

**WORTH COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND GUIDELINES FOR
THE ADOPT-A-HIGHWAY PROGRAM**

SUBJECT: Establish department guidelines, procedures and policies for the Adopt-A-Highway program.

GENERAL: It is the policy of Worth County that activities associated with the Adopt-A-Highway program be conducted in accordance with the following policies and guidelines. This policy will be implemented and enforced in accordance with procedures contained herein by the Secondary Road Department. The sponsor (applicant) agrees to indemnify and hold harmless the county, its Board of Supervisors, its officers and employees from all liability, judgment, costs, expenses and claims growing out of damages of any nature whatsoever to any person, property or third party arising out of performance or non-performance of said work.

PROCEDURES: The following requirements and stipulations shall govern the Adopt-A-Highway Program. This program shall be subject to any laws not in effect or any laws which may be hereafter enacted and all applicable rules and regulations of local, state, and federal agencies. The sponsor (applicant) shall complete, sign and submit the "Adopt-A-Highway" permit in Appendix A of this Policy for review and approval by the Worth County Engineer. First preference for highway adoption permit applications will be given to adjacent property owners. Second preference will be given to governing bodies of small communities and homeowner associations. Organizations, clubs, and individuals will have third preference. Sponsorship will not be granted to political parties, political candidates, elected officials, or entities, which would constitute partisan endorsement.

SPONSOR/APPLICANT RESPONSIBILITIES

1. Sponsorship shall be for a period of two years for a minimum distance of two miles including both sides of the roadway depending on the configuration and separation of miles. After two (2) years a permit may be renewed based on the preference for adoption priority as stated above.
2. Litter must be removed a minimum of two times per year.
3. Litter removal within four feet of the edge of the pavement is not required.
4. Parking on the roadway shoulders is not allowed at any time.
5. All participants shall wear safety vests provided by Worth County. The vests shall be returned to the county when work is completed.
6. Sponsors of plantings and native species shall control noxious weeds using approved methods prior to the weeds producing seeds.
7. The County shall approve all plantings and native species before the seed is purchased.
8. All seed harvested is to be used on public lands. Seed harvested in the Right-of-Way (ROW) may not be resold.
9. The sponsor shall conduct a safety meeting with the volunteers participating in the program prior to work being performed in the ROW. The safety meetings shall be conducted each time work is to be performed.
10. ROW markers, property pins and land monuments shall not be removed, altered or damaged.
11. Work shall be completed as required and authorized by the agreement with serious regard to the safety of volunteers or employees of the sponsor, adjacent property owners and the traveling public.
12. Work shall only be performed during daylight hours, in a satisfactory, safe and professional manner.

13. Sponsor shall provide adult supervision for volunteers under the age of fourteen. One or more adults shall be present for every four volunteers under the age of fourteen.
14. Sponsor shall give the County 48-hour notice prior to beginning any work activities. Sponsor shall call the County Engineer's Office at 641-324-2154 to complete the notification requirement.
15. Sponsor and volunteers shall access the roadway from private driveways or other intersecting roads, not from the shoulders of the subject highway.
16. Sponsor shall place full trash bags at specified locations (selected by the county) for County pick up and disposal.
17. Sponsors should wear protective clothing including leather gloves, hard soled shoes, preferably boots and light colored clothing and a hat.
18. Sponsors should provide a first aid kit and drinking water at the work area.
19. Sponsors shall maintain transportation and communication at the work area at all times.
20. Sponsors and volunteers shall not remove hazardous or suspicious materials. Contact the Secondary Road Department at 641-324-2154 or call 911 if hazardous or suspect materials are encountered.
21. Sponsors and volunteers should face oncoming traffic, be aware of holes or steep slopes or other obstacles in the ROW and avoid contact with wildlife and insects.
22. Sponsors should provide insect repellent for volunteers to use if desired.
23. Sponsors and volunteers shall not work in inclement weather.
24. Sponsor shall erect traffic-warning signs provided by Worth County. The "Road Work Ahead" sign shall be placed 500 feet in advance of the work area and the "End Road Work" sign shall be placed immediately following the end of the work area. If the sponsor will be working on both sides of the roadway simultaneously, two sets of signs will be required. After work activities are completed the sponsor shall remove the signs and place them in the same approved location as the filled trash bags.

WORTH COUNTY SECONDARY ROAD DEPARTMENT RESPONSIBILITIES

1. Furnish and erect a sign at the entrance to the adopted section of highway with the sponsors name or acronym displayed, subject to approval by the County.
2. Provide trash bags, safety vests and safety literature to the sponsor.
3. Pick up and disposal of filled trash bags.
4. Removal of large, heavy or hazardous items from the ROW.
5. Provide a "Road Work Ahead" warning sign and an "End Road Work" sign for placement at the work zone.

If in the sole judgment of Worth County, it is found that the sponsor is not meeting the requirements of the agreement, the County may terminate the agreement and remove sponsorship signs. After the sponsorship period is concluded (two years) the County will present the sponsor with a certificate of recognition for the work completed.

APPROVED BY WORTH COUNTY BOARD OF SUPERVISORS

Maub Smely
Chairman, Board of Supervisors

10-9-19
Date

Worth County Secondary Road Department

1000 Central Avenue
Northwood, Iowa 50459
641-324-2154

Permit Number _____

SPONSOR INFORMATION

Name of Sponsor (Organization or Agency)

Address

Contact Person

Telephone

Address

SITE LOCATION INFORMATION

Street or Avenue Number _____

Section _____

TWN _____

Range _____

General Description of Proposed Area Including Starting and Stopping Points

Approval is hereby requested by the above named organization, group or individual, hereinafter referred to the "Sponsor" to Worth County, herein referred to as the "County" to enter within the County Right-of-Way to perform litter removal and/or the following described work:

_____ Litter Removal

_____ Beautification (Wildflower plantings, native prairie grasses or habitat planting) *

_____ Other (Describe) _____

*A sketch showing the work area location must be attached to this application for review prior to County granting approval.

The County reserves the right to terminate this agreement and remove the Adopt-A-Highway signs when in the sole judgment of the County, it is found that the Sponsor has not met the terms and conditions of this agreement and the County Adopt-A-Highway Policy requirements.

This agreement shall remain in force from _____

Until _____

The Sponsor acknowledges that all personnel involved in this program are initiators and volunteers directed by the Sponsor and that the Sponsor accepts full responsibility for any injuries or damages sustained or caused by such personnel. The Sponsor acknowledges that they or their volunteers are in no way considered employees of the County. Applicant representative signing this form shall be at least 21 years of age.

I have read this agreement and the County Adopt-A-Highway Policy and agree to abide by the requirements listed in the agreement and the policy.

Sponsor Contact Person

Sponsor Signature

Worth County Secondary Road Department Approval

Worth County Engineer

Date