

Greenway Technical Committee Staff
AGENDA

April 11, 2006
Grand Forks Park District Office
1210 7th Ave. S. Grand Forks, ND
10:30 am- Noon

DISCUSSION ITEMS

- I. Updates for Adopt a Trail Handbook
- II. South end pedestrian bridge dedication
- III. Outstanding Items from past Greenway Technical Committee Meetings
- IV. Greenway Agency Updates

**Next- Greenway Technical Committee Mtg. May 9, 2006 – 10:30 am at
Grand Forks Park District**

**Greenway Technical Committee Staff
Meeting Notes
GF Park District Office Conference Room
10:30 am – February 14, 2006**

Steve Mullally, GF Park District
Dale Skyberg, EGF Parks & Rec

Melanie Parvey-Biby, City of GF
Kim Greendahl, City of Grand Forks

Guests: Dave Manthei, GF Fire Department
Ann Sande, Friends of the Greenway
Jane Peterson, University of North Dakota Community Garden
Melissa Decker, Grand Forks Park District

- I. **2006 Greenway Technical Committee Chair:** Ann has agreed to chair this group as an extension of her duties as chair of the Greenway Technical Committee.
- II. **Community Garden Discussion:** Jane Peterson, representing a group wishing to host a Community Garden, presented information on an organic community garden pilot project that was done through the University of North Dakota in 2005. Last year the project used one third of an acre of donated land for 25 – 30 garden plots. Each plot was approximately 30' x 15' in size. The land will not be available to the group this year so they are interested in the possibility of a community garden in the Greenway.

The committee discussed possible areas in Grand Forks and East Grand Forks. Any site near the river should be at least at an elevation of 45' to avoid most flooding events. East Grand Forks had a community garden project before the flood, but has not resurrected the program. Possible sites would be located near the street department building.

Melissa Decker gave information on a program being done in partnership between the Park District and the City of Grand Forks. The garden is located in Industrial Park, just west of LM Glassfiber. The Park District provides administrative support and cultivates the land; the City owns the property. There is plenty of room for expansion if the UND group would like to participate. Jane will work with Melissa to merge the two programs.

- III. **Volunteer Recognition for 2005:** The original idea had been to place a paid advertisement in the GF Herald. The list is approximately 20-25 people and agencies. The committee would like to send a letter to the editor thanking the volunteers for printing before considering the purchase of an advertisement. Kim will draft a letter to the editor for review by the staff. She will also circulate a list of volunteers from 2005 for additions and edits.

IV. South end pedestrian bridge dedication: The committee would like to host a luncheon at the Lincoln Golf Clubhouse for members of both City Councils and Mayors. This would be an opportunity to update new council members on the Greenway project and progress to date, as well as future plans. A small ribbon cutting ceremony could take place in the middle of the bridge. Timing will be an issue, as the trail and connections in East Grand Forks have not been completed and Dale did not think that would happen until August. He will check on this with Greg Boppre. Melanie will check with the Swingen Construction, the bridge contractor, to see if they would be interested in providing the lunch.

V. Greenway Agency Updates:

- A. **City of East Grand Forks:** The City may take over the management of the campground with assistance from the MN DNR. A City Council vote could take place as early next week. The construction of the shower facility may be an item of contention. The campground would remain on the DNR state park registration program and would open after Memorial Day.
- B. **City of Grand Forks:** The Council has approved the storm water maintenance fee for the operation and maintenance fees of the Flood Protection Project and Greenway. A neighborhood meeting was held to discuss the proposed parking lot at Lincoln Drive and Belmont Road, but attendance was poor.
- C. **Grand Forks Park District:** Greenway Ski Days was a popular event February 3 & 4. The goal of the GF Park District is to expand the cross country ski trails along the greenway system in future years. Sledding on the levee at Lincoln Drive and Belmont Road is very popular this winter.
- D. **MN DNR:** No report.

VI. Other

- A. **Plowing the Lincoln Drive Park Boat Ramp:** Dave inquired if there were plans to keep the Lincoln Drive Park Boat Ramp plowed through the winter. The fire department would prefer having access to the ramp even in winter time, as it is a central location for launching their hover craft should there be an emergency on the river. Melanie will work with him on this request.
- B. **Future agenda items:** Items may be sent to Melanie or Kim for inclusion on the agenda.

Next Greenway Technical Committee Mtg.: March 14, 2006 – 10:30 am at Grand Forks Park District

DRAFT 4-11-06



Greenway Adopt a Trail Handbook

Visit us on the web at:
[www.grandforksgov.com/
greenway](http://www.grandforksgov.com/greenway)

Revised
~~June 2004~~

Thank you for your interest in helping keep the Greenway green. With over 2,200 acres of natural space, the Greenway brings recreational, educational and environmental benefits to Greater Grand Forks residents and visitors. Unfortunately, this area also requires a lot of attention to keep it looking great.

The Greenway Adopt-A-Trail is an all volunteer program which gives the public an opportunity to become actively involved in conserving and maintaining the natural wealth and beauty of this unique area. A task of this size could not be possible without the time and dedication of the volunteers.

Inside this booklet you will find all the pertinent information needed to adopt your section of trail. Please read this carefully and return all the necessary forms. Our friendly staff is also available to answer any questions you may have regarding this program.

Again, thank you for your interest in the project and happy trails!

For updates on activities and development in the Greenway, please check our website at www.grandforksgov.com/greenway.



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CONTACT INFORMATION

Grand Forks

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East Grand Forks

404 4th Street NW, East Grand Forks, MN 56721
 Gladwin Lynne
 218-773-4952 ? 7193-4950
 glynne@dnr.state.mn.us

Participant Agreement

This agreement is made and entered into on this day between _____, hereinafter known as **Managing Agency** and _____, a volunteer organization hereinafter known as the **Group**.

The **Group** recognizes the **Managing Agency's** desire to keep the Greenway properly maintained and litter-free and the **Group** wishes to contribute to the maintenance and upkeep of public trails and/or facilities by volunteering to assist in regular and routine maintenance of the specified trail segment or special project.

Managing Agency authorizes the **Group** to participate in the Adopt-A-Trail on the Greenway program by providing regular maintenance within the assigned section of trail in accordance with the following terms and conditions:

The Group agrees to:

1. If maintaining a trail segment, the **Group** accepts responsibility for maintaining the trail segment located at _____ in the Greenway.
2. Participants do not hold the **Managing Agency** responsible for death, injury, or property damage that may have been prevented by their actions.
3. If maintaining a trail segment, the segment of trail must be maintained for a minimum of two years.
4. Assign a group representative who will discuss the **safety information** located on page four with the group.
5. If maintaining a trail segment, the segment of trail must be maintained three times per year within a two-week span of **Managing Agencies** designated clean-up times, weather permitting (May 1, July 15, and October 1). Anticipated clean-up dates must be submitted to **Managing Agency**.
6. Conduct maintenance activities in a safe manner and under any conditions as may be required by **Managing Agency**. The Group agrees to take full responsibility for the safety of each of its participants.
7. Pick up litter in adopted section. — *How far from path? up to volunteer's discretion*
8. Make routine inspections and report any weedy growth, graffiti, unusual or suspicious events on the trail, or hazardous materials such as powders, weapons, sharp objects, or dead animals to the **Managing Agency**.
9. Be courteous to trail users.
10. Wear the appropriate safety items such as heavy gloves, hard hats, orange vests, and safety glasses when necessary.
11. Provide all hand tools, such as, rakes, pruning loppers, bow saws, and shovels.
12. To allow no vehicles on the trail.
13. Require that all Group participants be:
 - Groups of at least 6
 - Must be over the age of 6 to participate
 - 1 adult for every 8 participants ages 13-17



- 1 adult for every 3 children ages 6-12
 - A signed parental consent form, found on page ten, is required for all minors prior to participating in the Greenway Adopt A Trail program.
 - Must be over the age of 18 to adopt a section.
14. To obtain supplies and materials from **Managing Agency** during regular business hours at **Managing Agency** address.
 15. To place debris piles at the designated pick-up sites and notify managing agency within 24 hours of completion of each maintenance time.
 16. Record and submit the number of hours volunteered by each participant to the **Managing Agency**. A volunteer time sheet is located on page five.
 17. Provide a first aid kit during the time of maintenance activities.
 18. Recycling is accepted and encouraged for the benefit of the **Group**.

Managing Agency is responsible and agrees to:

1. Coordinate and facilitate the Grand Forks Adopt A Trail on the Greenway program.
2. Assign volunteer organizations sections of trails.
- ~~3. Schedule dates for clean up.~~
4. Provide trash bags and dispose of trash, recyclables and other piles of rubbish from designated area, if necessary.
5. Arrange to dispose of large, heavy, or hazardous materials if necessary.
- ~~6. If participating in a special project (provide technical advice)~~ *Provide Technical Advice*
7. Pay for, install, and maintain Adopt A Trail signs with the name of the volunteering organization at the adopted section.
8. Provide recognition to volunteer organizations that participate in any capacity (plaques, certificates, website, newsletter, or any other form deemed appropriate).
9. **Managing Agency** may suspend the agreement temporarily because of future construction that will take place within the limits of the assigned area. Once these activities have been completed the group will be notified and the agreement restored.
10. The term of the agreement shall commence on the date of execution stated, and shall end on the date of termination unless terminated by **Managing Agency** or the **Group** upon a 30 day notice.

Signature of Volunteer Organization Representative

Date

Signature of Managing Agency Representative

Date

Contact phone - fax - email

Safety Information

WARNING! PLEASE READ CAREFULLY

Each participant shall exercise due care in performing Greenway maintenance and upkeep. Participants must receive safety training provided by the Managing Agency utilizing materials and training aids furnished by the Managing Agency prior to participating in any maintenance functions. Participants shall wear appropriate clothing when doing trail maintenance.

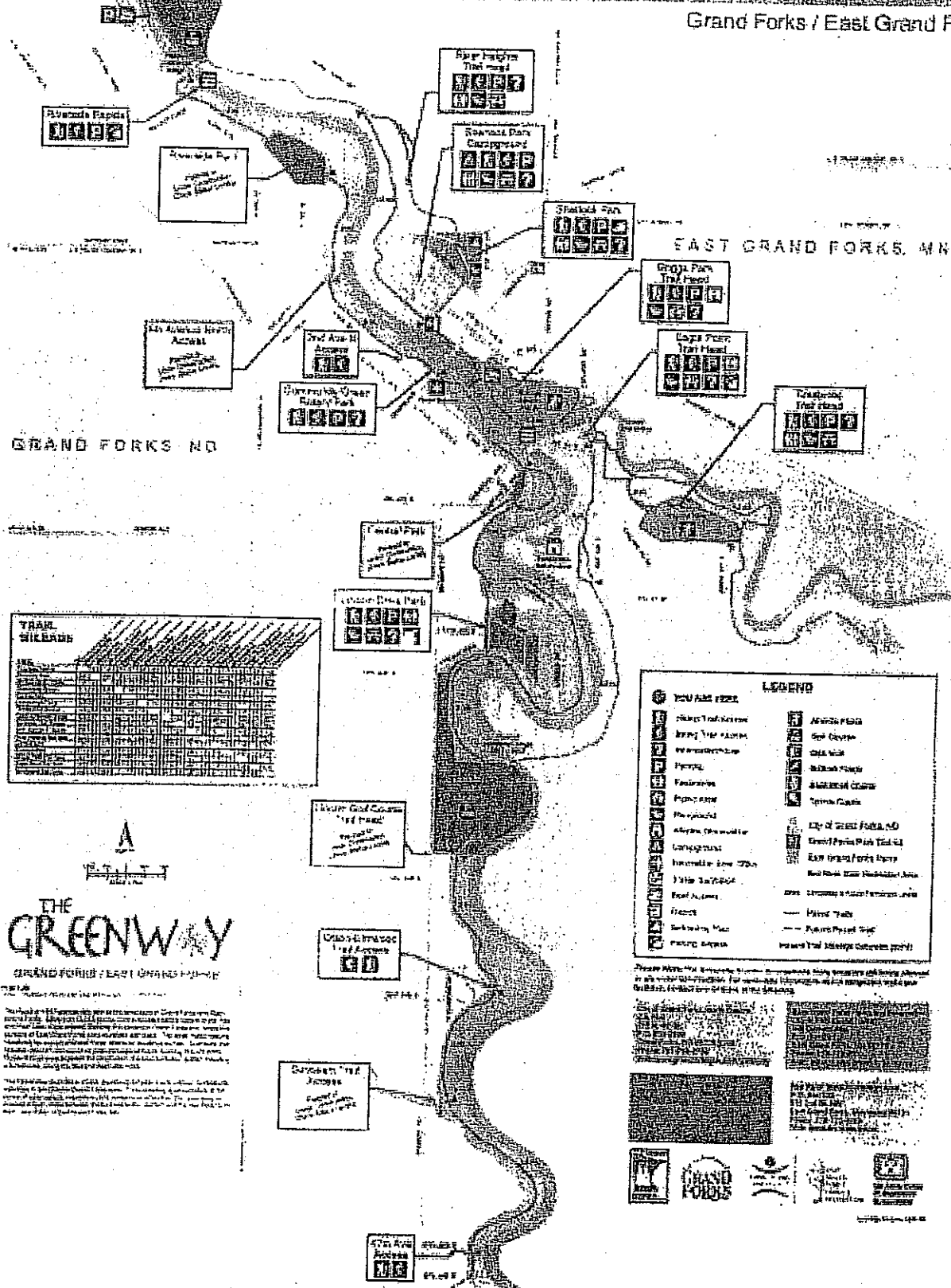
- ⊗ Avoid overexertion.
- ⊗ Wear leather shoes or boots with adequate ankle support.
- ⊗ Wear heavy gloves, hat, hard hats, orange vests, and safety glasses when necessary.
- ⊗ Use discretion concerning weather conditions.
- ⊗ Volunteer efforts should not take place during periods of flooding or other natural hazards (thunderstorms, tomadoes, blizzards, etc...).
- ⊗ Every group should have a first aid kit.
- ⊗ Park outside the area and walk in.
- ⊗ Only work during daylight hours.
- ⊗ Do not use chemicals to control weeds or insects within the Greenway.
- ⊗ Do not touch potentially hazardous materials such as powders, chemicals, weapons, sharp objects, or dead animals. Contact a representative to dispose of objects in question.
- ⊗ Do not consume alcoholic beverages or drugs while clean-up session is in progress.
- ⊗ Drink plenty of water throughout the clean-up session.
- ⊗ As a group, agree on a location for everyone to meet at the end of each clean-up session.



DELETE?

REPLACE OF TRAIL SECTION MAP The Greenway

Grand Forks / East Grand Forks



TRAIL MILEAGE

Trail Name	Length (Miles)
Riverbank	0.2
Rocky Point	0.2
Stark Park	0.2
Greenway Park	0.2
... (other trails listed)
Total	2.0

THE GREENWAY GRAND FORKS - EAST GRAND FORKS

TRAIL

The trail is a 2.0-mile-long, paved, multi-use trail along the Red River. The trail is designed to provide a safe and enjoyable walking and jogging experience. The trail is located in Grand Forks, ND and East Grand Forks, MN. The trail is a great way to enjoy the outdoors and stay fit. The trail is a great way to enjoy the outdoors and stay fit.

LEGEND

YOU ARE HERE

- Blue triangle
- Green line
- Red line
- Yellow line
- Purple line
- Orange line
- Grey line
- Light blue line
- Dark blue line
- Light green line
- Dark green line
- Light orange line
- Dark orange line
- Light purple line
- Dark purple line
- Light grey line
- Dark grey line
- Light blue-grey line
- Dark blue-grey line

Other symbols:

- Black square: Amenities
- White square: Golf Course
- White circle: Club House
- White triangle: Restaurant
- White diamond: Tennis Courts
- White star: Tennis Courts
- White circle with dot: City of Grand Forks, ND
- White square with dot: Grand Forks Park Trail
- White triangle with dot: East Grand Forks, MN
- White circle with dot: Red River State Park
- White square with dot: Crossing a Major Waterway
- Dashed line: Paved Trail
- Dotted line: Future Paved Trail
- White triangle with dot: Future Trail Alignment (Between 2011-14)

PLEASE NOTE: The map shows the trail alignment as of 2011. The trail is subject to change and may be updated in the future. The map is for informational purposes only and does not constitute a warranty of any kind.

Map Scale: 1 inch = 1 mile

Map Date: 2011

Map Author: The Greenway

Map Contact: 701.785.1234

Map Website: www.thegreenway.com

Map Sponsors:

- City of Grand Forks, ND
- Grand Forks Park Trail
- East Grand Forks, MN
- Red River State Park

Map Credits:

- Map Design: The Greenway
- Map Production: The Greenway

DELETE?

Volunteer Hours Tracking Sheet

Name of Organization _____

Organization Representative _____

DATE	NAME	HOURS WORKED	TOTAL

Please return this form to the Managing Agency identified in your
Adopt A Trail Agreement

Information used on this form is for volunteer recognition and year end reporting only

DELETE?
DOES NOT PERTAIN
TO EGF ANYM

DNR VOLUNTEER AGREEMENT

DNR Staff: Attach a copy of Volunteer Application with this agreement to officially "register" your volunteers for liability coverage. Keep these in your file. Provide a copy of "Notice of Enrollment in a Certified Managed Care Plan Workers' Compensation Injuries and Illness" to volunteer.

Volunteer's Name		Volunteer's Address:	
Type of Project		Volunteer Job Title	
Specific Location of Work Site (if different than supervisor's address below)			
Purpose			
Duties			
Qualifications Desired (education, skill, experience)			
Division/Bureau/Unit	Region	Name of Supervisor/Contact Person	Title
Supervisor's Address (number and street, RFD, Box number, city state, zip code)			Telephone number ()

Time Commitment: Negotiable? Yes No Dates of Project: From : _____ to _____

Minimum volunteer time commitment acceptable for this project: _____ Weekdays Evenings Weekends

Training Available? Yes No Reimbursement for Expenses: Mileage: Yes No Meals: Yes No

HARASSMENT: The Minnesota Department of Natural Resources (DNR) has adopted a statement of policy against harassment. The policy includes the procedures for reporting and resolving issues brought to the attention of the DNR. This policy statement can be found in the Minnesota DNR Affirmative Action Plan.

INTELLECTUAL PROPERTY RIGHTS: All right, title, and interest in all intellectual property which may be conceived or originate, either individually or jointly by others, and which arise out of the performance of my activities with the DNR, will be the property of the State of Minnesota and are hereby assigned to the State. I also agree, upon request of the State to execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights and patents on such materials. Works of authorship created by me in the performance of my activities with the DNR shall be considered "works made for hire" as defined in the U.S. Copyright Act.

I have read, understand and agree to abide by these policies. If I am unable to meet my time commitment to this volunteer project I will contact my supervisor.

Volunteer's Signature	Date
If under 18 years, parent/guardian must approve and sign Parent/Guardian's Signature	Date

Incident Reporting Form

Volunteer Completing Report

Name _____
Address _____
Day Telephone _____ Evening Telephone _____

Accident Information

Name of Persons Involved _____
Location accident occurred _____ Time _____

Brief description of the incident

Witness

Name _____
Address _____
Day Telephone _____ Evening Telephone _____

Hazardous Material

Location _____ Time _____

Brief description of Material

Witness

Name _____
Address _____
Day Telephone _____ Evening Telephone _____

Unsafe Condition

Location _____ Time _____

Brief description of Material

Witness

Name _____
Address _____
Day Telephone _____ Evening Telephone _____

**Please return this form to the Managing Agency identified in your
Adopt A Trail Agreement**

Greenway Adopt A Trail
Application

ADD EMAIL

Name of Volunteer Organization

Mailing Address

City, State, Zip Code

Organization Representative (Print)

Day Telephone

Evening Telephone

Additional Representative

Day Telephone

Evening Telephone

Names of All Organization Members (a minimum of 6 members):

Please check one or more of the following to apply. All sections are assigned on a first come, first serve basis. If the section of trail your organization has identified is not available, the **Managing Agency** will suggest an alternative. **Managing Agency** has the sole discretion in determining whether an application is accepted or rejected and whether a trail segment will or will not be available for adoption.

Trail Segment

Park Area

One Time Clean Up

List the preferred trail segment or park area (consult the attached map)

Signature of Volunteer Organization Representative

Date

**Greenway Adopt-A-Trail
CONSENT FORM**
(Duplicate as needed)

Name of participant (print or type)	Date of Birth	Social Security
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Address	City	State	Zip
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Day Telephone	Evening Telephone
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Person to notify in case of an emergency	Relationship
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Address	City	State	Zip
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Day Telephone	Evening Telephone
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PARTICIPANTS ARE AGAIN ADVISED THAT THE SAFETY PRECAUTIONS DESCRIBED WITHIN THIS BOOKLET DO NOT GUARANTEE THEIR SAFETY WHILE A PARTICIPANT IN THIS PROGRAM.

By signature below I acknowledge that I have read this form completely, and I understand the responsibilities, the hazards and the privileges of participation in the Adopt-A-Trail Maintenance Program. My participation in this program is voluntary, and I agree to accept the risks connected with this activity, and further agree on behalf of myself, my heirs and assigns to hold harmless the Managing Agency and its employees from liability for damages, including injury or death resulting from participation in this program.

Signature of Participant

Date

Signature of Parent or Guardian for Participant under the age of 18 years

Date