

## **Public Safety and Transportation Committee**

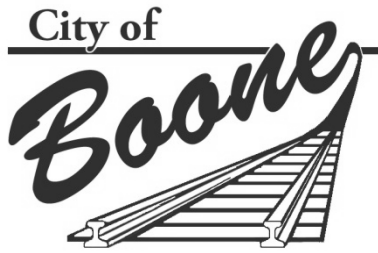
**Date of Meeting:** June 27, 2023

**Time of Meeting:** 4:30 P.M.

**Place of Meeting:** Council Chamber at City Hall  
(923 8th Street, Second Floor)

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1. Call Meeting to Order.
2. Approve Minutes from the March 29, 2023 Meeting.
3. Request for Speed Limit Signs and Fair Parking Directional Signs. – Ashley Fitzgerald, Boone County Fairgrounds.
4. Adopt-A-Street Litter Removal Program Application. – Jennifer Hanson, Boone County Chamber.
5. Parade Permit Application for Pufferbilly Days. – Jennifer Hanson, Boone County Chamber.
6. Other Business.
7. Adjourn.



## Public Safety and Transportation Committee

**Date of Meeting:** March 29, 2023

**Time of Meeting:** 4:30 P.M.

**Place of Meeting:** Council Chamber at City Hall  
(923 8th Street, Second Floor)

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1. Call Meeting to Order.

*Present: Hilsabeck, Byrd.*

*Others Present: Andrews, Skare, Majors, Turbes, Wiebold*

2. Approve Minutes from the February 22, 2023 Meeting.

*Hilsaback moved; Byrd seconded to approve the minutes from the February 22, 2023 Public Safety Meeting. Ayes: all those in attendance. Nays: none.*

3. Street Closure Application for All American Car Show, September 2, 2023. – John Vetter.

*John Vetter submitted a Street Closure Application for the annual All American Car Show on September 2, 2023 for Story Street from 6<sup>th</sup> to 9<sup>th</sup> Street from 7:30 a.m. to 3:30 p.m. Byrd moved; Hilsabeck seconded to approve the Street Closure Application for the All American Car Show. Ayes: all in attendance. Nays: none.*

4. Parade Permit Application for Boone County Fair, July 20, 2023. – Ashley Fitzgerald.

*Ashely Fitzgerald, on behalf of, the Boone County Fair Board, submitted a Parade Application and route for the Boone County Fair Parade on July 20, 2023 from 5:30 p.m. to 6:30 p.m. Hilsabeck moved; Byrd seconded to approve the Parade Application and route. Ayes: all those in attendance.*

5. Discuss Placing a Permanent Stop Sign at 1<sup>st</sup> Street and Delaware Street. – Chief Wiebold.

*Wiebold stated that a roll out stop sign is already provided at 1<sup>st</sup> Street and Delaware Street during school hours, but that he would like to see a stop sign placed there permanently to stay consistent with other school entrances and reduce speed. Byrd moved; Hilsabeck seconded to discuss recommending an ordinance change to permanently place a stop sign at 1<sup>st</sup> Street and Delaware Street to full Council, April 3, 2023. Ayes: all those in attendance.*

6. Other Business.

7. Adjourn.

*4:42 p.m.*

## Kim Majors

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**From:** Boone County Fairgrounds <boonecountyfairgrounds@gmail.com>  
**Sent:** Monday, June 12, 2023 10:01 AM  
**To:** Clerk  
**Subject:** Safety Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I would like to be added to the agenda for the June 27th Safety committee meeting agenda. I am requesting the City put up some signage around the fairgrounds, that includes:

Speed limit signs on 10th St. (to keep traffic slow through our campgrounds)

Fair Parking directional signs (to attempt to keep people from parking on the side of the road during the fair, which can be dangerous).

Thanks.

--  
Ashley Fitzgerald  
Fair Manager



**Boone County Fairgrounds**  
1601 Industrial Park Road  
Boone, IA 50036  
515-432-5899

**Office Hours:**  
Monday & Tuesday 8am - 3pm  
Thursday 1pm - 7pm

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Action Center

## Item Detail Report - 2023-OI9XQB

## Submission Information

|                         |   |
|-------------------------|---|
| <b>ID:</b>              | 13008   |
| <b>Item:</b>            | Adopt-A-Street Litter Removal Program Application |
| <b>Tracking Num:</b>    | 2023-OI9XQB                                       |
| <b>Submission Date:</b> | 2023-05-23 22:52:51                               |

## Submitter Responses

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|   |  |
|---|--|
| <b>Application for City of Boone Adopt-A-Street Litter Removal Program:</b>   |  |
| <b>Application Status:</b>  | Initial Application  |
| <b>Name of Sponsor, Organization, Group, or Individual:</b>   | Boone County Chamber/ Downtown Boone Steering Committee            |
| <b>Mailing Address:</b>   | 903 Story Street, BOONE, IA 50036                                  |
| <b>Name of Contact Person:</b>  | Jennifer Hanson  |
| <b>Mailing Address of Contact Person:</b>   | 903 Story Street, BOONE, IA 50036                                  |
| <b>Phone Number of Contact Person:</b>  | 515-432-3342   |
| <b>Email of Contact Person:</b>   | jennifer@boonecountychamber.com                                    |
| <b>The area is located on Street:</b>   | Story St.(from 6th- 9th), plus 7th, 8th, 9th from Keeler to Allen. |
| <b>Beginning at:</b>  | 6/1/2023   |
| <b>And ending at:</b>   | 12/31  |
| <b>Approval is hereby requested by the above organization, group, or individual, hereinafter referred to as "Sponsor" to enter the City of Boone Street to perform litter removal on the above-described street/streets.:</b> |  |
| <b>The City of Boone reserves the right to terminate this agreement and remove the Adopt-A-Street signs when in the sole judgment of the City it is found that the</b>  |  |

**sponsor(s) has not met the terms and conditions of this agreement.:**

## Workflow History

### Status Update

|                    |  |
|--------------------|--|
| <b>Status:</b>     | Open   |
| <b>Step:</b>       | 2 of 3: In Process                             |
| <b>Task:</b>       | Step 1: Submitted;<br>Step 2: Commented        |
| <b>Updated:</b>    | 2023-05-31 10:30:20                            |
| <b>Updated By:</b> | Boone Clerk                                    |
| <b>Notes:</b>      | Will go to Public Safety meeting June 27th. km |

### Status Update

|                    |                     |
|--------------------|---------------------|
| <b>Status:</b>     | Open                |
| <b>Step:</b>       | Submitted           |
| <b>Updated:</b>    | 2023-05-23 22:52:51 |
| <b>Updated By:</b> | eGov Strategies     |
| <b>Notes:</b>      | No Notes            |

## Contituent's Messages

|                              |  |
|------------------------------|--|
| <b>Service Norm:</b>         |  |
| <b>Confirmation Message:</b> | Thank you for submitting your City of Boone Adopt-A-Street Application. This application shall be approved by the Boone City Council prior to Sponsor(s) beginning any operations as requested herein. |

## **GUIDELINES FOR CITY OF BOONE ADOPT-A-STREET VOLUNTEER PROGRAM**

The objective of the program is to create public awareness of volunteerism along the City of Boone's street system by making adopted sections an example of volunteer opportunities to improve the aesthetics and other needs of our City.

### **GENERAL STATEMENT**

There is a need to enhance the quality of our roadsides, and other public safety activities for the benefit of all citizens in the City of Boone.

The Adopt-A-Street Program allows individuals or groups to adopt a certain street or area within the City limits. Through adoption they may assume the responsibility for any or all of the eligible items. These activities have the potential to:

- Enhance Public Safety
- Reduce litter
- Enhance the environment and beautify areas
- Build broad-based community support for anti-litter and beautification programs

### **POTENTIAL-A-STREET ACTIVITIES**

The following activities are eligible to be included in Adopt-A-Street sponsorships.

- Litter pick up
- Remove snow form fire hydrants
- Report traffic control device deficiencies

### **PROGRAM REQUIREMENTS**

Completed applications shall be returned to the City of Boone.

The sponsor should constantly be aware of problems that can be involved along streets and instruct their personnel in safety precautions.

### **SPONSOR RESPONSIBILITIES**

The Sponsor will be responsible for:

- This application shall be approved by the Boone City Council prior to sponsor(s) beginning any operations as requested herein.
- Sponsor(s) agrees to indemnify and hold harmless City of Boone, Boone City Council, Boone City Engineer, Boone County Landfill, and employees of those entities from all liability, judgment, costs including reasonable attorney fees, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person, property or third party arising out of the performance or non-performance of said work.

- This permit shall be subject to any laws now in effect or any laws which may be hereafter enacted and all applicable rules and regulations of local, state and federal agencies.
- The sponsor(s) shall carry on the work as required and authorized by this agreement with serious regard to the safety of the traveling public, adjacent owners and volunteers or employees of the sponsor(s).
- The sponsor(s) acknowledges that all personnel involved in this project are volunteers directed by the sponsor(s) and the sponsor(s) accepts full responsibility for any injuries or damages sustained by or caused by such personnel. The sponsor(s) acknowledges that they or their volunteers are in no way considered to be employees or volunteer of the City of Boone.

In consideration of the above, the sponsor(s) and City of Boone further agree to the following terms and conditions of this agreement.

**SPONSOR'S ADDITIONAL RESPONSIBILITIES:**

- A segment of street to be adopted shall be no less than 2,640' or to the next nearest intersection.
- To perform the work specified in a satisfactory, safe and professional manner.
- To obtain a signed waiver from a parent or guardian for all participant under the age of 18.
- To provide adult supervision at the work site.
- Annual renewal of the permit.
- Performing work activities between the hours from one hour after sunrise to one hour before sunset.
- Advising the City Public Works Director in writing one week in advance when litterbags are needed or when filled bags are going to be left along the road.
- Obtaining the required safety vests and orange garbage bags from the City of Boone during regular business hours (call first) and wearing when in the right-of-way.
- Placing filled trash bags adjacent to the Adopt-A-Road sign or at an area of right of way for pickup and disposal by the City.
- Notifying the City of any large, heavy or hazardous items found on the roadside for removal by the City.
- Returning unused materials and supplies furnished by the City following cleanup.
- Sponsors agree that in the performance or non-performance of roadside work that they are initiators and volunteers are in no way to be considered employees of City of Boone.
- Sponsorship will not be granted to political parties, political candidates, elected officials, or entities that would constitute partisan endorsement.
- Litter must be removed a minimum of twice per month depending on the area and conditions or as stipulated in the agreement
- If, in the sole judgment of the City of Boone is found that the sponsor is not meeting terms and conditions of the agreement, the City may terminate the agreement and remove sponsorship signs.

## **BOONE CITY RESPONSIBILITIES**

The City will be responsible for:

- Erecting signs with the "Sponsor's" name at each end of the adopted section.
- Providing safety literature.
- Providing safety vests and trash bags.
- Removing filled trash bags and any large, heavy or hazardous items.

## **BOONE CITY/SPONSOR RESPONSIBILITIES**

The City and sponsor will share in these responsibilities:

- Develop a brief work plan outlining specific activities and timing.
- Secure media coverage for the program and sponsor activities.

## **COMPLETION OF THE SPONSORSHIP**

After the sponsor has performed the necessary activities, City of Boone will, at the end of the two-year period, present the sponsor with a certificate in recognition for the work completed.





Action Center

## Item Detail Report - 2023-PRSU3U

## Submission Information

|                         |                           |
|-------------------------|---------------------------|
| <b>ID:</b>              | 13071                     |
| <b>Item:</b>            | Parade Permit Application |
| <b>Tracking Num:</b>    | 2023-PRSU3U               |
| <b>Submission Date:</b> | 2023-06-13 14:00:43       |

## Submitter Responses

Form Page: Page 1

|                             |   |
|-----------------------------|---|
| <b>Contact Information:</b> |   |
| <b>Applicant:</b>           | Pufferbilly Days  |
| <b>Sponsored by:</b>        | Boone County Chamber  |
| <b>Phone Number::</b>       | 515-432-3342  |
| <b>Contact Person:</b>      | Jennifer Hanson   |
| <b>Address:</b>             | 903 Story Street, Boone IA 50036  |
| <b>Email:</b>               | jennifer@boonecountychamber.com   |
| <b>Date of Event:</b>       | 08/05/2023  |
| <b>Beginning Time:</b>      | 9:30am  |
| <b>Ending Time:</b>         | 11:00am   |
| <b>Parade Route:</b>        | Hancock Drive, S Linn St, Story St, and now 7th St to the High School PARKING LOT |

## Workflow History

## Status Update

|                    |                     |
|--------------------|---------------------|
| <b>Status:</b>     | Open                |
| <b>Step:</b>       | Submitted           |
| <b>Updated:</b>    | 2023-06-13 14:00:43 |
| <b>Updated By:</b> | eGov Strategies     |
| <b>Notes:</b>      | No Notes            |

## Contituent's Messages

|                      |  |
|----------------------|--|
| <b>Service Norm:</b> |  |
|----------------------|--|

**Confirmation Message:**

Thank you, for submitting your Parade Permit Application, please do not forget to email your street map route to [Clerk@city.boone.ia.us](mailto:Clerk@city.boone.ia.us)