



Mill Branch Park Comprehensive Maintenance Plan

Rev 2.2 - 05/27/2025

Adopted July 2025

Resolution 2025-21

MILL BRANCH PARK COMPREHENSIVE MAINTENANCE PLAN

Mill Branch Park is a 113-acre city park located in Goshen, Arkansas. Its maintenance will be guided by a comprehensive plan developed by the Parks and Recreation Commission (PRC) and city staff, and approved by the Goshen City Council. The plan incorporates recommendations from the *Comprehensive Management Plan* prepared by the Beaver Watershed Alliance and reflects the city's commitment to responsible stewardship.

City staff and members of the Parks and Recreation Commission will monitor the ongoing maintenance of the park and make recommendations as needed to address any deficiencies. This will be accomplished through maintenance logs that will be kept at city hall by the Infrastructure and Facilities Management Department. Regular maintenance tasks will be identified and tracked using **PRC Form 1-1** (see below).

Scope

The Comprehensive Maintenance Plan applies to all parks within the City of Goshen. It will include all the required maintenance of the properties owned by the city where there is public park space available for use.

Funding

The City of Goshen, Arkansas, has agreed to allocate a portion of its sales and use tax revenue to fund and maintain city parks. Additional funding may come from volunteer in-kind labor and philanthropic contributions.

Planning Elements

Trail plans, system maps, trail logs, and condition surveys may be used to inform revisions to the maintenance management system. All maintenance activities will be based on recommendations from the City's Parks and Recreation Commission. These recommendations will be submitted to the Mayor for approval and implementation, as deemed appropriate.

PRC Asset Component Historical Record

The purpose of the PRC Asset Component Historical Record is to formally document Parks and Recreation Commission (PRC) assets as they progress from concept to completed physical features. For each trail, this record will include location markers placed on fence post stakes approximately every 500 feet. These markers allow the PRC and city inspectors to accurately identify and report deficiencies using the PRC Asset Work Order Request form (PRC 1-4). City staff can then locate the issue easily using GPS coordinates shown on the trail map. A sample of the PRC Work Order Request is provided at the end of this document. Once the maintenance is completed, the responsible individual will update the Trail Log (PRC 1-2) using the appropriate symbol to reflect the work done.

Trail Log Book

A trail maintenance log will be kept at City Hall. Key areas along each trail will be identified in increments starting from the trailhead. The log will be updated whenever needs are identified, modified, replaced, removed, or when new trails or features are added. Information from the trail log will be used in the development of the maintenance budget and to determine the total funding required to fully maintain the trail system. Any deferred maintenance will be clearly recorded.

Trail maintenance will be carried out by a combination of city employees, volunteers, and contractors. A separate log sheet (PRC 1-2) will be maintained for each trail, detailing the current condition, along with a notes section to document any deficiencies, including safety concerns. A sample of the log sheet is provided at the end of this document.

Maintenance Schedules and Levels

Maintenance levels for city parks will be determined based on annual resource utilization, safety considerations, and citizen engagement. The maintenance plan will be reviewed and updated annually to reflect current needs and priorities. Higher maintenance priority will be assigned to areas with significant public use.

Trail status will be identified using a status box on PRC Form 1-2, as follows:

1. **Open with no deficiencies** – No markings in the symbol box.
2. **Open with shortcomings** – A diagonal line from the lower left to the upper right in the symbol box, with the deficiency noted in the “Notes” section.
3. **Closed** – An “X” in the symbol box, with the reason for closure documented in the notes section.

PRC volunteers and city staff will routinely inspect each trail using PRC Form 1-1, which identifies inspection intervals and the responsible party. Updates will be made to the log as needed. Deferred maintenance and its corresponding status will be recorded using PRC Form 1-3. A sample of the maintenance schedule is provided at the end of this document.

Maintenance Activities

Maintenance activities will be identified and tracked with the level of detail necessary for effective management. This will range from broad categories—such as cleaning, trash collection, trimming, pruning, rebuilding dips, and trail replacement—to more specific tasks, including the repair of facilities, signage, and other park infrastructure.

Maintenance Standards

Maintenance standards will be established to define the required work needed to meet acceptable physical conditions for each maintenance level or specific activity. These standards will serve as the expected end product and will be overseen by the Parks and Recreation Commission (PRC). A maintenance standard is considered met when all listed tasks are completed and approved by the PRC.

Issues identified during inspections will be classified as shortcomings, deficiencies, or shutdowns—the latter reserved for conditions that present safety concerns. Safety-related shutdowns may be identified by city staff or the Mayor.

Condition Surveys

The Parks and Recreation Commission will assign a survey committee to conduct condition surveys of park areas where maintenance needs are anticipated. The committee shall be comprised of at least two PRC members, two Arbor Board members, and two Goshen residents who are not members of any city commission. Surveys may focus on areas with a history of high maintenance needs.

A condition survey log will be established to document findings. This log may include descriptions of work required to bring deficiencies or conditions up to standard. The inspector will classify each issue by assigning it to one of the following categories: scheduled maintenance, deferred maintenance, or shutdown—the latter reserved for issues that pose a safety hazard and require immediate attention.

Maintenance

When a shortcoming is identified, management will determine whether to schedule a repair, defer the maintenance to a more appropriate time, or shut down the affected area. If an area is shut down, “Area Shut Down” signage will be placed at both the beginning and end of the area, as well as noted on the park map.

Scheduled Maintenance:

Recurring maintenance activities will be planned and scheduled to ensure consistent upkeep of the parks. This schedule will be reviewed and updated annually to reflect any newly identified tasks.

Deferred Maintenance:

A log will be developed to track necessary maintenance that can be postponed without posing a safety risk. The goal is to ensure the level of deferred maintenance remains manageable. Deferred items will be marked with the symbol (*I*).

Shut-Downs:

If an area is deemed unsafe or has significant issues, it will be classified as a shut-down, marked with the symbol (**X**). The area will remain closed until necessary maintenance is completed and safety standards are restored.

Scheduling

A maintenance schedule will be developed to identify both scheduled and unscheduled work activities and timeframes.

Monitoring and Evaluation Forms

The Parks and Recreation Commission, in collaboration with city staff, will conduct regular inspections of all trails and document maintenance needs in the trail log, categorized according to the assigned status symbols. Only the Mayor, a Parks Commissioner, or their designated representative will have the authority to downgrade a trail segment to a red "X" (shut-down) status or to upgrade it to an open or deferred status.

Maintenance Schedule

PRC Form 1-1 establishes the maintenance schedule and responsibilities for Mill Branch Park. The activities listed in the left column will be performed according to the specified schedule—weekly, monthly, or annually—by the designated parties. A notes column is included to provide additional details or clarifications for any particular item.

Trail Log

PRC Form 1-2 is the trail log used by City and PRC inspectors. Each trail will be named and displayed on a map at the kiosk. Numbered markers around the trail will help inspectors identify general areas and enable maintenance workers to quickly locate shortcomings or deficiencies. Following inspections or completed work, PRC members and city maintenance staff will provide status updates in the log.

PRC Asset Component Historical Record

PRC Form 1-3 is the Asset Component Historical Record. This form is used to document the addition and removal of assets as they are integrated into the Mill Branch Trails throughout the property. It also tracks planned improvements and developments by phase within the trail area.

PRC Asset Work Order Request

PRC Form 1-4 is the Asset Work Order Request form. It will be used by inspectors and management to request repairs for identified shortcomings or deficiencies. Maintenance personnel will record the completion date of the work under the “Repair Completion Date” section.

PRC Suggestion Form

PRC Suggestion Form 1-5 will be available at the kiosk for visitors, management, and maintenance staff to submit suggestions.

MAINTENANCE SCHEDULE

PRC FORM 1-1 (05/27/2025)

	Weekly	Monthly	Annually	Responsibility	Notes
Primitive Trail Walk Areas					
Mow 6' trail center to 4" (mowing months)	X			City	
Inspect for trash	X			City/PRC	
Inspect for invasive species		X		City/PRC	
Inspect for vandalism	X			City/PRC	
Inspect for encroachments	X			City/PRC	
Inspect for significant overgrowth	X			City/PRC	
ADA Trail Walk Areas					
Inspect for damage	X			City/PRC	
Develop plan for repairs			X	City/PRC	
Wooded Areas					
Inspect for trees requiring trimming			X	City/PRC	
Schedule trimming			X	City/PRC	
Inspect for invasive species			X	City/PRC	
Develop plan for removal			X	City/PRC	
Execute plan removal			X	City/PRC	
Inspect for dried / fallen timber			X	City/PRC	
Develop plan for removal			X	City/PRC	
Execute repair plan			X	City/PRC	
Kiosk / Lookout Area					
Inspect for damage		X		City/PRC	
Develop plan for repair		As needed		City/PRC	
Execute repair plan		As needed		City/PRC	
Trail Walker Identified Issues	As identified				

TRAIL LOG

PRC FORM 1-2 (05/10/2021)

Trail Number / Name	Status	Issue	Trail Location Number
Fox Trail	Comp	Repair steepness in Fox Trail at east end (inspected for <15 deg 11/12)	
All Trails	Comp	Inspect and mow dates 2022: 8/24, 9/1, 9/14, 9/23, 9/28, 10/5, 10/12, 10/19, 10/29, 11/12	

Instructions to walkers/PRC volunteers: Fill out trail name, nearest location, and issue. Leave status untouched. City/PRC quality control determine status and report to city.

PRC ASSET COMPONENT HISTORICAL RECORD

PRC FORM 1-3 (05/10/2021)

Trail Number / Name	Phase 1	Phase 2	Phase 3	Current Status	Notes
ADA trail and parking / bathrooms		X		Pre-design	Complete design and build 2022-2023. Active Q4 2023
Fox, Deer, Hawk, Owl, Wood Duck trail construction	X			Complete	Concept design begins in September 2020 for 2022 implementation. Active Q4 2022

PRC ASSET WORK ORDER REQUEST

PRC FORM 1-4 (05/10/2021)

Trail Name / Position Number	Date Deficiency Identified	Priority	Deficiency	Repair Completion Date

PRC SUGGESTION FORM

PRC FORM 1-5 (05/10/2021)

Trail Name / Position Number	Suggestion name	Management Reviewer Name and Decision	Implementation Decision

*Priority (low, medium, or high)

TRAIL STATUS

PRC FORM 1-2A

Trail Name	Status	Improvements Needed
Fox	Green	
Deer	Green	
Owl	Green	
Hawk	Green	
Wood Duck	Green	
South Entrance	Green	

NATURAL SURFACE WALK/BIKE TRAILS (3 TOTAL MILES)

- FOX TRAIL 0.50 MILE
- DEER TRAIL 1.22 MILE
- OWL TRAIL 0.42 MILE
- HAWK TRAIL 0.40 MILE
- WOOD DUCK TRAIL 0.06 MILE
- ACCESS TO GOSHEN COMMUNITY CENTER 0.40 MILE