



DOWNTOWN SQUARE COMMISSION MEETING

April 19, 2022

10:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Public Comment**
- 5. Old Business**
- 6. New Business**
 - A. Election of Officers
 - B. Review Downtown Square Commission Rules and Regulations
 - C. Review Upcoming Work Plan Items
- 7. Comments**
- 8. Adjourn**



MEMORANDUM

To: Planning and Zoning Commission

From:

Date: April 19, 2022

Subject: Election of Officers

Recommendation:

Attachments: None



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: April 19, 2022
Subject: Review Downtown Square Commission Rules and Regulations

Recommendation:

Attachments:

1. DSC Rules and Regulations_20220419
2. Data_All_220413



DOWNTOWN SQUARE COMMISSION

Rules and Regulations

Section 1: Creation. Pursuant to the provision of statutes and regulations of the *Iowa Code*, Chapter 30 of the Code of Ordinances of Indianola, Iowa, and as hereinafter set forth, there is hereby created and established a Downtown Square Commission consisting of nine (9) members appointed by the City Council. All members of the Downtown Square Commission meeting shall serve without compensation.

Section 2: Membership and Terms of Office. While City residency is not required, the Downtown Square Commission members shall be residents, property owners and/or business owners within the Downtown Square and shall not hold any elective office in the City government. The Downtown Square shall be considered those properties and businesses located within the Original Town Plat of Indianola, which is located on lands north of 2nd Avenue, east of C Street, south of Clinton Avenue, and west of Jefferson Way. The term of office of the members of the Downtown Square Commission shall commence on July 1 and shall be three years. Provided, however, that the initial Downtown Square Commission members shall be appointed with three members appointed to three-year terms, three members appointed to two-year terms and three members appointed to a one-year term so the terms of three members will expire each year. Vacancies shall be filled in the same manner as the original appointee for the unexpired term.

Section 3: Officers. The Downtown Square Commission shall annually elect a Chairperson and a Vice-Chairperson from among its members at first calendar meeting of the year.

Section 4: Quorum. A majority of the current membership of the Downtown Square Commission shall constitute a quorum and a quorum shall be required to conduct the business of the Downtown Square Commission. Actions on items reviewed by the Downtown Square shall require a majority vote of the Downtown Square Commission membership present at the meeting. At the request of a member of the Downtown Square Commission and with approval of the Chairperson, the City may make provisions for members of the Downtown Square Commission to participate in a meeting via a conference call or other telecommunication device.

Section 5: Meetings. The Downtown Square Commission shall meet monthly on the third Tuesday of each month at 10:00 AM, or on call, in the Indianola City Council Chambers. However, the Chairperson, as needed, may revise the time and/or place of meeting, or may call a special meeting, and such changes noted in accordance with the notification procedures contained herein. The Chairperson may request from the Mayor a meeting with the City Council to discuss the Downtown Square Commission's proceedings and activities, suggestions for policy and ordinance revisions and other items relating to the Downtown Square Commission's duties.

Section 6: Meeting Cancellation

A Downtown Square Commission meeting may be canceled due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control. It is the responsibility and prerogative of the Chairperson of the Downtown Square Commission to cancel such meeting, and the Chairperson will notify the Community and Economic

Development Director or his/her designee who will assume responsibility for notifying the media and persons affected by the cancellation, posting notice of the cancellation as appropriate, and rescheduling the meeting as appropriate. If a scheduled meeting is canceled, the Chairperson may schedule a special meeting of the items scheduled to be conducted at the canceled meeting shall be deferred until such rescheduled meeting.

Section 7: Procedure of Meetings. The Downtown Square Commission shall follow the following procedure for each meeting.

1. Call to Order

- a. The Chairperson calls the meeting to order.

2. Roll Call

- a. The recording secretary states each member's name, who responds in turn with "present".

3. Approval of Agenda

- a. The Chairperson determines if there are any changes or additions to the draft agenda. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.

4. Approval of minutes

- a. The Chairperson determines if there are any changes or additions to the draft minutes. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.

5. Public Comments

- a. This is time for members of the public present to address to Downtown Square Commission regarding matters not on the agenda. Also, correspondences received by staff regarding items not on the agenda are brought forth to the Downtown Square Commission at this time.

6. Old Business

- a. This includes review of motions and business not settled at the last meeting when it was adjourned.
- b. If there is old business, each item is acted upon individually.

7. New Business

- a. At this point, the Downtown Square is considering new business. Each item listed on the agenda is addressed separately.
 - i. After all questions are answered, the Chairperson will ask for a motion. Once a motion has been stated, the Chairperson asks for a second to the motion. After motion has been made and seconded, the Chairperson restates the motion for the record.
 - ii. The motion may be changed through an amendment. If no amendments are proposed, and the discussion has ended, the Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
 - iii. Once the recording secretary has completed roll call vote, the Chairperson announces the results.
- b. The same procedure is used for the next new business item.

8. Comments

- a. This item on the agenda allows the Downtown Square Commission members to note any announcements or offer comments regarding items not on the agenda.
- b. This item on the agenda allows the staff to note any announcements or offer comments regarding items not on the agenda.

9. Adjournment

- a. The Chairperson asks if there is any further business, and if not, the Chairperson may adjourn the meeting. If the Downtown Square Commission wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by motion, and a second is required.

Section 8: Amending Motions. Motions can be amended only by the following:

- 1) Inserting or adding a word, phrase, or sentence.
- 2) Striking out a word, phrase, or sentence.
- 3) Striking out and inserting (substituting) words, phrases, sentences, or paragraphs.

After a main motion has been made and seconded, any member can propose an amendment, after being recognized by the Chairperson, by stating, "I move to amend the motion by...". Each proposed amendment must be seconded by another member to proceed. If there is a statement, the Chairperson states the main motion and the amendment, so members will understand how the proposed amendment will change the main motion. The Chairperson then ask for Downtown Square Commission discussion on the proposed amendment. After the discussion has ended, a vote on the proposed amendment is taken. A roll call vote is then taken, and the Chairperson announces the outcome of the vote.

Section 9: Ex-parte Contacts. Any contact through e-mail, phone, in-person, or in such similar fashion that a Downtown Square Commission member may have with a party involved, or potentially involved, in a matter before the Downtown Square Commission and outside of the meeting is known as an "ex-parte" contact. Any substantive information or facts that a Downtown Square member may receive during those contacts that relates to the matter at hand shall be made a part of the public record so that it can be available for consideration or challenge by all interested parties. This shall be done by way of a public statement by the Downtown Square member prior to the presentation of the matter under consideration at the Downtown Square Commissions meeting.

Section 10: Conflict of Interest. A Downtown Square Commission member shall abstain if the member believes there is a conflict of interest, particularly if the conflict is of a direct financial nature or otherwise. A member who elects to abstain from voting shall discuss the reason for the abstention with the Downtown Square Commission prior to the presentation of the matter under consideration. During the presentation and discussion of the matter under consideration, a member who plans to abstain from voting should remove him/herself from the proceedings and from taking any action on the issue or attempting to persuade any other member of the Downtown Square Commission to act in any specific direction. Downtown Square Commission members may not receive any type of gift for their own personal use or enjoyment related to transaction of their official Downtown Square Commission duties.

Section 11: Continuances. The Downtown Square Commission may continue an item until the next scheduled meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting.

Section 12: Removal of Downtown Square Commission Members. Downtown Square Commission members are appointed by the City Council and may be removed at any time in accordance with Section 5.09 of the Code of Ordinances of Indianola, Iowa. The Chairperson may recommend to the City Council that a Downtown Square Commission member be removed for failure, (1) to attend three consecutive meetings or (2) to attend at least 1/2 of the meetings within any 12-month period.

Section 13: Notification Procedures. Notice of the time and place of the meetings shall be posted in the display case at the north entrance of City Hall and shall also be posted on the City's website. Notice shall be posted no later than twenty-four hours before the scheduled meeting, but every effort shall be made to post the agenda once it has been finalized by staff and meeting packets have been dispersed to the Commission. If a member of the news media has filed a request for notice with the City, they should also be notified in the same manner as outlined in this section.

ADOPTED: May 17, 2022

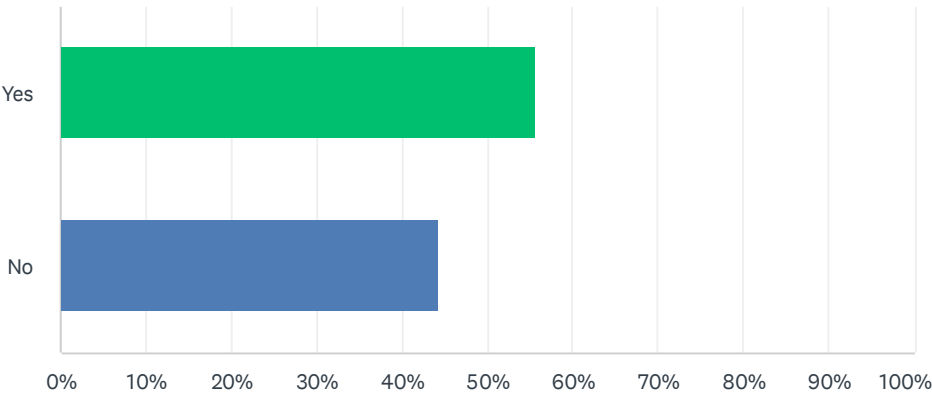
_____, Chairperson

Charlie Dissell,
Director of Community & Economic Development

DRAFT

Q1 First Tuesday of the Month

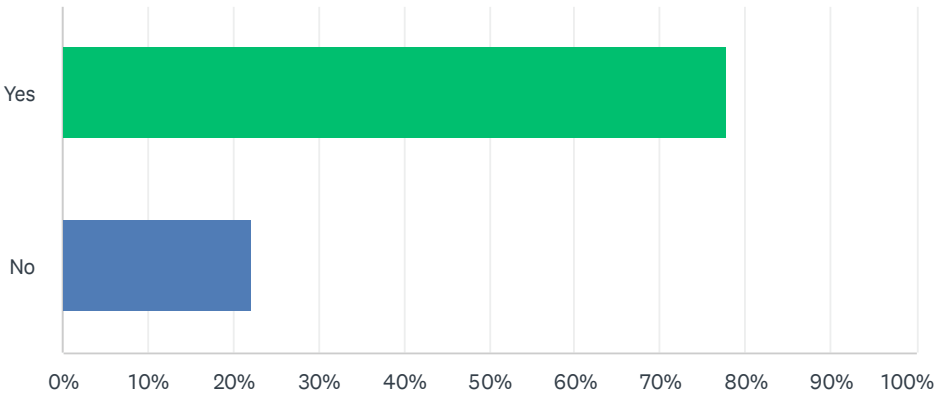
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ANSWER CHOICES	RESPONSES	
Yes	55.56%	5
No	44.44%	4
TOTAL		9

Q2 Second Wednesday of the Month'

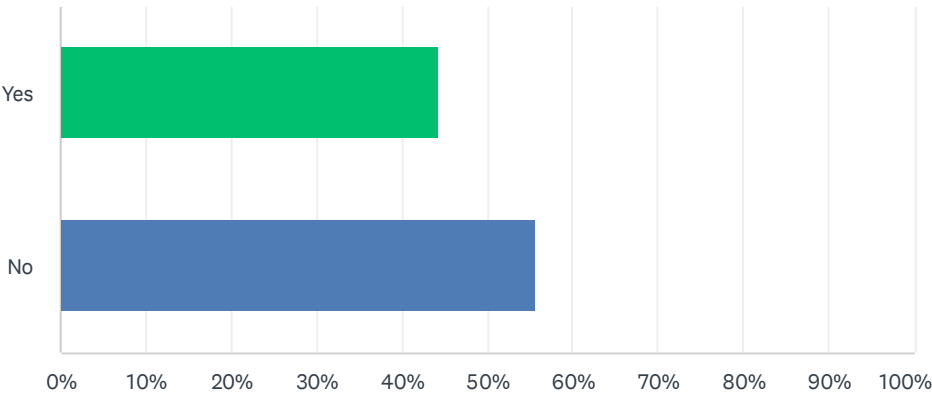
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	77.78%	7
No	22.22%	2
TOTAL		9

Q3 Second Thursday of the Month

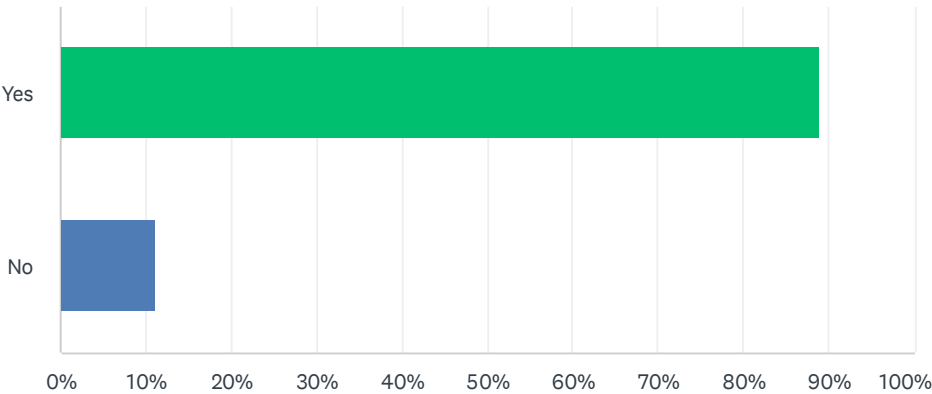
Answered: 9 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		44.44%	4
No		55.56%	5
TOTAL			9

Q4 Third Tuesday of the Month

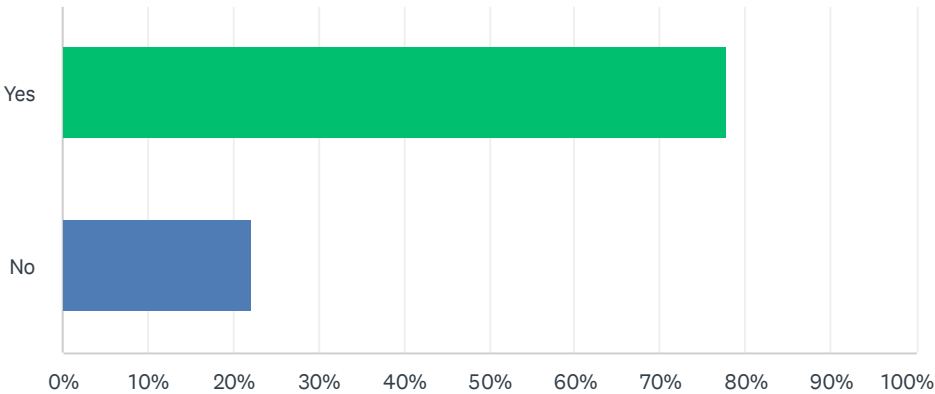
Answered: 9 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		88.89%	8
No		11.11%	1
TOTAL			9

Q5 Third Wednesday of the Month

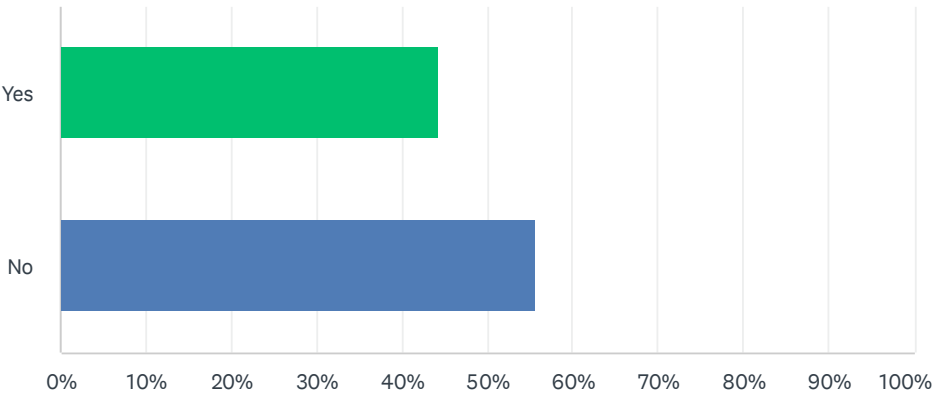
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	77.78%	7
No	22.22%	2
TOTAL		9

Q6 Third Thursday of the Month

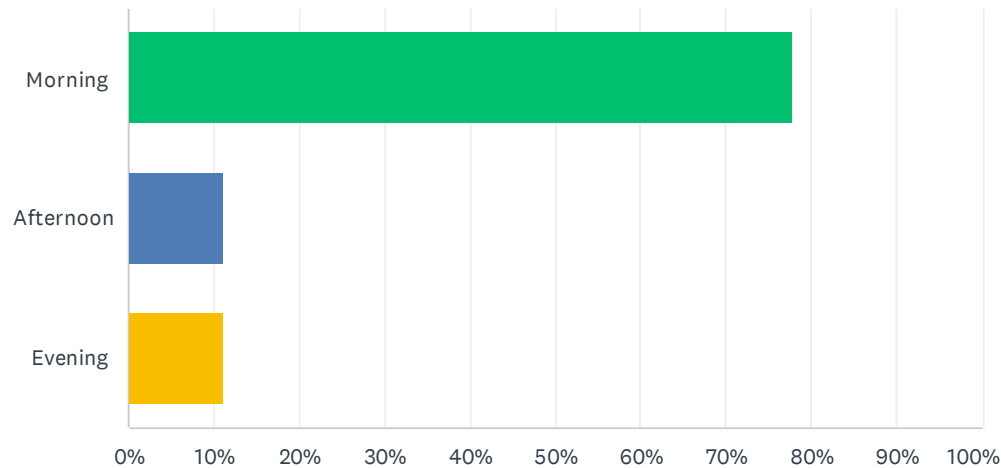
Answered: 9 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		44.44%	4
No		55.56%	5
TOTAL			9

Q7 Time of Day

Answered: 9 Skipped: 0



ANSWER CHOICES		RESPONSES	
Morning		77.78%	7
Afternoon		11.11%	1
Evening		11.11%	1
TOTAL			9



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: April 19, 2022
Subject: Review Upcoming Work Plan Items

Recommendation:

Attachments: None