



*keep*  
**Indianapolis**  
*beautiful* <sup>INC.</sup>



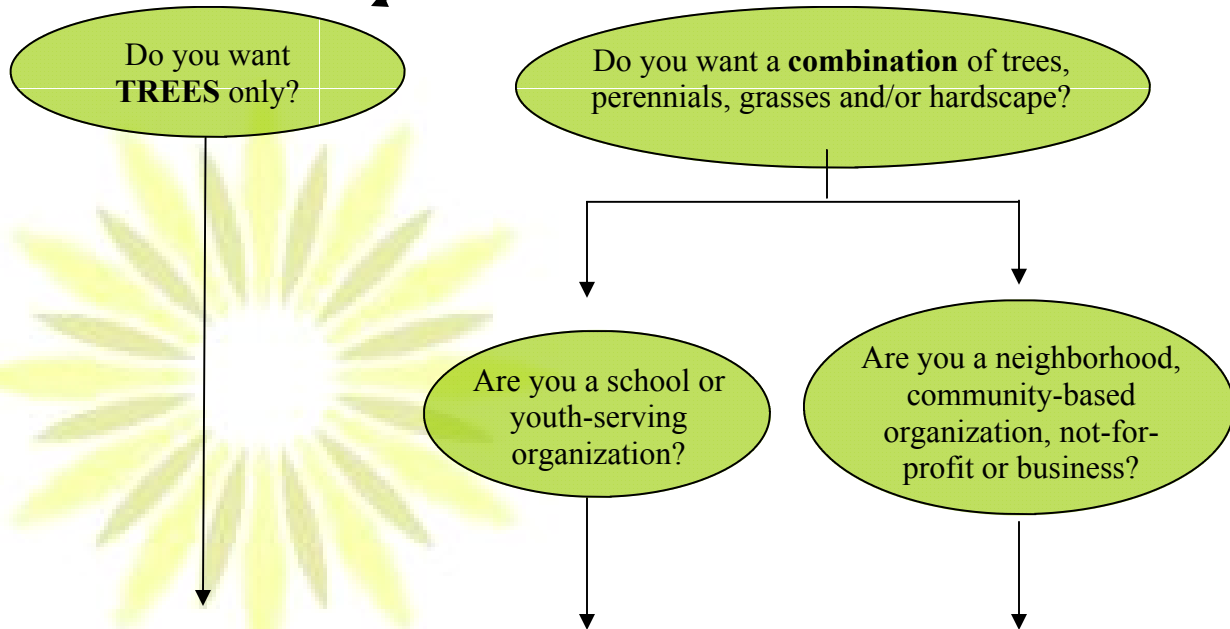
# Community Greening

*with Keep Indianapolis Beautiful, Inc.*

*A handbook designed to help you organize a successful community project with Keep Indianapolis Beautiful, from start to finish, and beyond ...*

# How to Apply for a Greening Project:

## **START HERE!**



### NeighborWoods:

Through NeighborWoods, community groups can organize a planting of 20+ trees in order to provide environmental, social and health benefits to their community.

#### **Deadline:**

November 1st for a tree planting in the spring of the following year.  
May 1st for a tree planting in the fall of the same year.

#### **Contact:**

Andrew Hart  
317.264.7555 x110  
[ahart@kibi.org](mailto:ahart@kibi.org)

### Project Green

#### **Schools:**

In partnership with Purdue Extension, Project Green Schools provides 'hands on' opportunities for students in tree plantings, creating wild-life habitats and gardens, litter abatement, recycling and other environmental projects.

**Deadline:** December 1st for a project in the spring or fall of the following year.

#### **Contact:**

Ginny Roberts  
317.264.7555 x105  
[groberts@kibi.org](mailto:groberts@kibi.org)

### IPL Project

#### **Greenspace:**


A partnership with Indianapolis Power & Light Company, neighborhoods and community-based organizations are able to create beautiful public spaces. Programs include pocket parks, corridors and greenways and beautifications.

**Deadline:** August 1st for a project in the spring or fall of the following year.

#### **Contact:**

Phil Schaefer  
317.264.7555 x109  
[pschaefer@kibi.org](mailto:pschaefer@kibi.org)

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## What We're About ...

Keep Indianapolis Beautiful, Inc. unites people to beautify the city, improve the environment, and foster pride in the community.

Volunteers are vital to Keep Indianapolis Beautiful's projects. In 2008, over 40,000 volunteers supported cleanup efforts and revitalized our neighborhoods around the city.

Try to have a solid plan in mind before applying to a KIB project or advertising to the greater community. Both KIB and your neighbors will appreciate the time that goes into pre-planning and the increased organization that goes along with having your ideas on paper before presenting them.

Elements of a thoughtful plan include:

- Having community support for your project that represents the broader community
- Working with neighborhood volunteers, and thanking those who helped
- Being organized on the workday
- Designing an effective maintenance plan



## Why the Handbook?

This handbook has been created to assist you in the planning and implementation of your KIB neighborhood project. Inside you will find basic planning tools and principles, information on how to get your neighbors involved and keep them involved, as well as other community resources that can help you with a successful planting!



### KIB is Your Friend!

Don't be afraid to ask the KIB staff questions during your pre-planning process. They are willing to answer questions about what types of projects are offered through KIB, specific project requirements, project time commitments and more. Also, don't hesitate to go to the Keep Indianapolis Beautiful website for the answers to your questions at [www.kibi.org](http://www.kibi.org)!

# What We Do ...

## Trees:

### *NeighborWoods*

*NeighborWoods* is an initiative to plant 100,000 trees over ten years in neighborhoods throughout Indianapolis. All trees planted are a minimum of 1” caliper in trunk width and are an average of eight feet in height, providing immediate community benefits.



**All neighborhoods and community groups are eligible to apply for free trees for their neighborhood.** To qualify for the trees, groups must commit to watering and caring for the trees for the first three years. A minimum commitment of twenty trees is required. KIB will work with community leaders to provide the tools necessary to engage neighborhood commitment.

In addition to planting county-wide in Marion County, *NeighborWoods* uses researched-based, social and environmental indicators to target neighborhoods with the greatest need for trees. Using this research, KIB will also focus on as many as six “hot spots” within Center Township for intensive community tree planting.

This program, in partnership with the City of Indianapolis, is co-chaired by U.S. Senator Dick Lugar and other community leaders. Founding sponsors and partners include The Alliance for Community Trees, Indianapolis Power & Light Company, Veolia Water Indianapolis and Efroymsen Fund of CICF.

### *Youth Tree Team*

KIB invests great amounts of time, energy, and dollars into tree planting. We supplement neighborhood efforts with sixteen high school youth who work together spring and fall weekends, and during the summer to water, mulch, weed, prune, and collect litter at recent KIB tree planting sites, while learning crucial job and teamwork skills.

## Greenspace:

### *IPL Project Greenspace*

Formerly *Project 180° / IPL Revive a Neighborhood*, this program helps neighborhoods turn a negative into a positive—turning around little used, undervalued or detrimental places and transforming them into community assets--green and beautiful places that build community, encourage community pride, and add value to neighborhoods across Indianapolis. You come up with the ideas; we help make them a beautiful reality.

Sponsored by Indianapolis Power & Light Company, and in partnership with the City of Indian-

apolis, this program encompasses gardens, greenspace, pocket parks and gateways. Groups apply each summer for project assistance through a competitive process.

### ***Lilly Day of Service***

In May, 2008, KIB was a partner with Eli Lilly and Company on its inaugural day of service. More than 8,000 volunteers planted 2,000 trees; provided makeovers to 18 school grounds; picked up litter and removed invasive plants along 24 acres of Pleasant Run, and painted beautiful murals on a half-mile of trails and thoroughfares.



### ***Adopt a Median***

KIB manages the citywide Adopt-a-Median program, in partnership with the City of Indianapolis and the Department of Public Works. Currently, more than 400 medians are adopted, and maintained or beautified. Adopters are encouraged to add plants to the median, and agree to maintain the median for one year. Once an individual, group, or business has been approved as a median adopter, a sign with their name is installed on the median.

### ***Daffodils!***

KIB plants thousands of daffodils each year in prominent locations such as gateways, major thoroughfares or greenways. KIB volunteers have planted more than 100,000 daffodil bulbs around Indy! Sponsored by The National Bank of Indianapolis, *Daffodils!* has become an ongoing beautification that greatly enhances the city for residents and visitors alike.

## **Litter Cleanup and Recycling:**

### ***Adopt-a-Block***

Formerly Operation My Town, AAB is an ongoing and all-encompassing community improvement program, helping each block to unite and take personal responsibility for block beautification. Created by former City Councilor “King Ro” Conley, and sponsored by United Water, in partnership with the City of Indianapolis, KIB provides the resources and tools for block leaders to engage residents to keep their neighborhood streets, alleyways, and public spaces free of litter and to take part in continued community renewal through tree plantings, flower giveaways, and greenspace projects.

### ***Neighborhood Litter Cleanups / Great Indy Cleanup***

KIB participates in the national initiative *The Great American Cleanup* to promote community cleanups from April through October. Through this program, KIB, in partnership with the City of Indianapolis and the Department of Public Works, works with 300 neighborhood groups annually to organize community cleanups that remove millions of pounds of trash and litter from neighborhood streets each year.

### ***Recycle Indianapolis Drop-off Sites***

As part of *Recycle Indianapolis*, this partnership, between the City of Indianapolis and KIB, offers 30 sites in the city for residents to drop off recyclables. KIB also provides recycling education and information about various recycling and reuse options offered in Indianapolis on its website, [www.kibi.org](http://www.kibi.org).



### ***Event Recycling Team***

As part of *Recycle Indianapolis*, The Event Recycling Team (ERT) provides beverage container recycling at major events in Marion County, while at the same time, educating and building awareness for recycling with residents of, and visitors to, Indianapolis. ERT loans beverage container recycling bins to individuals organizing small, medium and large events throughout the city.

### ***Event Trash Boxes***

KIB offers trash boxes to the public for use at special events, outdoor festivals, etc. Trash boxes are \$3.50 each and hold up to 45 gallons of debris. To order trash boxes for your event, contact Laura Fox at 264-7555 extension 100, [lfox@kibi.org](mailto:lfox@kibi.org).



## Education and Youth Initiatives

### ***Project Green Schools***

This program engages students and teachers, classroom by classroom, and sometimes entire schools, in educational “makeovers” of their school grounds. Teachers and students learn to use what they create so they can learn in the outdoor learning laboratories they create.

Sponsored by State Farm Insurance, and in partnership with Purdue Extension Office—Marion County and the City of Indianapolis, Project Green Schools engages students in tree plantings, gardens, graffiti removal, or other environmental projects. KIB encourages youth to explore and understand challenges in the urban environment and to learn how to care for and improve their community.

# Benefits of Greenspace

Trees and greenspace are known to have many positive social, environmental and health benefits for individuals and communities. Frances Kuo, from the University of Chicago in Champagne-Urbana, did research using two Chicago public housing sites to demonstrate that the presence of trees and greenspace had a significant impact on the quality of life of residents. Below is a summary of her findings.



<p>The <b>MORE GREEN</b>, the better:</p> <ul style="list-style-type: none"> <li>• Life functioning</li> <li>• Ability to delay gratification</li> <li>• Concentration</li> <li>• Self-discipline</li> <li>• Strength in community</li> <li>• Demonstration of courtesy and mutual respect</li> </ul>	<p>Green improves our <b>MINDS</b></p> <ul style="list-style-type: none"> <li>• Better cognitive functioning</li> <li>• Improved management of major life issues</li> <li>• Lessening of ADHD symptoms</li> </ul>
<p>The <b>LESS GREEN</b>, the more:</p> <ul style="list-style-type: none"> <li>• Graffiti and litter</li> <li>• Loitering and illegal activity</li> <li>• Property Crime</li> <li>• Violent Crime</li> <li>• Domestic abuse</li> </ul>	<p>Green improves our <b>HEALTH</b></p> <ul style="list-style-type: none"> <li>• Lower mortality rates among older adults</li> <li>• Less perceived distance in walking, running or biking</li> <li>• Better self-reported general health</li> <li>• Better general health among old, young and the poor</li> </ul>

Find out more at the Landscape and Human Health Laboratory, Frances Kuo (director) at <http://www.ihhl.uiuc.edu>.

# Benefits of Trees

## Air Quality

- Trees help to clean the air by “catching” airborne pollutants such as ozone, nitrogen oxides, sulfur dioxides, carbon monoxide, carbon dioxide, and small particulates less than 10 microns in size.
- One tree that shades your home in the city will also save fossil fuel, cutting CO<sub>2</sub> buildup as much as 15 forest trees.

## Water Quality and Erosion

- Trees reduce topsoil erosion, prevent harmful land pollutants contained in the soil from getting into our waterways, slow down water run-off, and ensure that our groundwater supplies are continually being replenished.
- For every 5% of tree cover added to a community, storm water runoff is reduced by approximately 2%.



## Energy Savings

- Homeowners that properly place trees in their landscape can realize savings up to 58% on daytime air conditioning and as high as 65% for mobile homes.
- If applied nationwide to buildings not now benefiting from trees, the shade could reduce our nation’s consumption of oil by 500,000 barrels of oil/day.

## Business Growth

- Shoppers are willing to pay up to 11 percent more for products purchased in shops along tree-lined streets than they would pay for the same item in a barren setting.
- The quality of products were perceived as being better in shopping districts having trees versus those with barren sidewalks, and shoppers stay longer in plazas that have trees.
- Office workers with a view of nature are more productive, report fewer illnesses, and have higher job satisfaction.

## Economic Value

- Property values increase 5-15% when compared to properties without trees (depends on species, maturity, quantity and location).
- Appraised property values of homes that are adjacent to parks and open spaces are typically 8-20% higher than those of comparable properties elsewhere.
- Rental rates of commercial office properties were approximately 7% higher on sites having quality landscape, including trees.

# Building Community Support:

Now that you have held your first visioning meeting for your project, your next task is to use this energy to build community support for the project. Remember, involving people in the visioning

## Communication tips to involve neighbors in the process

- **Invite all neighbors to each planning meeting.** Don't just use method of communicating meeting times, but various — flyers or newsletters delivered to every house, announcements at neighborhood meetings, e-mail, phone tree or online/website postings, and word of mouth.
- **Update neighbors not in attendance about the progress of the planting.** Again, don't just stick to one form off communicating, but various — try articles in your neighborhood newsletter, a blog, updates at your large neighborhood meeting, and encourage co-organizers to bring up the project with their neighbors in day-to-day interactions. Other online communication resources: Facebook, Myspace, Twitter, NING, E-Vites, Blogs, neighborhood association website, etc.)
- **Dedicate a portion of each large neighborhood meeting to discuss the project.**
- **Give neighbors that don't or can't attend the meetings a voice.** Send out neighborhood volunteers door to door to conduct surveys, interviews, or have conversations with neighbors about the project. Ask neighbors what they would like to see happen with the space, what they would like to do in the space, and how they see themselves participating in the project.



- **Have a few mini-events leading up to the project to build a “buzz” for the event.** A picnic on the proposed site before the planting, a mini-fundraiser or education campaign about the benefit of greenspace. Get the local kids involved with a lemonade stand to make money for the project.
- **Brainstorm all of the different possible volunteer roles, and invite people to help.**

## Lead Participatory, Fun Meetings, and Feed Them!

Meetings where there is some food or refreshments usually have better feedback from participants. Also, it's proven that if you have something to play with (like a stress ball or something else to manipulate with your hands) you retain more information. Think about having little things like that on the tables to keep people's attention.

### *Tips for Effective, Participatory Meetings*

- **Have a Facilitator and a Recorder for the meeting.** A facilitator guides the conversation and helps it stay on track. A recorder writes everything down.
- **Have an action oriented agenda,** with outcomes, not just discussion points.
- **Begin with a reading or a quote.**
- **Engage with a WHAT question.** Have everyone introduce themselves and answer a What question. Examples include: What is your favorite plant? What is your favorite part of our neighborhood?
- **Structured Go-Around.** Have everyone say what they think going around one by one, and give a time limit. Make sure the facilitator or recorder is keeping track of time. This helps create a space where everyone has the opportunity to speak, and controls neighbors that tend to dominate conversation.
- **Pair Share.** Have participants talk about a question in pairs instead of a whole group discussion. Then, in the large group, ask them to share what their partner said in their pair share discussion. This encourages active listening, and embracing others' ideas.
- **Individual Writing.** Give the participants time to write their thoughts before or after a topic. Follow up with a pair share or structured go-around. Some people are more willing to share their thoughts if they have the time to reflect and write them down first. This brings out the ideas of cautious or reserved contributors.
- **Brainstorming.** Write the topic on the top of the flip chart as "How might we ...". Write as many contributions from the group as possible. After you've generated a list of ideas, give each participant the opportunity to mark a dot next to the idea(s) that they think are the best. After a number of popular ideas rise to the top, see if any other ideas can be incorporated or expanded into the "best ideas."



\* Taken from Len Mozzi's *Dramatic Difference Leadership training for LEAD*.

# Tips for Facilitators and Recorders

## *The Facilitator's Role*

**Stay neutral.** Your role is to further discussion- not promote a particular point of view.

**Be prepared.** Read this guide and be on time and attentive for the sessions.

**Let participants respond to one another.** Encourage interaction among the group. You do not answer questions if possible- you should speak less than any other person in the group.

**Don't let any one person dominate.** Refer to the ground rules if people start talking over one another or dominating the conversation.

**Draw out quiet participants.** Don't put participants on the spot—but try to draw out input from everyone.

**Keep the discussions on track.** Try to keep the discussion related to the topic as much as possible.

**Allow for pauses and silence.** Please need time to think and reflect...counting to ten before soliciting answers is one technique to try.

**Don't worry about achieving consensus.** Not everyone is going to agree—make sure all the aspects of the issue are on the table and try to solicit forward-thinking ideas.

**When in doubt; ask the group.** If you are having trouble with a ground rule or staying on topic; ask the group what they would like to do.

## *The Recorder's Role*

**Jot down the key ideas.**

**Listen carefully.**

**Document what the group members talk about.**

Some people feel that they can take good notes and still participate in the discussion. Others prefer to concentrate on listening. It is up to you!



*\*adapted from the Study Circle Guide for Public Dialogue*

## Hosting a Visioning Session

*One of the first meetings you will hold is the visioning session. The vision for your project will need to reflect the following qualities:*

- **You have consulted a broad base of neighbors** to have their ideas integrated into the project design.
- **The vision reflects and accommodates the people that will use the site.** For example, if you want a place for children to play, make sure it is walkable from their homes without needing to cross a busy street.
- **The project design reflects the intended use of the project.** For example, if you want a quiet, reflective



## Visioning Session Conversation Guide

### *Welcome Participants*

Quickly explain the task at hand and your role as the facilitator.

### *Explain the Ground Rules*

Share “air time”; One person speaks at a time; Don’t interrupt; Speak for yourself, not for others; Disagree with respect. (Focus on the issue; not the person); Everyone helps the facilitator keep the discussion moving and on track.

*\*adapted from the Study Circle Guide for Public Dialogue*

### *Participants Introductions*

Have each person introduce themselves briefly (30 seconds or less)

Have Ice-breaker activity

### *Introduce Topic*

Introduce your table topic and ask a visioning question to begin conversation

### *Questions to help the conversation along or steer it in a more positive, futuristic manner:*

What area would we like to see improved in our community?

What population of community members would we like to serve with this space?

To serve this population, what are elements that we would like to include in the design? (benches, wildlife habitat, open space)

What are some other creative or aesthetic elements we would like to add to the space? (forested area, stone pathway, art)

What resources (physical and relational/people) will we need to make our wishes come true?

What assets do we already have?

FINAL QUESTIONS

### *Summarize*

Give the recorder a minute to summarize the conversation giving the main themes.

### *Close*

Thank participants for their input and let them know what the next step will be.

# Working with Volunteers

## Once You Have Them

Recruiting and working with neighborhood volunteers will be one of the most powerful tools to lead you to a successful project with Keep Indianapolis Beautiful. The “do it for the good of the neighborhood” argument is not enough to motivate many individuals to take action, and certainly does not keep people involved.

*Here are some important things to remember when recruiting neighborhood volunteers to help implement your project:*



- **Volunteers want to feel that they have a meaningful role in the project that fits their unique skills.** Don't just assign them to a task — talk to each person to find out where they would best fit, what skills they have to contribute to the project, and what their unique schedule allows them to do. If you know of a certain skill they have that would be helpful to the project (photography, writing, childcare, cooking, etc.) ask them to participate in that way. See “Volunteer roles” on page 14.
- **Not everyone is a “meeting” person.** Look outside who comes to your regular meetings for additional volunteers for your project. Ask meeting attendees about *their* neighbors’ skills, and rely on them to reach out and make the ask.
- **Everyone wants to be valued and appreciated.** Make sure to build in volunteer appreciation to all your activities. Have food at meetings. Thank people personally when they have good ideas. After each meeting, think about ending with a “thank you” structured go-around — have each person thank another person in the group for something he/she said or did to move the project forward.
- **Everyone likes to be recognized differently.** Pay attention to whether a neighbor might appreciate public recognition, or if they would prefer a hand-written thank you card, or a simple pat on the back. See “How to say thank you to your volunteers” on page 13.
- **Volunteers want to feel prepared, but not be micromanaged.** Give clear instructions and expectations ahead of time. Set and keep the same meeting dates, with clear directions on where to meet. Check in with volunteers on a regular basis, but let them run with the task that was given to them!

## Recognition, or how to say “Thank You” to Volunteers

As mentioned before, volunteers love to be appreciated, thanked and recognized in ways appropriate to them.

### *Below are some ideas on how you can thank volunteers.*

- Nominate your volunteer for an award — either within your neighborhood or the community at-large
- Run organized meetings! Volunteers will feel special if their time is used wisely.
- Send a hand-written thank you note when they are not expecting it.
- Remember birthdays with a card, or a snack at a neighborhood meeting.
- Start meetings with a “Kudos” session, where neighbors can give kudos to each other for a job well-done, big or small.
- Look for ways that an involved neighborhood volunteer can grow his/her involvement. Is it time someone asked him/her to do more for the project?
- Send a letter to the neighbor’s family telling them how much you appreciate that they share their family member with you and how valuable their loved one’s time is.
- Write a volunteer spotlight in your neighborhood newsletter, or write an article about a special neighbor to submit to the local newspaper. Put this article or spotlight on your neighborhood association’s website.
- Organize a special annual event, or post-project event, to lift up and thank neighborhood volunteers who helped.
- Talk with your neighborhood businesses. Can they offer you any special incentives or giveaways to award dedicated neighbors?
- As simple as it sounds, listening to your neighborhood volunteers can be the best way to make them feel important and validated.
- If you have a special neighborhood logo, think about embroidering the logo with your neighbors’ name on a sweatshirt, hat or t-shirt as a special recognition gift.



### *What to include in your Thank You Note*

- A link to a website where they can view photos from the planting, or attach at least 1-2 photos for them to view
- A list of the next opportunities to get involved ~ the date and time of your first maintenance workday, or an invitation to the wrap-up meeting or celebration party
- A way for them to give feedback about their experience ~ an attached or online feedback form or invitation to the wrap-up meeting

## Volunteer Roles at your Project

There are ways to involve almost all neighbors in a volunteer activity for your planting. Don't just think about people that will actually come out on the workday, but folks to pitch in before, during and after. Below are some ideas on different types of neighbors you might have, and potential roles you may ask them to play in the planting.

### *Kids*

- lemonade stand to make a few extra bucks, for the project
- deliver water bottles to volunteers on the planting day
- Make special "Kids edition" flyers for the planting



### *Seniors*

- make the light breakfast or lunch for volunteers, make punch or refreshments
- involve them in childcare
- run the volunteer registration table
- Write thank you notes to sponsors, partners and volunteers

### *Professional neighbors*

- Photograph the event, and set up an online photo gallery to share pictures
- Write press releases and articles for local papers
- Interview and write volunteer spotlights about neighborhood volunteers
- donate special tools or vehicles to contribute to the planting day, or to help develop a maintenance committee for the project
- Recruit and manage volunteers
- Provide musical entertainment for the workday lunch
- Create flyers and posters



### *Teenagers*

- Put together an online blog about your event
- Recruit peer planting volunteers from their school's key club or service club

### *Non-Specific Roles*

- Create an "Accountability Circle" committee to help push forward important tasks
- Prep day and workday planting volunteers
- Solicit Project day door prizes
- Site captains
- Maintenance plan leaders and volunteers
- Organize celebration and recurring events
- Provide transportation to neighbors without cars

## Evaluating Your Project

The best way to find out the impact of your project is to establish a way early on to measure its success. There are various ways to do this, through creating a “feedback form” for neighbors to fill out or having wrap-up session at your neighborhood meeting. You can even send this feedback form as a part of the “thank you” that you send to volunteers when the project workday is over.



**Here are some things you may want to ask about in your feedback form or at your wrap-up meeting:**

### *Planning*

- Did you feel you were engaged in helping to design and implement the project?
  - Do you feel that the project design reflect the needs of our community?
  - Where the project organizers communicative and inclusive?
- Did you feel that you were notified about progress with the project planning?

### *Workday*

- Did you receive clear information and directions from the neighborhood organizers prior to the planting?
- When you arrived at the planting, were you greeted in a friendly manner?
- Were you given the proper instruction to complete your volunteer task?
- Did you have fun at the project?
- Did you have a meaningful volunteer role on the day of the planting?

### *Impact*

- Did you feel that this planting had a significant impact on your community?
- Did this project help to foster a greater sense of community in your neighborhood?
- Do you feel that you have a greater appreciation for trees and greenspace after this project?

### *General*

- What did you like most about the volunteer experience and the progress of the neighborhood project?
- What did you like least about the volunteer experience and the progress of the neighborhood project?



# Being Organized for the Workday

## What KIB Brings to the Table

**Design Expertise:** If your project will need a professional landscape architect to help you bring your vision to life, KIB has relationships with many designers that donate their time to community projects in an effort to give back. You don't have to have prior design experience or knowledge of plant species. When you describe the intended outcome of your project to KIB, we will help you figure out those details.

**Technical Assistance:** There are many details that go into a tree planting or a community beautification. KIB has special relationships with our partners and the City of Indianapolis that will help you navigate this path. Examples of what KIB may do for your project are the following:

- Fill out flora permits with Indy Parks
- Request mulch to be delivered to the site of your choosing
- Request a lane closing for a project along a busy street
- Call the utility companies to mark utility lines before the planting
- Choose appropriate tree species based on the site selection

**Tools:** On the workday of your project, KIB will come equipped with shovels, trowels, wheelbarrows, rakes and a ton of other tools to make your project a success. Because of the number of projects we take care of in a season, though, we can only offer these tools on the KIB led workday. Information on where to get tools throughout the year is in the Community Resources section of this handbook.

**Plant Material and Hardscape:** KIB will handle all of the plant and hardscape ordering for your project. Because of the frequency of our plant orders with nurseries, we receive discounts to much plant material that makes our projects more affordable than going with retail plants. However, KIB welcomes any donations that you might seek through your neighborhood businesses and nurseries that might want to play a role in the project.

**Volunteers (if necessary):** We ask neighbors to supply at least half of the volunteers needed for your planting, and hopefully all of them! If this is not possible, however, KIB can help recruit from the community at-large to participate in your workday.



## What YOU Bring to the Table

***Ideas, Ideas, Ideas:*** KIB wants this to be a community led project that represents the unique needs and creativity of your neighborhood. We can share with you examples of projects that other neighborhoods have done in the past, but we want your ideas to come from discussions and visioning with your neighbors. Take a look at the Visioning Session section portion of this handout for more ideas on organizing a visioning session with your neighbors.

***Planning for the workday:*** We need your help planning this project, and specifically rely on you for some key organizational roles.

- **Meeting spot:** We need you to designate a meeting spot for all volunteers, and be able to tell us specifically where these volunteers will be able to park closeby.
- **Mulch drop location:** The mulch for your project will ideally be dropped the week before the planting, so this place needs to be in or out of the public right-of-way, but still visible, accessible, and close to the project location.
- **Volunteer registration:** Your neighborhood will need to provide a table and volunteers to staff the volunteer registration site. All volunteers are required to sign-in with the KIB sign-in sheets, which will be provided by your KIB project manager.



- **Breakfast or lunch site:** You will need to identify a location to host volunteers either before the planting or after for a community gathering.
- **Collecting addresses for trees:** You will need to communicate with your neighbors months beforehand to secure all of the addresses where trees will be planted. From there, the KIB project manager will help determine species available.

- **Publicity:** Make flyers and distribute them to your neighborhood residents and businesses to promote your planting, find volunteers, or to seek donations for your workday.



**Volunteers:** As stated before, your neighborhood is responsible for bringing at least 1/2 of the volunteers needed to complete your project that day. That means there needs to be an early effort to recruit neighborhood volunteers, maintain their interest, communicate to them the details for the day, and thank them when their work is complete.

These volunteers will also be essential to a successful maintenance plan.

**Hospitality:** As a part of this partnership, KIB asks that you provide either breakfast or lunch, plus water and/or other refreshments for volunteers. This makes for an enjoyable experience, creates a sense of community, and also restores volunteers' energy during a tough planting day. Typically neighborhood groups provide bagels or doughnuts with coffee and juice in the morning, and a community lunch afterwards. Think about having a musician in your neighborhood provide some entertainment as well, or door prizes for volunteers. You will also need to make sure to provide restroom facilities during the planting.

**Fundraising/In-Kind Donations:** We encourage neighborhood groups to help out with fundraising and finding in-kind donations as much as possible, though it is not a requirement. The more resources that you can bring to the table, the more valuable your project will be!

**Maintenance Plan:** This is perhaps the most important piece that your neighborhood group will bring to this partnership. Your neighborhood is responsible for the ongoing viability and vitality of your project. Its up to you! We talk about maintenance in the next section to help you along!



# Designing a Maintenance Plan:



A good preservation plan is one of the most important, and most overlooked, elements of a successful project. You need to start planning how the space will be maintained *very* early in the

## What to consider:

The partner needs to create a preservation plan for keeping the project watered, weeded, and cared for throughout the calendar year.

### *The plan might ...*

- break down activities into easily performed one hour tasks,
  - give tasks of weeding and watering to different individuals on a rotating basis,
  - give very small tasks to a larger number of individuals
  - put a garden club in charge of project care,
- outline the plan for summer/holiday preservation schedule,

### *The plan depends on ...*

- particular situations on each project,
- size and type of garden,
- number of individuals actively using the space,
- creating a sustainable schedule,
- having a backup list of responsible individuals,

### *Make Sure These Things Are Covered ...*

- Watering schedule
- Weeding schedule
- Mulching/Staking
- Plan for replacement of plant material

Whatever the plan, the project team needs to keep apprised of what is working and what is not and remain flexible to the idea of changing plans and implementing procedures in case the garden or team falls short of expectations. Remember, the long-term impact and community benefit of your project relies on the strength of the maintenance plan in place.



**Keep Indianapolis Beautiful, Inc.**  
**Sample Project Preservation Worksheet**  
(not all activities apply to all projects)

Activity/Item	Frequency	Responsibility (who)
Watering trees	15 gallons per week	_____
Watering shrubs	5 gallons per week	_____

*Note: watering is for first three years after planting, May 1-Nov 1*

Watering flowers	1 gallon per week	_____
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*Note: Perennial flowers should be established after two summers, but would need water in August/September and/or a drought summer*

Mulching trees, etc.	Once per year	_____
Staking leaning trees	As needed	_____
Pruning tree limbs	As needed	_____

*Note: Before pruning, consult a professional arborist and/or attend a pruning workshop*

Weeding flower beds	Every other week	_____
Mowing grass	Weekly or as needed	_____
Picking up litter	As needed	_____
Storm cleanup	As needed	_____
Trimming vines	As needed	_____
Cutting back flower	Late fall	_____

Picnic tables/benches	Tighten bolts once a year	_____
Picnic shelters/arbors	Tighten bolts once a year	_____
Walkways and patios	Level or sand once a year	_____
Playground equipment	Tighten bolts once a year	_____

## Basic Maintenance for Perennials

**General Maintenance.** Generally speaking, most herbaceous perennial plants should be watered and weeded regularly, mulched and pruned seasonally, and divided every few years. Each plant is different, however, and it is best to check references for information regarding the specific plant in question.

One of the first things to consider is whether the plant was planted appropriately, and that the plant was not shoved part way out of the soil by the freezing and thawing over the winter. If it was, dig up the plant and plant it again, so the start of the soil on the plant is flush with the ground.

**Watering.** For perennial flower beds, plants require 1 to 1 ½ inches of water per week to maintain healthy flowers, foliage and roots. Many established plants can go 10-14 days without water, but this can potentially weaken the plant. The key words here are **deep and infrequently**. Deep watering will encourage deeper root growth which in turn strengthens a plant's ability to withstand drought.



The ideal time to water is in the early morning hours before 8:00 am. This allows enough time for there to be maximum use of water while allowing the foliage to dry. Watering in the middle of the day when sun and wind are strong and temperatures high, wastes significant amounts of water, and watering in the evening, leaving plants wet overnight, increasing the chance of fungi or disease.

**Mulching.** Mulching is the practice of adding a protective layer of organic material to the soil surrounding your plants. Mulching is extremely important during drought or extremely dry conditions, when conserving water is vital for plant survival. There are many materials that can be used as mulch, including but not limited to hardwood bark, straw, rocks, untreated grass clippings, pine needles, sawdust, newspaper and leaves.



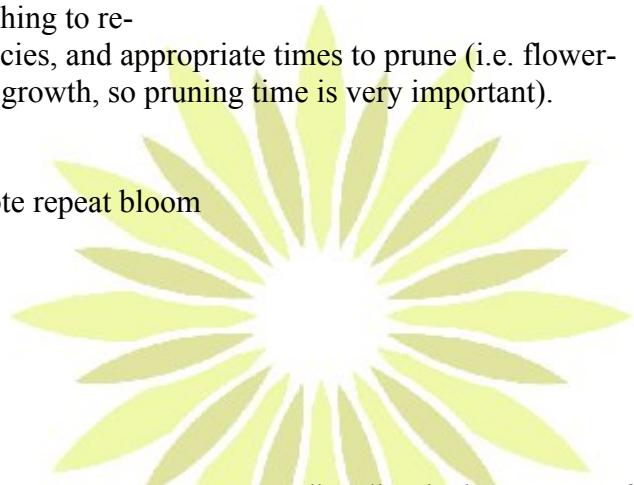
Mulches applied in the winter are meant to keep the plant dormant. They are best applied when the plant has gone dormant and temperatures are consistently below freezing. A 2-4 inch layer is sufficient. Mulching in the summer mainly serves to control weeds and conserve moisture.

**Weeding.** The most important thing in weeding is *identifying the weed*. Many valuable plants are continually pulled and weeded in gardens simply because they were confused with a weed. Weeding can also be significantly reduced by mulching your perennial bed. Weeds are most prominent the first two years, as the soil has been disturbed and the weeds thrive. As you add additional mulch over the years, and as your plants fill out, weeding will be less.

**Pruning.** There are certain symptoms or qualities of your plants that may indicate that a good pruning is in order. Prune if the plants are leggy, or if there is raggedy old growth present alongside new growth at the base. Pruning benefits the plant in a variety of ways. The types of pruning that we are going to focus on in this section are *deadheading, cutting back, and thinning*. These are all described briefly below. The most important thing to remember is to understand the needs of each species, and appropriate times to prune (i.e. flowering shrubs flower on either new growth or old growth, so pruning time is very important).

**Benefits of Pruning Perennials:**

- Extend the bloom period of the plant or promote repeat bloom
- Encourage new growth
- Stagger plants heights or bloom time
- Keep plants contained in their own space
- Prevent and control pests
- Enhance the appearance of the plant
- Extend the life of the plant



**Deadheading.** Deadheading is the process of removing dead flower or seed heads from the plant. This is done for a variety of reasons, including to improve the appearance of the plant, encourage a second wave of smaller, less numerous blooms later in the season, and to decrease the weight on the plants foliage, which can cause the foliage to deteriorate.

If you wonder where to cut off the flower or seed head from the plant, the key is to look for new buds or flowers. Simply prune off the flower stem to just above a new lateral flower or bud, or a new leaf. You may want to consider leaving some deadheads on the plant during the winter if you feel that leaving them will provide winter interest for the landscape, and food for the birds! They can then be pruned off in late winter or early spring, after the need for winter interest peaks.

**Cutting Back.** Some plants must be pruned extensively in order to renovate their appearance on a yearly or seasonal basis. Cutting back means removing a significant amount of foliage as well as possible flowers or deadheads. This technique is helpful for extending the life of the plants as well as containing plants within their space. It is recommended that plants be cut back to the basal foliage, not all the way to the ground unless indicated. Ornamental grasses typically benefit from being cut back.



**When to cut back:** Plants that are being cut back for looks or maintenance should be cut back *after* flowering. This means that spring-blooming perennials should be cut back right after flowering in the spring, and summer-blooming perennials should be cut back right after flowering in the summer. Plants that are being cut back to stagger or delay the bloom time of the plant should be cut back *before* flowering. This mainly pertains to summer or autumn-blooming perennials.

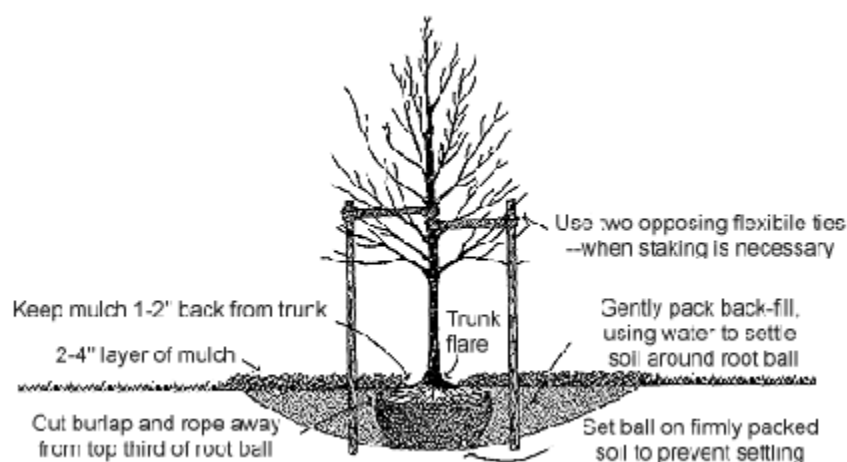


**Thinning and Transplanting.** Thinning the plant by selectively removing plant stems prevents plant disease by improving air circulation, producing sturdier stems, and improving the overall appearance of the plant. Thin out plant stems in the Spring before the plant has reached its mature height by cutting or pinching selective stems to ground level. Typically thinning one out of every three stems is helpful for the plant. Sometimes it is necessary to completely move a plant that has grown out of its space to a new area of the garden. The best time to this is when the plant is dormant, in early spring before the leaves have budded out.

**Dividing.** Dividing is the process of digging up established perennials, dividing them in half, thirds, or more parts, and replanting the parts as individual plants. Plants will show you through symptoms that they need to be divided. Symptoms to look out for include: Plants whose stems and branches appear to be all tangled up; smaller flowers than in previous years; plants that have developed a hole in the center, so they take on the form of a donut; plants that look less healthy and vigorous; plants that are flopping over or that require staking never needed before; plants that are spreading outside of their bounds. Early spring flowering plants can be divided in autumn after dormancy or right after bloom in spring. Perennials with woody roots or taproots should be divided in early spring before new top growth, or in early autumn.

## How to Properly Plant a Tree

- 1. Identify the root flare:** The root flare is where the roots spread at the base of the tree. This point should be partially visible after the tree has been planted (see diagram). If the root flare is not partially visible, you may have to remove some soil from the top of the root ball. Measure from the root flare to the bottom of the root ball to determine how deep the hole should be.
- 2. Find a hole for the tree:** For most Keep Indianapolis Beautiful projects, the tree holes have already been dug.
- 3. Adjust hole to proper height:** Before placing the tree in the hole, check to see that the hole has been dug to the proper depth. Add or remove dirt as necessary. The majority of the roots on the newly planted tree will develop in the top 12 inches of soil. If the tree is planted too deep, new roots will have difficulty developing due to a lack of oxygen. It is better to plant the tree a little high. This will allow for some settling (see diagram).



- 4. Remove twine, bottom of wire basket, and tags from branches:** Remove foreign material from the branches before placing the tree in the hole. Once in the hole, the branches may be too high to reach. Completely remove the bottom of the wire basket.
- 5. Place the tree in the hole:** Roll the tree by pushing the root ball. Avoid dragging or picking-up the tree by the trunk.
- 6. Straighten the tree in the hole:** Before you begin backfilling, have someone view the tree from several directions to confirm the tree is straight. Straighten the tree by maneuvering the root ball (do not push or pull on the trunk of the tree).
- 7. Remove root wrapping:** Remove the remainder of the wire cage from around the sides of the root ball, being careful not to move the root ball too drastically. As the hole should be twice the width of the root ball, it should be easy to use bolt cutters to cut a seam along two sides of the wire basket and completely remove it. Cut off as much burlap as possible and remove it from the hole. Re-position tree to be sure it is positioned correctly.
- 8. Fill the hole, gently but firmly:** Be careful not to damage the trunk or roots in the process. Fill the hole taking care to firmly pack soil to eliminate air pockets that may cause roots to dry out. To avoid this problem, add the soil a few inches at a time and settle with water. Continue this process until the hole is filled and the tree is firmly planted. It is not recommended to apply fertilizer at the time of planting.
- 9. Mulch the base of the tree:** Mulch is simply organic matter applied to the area at the base of the tree. It acts as a blanket to hold moisture, moderate soil temperature extremes, both hot and cold, and reduce competition from grass and weeds. A two to four inch layer is ideal. More than four inches may cause a problem with oxygen and moisture levels. When placing mulch, care should be taken so that the actual trunk of the tree is not covered. This may cause decay of the living bark at the base of the tree. A mulch-free area, one to two inches wide at the base of the tree, is sufficient to avoid moist bark conditions and prevent decay.
- 10. Follow-up care:** Keep the soil moist but not soaked; over watering will cause leaves to turn yellow or fall off. Water trees at least once a week, barring rain, and water more frequently during hot weather. When the soil is dry below the surface of the mulch, it is time to water. Continue until mid-fall, tapering off for lower temperatures that require less frequent watering.

## Basic Tree Care and Maintenance

**Mulching:** Mulch is an organic product that is spread around the base of the tree, over the area above its root zone. Mulch helps keep roots cool in summer and warm in winter. It keeps weeds down and helps hold moisture. A “moat” of mulch, about 2-3” deep, also helps protect against lawn mower and weed whipper injuries—the nicks and cuts caused by mowing too close to the trunk. Studies have shown that wood-chip mulch can nearly double tree growth during the first few years after planting, and fertilizes the tree as it breaks down.

Mulch should be spread in a circle as far around the base of a young tree as possible, but at the very least, to two to three feet. Mulch should spread out to resemble a saucer, not a mound—as is a common mistake. The saucer shape will hold rainwater and distribute it to a tree’s roots more effectively. Also, it is very important to keep mulch from piling up around a tree’s trunk because that can lead to serious damage. A mound of mulch (or soil) that comes in contact with a trunk will keep it unusually moist, which can cause the bark to rot. That, in turn, makes a tree vulnerable to disease and insect problems.

**Watering:** Water is essential for tree health and the critical factor for tree survival after planting. It is essential to make sure trees have enough water. Newly transplanted or young trees are especially at risk during times of drought because their root systems are smaller.

However, care must be taken not to over-water. Believe it or not, over-watering is a big killer of trees. When the tiny air passages between soil particles fill with water, roots are unable to breathe and can drown. Check the soil to make sure watering is necessary and use common sense. If the ground is moist, don’t water.



Generally speaking, Indianapolis area trees require one inch of water per week, either from rain or from watering, when they are in leaf. We recommend watering 15 gallons per week, per tree, from May 1st—November 1st. If nature doesn’t provide, set a hose to a slow trickle under the tree’s dripline (from trunk to furthest extending branches,) moving the hose periodically to cover as much of the root zone as possible. Better yet, use a soaker hose, which can water a greater area of the root zone and does not need to be moved as often. Avoid short, frequent watering of trees because this usually does not penetrate deep enough into the soil, and only encourages roots to grow toward the surface. Watering should soak the top foot of soil.

**Pruning:** Improper pruning can severely damage trees. It is best to consult with a professional arborist before pruning. Topping is the severe cutting back of limbs to create stubs within the tree’s crown—this mutilates and destroys trees. Topping is very unhealthy and dangerous to trees, so don’t do it!

# Community Resources

## Community Organizing

**Indianapolis Neighborhood Resource Center**—Provides the tools and skills necessary to neighborhood organizations so that they can set their own priorities and effectively address the issues which affect their neighborhoods' quality of life. [www.inrc.org](http://www.inrc.org). 920-0330

Main programs include:

**Technical Assistance:** To meet the specific needs of neighborhood groups, INRC offers customized technical assistance including referrals, planning, project consultation, coaching and meeting facilitation.

**Indianapolis Community Building Institute (ICBI):** A progressive 3-track curriculum, ICBI is an intensive, experiential program that explores ideas and develops practical skills necessary for effective neighborhood leaders.

**Study Circles:** Study circles consist of neighborhood-based, small-group discussions aimed at developing innovative strategies to strengthen families and neighborhoods.

**Site-Based Training:** INRC will bring its skills and resources to your neighborhood, offering sessions with your neighbors exploring Community Building Tools, Asset-Based Community Development, Asset Mapping, Building Strong Networks and Collaboration, Board Governance, access to City Services and Strategic Planning.

**Organizers Workbook:** INRC now has a comprehensive Organizer's Workbook for neighborhoods looking to learn more about community building, community organizing, and strategic methods of getting, and keeping, resident engagement. Download this workbook on their web-site at [www.inrc.org](http://www.inrc.org).

**Great Indy Neighborhoods Initiative**—Great Indy Neighborhoods is a renewed approach to community development activities across the city that promotes neighborhood-driven improvements. Learn more at [www.greatindyneighborhoods.org](http://www.greatindyneighborhoods.org).

On this site, you can download three helpful publications:

**Neighborhood Resource Guide:** Find local resources and partners to help bring about comprehensive neighborhood development.

**How to Create a Great Indy Neighborhood:** A simple, step-by-step guide to creating and implementing a Quality of Life Plan in your neighborhood.

**Organizer's Workbook:** A roadmap to discovering, organizing and engaging your neighborhood.

## Educational Resources

**Marion County Extension Office, Purdue Extension**—Many publications and educational opportunities for consumer horticulture services. [www.ces.purdue.edu/Marion](http://www.ces.purdue.edu/Marion). 275-9305

**Capital City Garden Project:** Urban gardening program that assists in the development of inner-city community and youth gardens. Will provide assistance with education, and organization of neighborhood greening projects including planting of vacant lots, flower pots, trees, etc.

**Master Gardener Program:** This is a program designed to help educate the public about gardening through the use of trained, certified volunteers. The training program is 18 3-hour sessions, and in return the participants are asked to share their knowledge and volunteer in the community. Also through this program is the Master Gardeners Answerline Phone Center,

where you can call and ask gardening questions to trained Master Gardener Volunteers. For more information call, 275-9305, or for the Master Gardener Answerline call 275-9292 or e-mail [marionmg@purdue.edu](mailto:marionmg@purdue.edu).

**Spring Garden Clinic:** At the end of every February, Purdue Extension along with many partners hosts the Spring Garden Clinic. This annual all-day conference is designed for beginners and experts alike, and is a steal for \$15. It is information intensive and a chance to network with other gardeners. Contact Debbie Schelske, 275-9305 x286, or [dschelsk@purdue.edu](mailto:dschelsk@purdue.edu) for more information about this February's event!

**Indiana Community Tree Stewards** — A program of IDNR Office of Community and Urban Forestry, Tree Stewards offers you the opportunity to enhance your knowledge of trees through workshops, seminars, and training sessions. Contact [inurbfor@indy.net](mailto:inurbfor@indy.net) for information on how to bring a Tree Stewards course to your community!

**Do-it-Yourself Workshops**—Many Do-It-Yourself Workshops are offered through your local Lowe's or Home Depot, and are especially helpful if you are pursuing a pocket park project, or a project heavy in hardscape construction, with Keep Indianapolis Beautiful.

Visit your local store to see what they have on the horizon!



## Food Donations

**Panera Bread**—Every night after closing, Panera Bread will box/bag up pastries, bagels, and muffins for you to use at your event the next day. They typically ask for proof of your association or not-for-profit status. Call your local Panera Bread for more details.

[www.panerabread.com](http://www.panerabread.com).

**Local Restaurants**—Don't be afraid to tap the resources in your own backyard! Many businesses are happy to donate food, coffee and snacks to community events if you publicize their business to your residents. Local businesses and restaurants can be powerful allies! And if they can't donate food, explore opportunities with them to donate a few gift certificates for door prizes or as special awards for volunteers!

**Kroger**—Did you know that every Kroger now has a Community Ambassador working full-time to develop relationships with community members and organizations? If you have a Kroger in your neighborhood, set up a meeting with the Community Ambassador to explore partnership opportunities. Kroger is interested in offering a meeting location before community plantings, and have also donated food and gift certificates to neighborhood groups in the past.

## Land Acquisition and Management

**Indy Land Bank**—The Indy Land Bank acquires abandoned, tax delinquent properties within Marion County and makes them available to non-profit and for-profit developers. Through the Abutting Land Owners Program, neighbors that live adjacent to Indy Land Bank properties have the first option to buy. See a list of properties currently available and learn more at

[www.indylandbank.com](http://www.indylandbank.com).

## Matching Funds and Community Grants

**Indianapolis Matching Awards for Great Indy Neighborhood Engagement (IMAGINE)** - The IMAGINE award seeks to reinforce the strengths and assets within Indianapolis' neighborhoods by providing financial resources for events, projects and activities designed to increase neighborhood engagement, promote action on the 11 principles of healthy neighborhoods and establish new and stronger relationships among grassroots organizations and businesses. Grants are up to \$5,000, and are to be matched dollar-for-dollar by funds, in-kind donations and volunteer time from the neighborhood. Learn more about guidelines and deadlines at [www.inrc.org](http://www.inrc.org) or [www.greatindyneighborhoods.org](http://www.greatindyneighborhoods.org).

**Youth As Resources (YAR)** - YAR awards grants to youth volunteer groups for youth-led service projects. Grant workshops are conducted before each grant deadline to advise youth on how to apply. Learn more at [www.uwci.org/yar](http://www.uwci.org/yar).

### **Indianapolis Plant and Wildflower Society (INPAWS) Small Grants**—

INPAWS has small grants available to support projects in line with its mission of promoting the appreciation, preservation, conservation, utilization and scientific study of the flora native to Indiana and to educate the public about the values, benefits, beauty, diversity and environmental importance of indigenous vegetation. Typical funds are for up to \$500 each. Learn more about grant deadlines at [www.inpaws.org](http://www.inpaws.org).

**Lowe's Toolbox for Education**—Up to \$5,000 for school projects is available through this charitable opportunity. Learn more about Spring and Fall deadlines at [www.toolboxforeducation.com](http://www.toolboxforeducation.com).

**United Water Green Infrastructure Grants**—In 2008, United Water funded several awards of up to \$20,000 each to support green infrastructure and sustainable development efforts in the Indianapolis area. Funds are available to non-for-profits committed to green development within Marian County. In 2008, the Cottage Home neighborhood received an award to enhance a pocket park project with Keep Indianapolis Beautiful.

**Republic's Recycle Challenge**—The Recycle Challenge is a fun and rewarding way to earn money, compete for prizes and help the environment simply by recycling beverage containers. Learn more at [www.recyclechallengeblog.com](http://www.recyclechallengeblog.com).



## Mulch and Compost

**Southside Landfill**—Mulch and compost from curbside pick-up of mulched leaves, and loads of brush brought to the landfill. 270-5500

**Retail Mulch Suppliers**—Search Yellow Pages for commercially available mulch, compost and soil. Buying in bulk is much more cost effective than buying bagged mulch at local garden stores or home improvement warehouses.

**Griesey Farms, LLC**—Locally owned and operated horse farm with excess of mulch and soil available for pick-up. Free. [www.grieseyfarms.com](http://www.grieseyfarms.com), [grieseyfarms@aol.com](mailto:grieseyfarms@aol.com). 774-9525. Tell them you are a partner with Keep Indianapolis Beautiful, Inc.

## Solid Waste Disposal

**Citizen's Transfer Station**—Saturday mornings from 8am to 4pm, citizens may bring any household trash (except appliances containing Freon, household hazardous waste, large amounts of brush and construction debris) and dump for \$2 per carload, and \$5 per truck load. Come early, as this is highly utilized! 2700 S. Belmont.

**ToxDrop & eCycle Programs**—The City of Indianapolis offers four locations in Marion County where residents can drop off household hazardous waste and electronics for recycling at no charge. For location information and a listing of materials accepted call 327-4869.

## Tools and Labor

**Health and Hospital Tool Loan Program**—Provides tools (brooms, rakes, shovels, etc.) to volunteers for neighborhood clean-up projects. 221-7588

**Tool Rental**—Search yellow pages for tool rental.

Mullin Rental Service - Rents shovels, chippers, etc. [www.mullinrentalservice.com](http://www.mullinrentalservice.com). 632-3456

**Tool Borrowing**—Ask neighbors to contribute tools for your workday. This is a great way to affordably collect the tools you'll need, and engage neighbors in a meaningful way!

**Marion Superior Court Probation Department**—This county department can provide up to 15 community service workers to perform community service projects. Call Georgette Sims, Community Work Services Coordinator at 327-8258 for more information!

## Watering Key/Meter

**Indianapolis Water**—Your neighborhood can rent a water hydrant meter in order to access and buy water from fire hydrants serviced by Indianapolis Water. This is especially useful if your project is located far from an easily accessible water source, but is located near a fire hydrant. To rent a water hydrant meter, visit Indianapolis Water at 1220 Waterway Blvd between 8:00 am and 3:00pm, Monday—Friday.

Fees: \$50 non-refundable fee  
\$50 deposit  
\$30.40 +tax monthly rental for a 2" dia. Meter  
\$55.60 +tax monthly rental for a 3" dia. Meter  
\$ 1.82 +tax /100 ft<sup>3</sup> of water

Holder must report usage by the 5<sup>th</sup> day of the month to avoid a \$25 late reporting fee.

You will need to buy a hydrant wrench in order to open the fire hydrants. Just northwest of the water company, Ritz Corporation, 1726 W 15<sup>th</sup> St., open 8:00 am -4:30 pm M-F, has hydrant meters for sale. These are usually in-stock.

