



CITY OF
Otsego
MINNESOTA



Adopt-A-Street

Help Keep Our City Beautiful

TABLE OF CONTENTS

1. Welcome Letter
2. Adopt-A-Street Policy.....
3. Guidelines for Participation
4. Proposal and Agreement
5. Liability Waiver
6. Cleanup and Safety Procedures
7. Hazardous Material Reference Sheet
8. Checklist for Leader



The Otsego City Council would like to thank you for your interest in participating in our Adopt-A-Street Program. We have compiled pertinent program information in the enclosed packet for your review:

- Policy
- Proposal and Agreement
- Liability Waiver
- Safety Handout

Please complete the Proposal, Agreement, and Liability Waiver and return it to:

City of Otsego
Adopt-A-Street Program
13400 90th Street NE, Otsego, MN 55330

If you have any questions, please feel free to contact the Street Operations Manager at 763.441.4414.

We look forward to your efforts in maintaining the beauty of our City.

**POLICY 2
ADOPT-A-STREET**

Section:

- 2.01: Purpose
- 2.02: Participation
- 2.03: Program
- 2.04: Agreement
- 2.05: Waiver of Liability

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 Street Operations Manager 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.
 - 2. The Street Operations Manager shall review the application and proposed program activities and make recommendation for approval of the application as set forth by this Policy.
- 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.
 - 3. Participation in the Adopt-A-Street program may be renewed at the end of the commitment period upon request of the participant.
 - 4. The City Council may terminate a participant in the Adopt-A-Street program at any time.
- D. City Support:
 - 1. A sign identifying the participants will be placed at each approach to the Street segment.
 - 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.
 - 2. The City Council will thank the participant in the City newsletter annually and will list the participant on the City website.
 - 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 Street Operations Manager.

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 Street Operations Manager.
- 3. Planting of flowers, shrubs and/or trees.
 - a. Plants to be installed must be of a type and size approved by the Street Operations Manager.
 - 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.

C. 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 Street Operations Manager.

2. Work or service shall be performed only in accordance with a schedule approved by the Street Operations Manager only during daylight hours and in no case shall extend beyond the hours of 8:00 AM and 8:00 PM.
 3. Participants shall wear gloves and closed toe shoes while doing the work or service.
 4. The use of power tools, equipment and machinery by participants is prohibited, unless approved by the Street Operations Manager.
 5. Participants shall not attempt repair of City owned property and will report any needed repairs to the Street Operations Manager, unless set forth as part of a participant's approved Adopt-A-Street program.
 6. Participants shall not attempt removal of any hazardous or unreasonably large or heavy items and will report any such material to the Street Operations Manager.
- E. All activities shall be coordinated with the Public Works Department:
1. The participant must contact the Street Operations Manager at least seven (7) days in advance of the scheduled 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 and approved by the Street Operations Manager 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.

Approved by the City Council April 23, 2018

GUIDELINES FOR PARTICIPATION

1. The Adopt-A-Street Program is open to any individual or family and businesses or community organizations that wish to sponsor groups may do so.
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. A designated Group Leader will be required for each organization to serve as the liaison with the City of Otsego. The Group Leader will be responsible for signing the Adoption Agreement, scheduling cleanup dates, checking out and returning safety gear and ensuring compliance with Cleanup and Safety Procedures.
4. Groups are requested to adopt a one to three mile section of a City street for a minimum of two years.
5. You may request a specific section of streets for adoption. However, for safety reasons, some streets with narrow or no shoulders or with limited sight distances may be determined by the City to be ineligible for adoption.
6. Litter should be picked up from your adopted street as needed, but a minimum of two times per year.
7. Participants are encouraged to separate and recycle appropriate materials.
8. Safety vests, plastic trash bags and trash pokers will be provided to each group for use during cleanup sessions.
9. Adopt-A-Street signs, including your organization's name, will be installed at each end of the adopted street section.

GROUP LEADER'S CHECKLIST

BEFORE EVERY CLEANUP:

- _____ Notify Otsego City Hall of your proposed cleanup date at least 7 days in advance.
- _____ Notify your group of meeting place and time.
- _____ Before the scheduled cleanup, pick up supplies from Otsego City Hall. Coordinate during business hours.
- _____ Walk or drive your street segment prior to clean up date to note construction areas and other hazards. Share this information with your group in safety talk.
- _____ Remember to bring a first aid kit and plenty of water.

AT THE MEETING PLACE:

- _____ Take a head count. Divide into teams as appropriate. Each team must have an Adult Team Leader assigned.
- _____ Make sure there is at least one adult for every three participants under 10 years of age.
- _____ Check for appropriate clothing. Hand out all equipment to be used for cleanup.
- _____ Review Cleanup and Safety Procedures with the group - this **MUST** be done before **EVERY** cleanup.

AFTER THE CLEANUP:

- _____ Collect all checked-out equipment.
- _____ Notify Otsego City Hall that cleanup is complete and report where litter bags are located, number of bags, and location of any hazardous materials and animal carcasses.
- _____ Return all clean-up equipment, liability waiver, and project report to Otsego City Hall by the date due.

CLEAN UP AND SAFETY PROCEDURES

TO BE REVIEWED PRIOR TO EACH CLEAN UP DATE

1. All participants must be aware that working along a public street may be hazardous and that strict adherence to these procedures is required.
2. Participants **MUST** meet at a designated area outside their cleanup area to review Cleanup and Safety Procedures
3. The Group Leader must review the following information with participants:
 - The location of the nearest hospital and first aid kit
 - Hazards observed along the cleanup route.
 - Drink plenty of fluids and protect yourself from the sun
 - Avoid poisonous plants.
 - Avoid any other hazards that may be encountered.
4. Groups with members less than 10 years old must be supervised by adults 18 years or older (1 adult for every 3 participants under age 10).
5. Large groups should be divided into teams of 12 or fewer members. A Team Leader must be designated for each team.
6. Clean up attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear.
7. Group members must arrive on site wearing safety vests and are required to wear the safety vest at all times during a cleanup
8. After reviewing Cleanup and Safety Procedures, participants should car pool to the cleanup area. Park as far off the street as possible
9. Clean up may be performed only during daylight hours and in good weather conditions.
 - Avoid peak traffic hours.
 - Work may not start before 8:00AM or continue after 8:00 PM
 - Abandon activity in the event that weather turns inclement.
10. Cleanup activities must be performed off the roadway only and cannot extend onto the shoulders, traveled portion of the street or median.
11. Teams must work facing oncoming traffic at all times. Stay away from construction sites, maintenance activities, bridges, ramps, and intersections.

12. Appoint a spotter to observe traffic conditions when working near the roadway including the shoulders.
13. Trash bags should not be overfilled. Tie bags securely using the top portion of the bag. Place bags beside shoulder where they will not be hit.
14. Never pick up or handle the following, which the Group Leader is to report to the Otsego Public Works Department.
 - Discarded car batteries
 - Animal carcasses
 - Potentially dangerous/hazardous materials or objects.
15. Never distract motorists with horseplay or abrupt, erratic movements.
16. If emergency vehicles come into your area, remember that cars will be pulling onto the shoulder area to let them pass - move out of their way in advance and give them room.
17. Alcoholic beverages and drugs are prohibited at all times.
18. Group Leaders are responsible for ensuring compliance with Cleanup & Safety Procedures, assigning spotters (where necessary) and reporting potentially hazardous materials.



ADOPT-A-STREET PROPOSAL AND AGREEMENT

Contact Information for Responsible Individual (*minimum 18 years of age or older*):

Name: _____

Address: _____

City: _____ State: _____ Zip Code : _____

Phone(d): _____ (e): _____ e-mail: _____

*** Please provide a separate list of all participants' names, ages and contact information.**

Group Name to appear on Sign (Maximum 18 characters including spaces and punctuation):

Program Proposal

Street Segment to be Adopted: _____

Scope of Work: _____

Terms and Conditions

1. This agreement shall be in effect for two (2) years from the date of approval unless terminated by the City.
2. The participant(s) shall follow in accordance to the Adopt-A-Street policy of the City of Otsego.
3. Each individual participating in the Adopt-A-Street program must sign a liability waiver in the form provided by the City of Otsego.
4. Participants shall follow all regulations established by the City Code and adhere to the Adopt-A-Street policy.

Participant: _____

Date: _____



**ADOPT-A-STREET
PROGRAM**

LIABILITY WAIVER

Adopt-A-Street Group: _____

Participant Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code : _____

Phone(d): _____ (e): _____ e-mail: _____

Release of Liability and Waiver Agreement:

In consideration of myself or my child's participation in the City of Otsego's Adopt-A-Street program I, the undersigned, agree that:

- A. All activities undertaken by me or my child are at my or my child's own risk and that the City of Otsego, its employees, agents, contractors and volunteers shall not be liable for any claim, demand, injury, damage, action, or causes of action whatsoever to myself or my child, my property or my child's property due to the negligence or failure to act of the City of Otsego, its employees, agents, contractors and volunteers arising out of or connected with my or my child's participation in this program. I expressly forever release and discharge the City of Otsego its employees, agents, contractors and volunteers from any such claim, demand, injury, damage, action, or causes of action whatsoever.

- B. I understand that my signature is required before my or my child's participation is allowed. I have read this agreement carefully and know and understand its contents. I agree to participate or allow my child to participate in the Adopt-A-Street program sponsored by the City of Otsego. I understand that participation in the program is completely voluntary and that the program is being offered as an optional activity for the benefit of the participants and that there is no requirement to participate in the program.

Participant: _____

Date: _____

If participant is under eighteen (18) years of age:

Parent/Guardian: _____

Date: _____

Safety Alert – Hazardous

The following information, if followed, will help protect individual
Hazardous Waste along the highways.

METH LAB WASTES: Methamphetamine drug lab waste can be found in many shapes and forms. Over 300 different chemicals can be used in production of the drug depending on the procedure used. The waste can be disposed of in many different ways.



Propane cylinders from grills are used to transport anhydrous ammonia. This ammonia can burn your skin and cause very severe respiratory damage. These tanks, when used with the brass fitting, can explode when moved. The ammonia degrades the brass to the point where it can blow the fitting out of the tank, endangering individuals in the area. The brass fittings on the tanks will turn a blue to blue green color as shown in the picture on the left. Some tanks have been modified with other fittings. If you find cylinders, **DO NOT TOUCH** but note location and report it immediately.



Other meth lab waste could be medicine boxes, pill residue (putty looking substance pink to red in color), respirator masks, rubber gloves, rubber hosing and clamps, pyrex glass, corning containers and other containers with rubber hoses attached. Bed sheets or pillowcases stained red or containing a white powdery residue may also be found.

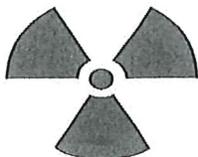
BIOHAZARD MATERIAL: Medical Waste / Syringes / Needles



This is the symbol for biohazard materials that could possibly be found on the roadway. If you find a container with this symbol and/or other materials looking like medical or drug related waste **DO NOT TOUCH**, report location,



RADIOACTIVE MATERIALS:



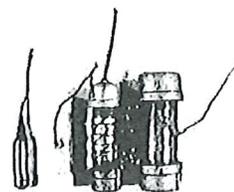
If you see this symbol or the words *RADIOACTIVE* on a package, **DO NOT TOUCH**.



REPORT ANY OF THESE ITEMS IF FOUND TO WRIGHT COUNTY SHERIFF DEPARTMENT
AT 763.682.1162

EXPLOSIVES

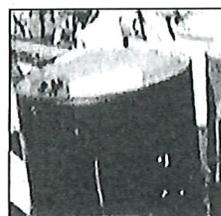
Home-made fireworks or explosives can cause serious personal injuries. If you see any suspicious objects **DO NOT TOUCH**. Leave the area immediately. **CALL 911** and notify the proper authorities.



ABANDON CONTAINERS: Drums / Cans / Boxes

This container was labeled as having Methyl Ethyl Ketone in it. It was tested and found to contain used motor oil. Labels on containers **DO NOT** always correspond with their contents. If you find a container that has a material in it **DO NOT TOUCH** and report location.

The lid on this drum is expanded outwards which indicates a good possibility of pressure inside container. There is a danger of exploding if this container were moved or touched. Other types of containers may also be found and if you are unsure whether the container is safe to handle, **DO NOT TOUCH**.



Other Hazardous Materials:

Never pick up the following;

Abandoned barrels	Pesticide/Herbicide containers	Dead animals
Bulging or dented containers	Hypodermic needles	Paint cans
Chemical Containers	Sharp objects	Gas cans
Unidentifiable containers	Narcotics	Used oil
Unidentifiable materials	Weapons	Antifreeze
Broken automotive batteries		
Containers leaking an unknown substance		

DO:

1. Always approach a container from uphill and upwind. The wind will blow any vapors away from you and approaching from uphill will prevent you from walking into any chemical present on the ground.
2. Leave the area immediately if you detect any odors out of the ordinary.
Odors to be alert for: (*can be connected with meth lab hazardous waste as well as other chemicals found.*)
 - Ether-like
 - Solvent-like
 - Vinegar-like
 - Ammonia-like
3. Put your safety and the safety of the individuals with you **FIRST AND FOREMOST**.
4. If you feel a situation is or could possibly be unsafe leave the area immediately, be careful, don't take chances and please work safe. Notify the proper authorities.



REPORT ANY OF THESE ITEMS IF FOUND TO WRIGHT COUNTY SHERIFF DEPARTMENT
AT 763.682.1162