

**POLICY 2
ADOPT-A-STREET**

Section:

- 2.01: Purpose
- 2.02: Participation
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2.01: PURPOSE: The purpose of the Otsego Adopt-A-Street program is to encourage business, civic groups or individuals to assist, on a volunteer basis, in improving and maintaining boulevard areas along City streets to provide for an attractive streetscape within the community.

2.02: PARTICIPATION:

A. Eligible Participants:

1. All persons eighteen (18) years of age or older.
2. Persons ten (10) years old, but under the age of eighteen (18) years may participate provided that at least one person eighteen (18) years of age or older is present as the primary responsible person to supervise any work or service performed under the Adopt-A-Street program.
3. The number of persons within a group participating in the Adopt-A-Street 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 Adopt-A-Street 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 City street segment to adopt.
 - e. Proposed activity program.
 - f. Other information requested by City staff, the Police Commission or City Council.
2. The Police 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 Street segment to be adopted.
 3. Upon receiving a recommendation from the Police 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 Adopt-A-Street program; a two (2) year commitment shall not be required for special projects approved under this Policy or as otherwise recommended by the Police Commission and approved by the City Council.
3. Participation in the Adopt-A-Street program may be renewed at the end of the commitment period upon recommendation by Police Commission and approval of the City Council.
4. The City Council may terminate a participant in the Adopt-A-Street 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 at each approach to the Street segment after acceptance of at least two (2) activity reports by the Police Commission.
 - a. The name on the sign shall be limited to two lines of eighteen characters.
 - b. 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. Safety vests.
 - c. Other hand tools or safety equipment as determined by the Public Works Supervisor.

2.03: PROGRAM ACTIVITIES:

- A. Areas to adopt may include:
 1. City streets or segments of City streets.
 2. Major intersections involving at least one (1) City street.
- B. Adopt-A-Street program activities may include:
 1. Inspection of the adopted street segment a minimum of one (1) time per month to identify needed repairs, light replacement and report graffiti or vandalism.
 2. Boulevard or ditch maintenance a minimum of two (2) times per year for trash pickup, clean signs 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 along a City street segment.
 - 4. Other activities subject to review by the Police Commission and approval of the City Council.
 - C. Participants shall submit a monthly report of activities to the Police 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 of the City public right-of-way:
 - a. No work or service shall be performed within the traveled portion of roadway or paved/gravel shoulder.
 - b. Work or service shall be confined to the outside edge of the shoulder or curb and the right-of-way boundary unless specifically approved by the Public Works Supervisor.
 - 2. Work or service shall be performed only in accordance with a schedule approved by the Public Works Supervisor only during daylight hours and in no case shall extend beyond the hours of 8:00 AM and 8:00 PM.
 - 3. There shall be at least one (1) person eighteen year of age or older present for each three (3) 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 Adopt-A-Street 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.

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

2.05: WAIVER OF LIABILITY: All participants in the Otsego Adopt-A-Street program engaged in any work or service performed under this policy shall agree 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 Adopt-A-Street 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 Adopt-A-Street 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 Adopt-A-Street program.