

City of Byron

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Adopt-A-Park Program: *A Public Service Program***Overview**Program Philosophy:

To serve as a catalyst in providing an avenue for citizen involvement that will assist in an effort to improve the appearance and quality of our community, thereby fostering pride in our homes and family life and lead toward a cleaner, healthier environment.

Program Objective:

To organize a volunteer effort to clean, beautify and develop pride in the parks and open spaces of our community. This program will generate a safe and enjoyable atmosphere for individuals and organizations who participate in assisting with maintenance and upgrades of our city parks, open green spaces, trails and road ways.

The Adopt-A-Park program also provides a process that allows for monetary involvement by way of gifts and bequests to be used within the parks and open space areas of the City.

Primary Duties:

The primary duties of participants are to 1) Pick up litter, and 2) report any vandalism or unsafe conditions they observe in the parks. So, if you, a group, an organization, or a family are interested in doing something to make the community a better place to live, work and play, consider Adopting-a-Park.

How to Adopt-a-Park:

If you and/or your group are interested in Adopting-a-Park download the Program and Agreement file. If you accept all the terms of the program:

1. Print the Program and Agreement file.
2. Keep the Program sheet for reference.
3. Select an available park from the Parks Available for Adoption file.
4. Fill in the Agreement sheet.
5. Mail or drop-off the Agreement at City Hall.

To be included with the information after we have some groups that have adopted a park.

The Byron Park Board extends a very appreciative thank you to all the current and past participants of the Adopt-a-Park Program for their hard work and dedication toward making Byron a better place to live and play.

The following list recognizes all the current participants.

Adopt-a-Park Program Specifics:

I. PROGRAM STRUCTURE / WORK RELATED TASKS

A. Appropriate Task (examples)

- Litter pick up
- Raking
- Sweeping
- Weeding
- Hand trimming and edging
- Planting flowers and trees
- Painting
- Installing play equipment
- Constructing shelter
- General park maintenance
- Trail maintenance
- Watering trees

B. Equipment Supplied by Volunteers (examples)

- Rakes
- Brooms
- Shovels
- Tape measures
- Gloves
- Safety kit
- Hammers
- Levels – tape measures
- Trash bags
- Paint – brushes
- Masks

C. Power tools and heavy equipment will only be used for projects by trained and skilled volunteers. Use of ladders is not recommended. A Project Leader will supervise all use of such equipment.

D. Public Works will supply materials and equipment required to perform the tasks which the participant is unable to provide. These items will include typical items listed in B as well as safety training materials, temporary road signs, instruction manuals, etc.

E. Borrowed or unused supplies will be returned to Public Works in a timely manner.

F. Individuals or representatives of organizations who sign an Adopt -A- Park contract must be eighteen (18) years of age or older.

- Must have an adult cosign if under eighteen (18) years of age.
- Project leader (i.e. President, Chair) of an organization or group must give authorization for a representative of that organization or group to sign a contract and must also cosign the contract.
- Contract will be for a minimum of three (3) years.

G. Role of Project Leader(s) (examples)

- Clearly identify in writing the project to be completed.
- Complete a roster of all volunteers and include all on-site Project Leaders.
- Call pre-activity meeting to give directions to all volunteers.
- Documented inspection of work.
- Make sure proper safety equipment and items are issued and used.
- Provide waiver of liability which is signed by parent or guardian of all volunteers under the age of eighteen (18).

H. Other General Terms and Conditions

- Provide supervision of individuals to maintain designated project area, said maintenance to include cleaning up the area at least twice (2) per month from the beginning of April until the end of October.
- Identify a work schedule which will be followed to complete the project and communicate this to City Hall.
- Notify the City of Byron at least two (2) weeks in advance of any required materials and/or equipment that will need to be provided by Public Works.
- Notify the City of Byron at least one (1) month in advance of any required city staff member(s) that will need to be provided. City staff members will only be available for large scale projects (i.e. park remodel projects, tree removal) unless otherwise approved.
- Activities are to be completed during the daylight hours and in good weather.

I. Safety Tips

- Participants shall be mentally alert and use good judgment and common sense.
- Participants shall be in good physical condition.
- Participants working in construction zones shall be properly trained and supervised.
- Participants shall avoid poison ivy or other noxious weeds.
- Participants shall stay away from areas where chemicals have recently been applied.
- Participants shall never pick up heavy, large or hazardous materials.
- Participants shall wear a cap and a shirt to avoid sunburn.
- Use sunscreen and insect and tick repellent when ever necessary.
- Project Leader(s) should assign work teams and leaders for project.
- Make sure all participants know the time schedule for the project.
- Project Leader(s) shall make sure to have a first aid kit available at project site.

II. PROGRAM STRUCTURE GIFTS / BEQUESTS (types: cash, devices, real property, and personal property)

A. Monetary (cash) Donations

- A one-time amount or an annual amount.
- For specific or for general uses.
- For tables, benches, trees, trucks, shelters, etc.
- To be handled through the City Hall.
- Records to be maintained by City Staff.

B. Devices

- Stocks.
- Bonds.
- Annuities.
- Living wills.

C. Real Property

- Buildings.
- Land.

D. Personal Property

- Vehicles.
- Art work.
- Supplies.
- Equipment.

E. City Action

- Complete written records of transaction.
- Complete bookkeeping of transactions.
- Coordinate with all parties the terms of agreements.

III. RECOGNITION

A. Types

- Memorials, signs, plaques.
- Awards, certificates, declarations.
- Thank you cards, letters, memos.
- Council and/or Commission Action.

IV. DISCLAIMER

The use of all contributions in any form, unless otherwise specifically stated in writing, shall be used in a manner deemed appropriate by the City of Byron and the Byron Park Board. All monetary contributions by way of devices such as cash, real or personal property will be used by the City of Byron and the Byron Park Board as agreed to in the terms of the contract. All donations, gifts, bequests may be accepted or rejected by the City of Byron and the Byron Park Board based solely upon their discretion.