

*City of Manitowoc Parks Division*

## **Adoptable Areas Program**

Everyone is welcome and encouraged to participate in Adoptable Areas Program (A.A.P.). Individuals, families, churches, businesses, and civic groups can all do their part to help maintain and improve our parks and designated green spaces. The areas vary greatly in size; some locations are great for large groups, while other spaces could easily be maintained by one person.

In addition to a year long adoption, one-time volunteer events are also available. These type of events are perfect for groups that still want to do their part but are unable, or not interested in, officially adopting a park/area for a one year period. To schedule a date for a one-time event, please contact the City of Manitowoc Parks Division

### **Purpose:**

The A.A.P. was created to give citizens an opportunity to volunteer in our city's parks and other designated green spaces. It creates a powerful partnership between the citizens of Manitowoc and the City of Manitowoc Parks Division.

### **Benefits:**

Time spent by volunteers doing upkeep, cleaning, maintenance, beautification, and preservation of our parks and other designated green spaces allows for cleaner and user-friendly areas. Other benefits include:

✓ **Civic engagement:** The A.A.P. fosters civic engagement by providing an opportunity for volunteers to give back to the community as they make noticeable improvements to our city's parks and other designated green spaces. The results of these improvements are enjoyed by the volunteers, as well as the rest of the community. Volunteering in public places gives citizens a feeling of satisfaction that they are helping to reduce city spending by volunteering their labor.

✓ **Environmental awareness:** Not only does the A.A.P. improve the environment by picking up trash and planting flowers and trees, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood, they may be less likely to litter themselves and instead show respect and care for the public areas available to them.

✓ **Safer, more beautiful parks & green spaces:** Volunteers in the A.A.P. provide services that go beyond what the City of Manitowoc Parks Division has the time or budget to do. While regular maintenance, like grass cutting, will be done by the Parks

Division, volunteers are able to assist with trash removal and, with approval, add special touches, such as mulch, flowerbeds, etc., to the areas. An adopted area is a safer area because it is free of waste and other potentially hazardous items. Adoptable Areas Program volunteers save our city money while continuing to improve and service the city's parks and other designated green spaces.

### **Expectations of A.A.P. volunteer groups:**

- A.A.P. groups are expected to sign a one year contract with the City of Manitowoc Parks Division. During the year, volunteer groups are expected to organize *at minimum* a spring and fall trash and brush pick-up in their adopted area.
- Also, once a month volunteers are asked to enter the adopted area and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Manitowoc Parks Division. A form is available to report what was found during the walkthrough.
- Landscaping projects, such as planting flowers or trees may be completed after submitting a landscaping plan to the Parks Division. The plan must be approved prior to any planting. If flowerbeds are planned, pavers or similar type of edging (no plastic) should be flush with the ground or no edging should be used. Only mulch may be used in flowerbeds (no stones).
- Other projects, like adding mulch to existing areas, maintaining trails, painting, and other maintenance may be completed with approval from the City of Manitowoc Parks Division.
- Volunteer groups may do their own fundraising for special projects, such as flowerbeds, trees, picnic tables, and play equipment with approval from the City of Manitowoc Parks Division.
- Each volunteer group will designate a Group Supervisor to be the contact person for the group. The Group Supervisor will fill out the application form and leave their contact information. The Group Supervisor will also ensure each volunteer signs a waiver of liability before any volunteer work is done. Individuals who fail to complete a signed waiver are not authorized to volunteer in this program.
- All volunteers under age 18 must be supervised by a responsible adult.
- The Group Supervisor will inform the City of Manitowoc Parks Division of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the A.A.P. like trash bags, disposable gloves, and safety vests will be kept at the Parks Division Office at 900 Quay Street. Traffic control materials, such as cones, barricades, etc., should be obtained by appointment from the Department of Public Infrastructure, 2655 S 35<sup>th</sup> St., between the hours of 7 AM and 2:30 PM. All traffic control materials shall be returned to the city upon completion of the project or termination of the application. The cost of any materials not returned by the group to the city shall be the responsibility of the group.
- Groups or individuals may not hire, pay, or contract with other participants, another group, or a professional company to perform work on City property without the consent of the City of Manitowoc Parks Division.

- The group shall notify the City of Manitowoc Parks Division of any injury to any person or any accident which occurred during maintenance activities within 24 hours of the occurrence.

### **Guidelines:**

- Areas are adopted on a first-come, first-served basis. A list of all the adoptable areas is available on the City's website [www.manitowoc.org](http://www.manitowoc.org) or by request. If you would like to adopt an area that is not listed, please contact the City of Manitowoc Parks Division.
- If all of the designated areas are adopted, a second group or individual may adopt the same area depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Division will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the City of Manitowoc Parks Division.
- The City of Manitowoc will create a sign with the group's name on it and it will be placed in their adopted area as a symbol of recognition for their time, effort, and dedication to keeping Manitowoc clean and safe.

### **Safety Guidelines:**

- Bring work gloves, close-toed shoes or boots, and wear light colored clothing and long pants. Sunscreen should be applied regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak, and other irritants. Avoid bites by wearing insect repellent.
- Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, not all parks/areas have water available.
- Work during daylight hours and within the park's/area's posted hours unless permission is given by the City of Manitowoc Parks Division to work off hours.
- Do not use power tools or motor-driven equipment unless you have been pre-authorized and trained to do so by the City of Manitowoc Parks Division.
- Postpone or stop cleanup immediately if rain, lightning, heavy winds or conditions of restricted visibility (such as fog or snow) are present.
- Leave dead animals on site and report them to the City of Manitowoc Parks Division.
- Do not bring pets, or leave pets in the car, while you volunteer.
- Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Manitowoc Police Department immediately through their non-emergency dispatch line: (920)683-4470.

### **Guidelines specific to Adopt-A-Median locations:**

- All participants shall properly wear safety apparel (i.e. safety vests, gloves, etc.) while working along the median.
- If directed by city staff, volunteers shall place traffic control signs, cones, etc. (supplied by the city) consistent with the directives of city staff.
- Flowerbeds or planted areas should be uniformly placed on all medians on the same street for a cohesive look. Flowers should be watered and deadheaded. If plantings die, they should be removed.
- Only plant material is allowed. No lawn ornaments or other types of statues are allowed without the approval of the City of Manitowoc Parks Division.
- Mulch may be used if placed in all planted areas on all medians on the same street. The mulch must be the same color in all areas on the same street. No stones or other materials are allowed without the approval of the City of Manitowoc Parks Division.
- Pavers or edging must be the same in all areas of the median on the same street.
- A list of acceptable plantings will be maintained for each street with plantable medians. Plants should not exceed the maximum designated height of 3' in order to maintain visibility for traffic, unless otherwise approved by the City of Manitowoc.

### **Guidelines specific to adoptable bluff areas:**

- Shrubs and low hanging tree branches should be pruned and neatly trimmed. Debris and litter should be removed.
- The following trees are recommended for bluff areas: Choke Cherry, Pin Cherry, Red Pine, Hawthorn, Silver Maple, Northern White Cedar, Hackberry, and Poplar.
- The following native plants are approved for bluff planting: Hyacinths, Tulips, Crocus, Tiger Lily, Coneflowers, Golden Rod, Black-eyed Susans, Primrose, Lambs Ear, Star of Bethlehem, Hostas, Lupine, Wild Phlox, Columbine, and Yucca.

### **How to sign up and schedule dates:**

- First, the Group Supervisor needs to complete the application section of the form on the following page. Feel free to add comments about specific areas or projects you and your group are interested in.
- Next, the City of Manitowoc Parks Division will review the application and match you to a park/area you are interested in, or a park/area in need of adoption.
- Following approval, the City of Manitowoc Parks Division will complete the agreement section of the form and the Group Supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 must have their liability form signed by a parent or legal guardian. A copy of the liability form is available online at [www.manitowoc.org](http://www.manitowoc.org) for extra copies or last minute volunteers.
- When the application/agreement form and all liability forms have been turned into the City of Manitowoc Parks Division, a copy of the signed agreement form will be mailed to you, at which time your group has officially adopted the park or area listed!

- It is the responsibility of the Group Supervisor to schedule the spring and fall clean-up dates. It also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park/area and completes a walkthrough and that the walkthrough form is submitted to the City of Manitowoc Parks Division.
- Please schedule all volunteer activities at least seven days in advance to allow the Parks Division time to organize dropping off of supplies at the worksite, or for a volunteer to pick up supplies at the Parks Office at 900 Quay Street.

**For questions, scheduling, or issues about the program, contact:**

**Sandy Ronski, A.A.P. Coordinator  
Brock Wetenkamp, Parks Planner**

**City of Manitowoc Parks Division  
900 Quay St.  
Manitowoc, WI 54220  
Phone: 920-686-3580  
Fax: 920-686-6525  
E-mail: [parksadmin@manitowoc.org](mailto:parksadmin@manitowoc.org)**

## Adoptable Areas Application Form

Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Supervisor (Over 18): \_\_\_\_\_

Supervisor's Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_ Is this an agreement renewal? \_\_\_\_\_ Yes \_\_\_\_\_ No

Preferred Site:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature of Group Supervisor: \_\_\_\_\_

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### Agreement Form **\*\*For Parks Division to Complete\*\***

The City of Manitowoc recognizes that the group/individual named above has adopted  
\_\_\_\_\_ (Name of Park/Area)

The adoption of the above named area will begin on \_\_\_\_\_ (Date) and the  
adoption contract will last one year, at which time it may be renewed or terminated.

Signature (Parks Division) \_\_\_\_\_

Date: \_\_\_\_\_

\*A copy of the application/agreement form signed by the Parks Division will be mailed to the Group Supervisor upon completion, at which time you may schedule your first trash pick-up date.