

## **City of New Prague Pothole Repair Policy**

### **1. Introduction**

The city of New Prague, Minnesota (the “City”) 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, City equipment, and/or private contractors to provide this service. Pothole repair is part of the City’s overall pavement management program.

### **2. Application**

This policy applies only to City streets. It does not apply to streets or roadways within the City that are maintained by other government agencies unless there is a specific agreement between the City and that other government agency.

### **3. When will the City Repair Potholes?**

The Public Works Director, or its designee, 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 it finds in that area. Each street will be inspected at a minimum of once a year depending on available resources and factors such as weather and other street work that needs to be done. The timing for the repairs will also be based upon those factors.

#### ***Response to Complaint or Accident***

A crew will be sent out to inspect any street when the City receives a complaint or notice of an accident or damage involving a pothole.

### **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 criteria for repair will be a pothole that is two (2) inches or more deep and over five (5) inches in diameter. The Public Works Director, or its designee, has the discretion to decide if a condition is a pothole in need of repair.

### **5. How will Potholes be Repaired?**

During cold weather conditions, potholes will be repaired temporarily with a cold asphalt mix or other approved means. Cold weather repairs will only be made to potholes that are determined to be hazardous for motor vehicles. During warmer conditions and when hot asphalt mix is available, potholes will be filled using the hot asphalt mix, or other approved means, for a more permanent repair.

### **6. Priorities and Schedule for which Potholes will be Repaired**

The City has classified its streets based on the street function, traffic volume, and importance to the welfare of the community. The highest priority for pothole repair shall be

given to Municipal State Aid Routes and collector streets because they are typically higher volume and higher speed routes that connect major sections of the City and provide access for emergency fire, police, and medical services.

Second priority for pothole repair shall be given to those streets providing access to schools and commercial businesses. Third priority shall be given to streets that are low volume residential streets. Finally, fourth priority shall be given to alleys and City parking lots.

7. **Weather Conditions**

Pothole repairs will be conducted only when weather conditions do not limit the ability to perform the work and when such work would not endanger the safety of City employees, equipment, and the general public. Factors that may delay repairs include, but are not limited to, cold temperatures, rain, snow, and ice conditions.

8. **Documentation**

City staff will document all 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.

9. **Warning Signs or Devices**

If the City knows of a pothole in a street and it is not able to repair it, it will consider whether it should use warning signs or other warning devices. In making this determination, factors that will be examined will be the location and size of the pothole, how dangerous it is, and whether a warning sign or other warning device will be effective.

10. **Review and Modification of Policy**

The Public Works Director, or its designee, shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically and may be modified, as necessary. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

Adopted by the City of New Prague on July 17, 2017.

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Charles L. Nickolay, Mayor

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Michael J. Johnson, City Administrator