

Town of Mina

Stewardship Stars Program

Proposed Local Law #xx-2023

What is the Stewardship Stars Program?

Stewardship Stars is a program in which volunteers and community sponsors can assist in the enhancement, upkeep, and preservation of public places including local parks, waterways, trails, and community green spaces. Volunteers and sponsors provide a valuable service that is supplemental to the regular maintenance and upkeep provided by the Town of Mina.

Volunteers may be individuals, groups, clubs, teams, or businesses interested in beautifying and maintaining public spaces within the Town of Mina. Sponsors may be individuals, groups, businesses or corporations interested in providing financial support to public spaces within the Town of Mina. Volunteers and sponsors may commit to supporting an area with volunteer labor and/or financial/product donations for a period of one year, with renewal offered by September 1 of the subsequent year. Volunteers and sponsors are recognized via a Stewardship Stars sign located at or near the public place they support and acknowledgment on the Town of Mina's website.

The Town of Mina's Stewardship Stars is an extension and formalization of the existing informal network of volunteers, sponsors, and supporting organizations that are currently active in maintaining and beautifying the Town of Mina's public places including parks, trails, waterways and community green spaces. Stewardship Stars aims to formalize these connections, recognize the outstanding efforts of the individuals and organizations currently involved in public spaces maintenance and beautification, and expand these efforts into a program to identify areas without community support, enhance community connections, and expand volunteer opportunities within the Town of Mina.

Why is Stewardship Stars valuable to the Town of Mina?

To keep our community clean! Litter is unsightly and can make a public space look worn out, neglected, and unsafe. Spring and fall cleanings are essential to maintaining a high standard for our public spaces.

To make our public spaces more beautiful! Neatly mulched and planted flower beds, litter free lawns, and graffiti-free public space structures make for a more appealing and safer public space for everyone! Volunteer assistance adds an extra layer of loving care to our public places.

To make a difference in our community! Volunteer service is an essential element to creating stronger communities. Lend a hand, make some friends, and make our Town beautiful!

Mission

The Town of Mina's Stewardship Stars is designed to promote the involvement of the community in the revitalization of green spaces. It supports the Town in maintaining and beautifying public places including local parks, trails, waterways and community green spaces.

Vision

The vision of Stewardship Stars is to have every public place including local parks, trails, waterways and community green spaces in the Town actively cared for by a network of community volunteers, local sponsors, and neighbors in order to provide beautification and upkeep as an extension of the maintenance provide by the Town of Mina.

Goals

To work in partnership with individuals, citizen groups, businesses, and local organizations to maintain, beautify, and enhance the public spaces of the Town of Mina.

To develop Stewardship Stars in a manner that supports the continued improvement of public spaces through support from the community.

To create a collaborative network of interested parties in order to promote healthy, safe, and attractive community and land uses.

Definitions

Stewardship Stars: A Town-wide program in which individuals and volunteer organizations can become involved in the regular maintenance and beautification of public spaces throughout the Town.

Stewardship Stars Sign: A sign located at each location in the Stewardship Stars program upon which a Town of Mina designed sponsor sign may be placed to identify the individuals, groups, organizations or businesses that have accepted the responsibility of caring for a public space.

Stewardship Stars: Individuals, groups, organizations, or businesses that have completed the Stewardship Stars Application and have accepted the responsibility of caring for a public space.

Stewardship Stars Application: A form requesting that an individual, group, organization, or business become formally responsible for assisting the Town of Mina in caring for a public space.

Corporate Sponsor Memorandum of Understanding (MOU): A document outlining the responsibilities of the Stewardship Stars volunteer organization.

Clean Up Feedback Form: A form prepared by the Stewardship Stars group after its clean-up activities informing the Town of Mina of their volunteer hours and activities.

Clean Up Request: A form notifying the Town of Mina of the intent of a sponsor or volunteer individual, group, organization, or business to hold a clean-up activity in an approved public space area.

Parental Waiver of Liability: A line on the waiver of liability to be signed by the parent or guardian of a participant in a clean-up activity who is under the age of 18 and who is not an emancipated individual releasing the Town, its sponsors, employees, and heirs from legal

responsibility for accidents, injury, or loss of property while participating in, while in route to, or from a Stewardship Stars activity.

Photo/Media Release Waiver: A waiver signed by each participant, business, organization, or sponsor in the clean-up agreeing to allow photos or other media taken of the participants while participating in Stewardship Stars to be used for publicity purposes by the Town of Mina.

Sponsor Organization: An organization that has completed the Stewardship Stars Application and has been appointed sponsor of a public space in the Stewardship Stars program.

Volunteer Memorandum of Understanding (MOU): A document outlining the responsibilities of the Stewardship Stars volunteer organization.

Volunteer Organization: Any organization empowered by law to enter into contractual agreements which permit volunteers to participate in Stewardship Stars.

Waiver of Liability: A waiver signed by each participant in the Stewardship Stars program releasing the Town, its sponsors, employees and heirs from legal responsibility for accidents, injury, or loss of property while participating in, while in route to, or from a Stewardship Stars activity.

Responsibilities

Town of Mina employees may maintain a schedule of public space maintenance, including grass cutting, litter pick up, weeding, mulching, playground inspection, and repairs.

Stewardship Stars volunteers take on the above tasks as well as a next level of beautification, providing spring and fall clean up, extra pruning, flower plantings, and special project maintenance to make our public spaces sparkle! Volunteers save maintenance and tax dollars by allowing Town employees to devote their efforts to other important projects throughout the Town of Mina.

Guidelines

Stewardship Stars is open to volunteer groups, community groups, churches, families and individuals for a minimum commitment of one year. Public space clean-up must be performed a minimum of two times per year – once in the fall, and once in the spring. Public spaces are chosen on a first-come, first-served basis. Public spaces may have more than one community sponsor. Public space participation may be renewed for multiple years.

The Town of Mina should be notified at least one week prior to a scheduled clean-up.

Safety

All clean up participants and sponsors must sign the Waiver of Liability and Photo Release Form prior to assisting in the clean-up operations. Participants under age 18 must have a parental consent form completed before assisting in the clean-up.

Participants in the clean-up should behave in a safe and responsible fashion while participating in Stewardship Stars, and be respectful of the public space visitors, Town employees, and wildlife.

Participants should wear the proper safety equipment while working on public spaces. Suggested equipment includes: long sleeve shirts, long pants, closed toe shoes, gloves, hats, sunscreen, and insect protection.

A first aid kit should be made available by the sponsoring group on site during the clean-up. In case of emergency, participants should notify 911. Clean-up will be postponed or stopped immediately if rain, lightning, or heavy winds are present. At no time should litter be removed directly from paved roadways or on bridges for the safety of volunteers. A clean-up report must be filed with the Town of Mina within one week after the clean-up. A list of participants and tasks should be created for the clean-up report.

If safety vests, safety cones, gloves or other supplies are required for the clean-up, please feel free to contact the Town of Mina.

Trash and Materials

Trash bags for clean-up are provided by the Town of Mina.

Paint and other materials may be provided by the Town of Mina for approved projects. All projects must be approved by the Town of Mina prior to beginning work and include the proper method for disposing of paint and other hazardous materials.

Signs

Once a public space has been accepted into Stewardship Stars, the Town of Mina will place a sign at the location identifying the sponsors, businesses, groups or organizations involved in the program. Identification of the sponsors will also be placed on the Town's website.

Stewardship Stars Locations & Renewals

A list of public places available for Stewardship Stars can be requested from the Town of Mina.

Volunteers and sponsors may be approved for an area for a period of one year, with renewal offered by September 1 of the subsequent year. Renewal is contingent upon the volunteers and sponsors completing the agreed upon clean-up activities.

Volunteers and sponsors may elect to discontinue the program or change public areas (provided their choice of area is not currently assigned to another individual/group) at the renewal period. More than one area may be allowed for a volunteer or sponsor.