

**To:** Project Team  
**From:** John Albeck  
**Date:** October 4, 2011  
**Subject:** Meeting Notes



## Attendees

The following is the contact list for the Pavement Markings Design and Application Course / Traffic Control Plan Development team. A kick-off meeting was held on the afternoon of October 4, 2011 at the Water's Edge building.

Name	Email	Attended Meeting
Mitch Bartelt	<a href="mailto:mitch.bartelt@state.mn.us">mitch.bartelt@state.mn.us</a>	X
Ted Ulven	<a href="mailto:Ted.ulven@state.mn.us">Ted.ulven@state.mn.us</a>	X
Bruce Daniel	<a href="mailto:Bruce.daniel@state.mn.us">Bruce.daniel@state.mn.us</a>	X
Ken Johnson	<a href="mailto:Ken.johnson@state.mn.us">Ken.johnson@state.mn.us</a>	X
Janelle Anderson	<a href="mailto:Janelle.anderson@state.mn.us">Janelle.anderson@state.mn.us</a>	X
John Albeck	<a href="mailto:jalbeck@albeckinc.com">jalbeck@albeckinc.com</a>	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](http://www.albeckinc.com/MnDOT/MnDOT_Training_Projects.html). This will include the draft manual and meeting notes.

## Discussion Items

The following are the notes from the meeting. Please contact me with changes for additions.

### Pavement Markings Design and Applications

- The meeting starting with a review of the course information from the proposal.
- This will be a 2-day class
- Day 1 of the course would likely be more theoretical. Day 2 would be focused on inspection.
- It is anticipated that a beta (pilot) class will be offered first. Mn/DOT will hand-pick attendees and request their feedback on the course.
- A major topic of discussion in the meeting was on spotting. Individuals attending the course should understand how to spot and the importance of it.
- John can talk with Ted on information regarding Spotting
- An important item of the course/manual is to understand how to spot/paint gore areas.
- Roundabout markings should also be covered.
- Many of the items of discussion would be regarding Typical Drawings.
- Manual/course should cover tech memos on pavement marking (<http://www.dot.state.mn.us/trafficeng/publ/techmemo.html>)
- There is a draft Pavement Marking Field Guide that can be used for the course. Mitch emailed John the PDF and DOC versions of this document already.
- The manual/course should give the individual an understanding of the different types of pavement markings and when you'd want to install them
- Construction specifications should be noted and highlight material specifications

- The Traffic Engineering Manual (TEM) will need to be updated prior to the finalization of the manual/course
- Cat tracks (skip marking through intersection) should be discussed
- One main emphasis of the course/manual is to point out issues that are not typical
- Day 2 on inspection should revisit (or emphasis) spotting
- Some districts require contractors to do the spotting
- Portion on inspection should cover grooving operation
- Should include a section on crosswalks
- Discussion from chapter 7 of TEM on No Passing zones
- Highlight sections on the MUTCD on standards of what needs to be done
- Include information on lane transitions
- The second day should include some “what-if” scenarios for the inspector
- Include a sample of the boiler plate special provisions with web link
- Discussion of when to use typical plans vs. non-typical
- Include information and discussion on LTL-X retro-reflectometer
- Be sure to highlight environmental conditions during pavement marking
- Highlight what the conditions should look like under different conditions (clear/dry/wet)
- Discussion of where to place arrows for roundabouts
- Note: big changes are occurring in the MUTCD on roundabouts
- Discussion of dotted edge line extension for turn lane
- Inspectors can check the volume of materials as a check of product amounts used
- Include a print-out of a logging system report

### Traffic Control Plan Development

- The meeting starting with a review of the course information from the proposal.
- This will be a 2-day class
- It is anticipated that a beta (pilot) class will be offered first. Mn/DOT will hand-pick attendees and request their feedback on the course.
- The target audience is designers and inspectors
- It is important to understand where a project begins
- Have a discussion on Transportation Management Plans
- The traffic control plans are developed after the road plan is done
- Business access is very important and must be discussed. Items such as driveway closures, length of time for closure, etc. to be discussed.
- Ted noted that a case study on the above was previously developed
- ADA is a major element in this process and cannot be ignored
- Discuss business signing
- Note that there is a Business Liaison (covered by the law) to assist in mitigating the impacts of the project
- When developing a plan, there are a variety of approaches on how to do the work. Attempt to see which options works the best considering multiple issues.
- There are templates on the web.

### Action Items

- John will develop a draft outline of each Manual and present to the project team