

**Ogemaw  
County  
Road**

1250 South M-33  
P.O. Box 157  
West Branch, Michigan 48661  
Phone (989) 345-0234  
Fax (989) 345-2337  
Web [www.OgemawCRC.org](http://www.OgemawCRC.org)



Email [OgemawCRC@M33Access.com](mailto:OgemawCRC@M33Access.com)

**Commission & Board of Public Works**

**ADOPT-A-ROAD  
Organization Check Sheet**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Assigned Route \_\_\_\_\_

Video Received on \_\_\_\_\_

Training Conducted on \_\_\_\_\_

Training Conducted by \_\_\_\_\_

Participant List on File \_\_\_\_\_

Date Assigned \_\_\_\_\_

Year 2010

Pickup #1 2010  
Apr. 24 – May 2

Pickup #2 2010  
July 10 – 18

Pickup #3 2010  
Sept. 25 – Oct. 3

Scheduled: \_\_\_\_\_

Completed: \_\_\_\_\_

Vests Received: \_\_\_\_\_

Warning letter: \_\_\_\_\_

Revoked/Cancellation: \_\_\_\_\_

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## Commission & Board of Public Works

### ADOPT-A-ROAD

#### PERMIT CONDITIONS

**This permit issued subject to the following conditions:**

1. This permit grants to the permittee only those rights specifically stated and no other.
2. Issuance of this permit does not relieve permittee from meeting any and all requirements of law, or of other public bodies or agencies.
3. Any operations in the county road right of way not covered by permit and the appropriate Commission specifications are in violation of the jurisdictional authority of the Road Commission with respect to the control of the county road right of way unless approved by the Engineer-Manager or his designee.
4. The permittee shall be responsible for the cost of restoration of the Road Commission facilities and right of way that is determined by the commission to be damaged as a result of the activities of the permittee.
5. The permittee shall save harmless the Ogemaw County Road Commission, the Board of County Road Commissioners, and all officers, agents, and employees thereof, against any and all claims for damages arising from operations covered by this permit.
6. This permit is not assignable and not transferable unless specifically agreed to by the Road Commission.
7. The permittee, upon request of the Road Commission, shall immediately cease operations and surrender this permit.
8. Participants must hold a safety meeting at least once a year as necessary prior to any pickup, conducted by the adopting group with Road Commission supplied literature and video. All participants must sign a form acknowledging the training. Forms shall be kept on file at the Road Commission office.
9. All participants must wear an approved safety vest while working in the right of way. The Road Commission will supply safety vests for the pickup. The vests must be returned upon completion of the pickup. The group shall replace any vests, at its own expense, which are lost or not returned in good condition.
10. Group participants must be a minimum of sixteen (16) years old unless otherwise approved.
11. All trash must be placed in bags provided by the Road Commission. Full bags are to be placed at designated intersections for pickup. No bags or larger objects shall be piled on the shoulders. No appliances will be accepted by the Road Commission.
12. All trash pickups will be during the daylight hours.
13. The Road Commission will provide, install, and maintain signs, noting the program and the participant. Only two identification signs per adopted section are allowed. Those will be located near the beginning point from each direction. Groups wanting more signs will not be allowed to pay for additional signs.
14. Groups must consist of at least six people and three backups, all identified by name, address, and phone to participate in the Adopt-A-Road program. Your group contact person must be identified.
15. Groups failing to follow the guidelines or not participating in the trash pickups for two pickup periods will have their permit revoked and the sign designation removed. The first pickup date missed will be followed by a warning. The second occurrence will result in the group's permit being revoked. That particular section of right-of-way will then be available for another group to adopt. The Road Commission will retain the right to revoke any permit at any time.
16. All vehicles shall be parked well off the right hand shoulder so as not to obstruct traffic and in accordance with posted restrictions.
17. Groups must notify the Road Commission if they intend to drop the program.
18. After each pickup, participation groups will file reports with the Road Commission detailing the number of people involved, number of bags of litter picked up, hours spent, etc. Pre-printed forms will be furnished by the Road Commission for making the reports.

ENGINEER-MANAGER  
Michael P. Schultz, P.E.

CHAIRMAN  
Van Sheltroun

COMMISSIONER  
William Muzik

COMMISSIONER  
Mark Williams

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**Commission & Board of Public Works**

**OGEMAW COUNTY ROAD COMMISSION**

**ADOPT-A-ROAD**

**WORDING OF ADOPT-A-ROAD SIGNS**

Please indicate below the **exact** wording as it is to appear on the road sign for your organization. The Ogemaw County Road Commission will have the sign prepared, after the initial pick up, as indicated below. You are allowed a total of 40 characters, including spaces.

The acknowledgment on the sign may be placed on two lines, depending on the length of the wording.

If you have any questions, please call before returning the form to us for processing.

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**ADOPT-A-ROAD  
ROAD SIGN APPROVAL FORM**

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I verify that the above listing is the correct wording and spelling to be used on our Adopt-A-Road signs.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of Organization

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**Commission & Board of Public Works**

**OGEMAW COUNTY ROAD COMMISSION  
ADOPT-A-ROAD**

**Individual Application and Permit  
For Use of County Road Right-of-Way**

All primary roadways in Ogemaw County may be adopted. Permits will be issued to the group for a *two (2) year* period. Assignments will be made on a first come/first served basis. Groups must agree to pick up litter a minimum of three (3) times a year during the designated dates in April, July, and September. Participants are required to adopt, at a minimum, a two (2) mile section of road (both sides). Less than two mile sections may be adopted with the Road Commission approval, but identification may not be approved.

A permit is required to be placed on file at the Road Commission office to participate in the Adopt-A-Road program. No permit fee shall be charged to Adopt-A-Road. A minimum of information is required to complete this form. A performance bond and proof of insurance are not required to complete this permit.

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Please fill in all the required information below.

Applicant (Name of Organization)\_\_\_\_\_

Mailing Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Contact Person\_\_\_\_\_

Day Phone No.\_\_\_\_\_ Evening Phone No.\_\_\_\_\_

Location and/or Route No.\_\_\_\_\_

Township\_\_\_\_\_ Section #\_\_\_\_\_

I hereby certify that I am acting as an authorized agent on behalf of the named applicant.

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Applicant/Authorized Agent Signature

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## **Commission & Board of Public Works**

### **ADOPT-A-ROAD LITTER PICKUP REPORT**

DATE OF PICKUP \_\_\_\_\_

GROUP NAME \_\_\_\_\_

ROUTE NO. \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

AUTHORIZED GROUP REPRESENTATIVE \_\_\_\_\_

NUMBER OF PARTICIPANTS \_\_\_\_\_

NUMBER OF TRASH BAGS USED \_\_\_\_\_

NUMBER OF HOURS WORKED \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE SEND THE ABOVE INFORMATION TO:

Ogemaw County Road Commission  
1250 S. M-33  
P.O. Box 157  
West Branch, MI 48661

Attn: Harry Kolberg

ENGINEER-MANAGER  
Michael P. Schultz, P.E.

CHAIRMAN  
Van Sheltrown

COMMISSIONER  
William Muzik

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## **Commission & Board of Public Works**

### **WELCOME TO THE TEAM ADOPT-A-ROAD**

#### **GENERAL SAFETY RULES:**

- ◆ Highway traffic travels at high speeds, and most drivers don't expect to see crews working along the roadside. Be alert and use good common sense at all times.
- ◆ Crew members should be in good health with good sight and hearing.
- ◆ Crew members must be at least 16 years of age unless otherwise approved.
- ◆ One person should be designated crew leader to ensure that the safety rules are followed by everyone.

#### **SAFETY RULES:**

- ◆ Carpool to the site to reduce the number of vehicles on the roadside.
- ◆ All vehicles should be parked well off the right shoulder. Do not park on paved shoulders.
- ◆ Parking is not allowed along curves, on bridges, near or under overpasses, or in medians.
- ◆ All occupants in vehicles should exit and enter the vehicle on the side opposite traffic.
- ◆ Keep vehicles on the same side of the highway as crew members.
- ◆ Work only one side of the road at a time.
- ◆ Knives, machetes, axes, etc., should not be carried by crew members.
- ◆ Do not overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily, and then start a new bag.
- ◆ Keep crews together for better visibility to motorists.

#### **PROTECT YOURSELF AND OTHER CREW MEMBERS:**

- ◆ Face oncoming traffic as you work whenever possible. Be prepared to move out of the way of vehicles in an emergency.
- ◆ Stop working in bad weather, especially when there is poor visibility and wet or icy roads.
- ◆ Work only during daylight hours.
- ◆ Avoid overexertion. Drink lots of water, especially on hot, humid days.
- ◆ Post a person to look out for traffic dangers.
- ◆ Have a refresher session on safety awareness each time a crew goes out.
- ◆ Never walk on the highway.
- ◆ Avoid the use of headsets.
- ◆ All workers must wear approved safety vests while working on the roadside. Other clothing should be light-colored for increased visibility.
- ◆ Wear gloves
- ◆ Watch your footing. Wear substantial leather shoes or boots with good ankle support. Stay off loose stones and steep slopes.

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## Commission & Board of Public Works

### AVOID:

- ◆ Contact with poison ivy, poison oak and other noxious weeds.
- ◆ Areas which are being mowed or where other construction or maintenance activities are being conducted.

### AND PLEASE:

- ◆ **DO NOT** pick up discarded syringes or hypodermic needles.
- ◆ **DO NOT** try to remove unknown or suspected toxic substances. Notify the Road Commission or the Police of the location of these items **immediately**.
- ◆ Do not enter the roadway or the shoulder areas to pick up trash.

### IN CASE OF AN EMERGENCY:

- ◆ Every crew member should have an adequate first-aid kit. Be prepared for serious injury.
- ◆ Select an emergency room/hospital and know the route to it from the work area.
- ◆ Every crew member should have transportation immediately available.
- ◆ Use a vehicle with a mobile telephone or CB radio if available.

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**Commission & Board of Public Works**

Thank you for your interest in our Adopt-A-Road Program. The Ogemaw County Road Commission welcomes your participation in our litter cleanup campaign.

Your application has been approved and a copy is enclosed for your records. Your section of roadway is on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ Township.

The following information will assist your organization in your litter pickup efforts.

1. Review and observe the entire permit conditions found on the back of the approved permit.
2. Pick up litter three times a year for a two-year period on weekends determined by the Ogemaw County Road Commission. If your group cannot pick up on a scheduled date and you choose to pick up on an alternate date, you must discuss this with your contact person at the County Road Commission to let them know when you will be out there, and it will be your group's responsibility to dispose of the trash collected.

Your group must conduct a safety meeting with Ogemaw County Road Commission supplied literature prior to the first pick-up date (a safety video is available). The signatures of all safety trained persons must be sent to the Ogemaw County Road Commission office (safety meeting attendance record sheet enclosed). **THIS RECORD MUST BE ON FILE IN THE OGEMAW COUNTY ROAD COMMISSION OFFICE PRIOR TO YOUR GROUP'S FIRST PICK-UP DATE.**

Please submit your list of persons picking up litter to the Ogemaw County Road Commission office. You will need to list a minimum of six persons who will pick up litter and three backup persons. Please identify the name, address and telephone number of your group's contact person.

Send in the Ogemaw County Road Commission supplied litter pick-up report form, after each trash pick up, to the address on the form. Indicate the number of people that picked up litter, the number of bags filled, and hours spent working.

Make copies of the enclosed litter pick-up report form and safety meeting attendance record for future use on litter pick ups.

3. Safety vests and trash bags are supplied by the Ogemaw County Road Commission. These items can be picked up at the Ogemaw County Road Commission offices.

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**Commission & Board of Public Works**

Please call and make arrangements for obtaining these supplies. Working hours at the Ogemaw County Road Commission office are from 7:30 a.m. to 4:30 p.m. Monday through Thursday. The accumulated trash will be picked up at a site(s) to be jointly determined by your organization and the Ogemaw County Road Commission. To arrange locations, dates and times; please call Harry Kolberg or Michelle Schwenkler at 989-345-0234.

4. The Adopt-A-Road Program sign with your group's name will be erected as soon as the fabrication process is completed and work schedules permit.

Thank you again for participating in the program and your commitment to the community.

If you have any questions or need additional information, contact Harry Kolberg or Michelle Schwenkler at this office - ph. (989) 345-0234.

Sincerely,

Michael P. Schultz, P.E.  
Engineer-Manager

MPS/ms

Enclosures

cc: Harry Kolberg

2010 Adopt-A-Road.doc

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## Commission & Board of Public Works

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### Adopt-a-Road bulletin: Beware of meth lab waste

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Volunteers who clean up roadside litter are being urged to watch for potentially toxic debris discarded from methamphetamine labs.

Meth is a highly addictive stimulant that can be made using household chemicals and equipment and common cold remedies containing ephedrine or pseudoephedrine.

Clean-up crews who come across materials used to make the drug can be burned, or their lungs damaged from inhaling fumes. If you encounter any of the signs of a meth lab, leave the area immediately and call the Road Commission or the Police immediately. Do not touch anything if you suspect it may be meth lab waste. The waste can be extremely dangerous and may even be booby-trapped. Entire labs can be found in tool boxes, coolers, or other storage containers. Mobile meth labs are becoming more common. Labs are sometimes run out of car trunks and RVs.

Clues indicating a dumpsite include:

- empty bottles attached to a rubber hose,
- the smell of ammonia,
- coffee filters stained red or containing a white powder residue.
- garbage bags with cat litter (can contain deadly gases and are sometimes called "death bags
- corroded propane tanks
- empty or used alcohol products
- numerous empty cold medicine and diet pill bottles or blister packs
- unused matches without striker plates.