

**POLICY 1
PRIDE IN OUR PARKS PROGRAM**

Section:

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1.01: PURPOSE: The purpose of the Otsego Pride in Our Parks program is to encourage business, civic groups or individuals to assist, on a volunteer basis, in improving and maintaining City parks and trails to provide for a welcoming and safe recreation experience for all users.

1.02: PARTICIPATION:

A. Eligible Participants:

1. All persons eighteen (18) years of age or older.
2. Persons under the age of eighteen (18) years of age may participate provided that at least one (1) person eighteen (18) years of age or older is present as the primary responsible person to supervise any work or service performed under the Pride in Our Parks program.
3. The number of persons within a group participating in the Pride in Our Parks program shall be sufficient to complete the activities set forth by the approved program the group has committed to.

B. Application:

1. Requests to participate in the Otsego Pride in Our Parks program shall be submitted to the City Clerk using the form provided by the City and shall include the following information:
 - a. Name of organization.

- b. Name, address and phone number of a primary contact person at least eighteen (18) years of age or older.
 - c. Names and addresses for all participants; ages for any participants under the age of eighteen (18) years.
 - d. Choice of park or trail facilities to adopt.
 - e. Proposed activity program.
 - f. Other information requested by City staff, the Parks and Recreation Commission or City Council.
2. The Parks and Recreation Commission shall review the application and proposed program activities and make a recommendation to the City Council as to approval of the application taking into consideration the capabilities of the participants and scope of the activity program in relation to the facility to be adopted.
 3. Upon receiving a recommendation from the Parks and Recreation Commission, the City Council shall consider the application with approval requiring a majority vote.

C. Participant Commitment:

1. Participants will be a positive representative of the City of Otsego and a good role model for public service within the community.
2. Participants agree to a two (2) year commitment to the Pride in Our Parks program; a two (2) year commitment shall not be required for special projects approved under this Policy or as otherwise recommended by the Parks and Recreation Commission and approved by the City Council.
3. Participation in the Pride in Our Parks program may be renewed at the end of the commitment period upon recommendation by the Parks and Recreation Commission and approval of the City Council.
4. The City Council may terminate a participant in the Pride in Our Parks program at any time.

D. City Support:

1. The City Council will award a certificate of appreciation to participants at a regular City Council meeting.

2. A sign identifying the participants will be placed for individual adoptions after acceptance of at least two (2) activity reports by the Parks and Recreation Commission.
 - a. The City reserves the right to approve, edit and/or amend content displayed on the sign.
3. Public works staff will coordinate and oversee participant activities.
4. The City will provide:
 - a. Trash bags and trash pick-up/disposal.
 - b. Other hand tools or safety equipment as determined by the Public Works Supervisor.

1.03: PROGRAM ACTIVITIES:

- A. Areas to adopt may include entire parks or particular areas within specific parks including the following:
 1. Neighborhood parks.
 2. Playgrounds, picnic areas, sports fields/courts within community parks.
 3. Trail segments.
 4. Trees, shrubs, flower beds.
 5. Undeveloped park land.
- B. Pride in Our Parks program activities may include:
 1. Inspection of the adopted park facilities a minimum of one (1) time per month to pick up trash, identify needed repairs, light replacement and report graffiti or vandalism.
 2. Park maintenance a minimum of two (2) times per year for trash pickup, rake grass or sand to remove leaves, sweep shelters, sidewalks and trails and clean picnic tables and benches or other activities as approved by the Public Works Supervisor.
 3. Planting of flowers, shrubs and/or trees:

- a. Plants to be installed must be of a type and size approved by the Public Works Supervisor.
 - b. Participants are required to maintain and water installed plants for a minimum of one growing season.
 - c. The scope of work may be limited to adoption of one or more planting beds within a given park.
4. Other activities subject to review by the Parks and Recreation Commission and approval of the City Council.
- C. Participants shall submit a monthly report of activities to the Parks and Recreation Commission on the form provided by the City.
- D. Activity Rules:
1. Work or service shall be limited to the approved activity within the designated area upon City property.
 2. Work or service is encouraged to occur during daylight hours and in no case shall extend beyond the hours of 8:00 AM and 10:00 PM.
 3. There must be at least one (1) person eighteen year of age or older present or each five (5) persons under the age of eighteen (18).
 4. Participants shall wear gloves and closed toe shoes while doing the work or service.
 5. The use of power tools, equipment and machinery by participants is prohibited, unless approved by the Public Works Supervisor.
 6. Participants shall not attempt repair of City owned property and will report any needed repairs to the Public Works Supervisor, unless set forth as part of a participant's approved Pride in Our Parks program.
 7. Participants shall not attempt removal of any hazardous or unreasonably large or heavy items and will report any such material to the Public Works Supervisor.
- E. All activities shall be coordinated with the Public Works Department:

1. The date and time work or service is to be performed shall be approved by the Public Works Supervisor at least fourteen (14) days in advance of the scheduled activity.
2. The Public Works Supervisor will review any safety procedures and special instructions with participants before each activity.

1.04: PARK AND TRAIL RULES: Participants in the Pride in Our Parks program shall comply with all rules and regulations for City parks and trails established in Chapter 6, Section 7 of the City Code.

1.05: AGREEMENT: Participants shall enter into an informal agreement with the City of Otsego for volunteer services to maintain and make improvements within City parks and trails in accordance with a work program reviewed by the Parks and Recreation Commission and approved by the City Council and agreeing to waive liabilities as set forth by this Policy.

1.06: WAIVER OF LIABILITY: All participants in the Otsego Pride in Our Parks program engaged in any work or service performed under this policy shall s agreeing to the following:

- A. All participants shall assume liability for and save the City of Otsego, its agents and employees, harmless from and fully indemnify the City for any and all claims for damages, actions or causes of action of any nature arising out of the work or service to be done under the Pride in Our Parks program.
- B. All participants shall not be considered employees, agents or contractors of the City of Otsego and any and all claims made by the participants or other party engaged in work or services to be done under the Pride in Our Parks program shall in no way be the obligation or responsibility of the City of Otsego.
- C. All participants shall provide a signed waiver of liability in the form provided by the City prior to any work or service activity being performed under the Pride in Our Parks program.

