

**CITY OF KIMBALL**  
**MUNICIPAL POLICY NUMBER 01-2012**  
**SIGN MAINTENANCE POLICIES AND PROCEDURES**

**DATE COUNCIL APPROVED:** January 17, 2012

**I. Purpose**

The purpose of the City of Kimball's Sign Maintenance Policies and Procedures is to establish and maintain uniform definitions and practices concerning sign maintenance and operations on City of Kimball streets. The City will provide such control in a safe and cost effective manner balancing the needs of safety for road users and City personnel, budget, social and environmental concerns. It is in the City's best interest to have sign maintenance procedures. The City may use City employees or other entities under contract to provide this service.

**II. Procedure**

The Public Works Department will make decisions concerning scheduling and the procedures to be followed for sign maintenance needs and subsequent every other year detailed condition inspections. Scheduling and the procedures to be followed will be based upon consideration of the following factors: significance of the traffic device to driver safety, condition and effectiveness of the device, standards of compliance and whether damage or condition creates an immediate safety hazard.

In every instance, the onsite person must assess the conditions of the traffic control device and rely on judgment and experience to determine the appropriate action to correct or maintain the device. Factors that may delay completion of sign maintenance include other repair needs, utility locate needs, fabrication of necessary materials, weather conditions and other field condition issues.

**III. General Practices**

Subject to the factors set forth in this section, the City will maintain traffic control devices (signs and pavement markings) to ensure safe and efficient operation.

- a) **Sign Installation:** Signs will be installed to meet federal standards set forth in the most recent MNMUTCD in accordance with guidelines and practices.
- b) **Overall Responsibility of Sign Maintenance:** City sign maintenance practices are established to meet all requirements and to ensure appropriate signing for the traveling public.
- c) **Sign Retro-reflectivity:** The City is currently creating a field sign inventory database. Once data collection is complete and the system is in place, the City will utilize the database for sign management through the expected sign life practice to meet federal sign retro-reflectivity standards. Expected sign life will be conducted through a combination of the review of signs that are at the sheeting warranty life and comparison panels to establish a base line life for each sign type. Prior to the completion of the database, the City will utilize expected sign life following the general criteria of the comparison panels to conduct a nighttime inspection as outlined in the specific section below. Once the sign maintenance practice is fully implemented, a nighttime sign survey may be conducted periodically (up to every four years) to supplement the management program and monitor for sign replacement needs based on vandalism or other premature sign degradation.
- d) **Sign Maintenance Responsibility:** The Public Works Department will maintain all highway signs and street identification sign on all City streets with the exception of:
  1. All signs located on the right-of-way of State and County highways installed or maintained by the State or County other than street name signs; and

2. Signs along State or County highways within the right-of-way, unless a specific agreement with MNDOT or the County stipulates a City maintenance responsibility for signing; and
  3. Bike path and other pedestrian control signs not pertaining to vehicle traffic.
- e) Response to Incident Report for Sign Repair Needs: Sign maintenance staff will respond after receiving notice of a repair need to determine appropriate action with the following priorities:
1. Stop sign: as soon as practical, no later than one business day, a temporary stop sign will be placed if required.
  2. Other regulatory signs: no later than three (3) business days.
  3. Warning signs: within one scheduled workday.
  4. Informational/guidance signs: within two (2) scheduled work weeks.
- f) Visual Sign Inspection: Public Works staff will perform a nighttime survey as follows:
1. Acceptable retro-reflectivity will be determined by technicians conducting the nighttime inspection.
  2. Staff will be given training by a qualified individual or take a nighttime sign inspection course if available in the area for conducting the study appropriately. When performing the nighttime inspection, staff will view signs in question with a comparison panel that meets or exceeds the minimum retro-reflectivity requirements.
  3. Written documentation of the location, sign type, size and reason for sign replacement will be recorded for each sign that is not in acceptable condition and needs replacement.
  4. Sign replacement will occur as the budget allows:
    - i. Stop signs: within three (3) working days
    - ii. All other signs: by segment with the entire replacement program for signs identified through survey being replaced within four (4) years of completion of the review.
- g) Miscellaneous Sign Practices:
1. Sign staff is not on call after normal business hours. After hours emergency repairs (i.e. stop signs) can be temporarily made by the Police Department and they will notify sign staff to make repairs.
  2. Training is provided to ensure sign staff can perform sign maintenance duties in an efficient, effective and responsive manner. Such training shall consist of, at a minimum, appropriate sign and traffic control seminars, training videos and webinars.
  3. Unauthorized signs will be removed from the City right-of-way consistent with the City's sign ordinance.
  4. Support staff will be informed regarding sign maintenance operations to ensure accurate information is available to respond to inquiries.
  5. Sign staff may place a sign maintenance vehicle against traffic flow in order to perform necessary emergency and routine maintenance duties.
  6. Sign staff may drive or park maintenance vehicles on center medians or boulevards in order to perform necessary emergency and routine maintenance duties.

#### **IV. Approval of Policy**

This policy shall be formally approved and adopted by the City Council.