from auto traffic. 2) More attractive bike facilities, separated from vehicles. This is also a public health issue/opportunity.

Heidi Schallberg (Metropolitan Planning Organizations Representative) 1) Prioritize safety for people walking and biking. 2) Managing speed by ensuring state aid standards are flexible enough to protect walk/bike users and adaptable to technology such as ebikes, etc. 3) Equity

Josie Donohue (AAA): 1) Ignition interlock for all offenders. 2) Motorcycle helmet law.

Christine Bogojevic (State Patrol): 1) Strategic enforcement and education. 2) Assist local agencies struggling with recruitment and retention.

Annette Larson (MN TZD): 1) Traffic safety culture. 2) Older drivers. 3) Younger drivers – for example Impact Teen Drivers. 4) Unlicensed drivers, especially diverse populations. 5) EMS and Post-Crash Care including telemedicine.

Dr. Robert Jacobs (Minnesota Statewide Trauma Advisory Council Representative): 1) Motorcycle helmet law. 2) Older drivers especially the need for continued education and evaluation. 3) Integrate hospital data with crash data.

Michael Moilanen (Tribal Governments Representative): 1) Pedestrian safety in rural areas. 2) Engineering designs for pedestrians on rural roads.

Michael Wojcik (Bike Alliance of MN): 1) State policies must be implemented at district/city/county levels. 2) Internal inspector general to evaluate projects. 3) Lower urban design speeds. After ACTS meeting, Wojcik added the following: Stop assuming and designing for VMT growth; MUTCD - 85% rule; Complete Streets 2023, 2024 Laws; Context Sensitive Solutions; Safe Systems Approach; 20 MPH Urban Design Speeds, Separated infrastructure at speeds > 20 MPH; Automated enforcement, reduce dangerous interactions; Reduce automobile VMT; Slow intersections / Intersection / Right turn on red; Prioritize Transit over lane expansion; Vehicle weight & front end height; Integrated Land Use; and Regional Transit.

Jessica Schleck (MN TZD) 1) Regional projects/tasks. 2) Public health – regional coordinators are already working on public health – can they do more with safety.

Kristine Hernandez (MN TZD) 1) Start laying groundwork for more bold legislation. Start working on helmet law – lay the groundwork now (seatbelt law took 10 years). 2) Driver education for all. 3)



Unlicensed drivers. 4) Expand the speed safety camera program. 5) Rescind recent lane splitting motorcycle legislation.

Commissioner Julie Jepson (Association of Minnesota Counties Representative) 1) Speed and technology. 2) Inclusive and accessible education, need to pull immigrant community into education. 3) Funding for local governments. 4) Engineering of roads especially in areas with significant growth in suburbs.

Becky Putzke (Law Enforcement Liaison) 1) Traffic enforcement. 2) Greater focus on multiple roles that law enforcement officer plays in traffic safety including traffic management, first one on scene, crash reporting. 3) Deep dive into law enforcement training including emphasizing why it is important and not just how to do a traffic stop, etc.

Nick Martini (Minnesota Association for Pupil Transportation Representative): 1) Inattention around school buses. 2) Stop arm violations. 3) School zones safety.

Gayra Ostgaard (MN Department of Education) 1) Access to education for all. 2) Inattentive drivers—students are on buses and traveling on buses to activities all day – not just in school zones/times. 3) Students walking to school. 4) Bus driver shortage.

John Hausladen (MN Trucking Association) – Trucks have similar challenges as buses and most drivers run into trucks versus other way around. 1) Speed enforcement and saturation. 2) Distracted drivers. 3) Continue education. 4) Roadside enforcement for speed and distraction.

Judge Kerry Meyer (American Bar Association, State Judicial Outreach Liaison): 1) Focus on impaired driving. 2) DRE saturation throughout the state, especially with marijuana. 3) Early screening and assessment. 4) Need to have different laws for drugged vs. drunk driving.

Charles Young (MN Department of Human Services): 1) Vulnerable user protection, including children and people with disabilities. 2) Support research for automated vehicles.

Michelle Severson (MN Council on Disability): People with disabilities do not have the option to travel in their own vehicle and are often pedestrians who are difficult to see if they are in a wheelchair 1) Maintain pedestrian infrastructure for people in wheelchairs or walkers.

Chris Hartzell (League of Minnesota Cities Representative): 1) Legislation regarding speed cameras. 2) Public safety officers providing education and enforcement. 3) Prioritize Safe System approach. 4) Prioritize vulnerable roadway users.

Sargent Ramos (Minnesota Sheriff's Association Representative): 1) High visibility enforcement. 2) Educating public of the dangers of driving while high.

Vice Chair Catherine Diamond (MN Department of Health): 1) Merge efforts for public health with other agencies on traffic safety. 2) Review poverty rates and traffic fatalities and see if there is a correlation. 3) Merge the public health data with the traffic data and apply to programs and policies. 4) Older drivers and their health.



Chair Mike Hanson (MN Department of Public Safety): 1) All of the above. 2) Data, innovation, and technology and how we use tools and combine them together.

Vice Chair Brian Sorenson (MN Department of Transportation): 1) Invest for long term by focusing on education and integrating traffic safety into every curriculum K-12. 2) Integrating the Safe System Approach into SHSP.

Vice Chair Sorenson also mentioned the critical role ACTS will have in implementing the SHSP in the coming years.

Subcommittee and Working Group Updates

There have been two new working groups created since our last Council meeting.

- Safe Road Coalitions Working Group
 - Leader: Annette Larson
 - Members: Yet to be determined. Members can reach out to Annette
- Traffic Incident Management Working Group
 - Leaders: To be determined
 - Members: Aimee Eggen, Tony Kasella, Reed Leidle, Dylan Ferguson, and Jessica Schleck

Potential future working groups include Traffic Safety Culture and ATV/UTV.

Road Safety Information Center Update

Chair Hanson provided an update on the Road Safety Information Center (RSIC). In 2023, the Office of Traffic Safety received an ongoing appropriation from the legislature for RSIC. They partnered with various companies including Nerderly and Google on development. Chair Hanson discussed three analytic models they are currently reviewing (placement of EMS, drivers over 65, and work zone).

RSIC is the cornerstone of the Data Analytics Information Center which will integrate multiple data sources and expand analytic capabilities, visualization, improve preventative safety measures, and identify more and better ways to serve over-represented communities (primarily immigrant and Hispanic communities, as well as tribal nations). RSIC will look at real-time data and historical data to develop a preventative traffic safety measure to help Minnesotans make safe choices on the road. Ultimately, it will help reach their goal of equitable levels of service to all communities.

Placement of EMS: By reducing the number of minutes to arrive on the scene, the likelihood of death decreases. The team reviewed 30 locations and determined that the response time could be reduced by 13 minutes with a reduction of eight miles response distance effecting 215 crashes. From this group of 30, they prioritized 10 locations with a 8-16 minutes average response time saved.

Rise in Severe and Fatal Crashes Involving Drivers over age 65: They identified crashes involving drivers over age 65 and analyzed patterns and anomalies and correlated this data with crash statistics to identify high-risk locations and behaviors. They found that if there is enforcement, the number of crashes goes down. Older drivers are overrepresented in crashes especially since the number of miles driven is lower.



Work Zones: There has been an increase in construction projects over the past several years. During this time period, there was a decrease in work zone citations, an increase in work zone crashes, many severe and fatal. The next step is to build out the pilot project to improve safety in work zones.

Minnesota received \$2+ million grant funding from NHTSA to help with the next generation of RSIC and the next generation of MN Crash (state crash reporting).

Review and Approve Strategic Council Documents

Vice Chair Diamond reviewed the proposed mission and vision statements for the Council.

Proposed Vision Statement: *“Minnesota: where all roadways are free from fatal and serious injuries”*

Proposed Mission Statement: *“The Advisory Council on Traffic Safety is dedicated to leading Minnesota towards zero fatal and serious injury crashes through collaboration, best practices, and innovative safety solutions. We provide expert advice to agency commissioners, while also guiding communities, practitioners, and policymakers to promote an equitably safe roadway system for all Minnesota communities. The Council also serves as the lead for the state’s Toward Zero Deaths program.”*

Council members shared the following feedback:

- For the vision statement, consider including “person” or “user” to humanize our work.
- For the mission statement, consider including the word “synergy” and a statement that the Council is legislatively mandated.

The Executive Committee will review feedback and finalize the statements shortly.

Vice Chair Diamond also shared the process for development and approval of the annual ACTS budget: the Executive Committee will draft an annual budget, the Council will have a chance to review and provide input, and the Executive Committee will give final approval. The Council also agreed that should move away from one-time project funding toward more programmatic funding to benefit communities across the state.

Public Comment

Chair Hanson opened up the floor to public comment. Martinson mentioned FHWA’s proven safety countermeasures toolset.

Adjourn

Chair Hanson thanked everyone for their time, attention, and involvement in traffic safety.

Wojcik made a motion to adjourn, Ferguson seconded the motion. Motion carried. The meeting adjourned at 3:58 p.m.

The next Advisory Council on Traffic Safety meeting will be Wednesday, February 12, 2025 from 1:00-4:00pm in the Josie Johnson Community Room at the Humphrey School of Public Affairs on the University of Minnesota campus.



Appendix A: Attendance: Members, Staff, and Invited Guests

Member Name	Organization	Present		Not Present
		In-person	Virtual	
<i>Council Members</i>				
Aasen, Paul	Minnesota Safety Council	X		
Ali-Mumin, Abdurahman	Representing Vulnerable Road Users			X
Bogojevic, Christina	Minnesota State Patrol	X		
Calistro, Gina	Representing Victims Advocacy Organizations	X		
Cocking, Aaron	Insurance Federation of Minnesota			X
Diamond, Catherine	Minnesota Department of Health, Injury and Violence Prevention Section	X		
Donohue, Josephine	AAA- The Auto Club Group	X		
Ferguson, Dylan	Emergency Medical Services Regulatory Board	X		
Hanson, Mike	Minnesota Department of Public Safety, Office of Traffic Safety	X		
Hartzell, Chris	City of Woodbury (representing League of Minnesota Cities)		X	
Hausladen, John	Minnesota Trucking Association		X	
Hernandez, Kristine	TZD Statewide Communications Director	X		
Hosmer, Pete	A+ Driving School (representing Minnesota Driver and Traffic Safety Education Association)	X		
Jacobs, Robert	CentraCare (representing Minnesota Statewide Trauma Advisory Council)	X		
Jeppson, Julie	Anoka County (representing Association of Minnesota Counties)		X	
Kosluchar, Jim	City of Fridley (representing City Engineers Association of Minnesota)	X		
Larson, Annette	TZD Statewide Program and Operations Director	X		
Leidle, Reed	Safety Signs (representing contractors)	X		
Leuer, Derek	Minnesota Department of Transportation, State Traffic Safety Engineer	X		
Martini, Nick	Northstar Bus Lines (representing Minnesota Association for Pupil Transportation)		X	
Meyer, Kerry	American Bar Association, State Judicial Outreach Liaison		X	

Moilanen, Michael	Mille Lacs Band of Ojibwe (representing tribal governments)	X		
Ostgaard, Gayra	Minnesota Department of Education		X	
Putzke, Becky	Law Enforcement Liaison		X	
Quinn, Cheryl	Representing Vulnerable Road Users	X		
Ramos, Michael	Washington County Sheriff's Office (representing Minnesota Sheriff's Association)		X	
Schallberg, Heidi	Met Council (representing metropolitan planning organizations)	X		
Schleck, Jessica	TZD Regional Coordinator	X		
Severson, Michele	Council on Disability		X	
Shelton, Kyle	Center for Transportation Studies, University of Minnesota	X		
Sorenson, Brian	Minnesota Department of Transportation, Office of Traffic Engineering	X		
Tate, Jeff	Shakopee Police Department (representing Minnesota Chiefs of Police Association)	X		
Witter, Andrew	Sherburne County (representing Minnesota County Engineers Association)	X		
Wojcik, Michael	Bicycle Alliance of Minnesota	X		
Young, Charles	Minnesota Department of Human Services		X	
To be determined	Minnesota Operation Lifesaver			
<i>Council Staff</i>				X
Dolan, Linda	Center for Transportation Studies, University of Minnesota	X		
Malinoff, Stephanie	Center for Transportation Studies, University of Minnesota		X	
Piper, Jackson	Center for Transportation Studies, University of Minnesota	X		
<i>Invited Guests</i>				
No invited guests				

DATA DIVE: Preliminary 2024 Data and Motorcycle Trends

At each meeting, members will dive into data around a specific traffic safety topic or question. Today's meeting will feature Brian Harmon, Research Analyst Specialist at the Minnesota Department of Public Safety, sharing preliminary fatal and serious injury data from 2024, as well diving into trends around motorcycle crashes on Minnesota roads. Following the discussion Vice Chair Sorenson will facilitate a discussion around impacts to our work.

Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).

Youth E-bike Study Coordination

Will Wlizlo and Caroline Ketcham, Minnesota Department of Transportation Representatives of the Active Transportation Advisory Committee (ATAC), will introduce a Youth E-bike Study that is required by legislation and discuss Council members' participation in a Policy Advisory Committee.

Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).

MnCRASH Update

Brandon Walters, Department of Public Safety, will provide an update on the Office of Traffic Safety's Minnesota Crash Reporting System and members will have time for questions and discussion.

Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).

Policy and Legislative Affairs Subcommittee

Vice Chair Sorenson will provide key updates from the current legislative session, and will lead a discussion about next steps with ACTS position statements. He will also provide an update on spending authority with ACTS funds and about a meeting with state legislative subcommittees for the ACTS annual report rollout.

The ACTS position statements and a version of the latest draft of the annual report is available on the [ACTS website](#)

Subcommittee and Working Group Updates

1. Project Idea Solicitation Process Subcommittee

Stephanie Malinoff will give an update on behalf of the Project Idea Solicitation Process Subcommittee.

2. Safe Roads Coalition Working Group

Annette Larson will give an update on behalf of the Safe Roads Coalition Working Group

Strategic Highway Safety Plan Update and Discussion

Derek Leuer will provide an update and lead discussion on the latest draft of the Strategic Highway Safety Plan.

The Strategic Highway Safety Plan materials for today's meeting are available on the [ACTS website](#).

Council Business

1. **Mission and vision statement**

Stephanie Malinoff will share final versions of the Council's Vision and Mission Statements.

Vision

"Minnesota: where all roadways are free from fatal and serious injuries"

Mission

"The Advisory Council on Traffic Safety is dedicated to leading Minnesota towards zero fatal and serious injury crashes through collaboration, best practices, and innovative safety solutions. We provide expert advice to agency commissioners, while also guiding communities, practitioners, and policymakers to promote an equitably safe roadway system for all Minnesota communities. The Council also serves as the lead for the state's Toward Zero Deaths program."

2. **ACTS one-pager update**

Stephanie Malinoff will provide an update on the recently finished one-pager. A copy is included on page H.2. Hard copies are available upon request.

3. **Approval of updated Operating Procedures**

In December, the ACTS Executive Committee reviewed the Council's Operating Procedures and recommended the addition of Section X: Budget Approval Process. Council members will be asked to review and approve this change to the Operating Procedures. A copy of the Operating Procedures, with Track Changes turned on, is attached starting on page H.3.



What is the Minnesota Advisory Council on Traffic Safety?

The Advisory Council on Traffic Safety is a legislatively mandated body established in 2023 to advise the governor and key state agencies on improving traffic safety across Minnesota.

What does the Advisory Council do?

The Advisory Council plays a crucial role in shaping Minnesota's traffic safety policies. It serves as an umbrella organization for the Toward Zero Deaths (TZD) program and is involved in various activities to improve road safety, including:

- Advising the governor and the commissioners of public safety, transportation, and health on traffic safety policies, programs, and services.
- Recommending actions related to the Toward Zero Deaths program.
- Encouraging state agencies to conduct research to improve traffic safety.
- Reviewing grants related to traffic safety and state and local traffic safety plans.
- Evaluating recommendations from its working groups.
- Providing guidance on safe road zone measures (as outlined in House File 2887).

Why was the Council established?

Despite years of progress, Minnesota continues to experience too many preventable fatal and serious-injury crashes. The Advisory Council will join efforts across various stakeholders, improving the coordination and effectiveness of traffic safety initiatives. By creating formal partnerships, the council aims to reverse recent spikes in road fatalities and achieve long-term reductions.

Who's on the Council?

The Advisory Council includes leaders from state agencies, nonprofits, traffic safety organizations, and the 4 E's—education, enforcement, engineering, and emergency medical and trauma services. Representatives from the Minnesota Departments of Public Safety, Transportation, and Health serve as chairs of the Council. The Council also includes members newer to the traffic safety community—

such as representatives from education, health, and vulnerable-user groups—ensuring a comprehensive approach to traffic safety.

How can you get involved?

- Join our mailing list at MNTrafficSafetyCouncil.org.
- Attend public meetings and provide feedback. Traffic safety is everyone's responsibility, and the Advisory Council offers an opportunity for all Minnesotans to contribute to safer roads.
- Get in touch! For more information about the council, contact Stephanie Malinoff at malinoff@umn.edu.

Vision

Minnesota envisions a future where all roadway users are safe from fatal and life-changing injuries.

Mission

The Advisory Council on Traffic Safety is committed to guiding Minnesota toward zero fatal and serious-injury crashes by fostering collaboration among stakeholders and promoting innovative safety solutions, best practices, and shared expertise. We offer expert advice to agency commissioners and support communities, practitioners, and policymakers in building an equitable and safe roadway system for all, while leading the state's Toward Zero Deaths program.

To learn more and subscribe to our updates, visit MNTrafficSafetyCouncil.org.



Advisory Council on Traffic Safety

Operating Procedures

Approved on December 13, 2023
Updated on December 13, 2024



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I. STATUTORY PURPOSE

- a. The Advisory Council on Traffic Safety (hereinafter Advisory Council, Council, or ACTS) was created by the Minnesota Legislature in 2023 ([HF2887, 5th Engrossment, Sec. 2 \[4.076\]](#)).
- b. The legislation establishes the Council to advise, consult with, assist in planning coordination, and make program recommendations to the commissioners of public safety, transportation, and health on the development and implementation of projects and programs intended to improve traffic safety on all Minnesota road systems.
- c. In addition, this legislation establishes the Council to serve as the lead for the state Toward Zero Deaths program.

II. HOST AGENCY

- a. The Office of Traffic Safety in the Department of Public Safety, in cooperation with the Departments of Transportation and Health, must serve as the host agency for ACTS and must manage the administrative and operational aspects of the Advisory Council's activities. The commissioner of public safety must perform financial management on behalf of the Council.

III. MEMBERSHIP

- a. The Advisory Council consists of the following members:
 1. The chair, which is filled on a two-year rotating basis by a designee from:
 - i. The Office of Traffic Safety in the Department of Public Safety;
 - ii. The Office of Traffic Engineering in the Department of Transportation; and
 - iii. The Injury and Violence Prevention Section in the Department of Health;
 2. Two vice chairs, which must be filled by the two designees who are not currently serving as chair of the advisory council under clause (1);
 3. The statewide Toward Zero Deaths communications coordinator;
 4. The statewide Toward Zero Deaths program and operations coordinator;
 5. A regional coordinator from the Toward Zero Deaths program;
 6. The chief of the State Patrol or a designee;
 7. The state traffic safety engineer in the Department of Transportation or a designee;
 8. A law enforcement liaison from the Department of Public Safety;
 9. A representative from the Department of Human Services;
 10. A representative from the Department of Education;
 11. A representative from the Council on Disability;
 12. A representative for Tribal governments;
 13. A representative from the Center for Transportation Studies at the University of Minnesota;
 14. A representative from the Minnesota Chiefs of Police Association;
 15. A representative from the Minnesota Sheriffs' Association;
 16. A representative from the Minnesota Safety Council;
 17. A representative from AAA Minnesota;



IV. STATUTORY PURPOSE

- a. The Advisory Council on Traffic Safety (hereinafter Advisory Council, Council, or ACTS) was created by the Minnesota Legislature in 2023 ([HF2887, 5th Engrossment, Sec. 2 \[4.076\]](#)).
- b. The legislation establishes the Council to advise, consult with, assist in planning coordination, and make program recommendations to the commissioners of public safety, transportation, and health on the development and implementation of projects and programs intended to improve traffic safety on all Minnesota road systems.
- c. In addition, this legislation establishes the Council to serve as the lead for the state Toward Zero Deaths program.

V. HOST AGENCY

- b. The Office of Traffic Safety in the Department of Public Safety, in cooperation with the Departments of Transportation and Health, must serve as the host agency for ACTS and must manage the administrative and operational aspects of the Advisory Council's activities. The commissioner of public safety must perform financial management on behalf of the Council.

VI. MEMBERSHIP

- b. The Advisory Council consists of the following members:
 18. The chair, which is filled on a two-year rotating basis by a designee from:
 - iv. The Office of Traffic Safety in the Department of Public Safety;
 - v. The Office of Traffic Engineering in the Department of Transportation; and
 - vi. The Injury and Violence Prevention Section in the Department of Health;
 19. Two vice chairs, which must be filled by the two designees who are not currently serving as chair of the advisory council under clause (1);
 20. The statewide Toward Zero Deaths communications coordinator;
 21. The statewide Toward Zero Deaths program and operations coordinator;
 22. A regional coordinator from the Toward Zero Deaths program;
 23. The chief of the State Patrol or a designee;
 24. The state traffic safety engineer in the Department of Transportation or a designee;
 25. A law enforcement liaison from the Department of Public Safety;
 26. A representative from the Department of Human Services;
 27. A representative from the Department of Education;
 28. A representative from the Council on Disability;
 29. A representative for Tribal governments;
 30. A representative from the Center for Transportation Studies at the University of Minnesota;
 31. A representative from the Minnesota Chiefs of Police Association;
 32. A representative from the Minnesota Sheriffs' Association;
 33. A representative from the Minnesota Safety Council;
 34. A representative from AAA Minnesota;

35. A representative from the Minnesota Trucking Association;
36. A representative from the Insurance Federation of Minnesota;
37. A representative from the Association of Minnesota Counties;
38. A representative from the League of Minnesota Cities;
39. The American Bar Association State Judicial Outreach Liaison;
40. A representative from the City Engineers Association of Minnesota;
41. A representative from the Minnesota County Engineers Association;
42. A representative from the Bicycle Alliance of Minnesota;
43. Two individuals representing vulnerable road users, including pedestrians, bicyclists, and other operators of a personal conveyance;
44. A representative from Minnesota Operation Lifesaver;
45. A representative from the Minnesota Driver and Traffic Safety Education Association;
46. A representative from the Minnesota Association for Pupil Transportation;
47. A representative from the State Trauma Advisory Council;
48. A person representing metropolitan planning organizations; and
49. A person representing contractors engaged in construction and maintenance of highways and other infrastructure;
50. The director of the Minnesota Emergency Medical Services Regulatory Board or successor organization; and
51. A person representing a victims advocacy organization.

- c. The commissioners of public safety and transportation must jointly appoint the advisory council members under paragraph (a), clauses (11), (25), (30), and (31).

VII. TERMS OF MEMBERSHIP

- a. The terms, compensation, and appointment of members are governed by section 15.059.
- b. Chair and Vice Chairs will serve a rotating two-year term. All other members will serve a four year term.
- c. The terms of one-half of members (excluding the Chair and Vice Chairs) shall be conterminous with the governor and the terms of the remaining one-half of the members (excluding the Chair and Vice Chairs) shall end on the first Monday in January one year after the terms of the other members.
- d. Term Limits and Reappointments
 1. There are no term limits for members from direct appointment organizations. At the end of each term, the member organization shall submit an updated direct appointment letter naming their member.
 2. Commissioner appointed members can reapply at the end of their term, but are limited to two consecutive terms.

- e. A member organization that misses two consecutive meetings, or whose attendance falls below 50% in a one year period, will be contacted by the Council staff to evaluate the member organization's ability to fulfill their obligation to the ACTS.
- f. Council members will sign an Oath of Office.
- g. Council members are eligible for per diems pursuant to section 15.059

VIII. COUNCIL RESPONSIBILITIES

- a. Per Minnesota statute, the Advisory Council must:
 1. Advise the governor and heads of state departments and agencies on policies, programs, and services affecting traffic safety;
 2. Advise the appropriate representatives of state departments on the activities of the Toward Zero Deaths program, including but not limited to educating the public about traffic safety;
 3. Encourage state departments and other agencies to conduct needed research in the field of traffic safety;
 4. Review recommendations of the subcommittees and working groups;
 5. Review and comment on all grants dealing with traffic safety and on the development and implementation of state and local traffic safety plans; and
 6. Make recommendations on safe road zone safety measures under section 169.065.

IX. OFFICERS

- a. Chair
 1. ACTS may send recommendations to the Commissioner.
 2. Duties of the Chair are:
 - i. Preside at all ACTS and Executive Committee meetings;
 - ii. At the request of the Commissioner, be the spokesperson and representative for ACTS;
 - iii. Appoint working groups and subcommittees, as needed; and
 - iv. Serve on the Executive Committee.
- b. Vice Chairs
 1. Duties of the Vice Chairs are:
 - i. Preside at the ACTS and Executive Committee meetings in the absence of the Chair;
 - ii. Assist the Chair as requested; and
 - iii. Serve on the Executive Committee.

X. RESPONSIBILITIES AND EXPECTATIONS OF MEMBERS

- a. Council members are expected to:
 1. Attend and actively participate in meetings;

2. Serve on committees, working groups, and other ad hoc groups as requested by the Chairs;
3. Use respectful dialogue;
4. Provide input, ideas, information;
5. Prepare for active participation in discussions and decision-making by reviewing meeting materials;
6. Beware of and report any conflict of interest that may exist;
7. Refrain from writing letters or engaging in other kinds of communication in the name of ACTS, unless the Chairs and/or Commissioners specifically authorize such communication;
8. Be curious and learn from each other.

XI. MEETINGS

- a. The Advisory Council must meet no less than four times per year, or more frequently as determined by the chair, a vice chair, or a majority of the council members. The Council is subject to chapter 13D.
- b. Every effort will be made to annually schedule no less than four meetings for the coming year.
- c. The majority of members in attendance, in-person or virtually, will constitute a quorum at ACTS meetings.
- d. Meetings will be conducted in accordance with Roberts Rules of Order.
- e. Meeting minutes will be taken at each meeting and posted online.
- f. Time will be allocated during each meeting for public comment. Time limits will be imposed at the discretion of the Chair.
- g. The chair must regularly report to the respective commissioners on the activities of the Advisory Council and on the state of traffic safety in Minnesota.

XII. VOTING

- a. Voice votes will be used at any regular or special meeting where voting is necessary, unless ballots are requested by the majority of those present.
- b. The Chair will determine whether enough members are present to allow a vote.
- c. The Chair will tally and report on ballot vote results.

XIII. BUDGET APPROVAL PROCESS

- a. The ACTS Executive Committee will develop an annual operating budget and share with the Council each spring for review and comment. The Executive Committee will provide final approval on the budget.
- ~~e.b.~~ The budget will follow the state fiscal year (July 1 – June 30).
- ~~d.c.~~ The ACTS budget may include funding for activities such as agency staff time, administrative support for the Council, support of the statewide TZD conference, and funding for statewide traffic safety initiatives such as Safe Roads coalitions.

~~XIII.~~XIV. STANDING COMMITTEES

- a. Executive Committee
 - a. The Executive Committee will be responsible for conducting the interim business of ACTS.
 - b. The Executive Committee will consist of the following standing members: ACTS Chair, both ACTS Vice Chairs, the Minnesota Safety Council member, the Chief of the Minnesota State Patrol, the Statewide TZD Program and Operations Coordinator, and the Council's representative for tribal governments.
 - c. In addition, and at the discretion of the Chair, two at-large members will join the Executive Committee.
 - d. All members of the Executive Committee must be ACTS members.

~~XIV.~~XV. SUBCOMMITTEES AND WORKING GROUPS

- a. The Advisory Council may appoint subcommittees and working groups. Subcommittees must consist of council members. Working groups may include nonmembers. Nonmembers on working groups must be compensated pursuant to section 15.059, subdivision 3, only for expenses incurred for working group activities.

~~XV.~~XVI. CHANGES TO OPERATING PROCEDURES

- a. ACTS members may propose amendments to these Operating Procedures during a regularly scheduled Council meeting.
- b. ACTS members will be notified of a proposed amendment at least seven days prior to the vote on its adoption.
- c. An amendment requires a favorable vote of at least two-thirds of the ACTS members present for adoption.
- d. An amendment will take effect immediately upon the conclusion of the meeting at which it is adopted.

PUBLIC COMMENT

Vice Chair Sorenson will call for public comment. The number of commenters and length of time permitted is at the discretion of the chair, and is subject to change.