



Panhandle Pathway Maintenance Plan

Friends of the Panhandle Pathway, Inc
PO Box 153
Winamac, IN 46996
<http://panhandlepathway.org/>

NOTE: *if you have maintenance/safety related: comments, suggestions, observations, etc and are not sure who to contact: Please use the contact methods on the Website home page.*

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REVISIONS

Revision: 2 Updates and removal of Appendix III, Maintenance Record Log, as being redundant

Rev 3- Includes the 12/2010 approved budget (Appendix II) and the Maintenance Organization (Appendix IV) dated 9/5/2011

Rev 4 Updated segment assignments Appendix IV 3/13/2012

Rev 5 Adds equipment usage to Appendix V Inspection/Maintenance report 4/11/2012

Rev 6 Updates Appendix V slightly and updates Appendix IV Maintenance Organization

Rev 7 –Made Paragraph 5 and 6 and Appendix IV and V more general. Thus moving the details to external (to this plan) documents in order to update them as needed). This resulted in removing names etc. from the Appendix IV and V pages. Modified text, slightly, in Paragraphs 5 and 6. 10/14/2015

1. Introduction

This Maintenance Plan is intended as a guide to provide effective and economical maintenance of the 22 mile Panhandle Pathway between Winamac and Kenneth. The Friends of the Panhandle Pathway, Inc (FPP) is responsible for the pathway maintenance ensuring that it is properly maintained for safety and enjoyment by users and neighbors along the Pathway.

FPP organization reviews the Schedule, Budget, Record Logs, Organization and this Maintenance Plan annually during the winter season, updating as necessary. For the first few years, it is reviewed at monthly FPP Corporate meetings, updating as necessary.

The Maintenance Leader keeps and maintains the Maintenance Plan in a 3 ring binder titled: "The Maintenance Book"

2. Pathway Inspection and Maintenance

Maintenance work involves inspections and repairs or replacement as necessary on all of the following items to ensure the integrity of the Pathway. The maintenance workers may be; volunteers, contractors, organized civic groups, businesses etc. All are under the cognizance of the FPP.

2.1. *Surface*

Trail surface(s) crushed stone, asphalt, concrete, etc. are kept free of pot holes, weeds, grass and other irregular conditions.

2.2. *Cross Road markings*

Ensure that markings on public road approaches to the trail crossing and the trail approach to public road crossings are readily and clearly visible. Coordinate with state and local road departments as necessary.

2.3. *Gates and Bollards*

Ensure that the condition of opening gates and locks at public road crossings allows the necessary emergency and maintenance vehicles ready access. Repair, lubricate or replace as necessary. Particularly ensure that padlocks are prevented from freezing in winter. Ensure that fixed bollards and barriers are in a sturdy and clean and tidy condition.

2.4. *Signs*

Ensure that all signs; information, regulatory, identification, location, emergency, etc, are sturdy, clearly visible and readable, and free of graffiti.

2.5. *Bridges*

Ensure that bridge railings, structure, and viewing ambiance are in a safe and pleasing condition.

2.6. *Vegetation Control*

Ensure that the shoulder, 2 feet along each side of the pathway and parking areas are clear of vegetation higher than 3 inches or so and provides a solid relatively smooth surface.

Vegetation on the Railbanked right of way outside of the 2 feet shoulder is maintained in a scenic manner, as much as reasonably possible. It is kept free of major debris, obnoxious and poisonous weeds, dangerous objects, etc. Unused, left over railroad ties are stacked 'neatly'.

Control is accomplished by mechanical means including trimmers, chain saws, mowers, etc. Chemicals are also used in the form of spraying for both weeds and brush. Chemicals are applied, safely as required by their labels. Controlled burning is used when appropriate, in coordination with the local Fire Department. Vegetation controls is undertaken during times when public traffic is absent from the trail or light, and taking in consideration impacts on adjacent agricultural land.

2.7. *Trash*

The trail and surrounding is kept free of trash. Trash bags are emptied regularly, preventing overflowing.

2.8. *Benches, Picnic Tables, Bike Racks, etc.*

Ensure that benches are kept in good repair, free from splinters, weakness, graffiti, etc.

2.9. *Buildings and similar structures*

Ensure that all trail structures or buildings are kept in a clean, sturdy and safe condition.

2.10. *Maintenance Equipment*

Ensure equipment is maintained regularly in accordance with operating manuals and is in good working order. Unsafe equipment is replaced or repaired.

2.11. *High Wind, Storm, Flooding Damage.*

Repair, replace, or close areas with damage, debris, or unsafe conditions, as necessary, caused by storms or flooding, as soon as reasonable possible

2.12. *Pathway Neighbors*

The FPP and maintenance workers communicate regularly with neighboring property owners, including Star City Sewer District, private business, government and private property owners, ensuring that an agreeable and enjoyable relationship exists. The FPP reviews and resolves distracting conditions in a manner that is reasonable and practicable.

3. Schedule

The FPP and maintenance workers, as general rule, perform continual observation and response to user and neighbor comments. A schedule guide of tasks is contained in Appendix I.

4. Budget

The latest approved budget is contained as Appendix II. The original draft budget derived from the RTC Maintenance Manual is included for reference.

5. Maintenance Logs

This Appendix III log was removed as being redundant with Appendix V.

6. Organization

Appendix IV contains the Organization to accomplish the Maintenance items. Appendix IV is provided as a general guideline for the organization of the Maintenance Organization. Since the Maintenance Organization, Volunteers, and Section descriptions change more often than this plan the details will be a more active distribution and not included in this Plan. The volunteer list shows the names of those who graciously volunteer their time to keep the Panhandle Pathway in safe and good shape for all to use.

In general the Organization consists of a Maintenance Leader who is the main maintenance responsible person and the main interface to the FPP board of directors.

As much as practical there are leads of various functional areas; Facilities, Equipment, Budget, Tasks.

If contractors are used they are under the cognizance of the Team Leader. As time goes on the goal is to establish

Section hosts (e.g. Person, Family, Organization, Business, etc.) who will assume responsibilities for various lengths of the Pathway.

The Team Leader and Task Leaders provide coordination of the volunteers, who would like to participate in various areas, and the Section hosts.

7. Trail Inspection and Maintenance

Appendix V is a general guide for the recording of inspection and maintenance activities as outlined in Section 2. The actual document may be changed from time to time. Primarily this is an email form which only requires replying, filling it out and sending it. A hard copy may also be used as a record. They will be accumulated by the Operations Committee Chairman as a record of volunteer hours, donations, and cost, spent on the inspection and maintenance of the trail.

The general instructions for filling out and submitting the report by email is included in Appendix V-

Appendix I Maintenance Schedule

| Para | Title | Early May | July | October | Winter | As Needed |
|-------|------------------------------------|-----------|------|---------|--------|-----------|
| 2. | Pathway Inspection | | | | | |
| 2.1. | Surface | X | X | | | |
| 2.2. | Cross Road markings | X | X | | | |
| 2.3. | Gates and Bollards. | X | X | | X | |
| 2.4. | Signs. | X | X | | | |
| 2.5. | Bridges | X | X | | | |
| 2.6. | Vegetation Control. | X | | | | |
| | Mow | X | X | X | | X |
| | Spray | X | | X | | X |
| 2.7. | Trash. | | | | | X |
| 2.8. | Benches Picnic Tables, etc. | X | X | | | X |
| 2.9. | Buildings. | X | X | | X | |
| 2.10. | Maintenance Equipment. | X | | | X | X |
| 2.11. | High Wind, Storm, Flooding Damage. | | | | | X |
| 2.12. | Pathway Neighbors | X | X | | | X |

Appendix II Maintenance Budget

2011 Budget (approved 12/2010)

| CATEGORY | AMOUNT |
|--|------------|
| Snow Removal | 100.00 |
| Gasoline | 425.00 |
| Signs (Waterway & Trailhead Maint) | 650.00 |
| Paint & Supplies | 175.00 |
| Equipment Maintenance | 550.00 |
| Lawn Supplies (Grass, Weed Control, Plants, Trees) | 2,250.00 |
| Lumber & Hardware for needed repairs | 4,000.00 |
| Tools | 400.00 |
| Equipment Rentals | 725.00 |
| Total: | \$9,275.00 |

The below table was included in the original plan and is retained here for reference. The average cost of \$20,000 per year, was based on a page 7 reference in the "Rail – Trail Maintenance & Operation Manual" as follows:

As mentioned above, maintenance responsibility does appear to significantly affect cost. Approximately 60 percent of trails reporting costs were maintained primarily by a government agency, implying paid staff and/or contractors. The other 40 percent of trails were primarily maintained by a non-profit or volunteer organization. Annual costs for government-run trails were just over \$2,000 per mile. This is not much more than the overall average of \$1500, but it nearly triples the **average for volunteer-run trails of just under \$700 per mile.**

The data was from about 1996 with some updating and rewriting in 2005. Thus the average yearly cost of the Panhandle Pathway was ballparked at \$1,000 per mile. .

| Para | Title | Vol Hours | In Kind Donation | Labor Cost | Material Cost | Total |
|-------|------------------------------------|-----------|------------------|------------|---------------|----------|
| 2. | Pathway Inspection | | | | | |
| 2.1. | Surface | | | | | |
| 2.2. | Cross Road markings | | | | | |
| 2.3. | Gates and Bollards. | | | | | |
| 2.4. | Signs. | | | | | |
| 2.5. | Bridges | | | | | |
| 2.6. | Vegetation Control. | | | | | |
| | Mow | | | | | |
| | Spray | | | | | |
| 2.7. | Trash. | | | | | |
| 2.8. | Benches. | | | | | |
| 2.9. | Buildings. | | | | | |
| 2.10. | Maintenance Equipment. | | | | | |
| 2.11. | High Wind, Storm, Flooding Damage. | | | | | |
| 2.12. | Pathway Neighbors | | | | | |
| | Total (est. @ \$1000/mile/year) | | | | | \$22,000 |
| | | | | | | |

Appendix IV Maintenance Organization

| Item | Function | Name | Phone/Cell | Email |
|---|-------------------|--------------------|-------------------|--------------|
| 1 | Lead | | | |
| 2 | Facilities | | | |
| 3 | Equipment | | | |
| 4 | Budget | | | |
| 5 | Tasks | | | |
| 6 | | | | |
| | Sections | Assignments | | |
| See Appendix IV - Maintenance/Safety Volunteers List. | | | | |

Appendix IV - Maintenance/Safety Volunteers

Rev 10/14/2015

Distributed to Maintenance Committee

| # | Name | Town | home | cell | EMail |
|----|------|------|-----------------------|------|-------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| | | | Total on Committee | | |

| (General) Sections (North to South) | | | |
|-------------------------------------|---|---------|--|
| Burson St | - | 150S | |
| 150S | - | 250S | |
| 250S | - | 315S | |
| 315S | - | 400s | |
| 400s | - | 475s | |
| 475S | - | 800S | |
| 800S | - | RC Pike | |
| RC Pike | - | 400N | |
| 400N | - | The Sac | |

Appendix V – General Trail Inspection & Maintenance

Rev 9/12/2012

-----Instructions are at the bottom-----

Inspection Record Number: (year – sequence #) _____ -- _____ (Leave Blank)

Date(s):- _____ Approx Time(s):- _____

Location(s): Start Point (or location):- _____ End Point (or location):- _____

Inspection/Maintenance done by:

Submitted by:- _____ Hours:- _____ Material:- _____ Cost:-\$ _____ Reimburse:- Yes No

Other Participant:- _____ Hours:- _____ Material:- _____ Cost:-\$ _____ Reimburse:- Yes No

Other Participant:- _____ Hours:- _____ Material:- _____ Cost:-\$ _____ Reimburse:- Yes No

Other Participant:- _____ Hours:- _____ Material:- _____ Cost:-\$ _____ Reimburse:- Yes No

Other Participant:- _____ Hours:- _____ Material:- _____ Cost:-\$ _____ Reimburse:- Yes No

Total Hours:- _____ Total Non Reimburse Cost:-\$ _____

2. Maintenance done/Pathway Inspection results (refer to Maintenance Plan Section 2) /2.1.

- 2.1 Surface:- _____
- 2.2. Cross Road markings:- _____
- 2.3. Gates and Bollards:- _____
- 2.4. Signs:- _____
- 2.5. Bridges:- _____
- 2.6. Nature / Vegetation (animals, birds, flowers, weeds, trees, leaves, twigs, etc.):- _____
- 2.7. Trash:- _____
- 2.8. Benches, Tables, etc.:- _____
- 2.9. Buildings and similar structures:- _____
- 2.10. Maintenance Equipment:- _____
- 2.11. High Wind, Storm, Flooding Damage:- _____
- 2.12. Pathway Neighbors:- _____
- 2.13. Equipment Used
- 2.13.1 Panhandle:- _____
- 2.13.2 Personal:- _____
- Comments:- _____

Instructions for submitting via email**General:**

- When you do maintenance and/or inspections please fill out this form. The purpose of the form is to collect volunteer participation in the Maintenance of the Panhandle Pathway. This information will be important in helping to establish the maintenance budget and may be important in obtaining future grants.

- This form replaces the volunteer hour's record for Maintenance and Inspection (the Volunteer Hours form should be used for other volunteering).

- Non Reimbursed Material is categorized as 'In Kind Donations'.

- Please list the equipment that was used on your project/task (2.13) and an approximate hours used. The purpose is to have a documented record of equipment, primarily motorized, that has been on the trail.

The key is to Keep it Simple (as simple as possible, while documenting Volunteer Hours and In Kind Donations).

First - Save this email somewhere (a special folder) where you can find it (*it will also be on the website [panhandlepathway.org /documents /Maintenance Plan /Appendix V](http://panhandlepathway.org/documents/Maintenance%20Plan/Appendix%20V) [it will be in .pdf format, you probably will not be able to fill it out electronically... will have to use a pencil]*)

Then-

1- Hit **REPLY TO ALL** (This assures that it goes to the proper recipients, and leaves the original document in your Email)

2- **Place your cursor** IMMEDIATELY after red dash **-(here)** _____

3- **enter your information**

4- **send message**

NOTES: A MSWord version of this document is available upon request.

Changes and updates are handled through the Maintenance Lead