

# Highway Department Policies & Procedures for Road Maintenance and Snow Removal

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HIGHLIGHTS



# Cold Mix Paving

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- Score sheet
- Data used for score sheet includes
  - Time Spent Maintaining Roadway
  - Pothole Saturation
  - Action Request Work Order Volume

<b>Road Name</b>		<b>Feature Name</b>	<b>0095b</b>	<b>Year to Pave</b>			
<b>Beginning Intersection</b>		<b>Ending Intersection</b>		<b>Miles</b>			
<b>Evaluation Criteria based on Data Collected</b>							
<b>Category</b>	<b>Scoring Criteria</b>			<b>Scale</b>	<b>Score</b>	<b>Weight</b>	<b>Weighted Score</b>
<b>Function Class</b>		Major Collector		0	MAJOR COLLECTO R	0	5
		Minor Collector		2		0	
		Local		1		0	
<b>PASER Rating</b>		1		4	3.00	0	25
		2		3		0	
		3		2		0	
		4		1		0	
		5+		0		0	
<b>Average Daily Traffic Counts</b>		301+		4	870	2	10
		131-300		2		2	
		0-130		1		0	
<b>Action Request (Multiple people)</b>		7 +		2			15
		4--6		1			
		0--3		0			
<b>Attractor (Described in Policy)</b>				1		0	15
<b>Pot Hole Saturation</b>		61%-100%		5		0	25
		31%-60%		3			
		0%-30%		1			
<b>Hours of Labor Spent</b>		32+		5		0	25
		9--31		3			
		0--8		1			
						<b>Weighted Sub-Total:</b>	<b>40</b>
<b>Signature:</b>				<b>Print Name:</b>			
<b>Title:</b>				<b>Date:</b>			

# Hot Mix Paving

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- Utilize score sheet to help determine priority
- Use following criteria to help determine the roads to receive hot mix paving
  - Current Loop
  - Enter/Exit County
  - Major/Minor Function Class

Road Name \_\_\_\_\_

Feature Name **0184E**

Year to Pave \_\_\_\_\_

Beginning Intersection \_\_\_\_\_

Ending Intersection \_\_\_\_\_

Miles **0.6623**

Evaluation Criteria based on Data Collected						
Category	Scoring Criteria	Scale		Score	Weight	Weighted Score
Function Class	Major Collector	2	MAJOR COLLECTOR	2	5	10
	Minor Collector	1		0		
	Local	0		0		
Action Request (Multiple people)	7+	2	5	1	15	15
	4-6	1				
	0-3	0				
Average Daily Traffic Counts	901+	4	1,006	2	10	40
	401-900	2		2		
	0-400	1		0		
Attractor (Described in Policy)		1	1	1	15	15
PASER Rating		1	4.0	0	25	25
		2		0		
		3		0		
		4		1		
		5+		0		
					<b>Weighted Sub-Total:</b>	<b>105</b>

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Chip Seal

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- Roads that were paved with Cold mix in the previous year
- Necessary for preservation
  - Fog Seal- If roadway was striped prior to chip seal

# Gravel Road Maintenance

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4 graders: 5-6 weeks to complete route if weather is perfect

Grade when we can unless moisture is abundant and or forecasted

Roads to receive additional gravel are determined by:

- Connector
- # of homes
- Apparent traffic
- Businesses
- Evenly spread throughout the County

# Culvert Replacement

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Road planned for hot mix paving

- Replace every culvert

Road planned for cold mix paving

- If culvert has 10 years or less of life expectancy, then replace

Criteria for culverts to be replaced on road that are not scheduled for paving

- Dangerous
- Man made changes
- Topography
- Water Volume



# Speed Limits

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- Highway Department will conduct traffic study
- Input data into the Federal Highway Administration website
- Issues to consider
  - Crash data provided by LTAP
  - Road type

# Snow Removal

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- Paved roads are priority. If gravels have drifting or more than five inches of snow, we will send graders directly to them.
- During snow events, normal start time is between 3 a.m. and 5 a.m. This is subject to change based on circumstances.
- Sand/Salt mixture is 25% salt. If we are having a problem area, more salt may be added. Housing additions receive straight salt.
- Shifts are usually 14 to 16 hours. If bad enough, 2-4 team members will be on emergency shift for as long as necessary.