



HALFWAY CREEK TRAIL/ HOLLAND BLUFFS TRAIL ADOPT-A-TRAIL HANDBOOK

Village of Holmen
Holmen Area Foundation
Town of Holland
Town of Onalaska



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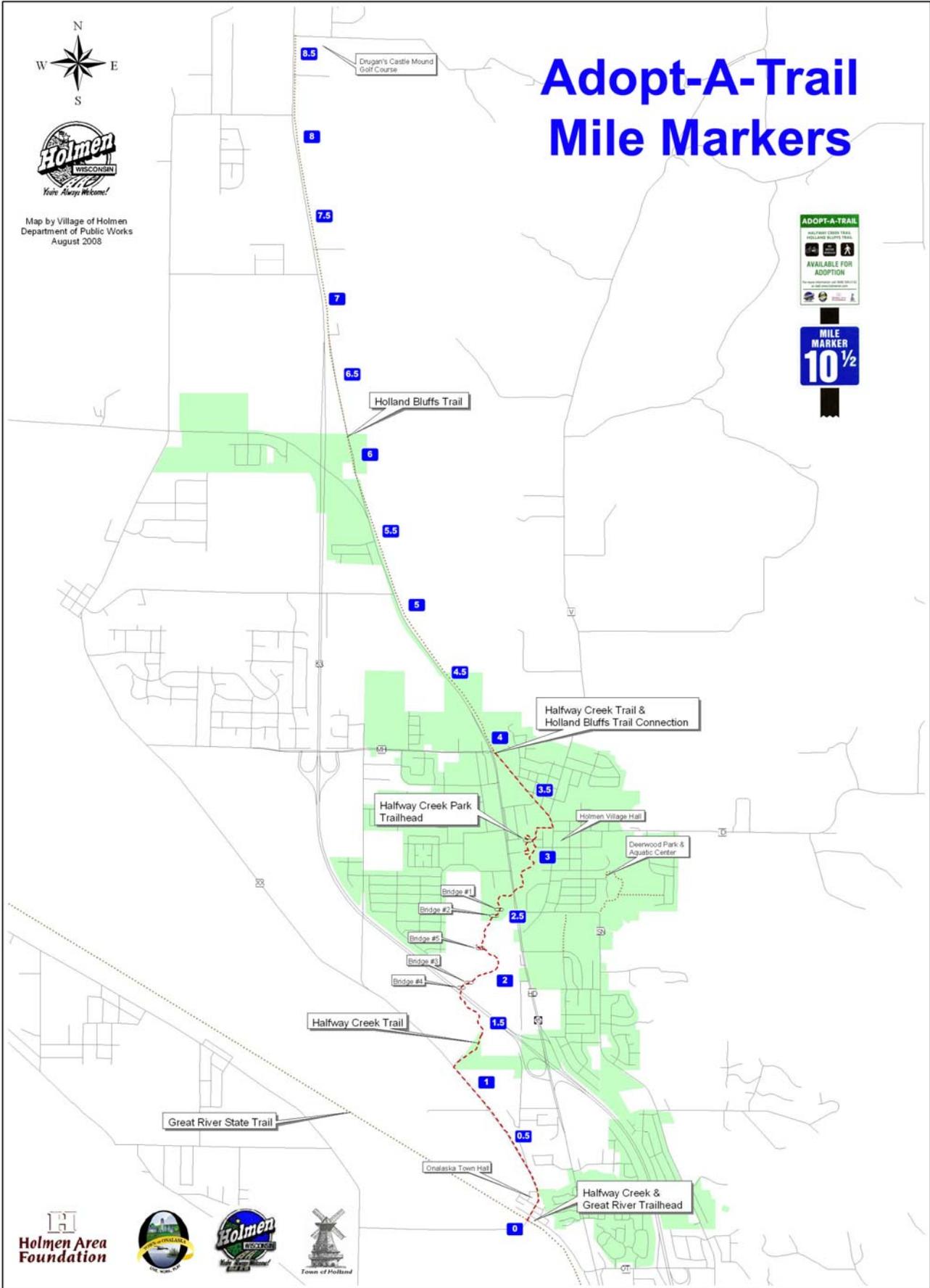
Halfway Creek Trail & Holland Bluffs Trail

Village of Holmen, 421 S. Main St., Holmen, WI 54636 Phone: (608) 526-4336 Fax: (608) 526-4357 Web: www.holmenwi.com



Map by Village of Holmen
Department of Public Works
August 2008

Adopt-A-Trail Mile Markers



Halfway Creek/Holland Bluffs Adopt-A-Trail Program

Basic Information Summary

- Similar to the Adopt-a-Highway program (groups adopt a portion of the highway to keep their area clean)
- Groups Adopt ~ 1/2 Mile of trail along Halfway Creek and Holland Bluffs Trails
- Cost \$300 for three years
- If approved, your organization will be recognized on two the Adopt-A-Trail signs on your ½-mile portion of the trails
- Approved organizations must take part in at least 3 clean up days throughout each calendar year
- Must inform Holmen Park and Recreation Director five days prior to cleaning trail
- All participants must complete a wavier form on cleanup days



Adoption Process

- Must fill out application
- Pay fee (\$300)
- Be approved by Holmen Park and Recreation Director
- After completion your organization will be assigned and recognized for your portion of the trails

Routine Duties

- Must contact Holmen Park and Recreation Department prior to organized clean-up days
- Turn in waivers for ALL volunteers
- Submit number of workers
- Must provide own tools and supplies (i.e. garbage bags and gloves).

Litter Pickup

- Trash
- Pick up fallen branches
- Removing non-native plants
- Bring Lost & Found Items to the Holmen Park and Rec. Department
 - (421 S. Main Street, Holmen, WI)
- Removing any debris from the Creek (use common sense)
- Report any trash/brush that needs to be picked up by:
 - Holmen Park and Recreation staff at 608-526-2152 (for Halfway Creek Trail portion)
 - Town of Holland at 608-526-3354 (for Holland Bluffs Trail portion).

Hazard Checks

- Make sure trail is free from debris
- Removal of brush/fallen branches
- Keep trailheads and signage (especially near roads) clear of vegetation and visible to both trail users and drivers.
- Report potential hazards to Holmen Park & Recreation 608-526-2152 or Town of Holland at 608-526-3354.

Maintenance Checks

- Fallen Trees
- Damaged Bridges
- Erosion Damage
- Water damage (potholes, erosion, etc.)
- Report needed repairs to Holmen Park & Recreation 608-526-2152 or Town of Holland at 608-526-3354.

Any debris/garbage that is collected must be carried off the trail and taken by the volunteers to a pre-determined destination (by the Holmen Park and Recreation Director) for proper disposal. Excessive trash/brush/branches should be bagged or neatly piled on the trail and call the Holmen Park & Recreation 608-526-2152 or Town of Holland at 608-526-3354, to pick up the trash/brush at your determined location.

As the volunteer coordinator, it is **YOUR** responsibility to make sure that everyone in your group is working safe, following all the rules put in place of this handbook and using the tools properly. While working/cleaning your portion of the trail, there is a possibility you will encounter poison ivy, bees' nests, and other insects while clearing the trail. Please dress accordingly and come equipped with any remedies you may need.



Adopt-A-Trail Policies: Halfway Creek Trail & Holland Bluffs Trail Holmen, WI

Mission Statement

The mission statement of the Adopt-A-Trail program of the Halfway Creek and Holland Bluffs Trails is to improve the condition and monitoring of the trails. Community support and adoption will enhance the beauty, upkeep, and sense of ownership of the trails beyond what can be monitored by Village of Holmen, Town of Onalaska, and Town of Holland maintenance staff.

Program Description

The Adopt-A-Trail is a cooperative program between the Village of Holmen, Town of Holland, Town of Onalaska, and Holmen Area Foundation, to allow community organizations, ranging from school organizations to corporate groups to church groups, etc., to adopt a portion of the Halfway Creek Trail and Holland Bluffs Trail near Holmen, WI. The Adopt-A-Trail program is similar to the Adopt-a-Highway program, where groups are able to adopt a portion of the highway and then help keep the sides of the highway looking clean and neat. The Adopt-A-Trail is a similar concept, where groups can adopt a ½-mile portion of the trails and then agree to keep their portion of the trail looking nice and free of debris/garbage and the group will be recognized with signage on their portion of the trail.

Adoption Policies

Adopting can be done by individuals, schools, college organizations, church groups, groups, service clubs, teams, corporations, etc. Sponsors will adopt a ½-mile portion of the trails and participate in **at least 3** clean up days per year. In order to adopt, sponsors must fill out the attached application, pay a 3-year fee of \$300 (cost of signage and repairs/replacement), and be approved by the Village of Holmen, Town of Holland, and Town of Onalaska. Sponsors who are approved for the Adopt-A-Trail program and then do not fulfill their trail clean up days requirements (minimum of 3 clean-up days during 1 calendar year), will lose their rights to their adopted portion of the trail and the rights will given to the next available sponsor. If the rights to an adopted portion are lost, the process must start over again. A new application, adopter's fee, and approval must be completed before a new portion can be adopted by a sponsor who has lost their portion of the trail. All adoption renewals will be at the discretion of the Holmen Park & Recreation Director.

It is possible for corporations and non-profit groups to team up together to adopt a portion of the trail. The agreement to fulfill the mandatory clean-up days must be coordinated between the two groups.

For those organizations, that have committed for the 3-year commitment, two sponsor signs (north and south ends of your adoption area) recognizing your group will be placed on your portion of the trail. The sign posts will also double as mile markers along the trail.

Prior to any clean-up days, the Holmen Park and Recreation Director must be notified at least **five days** in advance, signed waivers for **ALL** participants must be completed. After clean-up day, you must turn in a



copy of numbers of hours worked by each participant and a summary report of work done to the Holmen Park and Recreation Director.

Volunteers will be responsible for the upkeep of their assigned portion of the trail, up to 6 feet on either side of the trail, garbage bags, work gloves, and any other tools needed for the work day. The Holmen Park and Recreation Department, Town of Holland, and Town of Onalaska **WILL NOT** loan out tools for volunteer clean up days. While cleaning the trail, some of the possible duties that should be done every time a clean up day is being held should include, but not limited to and the Holmen Park and Recreation Director reserves the right to request some work to be done on adopted portions of the trail:



Routine Duties:

1. Must contact Holmen Park and Recreation Department (608-526-2152) prior to organized clean-up days
 - a. Turn in waivers for **ALL** volunteers
 - b. Submit number of workers
2. Must provide own tools and supplies (i.e. garbage bags and gloves).
3. Litter Pickup
 - a. Trash
 - b. Pick up fallen branches
 - c. Removing non-native plants
 - d. Bring Lost & Found Items to the Holmen Park and Rec. Department (421 S. Main Street, Holmen, WI)
 - e. Removing any debris from the Creek (use common sense)
 - f. Report any trash/brush that needs to be picked up by Holmen Park and Rec. Staff at 608-526-2152 or Town of Holland at 608-526-3354.
4. Hazard Checks
 - a. Make sure trail is free from debris
 - i. Removal of brush/fallen branches
 - b. Keep trail heads and signage (especially near roads) clear of vegetation and visible to both trail users and drivers.
 - c. Report potential hazards to Holmen Park & Recreation at 608-526-2152 or Town of Holland at 608-526-3354.
5. Maintenance Checks
 - a. Fallen Trees
 - b. Damaged Bridges
 - c. Extensive Erosion Damage
 - d. Water damage (pot holes, erosion, etc.)
 - e. Report needed repairs to Holmen Park & Recreation at 608-526-2152 or Town of Holland at 608-526-3354.

Any debris/garbage that is collected must be carried off the trail and taken by the volunteers to a pre-determined destination (determined by the Holmen Park and Recreation Director) for proper disposal. Excessive trash/brush/branches should be bagged or neatly piled on the trail and call the Holmen Park and Recreation Department at 608-526-2152 or Town of Holland at 608-526-3354, to pick up the trash/brush at your determined location.

As the volunteer coordinator, it is **YOUR** responsibility to make sure that everyone in your group is working safe, following all the rules of this handbook and using the tools properly.

While working/cleaning your portion of the trail, there is a possibility, you will encounter poison ivy, bees' nests, and other insects while clearing the trail. Please dress accordingly and come equipped with any remedies you may need.

If you are unsure whom to contact, please use the following information:

- **If your adopted portion of the trail is on the Halfway Creek Trail (goes through Village of Holmen or Town of Onalaska) you should contact Holmen Park and Recreation Department at 608-526-2152.**
- **If your adopted portion of the trail is on the Holland Bluffs Trail (north of McHugh Road) you should contact Town of Holland at 608-526-3354.**

Safety Guidelines

Do

- **Do** lift all objects with your legs, not with your back.
- **Do** wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves.
- **Do** use sun block or wear a hat.
- **Do** contact the Holmen Park & Recreation Department at 608-526-2152 or Town of Holland at 608-526-3354, immediately if you notice a safety hazard, such as a downed tree.
- **Do** tie bags tightly before placing in trash receptacles.
- **Do** work during park hours.
- **Do** work with a partner whenever possible.
- **Do** drink enough water to avoid dehydration.
- **Do** make sure that all volunteers in your group are familiar with these safety precautions.

Don't

- **Don't** overexert yourself. Be sure to take breaks, drink liquids, and dress appropriately for the weather.
- **Don't** bring small children along on clean up days.
- **Don't** leave children or pets locked in a car at work locations.
- **Don't** pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Call the Holmen Police Department (608) 526-4212 and give the precise location of the hazardous material, use mile makers.

For Teachers and Group Leaders

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin a project.
- Tie bags tightly before placing in trash receptacles; do not stomp on them.
- Report any hazard to the Holmen Park and Recreation Department
- Add any additional safety precautions you feel appropriate.

For Students and Youth

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Don't pick up any sharp objects, such as broken glass.
- Report any hazards to your teacher or group leader.
- If park personnel are present doing their job, don't run in front of them or get too close when they are working with a machine.
- Wash your hands thoroughly when you complete your work.





Recommendations For Your Group on Organized Trail Clean-up Days:

Things to bring:

- Drinking water
- Appropriate clothing (rain or shine events)
- Work gloves
- Boots
- Waders
- Long-sleeved shirts
- Hand shears
- Loppers
- Pruners
- Rakes
- Motorized trimmers
- Gas leaf blowers (with gas)
- Motorized tools are to be used **ONLY** by the owner.
- **You are responsible for keeping track of your gear and using it safely.**

Things not to bring:

- Pets
- Young Children
- Unsafe equipment
- Chain saws
- Motorized vehicles (tractors/ATVs). Vehicles **WILL NOT** be allowed on the trail.

Caution: *There is a possibility you will encounter poison ivy, bees' nests, and other insects while clearing the trail. Please dress accordingly and come equipped with any remedies you may need.*

Halfway Creek Trail & Holland Bluffs Trail Adopt-A-Trail Application



Sponsor Information:

Sponsor Name: _____ Organization Type: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Name to be placed on the sign (limit to one line):

Requested portion of the trail you would like to adopt (use mile markers)?

Please Check if completed:

- Logo Submitted
- \$300 for 3 years

Why do you want to adopt a portion of the Halfway Creek Trail?

How and when would your group organize trail clean-up outings?

For Office Use Only:

(Circle One)
Approved _____ Denied _____ By: _____ Date: _____

Start Date: _____ End Date: _____ Amount Paid: _____

Logo Submitted Name on Sign: _____

Organizers: Have your volunteers complete this form on your scheduled clean-up days

Volunteer Hours Sheet

Sponsor: _____

Date: _____ Contact Person: _____

Printed Names of Volunteers:	Signature of Volunteers*	Hours Worked:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
Total Hours Worked:		

Discription of Work Completed:

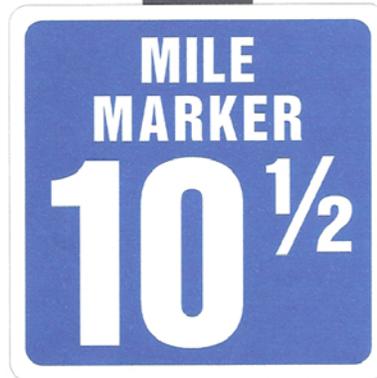
*By putting your signature here you have read and signed a Waiver and Release of Liability; Indemnification and Hold Harmless Agreement, and the Holmen Park and Recreation Department has a signed copy on file.



Sign Design:

Qty. (34) sets of 18" x 12" and 12" x 12" .063 Aluminum Signs

Your group name will be printed here



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