

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER: 102-1</b>	<b>PAGE <u>  1  </u> OF <u>  3  </u></b>
	<b>SUBJECT: TRAFFIC SIGNAL REPAIR</b>	

**1.0 POLICY**

The procedure hereby established will ensure the effective and prompt repair of the City=s traffic signals. This procedure shall lay out the signal repair system and shall delineate repair responsibilities.

**2.0 ORGANIZATIONS AFFECTED**

Police Department and Department of Public Works.

**3.0 PROCEDURE**

**3.1 Traffic Signal Malfunction Notification**

3.1.1 The Police Department dispatcher shall be notified of any traffic signal malfunction.

3.1.1.1 The Police Officer or informant should take note to observe

- a) whether the signal unit is a traffic signal pole or an overhead signal light;
- b) the street intersection and location of the signal pole, e.g. Main and 5th, S.E. (S.W., N.W., N.E.);
- c) the direction of traffic observing the malfunction, e.g. northbound, southbound, eastbound, westbound;
- d) the color of the light, e.g. red, yellow, green, walk/no walk;
- e) whether the malfunction if a bulb burnout or a breakdown.

3.1.2 The dispatcher shall

- a) if possible collect the above information from the informant or police officer;
- b) notify City or State repair personnel as hereinafter provided;
- c) assure that a police officer has been dispatched to take action provided for hereinafter.

<b>DEPARTMENT: PUBLIC WORKS</b>	<b>SUPERSEDES: 5/3/2002</b>	<b>PREPARED BY: KAN</b>	<b>APPROVED BY: JRB</b>	<b>REVISED: 4/5/2013</b>
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3.2 Traffic Signal Bulb Burnout

3.2.1 Traffic Signal Repairs:

- #1 Bulb replacement on all signals except T.H. 61-14 (overhead signals) Airport Maintenance Person. Contact through Central Garage during working hours; after hours at his home.
- #2 T.H. 61-14 overhead signals - City Forester - Contact through Central Garage during working hours; after hours at his home.
- #3 Airport Maintenance person and City Forester are to fill in for each other during vacations.

The present City policy is to change the light bulbs on a regular basis depending on the design life of the bulbs used, which reduces the number of bulb burnouts considerably. The Airport Maintenance Man is responsible for this relamping.

3.3 Traffic Signal Electrical or Mechanical Breakdown (All signals except TH 61 and TH 14

3.3.1 Upon receiving information on a traffic signal breakdown, the Police Department shall:

- a) trigger the independent flashing unit; or
- b) physically attend the intersection until repair is completed; or
- c) set up the necessary traffic controls.

3.3.2 The Police Department shall contact the Airport Maintenance person who shall subsequently repair the breakdown.

3.3.3 If the Airport Maintenance Person is not available, call Bauer Electric, Inc. to make the repair.

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3.4 Minnesota State Highway Traffic Signal Repair

3.4.1 Location of State of Minnesota traffic signal poles and overhead signal lights:

- a) Hwy 61-14 and Pelzer Street
- b) Hwy 61-14 and Gilmore Avenue
- c) Hwy 61-14 and Junction Street
- d) Hwy 61-14 and Huff Street
- e) Hwy 61-14 and Hwy 43
- f) Broadway and Main Street
- g) Fifth Street and Main Street
- h) Fourth Street and Main Street
- i) Highway 14 & Cottonwood
- j) Highway 43 & Franklin
- k) Highway 43 & Menard Road
- l) Highway 43 & Frontenac Road
- m) Highway 43 & Homer Road
- n) Highway 61-14 & Vila

3.4.2 Traffic signal bulb burnout procedure is outlined in Section 3.2.1.

3.4.3 For an electrical or mechanical breakdown, the Police shall follow the procedure set in Section 3.3.1, and shall notify the Minnesota State Highway Patrol in Rochester which is responsible for maintenance.

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