

## #10-002 Township Sign Assistance

Section: Public Works Policies

Department: Public Works

Original/Revision Date(s): April 4, 2023

Last Reviewed: 11/2025

Board or Administrative: Board

Board Resolution # or Administrator Signature: 2023-12

Related Policies:



### STATEMENT

Waseca County has limited available resources for the maintenance and improvement of its roadside signage on approximately 400 miles of county roads yet acknowledges that Townships within the county have even fewer resources available to them. Waseca County Public Works is committed to aiding Townships with Roadside Signage.

### DEFINITIONS

R1-1, W3-1, D3-1, etc. are MnDOT Standard Sign Codes and identify the types of signs (regulatory, warning, directional, etc.), dimensions, colors, uses, and sign picture.

### POLICY

#### Background

A Township as a road authority and is responsible for the improvement, maintenance and overall public safety on their road system, which includes roadside signage. Townships may lack resources to perform certain maintenance and/or improvement responsibilities. A 2018 Township Road Sign Maintenance Agreement allowed Townships to request roadside signage work be performed by the County and billed back to the Township. The agreement intended for installation, replacement, or repair of individual instances and was not intended for system-wide maintenance, repair or replacement of the Townships' signs. Four of the twelve Townships entered into the agreement with the County. In April 2021, County staff presented that the Township agreements were burdensome to the effort to maintain and improve the County's roadside signs, citing inadequate time and resources. The Waseca County Board of Commissioners unanimously agreed to terminate the four agreements and cease installing, repairing, replacing and/or maintaining Township signs. The practice of selling Townships sign materials, such as sign panels and posts continues.

### PROCEDURE

In the interest of public safety, Waseca County has determined that these certain services are extended to Townships within the County:

- Waseca County will furnish, install, maintain, and replace rural street name (D3-1) signs and rural address signs on Township roads for emergency response purposes.
- Waseca County will furnish, install, maintain, and replace regulatory "Stop" (R1-1) and advanced warning "Stop Ahead" (W3-1) signs on Township roads that approach a County Road or County State Aid Highway intersection.
- Waseca County will furnish, install, maintain, and replace regulatory bridge weight restriction (R12-x) signs at Township bridges required as a finding from bridge safety inspections and/or load ratings performed by or for the County.

- Waseca County will sell sign and sign support materials to Townships at the County's cost, plus a 10% administration fee.
- Waseca County, by formal written request of a Township, will replace a Township road sign severely damaged or destroyed by vehicular impact. The Township will be responsible for reimbursing the County for all associated costs in performance of the requested work.
- Waseca County, by formal written request of a Township, will furnish and install a new Township road sign at a new location, determined by the road authority to be necessary for the travelling public's safety. The Township will be responsible for reimbursing the County for all associated costs in performance of the requested work.
- Waseca County will not repair, replace, or otherwise maintain Township signs and sign supports that are twisted, leaning, faded, vandalized, or otherwise compromised. The Townships, as the responsible road authority, shall expend their available resources for the overall maintenance, replacement and improvement of their assets.
- Waseca County will not install, repair, or replace mailboxes and/or mailbox supports on Township roads.
- Townships are not required to utilize Waseca County for the performance of work permitted by this policy.

### **Township(s) Responsibility**

The Township(s) will formally request, in writing, the County's assistance and performance of work in accordance with this policy. The request will be submitted to the County Engineer.

The Township's written request is an acknowledgement of their responsibility to reimburse the County for all applicable costs, including equipment, labor and materials arising from the installation and/or replacement of a Township sign. Current rates will be utilized for invoicing.

### **County Authority**

The coordination, scheduling, and dispatching of County employees and equipment shall be at the discretion of the County Engineer. It is anticipated that all work performed for Townships will be completed within normal business hours. If an emergency arises and county forces must be dispatched outside of normal business hours; all costs for overtime, call-back, holiday, or other compensation classifications shall be billed to the Township.

### **Compliance**

The County shall comply with state law in the performance of the work. Utility locates using Gopher State One Call will be required when any excavation occurs or posts are driven. Townships are hereby notified that this effort requires an initial trip to the site to mark the excavation area and a secondary trip to perform the work, once utilities have been marked or cleared. Townships are not permitted to mark or request a utility locate on behalf of the County.

The materials, location, and installation of signs and sign supports will be in accordance with the Minnesota Manual on Uniform Traffic Control Devices and other applicable State and/or Federal regulations.