


<b>POLICY ID: PW-013</b>		<b>TITLE: Adopt a Road/Path Policy</b>	
<input checked="" type="checkbox"/> ORIGINAL	<input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE: Immediate</b>			2/9/2021
<input checked="" type="checkbox"/> FLSA EXEMPT		<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES		<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** – The Village of Kronenwetter is interested in partnering with citizens to pick up litter and recyclables along the Village right-of-ways, and to recognize them for their efforts to improve the appearance of the community.

Hence this policy is hereby adopted to make allowances for multiple organizations to utilize the limited resources of the Village.

**Program Outline.**

The program is not intended as a means for providing a public forum for Adopters to use in promoting name recognition or political causes. The Department of Public Works (DPW) reserves the right to limit the number of adoptions by a single adopter, and to restrict the language used on road signs designating the adopted section(s) of roadway.

If, during the term of the agreement, it is determined that the Adopter is not meeting the conditions of the agreement, DPW reserves the right to terminate the agreement and remove the signs. Any decisions made by DPW in implementing, administering and, if appropriate, terminating any agreement under the Adopt-A-Road program shall be final and not subject to appeal. If no program activity has occurred within six months of the posting of the signs, DPW will terminate the agreement and remove the signs.

**Who May Participate**

The following is a list of people that may participate in this program. :

- Eligible adopters include civic and non-profit organizations, school groups, commercial and private enterprises, families, and individuals.
- Written parental or guardian permission is required for all participants under 18 years of age. Team members under the age of 16 must be supervised by adults (at least one adult for every five participants under 16 years of age).
- Neither children younger than 8 years old or pets may be allowed at the clean-up location, or in vehicles parked at the clean-up location.
- Local chapters of national organizations must provide a written statement, from the national organization, which authorizes the local group to use the name proposed for the sign and which identifies the individual(s) from the local chapter authorized to enter into agreements on behalf of the local organization.

### **What is Required of the Adopter**

- Have an approved Adopt-A-Road application (PDF) on file with the Department of Public Works.
- Pick up litter and recyclables from the adopted section(s) of roadway at least **two times per year**. The adoption shall be **for a period of two years**, with renewal for another two-year term upon mutual consent.
- Non-recyclable material shall be collected in the trash bags provided.
- Take primary responsibility for the removal of filled trash and recyclables bags. DPW may, upon request, arrange for their removal.
- Observe all traffic laws and regulations.
- Confine clean-up activity to the roadside only, making certain that participants do not trespass onto private property.
- The Adopter is responsible for replacing required safety vests, safety signs and any other items provided by DPW, if they are lost or damaged.
- Designate one adult member to be the **Adopt-A-Road Coordinator**. This person will be the point of contact between the Adopter and DPW, and is responsible for ensuring that the Adopter, and its participants, adheres to all provisions contained in the Agreement, this policy statement, and the safety requirements outlined either in writing or orally by DPW and its representatives.

### **Roads Eligible for Adoption**

- Should not be primarily residential, where it is reasonable to expect homeowners in the area to remove roadside litter in the course of maintaining their property.
- Should have a flat walking area along both sides of the road, roads with steep slopes along the side of the road are not eligible for adoption.
- Must have sufficient sight distance that allows approaching drivers to clearly see the volunteers and enables the volunteers to see oncoming traffic.
- Sections of roadway to be adopted will generally be from **one to three miles** in length, on both sides of the road, but may be of any length subject to approval by DPW.

### **The Adopt-A-Road Coordinator Must**

- Prior to engaging in any program activity, attend a safety training session conducted by DPW or by an Adopt-A-Road Safety Trainer certified by DPW.
- Ensure that, before participating in any Adopt-A-Road clean-up, each participant attends a safety training session conducted by DPW, or by an Adopt-A-Road Safety Trainer certified by DPW, or by the Group's Adopt-A-Road Coordinator; and executes the written volunteer waiver provided. Such waiver releases the Village of Kronenwetter, DPW, their officials, employees, contractors and agents from any liability whatsoever arising from the volunteer's participation in the Adopt-A-Road program. In the case of a minor, such release shall be executed by a parent or guardian. Participation in the program shall constitute a waiver of any claim or cause of action of liability against the Village of Kronenwetter and the entities named above.

- Be present at all roadside clean-up activity, whenever practicable. If the Adopt-A-Road Coordinator is not present, an adult group member must assume and discharge all of the Adopt-A-Road Coordinator's responsibilities. This person must attend a mandatory safety training session conducted by DPW, or by an Adopt-A-Road Safety Trainer certified by DPW.
- Call 911 to notify public safety authorities immediately of any accident or injury to any person relating to participation in the Adopt-A-Road program resulting in treatment at an emergency medical facility. The Adopt-A-Road Coordinator must call 715-693-4200 within one business day to notify the DPW of any other injuries relating to participation in the program.

### **DPW Will Provide**

- A minimum of two safety warning signs to post during clean-ups.
- Two permanent road signs, with the Adopter's name, designating the adopted section(s) of roadway.
- Safety training for Adopt-A-Road Coordinators.
- An opportunity for safety training for all participants.
- Safety information, safety vests.
- Trash bags.
- A certificate of adoption, if requested.
- Replacement signs as necessary due to normal wear and tear, and accidental damage. DPW will replace, at its cost, up to two signs per adopter if signs are stolen, defaced, or damaged by causes other than normal wear and tear. The removal of defaced or damaged signs will be at the sole discretion of DPW.

### **Sign Specifications**

- DPW will install two signs designating each adopted section of roadway. These signs are intended to identify and recognize adopters, and to promote the Adopt-A-Road program, not to be an advertising or political forum.
- DPW will have sole discretion regarding the size, color, design, text and placement of Adopt-A-Road signs.
- Only the actual name of the adopter will be included on the signs. No business logos, slogans, telephone numbers, addresses, titles of elective office, or statements will be permitted. Exceptions will be made for *in memoriam* statements using the following language: "(Adopter name) in memory of (name of deceased)".
- The signs shall not contain wording which, in the sole judgment of DPW is insulting or derogatory; is a term of bigotry or hostility; is racially or ethnically degrading; refers to sexual acts; is a profane, obscene or repulsive term; or appears to promote the use of illegal substances. The decision of the DPW shall be appealable to the Village Board.



# Village of Kronenwetter Adopt-A-Road/Path Program

## Application

Name of Applicant: \_\_\_\_\_

(Organization, Individual or Family Wishing to Adopt)

Name of Person to Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_

Evening Phone # \_\_\_\_\_

### Sign Specifications

The Department of Public Works (DPW) will install two signs designating each adopted section of roadway or pathway. These signs are intended to identify and recognize adopters, and to promote the Adopt-A-Road program, not to be an advertising or political forum. Therefore:

- Only the actual name of the adopter will be included on the signs. No business logos, slogans, telephone numbers, addresses, titles of elective office, or statements will be permitted. Exceptions will be made for *in memoriam* statements using the following language: "(Adopter name) in memory of (name of deceased)".
- DPW will have sole discretion regarding the size, color, design, text and placement of Adopt-A-Road signs.
- The signs shall not contain wording which, in the sole judgment of DPW is insulting or derogatory; is a term of bigotry or hostility; is racially or ethnically degrading; refers to sexual acts; is a profane, obscene or repulsive term; or appears to promote the use of illegal substances.

In the spaces below, **print** the name that you wish to appear on the Adopt-A Road sign if your application is accepted (up to twenty-five characters per line, including spaces):

One-line Adopter Name Version



Two-Line Adopter Name Version



For Office Use Only: \_\_\_\_\_

\_\_\_\_\_

To TE:                      Report:                      Agr Sent:                      Agr Rec'd:                      Agr to SS:

Agr to SO:                      Packet:                      Cert:                      Training:                      Sign:

(See reverse)

### Criteria for Adoptable Roads or Paths

Only roads and paths maintained by the Village of Kronenwetter are eligible for adoption. The purpose of this program is to improve the appearance of Village roadsides. Therefore, please try to target roadsides where litter is a problem.

*To be eligible for adoption, sections of roadway:*

- Should not be primarily residential, where it is reasonable to expect homeowners in the area to remove roadside litter in the course of maintaining their property.
- Should have a flat walking area along both sides of the road, roads with steep slopes along the side of the road are not eligible for adoption.
- Must have sufficient sight distance that allows approaching drivers to clearly see the volunteers and enables the volunteers to see oncoming traffic. (Some roads with curves may be appropriate depending on sight distances.)
- Sections of roadway to be adopted will generally be from **one to three miles** in length, on both sides of the road, but may be of any length subject to approval by DPW.

*Exceptions to some of the above criteria may be granted in certain cases in which roadways have good sight distance and/or low traffic volume.*

*The following types of roads may **not** be adopted:*

- Interstate highways
- State roads (these roads have route numbers)
- Privately maintained roads
- Sections of roadway with bridges or underpasses unless they have walkways

### How to Request Roadside Sections

Please describe three section(s) of roadside which you would be interested in adopting for **two years**. Designate beginning and end points of road sections with names of cross streets and/or landmarks which appear in the Village Zoning Map. List only road sections which you believe meet the criteria for adoptable roads as outline above.

Sections of roadway to be adopted will generally be from one to three miles in length, on both sides of the road, but may be of any length subject to approval by DPW. Combinations of nearby roads will be considered, especially in cases of road sections shorter than one mile in length.

Describe your first choice for adoption:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your second choice for adoption:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your third choice for adoption:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Office Use Only					
Mileage	Reviewed By	Date	Approved	Approved with the following restrictions	Denied Due To