

CITY OF CHAMPLIN

POTHOLE REPAIR

POLICIES AND PROCEDURES

INTRODUCTION

The city of Champlin believes 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, equipment to provide this service. Pothole repair is part of the city's overall pavement management program.

APPLICATION

1. This policy applies to city streets. It does not apply to other government's roads that go through the city unless there is a specific agreement between the city and that other government.

WHEN WILL THE CITY REPAIR POTHOLEs?

The Public Works Department will decide when to conduct pothole repairs but 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. The timing for the repairs will be based on severity of the pothole, the number of reported potholes, and other factors.

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 2 inches or more deep and over 5 inches in diameter. The Public Works Department or his designated employee will have discretion to decide if a condition is a pothole in need of repair.

HOW WILL POTHOLE BE REPAIRED?

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.

PRIORITIES AND SCHEDULE FOR WHICH STREETS WHERE POTHOLELS WILL BE REPAIRED

The city has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. The city will repair those streets first that are high volume and high-speed routes that connect major sections of the city and provide access for emergency fire, police and medical services.

The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are city parking lots.

TRAILS

The city will repair potholes and tripping hazards on city trails.

WEATHER CONDITIONS

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

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 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.

COMPLAINTS

Complaints regarding potholes shall be taken during normal working hours and handled in accordance with the City's normal operating procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources. Please call the City at 763.421.2820 or fill out an on-line comment at www.ci.champlin.mn.us.