



**ADOPT-A-ROAD POLICY
FOR FRANKLIN ROADS**

1.00 POLICY PURPOSE

This Policy provides a method so that volunteers may assist the City of Franklin in keeping roads free of litter and debris.

2.00 ORGANIZATIONS AND PERSONS AFFECTED

Almost any group or individual may volunteer to pick up litter along designated segments of Franklin roads. All participants must be at least 11-years of age, or in 6th grade. Partisan political groups are not permitted to participate. The full criteria for eligible participants are to be posted on the program’s Hold-Harmless Agreement.

3.00 REFERENCES

None.

4.00 DEFINITIONS

Group: Any organized/unorganized, related/unrelated, collective group of individuals who collectively wants to participate as volunteers to clean up a segment of the Franklin roadway system.

5.00 POLICY SPECIFICS – Procedure

5.01 Eligible Participants.

- 1) All participants must be at least 11-years of age, or in 6th grade.
- 2) Partisan political groups (groups of people with common political opinions and purposes organized for gaining political influence, governmental control and for directing government policies) shall not be permitted to participate.
- 3) All participants shall abide by all program terms and conditions found on the program’s Hold-Harmless Agreement.

5.02 Policy Process.

- 1) City shall make all forms available on the City website or may pick up forms from the City Engineering office during normal working hours.
- 2) A group or individual must request to participate by submitting an Application/Permit Form to the City Engineering office.

- 3) City Staff will review the Application/Permit Form with the supporting documentation for completeness and compliance with the program.
 - 4) Upon confirmation of a complete Application/Permit Form, City Staff will assign a roadway segment to the Group.
 - 5) All participants of the Group must sign and comply with the Hold Harmless Clause and Waiver in the Hold Harmless Agreement.
 - 6) Each participant must provide verification of health insurance and attach to the Hold Harmless Agreement.
 - 7) The Group is responsible for all safety precautions. The City does not loan safety equipment nor make accommodations to facilitate clean-ups.
 - 8) The Group shall submit a Work Plan prior to each clean-up and a Clean Up Report after each clean-up. The Group will place a phone call to DPW as to where the full trash bags are located.
 - 9) DPW will retrieve the full trash bags during normal work hours.
 - 10) After two successful clean-ups, DPW will post Adopt-A-Road signs with name placards on each end of the adopted road segments.
 - 11) Failure to complete a minimum of two clean-ups per year will void the group's participation in the program.
 - 12) A group may also make notification on a Notice of Abandonment Form that activities are ceased.
- 5.03 Policy Modifications.
- 1) City Staff may make inconsequential edits to policy forms as needed.
 - 2) The City Board of Public Works may consider consequential alterations to this Policy and adjust as needed.
 - 3) The City Common Council may consider significant changes or cancellation of this Policy as needed.

6.00 POLICY SPECIFICS – Financial Responsibilities

6.01 Funding

- 1) No additional fees are charged to a group or volunteer who participates in this program.
- 2) Any additional costs to budgets will be considered by the Common Council.