

## **LINN COUNTY SECONDARY ROAD DEPARTMENT ADOPT-A-ROADWAY PROGRAM GUIDELINES**

### **PROGRAM OBJECTIVE**

The objective of the program is to create public awareness of environmental needs along Linn County secondary roads; by making adopted sections of roadsides an example of opportunities to improve the aesthetics of our county.

### **GENERAL STATEMENT**

There is a need to enhance the quality of our road right of ways. This may take the form of litter pickup, erosion control plantings including grasses, flowers, low growing trees and shrubs, increased landscaping and preservation of landscaped areas, and hand weeding in sensitive areas.

The Linn County “**Adopt-A-Roadway**” Program allows individuals and organizations an opportunity to improve the quality of our road right-of-ways. These opportunities have the potential to:

- \* Reduce litter along roadsides
- \* Improve the environment and beautify roadsides
- \* Building broad-based community support for anti-litter and right-of-way beautification programs.

### **PROGRAM REQUIREMENTS**

The Department will work with the sponsor to determine the specific section of right-of-way to be adopted.

The sponsor should constantly beware of problems that can be involved along road rights-of-way, and instruct their personnel in safety precautions. Where possible, access to rights of way will be gained from off the traveled portion, rather than from roadway surface or shoulders. Plantings will be approved by the department prior to any work being done.

Sponsors agree to **indemnify and hold harmless** Linn County, its Board of Supervisors, officers and employees from all liability, judgment, costs, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property arising from the performance or non-performance of right-of-way work. Sponsors agree that in the performance or non-performance of right-of-way work that they are initiators and volunteers and are in **no way to be considered employees** of the Board of Supervisors or the Linn County Secondary Road Department.

Sponsorship will be for a minimum of 1/2 mile and 2 years. If litter pickup is involved it must include both sides of the roadway. If only litter pickup is involved, the minimum distance will be 2 miles.

Sponsorship will not be granted to political parties, political candidates, elected officials or entities, which would constitute partisan endorsement.

Litter must be removed a minimum of twice per year depending on the area and conditions.

All participants are expected to wear orange safety vests when in the right of way.

Sponsors of plantings, and/or landscaping will control noxious weeds as necessary, using Department approved methods before the weeds produce seed.

Plant species used, and locations of plantings must be approved by the Department.

If, in the sole judgment of the Department, it is found that the sponsor is not meeting terms and conditions of the agreement, the Department may terminate the sponsorship.

### **LINN COUNTY SECONDARY ROAD DEPARTMENT/SPONSOR RESPONSIBILITIES**

The Department and sponsor will share in these responsibilities:

- \* Develop a brief work plan outlining specific activities and timing
- \* Coordinate work activities between the sponsor and the Department
- \* Cooperate in an effort to create public awareness and support

### **SPONSOR RESPONSIBILITIES**

The sponsor will be responsible for:

- \* Conducting a safety meeting prior to participating in any “Adopt-A-Roadway” activity.
- \* Advising the Department at least 24 hours in advance when materials are needed or when filled bags are going to be left along the road.
- \* Obtaining and returning the required supplies and/or materials from the Department during regular business hours, Monday through Friday, 7:00 a.m. to 3:30 p.m.
- \* Insuring participants 15 years of age or younger are furnished adequate supervision by one or more adults.
- \* Providing the Department with a sketch of planting locations showing distances from the traveled portion and listing species to be used.
- \* Setting up advance warning signs when the sponsor is on the right of way and removing them after work has been completed.
- \* Placing filled trash bags adjacent to “Adopt-A-Roadway” sponsorship signs (if applicable); for pickup and disposal by the Department.
- \* Returning unused materials and/or supplies furnished by the Department, within one week following cleanup.

### **LINN COUNTY SECONDARY ROAD DEPARTMENT RESPONSIBILITIES**

The Department will be responsible for:

- \* Erecting a sign at each end of the adopted section with the Sponsor(s)’s name or acronym displayed (if requested).
- \* Providing reflective vests, trash bags, advance warning signs and assistance on erosion control plantings.
- \* Removing filled trash bags, and large, heavy or hazardous items.

### **PROCEDURE FOR ROADWAY ADOPTION**

- \* An individual or a representative of an organization should contact the Department. The phone number is (319)892-6400
- \* The Department will explain the program, assist the sponsor in choosing a location and send out related materials.
- \* The sponsor will, complete **both copies** of the application and return to the **Linn County Secondary Road Department, 1888 County Home Road, Marion, Iowa 52302.**
- \* All applications are subject to approval by the County Engineer and Board of Supervisors.

**COMPLETION OF THE SPONSORSHIP**

At the end of the two year period, with the sponsor having performed the necessary activities; the Linn County Board of Supervisors will present the sponsor with a certificate in recognition of the activities completed.