

RESOLUTION NO. 24-XX

**THE BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO**

A RESOLUTION ESTABLISHING AN ADOPT-A-ROADWAY PROGRAM

WHEREAS, the Board of County Commissioners of Huerfano County, Colorado (“Board”), owns and maintains a system of county roads within Huerfano County; and

WHEREAS, the Board wishes to keep these County Roads litter free and scenic for the enjoyment of residents and travelers in Huerfano County; and,

WHEREAS, residents of Huerfano County have requested to assist in keeping County Roads free of litter and debris; and,

WHEREAS, the Board wishes to educate volunteers of the risks in working along County Roads; and

WHEREAS, the Board seeks to acknowledge the efforts of volunteers with signage at each end of the clean-up area; and

WHEREAS, the Board desires to create this program to allow County staff to quickly and effectively support volunteer efforts and promote the good works of said volunteers.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado that the Adopt-A-Roadway program is hereby created and that the policy and procedures attached as Exhibit “A” are hereby approved. The Road and Bridge Superintendent is hereby authorized to make changes to the program within the annual county budget and based upon the changing needs of the County, subject to review and approval by the County Administrator.

INTRODUCED, READ, APPROVED AND ADOPTED on this 14th day of MAY 2024.



ATTEST:

County Clerk and Recorder and
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO

BY _____
John Galusha, Chairman

Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

Exhibit “A”
Huerfano County Adopt-a-Roadway & One-Time Clean-Up
Policy and Procedures

Policy:

It is the policy of Huerfano County to permit individuals and/or organizations to assist in maintaining the roadways located within the County by periodically removing litter and rubbish through the Huerfano County Adopt-a-Road Litter Control Program. The County recognizes that this is a valuable service rendered to the County and its Citizens by volunteer individuals and/or organizations and that the volunteers should be honored for this service. Individuals and/or organizations are also permitted to perform one-time cleanup operations rather than committing to a road adoption, subject to the One-Time Clean-Up Procedures.

Adopt-a-Roadway Procedures:

1. Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.
2. Part of the Volunteer Waiver Form consists of all participants viewing the methamphetamine lab waste video. This is a short 7-minute video explaining the hazards that may be found alongside roadways. The video can be viewed by web access at: <https://www.codot.gov/programs/adopt-a-highway/videos>
3. The adopting organization will commit to a one-year period of adoption with an automatic annual renewal unless either the County or the adoptee choose to terminate the adoption. Road adoptability is subject to the following criteria and availability.
 - a. A section of roadway is preferred between road intersections or a logical ending point.
 - b. The adopting organization must notify the Huerfano County Road and Bridge department once they decide to terminate their commitment and return any supplies provided.
 - c. While an adopting organization may request to adopt a particular road segment, availability may be limited, and Huerfano County may need to assign a road segment other than the one requested.
1. During the one-year commitment, the adopting organization will remove trash from the designated roadway a minimum of two times a year. This will occur between the first weekends of April through mid-October, weather permitting. Program activities will be between the hours of one hour after sunrise to one hour before sunset and not during inclement weather. Weekends are preferred but cleanups are scheduled by the group leader. We require that you notify the Road and Bridge department of your scheduled clean-up date at least two weeks in advance.
2. Huerfano County Road and Bridge will dispose of the collected waste once the accomplishment form has been received or the cleanup is completed and reported.
3. The Huerfano County Road and Bridge department will install a standard information sign at each segment of the adopted roadway acknowledging the adopting organization. Phone numbers or URLs are not allowed on the signs. The signs will

- remain in place during the adoption period. Signs will be replaced once if they are stolen or vandalized.
4. In the event that the organization or individual fails to actively maintain the designated area, the sponsoring individual or organization will be billed for the cost incurred in installing the recognition sign(s), and the sign(s) will be removed. The volunteer will be notified prior to the removal of the sign.
 5. Huerfano County Road & Bridge will honor any clearly-marked separation of recyclable materials from waste items by Litter Control Program participant(s) and ensure their proper handling.
 6. Litter Control Program participants must be aware of the potential dangers involved while participating in this program which is to be performed and take full responsibility for any injury that could occur while working along the roadway. The potential dangers while participating in this program while on County Roadways can include, but are not limited to: high-speed traffic, potentially noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife such as snakes and skunks.
 7. Participants agree to restrict clean-up activities to the area of right-of-way off the traveled portion of the roadway. Organizations further agree while performing activities on right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause.
 8. The Litter Control Program is open to any individual, group, or family. Huerfano County reserves the right to use its discretion in selecting adopting organizations.
 9. Participants must be 13 years old and up. Any group with members between 13-17 years old must be supervised by an adult (18 years and older.) At least one adult is required for every 8 participants between 13-17 years of age. Any requested age waivers will be handled on a case-by-case basis.
 10. A designated Contact Person is required for each organization to serve as the liaison with the Huerfano County Litter Control Program. The Contact Person is the responsible party who is signing the application, scheduling clean-ups, submitting all forms, and ensuring compliance with the Cleanup and Safety Procedures. The Contact Person will submit the required Accomplishment Form to the Road and Bridge department for every completed clean-up, and organizations will set filled bags safely along the side of the road for collection by the County and bags with recyclable materials will be clearly marked.
 11. The designated Contact Person will designate a Team Leader that will be assigned to every scheduled cleanup event and the Team Leader will be responsible for ensuring that participants on their team comply with the Cleanup and Safety Procedures.
 12. Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists County staff in monitoring the success of the program. The completion and submission of an Accomplishment Form is also required at the end of the one-year adoption period to inform the Road and Bridge

department if your organization wishes to continue with the adoption or terminate the agreement at the end of the adoption period.

One-Time Clean-Up Procedures:

1. Part of the Volunteer Waiver Form consists of all participants viewing the methamphetamine lab waste video. This is a short 7-minute video explaining the hazards that may be found alongside roadways. The video can be viewed by web access at: <https://www.codot.gov/programs/adopt-a-highway/videos>
2. The volunteering entity will commit to a one-time clean-up of a County roadway. Roadways are subject to the following criteria and availability:
 - a) A section of roadway between road intersections or a logical ending point is preferred.
 - b) The volunteering entity must notify the Huerfano County Road and Bridge department once they have completed their clean-up and return any supplies provided.
 - c) While a volunteering entity may request a particular road segment, availability may be limited, and Huerfano County may need to assign a road segment other than the one requested.
3. The one-time clean-up commitment will occur between the first weekends of April through mid-October, weather permitting. Program activities will be between the hours of one hour after sunrise to one hour before sunset and not during inclement weather. Weekends are preferred but cleanups are scheduled by the volunteering entity. We require that you notify the Huerfano County Road and Bridge department of your scheduled clean-up date at least two weeks in advance.
4. The Huerfano County Road and Bridge department will dispose of the filled waste bags once the Accomplishment Form has been received or the cleanup is completed and reported.
5. Litter Control Program participants must be aware of the potential dangers involved while participating in this program which is to be performed and take full responsibility for any injury that could occur while working along the roadway. The potential dangers while participating in this program while on County Roadways can include, but are not limited to: high-speed traffic, potentially noxious plants, broken glass, hazardous materials, sharp metal, and potentially harmful wildlife such as snakes and skunks.
6. Participants agree to restrict clean-up activities to the area of right-of-way off the traveled portion of the roadway. Organizations further agree while performing activities on right-of-way, the method, manner, and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause.
7. The Litter Control Program is open to any individual, group, or family. Huerfano County reserves the right to uses its discretion in selecting adopting organizations.

8. Participants must be 13 years old and up. Any group with members between 13-17 years old must be supervised by an adult (18 years and older.) At least one adult is required for every 8 participants between 13-17 years of age. Any requested age waivers will be reviewed on a case-by-case basis.
9. Completion and submission of an Accomplishment Form are required after each completed cleanup. This assists County staff in monitoring the success of the program. The completion and submission of an Accomplishment Form is also required at the end of the one-year adoption period to inform the Road and Bridge department if your organization wishes to continue with the adoption or terminate the agreement at the end of the adoption period.

Individual:

1. Individual volunteer(s) who are not represented by a group or entity that has completed the application process and wish to perform a One-Time Clean-Up are required to provide an Emergency Contact to Huerfano County as part of their application.

Group/Organization:

1. Each participant will be required to sign a “Volunteer Waiver Form” that your organization will be required to keep on file in case an incident occurs.
2. A designated Contact Person is required for each organization to serve as the liaison with the Huerfano County Litter Control Program. The Contact Person is the responsible party who is signing the application, scheduling clean-ups, submitting all forms, and ensuring compliance with the Cleanup and Safety Procedures. The Contact Person will submit the required Accomplishment Form to the Road and Bridge department for every completed clean-up, and organizations will set filled bags safely along the side of the road for collection by the County and bags with recyclable materials will be clearly marked.
3. The designated Contact Person will designate a Team Leader that will be assigned to every scheduled cleanup event and the Team Leader will be responsible for ensuring that participants on their team comply with the Huerfano County Litter Control Program Procedures.

Hold Harmless Agreement:

I have read and agree to the policies and procedures for the Huerfano County Adopt-A-Roadway Litter Control Program. I understand that Huerfano County reserves the right to modify the scope of the adoption if, in the opinion of the County, the adopting organization's size is inconsistent with the road section as identified above. I realize that working on this project may involve risks and hazards, including risk of injury to me. I am aware of the risks inherent in participating and do hereby assume sole responsibility for all such risks that could result in such injury and waive all claims against Huerfano County and their respective agents, representatives, officers, employees, successors, assigns and insurers. By signing this application and agreement, the undersigned agrees and acknowledges that they have the legal authority to apply for the individual or organization to participate in this program.