Town of Ridgway

Adopt-A-Park Program

Ratified by Town Council:
May 8, 2013

Town of Ridgway Adopt-a-Park Program

Mission Statement: The Adopt-a-Park Program (TRAPP) guides and supports Sponsors in their effort to maintain, improve and protect individual public spaces for the use and benefit of the community at large. TRAPP supports Sponsors by formally acknowledging them as independent entities and by empowering Sponsors to implement goals, objectives and actions appropriate to a particular park, trail or open space in cooperation with the Town.

Statement of Need: In the previous decade, significant growth led to the acquisition and development of public spaces and facilities. The Town of Ridgway currently lists 15 Parks and Open Spaces totaling more than 130 acres in its inventory of public spaces. There has been strong community interest in improving and enhancing these spaces. Based on community input, one of the objectives identified in the Parks, Trails and Open Space Plan (2012) is to "involve the community in the preservation and care of existing facilities and amenities and support efforts to connect existing pathways and trails where appropriate". The establishment of an Adopt-a-Park Program is identified as a means of implementing this objective.

Nuts and Bolts:

TRAPP is a program developed and overseen by the Town Council appointed Parks, Trails and Open Space Committee.

The Parks, Trails and Open Space Committee will develop and periodically review TRAPP plans. TRAAP will identify, solicit and support Sponsor groups and will serve as the primary contact and liaison between the Town and Sponsor Groups.

Adoption plans include a list of assets and duties such as: routine maintenance, special maintenance projects, and special projects. *Examples are listed below*.

Adoption plans are intended to be living documents. They may be amended and/or expanded as needs and priorities are indentified. Input from Sponsor groups, particularly ideas for special projects, is encouraged.

Adoption plans shall be consistent with Town of Ridgway's Community Vision, Land Use Plan, and the Parks Trails and Open Space Element of the Town Master Plan.

Special projects, improvements and capital investments require the approval of the Town. Projects requiring public funds shall be prioritized through the Town's annual budget process.

Sponsors may be individuals, volunteer groups, neighborhood associations, or businesses who share an interest in maintaining, improving and protecting a particular park, trail or open space by implementing an adoption plan.

Each Sponsor may organize and operate in a manner determined by that Sponsor to best meet goals and objectives set forth in their adoption plan, prioritizing personal and public safety.

TRAPP asks Sponsors for a minimum commitment of one year of service to their adopted park, trail or open space.

Volunteers agree to sign a volunteer waiver provided by the Town of Ridgway.

Examples of Routine Maintenance for all parks:

- Collect and properly dispose of trash throughout park area
- Monitor and remove noxious weeds, and remove all other weeds as appropriate
- Check for graffiti, vandalism, and any damage to public facilities, and report to Town Hall
- Collect debris, twigs, leaves, and organic matter and deliver to Public Works for composting
- Check and pick up any pet waste from grass surfaces *(primarily required during non-irrigation months)* and dispose of properly
- Check and restock pet "pick-up" stations (*ie: free poo bags*)
- Sweep debris from sidewalks and play court surfaces
- Rake and level wood chips and/or gravel surfaces in playgrounds, paying particular attention to leveling areas beneath swings, slide landing zones and other play structures; Search for broken glass and remove safely or report to Town Hall for removal
- Check playground structures and any benches or picnic tables for loose or missing nuts and bolts, loose platforms or other damaged or missing pieces or parts, and report any findings to Town Hall
- Check turf areas, shrub beds and flower beds for holes or ponds of water that might indicate a broken irrigation pipe or sprinkler head, and report findings to Town Hall
- Maintain, weed, plant and winterize planter boxes

Examples of Special Maintenance:

- Trail maintenance
- Mitigate low spots that collect water/mud around swings, slide landing zones, trails, etc.
- Re-chip shrub beds and tree rings
- Painting/staining projects
- Clean up edging debris
- Annual Spring clean-ups

Examples of Special Projects (*as approved by the Town*):

- Tree and shrub replacement projects
- Infrastructure Investment: Bike racks, picnic benches, play grounds, facilities, etc
- Installing dog stations
- Trail building
- Installing planter boxes

Adoption Plan Templates, attached

Adopt-A-Park Program

Cottonwood Park

Features/Assets:

- **Cottonwood Creek**
- **Open space**
- **Foot trails**
- **Bridges (2)**
- **Pet Pick-up stations (2)**
- **Private Irrigation Ditch**
- **Picnic Bench**
- **Lena street culvert**
- **Park Sign**
- **Garbage Cans (2)**

Sponsor Duties:

Weekly/Bi-monthly:

- **Litter Patrol: Collect and properly dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**
- **Noxious Weed identification and eradication**
- **Visual check for irrigation leakage, repairs, etc.**

Annual Projects:

- **Spring Clean: remove leaves, branches, organic matter and transport to Public Works yard for composting, or consolidate roadside and notify Public Works for pick up**
- **Maintain Cottonwoods along creek (fencing, mulching)**
- **Maintain picnic bench: re-stain as needed**

Special Projects (*Town partnership projects*):

- **Maintain trash cans: re-paint as needed**
- **Add gravel to foot paths/fill low spots as needed**
- **Thin, trim, fence and mulch trees along Cottonwood Creek**

Adopt-A-Park Program

Dennis Weaver Memorial Park: Memorial Area (south of RiverSage Drive)

Features/Assets:

- **Eagle Memorial**
- **Bike Rack**
- **Dennis Weaver Eagle Poem Rock**
- **Riverside Picnic Area**
- **Pet pick-up station**
- **Retention Pond**
- **Small footbridge**
- **Hiking trails**

Sponsor Duties:

Weekly/Bi-monthly:

- **Litter Patrol: Collect and dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**
- **Collect rocks for cairns**

Annual Projects:

- **Spring Clean: remove leaves, branches, etc. and transport to PW yard for composting**
- **Noxious Weed Identification/Eradication**
- **River bank cleanup**
- **Maintain plantings**
- **Clean/Maintain signs**

Special Projects (*Town partnership projects*)::

- **Clean Eagle Statue**
- **Trail Maintenance/Repair, around memorial area**

Adopt-A-Park Program

Dennis Weaver Memorial Park: Trails (north of RiverSage Drive)

Features/Assets:

- **Parking Area**
- **Boot Hill**
- **Way-finding signage**
- **Trail to Eagle Hill**
- **Hiking/biking trails**

Sponsor Duties:

Weekly/Bi-monthly:

- **Litter Patrol: Collect and dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**

Annual Projects:

- **Spring Clean: remove leaves, branches, etc. and transport to PW yard for composting**
- **Noxious Weed Identification/Eradication**
- **Clean/Maintain signs**

Special Projects (*Town partnership projects*):

- **Trail Building**

Adopt-A-Park Program

Hartwell Park

Features/Assets:

- **Parking Areas**
- **Information Kiosk**
- **Tennis Courts**
- **Signs: History/Town Hall**
- **Perimeter fence**
- **Trash Cans/Recycle bins**
- **Picnic Benches/Benches**
- **Pet pick-up stations**
- **Playground**
- **Landscape features: planter boxes**
- **Public art**
- **Gazebo**
- **Pavilion/Restrooms/Grill**
- **Performing Arts Stage**

Sponsor Duties:

Weekly/Bi-monthly:

- **Litter Patrol: Collect and dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**
- **Maintain flower beds**
- **Check for irrigation leaks**
- **Maintain playground area: check for hazards, rake ground cover to fill bare/low spots**
- **Remove obsolete flyers from bulletin board**
- **Clean ash/litter out of grills**

Annual Projects:

- **Spring Clean: remove leaves, branches, etc. Transport to PW yard for composting.**
- **Prepare flower beds for spring planting**

Special Projects (*Town partnership projects*):

- **Maintain Picnic Benches/benches: re-stain as needed**
- **Trash cans/Recycle bins: Paint/stain as needed**
- **Stain/Seal pavilion and gazebo**

Adopt-A-Park Program

Heritage Park

Features/Assets:

- **Perimeter fence**
- **Flag pole, flag**
- **Various landscaping features**
- **Welcome sign**
- **Railroad Museum / RACC**
- **Galloping Goose/ Railroad Cars**
- **Landscaping/ Irrigation**
- **Jail Wagon**

Sponsor Duties:

Weekly/Bi-monthly:

- **Litter Patrol: Collect and dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**
- **Maintain Landscaping around Park sign**
- **Check for irrigation leaks**
- **Report need for a replacement flag**

Annual Projects:

- **Spring Clean: remove leaves, branches, etc. Transport to public works yard for composting.**
- **Noxious Weed identification and eradication**

Special Projects (*Town partnership projects*):

- **Maintain, repair, replace or update rail fence**

Adopt-A-Park Program

Regional Athletic Park

Features/Assets:

- **Parking Areas**
- **Restrooms**
- **Water Fountain**
- **Sign**
- **Picnic Benches (5)**
- **Pet Pick-up Stations (3)**
- **Gazebo**
- **Primitive Footpath**
- **Garbage Cans (5)**
- **Uncompahgre RiverWay Trail**
- **Skate Park**
- **Soccer Fields/Benches**
- **Tennis Courts**
- **Pump Track**
- **Grill**
- **Basketball/ Pickleball court**
- **Irrigation Ditch**

Sponsor Duties:

Weekly/Bi-monthly:

- **Litter Patrol: Collect and dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**
- **Sweep skate park, tennis courts, basketball courts**
- **Maintain landscaping around park sign and gazebo**
- **Check for irrigation leaks**
- **Ensure water fountain is working and notify Public works on winterizing**
- **Ensure Gazebo and picnic benches are clean**
- **Maintain nets on tennis courts and basketball courts**

Annual Projects:

- **Spring Clean: clean up leaves, twigs and transport to PW yard for composting**
- **Maintain footpath: Prune encroaching willows**
- **Noxious weed identification and eradication**

Special Projects (*Town partnership projects*):

- **Maintain Picnic Benches: re-stain as needed**
- **Maintain Trashcans/Lids: repaint as needed**

Adopt-A-Park Program

Rollans Park

Features/Assets:

- **Parking Area**
- **Restrooms**
- **Water Fountain**
- **Information Kiosk**
- **Picnic Benches**
- **Pet Pick-up Station**
- **Footpath**
- **Outdoor Classroom**
- **Trail's end bench**
- **River bank**

Sponsor Duties:

Weekly/ Bi-Monthly:

- **Inspect Restrooms: Report if cleaning or maintenance is needed.**
- **Litter Patrol: Collect and dispose of litter**
- **Eyes in the Park: Report any vandalism, graffiti, maintenance concerns**
- **Beaver Patrol: Report any signs of recent beaver activity**
- **Maintain fencing around re-vegetation projects**
- **Ensure water fountain is working**
- **Ensure picnic benches are clean**

Annual Projects:

- **Weed pulls**
- **Tamarisk eradication**
- **Maintain footpath: Prune encroaching willows**
- **Maintain Information Kiosk**

Special Projects (*Town partnership projects*):

- **Maintain outdoor classroom: re-stain as needed**
- **Maintain Picnic Benches: re-stain as needed**

About the Program

The Adopt-A-Park program allows individuals or groups to adopt a specific park, trail, or open space area. Through adoption, volunteers agree to assist with the general care and maintenance of the park as well as report to the town any items of concern. Volunteer tasks may include: litter control, graffiti reporting, weeding/raking playgrounds, sweeping shelters, cleaning picnic tables, restocking doggie bags, and reporting vandalism. Volunteers may also perform other improvement ideas and projects as suggested and approved.

Policies

- The Adopting organization commits to a one-year period of adoption. At the end of that year an organization can renew, change area (if available) or terminate.
- Monitoring of the park should be done on a regular basis, usually at least once a week during the warm season and as weather permits in the cold season.
- Trash bags will be provided by the Town. Volunteers may be asked to transport them to a designated drop-off location.
- An adopting organization understands that it and/or the individual volunteers will not be paid or receive any other remuneration for services as a volunteer with the Town, outside of eternal gratitude for meaningful public service. In addition, they understand that all volunteers agree to sign a volunteer waiver provided by the Town, and that if there is an injury to a volunteer during the course and scope of the volunteer activities that they hold harmless and indemnify the Town of Ridgway, Town Employees and Town Elected and Appointed Officials, and release the Town of Ridgway from any and all liability.
- Each volunteer with the organization must sign/submit the Adopt-a-Park application. The completed application, with signature(s), should be delivered to Town Hall and is subject to approval by the Town Manager.

Training

The Town of Ridgway will provide training, as needed, to the group leader, group or individual. Training may include noxious weed identification, special projects guidance, trail maintenance, procedures for reporting issues to the town, etc.

NAME OF SPONSOR (organization, group or individual):

_____

SPONSOR'S MAILING ADDRESS:

_____

(Street, P.O. Box, City, State, Zip Code)

PLEASE LIST TWO CONTACT PERSONS:

1) NAME:_____

   PHONE(s):_____

   EMAIL_____

2) NAME:_____

   PHONE(s):_____

   EMAIL_____

NAME OF PARK YOU WISH TO ADOPT:

_____

STATEMENT OF AGREEMENT

I have read and agree to abide by the policies and regulations as designed by the Town of Ridgway Adopt-A-Park Program.

Signature: _____ Date:_____

FOR OFFICE USE ONLY

Adoption Dates: From: _____ To: _____

Application Approved ☐ or Denied ☐

Town Manager Signature _____

If Denied, reason: