



**PUBLIC WORKS DEPARTMENT
POLICIES AND PROCEDURES**

Adopt-A-Road, Trail or Park Program

Newest Revision Date	Original Issue Date 5/9/2024	Prior Revision Date(s)	Pages 3
Special Instructions/Attachments			

I. PURPOSE

The Adopt-A-Road, Trail or Park program is a public participation program managed by the Department of Public Works, which encourages volunteer involvement and community service opportunities for the reduction of litter/debris and enhancement of general environmental quality as defined within the City of Beloit strategic plan framework.

II. DEFINITIONS

Adopted locations are defined within City of Beloit limits, and does not apply to federal and state highways, or private roads.

Partisan political groups (groups of people with common political opinions and purposes, organized for gaining political influence, governmental control, or for directing government policies) shall not be permitted to participate.

III. PRACTICE

Adopt-A-Road, Trail, or Park terms and conditions of participation for the program will be executed by the Public Works designee and the volunteer group designee.

TERMS AND CONDITIONS - VOLUNTEER GROUP

The volunteer group participants agree to the below terms and conditions for participation of the Adopt-A-Road, Trail or Park Program, which are not limited to:

- Application form must be completed and submitted to City of Beloit designee for review and approval, prior to performing volunteer participant litter/debris pickup services.
- A designee must be assigned by the volunteer group to work directly with Department of Public Works designee to oversee participants, supplies, and ensure all program terms and conditions of participation are followed.
- Volunteer designee shall order required supplies and materials (hi-vis vests, trash bags, pick sticks, etc.) from Department of Public Works designee. Volunteer designee shall collect all supplies and materials at the conclusion of each event. All materials and supplies furnished by the City may be retained during the agreement period, but shall be returned if abandonment of Adopt-A-Road, Trail or Park program site.
- Participants shall be considered as volunteers and not as officers, employees, or agents of City of Beloit. Any injuries, claims, liabilities, suits or costs thereof, whatsoever, arising from group or individual participants activities shall be the sole responsibility of the group or its individual participants.

- Indemnify and hold harmless City of Beloit from any injury, cost, suit, liability, or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the group or its individual participants.
- Obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the City of Beloit for special conditions that may exist on a particular adopted space.
- Adult volunteer participant (eighteen years of age or older), must sign a waiver of liability, which informs the volunteer of the risks associated with participation in the program and their responsibility to conduct clean-up activities in a safe manner, and in which the volunteer participant agrees to accept the risks and hold The City of Beloit harmless for any liability or damages resulting from participation in the program.
- Parent/Guardian for a minor volunteer participant (less than eighteen years of age), must sign a waiver of liability, which informs the volunteer participant of the risks associated with participation in the program and their responsibility to conduct clean-up activities in a safe manner, and in which the volunteer participant agrees to accept the risks and hold the City of Beloit harmless for any liability or damages resulting from participation in the program.
- Each volunteer participant is required to watch the safety training video prior to participation. The safety video is located on the Wisconsin Department of Transportation's website at <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>.
- Volunteer designee shall review safety rules, task assignment, and Q&A with all volunteer participants, prior to performing litter/debris pickup services.
- Volunteer designee shall supply one supervisor for every (8) workers. This supervisor must be at least 18 years of age.
- Safe parking arrangements that don't interfere with traffic flow shall be arranged by the volunteer group designee and approved by the Department of Public Works designee.
- All volunteer participants must wear a hi-vis safety vest when performing litter/debris pickup services.
- Litter/debris pickup will be conducted on one side of the road at a time, within daylight hours, and in good weather conditions. Litter/debris pickup shall not be permitted during Memorial Day, Independence Day, and Labor Day, during rush hours, or during inclement weather (rain, fog, ice, or snow).
- Litter/debris pickup shall be within right-of-way of adopted location, except for bridges, overpasses, medians, traveled portions of roadways, narrow shoulders, or other structures that would pose a danger, at a minimum of three times a year, between March 1 and November 1.
- Hazardous materials include, but are not limited to, petroleum products, chemicals, paints, solvents, propane tanks, gas canisters, car batteries, vehicle parts, appliances, heavy objects, dead animals, broken glass, sharp objects, needles, drug paraphernalia, and unidentified containers. These items found may cause potential injury and should not be picked, but reported to Public Works designee, so that proper disposal of such items is completed.

- Trash bags must be placed in designated pickup sites. The group may keep any recyclable materials collected.
- Within 24 hours of a litter/debris pickup service, the group shall notify the Public Works designee that they have completed working in their adopted Adopt-A-Road, Trail or Park.
- A participant roster must be completed by volunteer designee, reporting the names of participating volunteers on each date.
- The volunteer designee shall notify the City of Beloit Department of Public Works of abandonment of Adopt-A-Road, Trail or Park program site.
- Individuals requesting litter/debris pickup for a road, trail or park within City limits must contact the Public Works Department designee not Volunteer group which adopted a specific Adopt-A-Road, Trail or Park.

TERMS AND CONDITIONS - CITY OF БЕЛОIT

The City of Beloit agrees to the below terms and conditions for participation of the Adopt-A-Road, Trail or Park Program:

- Fabricate signage to be installed at each Adopt-A-Road, Trail or Park identifying volunteer group providing litter/debris pickup services.
- Provide safety vests, trash bags and trash pick sticks based off of the number of volunteers and area being adopted.
- Provide a safety training video <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>.
- Remove the filled trash bags for designated pickup sites.

IV. APPROVAL

This policy is hereby approved and intended to supersede any and all prior standard operating policies addressing Adopt-A-Road Trail or Park.

Approved and adopted this 9th day of May, 2024.

William A. Frisbee
William A. Frisbee (May 9, 2024 11:43 CDT)

William Frisbee
 Public Works Director

Adopt-A-Road Trail or Park Policie and Procedure

Final Audit Report

2024-05-09

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