

To: Signs 101 Course Team

From: John Albeck

Date: February 26, 2010

Subject: Signs 101 Meeting Notes



Attendees

The following is the contact list for the Signs 101 Manual and Course.

Name	Email	Attended Meeting
John Albeck	jalbeck@albeckinc.com	X
Ken Schroepfer	Ken.schroepfer@state.mn.us	X
Rick Sunstrom	Rick.Sunstrom@state.mn.us	X
Cassandra Isackson	Cassandra.isackson@state.mn.us	X
Janelle Anderson	Janelle.anderson@state.mn.us	X

Background

The individuals listed above (x in attended meeting column) participated in the meeting.

The project documents can be found at www.albeckinc.com/MnDOT/MnDOT_Training_Projects.html. This will include the draft manual and meeting notes.

Discussion Items

This was the kick-off meeting for the development of the Signs 101 Manual and Course materials. This is a new course and manual with a broad audience. The following are the notes from the meeting. Please contact me with changes for additions.

- Attendee Introductions, those listed in the table above were introduced
- The Course Information from the RFP was reviewed. The information is valid, but the audience can be expanded to include others that are responsible for signing (sign foreman, management staff) and those that request or answer signing questions (public works directors, public affairs staff, etc.)
- The course is anticipated for a late winter (2011) offering
- The group reviewed the draft table of contents. The following is the preliminary TOC:

1. INTRODUCTION
 - 1.1 Background
 - 1.2 Definition
 - 1.3 Purpose 1-1
 - 1.4 General Information
2. WHY SIGNS ARE INSTALLED
 - 2.1 Justification
 - 2.2 Associated Manuals
 - 2.2.1 Minnesota Manual on Uniform Traffic Control Devices
 - 2.2.2 Traffic Engineering Manual
 - 2.2.3 Standard Sign Summary
 - 2.2.4 Minnesota Standard Signs Manual
 - 2.2.5 Guide Sign Design Manual

- 2.2.6 At-Grade Signing Manual
- 2.2.7 Freeway Signing Manual
- 3. TYPES OF SIGNS
- 4. SIGN AGREEMENTS
- 5. SIGN COMPONENTS
- 6. SIGNING PLAN SETS
- 7. MAINTENANCE OF SIGNS
- 8. NEW TECHNOLOGIES
 - 8.1 Deer Detection and Warning System
 - 8.2 Intersection Collision Avoidance
 - 8.3 Other ITS Related Signs

- The above TOC is generally accepted, but is open to modifications as the manual progresses
- Cassandra did a presentation “Find Your Way to Better Highway Signing” and provided John with a paper copy. The PPT slides will be sent to John.
- It was mentioned that the manual should include a discussion of Sign Clutter.
- Mike Weiss has presentations on signing and will be contacted regarding these.
- Ken will be holding 1-hour township presentations on signing in the near future. John will talk with Ken about the dates of these offerings.
- The manual will include discussions on crash worthy and clear zone requirements (to ensure those requesting signs understand these requirements)
- Course and manual to include discussion on inspection of signs
- Politically motivated signs to be presented in the manual/course
- The course and manual should discuss “why there are rules”. This will help those that request signs why rules are in place (uniformity)
- A discussion of the MUTCD (Federal) included in manual
- The Federal Traffic Control Devices Handbook establishes rules
- Locate the Tech Memo on installation costs and request for pay
- It was noted that the State Aid website indicates a sign typically cost \$100/year
- A discussion on temporary signs (workzones, etc.) – they still need to follow the rules
- Material will discuss destination and distance signs
- Try to establish that there is a science behind signing (link to other materials as needed)
- The book should be stand-alone and try to capture some of the unwritten rules about signing. This will help with knowledge passing as staff retire
- Counties and cities need their own rules for signing (even though they are often Standard Signs)
- This manual should be reviewed by District Staff
- Manual to include a discussion of the Supplemental Sign External Sign Variance committee. This is a committee made up of about 12 non-Mn/DOT staff. It is a committee that can take a second look at a request for a sign(s) that has been declined. In the past, this committee has accepted approximately 20% of the requests (80% of the time agreeing with the original conclusion).
- Ensure that the book defines “Trail Blaze”.
- Detour signing mentioned and discussed in book