



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

ANIMAL CONTROL COMMISSION MEETING
Tuesday, February 14, 2023 • 6:30 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve minutes from the January 10, 2023 Animal Control Commission Meetings. / Move to action.
4. New Business
 - a. West Branch Dog Fair – Special Event permit
(permit is currently under city staff review)
 - b. Police Report
 - c. Dog Park improvements
 - d. Other new business
5. Old Business
6. Next meeting date – March 14, 2023
7. Adjourn

Commission Members: Chair Alan Beyer, DVM, Leesa Johnson, Amy Lynch, Ashley Wildman, Nate Bartz
Mayor: Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Jerry Sexton, Tom Dean
City Administrator: Adam Kofoed **City Clerk:** Leslie Brick • **Fire Chief:** Kevin Stoolman •
Library Director: Nick Shimmin **Parks & Rec Director:** Matt Condon • **Police Chief:** John Hanna •
Public Works Director: Matt Goodale



Special Event Permit Application

RECEIVED
11/26/23
Lbrick

Event Title/Name: West Branch Dog Fair
 Event Organization: TWO Sisters Kennels Phone: 608-698-3466
 Organization Address: 52 280th St West Branch IA 52358 Tax ID #: FEIN 82-4564000
 City: West Branch State: IA Zip Code: 52358
 Event Website: Not yet established Event Email: Not yet established
 Event Coordinator Name and Title: Lauren Ruge : owner
 Event Coordinator Email: Admin@twoSistersKennels.com
 Event Coordinator Cell Number: 608-698-3466
 Event Coordinator Address: 15 Bradley Lane
 City: West Branch State: IA Zip Code: 52358
 Description of Event: Dog friendly event with planned activities, pet industry vendors, food trucks, and beer tent, dog jog

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
9/1/23 Friday 4:00 PM	9/2/23 Saturday 11am to 8pm	9/2/23 Sat. 3pm	9/3/23 Sun. by 10AM

Dog Jog 10am - 11am Dog Jog 11am

Maximum Number of Participants: 1000 - 1500 Maximum Number of Vehicles: 50-100

Will there be an admission fee? NO What is the admission fee? At will donation

Will food be sold? Yes Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? Yes Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? —
 Please list other agencies involved. NO - talking to National Park Rangers

Traffic Control Plan (please attach diagram): Close off main st between 1st + 2nd St.



Public Notification Plan: _____

Amplified Sound/Noise Plan: _____

Site Plan/Race Course Map (please attach diagram): _____

Security Plan: _____

Restoration Plan: _____

Trash Management Plan: _____

Restroom Plan: _____

Signs/Banner Plan: _____

Insurance policy: _____

Signature:  Date: 1/26/23

*****By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.

Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.



Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____ Other _____

Notes: _____

West Branch Dog Fair Special Event Permit

Public Notification Plan: The public will be notified of the event via social media, specifically Facebook (Voices of West Branch, West Branch Community page, Two Sisters Kennels account, as well as shared by other involved local businesses). Flyers will be put up at all local businesses and in the post office. If needed we can mail out notifications to anyone who lives in the immediate area.

Amplified Sound/Noise Plan: There is no music playing at this event. All activities should be minimally noisy. Any misbehaving dogs will be asked to leave.

Site Plan/Race Course Map: Attached

Security Plan: We would appreciate a police officer be tasked to oversee crowds. We will also have multiple volunteers supervising every event, entry and exit to the event, and patrolling among crowds.

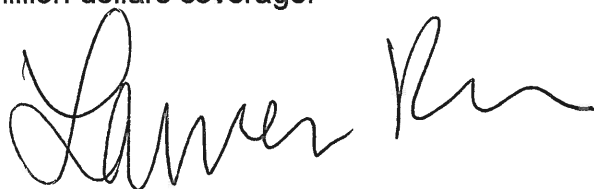
Restoration Plan: All booths, tents, tables, and demonstrations are non permanent fixtures and will not cause any superficial or permanent damage. There will be a volunteer group to work on tear down immediately after the event and again to sweep the area the following morning.

Trash Management Plan: There will be multiple trash receptacles brought in and conveniently located throughout the event to promote use. There will be multiple signs and stations with free poop bags available to promote pick up of any dog waste. There will be volunteers assigned to manage any loose trash/left dog poop during the event and again after during tear down.

Restroom plan: There will be rented porta potties for use (see diagram for planned placement *flexible*. Herbert Hoover Historic site restrooms will also be open during the event.

Signs/Banner Plan: All signs and banners will be put up and taken down by event coordinators and will be attached to temporary fixtures (tables, booths, etc.). There will be no signs or banners attached to city property.

Insurance Policy: We wanted to explore the option of using the city's insurance or having the city cover the cost of event insurance since we are fundraising for a city park. If this is not an option, Two Sisters Kennels will take out event liability insurance policy with up to 1 Million dollars coverage.



1/26/23

West Branch Dog Fair

September 2nd 2023 11-3pm

Green Space Park and Main St.

All proceeds go toward the dog park expansion **at will donation for entry*

-Dog jog: 10:30am-11am - 5k through Herbert Hoover Prairie?

**Registration fee*

-Food trucks

**Pay entry fee to be donated*

***50/50 raffle**

*** Silent Auction**

-*Beer tent @ Firestation? (renting tables?)

-Doggie events in park

**Ticket sales*

- Johnson County Police K9 Unit - clock speed race

- bubble station

- pools

- bob for a toy

- flyball

- sniff course

- walk through Herbert Hoover Historic Site

Contests

- costume (most creative group costume with your pet)

- peanut butter eating

- tricks

-

- Kids events

**Ticket sales*

- face painting

- pin the tail on the dog

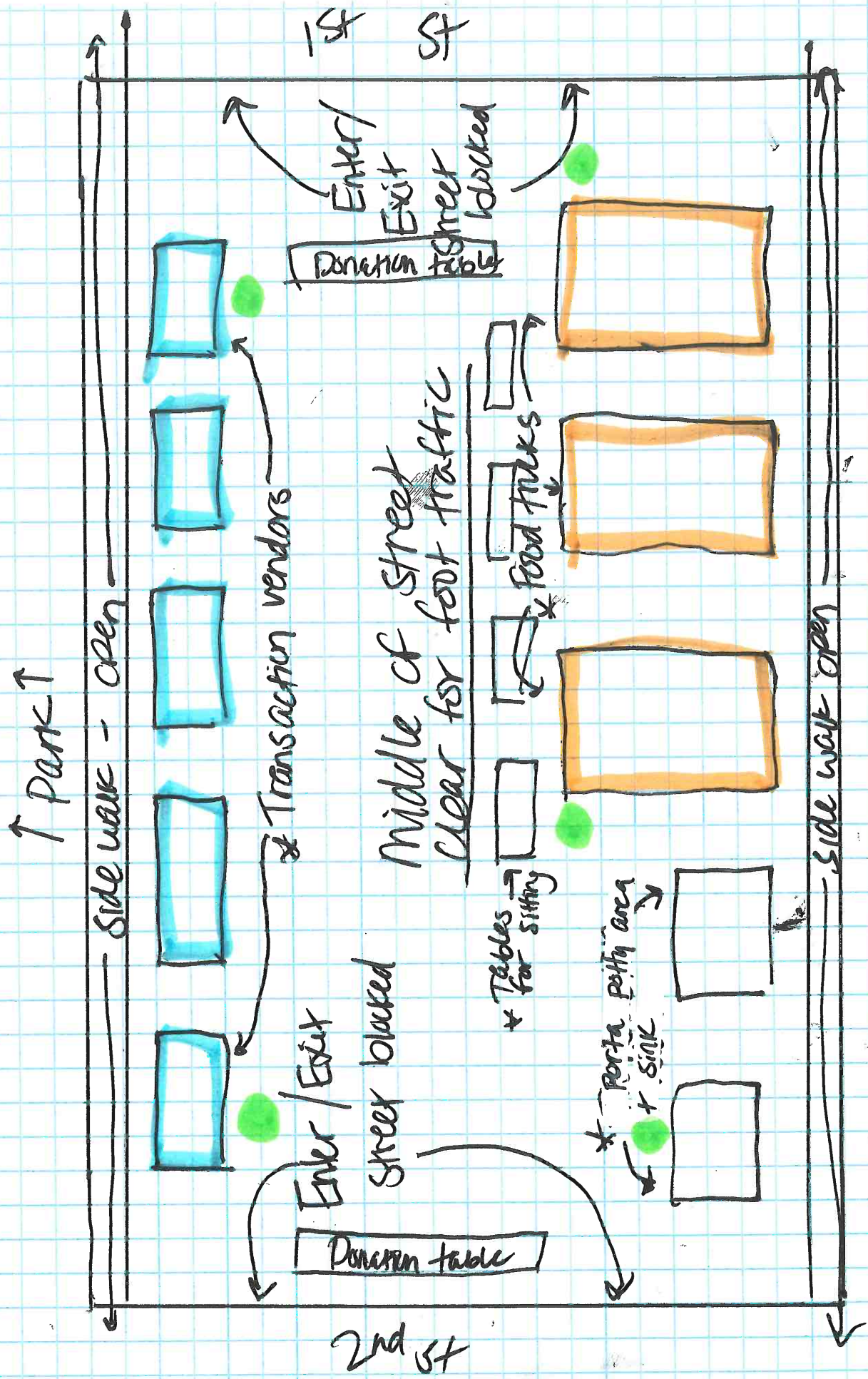
- make your own dog toy

- coloring/craft table

-Non transaction vendors (can be set up in the park)

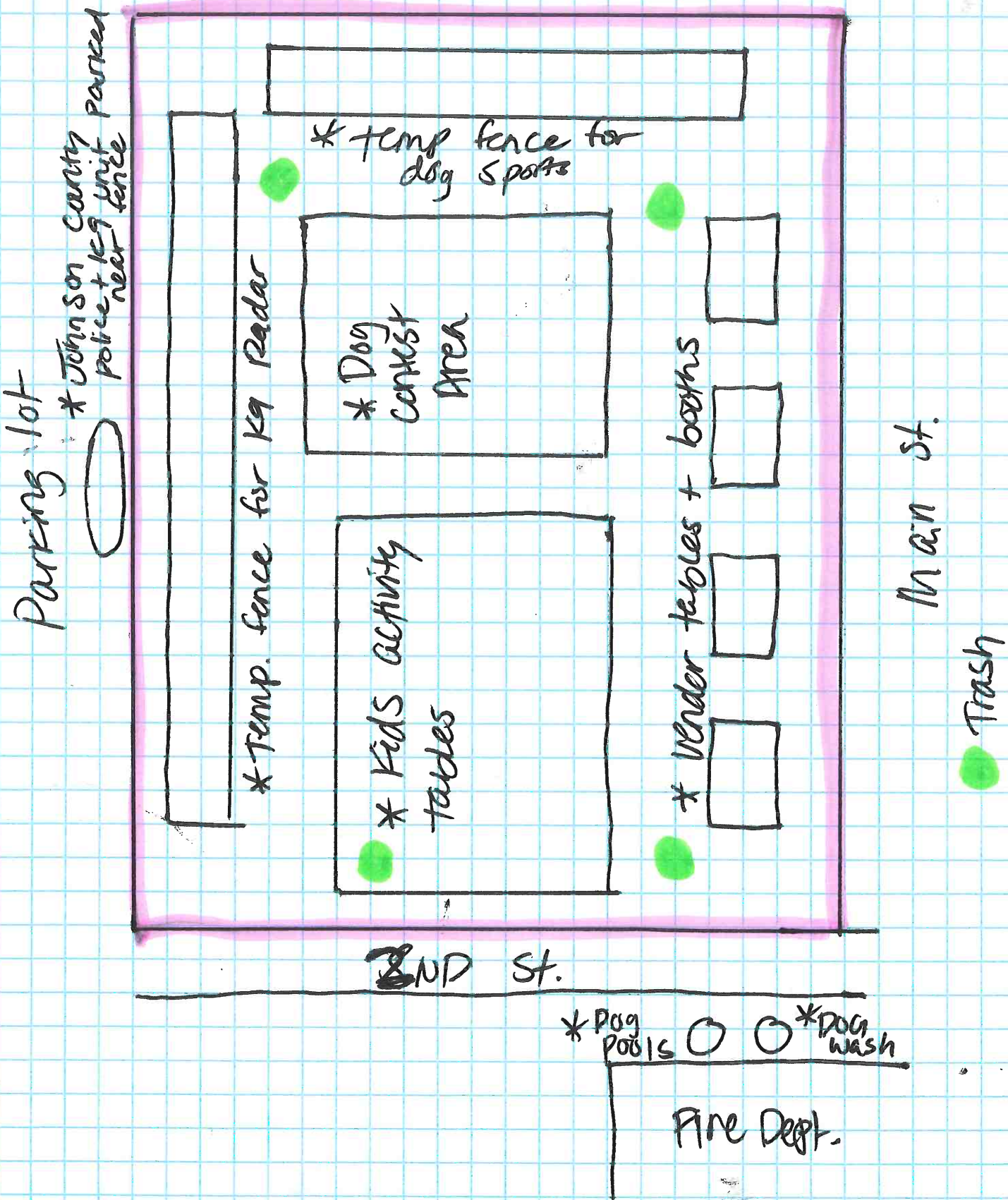
**Pay entry fee to be donated*

Trash MAIN ST. MAP - 1st + 2nd St blocked off for Day Fair

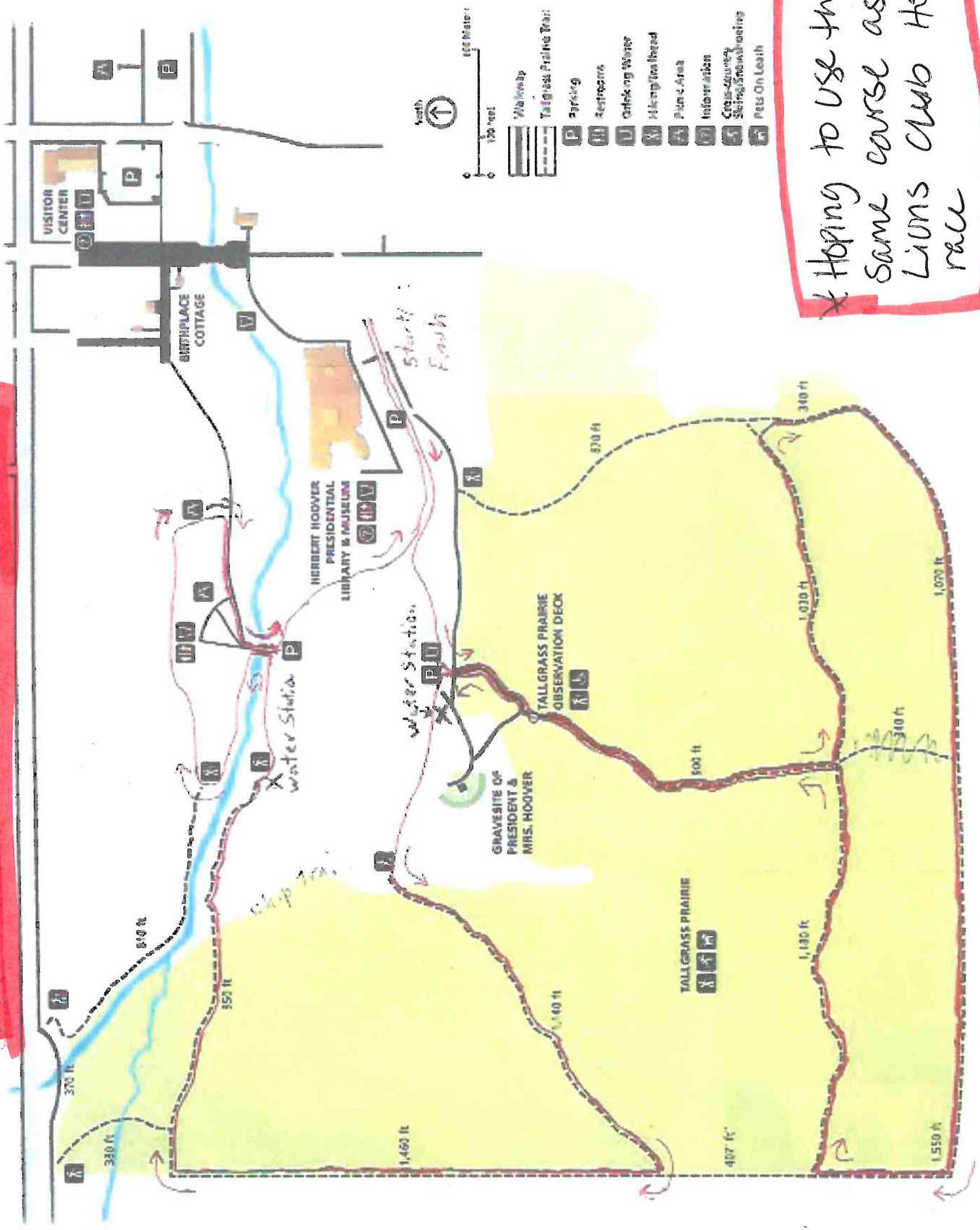


2nd St

PARK = Activities and Non transaction vendors



5K Trail Run Route - Dog Jog



*** Hoping to use the same course as the Lions Club Hoover Dam race**