

RESOLUTION NO. 1663**A RESOLUTION APPROVING AN ADOPT-A-PARK PROGRAM FOR THE CITY OF CARTHAGE**

**WHEREAS**, the City of Carthage, Missouri provides the community with an enhanced quality of life through recreational spaces, picnic spots, exercise opportunities, community gathering areas and other public places; and,  
**WHEREAS**, the Parks Department works diligently to provide citizens with clean, attractive and well maintained areas; and,  
**WHEREAS**, due to the number of parks in the City and the limited resources available to maintain these, it creates a difficult situation in keeping each park and public place in its highest condition; and,  
**WHEREAS**, the proposed Adopt-A-Park program allows individuals or groups to take a proactive role in the beautification of local parks and public places; and,  
**WHEREAS**, the individuals and groups who become involved in the Adopt-A-Park program are helping to enhance and maintain our public lands through clean up, planting plantings, weeding, and other projects which increases awareness of the importance of protecting our natural resources, generates pride in our park system and demonstrates a commitment to our community; and,  
**WHEREAS**, the City's Public Services Committee will review all project applications and make recommendations to the City Council for approvals,  
**NOW, THEREFORE, BE IT RESOLVED THAT THE CARTHAGE CITY COUNCIL HEREBY APPROVES AND ADOPTS THEN ADOPT-A-PARK PROGRAM AS ATTACHED.**

**PASSED AND APPROVED THIS** 10<sup>th</sup> **DAY OF** April, 2012.

/s/ J. Michael Harris  
**MAYOR**

**ATTEST:**

/s/ Lynn Campbell  
**CITY CLERK**



# Carthage Parks & Recreation

521 Robert Ellis Young Drive  
Carthage, MO 64836  
PHONE: (417) 237-7035  
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## ADOPT-A-PARK PROGRAM APPLICATION

Circle one:

Are you a:  Business  Non-Profit  Individual  Service Organization  School Group  Scout Troop  Church Group  
 Sports Group  Neighborhood Group

Name of entity: \_\_\_\_\_

Group/Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Street

Phone Number: \_\_\_\_\_

City/State/Zip

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

We would like to adopt:

1<sup>st</sup> Choice Park or Area: \_\_\_\_\_

2<sup>nd</sup> Choice Park or Area: \_\_\_\_\_

Please describe proposed project: \_\_\_\_\_

Will this project be:  ongoing  annual  one-time

Tentative work date(s): \_\_\_\_\_

How many volunteers do you anticipate being involved? \_\_\_\_\_

What is your anticipated budget for the project? \_\_\_\_\_

How much of the budget will you be able to provide? \_\_\_\_\_

What equipment/supplies will you be able to provide? \_\_\_\_\_

### Statement of Agreement

As a representative of this group, I have read and agree to abide by the policies, guidelines and safety recommendations as put forth by the City of Carthage in regard to the Adopt-a-Park Program. I understand that this is an application for an Adopt-a-Park project and that the City of Carthage Parks Administrator will contact me to finalize an agreement with the input of the Public Services Committee. I understand that the City will have the final determination regarding the adoption/project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Carthage Adopt-A-Park Program Guidelines

### **MISSION:**

To provide groups, organizations, churches, businesses and individuals with opportunities to beautify, maintain and improve Carthage parks and public spaces.

### **GENERAL GUIDELINES:**

- The City's Public Services Committee will review all project applications and make recommendations to the City Council for approvals.
- The City Council's decision will be final on any projects.
- The adoption period is for one year and is renewable at the request of the entity/individual and approval by the City.
- The adopting organization must complete a minimum of three work days a year at its adopted park, unless it is a single, annual or special project.
- If the adopting entity/individual has not conducted a work day at the end of the first six-month period, the agreement will be cancelled.
- A signed agreement must be in place before any work can be undertaken.
- Each entity/individual must sign an indemnity/hold harmless agreement with the City before any work is undertaken.
- All activities need to be coordinated with the City of Carthage Parks Department.
- Each entity/individual must designate a representative to act as a liaison with the City of Carthage Parks Department.
- A meeting must be conducted prior to the work with the liaison and the City's Park's Administrator to discuss needed materials, equipment and supplies.
- Organizations that install plantings are responsible for the maintenance of the plantings during the time of the agreement.
- Any fundraising done outside of the funds provided by the adopting entity/individual must be coordinated with the City.

### **RESPONSIBILITIES OF THE PARKS DEPARTMENT:**

- Approve all plans and work activities.
- To fund (within budget guidelines) the Adopt-A-Park Program. However, it should be understood that not all projects can be funded due to budget restraints.
- Erect an Adopt-A-Park sign at the park to provide public recognition of the adopting entity/individual.
- Work to provide media coverage for the Adopt-A-Park Program and to recognize participating entities/individuals.
- Upon successful completion of the project, provide recognition by the City for the entity/individual.



## SAFETY GUIDELINES

- Don't pick up materials that you suspect might be hazardous such as needles, bloody objects or drug paraphernalia (Please contact the City if these conditions exist).
- Recycle whenever possible. Separate recyclables (glass, plastics and aluminum) and take to a drop off center.
- Do not use power equipment unless approved by the Park Department.
- Do not use sprayer or use any chemicals.
- Do not block pathways or roads.
- Lift all objects with your legs, not your back.
- Wear light or bright clothing, hard soled shoes and sturdy work gloves.
- Use sun block or wear a hat.
- Watch and take precaution for:
  - ✓ Snakes, other animals and insects.
  - ✓ Noxious weeds.
  - ✓ Glass, barbed wire, pipes and debris with sharp or rusted edges.
  - ✓ Unexpected holes or ditches.
- Work only during park hours.
- Be sure to take breaks, drink fluids and dress appropriately for the weather.
- Don't bring children or pets along on projects unless they can be closely supervised.
- Contact the Parks Department immediately if you notice a safety hazard such as a broken swing or park bench.
- Do make sure that all volunteers in your business or organization are familiar with these safety precautions.