



# City of Alpena Adopt-A-Park Program Application

208 N. First Avenue  
Alpena, MI 49707  
Ph: 989.354.1730 Fax: 989.354.1709  
[engineer@alpena.mi.us](mailto:engineer@alpena.mi.us)

NAME OF ALPENA CITY PARK YOU WISH TO ADOPT:

Name of Park \_\_\_\_\_

NAME OF SPONSOR (Organization, Group, or Individual):

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Please type or print name as it should appear on Adopt-A-Park sign.

SPONSOR'S CONTACT INFORMATION:

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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(Street, P.O. Box, City, State, Zip Code)

PLEASE LIST TWO CONTACT PERSONS:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

The Sponsor proposes to perform the following described work (as indicated with a check mark) within the above-named City Park.

- \_\_\_\_\_ Landscaping and Landscaping Maintenance
- \_\_\_\_\_ Painting and/or Repair to Structures/Amenities
- \_\_\_\_\_ Painting and/or Repair to Building(s)
- \_\_\_\_\_ Plantings (weed removal, trimming grass, planting flowers, water plant materials)
- \_\_\_\_\_ Installation of new equipment
- \_\_\_\_\_ Other

Please describe the activities which your group proposes to perform:

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Please report any items in need of repair, particularly if a safety concern is involved

The Sponsor agrees that if approval is given to adopt the above-named park and perform the above-stated activities that the following stipulations shall govern:

1. This application shall have been approved and signed prior to Sponsor beginning any operations as requested herein.
2. Sponsor agrees to indemnify and hold harmless the City of Alpena, its officers, agents, and employees from all liability, judgment costs, expenses, and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property arising from the performance or non-performance of the Sponsor's Adopt-A-Park Agreement, sponsorship, sponsorship activities, or work.
3. For special projects (e.g. plantings, repair projects, installation of new equipment), the Sponsor agrees to contact the City Engineer (354-1730) at least two weeks in advance to coordinate the project.
  - A. If supplies or materials are needed and are requested to be provided by the City, the Sponsor shall provide a list of materials needed, timeline for them to be provided, and the purpose for those supplies. The City will evaluate the request to determine need and funding availability.

4. The Sponsor shall carry on the work as required and authorized by the agreement with serious regard to the safety of the traveling public, adjacent property owners, and volunteers or employees of the Sponsor. The Sponsor agrees to instruct their volunteers in safety precautions.
5. The Sponsor acknowledges that all personnel involved in the project are initiators and volunteers directed by the Sponsor and that the Sponsor accepts full responsibility for any injuries or damages sustained by or caused by such personnel.
6. The Sponsor acknowledges that they or their volunteers are in no way considered to be employees of the City of Alpena.

In consideration of the above, the Sponsor further agrees to the following terms and conditions of this agreement:

**Sponsor's Additional Responsibilities:**

1. To perform the work specified in a safe and satisfactory manner.
2. To provide adult supervision at the work site when volunteers include youth.
3. To obtain required supplies and materials as may be needed from the Public Work Service Center during regular business hours (7 a.m. – 3:30 p.m., Monday-Friday).
4. To place filled trash bags used during collection of litter adjacent to existing park trash containers for pick up and disposal by Public Works personnel.
5. To return all unused materials and supplies furnished by the Public Works Service Center within one (1) week, unless other arrangements have been made.
6. To notify the Engineering Department at 354-1730 of items or grounds in need of attention or repair, especially when a safety concern exists.

**City of Alpena Responsibilities:**

1. To erect a sign with the Sponsor name or acronym displayed.
2. To remove filled trash bags used for litter pick up by Sponsor, and to remove large, heavy, or hazardous items when found in the park.
3. To supply certain materials and equipment when necessary (e.g., trash bags, paint supplies, flowers, mulch, etc.). NOTE: Sponsors are encouraged to provide their own tools when possible.
4. To follow up on necessary repairs as reported by the Sponsor.

The City of Alpena reserves the right to terminate this agreement and remove the Adopt-A-Park sign when in the sole judgment of the City, it is found that the Sponsor has not met the terms and conditions of this agreement.

APPLICANT/SPONSOR: \_\_\_\_\_  
(Please print or type name)

SIGNATURE: \_\_\_\_\_  
(If an organization, an officer of the organization must sign)

TITLE OF OFFICER (if any): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

**CITY OF ALPENA APPROVAL**

APPROVED: \_\_\_\_\_  
City Engineer

DATE: \_\_\_\_\_

THIS AGREEMENT SHALL REMAIN IN FORCE

FROM \_\_\_\_\_ , \_\_\_\_\_ UNTIL \_\_\_\_\_ , \_\_\_\_\_ .

# City of Alpena Adopt-A-Park Program

The City of Alpena has implemented an Adopt-A-Park program whereby volunteer groups, school groups, community groups, seniors, church groups, businesses, youth groups, and individuals can provide improvements to the park to enhance the beauty of the park or increase the quality of the experience for park users. These enhancements can be all encompassing and are only limited by the group or individual's imagination and oversight by the City to ensure high quality improvements are undertaken.

The initial step for anyone looking at the option of adopting a park is to contact the City Engineer's office by phone at 989-354-1730, by fax at 989-354-1709, or by email at [engineer@alpena.mi.us](mailto:engineer@alpena.mi.us). Once contact with the City has been made, the group or individual's proposed efforts will be discussed, either in person, over the phone, or via email, to ensure the nature of the improvements complies with the City's Master Recreation Plan. After discussion and approval, the group or individuals will be asked to sign a waiver of liability form to protect the City and our taxpayers while these volunteers are performing the work. If the proposed improvements require supplies, labor, or other services of the City, the cost of these services will need to be evaluated prior to issuing a final approval for the proposed activity. If the cost is beyond the present capabilities of the City, staff will work with the group or individual to try and fund the needed improvements in future years.

The City will work with the group or individual to establish a sign or placard identifying the group or individual and their effort in enhancing our park system. The City will also take before and after photographs, which will be posted on the City website identifying the group or individuals and the improvements undertaken.

The City applauds the efforts of these groups and individuals in working to make Alpena a more beautiful place to live, work, and visit. A form has been developed for the group or individual to complete and submit to the City to help the City in reviewing the efforts proposed. Please complete this form and send it to the City Engineer via email at [engineer@alpena.mi.us](mailto:engineer@alpena.mi.us), by facsimile at 989-354-1709, or by mail to Rich Sullenger, City Engineer, Attn: Adopt-A-Park, 208 N. First Avenue, Alpena, MI 49707.

To learn more, print the Adopt-A-Park Program application and forms, or call us at (989) 354-1730. Give a park some love. Adopt it!

## Adoptable Parks and Areas:

Avery

Bay View

Blair Street

Chisholm Street Pocket Park - DDA

Culligan Plaza

Duck Park

11<sup>th</sup> Av Boat Launch

Great Lake Maritime Heritage Trail flower bed

Island Park

LaMarre Park

McRae Park

Marina Planting Areas

Mich-e-ke-wis Park

North Riverfront Park

River Street Pocket Park - DDA

Roadside Flower Planting

South Riverfront Park

Starlite Beach

Sytek Park

Thomson Park

Washington Av Park

Water Tower Park

Veteran's Memorial Park