VILLAGE OF Mundelein
Incorporated in 1909

VILLAGE OF MUNDELEIN

Steve Lentz, Mayor *Katy Timmerman, Clerk*

April 22, 2014

Dear Resident:

The Village of Mundelein is pleased to announce a new Adopt-A-Roadway program—a community enhancement initiative. Modeled after the Illinois Department of Transportation (I.D.O.T.) and Lake County Division of Transportation (L.C.D.O.T.) Adopt-A-Highway Programs, Mundelein's Adopt-A – Roadway program is locally administered focusing on specific roadways within the Village limits.

To participate in the program, Village of Mundelein officials have outlined the policies and procedures that must be complied with and followed. Additionally, Mundelein's Public Works and Engineering Department must complete a policy information and safety guidelines meeting with each participating group coordinator prior to the first collection activity.

This packet contains the Adopt-A-Roadway policy, application forms, and instructions. The Village of Mundelein sincerely appreciates your interest in the program and your desire to enhance Mundelein—making our community better for all.

Please feel free to contact the Mundelein Public Works and Engineering Department at 847-949-3270, should you have any questions.

Sincerely,

Steve Lentz
Mayor
Village of Mundelein

300 Plaza Circle • Mundelein, Illinois 60060 • www.mundelein .org

Phone (847) 949-3200 • Fax (847) 949-0143

Village of Mundelein
Adopt-A-Roadway - Application

_____ _____

Individual, Organization or Company Name *Telephone Number*

_____ _____

Address *City, State & Zip Code*

_____ _____

Contact Person/Coordinator Name (please print) *Contact Person/Coordinator Signature*

1. _____ 2. _____

Roadway/Street & Section Requested *Roadway/Street & Section Requested*

By signing this agreement, the individual, elected or appointed officers of the organization listed above certify that the applicant will:

- Meet the requirements of the program and will provide the requested information to be reviewed in regards to these issues.
- Follow the policies and procedures set-forth for the program.
- Agrees that the Village of Mundelein reserves the right to approve or deny any application or remove any organization from the program at its sole discretion and authority.

This application is hereby given on this _____ day of _____ 20_____, by vote or

By authority of _____
Individual, Board of Director, President, Director, etc. and applies to any and all members and/or participants who become involved in the program.

_____ _____

Date *Date*

_____ _____

Attest/Name of Authorized Person *Name of Secretary or 2nd Authorized Person*

_____ _____

Signature of Authorized Person *Signature of Secretary/2nd Authorized Person*

_____ _____

Title *Title*

Village of Mundelein
Adopt-A-Roadway - Program Policy and Safety Guidelines

It is the policy of the Village of Mundelein's Adopt-A-Roadway Program to promote participation by residents, community groups, not-for-profit organizations and private firms in the voluntary beautification of public right-of-way within our community. The policy and safety information is as follows:

1. Participation is limited to individuals or groups as defined within the Village of Mundelein's policy, with the following amendments.
   a. A private firm or company can only be considered for adoption of roadway sections located within the Village of Mundelein with this packet, (State and County sections of roadways are under the jurisdictions of the Illinois Department of Transportation (I.D.O.T.) and Lake County Department of Transportation (L.C.D.O.T.) Adopt-A-Highway Programs.)

2. All individuals or groups requesting participation must submit the following for consideration:
   a. A completed application form.
   b. A completed Hold-Harmless Waiver.

3. The Village of Mundelein owns and is responsible for the installation and maintenance of the program related signs.

4. Litter includes: General waste material or debris such as, cans, bottles, wrappers, paper products, etc. Litter does not include: Hazardous waste, heavy or large items, animal carcasses, etc. Please contact the Public Works and Engineering Department at (847) 949 – 3270 to arrange for the removal of these items.

5. Litter collection is to be off of the roadway and shoulder. Public Works and Engineering can be contacted for larger items requiring removal from the roadway or shoulder. This removal will be completed during regular business hours.

6. The Village of Mundelein - Public Works and Engineering Department will supply trash/collection bags in bundles of ten (10). Please contact the Public Works and Engineering Department to replenish the supply as needed.

7. The commitment is for a two-year period with a minimum of four (4) collections per year.

8. Participants <u>are not permitted</u> to enter onto private property for collection purposes at any time.

9. All participants are <u>required</u> to wear a reflective safety vest <u>at all times</u> while involved in the collection activity. The vests will be supplied by the Village of Mundelein and are issued by the Public Works and Engineering Department at the initial information and safety meeting.

10. The "Crew Working" folding signs located under the Adopt-A-Roadway signs are to be opened at each end of the collection activity by the participants by removing the securing clips prior to the collection and closed and secured at the completion of the collection period.

11. Participants are required to obey and abide by all laws, regulations and policies while conducting the collection activity.

12. Participants shall not be under the influence of a controlled substance while performing the collection activity. No alcohol or other controlled substance is to be consumed during the collection activity.

13. Participants must be at least 12 years of age. The group must provide one adult supervisor for every 5 youths when persons under the age of 18 are present.

14. All participants must attend an informational and safety meeting prior to each collection, conducted by the group's coordinator.

15. It is recommended that participants wear gloves and work shoes/boots during collection activities.

16. Participants are recommended to work in threes. Two (2) collecting while the other observes traffic for safety. The assignments can be rotated to provide rest periods.

17. During collections, a cellular phone and first aid kit are recommended for emergency needs.

18. Collection trash bags and any other items are to be placed at least six feet from the roadway for traffic safety considerations.

19. The Public Works and Engineering Department is to be contacted once the collection is complete to arrange for the pick-up of trash bags and collected items the following work day.

20. Conflict shall be avoided at all times with motorists and adjacent property owners. Anyone encountering confrontational situations should contact the Police Department non-emergency number at (847) 968-4600 to report the situation.

21. Should a question or problem arise relating to a collection, please contact the Public Works and Engineering Department at (847) 949-3270.

22. **CALL 911 FOR EMERGENCIES**

WAIVER AND HOLD HARMLESS AGREEMENT FOR PARTICIPATION IN THE VILLAGE OF MUNDELEIN ADOPT-A-ROADWAY PROGRAM

In consideration of the _____(the Participating Individual/Organization) and its members, employees, volunteers or guests, participation in the Village of Mundelein Adopt-A-Roadway Program (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to its participation in the Village of Mundelein Adopt-A-Roadway Program.

To the fullest extent permitted by law, the Participating Individual/Organization hereby agrees to defend, indemnify and hold harmless the Village of Mundelein, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of Mundelein, its officials, agents and employees, arising in consequence of the Participating Individual/Organization participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Mundelein, its agents or employees. The Participating Individual/Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Mundelein, its officials, agents and employees, in any such action, the Participating Individual/Organization at its own expense, satisfy and discharge the same.

By signing this agreement, the undersigned, on behalf of the Participating Individual/Organization, acknowledges that they have read the Adopt-A-Roadway Program and safety guidelines, reviewed the guidelines with other members of organization that will be participating in the Activity and accepts responsibility for assuring that the guidelines are followed.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the _____.

Agreed this _____ day of _____, 20____

_____
Name of Individual/Organization

_____
Signature of Authorized Person

_____
Title

Village of Mundelein
Adopt-A- Roadway - Segment List

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1. **Allanson Road**

   A. Route 45 to Tower Road

   B. Tower Road to Butterfield Road (The CN Railroad Property is Off-Limits to participants).

2. **Armour Blvd**

   A. Butterfield Road to West End.

3. **Baskin, Wilhelm and Reidel Loop**

   A. Armour Blvd. to Armour Blvd.

4. **Diamond Lake Road**

   A. Route 45 to Village Limits

5. **Hawley Street**

   A. Route 176 to Prospect Ave.

   B. Prospect Ave. to Route 45

   McCormick Blvd.

   A. Route 60 to Armour Blvd.

7. **Washington Blvd.**

   A. Allanson Road to Orchard Street

Village of Mundelein
Adopt-A-Roadway Program - Participants Information

Organization or Company Name	*Telephone Number*
Address	*City, State & Zip code*
Contact Person/Coordinator Name (please print)	*Contact Person/Coordinator Signature*

Tentative Collection Dates

2017	2018
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____