

Portneuf Greenway Trail System



The purpose of this Maintenance Plan is to set a maintenance schedule for the Portneuf Greenway Trail System. The plan outlines responsibilities and recommends when and how to meet those responsibilities.

Maintenance Plan City of Pocatello

Appendix A of the 2008 Greenway Master Plan January 5, 2009

The Portneuf Greenway Trail System Maintenance Plan was developed as a cooperative effort of the Trails Working Group (TWG). The Trails Working Group is a collection of public and private agencies working together to develop and maintain a greenway system in the Portneuf Valley. Members include various departments of the City of Pocatello, City of Chubbuck, Portneuf Greenway Foundation, and Bannock Transportation Planning Organization.

Table of Contents

Purpose of the Portneuf Greenway Maintenance Plan.....	A-1
Goals and Objectives.....	A-2
Trail Maintenance Goal 1: Protect Existing Trails, Paths, Signs, and Amenities:	A-2
Trail Maintenance Goal 2: Ensure Public Safety	A-2
Trail Maintenance Goal 3: Protect Corridor Environment	A-2
Maintenance Schedule	A-3
Maintenance Plan Participants	A-3
Public Works Department: Path Maintenance and Scope	A-5
Parks and Recreation Department: Path Maintenance and Scope	A-6
Portneuf Greenway Foundation: Path Maintenance and Scope.....	A-8
Facility Inventory.....	A-9

Appendix A Maintenance Plan

Purpose of the Portneuf Greenway Maintenance Plan

The Portneuf Greenway was designed to provide a trail system from the Gap to the American Falls reservoir and to provide connections from the path to important features such as downtown, ISU, parks, and recreational trails along the benches. All of the current trails of the Portneuf Greenway Master Plan are within the City of Pocatello boundaries, therefore this maintenance plan is written specifically for the City of Pocatello and their requirements. As trails are built within other jurisdictions individual maintenance plans should be established.

The main partners in building this trail system are:

The Portneuf Greenway Foundation: This non-profit entity is a private, tax-exempt 501(c)(3) organization established to: 1) be an advocate for the Greenway; 2) raise funds for its construction and maintenance; 3) assist local governments through the Trails Working group in designing and building the Greenway; 4) engage the public in trail development; 5) work with private landowners to obtain easements. The mission of the Portneuf Greenway Foundation is to help establish and improve the Portneuf Greenway as a community resource and to encourage restoration of natural areas along the Portneuf River to enhance the quality of life for residents of Pocatello and Bannock County. Portneuf Greenway Foundation has established an annual maintenance budget which can be used by the City of Pocatello to provide maintenance described in this manual.

The City of Pocatello: This governmental agency is the owner and responsible organization for the City's parks and recreational areas. The Portneuf Greenway is one of these recreational areas which provides access to open space within and adjacent to the city. It is an understanding of this maintenance plan, that as the trail system is expanded outside the city limits of Pocatello, other governmental agencies will be responsible for trail maintenance within their particular jurisdictions.

The Working Trail Group:

This group, created in 2008, consists of a representative of the City of Pocatello Parks & Recreation Department, Planning Department, Public Works Department; Bannock Transportation Planning Organization; Idaho Department of Transportation; Executive Director of the Portneuf Greenway Foundation; and a representative of the Portneuf Greenway Foundation Board of Directors. As noted above, if the trail system expands beyond the Pocatello city limits, representatives of other governmental organizations may be added as part of the Working Trail Group.

The Portneuf Greenway Maintenance Guide was created as a piece to the Portneuf Greenway Master Plan. The purpose is to outline the various expectations and responsibilities of maintaining the Portneuf Greenway trail.

Goals and Objectives

Trail Maintenance Goal 1: Protect Existing Trails, Paths, Signs, and Amenities:

Today's Portneuf Greenway trails and paths represent a significant public/private investment. Routine maintenance can extend the service life of these trail components. The Maintenance Plan is designed to maintain a current level of repair and grooming and to prolong the need for major repairs or replacement of trail corridor components.

Throughout this document, references tasks for the Pocatello Public Works and Parks & Recreation Departments are not intended to be requirements. Rather, these sections delineate who is responsible for which tasks and ideal preferred schedules for maintenance as of now. The guidance and schedules in this document were condensed from similar greenway plans in other communities. For the present, the City of Pocatello provides all trail maintenance in accordance with its policies and practices.

Trail Maintenance Goal 2: Ensure Public Safety

The safety of public trail users is an important objective of the master plan. The systematic maintenance plan ensures existing trails and amenities are in the best possible condition to reduce potential hazards.

Trail Maintenance Goal 3: Protect Corridor Environment

The Portneuf Greenway's trail is more than a bicycle/pedestrian corridor. It can provide a greenway, a wildlife viewing area, a native vegetation preserve, a historical and geological learning atmosphere, and open space where trail users can connect with the natural environment. Another concern of the plan is to protect and provide space for the native species and the visual resources of the Greenway system corridor. The Greenway has three basic ingredients: its function; its form or physical shape in the landscape; and its character or ability to capture the spirit of Pocatello.

Maintenance Schedule

Pocatello Public Works Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
On-site inspection tours												
Asphalt crack sealing												
Asphalt spot patches	as needed, fall-spring											
Center, edge and crossing stripes												
Replace safety/directional signs	as needed fall-spring											
Bridge, railing/fencing repairs	as needed year-around											
Drainage/borrow ditches, culverts												
Shoulder protection/maintenance:												
Seal and Cover	once every 7 years											
Overlay	once every 20 years											
Painting	once every 10 years											

Pathside Maintenance-Parks and Rec. Dept.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
On-site inspection tours												
Trail edge/gravel path weed control												
Mowing and string trimming												
Trash/mutt mitts collection/disposal	weekly May-S ept. otherwise bi-weekly											
Plant, trim trees	as needed, spring-fall											
Corridor weed/mosquito control	as needed, spring-fall											
Pump vault toilets	bi-weekly May-S ept., otherwise monthly											
Stock, clean vault toilets	weekly May-S ept. otherwise bi-weekly											
Water fountain	mid-May to mid-S ept: winterize											
Rotary brooming	as needed											

Corridor Maintenance- Portneuf Greenway Foundation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
On-site inspection tours												
Corridor trash collection												
Info/trailhead/interp. Signs												
Pull/remove noxious weed												
Shoulder/borrow rock picking	in conjunction with Public Works Item											
Graffiti removal/paint out	as needed year around											
Plant shrubs, grasses, flowers	as needed spring-fall											
Water new vegetation	as needed spring-fall											
Benches/tables paint/maintain	as needed year around											
Secure funds for trees/paint ect.	as needed year around											
Secure volunteers for special projects	in conjunction with Public Works Item											

Maintenance Plan Participants

The maintenance plan of the Portneuf Greenway has many partners who play a role in the maintenance and operation of the Greenway. These partners, as noted previously, include the City of Pocatello’s Public Works and Parks & Recreation Departments, Portneuf Greenway Foundation, Adopt-A-Reach groups, and community service organizations and volunteers.

Trails Working Group (TWG)

The Trails Working Group (TWG) has directed the development of the Portneuf Greenway Trail System since the beginning of 2008. It is comprised of one representative from the City of Pocatello Parks and Recreation Department, Planning Department and Public Works Department; Bannock Transportation Planning Organization, Idaho Department of Transportation, the Executive Director of the Portneuf Greenway Foundation and a representative from the Portneuf Greenway Foundation Board. The Trails Working Group will hold meetings as needed to discuss maintenance issues raised by inspections.

Public Works (PW)

A team made up of one or more City Engineers, a volunteer from the Portneuf Greenway Foundation, and a representative from the Street Department will meet in May and September on the trail to inspect the asphalt paving on trail and parking areas, the bridges, and the safety signs and markings. Projects will be prioritized following the May inspection, and completed as scheduled.

Parks and Recreation (P)

A group consisting of a Parks Superintendent, City Forester, Community Beautification representative, and a Portneuf Greenway Foundation volunteer, will meet in April and July to inspect the trees, shrubs, grasses, weeds, wood fences, and benches to discuss planned re-vegetation and weed control activities and specifics of routine spring and summer maintenance work items.

Portneuf Greenway Foundation/Volunteers (PGF)

The volunteers of the Portneuf Greenway Foundation will work with other groups to accomplish a thorough cleaning of the trail corridor each spring. PGF will work with other groups and community service workers on re-vegetation, weed pulling and cleanup projects for several days each spring, providing additional trail opportunities for potential trail problems to be noticed and resolved. PGF will try to resolve Parks and Recreation and Public Works recommendations with private donations and volunteer labor before recommending the use of City funds.

Adopt-a-Reach Groups (AAR)

PGF works with many different service groups to provide litter, weed, and graffiti control along the trail throughout the year. Each group helps with cleanup on its adopted segment of the trail. The groups are also asked to report any missing signs or safety problems they encounter.

Public Works Department: Path Maintenance and Scope

Asphalt Crack Sealing

Timely and proper sealing of all cracks which develop in the trail surface is the most important investment that can be made to extend the life of the asphalt paving. Cracks should be located and sealed twice a year in May and September. The Street Department will specify the most cost effective sealant material.

Asphalt Spot Patches

Spot patching of slumped or damaged portions of the trail surface will be necessary wherever deteriorated asphalt may affect public safety.

Center Stripes

Although currently not used on the trail system, it may be desirable to apply a 4" yellow stripe wherever there are sharp turns, poor lines-of-sight and/or high usage. The Trails Working Group will make a request to the Traffic Department if such center stripes are needed at certain locations on the paved trail. They will be maintained by the Pocatello Traffic Department, which should be notified of any deficiencies.

Road Crossing Stripes

Public road crossings should be marked in accordance with the latest approved version of the Manual on Uniform Traffic Control Devices (MUTCD) and maintained in accordance with City standards.

Stop, Stop Ahead, Yield, Directional and Safety Signs

Missing or damaged safety signs are an obvious liability. When these signs are damaged or stolen they shall be replaced as soon as possible. The Traffic Department will be designated to receive reports of missing safety signs and is responsible for ordering replacement identifying locations of missing and damaged signs will be a part of all on-site inspection tours. Adopt-A-Trail Reach groups, PFG board members and other regular users of the trail should also report missing signs as soon as they are noticed.

Street location, no motor vehicle signs

City of Pocatello standard green/white identification signs on public streets next to trailheads, while not specifically on the trail route; should be replaced when damaged or missing. In the same way, No Motor Vehicle/No Parking signs should be replaced when damaged or missing. The Traffic Department should be contacted when these signs need attention.

Bridge Inspection & Maintenance

All trail bridges should be inspected and maintained according to City standards. On-site inspections will include an assessment of abutments, stringers, decks, and railings. Any safety issues or damages will be corrected as soon as possible.

Fencing and Railing

Any loose or damaged rails or posts should be noted and repairs made as soon as possible.

Drainage/Borrow Ditches, Culverts

During inspections, any drainage problems, clogged ditches and culverts, or erosion should be noted. Necessary corrective action should be taken as soon as possible.

Shoulder Protection and Maintenance

Deterioration of the edge of the trail surface may require spot patches and overlay maintenance. Protecting the edge of the trail paving prevents safety hazards and protects our investment. The Trail Design Standards address proper shoulder design to eliminate sharp drop-offs which cause asphalt edges to be vulnerable and unprotected.

Asphalt Seal and Cover

It is recommended that asphalt trail surfaces be seal coated every 7 to 10 years. Investing in a seal coating program will help ensure 20 years of service from the pavement. Future costs for this work item will be estimated and a reserve account should be established by City of Pocatello to anticipate these maintenance costs. Funding for this reserve account would be provided by the Portneuf Greenway Foundation and local governing bodies depending on their jurisdiction.

Asphalt Overlay

If the crack sealing, spot patching and seal coat schedule is followed, the trail surface can be expected to last 20 years before it requires an overlay. A reserve account (*referenced above*) should be established to anticipate future overlay costs.

Low Water Crossing

If flooding is found at any stretch of the trail, warning signs should be posted.

Parks and Recreation Department: Path Maintenance and Scope

Trail Edge/Gravel Path Weeds

The biggest threat to the trail surface, particularly at the edge, is weeds and grasses. These hardy plants find warmth and protection under the edge of the asphalt mat. Weeds are also a problem in the rolled gravel areas around trailhead information signs and in rolled gravel paths. Killing these weeds before they kill the trail is the single most cost-effective maintenance that can be performed.

An effective method to solve this problem is using a mini-pickup/ATV and a tank trailer of herbicide solution. This method kills vegetation 3-4' from the edge of the pavement. Trail edge weed control should be done once in April and again in June. Any areas of noxious weeds will be sprayed as soon as possible to prevent them from spreading. Hand weeding (extraction) will be performed by community service workers or volunteers.

Mowing and String Trimming

Where the trail passes through formal parklands, mowing and string trimming is done on a regular schedule for that park. Where the trail is bounded by unirrigated native vegetation, mowing and string trimming should be done monthly from June through September.

A mix of native grasses and wildflowers has been seeded next to the trail in some areas disturbed by initial construction. These provide a variety of beautiful trailside flowers from spring through fall.

No more than 1-2' from each side of the trails should be mowed. Care must be taken if mowing with a tractor that does not have an attachment. Without an attachment, the tires can flatten the established vegetation.

A side-mounted mower deck should be used for mowing trail edges. The large unirrigated areas along the trail need mowing regularly. Monthly mowing of irrigated trails keep the areas looking nice.

String trimming of weeds and grasses around barrier stones, trail entry posts and signs, benches and tables, mile posts and trash cans should be done on the same schedule.

Trash Collection/Disposal

The Parks and Recreation Department established trash collection schedule will be followed (*weekly may thru September; every two weeks remainder of the year*).

Plant, Trim Trees

Tree care, including but not limited to trimming, pruning, planting will be done under the direction of the City Forester. All Municipal Code (12.28.080) – Tree Care Guidelines will be followed.

Stock, Clean, Toilets

Currently, the Portneuf Greenway Trail System does not have any toilets. If any porta-potties or permanent restrooms are placed along the trail system, Parks and Recreation will be responsible for pumping vaults, cleaning and stocking supplies on a weekly basis or as needed. Park & Recreation will also be responsible for draining and winterization, as necessary.

Drinking Fountain

If drinking fountains are installed, the Parks and Recreation Department would have to respond to occasional repairs and would be responsible for shutting off and winterizing prior to the winter season.

Rotary Brooming

The main portion of the trail does not seem to need any regular brooming, except for the AMI Trail. Parks and Recreation has the discretion to broom when necessary.

Bollards

Green or yellow reflective tape will be maintained on all traffic bollards. Reflectivity should be checked on an annual basis and replaced if worn or reflectivity diminishes. Missing or damaged bollards should be replaced as soon as possible.

Bollard Locks

The Parks Department should keep at least 3 bollard locks in stock at all times. All locks are keyed alike. In case of an emergency, there should be little to no trouble getting in.

Painting

Parks and Recreation will be responsible for painting of fences, structures, etc as necessary to improve the aesthetics along the trail and to assist on-going maintenance. Also, they will be responsible for graffiti removal, application of graffiti guard and sandblasting as deemed necessary. Portneuf Greenway Foundation, Adopt-A-Reach groups, and community volunteers will assist with minor painting projects.

Snow Removal

Parks & Recreation will be responsible for snow removal on certain sections of the trail system identified by the Trails Working Group. Such removal will be done as necessary and will be completed following other department snow removal responsibilities, such as city sidewalks, etc.

Portneuf Greenway Foundation: Path Maintenance and Scope

Informational, Trailhead and Interpretive Signs

The Trails Working Group and the Portneuf Greenway Foundation coordinate the funding, design, construction and placement of many types of signs. The following signs should be repaired and replaced as necessary by the Portneuf Greenway Foundation.

- 1) Mile markers
- 2) Trailhead Information Sign
- 3) Donor recognition plaques/etchings (on benches, rocks, etc)
- 4) Directional Arrows
- 5) Travertine Rock Trail Name Stones
- 6) Any other signage (other than traffic signs), i.e historic markers, interpretive signage.

Pull/Remove Noxious Weeds

Pulling weeds at an early stage deters the dropping of weed seed in the fall. Pulling also means less chemical spraying is needed to stay on top of this problem. Chemical sprays formulated to kill knapweed and thistle unfortunately kill, mutate or stunt much of the surrounding desirable vegetation. Weed pulling work is done by PFG volunteers, by people working community service hours, Boy Scouts, by student volunteers and by Adopt-A-Reach sponsor groups.

Trail Shoulder/Borrow Ditch Rock Picking

Adopt-a-Reach groups will be asked to have their crews monitor the 2-3 foot edge of the trail for new rocks that might have accumulated and to toss these back away from the edge of the trail to help ensure public safety and reduce mower abuse.

Water New Vegetation

Newly seeded areas may need supplemental irrigation to become established. (See the re-vegetation guide.) It is impossible to predict snow pack and rainfall, but certainly newly seeded areas will need occasional assistance.

Benches, Tables Paint/Maintenance

The need for bench and table maintenance should be identified in May and September trail reviews. During the review each table or bench condition and deficiencies should be noted in a maintained database. For projects identified in May, the Greenway Foundation shall work to correct the deficiencies by the September trail review. For maintenance deficiencies noted in the September trail review, the Greenway Foundation shall work to correct the deficiencies by April of the following year. The Greenway Foundation will use a wide variety of options for completing the maintenance including the Foundation itself, community service projects, or contract work to be completed.

Planting, Shrubs, Grasses, and Flowers

Following the City of Pocatello's re-vegetation guide, the Portneuf Greenway Foundation can work on re-vegetation landscaping, top soiling, purchasing, seeding, planting and watering at targeted areas along the trail. The Portneuf Greenway Foundation should coordinate this effort with the City of Pocatello's Tree Commission and the Trails Working Group.

Facility Inventory

A critical component of any maintenance plan is to know the condition and location of various tractable items such as signs, benches, and markers. The trail condition record of activity is also helpful in planning future maintenance and monitoring schedule requirements.

The Trails Working Group maintains a database for signs, other amenities, and bridge, and pavement condition to assist in the annual maintenance review. These databases are updated as maintenance tasks are completed. The database and GIS layers are maintained by Bannock Transportation Planning Organization with assistance from other TWG members.

Sign Inventory Database:

The sign inventory database contains the following fields:

- type of sign
- location
- trail the sign is located on
- date installed

- condition
- date of last inspection
- photo at last inspection

Other Amenities Database:

The other amenities database contains data on all other fixed items in the system including trail markers, benches, bicycle racks, and trail markers. The database contains the following fields:

- object description
- location
- trail object is on
- condition
- date of last inspection
- photo at last inspection

Bridge Database:

- bridge name
- location (trail)
- date of last inspection
- condition

Pavement Condition:

- trail name
- beginning location
- ending Location
- length
- surface type
- condition
- date of last inspection
- date of installation
- date of last seal coat
- anticipated year of next seal coat
- date of last overlay
- anticipated year of next overlay