

Approve sign replacement plan

**VILLAGE OF WATERLOO
RESOLUTION NO. 05-08-18-03**

WHEREAS, the Federal Highway Administration promulgated the 2009 Edition of the Manual on Uniform Traffic Control Devices (MUTCD), including Revisions 1 and 2 in May 2012; and

WHEREAS, the MUTCD defines standards and guidance for the design, placement, application, maintenance and uniformity of traffic control devices in the United States; and

WHEREAS, the MUTCD requires that municipalities implement and use an assessment and management method that is designed to maintain regulatory and warning sign retroreflectivity at or above the established minimum levels; and

WHEREAS, NDOT has adopted the MUTCD; and


WHEREAS, the Village of Waterloo has developed a Sign Maintenance Policy and Procedure dated May 4, 2018 (the "Sign Management Plan"), attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the Sign Management Plan is hereby approved.

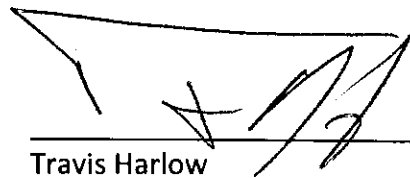
PASSED THIS 8 DAY OF May, 2018

ATTEST:


Melissa Johnson
Village Clerk



Village of Waterloo


Travis Harlow
Chairperson

SIGN MAINTENANCE POLICY AND PROCEDURE

Village of Waterloo

May 4, 2018

PURPOSE:

The purpose of this document is to establish a Sign Maintenance Plan that will provide the Village of Waterloo with consistent policies and procedures by which to maintain traffic signs in compliance with federal standards set forth in the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD). The Village of Waterloo does recognize and officially adopts policies established in the MUTCD code. The Village of Waterloo also recognizes that the MUTCD rules are adopted, by reference, into the Code of Federal Regulations. This document is written to describe maintenance protocols, general practices, types of maintenance plans, and specific practices used to achieve desired standards. While this plan is intended to incorporate all necessary criteria, ongoing review and edits will provide scrutiny needed to make sure all updates and corrections occur annually.

I. PROCEDURE:

The Village of Waterloo acknowledges the need to incorporate sign maintenance into short and long-term maintenance schedules. Scheduling and 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, compliance with established standards, and whether the sign condition presents an immediate hazard. Repair and maintenance decisions will be addressed by someone who is competent and trained to make such decisions. Appropriate records will be maintained as designated in this plan.

In performing sign maintenance, all workers will observe work zone safety procedures established in the MUTCD manual and adopted by the Village of Waterloo. Sign maintenance decisions must also strive for improvement of general roadway safety through proper placement and maintenance of road signs. Intersection Stop and Yield signs may present an immediate hazard and should receive an urgent response.

The sign maintenance will be updated as new technologies, compliance standards, and service goals are recognized.

II. GENERAL PRACTICES:

Section two explains the general practices that will be employed to maintain signs in safe and compliant condition. These practices are established based on criteria that enhance general roadway safety, proper application of MUTCD rules and guidelines, and the practical capabilities of the Village of Waterloo personnel to perform these duties within their resources.

Sign Maintenance Records

1. Inventory - An initial inventory will be performed to include the total number of current signs in the Village.
2. Recordkeeping- Ongoing recordkeeping will be established to record future maintenance and upgrades as they occur.

Method of Evaluation

1. The Village of Waterloo will do an initial blanket replacement of all signs throughout the Village. The replacement will be done over three years. The first year will include all of the regulatory signs. The second year will include all of the warning signs. The third year will include all other signs that haven't already been replaced.
2. The Village of Waterloo chooses to use the **Visual Nighttime Inspection – Calibration Signs Procedure** to evaluate the Retroreflectivity performance and general condition of traffic signs. This method includes the following elements and goals:
 - Maintain retroreflectivity to the current MUTCD standard
 - Evaluations are performed by a trained inspector
 - Perform visual inspection at night
 - Calibration signs will be set up where the inspector can view them in a manner similar to the nighttime field inspections
 - Inspector will view calibration signs prior to beginning route
 - Vehicle will use low beam lights during inspection and aim vehicle lights at the sign being inspected
 - Evaluation will be conducted at roadway speed

- Inspector will use the visual appearance of the calibration signs to establish the evaluation thresholds for that night's inspection activities
- Inspector will have criteria and forms present during the inspection
- Safety concerns compel the inspection be performed by two people
- Comparison panels will be used to further evaluate retroreflectivity performance
- These above listed parameters will remain consistent for all retroreflectivity evaluations, but daytime inspections by qualified department personnel will be deemed acceptable to perform ongoing repair maintenance. Safety and technical criteria will be as deemed suitable by supervisors and competent personnel.

Secondary Method of Evaluation

The Village of Waterloo will also evaluate signs based on Expected Life. All signs installed will be labeled with the install date and the information will be separately recorded. This enables the municipality to estimate service life, which signals when signs may need replacement and also allows the municipality to reevaluate life expectancy estimates based on accumulated replacement histories.

Scheduling Sign Replacements

- All hazardous conditions that threaten the safety of the traveling public will be addressed within 24 hours and temporary measures will be employed as needed to ensure public safety. Stop and Yield signs are examples that are covered under these criteria.
- Less critical signs that are damaged or missing will be replaced as quickly as possible dependent on workload, resources, and weather. A time period of 7 to 10 days is the expectation and replacement may occur somewhat sooner if signs are available in the department's inventory. Speed limit and Street Signs are included under these criteria.
- The evaluation of retroreflectivity will occur annually prior to budget preparation and budget dollars will be requested for signs in need of replacement. The process will attempt to stagger replacement needs to assure annual resources are available to meet the needs.
- Signs deemed to be in need of upgrading will be subject to the same scheduling process as other annual maintenance items. A list will be

maintained and upgrades will occur systematically over the coming calendar year as the schedule and conditions allow.

- Replacements will be balanced against other needs such as road improvements, large storms, flooding, roadside mowing, and other items that contribute to traveler's safety.
- MUTCD guidelines will be referenced for all sign installations.