

MILTON

**ADOPT-A-TRAIL
ORIENTATION**







OVERVIEW

- **Welcome**
- **City role**
- **Safety & Supplies**
- **Trail Inspection**
- **Thank you for your service!**



WELCOME TRAIL WARRIORS!








-  Now that you have agreed to sponsor a City of Milton trail, learn more about the process.
-  Note that you/your group has agreed to quarterly trail inspections (date of your choosing)
-  Only do what feels comfortable on the trail for your ability.
-  Are you familiar with your trail or would you like a park staff tour? If so, please schedule a first meeting with Outdoor Recreation Supervisor.

CITY ROLE

- Manage Adopt-a-Trail program, including processing of applications, providing orientation to sponsor representatives, and coordinating with volunteers on maintenance activities.
- Installing a sign with the sponsor's name displayed, after 2 successfully completed service dates.
- Supplying certain materials and equipment, when necessary (e.g., trash bags, flowers, mulch, etc.). Note: sponsor provide their own tools.
- Removing filled trash bags from the pre-specified location within the park.
- Following up on urgent repairs as reported by the sponsor.

SAFETY

Safety is a priority while working in parks, trails, and greenspaces. To ensure volunteers enjoy their work and stay out of harm's way, the following rules must be reviewed with all volunteers prior to any on-site activities and always adhered to:

-  Wear appropriate clothing, Gloves and clothes covering the entire body should be worn when persons are working in areas where insects or poisonous plants are present. Strong soled shoes should be worn.
-  Do not touch any potentially hazardous items, including pesticide containers, chemical containers, or hypodermic syringes. Contact Parks Department should you find any hazardous materials.
-  Have a first aid kit available at the cleanup site.
-  Provide adult supervision of at least one adult for every 8 participants under the age of 18.
-  Contact City of Milton Police to report any suspicious items or activities.
-  Never risk injury. Volunteers should work to their abilities.
-  Do not continue trail service days during inclement weather.

SUPPLIES



Schedule pick up at least **48 hours** in advance by emailing parksandrec@miltonga.gov

City Hall: 2006 Heritage Walk,
Milton GA 30004

Return items and *Trail Inspection Report* within **5** days after trail inspection date.

TRAIL INSPECTION REPORT



MILTON ADOPT-A-TRAIL INSPECTION REPORT

CONTACT INFORMATION:

Organization/Group Name: _____

Primary Contact: _____

Email: _____ Phone #: _____

Trail Segment Inspected: _____

INSPECTION:

Date of Inspection: _____

Time Start: _____ Time End: _____

Number of Volunteers: _____ Approximate Hours Worked: _____

Number of bags of trash and/or weeds collected: _____

What activities did you accomplish? (Ex: litter pick-up, inspection, brush/small tree removal off trail)

List any items of particular concern that require immediate maintenance attention:

Please submit this form the parksandrec@miltonga.gov within 5 days of completing your trail inspection.



- Tree, limb, or brush across the trail
- Debris or trash along or on the trail
- Damaged/Rotten/Graffiti:
 - Bridges
 - Benches
 - Fencing
- Trail Infrastructure
 - Ruts/cracks/holes/erosion
- Signage & Markers
- TAKE PHOTOS for your report, it helps us to locate any reported concerns.

WHAT WILL YOU ACCOMPLISH?

The following slides show examples of areas on the trail you will inspect, report, and possibly resolve.

Use of loppers, shovels, rakes, and other handheld equipment may be used on the trail. The city does not have this type of equipment to lend, all equipment will be provided by sponsor. However, trail inspections can be done without equipment.

Note: Any jobs that require chainsaws, or heavy equipment should be noted on the trail inspection report for the City of Milton to create a work order for the city maintenance team to resolve.

TREES THAT NEED FURTHER INSPECTION BY CITY

For the safety of the public and other trees, closely look at the trees along your trail segment. When in doubt about the health of a tree, notate it on the map, and report it on the inspection sheet.

Can you identify why the trees below should be notated on the inspection report?



Possible decay
in the middle



Although a habitat for
wildlife, we want to note
dead or dying trees



Fungus on the tree can spread
throughout the branches and
impact the health of a tree

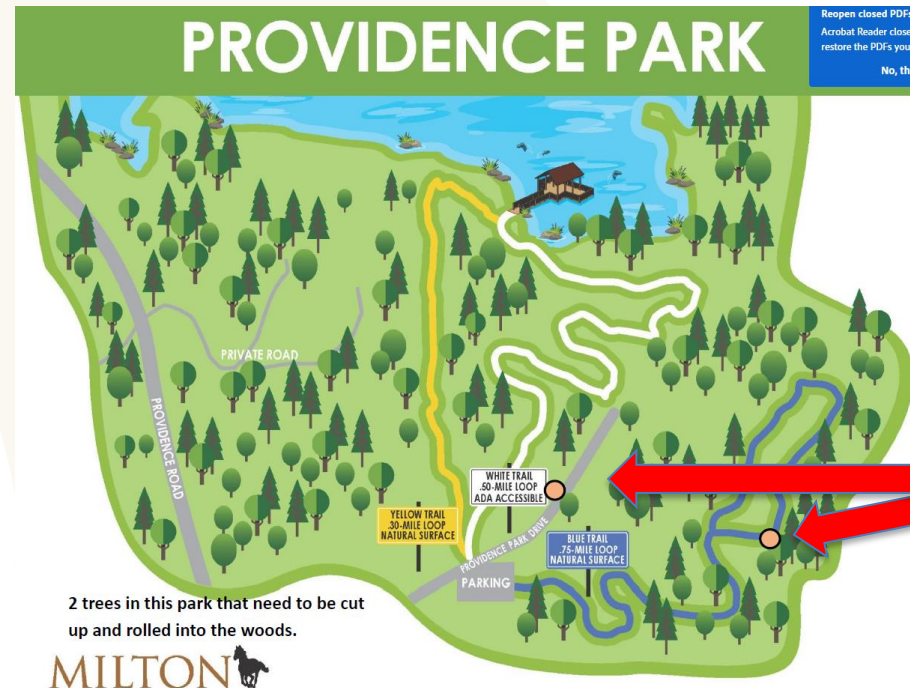
DOWNED TREES AND LIMBS



Equestrian trails will need to be limbed up to 10 - 12 feet high for clear passage of horse and rider.



Sometimes trees and limbs will block a trail or create an obstruction.

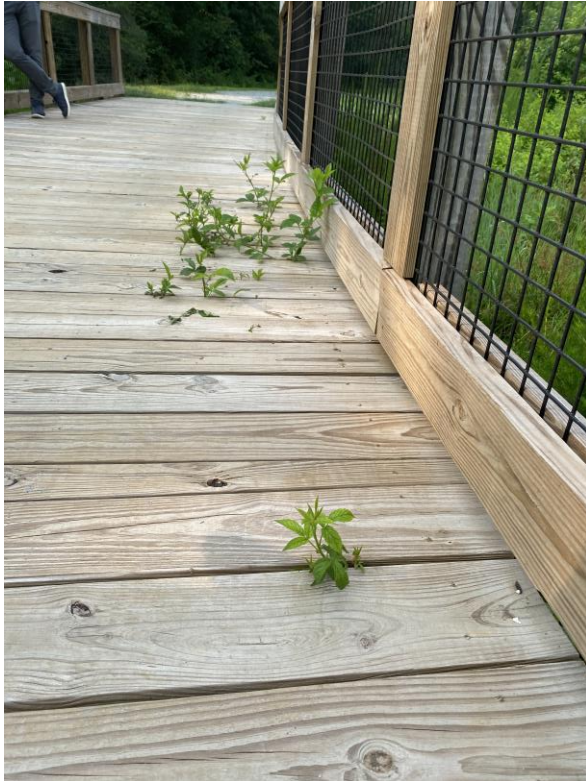


2 trees in this park that need to be cut up and rolled into the woods.

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It is important to notate the approximate location of a trail blockage.

WEEDS AND TREE WELLS



Weeds growing through bridges, benches, and/or signs impede the quality of our resident's experience and cause structural damage.



Wonderful beautification project for your trail team to weed:

- Tree wells
- Bench areas
- Around signage
- Around waste receptacles
- Garden beds

FENCING



There may be any of the above fences on our property. Please notate any of the following:

- Warped/broken boards
- Rotten posts
- Downed fences
- Break in chain link

TRASH ALONG TRAIL



If a dumpster is on property, please use the dumpster.



If no dumpster is on property, please leave bagged trash at the main trailhead near trash cans.

It is important to schedule your trail inspection dates with park staff to have park maintenance pick up trash bags on same day. To ensure the safety of our park wildlife.

BENCHES, BOARDWALKS, AND BRIDGES

Structural integrity: (picture below is not a Milton bridge) When in doubt, please notate any issues you come across on the trail. We have qualified professionals on our team to follow up on structural integrity.

- Free of weeds around the structure or growing through the boards
- Boards intact with screws
- Look for rot at the base of the structure where it meets the ground



RUTS, EROSION, HOLES, BOGS

Noting any holes, water logged areas, or where pedestrians and/or horses have create a wider portion of the trail. Adding dirt or redirecting water might be a quick fix.



Ruts can be created over time when water does not move across the trail properly. By noting a rut, Milton can work to redirect water away from the trail.



TRAIL MARKERS AND SIGNS

Your trail should have signage at the start indicating which trail you are entering. You may also find diamonds or painted trees along the way. The signage will look different depending on the park and trail. Over time, we look forward to having a uniform look in all our parks.



OUTSIDE THE SCOPE OF WORK



Some trails might require more work than we are asking of your group. During one of our city-wide service days, we pick a park and invite all community partners to work on the follow:

- Trail repair**
- Mulch**
- Beautification**
- Large tree removal**
- Fence and kiosk repairs**

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