



## **Adopt-A-Pond POLICY AND PROCEDURES**

### **Purpose**

To establish a program that allows interested residents, community groups, and businesses to “adopt” stormwater ponds for the purposes of conducting removal on a regularly scheduled basis.

### **Qualifications**

The program is geared toward residents and businesses that own property adjacent to ponds, but anyone may participate. Work can be extensive, so volunteer teams are preferred.

### **Intent**

The Adopt-A-Pond program will be promoted and conducted as an entirely voluntary cooperative effort between residents, community groups, business owners, etc. and the City of Moorhead. No aspect of this program should be construed to reflect a right or responsibility on the part of either party.

### **Adopt-A-Pond Criteria**

1. The pond must be owned and/or maintained by the City of Moorhead.
2. The pond group must submit an Adopt-A-Pond application and demonstrate a commitment to fully participate in the program and maintain the requested pond.

## **Responsibilities**

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### City of Moorhead

1. Will provide educational materials.
2. Will provide bags for trash collection.
3. Dispose of all debris collected during clean-up days.
4. Install a permanent Adopt-A-Pond sign at the pond site.
5. Mail out a post card to pond representatives in February/March of each year to schedule clean-up.

### Pond Adopters

1. A commitment of two (2) years is encouraged.
2. Conduct clean-up activities twice per year (one in the spring and one in the fall). Clean-up shall include only those items that can be reached from shore, wading is prohibited. Activities include the following:
  - a. Pick up trash and other debris.
  - b. Pick up branches and other downed limbs (small in size).
  - c. Report any large limbs the City should remove.
  - d. Check for erosion around the pond banks.
  - e. Clean bird houses (if present).
3. Place items to be picked up by City crews at a pre-established location.
4. Submit two (2) reports each year, one from each clean-up effort. The report forms will be provided by the City and should be completed after or during the clean-up day.

## **Time Commitment**

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The time commitment will depend on the number of volunteers participating. At a minimum, each group must commit to cleaning debris along the pond shoreline twice per year.

## **Getting Started**

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To request an application contact Andrea Crabtree Nayes, Utility Engineer at (218)-299-5387 or [andrea.crabtree@ci.moorhead.mn.us](mailto:andrea.crabtree@ci.moorhead.mn.us). Applications are also available online at <http://www.cityofmoorhead.com>.

## **Renewal of Agreement**

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The Adopt-A-Pond Agreement is effective for a period of two (2) years and shall be extended for successive two (2) year periods subject to the criteria set out in the Policies and Procedures.

At the end of the initial two (2) year term, City staff will review each group's bi-annual reports. City staff will contact the group's representative to determine if the group would

like to remain in the program. If City staff is unable to contact the representative, the group will be removed from the program in accordance with the Adopt-A-Pond agreement. If contact is made and the group has not submitted bi-annual reports, the group may remain in the program, but must agree to resume reporting. This process shall continue at the end of every two (2) year term until the group is removed from the program.

A pond group may decide not to participate in the program at any time as long as a 30 day written notice is provided to the City. The City may remove a pond group from the program upon 30 days written notice to the pond group representative. These procedures are detailed in the Adopt-A-Pond Agreement.

# Adopt-A-Pond APPLICATION

*You must complete and return this application/agreement to be considered for the Adopt-A-Pond Program.*

Pond Representative Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Pond Location: \_\_\_\_\_

Why does your Pond Group want to adopt your neighborhood pond?

\_\_\_\_\_  
\_\_\_\_\_

## **AGREEMENT**

**Each Pond Group Member, by his or her signature below, hereby agrees to the terms and conditions set forth below and in the attached Adopt-A-Pond Policy:**

### **I. Responsibilities.**

- i. Consist of no less than 2 people, preferably from different households, although we will accept applications from single household applicants.
- ii. Choose a Pond Group Representative to help coordinate pond activities and represent the group in all matters pertinent to the Adopt-A-Pond Program.
- iii. Attend at least two (2) pond maintenance days each year to remove nuisance trash and debris.
- iv. Submit at least two (2) Pond Group Reports every 12 months for each adopted pond.
- v. Work in safe and responsible manner during pond work days, only during daylight hours and in good weather, avoiding heavy or hazardous items, and provide one adult supervisor for every five (5) participating youths. Use of vehicles in and around pond is prohibited for Adopt-A-Pond activities.
- vi. In addition to the responsibilities listed above, the pond group representative shall represent the Pond Group in all matters pertinent to the Adopt-A-Pond Program.

The City of Moorhead Shall:

1. Provide educational materials.
2. Provide trash bags and collect and dispose of debris after clean-up day.
3. Provide a permanent Adopt-A-Pond sign at the pond site.

### **II. Term Provisions**

This agreement shall remain in effect for a two (2) year period and shall be extended for successive two (2) year periods, subject to the criteria as set out in the Policy and Procedures.

**III. Indemnification**

Each Pond Group Member does hereby agree to indemnify and hold harmless the City, its agents and employees from all costs, including attorney fees, as a result of any personal injury to any Pond Group Member, or other person, or property damage to City property or any other person's property caused by, or as a result of his or her actions while performing the responsibilities under this Adopt a Pond Program.

**IV. Termination**

If, in the sole judgment of the City of Moorhead, it is determined that Pond Group Members are not meeting the terms and conditions of this agreement, upon thirty (30) days written notice, the City of Moorhead may terminate this agreement and remove the sign. The Pond Group may terminate this agreement for any reason upon thirty (30) days written notice to the City of Moorhead.

**By your signature below you hereby agree to the terms and conditions set forth in this agreement and the Adopt-A-Pond Policies and Procedures. By your signature, you also designate the Pond Group Representative to represent you in all matters pertinent to the Adopt-A-Pond Program.**

**PLEASE PRINT CLEARLY**

Name	Signature	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

*Attach an additional sheet for additional signatures, if necessary.*



**(To be completed by the City of Moorhead)**

**This application and agreement is  Approved  Denied      Date: \_\_\_\_\_**

**By: \_\_\_\_\_**

**Andrea J. Crabtree Naves, Utility Engineer**

**Commitment Expires: \_\_\_\_\_**

# Adopt-A-Pond REPORT FORM

Pond Group Name: \_\_\_\_\_

Date of Work Day: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

Amount of Trash Collected: \_\_\_\_\_ bags

Item	Yes	No
Garbage and debris picked up	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned bird house out (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of yard waste dumping	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of encroachment on pond property Examples: parked trailers, gardens, mowing, etc	<input type="checkbox"/>	<input type="checkbox"/>
Erosion is visible in pond area	<input type="checkbox"/>	<input type="checkbox"/>
Large debris exists that City crew needs to remove	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any comments or observations:

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\*\* Please drop off or send forms (include pictures if available) to:  
City of Moorhead Wastewater Department 500 Center Ave, P.O. Box 779  
Moorhead, MN 56560.