

To: ICE Course Team
From: John Albeck
Date: February 22, 2010
Subject: February



Attendees

The following is the contact list for the updated ICE Course.

Name	Email	Attended Meeting
John Albeck	jalbeck@albeckinc.com	X
Janelle Anderson	Janelle.anderson@state.mn.us	X
Katie Fleming	Katie.Fleming@state.mn.us	X
Julie Whitcher	Julie.Whitcher@state.mn.us	X
Brad Estochen	Bradley.Estochen@state.mn.us	X
Ryan Coddington	Ryan.Coddington@state.mn.us	X
Lars Impola	Lars.Impola@state.mn.us	

Background

The individuals listed above (x in attended meeting column) participated in the meeting. Lars had a prior commitment, but is included in the review team.

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

Discussion Items

This was the kick-off meeting for the update to the ICE Manual and Course materials. The following are the notes from the meeting. Please contact me with changes for additions.

General

- Attendee Introductions
- Purpose of meeting to meet key contacts and discuss purpose of manual class
- Discussion of book layout – outside references will be treated as handouts.
- These handouts will be included in the book with the original source documented in the margin.
- The last course was held in 2007 and was in conjunction with NCITE (they sponsored the session)
- Janelle noted the Minnesota MUTCD is currently being updated. It is anticipated that Chapter 4 on signals will adopt the Federal warrants.
- It was noted that the manual should include a discussion of the HAWK signal. This type of signal may be more applicable if it is for pedestrians. The St. Cloud HAWK signal was mentioned.
- Manual should also include a discussion of the flashing yellow arrow (FYA).
- The sample in the book was discussed. It was mentioned that a good example would lead to an alternative intersection design such as a J-Turn, or continuous flow T.
- A notice of the draft manual should be sent to the district engineer for their review. This can be done once the draft manual is placed on the project website.
- Ryan from Metro indicated that the ICE report should be kept as simple as possible. If the conclusion can be made without a long report, then that is how it should be done. He also noted that the earlier in the process that the report can be written, the better.
- John will develop a draft by mid-March and publish on the project website for team review.
- An additional meeting/phone conference will be arranged to review the draft comments.