

City of Northfield, Minnesota	Policy Number: 9.02
PUBLIC WORKS (STREET DIVISION)	Adopted: 9/18/2018 – Motion 2018-098
POTHOLE REPAIR POLICY	Revised:

POTHOLE REPAIR POLICY

A. PURPOSE

The City of Northfield is located in a climate region that experiences freeze thaw cycles throughout the spring months causing streets to deteriorate. The City finds it is important to outline when streets need to be repaired and 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, equipment and/or private contractors to provide this service. Pothole repair is part of the City's overall pavement management program.

B. APPLICATION

This policy applies to City streets. It does not apply to other governmental agency roads that go through the City unless there is a specific agreement between the City and the agency, and that private roadways are the responsibility of the private ownership of the property.

C. POTHOLE MAINTENANCE

The Streets and Parks Manager or his/her designated employee will decide when to conduct pothole repairs. Repairs will consist of two elements:

- Street staff will be assigned an area to inspect. They will repair any potholes they find in that area. Each street will be inspected at a minimum of once every three years depending on available resources and factors such as weather. The timing for the repairs will also be based upon resources and weather.
- Street staff will be sent out to inspect any street when the City receives a complaint or notice of a pothole.

D. 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 Streets and Parks Manager or his/her designated employee will have discretion to decide if a pavement distress is a pothole in need of repair.

E. 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

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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.

F. PRIORITIES AND SCHEDULE OF REPAIRS

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. The City will prioritize repair of potholes as follows:

- First Priority – Arterial and Collector Streets
- Second Priority – Commercial Streets
- Third Priority – Residential Streets
- Fourth Priority – Cul-de-sacs and Parking Lots

G. 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 staff and equipment. Factors that may delay repairs are cold temperatures, rain, snow, and ice conditions.

H. LIMITATIONS

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

I. EFFECTIVE DATE OF POLICY

This Policy will be effective as of September 18, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.