



6/3/2021

City of Princeton
Shawna Jenkins, City Clerk
705 2nd Street N
Princeton, MN 55371

Dear Shawna Jenkins

The Sherburne County Public Works Department and Sherburne Soil and Water Conservation District (SWCD) are excited to soon unveil our county "Adopt A Storm Drain" program, and we want YOUR COMMUNITY to be a part of this program!

Similar to Adopt A Highway programs, the Adopt A Storm Drain program aims to engage volunteers within our county to "adopt" drains in our county and in working together, improve our understanding of stormwater and its potential impacts to water quality. Volunteers would select stormdrains in their community to oversee. They would visit the drains several times a year, collecting debris from the area. Through an interactive website, the volunteers would then enter their collection (# of bags, lbs. of debris, etc.). The site allows them to track their progress and view the efforts of others through the county. You may view a preliminary version of the website here: <https://adopt-a-storm-drain-sherburnegis.hub.arcgis.com/>.

We anticipate many benefits from this program, including:

- 1) An opportunity for residents to learn about stormwater and their role in our local water quality.
- 2) A reduction of pollution from entering our local waterways.
- 3) A decrease in the potential for drain clogging, which reduces local water flooding risk.

It should be noted that all volunteers who sign-up for the program will be required to sign liability waiver forms, safety protocol documents, and report to Sherburne SWCD on their findings. Additional program info enclosed.

This is planned to be a county-wide program that is overseen by the Sherburne SWCD with support from Sherburne County Public Works. As the stormwater infrastructure in your area is owned and operated by your municipality, a legal agreement is required to join the program. The Sherburne County Attorney's Office has drafted a Joint Powers Agreement which specifies the details of involvement in this program, please see enclosed paperwork. The Attorneys Office has offered to hold a group discussion with municipal attorneys to address any questions pertaining to these documents.

Our goal is to include all Sherburne County municipalities in this program, regardless of the complexity of their stormwater infrastructure. We look forward to hearing about your interest in this program! Please contact Dan Cibulka, SWCD Senior Water Resource Specialist for more details and how your community can officially join the effort.

Thank you,

Francine M. Larson
District Manager
Sherburne SWCD

Andrew J. Witter, P.E.
Public Works Director / County Engineer
Sherburne County

Adopt A Storm Drain Safety Guidelines

Safety First, Safety Always

Litter found near the storm drain can pose potential dangers for Adopt a Storm Drain volunteers and the environment. Volunteers must agree to diligently follow all safety requirements.

Always call 911 in case of an emergency.

Group leaders are responsible to ensure that each volunteer reviews the safety information, are able to work safely and understand the requirements.

Failure to comply with safety requirements could result in cancellation of the agreement.

When in doubt, do not touch a suspicious item.

- Keep a safe distance from the item, contact the Adopt A Storm Drain coordinator and they will safely remove the item.



ITEMS TO AVOID DURING YOUR PICK:



Abandoned containers

- Examples: buckets, paint cans, propane tanks, beverage coolers, bottles with unknown liquid, large or heavy material



Regulated waste

- Examples: syringes, medical waste, batteries, fluorescent light bulbs, dead animals



Hazardous materials

- Examples: explosive devices, chemicals



Illicit discharge in water areas

- Avoid water with a sheen, color/ unusual appearance, staining, erosion or high flow, or odor



Noxious weeds

- Poison ivy, wild parsnip, hemlock



Insects, wild animals and other hazards

- Ticks, mosquitos, snakes, rodents and other animals
- Heatstroke
- Dead vegetation

Adopt A Storm Drain Safety Guidelines

Safety First, Safety Always

REGULATED WASTE *DO NOT TOUCH!*

If you find any materials such as propane tanks, hypodermic needles or syringes, explosives, dead animals, abandoned containers*, sharp objects or heavy/large items; please notify your coordinator. They will manage this waste.

*Abandoned containers include:
drums, buckets, cans with lids, etc.

Keep a safe distance and stay up wind. Call 911 if emergency.

If you notice any of the following conditions in water areas contact your coordinator to report possible illicit discharge:

- Sheen
- Color/unusual appearance
- Staining
- Erosion or high flow
- Odor

Plan ahead

The leader of your group is the person who signs the agreement form and is responsible for the safety of the volunteers. Here are some guidelines:

- Volunteers should be in good physical health and mentally alert using good common sense about the safety of self and others.
- Volunteers should have an up-to-date tetanus shot.
- Do not bring any pets with you.
- Volunteers must be at least 12 years of age and have permission from their parent/guardian. There should be one adult for every three participants between the ages of 12-17.
- Only pick during daylight hours and good weather. Do not pick when roads are wet or when visibility is poor.
- Every volunteer needs to wear an safety vest at all times.
- Wear work clothes, heavy gloves, work boots or leather shoes, hat, long sleeves and long pants, sunscreen, insect/tick repellent. Bring a first aid kit, water and a cell phone.

**Sherburne Soil and Water Conservation District
Adopt a Storm Drain Agreement & Release**

Thank you for your interest in becoming a Sherburne Adopt a Storm Drain Volunteer!

The Sherburne Adopt a Storm Drain program is a collaborative effort developed by the Sherburne County Public Works Department, Sherburne County Planning and Zoning Department, Sherburne Soil and Water Conservation District, and local municipality road authorities. The supporting road authority of _____ is working with Sherburne Soil and Water Conservation District to sponsor this program. **A map of the drain location(s) is attached.** These will be the drains you have elected to “adopt.”

This agreement between Sherburne Soil and Water Conservation District (“SWCD”) and the individual (Applicant) governs Applicant’s and their volunteers’ participation in the Sherburne Adopt a Storm Drain Program. The Applicant and Sherburne Soil and Water Conservation District agree as follows:

1. **Applicant Defined.** As used in this Agreement, “Applicant” means and include the person(s) or entity entering into this agreement, and its members, representatives, and any and all participants engaging in Adopt a Storm Drain activities. Applicant must be 18 years old.
2. **Agreement Term.** This Agreement will be effective on date form is submitted. It will remain in effect until the Applicant notifies SWCD that they would like to withdraw from the program or after one year of not completing an Adopt a Storm Drain Maintenance Report. Applicant must not begin engaging in Adopt a Storm Drain activities until this Agreement is fully executed.
3. **Terms and Conditions Are Part of this Agreement.** The Sherburne Adopt a Storm Drain Safety Guidelines are made a part of this Agreement. Applicant and their volunteers agree to abide by these guidelines.

Applicant and their volunteers agree that they will obey and abide by all laws and regulations, including those relating to safety and any such additional terms Road authority may require.

Applicant and all other individuals participating agree that it:

WILL

- Monitor their chosen storm drains a minimum of twice per year, pickup and properly dispose of litter / debris and and report activities using the Adopt a Storm Drain Maintenance Report through the Sherburne Adopt a Storm Drain website.
- Ensure that each participant and their volunteers review the Adopt a Storm Drain Safety Guidelines and this Agreement before participating in the Adopt a Storm Drain activity.
- Anyone under the age of 12-17 must be accompanied by an adult and must have permission from their parent or guardian.
- Follow the Adopt a Storm Drain Guidelines
- Only monitor storm drains and pick up litter / debris during daylight hours and in good weather
- Wear required safety vests and exercise safety precautions in handling any potentially hazardous materials.
- Report illicit discharge and any other hazardous materials to the local road authority.

WILL NOT

- Engage in Adopt a Storm Drain activities until this agreement is fully signed, and all Applicant’s participants have reviewed this agreement and the Sherburne Adopt a Storm Drain Safety Guidelines.
- Work beyond their chosen and assigned stormwater drains.
- Pickup litter / debris only around the opening and exterior of storm water drains. Opening of manholes, grates or other drain structures is not allowable. Maintenance needs for these areas are to be reported to the Sherburne Adopt a Storm Drain website.
- Permit any person under the age of 12 to be present at the work site, even if not engaged in litter / debris picking activities.
- Have any person present at the work site who is not participating in the Adopt a Storm Drain activity. They will not allow any animals to be present while participating in the program.

4. **Volunteer Capacity.** Applicant and their volunteers are acting in a volunteer capacity, and will not be deemed an officer, employee or agent of SWCD or the road authority for any reason. Applicant and their volunteers will not receive any compensation or benefits from SWCD or the road authority. Applicant and Applicant's volunteers are responsible for their own insurance coverage for injuries arising from or related to their engaging in Adopt a Storm Drain activities.
5. **Release of Liability for Personal Injury and Property Damage.** Applicant and their volunteers assumes full responsibility for any injuries to their person or property arising from or related to engaging in Adopt a Storm Drain activities. Neither SWCD nor the road authority will not be responsible for any injuries or property damage arising from the Applicant or their volunteers engaging in activities.
6. **Hazards Acknowledged.** Applicant and their volunteers recognize the risks and potential hazardous nature of activities related to the Adopt a Storm Drain program. Hazards include but are not limited to being exposed to weather, uneven terrain, plant life and wildlife, insects, nearby traffic, pollutants and medical waste and hazardous waste. Applicant and their volunteers agree to accept all risks of participation. Under no circumstances may an individual under the age of 12 be allowed to be a participant or volunteer under this program.
7. **Road authority May Modify or End Agreement for Any Reason or For No Reason.** SWCD may, in its sole discretion, revise or terminate this Agreement at any time, with or without cause and without notice to the Applicant.
8. **Severability.** If any term of this Agreement is deemed invalid or unenforceable, such term shall be excluded to the extent of such invalidity or unenforceability. The remaining terms of this Agreement shall not be affected.
9. **Program Contact.** Applicant will contact the road authority to report any issues with storm drains. For questions about the program details, contact Dan at Sherburne County Soil and Water Conservation District at 763-220-3434 or dcibulka@sherburneswcd.org

(The Authorized Representative is signing on behalf of all of the volunteers participating in the Adopt a Storm Drain Program in your organization)

The Authorized Representative is _____ .Print name

By signing this agreement, you represent that you are 18 years or older, have read the entire agreement and agree to be bound by the terms including the release of liability and acknowledgement of hazards. Further, you represent that all persons who are volunteering with you have read this document, the guidelines and also agree to be bound by the terms including release of liability and acknowledgement of hazards.

Authorized Representative Signature

Date