



MAPLEWOOD POTHOLE REPAIR POLICY

MAY 2016

1. **Introduction**

The City of Maplewood, Minnesota finds that it is in the best interest of the residents for the city to do the maintenance of its city streets. An important part of street maintenance is the repair of potholes. The city will repair potholes in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The city will use city employees to provide this service. Pothole repair is part of the city's overall pavement management program.

2. **Application**

This policy applies to city streets. It does not apply to other governmental unit's roads that go through the city (such as County and State roadways) or privately owned roads within the city, unless there is a specific agreement between the city and that other entity.

3. **When the City Repairs Potholes**

The Street Superintendent will decide when to conduct pothole repairs. Repairs will consist of two elements:

Crew Repair

A crew will be assigned an area to inspect. It will repair any potholes found in that area. Each street will be inspected a minimum of once per year depending on available resources and factors such as weather and other street work. The timing for the repairs will also be based upon those factors.

Response to Complaint or Accident

When the city receives a pothole complaint or notice of an accident or damage involving a pothole, a crew will be sent out to inspect the street and the reported pothole. The crew will make any necessary street repairs.

4. **Criteria for Pothole Repair**

Not every imperfection in a street surface is necessarily considered to be a pothole in need of repair. The general criterion for repair is a pothole two inches or more deep and over five (5) inches in diameter. The Street Superintendent or his or her designated employee will decide if a condition is a pothole in need of repair.

5. **Method of Pothole Repair**

Potholes will be repaired temporarily during cold weather with a cold asphalt mix or other means. During cold weather, the repairs will be limited to those determined

to be hazardous for motor vehicles. In warmer weather and when hot asphalt mix is available, potholes will be filled with the hot asphalt mix or other means for a more permanent repair.

6. **Priorities and Schedule for Potholes Repair Determination**

The city has classified city streets based on the street function, traffic volume, and importance to the welfare of the community (similar to the call out priority for snowfall clearing events). The city will repair potholes based on the following street priority ranking:

- a) High volume and high speed routes that connect major sections of the city and provide access for emergency fire, police, and medical services
- b) Streets providing access to schools and commercial businesses
- c) Low volume residential streets
- d) City parking lots and other lower priority areas

7. **Weather Conditions**

Pothole repairs will be conducted only when weather conditions do not limit the ability to perform the work or when such work does not endanger the safety of city employees and equipment. Factors that may delay repairs are cold temperatures, rain, snow, and ice conditions.

8. **Documentation**

The Street Superintendent will maintain documentation of pothole repairs that are made under this policy. Records will not necessarily identify each individual pothole, but may show the general street location where repairs were made and the approximate date.

9. **Warning Signs or Devices**

If the city knows of a pothole in a street and is not able to repair it the city will consider the use of warning signs or devices. Factors that will be examined will be the location of the pothole, how dangerous it is, and whether a warning sign or device would be effective.

10. **Review of Policy**

The Street Superintendent shall keep comments and complaints on file regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.