



ADOPT-A-HIGHWAY

PUBLIC WORKS DEPARTMENT

11660 Myeron Road North Stillwater, Minnesota 55082

Phone: (651) 430-4313 Email: Jennifer.Oehler@co.washington.mn.us

Agreement No. _____

The group agrees to pick up litter at least two times a year for a minimum of two years.

The segment is located on County Highway No _____ also known as _____

between _____

and _____ for a total of _____ miles.

Washington County Public Works reserves the right to refuse, cancel or revise this agreement if in its judgment the nature of the group or its sign is political, controversial or in questionable taste, or if the group is not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the Policy to the satisfaction of Washington County Public Works.

Except for the negligent acts of Washington County, its agents and employees, the volunteers or their agents shall assume all liability for and save Washington County, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of the work to be done herein.

Any and all volunteers of the group or other persons while engaged in the performance of any work or service performed under this agreement shall not be considered employees of Washington County, and any and all claims that may or might arise under the Worker's Compensation Act of Minnesota on behalf of said group volunteers or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons while so engaged on any of the work or services to be rendered shall in no way be the obligation or responsibility of Washington County.

(Please print)

Name of Group _____

Name of Group Representative _____

Address _____

Phone (DAY) _____ (EVENING) _____

Signature _____

Name to appear on sign:

For office use only

Special Provisions _____

Washington County Authorized Signature
Adopt-A-Highway Contact Person: Jennifer Oehler
(651) 430-4313 or Jennifer.Oehler@co.washington.mn.us

_____ Date

WASHINGTON COUNTY ADOPT-A-HIGHWAY POLICY SUMMARY

The Adopting Group agrees to:

1. Pick up litter on a segment of county highway selected in conjunction with Washington County Public Works. Recommended length is two miles. At the County's discretion, certain highways may not be eligible.
2. Review the safety training materials before each pickup to alert participants to the hazards and precautions of working on a highway right of way.
3. Pick up litter during daylight hours only. Pickups may not be allowed at certain times such as on or near holidays.
4. Provide supervision to participants eighteen years of age or younger. Unless specifically allowed by Washington County, children eleven or younger shall not participate.
5. Limit to the area between the outer shoulders and the right of way boundary. Participants shall not pick up litter in the median unless specifically allowed by Washington County Public Works. Work may not be done on the roadway itself.
6. Arrange litter pickup date(s) in advance by calling the Adopt-A-Highway Coordinator @ 430-4313. The group shall obtain their supplies during regular business hours at the Washington County Public Works located at 11660 Myeron Road North, Stillwater, MN 55082.
7. Vests and unused trash bags shall be collected and held by the Group Coordinator to be used by volunteers for future pickups. Vest or unused supplies should be returned to the Washington County Public Works when discontinuing participation.
8. Place filled trash bags on the shoulder slope close to the ditch bottom. The Group must notify the Adopt-A-Highway Coordinator at Washington County Public Works to arrange pick up of bags. Groups are encouraged to recycle appropriate materials for their own benefit.
9. Acknowledges that there are inherent hazards to performing work on the highway right of way. Participants acknowledge that they may be exposed to, and/or encounter items such as: hazardous materials, syringes, dead, dying and/or decaying animals, weapons, objectionable and/or obscene material, dust, dirt, road debris, traffic, noxious weeds.

Washington County Public Works agrees to:

1. Provide safety vests, trashbags, safety training materials and temporary traffic warning signs when necessary as determined by Washington County Public Works.
2. Arrange to move filled trashbags from the adopted highway.
3. Arrange to remove large, heavy, or hazardous material from the adopted highway. This also includes removal of lifeless animals.
4. Erect a highway sign or otherwise recognize the group's clean-up efforts. Highway signs shall be erected only for groups that agree to adopt a highway for a minimum of two years. The name on the sign shall be limited to two lines of 16 characters (including punctuation and/or spaces) per line. Washington County Public Works reserves the right to approve and/or edit names or acronyms.

*Copies of complete policy are available from our office. To receive a copy, call the Adopt-A-Highway contact person at (651) 430-4313.

POLICY

Section I

Participation

Groups of any size may adopt a segment as long as they meet expectations for roadside cleanliness, minimum 2 pickings a year.

Safety Training

New groups receive an Adopt-A-Highway (AAH) safety training video and safety tips brochure to educate members. Group members agree to review the safety information prior to each litter picking.

Supplies

Washington County provides groups with an ongoing supply of bags and safety vests. All members must wear vests during litter pickings; sturdy gloves and shoes are encouraged for personal protection.

Recognition

Washington County shall install a volunteer recognition sign at both ends of the adopted segment.

Record Keeping:

1. An applying group completes the agreement form including contact name(s) and phone number(s), road segment/general location, and requested name for roadside sign.
2. Groups representing youth clubs, classes, or young adult organizations with annual leadership turnover should provide an ongoing adult contact name.
3. The Coordinator confirms the road segment location, any special provisions, and authorizes the adoption. Each group's leader receives a copy of the signed document.
4. Agreement numbers should correspond to highway segments, not groups.
5. If a group drops out and no one requests the segment, that segment will become "available".
6. Most adopted segments are two miles in length, both sides of the road. Length may vary based on litter quantities, traffic volume, roadway geometries, and /or safety considerations. The agreement identifies the segment location using specific geographic markers.
7. Groups can adopt more than two miles, but the segments must be continuous and be considered one adoption with one pair of signs installed.
8. The Coordinator alerts new groups to contact Washington County for picking up bags, vests, and safety training materials.

Renewals

Groups who do not respond to a renewal letter by returning the renewal form by due date should understand that their contract will be terminated.

Renewals may be validated with a contact's ink signature, faxed signature, or coordinator's initials indicating a phone renewal.

All renewals (same group, same segment) keep the original agreement number unless reassigned by the County due to Adopt-A-Highway route changes.

Terminations

The first response to observed negligence or complaint calls will be a personal phone call to the group leader to determine if this is a one-time occurrence or ongoing lack of interest. Negotiate for consistent cleaning or counsel them out of the program. Document this contact.

Inconsistent cleaning will be addressed in the renewal letter and clear expectations written on the new agreement. If the group delays signing a renewal until a point many weeks past the requested date, notify the contact in writing that the agreement is terminated. Coordinators have the option of extending the deadline for individual situations.

Washington County reserves the right to not offer renewal to a group at the close of an agreement period upon recommendation of the coordinator. A termination letter to the group needs to describe their negligence and indicate that waiting list groups are ready to assume responsibility for that segment.

Documentation of unsatisfactory work allows Washington County to refuse a group's reapplication at a later date, whether they were originally terminated or did not renew.

Discontinued contacts, whether through non-renewal or termination, are kept on file.

Successor Groups

Groups are not allowed to select their own successor.

Groups will be assigned from the waiting list based on their original application date.

Costs and Quantities

In order to accurately document trash quantities, littering trends, and manpower savings, the Adopt-A-Highway program will measure:

1. Bags ordered and distributed
2. Bags and/or tonnage retrieved
3. Groups' picking frequency
4. Group turnover rate
5. Open segments
6. Seasonal totals to show year-to-year trends
7. Special equipment needs
8. Cost and benefit

Section II

Signs

Adopt-A-Highway signs will be constructed of sheet aluminum.

Used signs are recycled and are not available to groups requesting an AAH souvenir.

The master design will be a 24" x 30" sign, to include up to 16 characters, (including spaces and punctuation), 3" in height per line.

Sign placement is directed by the County Traffic Engineer. Every effort will be made to place signs at each end of the adopted segment. Due to variability in the existing conditions, sign placement may vary.

Groups may expect sign installation within 120 days of approval of the agreement.

Replacement

Washington County repairs or replaces AAH signs damaged in traffic accidents or cases of vandalism.

Signs with typographical errors made within Washington County processing will be replaced. Errors in a group's request will not be corrected.

Washington County strongly discourages groups from changing the name on their sign, though exceptions may be justified (e.g. A business that changes its name). Names may be changed when signs are scheduled for replacement. Washington County reserves the right to approve or deny any request for a name change. Each sign legend must conform to the sign requirements in Section II.

New sign design replacements are based on attrition rate of approximately ten years.

Groups' Names

Washington County reserves the right to edit names that are too long or controversial. Coordinators will try to negotiate satisfactory changes with the applying group.

When abbreviating long business names, the phone book listing will be used as a guide.

AAH signs may not promote any message, whether political, social, or advertising. *Specifically:*

- No political candidates in office or running for office.
- Individual names are acceptable, but not titles (i.e. John Smith, not Senator John Smith).
- No volunteer groups supporting a candidate for office
- The name of political groups (Republican Party) is okay but not its candidate.
- No business logos, special lettering, or additional colors.
- No messages.
- No product names, slogans or colors
- No advertising directions or business addresses.

The name of a group is acceptable, but not a stated or implied message.

Examples are:

Acceptable

John Smith

Jane Doe Family

Bill Taylor

Republican Party

Family & Friends
Of Charles Raymond

McDonalds
Crookston

Hardees Employees

Ely Lions

Unacceptable

Senator John Smith

Volunteers for Jane Doe

Sheriff Bill Taylor

Vote Republican

In Memory of Charlie Raymond

McDonalds
Hwy 2 & University

Hardees
Full Meal Deals

Ely Lions
Serving Since 1953

Controversial groups may adopt segments if they accept edited sign names that do not invite vandalism and/or excessive trash dumping, or offend residents/businesses located within the segment.

Section III

Safety Issues

Training Material Distribution

Groups will each receive one copy of the safety training video and brochures for members. Washington County Adopt-A-Highway Coordinator may determine the most efficient way to distribute safety-training materials, bags & vests.

Parking

Coordinator communication to new groups will include parking rules and practical suggestions. All groups should be encouraged to car pool to the site.

Picking

The group leader distributes supplies and coordinates a meeting site to end picking. Picking must be completed while it is still daylight.

All volunteers must wear safety vests while picking. Sturdy gloves and shoes as well as long sleeved shirts and hats are encouraged.

Groups must provide adult supervision for volunteers age 12-18. Washington County may authorize younger volunteers when adequate supervision is arranged.

Teams should work facing the traffic flow, stay together as a group, and assign a spotter to watch for any approaching danger. For personal safety, wearing headsets and any form of distracting behavior are prohibited. The group should have a first-aid kit available and know the route to the nearest medical facility.

Filled bags should be placed on the shoulder grass line. Bags too close to the pavement present a traffic hazard. Groups are encouraged to separate recyclables for their own profit.

Hazards

Washington County Crews will retrieve hazardous materials, syringes, hypodermic needles, weapons, and lifeless animals when volunteers note specific locations and alert the AAH Coordinator.

Construction zones are off limits to Adopt-A-Highway groups. Groups should also avoid mowing activities, open water, steep ravines, bridges, overpasses, or retaining walls that could be dangerous for pedestrians.

Median picking is not allowed unless specifically allowed by Washington County. The emergency median crossings may not be used for parking or U-turns.

Washington County may restrict Adopt-A-Highway picking on high volume weekends, holidays, hunting seasons, weed spraying or special events.

Washington County allows Sentence to Service crews to supplement litter picking throughout the County. County Corrections provides transportation and supervision of Sentence to Service crews.

Data Privacy

The Attorney General advises:

If someone requests the names and/or addresses of Adopt-A-Highway groups, we are obligated to give them out. This is public information and must be available to anyone.