

CITY OF RIPON ADOPT-A-PARK PROGRAM

Adopt-A-Park is a public-private partnership and service program that allows volunteers, businesses, and organizations to aid in beautification and help maintain the City of Ripon Park and Trail System. It is an excellent way for citizens and organizations to make a personal contribution to the community.

This is an effort by the City of Ripon to implement a program utilizing volunteer's expertise and experience to supplement the work of city staff. By working together, we hope to help citizens become better connected to their community.

HOW THE PROGRAM WORKS

- The Adopt-A-Park Program is open to individuals, neighborhood associations, civic groups, religious organizations, service organizations, schools (school groups and teams), businesses and other community organizations throughout the City of Ripon.
- Interested individuals and groups discuss the opportunity with City staff to understand the responsibilities and limitations on adopting a specific park or park project.
- The Adopt-A-Park group agrees to a minimum of a 3-year commitment to the project, but may be less if project scope is limited.
- Park sites and trails are chosen by City staff and are available on a first come, first served basis. Input may be provided by the interested individual or group to assign a park or project that aligns with the interests of the volunteers.
- The frequency of work and volunteering will depend on the needs and projects in the parks.

THE CITY OF RIPON AGREES TO BE RESPONSIBLE FOR:

- Approving the size and scope of any projects to be undertaken by the volunteer group. Larger scale projects may need the approval of the Parks and Rec Committee at the discretion of the Public Works Director.
- Disposing of garbage and brush collected by volunteers.
- Providing trash bags for park clean up and other project supplies depending on the project's scope (e.g. – paint, brushes, gardening supplies, etc.)
- Providing safety equipment and information necessary for completion of the project.
- Providing project oversight and supervision.
- Posting recognition on the City's website or other agreed to form of recognition.

THE VOLUNTEERS / VOLUNTEER GROUP IS RESPONSIBLE FOR:

- Providing supervision of individuals to maintain their designated area.
- Contacting the Public Works Department at least one week in advance to schedule a park workday.
- Identifying in writing specific projects the group desires to complete, as well as equipment and supplies needed.
- Project funding by the volunteer or volunteer group may be required if the project includes the installation of new park equipment and fixtures.
- Receiving approval from the Public Works Department before undertaking a project involving the beautification or maintenance of any park.
- Coordinating with the Department of Public Works if the group desires to do any planting. Funding of any plantings shall be paid for by the volunteers or volunteer group, unless otherwise arranged with the Department of Public Works.

- Watering, weeding, separating, and dividing any new plantings as needed.
- Returning borrowed and unused supplies and equipment to the Department of Public Works.
- Signing an Adopt-A-Park Agreement with the City of Ripon.

SOME POSSIBLE TASKS ASSOCIATED WITH THE ADOPT-A- PARK PROGRAM:

- Litter pick-up
- Raking/ Sweeping
- Weeding
- Painting
- Planting and watering flowers
- General park maintenance
- Cleaning and repairs
- Mulching
- Other projects as agreed upon
- Donating and/or installing park equipment and fixtures

SAFETY TIPS:

- Participants under the age of 18 must be accompanied by an adult.
- Participants should never pick up heavy, large, or hazardous materials and equipment.
- Participants should be aware of extreme conditions, under which they may be working, including heat, insects, sun, and severe weather.
- Participants should wear clothing that is appropriate to the weather and work being performed.
- Sunscreen, insect repellent and work gloves are appropriate and are the participant's responsibility.
- Groups are encouraged to carry a first-aid kit for the participants.

CONTACT INFORMATION

City of Ripon Department of Public Works – 570 Aspen St., Ripon, WI 54971 – (920)748-4908

The City of Ripon Public Works Department, (“Department”) and _____ (“Organization”) agree to the terms set forth in this agreement which govern the services the Organization will perform at _____ (“Park”) on this the ____ day of _____, 20____ (“Effective Date”).

The Department desires to provide the Organization with an opportunity for community involvement through voluntary participation in a park maintenance and beautification program by adopting a park or trail mutually agreed upon by the Department and the Organization.

1. The Organization’s volunteers will perform the services and tasks described below in the Project Scope Agreement. The Organization agrees to complete the listed services and tasks without compensation from the Department. The Project Scope Agreement can be revised if agreed to by all parties in writing. The Organization will not perform any activity that the Department has not previously approved and will not subcontract or hire others to do the work listed in this Agreement. The Department may, at its discretion, perform or cause others to perform the services listed in the Project Scope Agreement.

2. The Organization agrees to abide by the safety guidelines accompanying this Agreement. The Organization representative who signs this Agreement, or his/her designee, will ensure that each person performing services under this Agreement reads and abides by the safety guidelines.

3. Members of the Organization and any other persons who may perform any of the services listed in this Agreement shall not be considered employees by the Department or the City of Ripon. A person performing services for the Department under this program will not be held personally liable for any claims based on something he or she did not do, as long as he or she is acting within the scope of his or her duties and performing the tasks approved by the Department. However, a person may be held liable for an act or omission that involves intentional misconduct or a knowing violation of the law.

4. The duration of this agreement shall be three (3) years from the effective date unless Project Scope Agreement deems otherwise.

4. Either party may end this Agreement at any time by sending written notice to the other party.

CITY OF RIPON

ORGANIZATION

By: _____

By: _____

Date: _____

Date: _____

PROJECT SCOPE AGREEMENT

Organization Name: _____

Park Name: _____

Project Description and Scope:

Add Text

Organization Funding Commitment (if applicable): _____

Number of Volunteers: _____

Project Term and Timeline:

Add Text

Submitted by: _____ Date: _____

Accepted by: _____ Date: _____