

# **City of River Falls Adopt-A-Pond Program Policy and Procedures**

*To establish a means by which interested residents, community groups, and businesses can "adopt" stormwater management areas within the City of River Falls to provide inspection, oversight, and minor maintenance such as trash and debris removal in these areas on a regularly scheduled basis.*

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# Adopt-A-Pond POLICY AND PROCEDURES



## Purpose

To establish a means by which interested residents, community groups, and businesses can "adopt" stormwater management areas within the City of River Falls to provide inspection, oversight, and minor maintenance such as trash and debris removal in these areas on a regularly scheduled basis.

## Qualifications

Program is geared towards residents who live on property adjacent to ponds, but anyone may participate. Work can be extensive, so volunteers working in teams is preferable.

## Intent

It is the intent of the City of River Falls that the Adopt-A-Pond program be promoted and conducted as an entirely voluntary cooperative program between City of River Falls residents and the City of River Falls Public Works Department and Engineering Department. No aspect of this program should be construed to reflect a right or responsibility on the part of either party.

## Adopt-A-Pond Criteria

1. The pond must be owned and/or maintained by the City of River Falls.
2. The pond group must submit an Adopt-A-Pond application AND demonstrate a commitment to fully participate in the program and maintain their pond.

## Responsibilities

### City

1. As requested the City will provide educational materials and pond management guidance.
2. City will provide bags for garbage collection.
3. City will collect and dispose of all debris collected during clean up days.
4. City will provide and install permanent Adopt-A-Pond sign at the adopted pond.
5. City will send a reminder post card or email to pond representative in Feb./Mar. and July/Aug. of each year to schedule clean up.

### Adopters

1. Have a two year commitment to maintain the pond.
2. Commit to two clean up days per year. One in the spring (April 15-May 31) and one in the fall (Sept 1-Oct 15). Clean up shall include only those items that can be reached from shore, **no wading** is required. This will include the following items:
  - a. Pick up trash and other debris.
  - b. Pick up any branches and other downed limbs (small in size).
  - c. Report any larger limbs that the City should come back to remove.
  - d. Check for erosion around the pond.
  - e. Check the inlets and outlets for clogging.
  - f. Clean bird houses out.
3. Place items to be picked up by City crews at a pre-established pick-up point.
4. Submit two reports each year, one from each clean up. The report forms will be provided to you and will need to be filled out after or during the clean up day.

# Adopt-A-Pond POLICY & PROCEDURES



## Time Commitment

The time commitment depends on project goals and the number of volunteers participating. At a minimum, your group must commit to cleaning debris along the pond's shoreline twice a year. Additional restoration projects may include installing storm water treatments, creating and/or maintaining a shoreline buffer, or controlling aquatic weeds.

## Getting Started

To request an application, or if you have questions, contact the City of River Falls Civil Engineer, Zach Regnier, at (715) 426-3457 or [zregnier@rfcity.org](mailto:zregnier@rfcity.org). Applications are also available online at <http://www.rfcity.org/adopt>.

## Provision of Plants

The City will budget a specified amount of money each year to give to Adopt-A-Pond groups interested in planting wild flowers or other native plants or aquatic vegetation in their adopted storm water pond. Each pond group will be eligible for up to \$300.00 each year, on a first-come, first-served basis. However, preference will be given to ponds who did not receive money the previous year. To apply for these funds, please fill out the Adopt-A-Pond Plant Request Form. Pond groups will be responsible for planting, watering and any required weeding of the plants.

In order to qualify, the group must submit at least two workday reports per year and remain in good standing with the Adopt-A-Pond program. Good standing shall be defined as having met all program eligibility criteria, as outlined in the Adopt-A-Pond Policy and Procedures.

## Provision of Miscellaneous Items

The Adopt-A-Pond program is intended to be fun and interesting to all involved. To this end, the program occasionally offers various educational and promotional items that may be of interest to our participants. These items are subject to availability and are not a responsibility of the City or a right of program participants. Please note that Adopt-A-Pond does not provide hand tools, waders, boots, boats, herbicides, pesticides, fish, or any other items not specifically mentioned in this document.

## Renewal of Agreement

The Adopt-A-Pond Agreement states that a pond group shall remain in effect for a period of two years and shall be extended for successive two-year periods subject to the criteria as set out in the Policies and Procedures.

At the end of the initial two-year term, Adopt-A-Pond will review each group file to determine if they submitted biannual reports. Adopt-A-Pond will then contact the group representative to determine if the group would like to remain in the program. If the program is unable to contact the representative, the group will be removed from the program in accordance with the Adopt-A-Pond Agreement. If contact is made and the group has not submitted biannual reports, the group may remain in the program, but must agree to resume reporting. This process shall continue at the end of every two-year term until the group is removed from the program.

A pond group may decide not to participate in the program at any time as long as a 30-day written notice is provided to the City. The Adopt-A-Pond Program may remove a pond group from the program upon 30 days written notice to the pond group representative. These procedures are detailed in the Adopt-A-Pond Agreement.

# Adopt-A-Pond APPLICATION



*You must complete and return this application/agreement to be considered for the Adopt-A-Pond Program.*

Pond Representative Name: Last \_\_\_\_\_ First \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Pond Group Name \_\_\_\_\_

Email: \_\_\_\_\_

Pond Location (if different from above address) \_\_\_\_\_ Pond ID \_\_\_\_\_

Why does your Pond Group want to adopt your neighborhood pond?

\_\_\_\_\_

Where did you hear about Adopt-A-Pond? \_\_\_\_\_

## **AGREEMENT**

**Each Pond Group Member, by his or her signature below, hereby agrees to the terms and conditions set forth below and in the attached Adopt-A-Pond Policy:**

### **I. RESPONSIBILITIES.**

#### **POND GROUP MEMBERS SHALL:**

1. Consist of no less than two people.
2. Choose a Pond Group Representative to help coordinate pond activities and represent the pond group in all matters pertinent to the Adopt-A-Pond Program.
3. Attend at least two (2) pond maintenance days each year to remove nuisance plants and trash.
4. Submit at least two Pond Group Reports every 12 months for each adopted pond.
5. Practice storm water pollution prevention around your pond.
6. Work in a safe and responsible manner during pond work days, only during daylight hours and in good weather, avoiding heavy or hazardous items, and provide one adult supervisor for every five participating youths. Use of vehicles in and around the pond is prohibited for Adopt-A-Pond activities.
7. Avoid the use of herbicides in the pond except in coordination with Adopt-A-Pond staff.
8. In addition to the responsibilities listed above, the pond group representative shall represent the Pond Group in all matters pertinent to the Adopt-A-Pond Program.

#### **THE CITY OF RIVER FALLS SHALL:**

1. As needed or requested: Provide educational materials and pond management guidance.
2. Provide collection bags and collect and dispose of debris after clean up day.
3. Provide a permanent Adopt-A-Pond sign at the adopted pond.
4. Notify adjacent property owners.

### **II. TERM PROVISIONS**

This agreement shall remain in effect for a two (2) year period and shall be extended for successive two-year periods, subject to the criteria as set out in the Policy and Procedures.

### **III. INDEMNIFICATION**

Each Pond Group Member covenants and agrees that he or she will indemnify and hold harmless the pond property owner(s), the City of River Falls and any agencies and all their officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any act action, neglect or omission by him or her during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the pond property owner(s), the City of River Falls or said parties may be subject, except that the Pond

# Adopt-A-Pond APPLICATION



Group Members shall not be liable under this provision for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the pond property owner(s), the City of River Falls, and its member agencies, any maintaining agencies, and all their officers, employees and agents. This section does not constitute a waiver of any member agency's sovereign immunity.

#### IV. TERMINATION

If in the sole judgment of the City of River Falls it is determined that Pond Group Members are not meeting the terms and conditions of this agreement, upon thirty (30) days written notice, the City of River Falls may terminate this agreement and remove the sign. The Pond Group may terminate this agreement for any reason upon thirty (30) days written notice to the City of River Falls.

**By your signature below, you hereby agree to the terms and conditions set forth in this agreement and the attached Adopt-A-Pond Policies and Procedures. By your signature, you also designate the Pond Group Representative to represent you in all matters pertinent to the Adopt-A-Pond Program.**

**PLEASE PRINT CLEARLY**

	NAME	SIGNATURE	ADDRESS	PHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

*Attach an additional sheet for additional signatures, if necessary*

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(To be completed by the City of River Falls)

This application and agreement is  approved  denied. Date: \_\_\_\_\_

By: \_\_\_\_\_  
Zach Regnier, Civil Engineer City of River Falls, Wisconsin

Commitment Expires: \_\_\_\_\_

# Adopt-A-Pond REPORT FORM



Pond Group Name: \_\_\_\_\_

Date of Work Day: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

(Please include participant roster on back side)

Amount of Trash Collected: \_\_\_\_\_ bags

Item	Yes	No
Garbage and debris picked up	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned bird houses out (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of yard waste dumping	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of encroachment on pond property examples: parked trailers, gardens, mowing, dumping of yard waste etc.	<input type="checkbox"/>	<input type="checkbox"/>
Erosion is visible in pond area	<input type="checkbox"/>	<input type="checkbox"/>
Pipe(s) are clogged	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of animal burrows	<input type="checkbox"/>	<input type="checkbox"/>
Large debris exists that City crews need to remove	<input type="checkbox"/>	<input type="checkbox"/>

Please describe any work you feel the City needs to at this pond or any other observations/concerns you have from your clean up:

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\*\* Please drop off or send forms (include pictures if available) to City of River Falls Engineering Department, 222 Lewis St., Suite 225 River Falls, WI 54022, or email forms to [zregnier@rfcity.org](mailto:zregnier@rfcity.org).

# Adopt-A-Pond PLANT REQUEST FORM



Pond Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

## What you should know

Plants will be provided to groups on a first-come, first-served basis. However, preference will be given to pond groups who did not receive money in recent years. Depending on how the flowers/plants are situated on the pond, some areas of the pond may no longer be mowed by the City. This may require the pond group to be responsible for removal of weeds and small trees growing within the planted area. Pond groups will be responsible for watering as required. The ultimate responsibility for mowing and maintenance lies with the City.

## Eligibility

To be eligible, the pond group must be currently meeting all program eligibility criteria. At least one pond clean up must be completed and reported on before a group is eligible to apply for plant money.

## Process

The pond group shall solicit a quote (preferably two quotes) from a reputable supplier. The City has a list of suppliers approved for purchase; however, this list is not comprehensive and can be added to upon request. This quote shall include type, quantity and cost of plants to be purchased. Native plants are preferred. Plants should be suited to the area of the pond they will be planted in. The quote(s) shall be attached to this application. Upon approval of this application, the City will pay the vendor directly or a check will be provided to the Pond Representative written out to the place the plants will be purchased. The pond group shall be responsible for any weeding, watering or anything else required to establish the plants.

## Area to be Planted

Provide a description and sketch of the area of the pond to be planted (provide sketch on back or attached if necessary):

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Signature of Pond Representative: \_\_\_\_\_

\*\* Please drop off or send forms (include pictures of proposed plants if available) to:  
City of River Falls Engineering Department, 222 Lewis St, River Falls, WI 54022