

# City of Sturgeon Bay

## Adopt-a-Park Program

### CONTACT INFORMATION:

**Parks Department: 835 N. 14<sup>th</sup> Ave. (920) 746-2912**

**Contact the Director of Municipal Services, Mike Barker, [mbarker@sturgeonbaywi.org](mailto:mbarker@sturgeonbaywi.org) with any questions or issues.**

### **Purpose:**

The Adopt-a-Park program was created to give citizens an opportunity to volunteer in our city's parks. Their time spent doing upkeep, cleaning, maintenance, beautification, and preservation of our parks helps to provide a safer, more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate in the Adopt-a-Park program; individuals, families, churches, business and civic groups, can all do their part to help maintain and improve our parks. The parks in our community vary greatly in size and some locations are great for large groups, while other park spaces could easily be maintained by one or two people.

The City of Sturgeon Bay Adopt-a-Park program creates a powerful partnership between the citizens of Sturgeon Bay and the City of Sturgeon Bay Parks Department. This partnership allows valuable communication and feedback between these two groups which results in cleaner, safer, and more user friendly parks in the community.

### **Benefits:**

- ✓ **Civic Engagement:** The Adopt-a-Park program fosters civic engagement by providing an opportunity for volunteers to give back to the community. Adopt-a-Park volunteers are able to make noticeable improvements to our city's parks and the results of these improvements are enjoyed by the volunteers, as well as the rest of the community.
- ✓ **Environmental:** Not only does the Adopt-a-Park program improve the environment by enlisting volunteers to pick up trash and plant flowers and trees, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood parks, they may be less likely to litter and instead show respect and care for the parks available to them.
- ✓ **Safer, more beautiful parks:** Volunteers in the Adopt-a-Park program provide services that go beyond what the City of Sturgeon Bay Parks Department has the time or budget for. While regular maintenance like grass cutting will be done by the Parks Department, Adopt-a-Park volunteers add special touches to the park like mulch, flower beds, and trash removal. An adopted park is a safer park because it is free of waste and other potentially hazardous items. By assisting the city with jobs

such as removing weeds from mulched beds in parks it will reduce or eliminate the use of herbicides in our parks. Adopt-a-Park volunteers save our city money while continuing to improve and service the city's parks.

## **Expectations of Adopt-a-Park Volunteer Groups**

- Adopt-a-Park groups are expected to sign a one-year contract with the City of Sturgeon Bay Parks Department. During the year, volunteer groups are expected to organize at minimum a spring trash pick-up and a mid-summer mulched bed weeding project in their adopted park.
- Also, once a month volunteers are asked to enter the park and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Sturgeon Bay Parks Department. A form is available for you to report what you found during your walkthrough.
- Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Sturgeon Bay Parks Department.
- Volunteer groups may do their own fundraising for special projects like picnic tables and play equipment with approval from the City of Sturgeon Bay Parks Department.
- For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part but are unable, or not interested in, officially adopting a park. To inquire about dates for one-time events, please contact The Director of Municipal Services at (920) 746-6922.
- Each volunteer group will designate a Group Supervisor to be the contact person for the group. They will be expected to be the sole contact between the group and the Parks Department. The Group Supervisor will fill out the application form and leave their contact information. The Group Supervisor will also ensure each volunteer signs a waiver of liability before the volunteer has started working.
- The Group Supervisor will inform The Director of Municipal Services of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the program like trash bags, disposable gloves, and safety vests will be kept at the Municipal Services building at 835 N. 14<sup>th</sup> Ave.

## **Guidelines**

- Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available on page 4 of this document. If you would like to request an area to adopt that is not listed, please contact The Director of Municipal Services.
- More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Department will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the City of Sturgeon Bay's Director of Municipal Services
- All volunteers under age 18 must be supervised by a responsible adult.
- The City of Sturgeon Bay will share photos and pass on updates of the volunteer's progress at parks on social media.

## How to Sign Up

- First, the Group Supervisor needs to complete the application section of the form on the following page. Feel free to add comments about specific areas or projects you and your group are interested in.
- Next, the City of Sturgeon Bay will review the application and match you to a park you are interested in, or a park in need of adoption.
- Following approval, the City of Sturgeon Bay will complete the agreement section of the form and the Group Supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 must have their liability form signed by a parent or legal guardian. A copy of the liability form is available at the Municipal Services building or online at [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org).
- When the application/agreement for and all liability forms have been turned into the City of Sturgeon Bay, a copy of the signed agreement form will be mailed to you, at which time your group has officially adopted the park listed!
- It is the responsibility of the Group Supervisor to schedule the spring clean-up and weeding dates. It is also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Sturgeon Bay.
- Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to organize dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Municipal Services building at 835 N. 14<sup>th</sup> Ave.

## Safety Guidelines

- Bring work gloves, closed-toed shoes or boots, and wear light colored clothing and long pants.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent.
- Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- Work during daylight hours and within the park's posted hours unless permission is given by the City of Sturgeon Bay's Director of Municipal Services to work off hours.
- Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized to do so by the City of Sturgeon Bay's Director of Municipal Services .
- Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- Leave dead animals on site and report them to Municipal Services.
- Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Sturgeon Bay's Police Department immediately through their dispatch line: (920) 746-2416.
- Do not bring pets, or leave pets in the car, while you volunteer in the park.

# City of Sturgeon Bay Adoptable Parks

Name of Park	Address
Bay View Park	Behind Sonny's Pizzeria at Madison Ave and W. Larch St.
Bullhead Point	950 N. Duluth Ave.
Cherry Blossom Park	919 S. Lansing Ave.
Franke Park	1700 Claybanks Rd.
Garland Park	435 N. 8 <sup>th</sup> Ave.
Lawrence Big Hill Park/Grotto Park	191 N. 9 <sup>th</sup> Ave.
Martin Park	207 S. 3 <sup>rd</sup> Ave.
Otumba Park	32 N. Joliet Ave.
Sawyer Park	36 Neenah S. Ave.
Shiloh Road Dog Park	1660 Shiloh Rd
Sturgeon Bay Skatepark	16 W. Spruce St.
Sunset Park	747 N. 3 <sup>rd</sup> Ave.
Woods West Park	101 N. Cumberland Ave.