



Panhandle Pathway Maintenance Plan

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

Initial Release: December 30, 2008
Revision #_3 October 3, 2011

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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

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

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. In general it 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 (if designated) provide coordination of the volunteers, who would like to participate in various areas, and the Section hosts.

The volunteer list shows the names of those who graciously volunteer their time to keep the Panhandle Pathway in good shape for all to use.

7. Trail Inspection and Maintenance

Appendix V is for the recording of inspection and maintenance activities as outlined in Section 2. 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.

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 (9/5/2011)

Item	Function	Name	Phone/Cell	Email
1	Lead	John Crist	574-946-7303	ejcrist@embarqmail.com
2	Facilities	Chuck Henry		
3	Equipment			
4	Budget	John Crist		
5	Tasks			
6				
	Sections	Assignments		
11	Winamac – 250S	Carl & Tom Anspach		
2	250S – 315S	John & Joe Crist		
3	315S – 400S	Mike O'Connor & Rex Allman		
4	400S – 475S	Ron Simshauser & Ron Mendanhall		
5	475S – 800S	Deb McWherter		
6	800S – 900S	Jerry Wease Jerry Anspach, Tom Wh		
7	900S – 625N	Chuck Henry		
8	625N – 400N	Don Eller		
9	400N – 250N	Harvey Moore		-
10	250N – Kenneth	Steve & Tona McIntyre Adam Smith		

Volunteers

Name		Town	Phone home	Phone cell	EMail
Carl	Anspach	Winamac			
Jerry	Anspach	Thornhope			
Tom	Anspach	Winamac			
Dennis	Artrip	Kenneth			
John	Bawcum	Winamac			
Jim	Conner	Winamac			
Joe	Crist	Winamac			
John	Crist	Winamac	574-946-7303		ejcrist@embarqmail.com
Marlene	Drane				
Don	Eller	Royal Center			
Chuck	Henry	Royal Cener			
Tom	Jones				
Steve & Tona	McIntyre				
Deb	McWherter	Star City			
Mike	O'Connor	Winamac			
Ron	Simshauser	Winamac			
Adam	Smith				
Jim	Thompson				
Kathi	Thompson	Star City			
Tom	White	Winamac			
Rex	Allman	Winamac			
Ron	Mendenhall	Star City			
Harvey	Moore	Logansport			
Jerry	Wease	Thornhope			

Appendix V - Trail Inspection & Maintenance

Rev 2/4/2011

Instructions are at the bottom

Inspection Record Number: (year – sequence #) _2011_____ -- _____

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

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

Inspection/Maintenance done by:

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

Others:- _____ **Hours:-** _____ **Material:-** _____ **Cost:-\$** _____ **Reimbursed:- Yes No**

Others:- _____ **Hours:-** _____ **Material:-** _____ **Cost:-\$** _____ **Reimbursed:- Yes No**

Others:- _____ **Hours:-** _____ **Material:-** _____ **Cost:-\$** _____ **Reimbursed:- Yes No**

Total Hours:- _____ **Total non Reimbursed Cost:-\$** _____

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

- 2.1. Surface:- _____
 - 2.2. Cross Road markings:- _____
 - 2.3. Gates and Bollards:- _____
 - 2.4. Signs:- _____
 - 2.5. Bridges:- _____
 - 2.6. Vegetation (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:- _____
- Comments:- _____

Instructions for submitting via email

When you do maintenance and/or inspections please fill out this form. This form replaces the volunteer hour's record for Maintenance and inspection. Non Reimbursed Material will be designated as In Kind Donations. If you have improvement suggestions to this form, please include them in the Comments: line or pass them on to John Crist.

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 [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**
- 2- **Place your cursor** IMMEDIATELY after red dash **-(here)**
- 3- **enter your information**
- 4- **send message**

NOTES

A MSWord versiion of this document is available upon request.
Changes and updates are handled through the Maintenance Lead.