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PARKS & RECREATION COMMISSION MEETING
Thursday, October 24, 2024 • 7:30 p.m.
City Council Chambers, 110 N. Poplar St.

Council Quorum May Be Present

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

1. Call to Order
2. Roll Call
3. Approve agenda / Consent agenda / move to action
 - a. Approve October 24, 2024 Agenda
 - b. Approve minutes from September 26, 2024 meeting
4. Communications/Open Forum
5. Discussion
 - a. Cubby Park Concession Stand Contract
 - b. Chapter 47 Municipal Park Policies and Regulations Proposed Updates
6. Staff Updates
 - a. Fall Fest October 12
 - b. Youth Basketball
7. Comments from Park and Recreation Commission and staff
8. Next meeting November 21, 2024
9. Motion to Adjourn

Commission Members: Shane Staker, Kristin Rood, Evie White, Jenna Maxson, Adrienne Howard, Rich Stout, Vacant

Mayor: Roger Laughlin • **Council Members:** Tom Dean, Jodee Stoolman, Jerry Sexton, Mike Horihan, Colton Miller

City Administrator: Adam Kofoed **City Clerk:** Leslie Brick **Deputy Clerk:** Jessica Brown

Parks & Rec Director: Erin Laughlin

Chapter 47 Municipal Park Policies and Regulations

47.01 Reservations

~~Reservations for the building or volleyball courts for group functions are to be made in person at the City Office during regular business hours: Monday—Friday, 8:00 a.m. to 4:00 p.m. A list of park regulations must be obtained from the City Office and signed by the party making the reservations.~~

Reservations for parks facilities are to be made online or through the Parks and Recreation Director. Any fees tied to the reservation must be made before the event either online or at the City Office during regular business hours: Monday – Friday 8:00 a.m. to 4:00 p.m. Unless a reservation is documented, all facilities in all parks shall be open for public use on a first-come, first-served basis. No person under the age of 21 years old may make a reservation where alcohol will be present.

47.02 Parking and Motor Vehicles

Parking is limited to designated parking areas only. Violators will be towed at the owner's expense. No motorized (electric or gas) vehicles are allowed ~~on the park trails~~ in or on any area of the parks other than the parking lot. Park access for the loading and unloading of equipment on the grounds for functions (carnival, day camp, volleyball tournament, etc.) must be approved by the Parks and Recreation ~~Commission or City staff~~ Director.

47.03 Fires and Fireworks

Open fires will be allowed, but limited to the designated fire receptacles. Fires must be supervised, extinguished, and cleaned up before exiting the park. Acceptable fire fuels include charcoal and wood. Fireworks and explosives are prohibited in the park without prior approval of the Council.

47.04 Trash

All park patrons are responsible for proper cleanup and disposal of their trash. Receptacles are provided for this. It is unlawful to transport garbage, refuse, or litter from any household, business or other place to any area of the park for the purpose of disposing of the same in any refuse container provided in the parks.

47.05 Building Reservation Responsibilities

Before departure, building responsibilities include: securing all doors and windows, turning off lights and water faucets, sweeping of floors, wiping down tables, and removing trash from the building as stated in section 47.04.

47.06 Park Hours

Normal park hours are from 7:00 a.m. to 10:00 p.m. daily unless approved by the ~~Park and Recreation Commission or City staff~~ Special Event permit. All public restrooms and water service will be opened in the spring and closed in the fall on dates to be determined by City staff.

47.07 Alcohol Consumption

The consumption of beer, wine or canned cocktails in a city park is allowed under the following conditions:

1. **When the requirements listed on the Special Event Permit form are met**, prior to the proposed consumption of beer, wine **or canned cocktails**, the person intending to consume **or provide** beer, wine **or canned cocktails** at a city park shall apply for a permit from the ~~Parks and Recreation Director~~ **Clerk** on a form supplied by the City.
 - a. ~~The Parks and Recreation Director~~ **City Clerk** shall review the application for consumption of beer or wine and shall approve said permit application if the following conditions are not present:
 - i. ~~The beer or wine cannot be consumed in glass containers.~~ **[Moved]**
 - ii. ~~The wine or beer will not be consumed on a date where there are scheduled activities of the school district or scheduled activities involving participants under the age of 18 years old. However, the prohibition against having persons under the age of 18 years old at a scheduled activity shall not apply should the applicant rent a shelter from the City.~~
 - iii. ~~The applicant has not been previously cited for violation of this section 47.07.~~ **[Moved]**
 - iv. ~~That no person under the age of 21 years old may rent a shelter where alcohol will be served.~~ **[Moved]**
 - v. ~~The application is filed more than 10 days before the date of the requested permit.~~ **[Move to permit form]**
2. **When the requirements listed on the form are not met, but all laws and codes are followed and consumption is at a park Council has approved alcohol consumption at.** **[Have approved parks listed on Use & Fee Policy?]**

~~The consumption of alcoholic liquor is prohibited in all City parks. The beer, wine or canned cocktails cannot be consumed in glass containers. Any violation of this section 47.07 can lead to denied future permit requests and may be filed as a simple misdemeanor or a municipal infraction citation.~~

3. ~~Any person aggrieved by the denial of a permit application may file written notice of appeal with the City Clerk within 10 days of the denial of the permit. Failure to file an appeal makes the decisions final.~~ **[Move to permit form]**

47.08 Damage

Damage to the park facilities will result in an assessment of the cost of replacement materials and resulting labor.

47.09 Private Property

Users of park facilities shall be respectful of the private property adjacent to the park.

47.10 Permits

It is unlawful for any person to occupy any portion of any area of the parks for advertising, political campaign, peddling or any other commercial activity without a permit approved by the City Clerk.

47.11 Hunting and Weapons

Hunting, archery, firearms and weapons are prohibited within the boundaries of the park without prior approval of the Council.

47.12 Animals on Leash

No privately owned animal shall be allowed to run at large within the boundaries of the parks unless at the Dog Park. All privately owned animals shall either be on a leash or chain held by a person capable of restraining and controlling said animal. It is the responsibility of the pet owner to clean up after their animal(s).