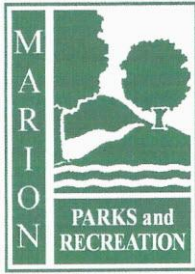


CITY OF MARION



ADOPT A SPOT PROGRAM



MARION PARKS & RECREATION

ADOPT -A- SPOT PROGRAM

Program Objective

The object of the program is to create public awareness of environmental needs by adopting public spaces to improve the aesthetics sustainable qualities of our city.

General Statement

There is a need to enhance the quality of Marion's public spaces. The Marion Adopt-A-Spot Program allows individuals or groups to adopt identified public areas. Through adoption they may assume the responsibility to introduce sustainable management practices for the maintenance and beautification of the public areas.

Program Requirements

The City will work with the adopting group to determine a suitable public space or public improvement project based upon the level of commitment individual or group who is making the application for adoption. Each program will be reviewed and approved by the Department and the appropriate Board or Commission.

The Sponsor(s) should constantly be aware of problems that may occur within public areas and instruct their personnel in safety precautions. Appropriate safety materials shall be distributed to each applicant. **All minors shall be accompanied by an adult during program activities.**

Sponsor(s) agree to indemnify and hold harmless the City of Marion, its officers and employees from all liability, judgment, cost, expenses and claims growing out of damages of any nature whatsoever to any person or property arising from the performance or non-performance of the Adopt a Spot program.

Sponsor(s) agree that in the performance or non-performance of the program that they are initiators and volunteers and in no way are to be considered employees of the City of Marion.

Sponsorship and assignment to public areas will be based upon applicant resources. Long term commitments for public space enhancements are encouraged and shall be given preference to public spaces for adoption.

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

If litter removals and beautification efforts are included within the commitment, they must be executed a minimum of two times per month.

If determined to be appropriate, all participants are expected to wear appropriate safety devices that may include reflective safety vests, gloves, and protective eyewear. Upon request, some items such as safety vests can be provide by the City depending on availability.

If, in the sole judgment of the City, it is found the Sponsor(s) are not meeting the terms and conditions of the agreement, the City may terminate the agreement.

Marion Parks Department and Sponsor(s) Shared Responsibilities

The Department and Sponsor(s) will share in these responsibilities:

- Develop a brief work plan outlining specific activities and timing.
- Coordinate work activities between the Sponsor(s) and the Parks Department.
- Cooperate in an effort to create public awareness and support.
- Cooperate in developing beautification plans.
- Coordinate in conducting one informational and safety meeting, prior to any work being done.

Sponsor(s) Responsibilities

The Sponsor(s) will be responsible for:

- If determined to be appropriate by the parties, participants are encouraged to conduct a safety meeting lead by the sponsor before participating in the program.
- Performing work as outlined in the work plan.
- Advising the Marion Parks Department 48 hours in advance when litter bags are needed or when filled bags are to be collected.
- Obtaining the required supplies and materials from the Marion Parks Department during regular business hours, Monday through Friday, 7:00 AM to 4:00 PM.
- Returning unused materials and supplies furnished by the City on Monday following cleanup.
- One time sign fee.

Marion Parks Department Responsibilities

The Department will be responsible for:

- Providing reflective vests (as needed), trash bags, and safety literature.
- Removing filled trash bags.
- Removing large, heavy, or hazardous items when found in public spaces.
- Review and approve beautification plans and assist in sustainable vegetative management.
- Provide plant material as needed.
- Production and installation of the sign will be coordinated by the Parks Department and placed in the appropriate location, with the Sponsor(s) name or acronym displayed pending Park Board approval.

Procedure For Adopt a Spot Application - Marion Parks & Recreation Department

- A representative of an interested group or an individual should contact the Parks Department at 447- 3580.
- A city staff will explain the program and provide a sponsorship application.
- The Sponsor(s) should choose a location, complete two copies of the Memorandum of Understanding and return to:

**Marion Parks Department
Adopt-A-Spot Program
343 Marion Blvd.
Marion, IA 52302**

- All applications are subject to approval of the Marion Park Board.
- Upon approval, the City will identify the sponsoring group and coordinate publicity efforts which may include signage, participant listing on the city website, and periodical media notifications.
- Sponsor(s) arranges to obtain safety equipment and other materials from the department and conduct one safety and informational meeting with the department prior to any work being done.
- The **annual renewal** application shall be completed and returned to the department prior to any work being done.
- Plans for maintenance, beautification, and sustainable vegetative management shall be reviewed and approved by the Marion Park Board prior to any work being done.

MARION PARKS & RECREATION ADOPTION AREAS

ADOPT - A - PARK

Thomas Park
Legion Park
Lowe Park East
Lowe Park West
City Park
Elza Park
Hanna Park
Starry Sports Complex
Peg Pierce Sports Complex
Donnelly Park
Willowood Park (Pool)
Ascension Park
Gill Park Park
Butterfield Park
Lininger Park
Boyson Park

ADOPT - A - TRAIL

Boyson Trail (Boyson Park to Thomas Park)
Boyson Trail (Thomas Park to Grand Ave)
Lindale Trail (Boyson Trail to West City Limits)

ADOPT - A - GREENSPACE

Tower Area
17th Ave Area
Parkview Area
Pepperwood Area

ADOPT - A - FLOWER BED

LOCATION	BED DESCRIPTION
Ascension Park	Sign
Butterfield Park	Sign
Butterfield Park	Gazebo
City Hall	Annual bed – west side of building
City Hall	Trees
Donnelly Park	East & west signs
Echo Hill Road	Medians
Elza Park	Sign
Gill Park	Gazebo/sidewalk
Gill Park	South entrance
Gill Park	South entrance - main bed
Hanna Park	Large sign
Hanna Park	Small sign
Hanna Park	Circle bed
Hanna Park	Median bed
Indian Creek Road & 10 th Street	Daylily bed
Library	South east corner - bed
Library	North west - raised bed
Library	4 containers
Lininger Park	Sign
Low Park Ball Complex	Flag pole - bed
CBD 11 th Street Bus Stops	North & south bus stop - beds
City Park	North side of depot - bed
Corner Marion Blvd & 6 th Ave (McDonalds)	Sign bed
Peg Pierce Ball Complex	Sign bed at 31 st Ave & 3 rd Ave
Peg Pierce Ball Complex	Flag pole
Peg Pierce Ball Complex	Donor bed – west of playground
Willowood Park/Pool	Entrance – bed
Willowood Park/Pool	Flag pole
Willowood Park/Pool	Pool east side
Willowood Park/Pool	Tree/shrub – pool east side
Willowood Park/Pool	Dumpster area
Starry Ball Complex	Sign and sides of steps
Taube Park	Sign
Thomas Park	Entrance bed
Thomas Park	Playground center island – bed
Thomas Park	Maintenance building – bed
Boyson Trail – Between 7 th & 8 th Ave Bridges	Trail bed
Willow Park W. 8 Ave Entrance	Sign
Willow Park 2 nd Street Parking Lot	Flower bed (Friends of Marion Parks)
10 th Street/Boyson Road to Tower Terrace Road	Median and corner beds
29 th Ave Indian Creek Road to 10 th Street	Median beds
35 th Street & Tower Terrace	Round-a-bout
6 th Ave Central Corridor – 10 th Street to 11 th Street	Planters
2 nd Street & Marion Blvd	Merrill Gardens

Maintenance of Your Adopt-a-Spot

January

- You should check your Adopt-a-Spot area for trash, debris or winter damage at least twice a month.

February

- Check your Adopt-a-Spot area for trash at least twice a month in the winter.
- This is a good time to start cutting back ornamental grasses to 6"-8".
- If you have annual flowers in your Adopt-a-Spot, you can start planning and ordering.
- Chase away those "Winter Blues" by preparing for spring; sharpen, clean and oil your gardening tools.

March

- Every other week you may want to check your Adopt-a-Spot area for trash that the melting snow may have uncovered.
- If the snow has melted from your site, you can begin uncovering and cutting back perennials and removing last year's dead leaves.
- This is also a good time to re-edge your beds where needed and to spread the winter mulch evenly around the landscape bed.
- You should begin to check your Adopt-a-Spot area for trash on a weekly basis.

April

- If you are going to plant annual flowers in your Adopt-a-Spot, this is a good time to prepare your beds for annual flowers and summer bulbs by adding peat or manure and rototilling if the soil is dry enough to be workable.
- After rototilling, you can rake beds smooth and apply 2"-3" of mulch.
- Late April is a good time to divide and replant perennials and add new mulch if needed.
- If the weather has been warm, you may want to begin checking your Adopt-a-Spot beds for early weeds. If weeds are beginning to invade your landscape, you may want to begin pulling them.

May

- You should check your Adopt-a-Spot area for both weeds and trash on a weekly basis.
- You can plan to plant your annual flowers and non-hardy summer bulbs after the frost date.
- If you plant annuals at your Adopt-a-Spot, you should water the new plants twice a week or as needed until they are established and well rooted.
- Once your annual or perennial flowers begin blooming, you should deadhead and remove spent blooms on a weekly basis, which will keep your area looking beautiful and encourage the plants to continue blooming!
- The month of May is a good time to begin a weekly routine to spot weed your Adopt-a-Spot area.
- This is also the month to keep a watch out for damaging insects on or around plant beds. Call the Parks Department at 447-3580 if you notice insect activity in the beds.

June

- Continue to check your Adopt-a-Spot area for both weeds and trash on a weekly basis.
- Plan to cut back dead leaves and blooms of early spring bulbs, annual flowers and perennials.
- As the summer heat approaches, continue watering annual beds twice weekly, or as needed.
- For bringing out the vibrant colors in the flowers and foliage, apply a foliage fertilizer monthly. Your local Garden Center can help you choose the best product for your site. Always follow labeled directions.
- Continue to pull or spot spray landscape beds for weeds as needed.
- Watch for insect damage on your plants. Contact the Parks Department as soon as you spot them!
- Keep a close watch on new trees and perennial plantings for adequate water.

July

- Continue to check your Adopt-a-Spot area for weeds and trash on a weekly basis.
- Check the plants in your Adopt-a-Spot for other types of insect and disease like: aphids, scale, mites, and mildew. If you spot anything unusual, contact the Parks Department (447-3580) immediately!
- Continue providing water for newly planted trees, shrubs, perennials, and annual flowers as needed due to heat or drought.
- Continue removing dead blooms and leaves from plants and pull or spray weeds in your Adopt-a-Spot beds as needed.

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August

- You should continue to check your Adopt-a-Spot area for both weeds and trash on a weekly basis.
- You may need to continue providing water for newly planted trees, shrubs, perennials, and annual flowers as needed due to heat or drought.
- You should continue removing dead blooms and leaves from plants and pull or spray weeds in your Adopt-a-Spot beds as needed.

September

- Continue to check your Adopt-a-Spot area for both weeds and trash on a weekly basis.
- Continue removing dead blooms and leaves from plants and pull or spray weeds in your Adopt-a-Spot beds as needed.
- This is a good time to remove summer annual flowers and replace them with mums, ornamental cabbage or another fall planting.
- Be on the lookout for early fallen leaves and begin raking as needed.

October

- Every other week, check your Adopt-a-Spot area for trash.
- Continue removing dead blooms, leaves, plants and weeds from your Adopt-a-Spot area.
- To prepare for next year, this is the best month for planting fall bulbs for spring flowers!
- After all bed cleanup is finished, perennials are cut back, and bulbs are planted, you can start to mulch plants in for the cold winter months.

November

- Check your Adopt-a-Spot area for trash at least twice a month in the winter.
- This is a good time to finish up any fall projects in your Adopt-a-Spot like planting fall bulbs, and applying mulch.
- **A FINAL inspection for the year will be completed during the first week of November.**

December

- Continue to check your Adopt-a-Spot area for trash at least twice a month in the winter.