

Lynden Township Road Sign Policy Regarding Inventory, Retro-Reflectivity Compliance Evaluation, and Replacement

It is the stated objective of Lynden Township, Stearns County, MN to maintain its town roads in a safe but cost effective manner. As part of its maintenance efforts, Lynden Township recognizes that regulatory, warning, and directional road signs, commonly referred to collectively as safety signs, including but not limited to stop signs, yield signs and other similar traffic control devices, need to be properly inventoried, assessed for compliance with applicable retro-reflectivity standards, maintained, and replaced from time to time. Lynden Township further recognizes that when signs are installed within town road rights-of-way the signs must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices (“MUTCD”) (“Manual”) of the Federal Highway Administration. As part of its efforts to comply with applicable regulations, the Town Board of Lynden Township shall be guided by the following plan adopted in accordance with Section 2A.08 of the Manual:

1. **Inventory.** In recognition of the importance of knowing the number, type, and location of road signs situated in township road rights-of-way, it is the intent of the Town Board to have an inventory of all town road signs completed by December 31, 2013. The completed inventory shall be maintained using a computer application file and shall be periodically updated as a sign is installed, replaced, or removed but not less than on an annual basis. The inventory shall indicate the type of sign; the number of each type of sign; the location of each sign including the direction the sign faces; the date of installation, when known for pre-existing signs; type of material used on sign face, when known; a general statement on the condition of the sign; a record of any maintenance performed on the sign; and, the date of sign removal, if applicable.
2. **Removal of Excess Signs.** In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on the road authority, it shall be the policy of Lynden Township to remove signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation. The removal of signs may be based on an engineering study and/or based on the Manual. Particular attention shall be paid to recommendations on signage for roads considered to be “low-volume” under the Manual as adopted by the State of Minnesota.
3. **Retro-reflectivity Evaluation.** In recognition of the new retro-reflectivity standards adopted into the Manual, the town board shall arrange to have all town road signs not removed under section 2 above, evaluated for compliance with the applicable retro-reflectivity standards. It shall be the intent of the township to conduct this evaluation using a method as authorized by the Manual rules.

It shall be the intent of the town board to have this evaluation completed by December 31, 2013. The board reserves the right to change which evaluation method will be utilized as expressly found necessary by the board due to budgetary constraints or other practical difficulties in completing this process.

4. **Sign Replacement.** After completion of the inventory, removal of unnecessary signs, and proper retro-reflectivity evaluation, the town board hereby establishes the following priority order in which road signs will be replaced, as provided herein:

- a. First priority shall be given to replacing those regulatory signs determined not to meet applicable retro-reflectivity standards upon high vehicle usage roads. Top priority shall also be given to replacing missing or damaged regulatory signs determined to be of a priority for safety purposes, depending on availability from suppliers, in a reasonable time period not to exceed thirty (30) calendar days or as reasonably practical thereafter from notification of the damaged or missing sign.
 - b. Second priority shall be given to non-regulatory and warning signs determined to be marginal in their retro-reflectivity evaluation and priority shall be given to warning and non-regulatory signs on roads with higher vehicle usage. Replacing missing or damaged warning and non-regulatory signs shall be done, depending on availability from suppliers, in a reasonable time period not to exceed thirty (30) calendar days or as reasonably practical thereafter from notification of the damaged or missing sign.
 - c. Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, and priority shall be given to warning and non-regulatory signs on roads with higher vehicle usage and shall be done in a reasonable time period not to exceed thirty (30) calendar days or as reasonably practical thereafter from notification of the damaged or missing sign.
5. **On-going Maintenance.** The town shall include a general inspection of road signs in township right-of-way as part of its annual road inspections. The town shall update its sign inventory as provided in section 1. After the initial replacement of signs as provided for in Section 4, the town shall, for the purpose of complying with the requirements of the Manual to maintain minimum retro-reflectivity standards, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the facing material used on the sign; or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs may be replaced as needed and, depending on availability from suppliers, shall be done in a reasonable time period not to exceed thirty (30) calendar days or as reasonably practical thereafter from notification of the damaged or missing sign.
6. **Restitution.** It shall be the policy of the town board to seek restitution from person(s) or insurance carriers for the cost of any sign, including but not limited to material, labor, and related costs for damaged or stolen signs that need to be replaced or repaired.