

To: Signs 101 Course Team

From: John Albeck

Date: October 4, 2011

Subject: Signs 101 Meeting Notes



Attendees

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

Name	Email	Attended Meeting
Rick Sunstrom	Rick.Sunstrom@state.mn.us	X
Heather Lott	heather.lott@state.mn.us	X
Janelle Anderson	Janelle.anderson@state.mn.us	X
John Albeck	jalbeck@albeckinc.com	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

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

General

- 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.).
- It was noted that there are a number of new District Traffic Engineers and that this course could be useful to them.
- With the timing of the MN MUTCD, the course will be offered in early 2012. It is anticipated that this course would be offered in the March timeframe and should occur prior to the At-Grade course.
- Janelle and Heather will look at possible course offering dates and coordinate with John.
- Janelle will book the room for the course (most likely at Arden Hills).
- The MN MUTCD is close to completion with a few unresolved issues. These issues should not impact the development of this manual. The items are related to logos and warning signs.
- Right now, the MN MUTCD will be called the “2011” version, but could change to “2012”.
- Janelle will check with Ken on providing John a copy of the MN MUTCD.
- The course should address the difference between a billboard and signs.
- TOC will be updated at each edit. “Error!” on bookmarks will be fixed.
- Date in footer will be appropriately updated.
- Heather has updated the slide presentation “Find Your Way to Better Signing” and will provide to John.
- Heather has Mike’s document on signing history and will send it to John.

Chapter 1 – Introduction

- Background information section will be updated to include other target audience members (ie, politicians).
- Additional Goals of the course will be added. These will be specific outcomes that an attendee should expect after attending the course.

Chapter 2 – Why Signs are Installed

- Section 2.1 will be updated. The text includes info on signals. Portions of this section will be taken from Part I of the MUTCD.
- Heather has a link to the Traffic Sign Maintenance manual that she will send to John.
- Sign Effectiveness will be updated with info from referenced study (<http://www.lrrb.org/pdf/TRS102.pdf>).
- The sections on Associated Manual will include a description of the subject manual along with the purpose and use of the manual.

Chapter 3 – Types of Signs

- This chapter to be renamed “General Principles of Traffic Signing”.
- Much of the up-front material from the At-Grade and Freeway classes will be placed in this section.

Chapter 4 – Sign Agreements

- There is a tech memo on agreements that Heather will send to John
- There are standard forms that exist for agreements. These will be sent to John. However, the entire form will NOT be included in the Manual, just relevant portions as examples.
- It was mentioned that often a five minute phone conversation could address the request for a sign instead of going through the entire process of filling out an application/form. This might be mentioned in the book, or simply a statement within the course.
- A sub-section or chapter will be created for Business Signs
- There will be a discussion of the Sign Variance Committee. It will be noted that the decision on a sign will go through a committee to determine the applicability of the sign.
- The chapter should discuss the difference between a public vs a private sign.
- There are different levels of agreements ranging from a relatively easy sign to those that have a much higher costs (ie, overhead signs to major attractions such as a zoo).
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Chapter 5 – Sign Components

- Sign team will review any pictures they might have for inclusion in the manual.
- Pictures are to include items that might not normally been seen (structural supports, foundations, etc.)
- Might be some pictures of new signs
- Pictures of signs on a sign structure vs a cantilever system vs a bridge mounted sign.

Chapter 6 – Signing Plan Sets

- Chapter to include a sample plan set
- It won't go into great detail on how to create the plan set, but will be an introduction to the plan set (maybe the title will change to Introduction to Signing Plan Sets).
- The biggest goal of this chapter will be to explain why we do a plan set. That is, there is engineering behind the process and we want to eliminate sign clutter.

Chapter 7 – Maintenance of Signs

- Chapter to be renamed “Maintenance and Inspection of Signs”.
- There is a booklet on maintenance of signs (by Howard Preston of CH2M Hill). John will locate this manual or request it from Heather.
- Signs typically have a life cycle of 12 years, but it is 15 years if a new install.
- Things could change in this section (and others) if Federal MUTCD compliance dates are changed or eliminated.
- Chapter should discuss the sign knock-down process (ie, call gopher 1, new materials, new structure, etc.)
- Should also include a discussion of the process when a citizen hits a sign (ie, who pays for this). Often called the “Yellow-tag” program.
- Might include a brief discussion on inspection of signs.

Chapter 8 – Cost

- This chapter will be eliminated since it will be part of the Agreements chapter.

Chapter 9 – New Technologies

- This chapter will now become Chapter 8.
- Will include a discussion of new technologies (ITS related)
- An example presented by Heather was the Park and Ride static/dynamic signs that indicate the parking spaces that are available.
- Also an example regarding Mall of America parking info
- Could contact Gary Mcburg (sp) from Transit on park and ride signs in addition to car vs bus signs.

Action Items

- Janelle and Heather to send John possible course dates
- Heather to send John slides on “Find Your Way to Better Signing”
- Heather to send John Mike’s document on signing history
- Heather to send John link to Traffic Sign Maintenance Manual
- Heather to send John tech memo on agreements
- Heather to send to John examples of standard agreement forms
- All to send pictures to John that might be relevant for the manual.

Done

- The Traffic Sign Maintenance/Management Handbook can be downloaded from, <http://www.mnltap.umn.edu/publications/handbooks/documents/signs.pdf>.
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