



DOWNTOWN SQUARE COMMISSION MEETING

April 18, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the agenda for April 18th 2023.
- 4. Minutes Approval**
 - A. Approval of the meeting minutes from March 2023.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider recommendation of a Sidewalk Use Agreement with West Hill Brewery, located at 219 W Salem Avenue.
 - B. Consider recommendation of a Special Event Application for the Veterans Day Parade submitted by the American Legion.
 - C. Consider recommendation of a Special Event Application for the Hometown Pride Parade submitted by Indianola Hometown Pride.
 - D. Consider recommendation of a Special Event Application for the Chamber Concert Series - Friday Night Live Street Party submitted by the Indianola Chamber and Downtown Businesses.
 - E. Consider recommendation regarding an amendment to the City Code related to Snow Emergency regulations in the Downtown Square.
- 8. Comments**
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: April 18, 2023
Subject: Approval of the meeting minutes from March 2023.

Discussion:

Recommendation:

Attachments: 1. March Meeting Minutes



DOWNTOWN SQUARE COMMISSION MEETING

March 21, 2023

9:00 AM

City Council Chambers

Minutes

1. Call to Order

Meeting was called to order at 9:00 AM.

2. Roll Call

Commission members present: Douglas Gaumer, Amanda Ripperger, Jamie Parrott, Rob Keller, Kamie Haynes, Leslie Held

Staff members present: Charlie Dissell, Emily Rizvic, Miranda Chadwick

3. Agenda Approval

A. Approval of the meeting agenda.

Jamie Parrott made a motion to approve the agenda.

Rob Keller seconded the motion.

Motion approved.

4. Minutes Approval

A. Approval of the meeting minutes from February 15th,

Rob Keller made a motion to approve the minutes.

Doug Gaumer seconded the motion.

Motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Presentation from Indianola Public Works on the snow removal process in the Downtown Square.

A discussion was had. No motion was needed. Charlie will work with AP to look into extending snow removal hours.

B. Consider Approval of a Sidewalk Agreement with Willow Moon Apothecary, located at 208 West Ashland Avenue.

Doug Gaumer made a motion to approve the agreement.

Jamie Parrott seconded the motion.

Motion was passed.

C. Consider Approval of a Sidewalk Agreement with adorn, located at 119 West Salem Avenue.

Jamie Parrott made a motion to approve the agreement.
Leslie Held seconded the motion.
Motion was passed.

- D. Consider Approval of a Sidewalk Agreement with Feed and Foster, located at 103 North Buxton Street.

Leslie Held made a motion to approve the agreement.
Doug Gaumer seconded the motion.
The motion was passed.

- E. Consider Approval of a Sidewalk Agreement with Tiny Tots to Teens, located at 102 North Howard Street.

Doug Gaumer made a motion to approve the agreement.
Rob Keller seconded the motion.
The motion was passed.

- F. Consider Recommendation on Public Right-of-way Lease with the Brickhouse, located at 107 North Buxton Street.

Doug Gaumer is abstaining from voting.
Amanda Ripperger is abstaining from voting.
Rob Keller made a motion to approve the lease agreement which will auto-renew every year for five years. The city still has the ability to end this at any time if they deem it necessary.
Jamie Parrott seconded the motion.
Motion was passed.

- G. Consider Recommendation on Public Right-of-way Lease with the Local Vine, located at 126 West Ashland Avenue.

Rob Keller made a motion to approve the lease agreement which will auto-renew every year for five years. The city still has the ability to end this at any time if they deem it necessary.
Jamie Parrott seconded the motion.
The motion was passed.

8. Comments

There was a discussion on bringing back time limits on downtown parking.

9. Adjourn

The meeting concluded at 10:35 AM.



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: April 18, 2023

Subject: Consider recommendation of a Sidewalk Use Agreement with West Hill Brewery, located at 219 W Salem Avenue.

Discussion: Doug Gaumer, owner of West Hill Brewing Company, is requesting approval of a temporary sidewalk sign and an outdoor seating area to be located on the sidewalk adjacent to the business at 219 West Salem Avenue. The sign will only be located on the sidewalk during business hours where a five (5) foot free walking path shall remain.

Additionally, the proposed outdoor seating is 280 sq ft in size. The City is named as an additional insured on a commercial general liability policy of \$1,000,000, and the applicant does have outdoor service included in their State of Iowa alcoholic beverage license.

Recommendation: Staff recommends approval of the sidewalk use application.

Attachments: 1. Application

PUBLIC SIDEWALK USE IN THE DOWNTOWN MIXED-USE ZONING DISTRICT

CITY OF INDIANOLA



The City of Indianola allows for use of public sidewalks to adjoining businesses located within the Downtown Mixed-Use Zoning District (C-3). The use of the sidewalks is limited to temporary sidewalk signs, tables, chairs and displays associated with the adjoining business.

As part of a sidewalk use agreement or any other outdoor seating area, fences not exceeding four (4) feet in height are permitted, and shall be constructed of wrought iron, aluminum, wood, polyvinyl chloride (PVC).

The City, with the approval of the Downtown Square Commission, has the authority to enter into sidewalk agreements with square

businesses which will include the following:

- Hold harmless agreement (to be executed after approval of the application)
- City as a “name insured” on a \$1,000,000 (where no liquor license is involved)
- 50 cents per square foot of occupied space
- Term agreed to annually

Any agreements that are “outside” the conditions above will be brought to the City Council for consideration, along with a recommendation from the Downtown Square Commission.

TEMPORARY SIDEWALK SIGNS

Temporary sidewalk signs associated with the adjoining business may be permitted on the public sidewalk within the Downtown Mixed-Use Zoning District (C-3), subject to the following conditions:

- Signs are permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet in width (four feet which must be ADA compliant)
- Signs shall not exceed nine (9) square feet in area.
- Signs shall not exceed five (5) feet in height.
- Signs are allowed during business hours only.

OUTDOOR ACCESSORIES AND DISPLAYS

Tables, chairs, and displays associated with the adjoining business shall be allowed in the C-3 zoning (Downtown Mixed-Use Zoning District) subject to the following conditions:

- Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet in width (four feet which must be ADA-compliant)
- Allowed during business hours only (unless specifically authorized by the City of Indianola as part of an approved sidewalk agreement)
- Provide proof of public liability insurance in the amount of \$100,000.00

PUBLIC SIDEWALK USE APPLICATION

CITY OF INDIANOLA



BUSINESS INFORMATION

Business Name			
Business Address			
Owner Full Name			
Owner Address			
Owner City		State	
		Zip	

☐ TEMPORARY SIDEWALK SIGNS

SUBMITTAL REQUIREMENTS

All submittal requirements must be completed. Incomplete applications will not be considered.

- ☐ Completed Application
- ☐ Detailed plans indicating the following:
 - ☐ Length, width, height, and square feet of sign (may provide picture)
 - ☐ Location of sign and width of walking surface around sign
- ☐ Proof of public liability insurance in the amount of \$100,000 with the City named as additional insured.
- ☐ Filing fee: \$25

☐ OUTDOOR ACCESSORIES AND DISPLAYS

SUBMITTAL REQUIREMENTS

All submittal requirements must be completed. Incomplete applications will not be considered.

- ☐ Completed Application
- ☐ Detailed plans indicating the following:
 - ☐ Location of space used, showing total sq. ft. and width of walking surface remaining
 - ☐ Days/hours of when equipment will be located on sidewalks.
 - ☐ Pictures of equipment that will be placed on sidewalk
 - ☐ If a fence is proposed, plans showing material and height of fence
- ☐ Approved state liquor license, if alcohol is to be used in space
- ☐ Proof of public liability insurance in the amount of \$100,000 with City named as additional insured.
- ☐ Filing Fee: \$0.50/ sq. ft. of occupied space.



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

State of Iowa

Alcoholic Beverages Division

BB0038578

August 1, 2022

July 31, 2023

LICENSE NUMBER

West Hill Brewing Company, LLC
West Hill Brewing Company
219 West Salem Avenue
Indianola, Iowa 50125

EFFECTIVE DATE

EXPIRATION DATE

This license is a personal privilege and is subject to civil penalty, suspension, revocation or cancellation, as authorized pursuant to Iowa Code Ch. 123.

This license is not deemed to be property, nor is it subject to attachment, execution, assignment, nor is it alienable.

LICENSE AND PRIVILEGES		FEES
Class B Beer Permit (Regular Fee)	08/01/2022 to 07/31/2023	\$300.00
Class B Beer Permit (Sunday Sales)	08/01/2022 to 07/31/2023	\$60.00
Class C Native Wine Permit (Regular Fee)	08/01/2022 to 07/31/2023	\$25.00
Outdoor Service	08/01/2022 to 07/31/2023	\$0.00
TOTAL FEE:		\$385.00

IOWA ALCOHOLIC BEVERAGES DIVISION

STEPHEN LARSON

Administrator





DHGPROP-01

CKOEHLMOOS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Midwest Heritage Insurance Services 3580 EP True Parkway, Suite 100 West Des Moines, IA 50265	CONTACT NAME: Carly Koehlmoos	
	PHONE (A/C, No, Ext): (515) 343-5831 FAX (A/C, No): (515) 440-1116	
	E-MAIL ADDRESS: ckoehlmoos@mhbanks.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Employers Mutual Casualty Company	21415
INSURED West Hill Brewing Company, LLC 11463 Lucas Place Indianola, IA 50125	INSURER B: EMC Property & Casualty Co	25186
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			5D99131	1/18/2023	1/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			5E99131	1/18/2023	1/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			5Z99131	1/18/2023	1/18/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	5R99131	1/18/2023	1/18/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Indianola, Iowa 110 N 1st Street Indianola, IA 50125	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Carly Koehlmoos</i>



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: April 18, 2023

Subject: Consider recommendation of a Special Event Application for the Veterans Day Parade submitted by the American Legion.

Discussion: American Legion Post 165 is proposing to host a Veterans Memorial Day Parade on Monday, May 29, 2023 at 10 AM. Setup for the parade would begin at 9:30 AM, and would be dismantled at 11 AM.

The parade route will begin at the Warren County Administration Building, located at 301 North Buxton Street. The route will then head south on Buxton Street, east on Ashland Avenue, south on Howard Street, east on Salem Avenue, and then south on 1st Street to the I.O.O.F Cemetery.

Recommendation: Starr recommends approval of the special event application.

Attachments: 1. American Legion special event 2023



Event Details:

Event Name: VETERANS MEMORIAL DAY PARADE

Event Sponsor(s): AMERICAN LEGION POST 165

Event Type (Check all that apply): ☒ Parade ☐ Bike Ride/Race ☐ Concert

Running Event: Fun Run ☐ Timed Race ☐ Will trails/sidewalks be utilized? Yes ☐ No ☐

Other: _____

Date/Time of event: MAY 29, 2023 10:00 A.M.

Location of event: START AT ADMIN BLDG - END AT IOOF CEMETERY

Anticipated Attendance: 200 Per Day 200 Total

Organization: AMERICAN LEGION POST 165

Contact Name: DAVID TITUS

Address: 105 WEST 1ST AVE

Telephone Number: 515-306-6116

Fax Number: 515-961-9651

Email address: post165indianola.ia@gmail.com

Today's Date: 21 March 2023

Please describe your request and event:

Parade and program to honor veterans on Memorial Day

Please describe what streets, trails or parks you are planning to close or use:

Start at Warren County Administration Building on Buxton St, Ashland Ave., Howard St, Salem Ave.,

1st Street, Cross HWY 92, stay on 1st Street to I.O.O.F. Cemetery

Set Up Begins	Date <u>5-29</u>	Time <u>09:30</u>	Day of Week <u>Monday</u>
Event Starts	Date <u>5-29</u>	Time <u>10:00</u>	Day of week <u>Monday</u>
Event Ends	Date <u>5-29</u>	Time <u>10:30</u>	Day of week <u>Monday</u>
Dismantle	Date <u>5-29</u>	Time <u>11:00</u>	Day of week <u>Monday</u>



Please describe your safety plan including crowd control. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria. Attach additional sheets if necessary.

Request police escort to lead the parade and to control traffic on the parade route, holding traffic :



Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

We will have cell phones for communication.

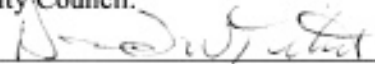
Please describe your plan for clean up and removal of recyclable goods and garbage during and after your event.

Members of the American Legion and Auxiliary will provide clean up detail.

Before submitting this application be sure to complete the following:

- ☒ The event application is completely filled out
- ☒ Map A attached – showing streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- ☒ Map B attached – shows where vendors are expected to park vehicles off the Square
- ☒ Street closure permit application if applicable, attached to application. Application is on website under “How Do I submit”.
- ☒ Noise permit application if applicable, attached to application. Application available on website under “How do I apply for noise permit”.
- ☒ Insurance certificate showing the City as an additional insured in the amount of \$1,000,000 is attached to the application.

As the event sponsor(s) I have read through the rules and certify that our event abides by the rules and regulations set by the Indianola Iowa City Council.

Applicant Signature: David W. Titus  Date: April 5th 2023

Thank you for your interest in holding a neighborhood or community event!

Return Application with attachments to:

City of Indianola

Attn: Event Applications

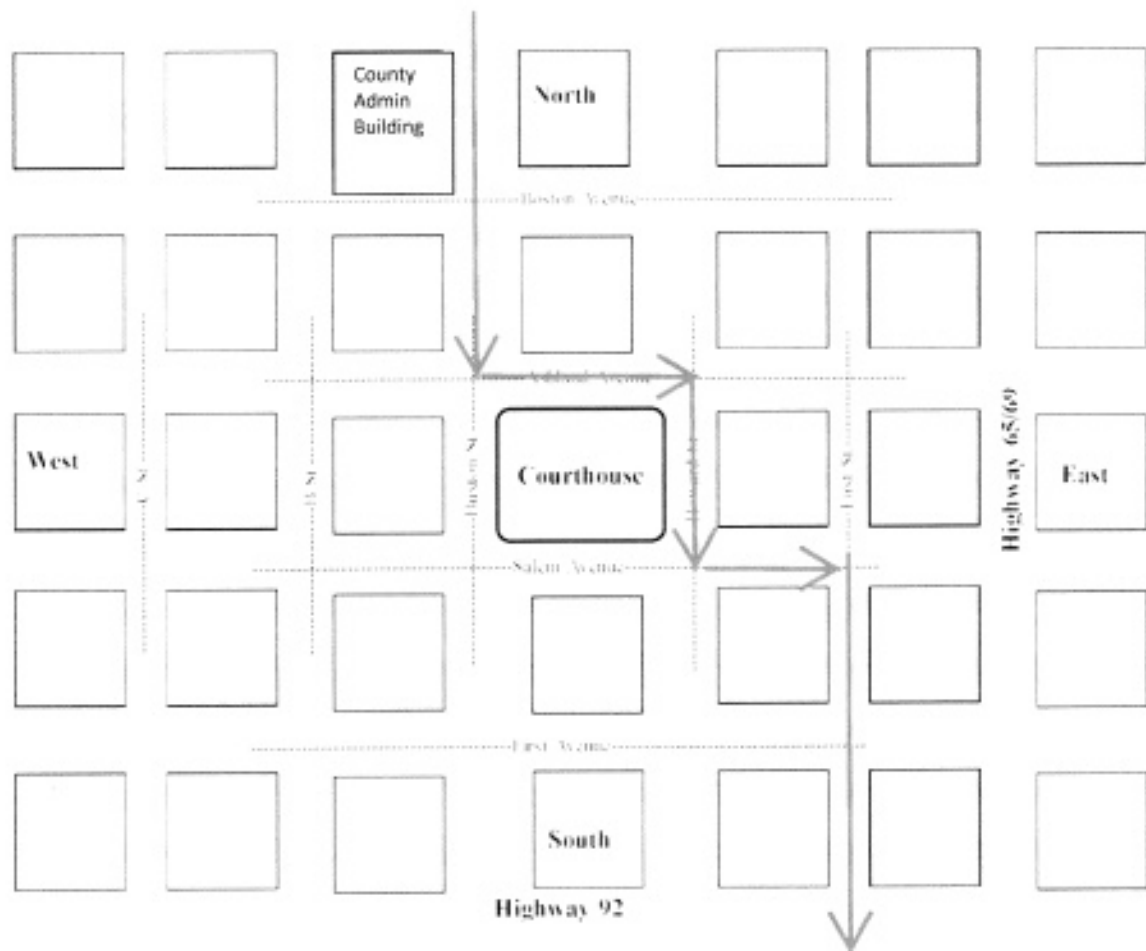
110 N 1st St PO Box 299

Indianola, Iowa 50125

email cityclerk@indianolaiowa.gov

City website indianolaiowa.gov

Last updated 4/9/21 Page 3



START at Warren County ADMIN BUILDING ON Buxton St.
Left onto Ashland Ave
Right onto Howard St.
Left onto Salem Ave.
Right onto 1st St.
Cross Hwy 92
South all the way to I.O.O.F Cemetery West



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: April 18, 2023

Subject: Consider recommendation of a Special Event Application for the Hometown Pride Parade submitted by Indianola Hometown Pride.

Discussion: Indianola Hometown Pride is proposing to host a Celebrate Warren County Parade on Saturday, July 29, 2023 at 10:30 AM. Setup for the parade would begin at 9:30 AM, and would be dismantled at 1 PM.

The parade route will enter the Downtown Square area from the west end of West Salem Avenue, and then head north on Buxton Street where it will leave the Downtown Square area.

Recommendation: Staff recommends approval of the special event application.

Attachments: 1. 1365_001



Event Details:

Event Name: Celebrate Warren County Parade

Event Sponsor(s): Indianola Hometown Pride

Event Type (Check all that apply): ☒ Parade ☐ Bike Ride/Race ☐ Concert

Running Event: Fun Run ☐ Timed Race ☐ Will trails/sidewalks be utilized? Yes ☐ No ☒

Other: _____

Date/Time of event: Saturday, July 29, 2023: 10:30 AM

Location of event: Memorial Park, to the Square, to Buxton Park, to Memorial Park

Anticipated Attendance: _____ Per Day _____ Total

Organization: Indianola Hometown Pride

Contact Name: Doug Bylund

Address: 2204 W 2nd Avenue, Indianola

Telephone Number: 515-961-9420

Fax Number: _____

Email address: dbylund@indianolaiowa.gov

Today's Date: 4/5/2023

Please describe your request and event:

A parade to kickoff the National Balloon Classic, celebrate all of Warren County and lead right into the Arts Festival at Buxton Park.

Please describe what streets, trails or parks you are planning to close or use:

Parade Line-up will begin at 9:30 AM along W Detroit Street and Memorial Park.

Parade will begin at 10:30 AM

Route will head east on West Detroit Street from Memorial Park, south on D Street, east on W Salem Avenue, north on N Buxton Street, west on West Henderson Avenue, south on North D Street, and west on West Detroit back to Memorial Park.

Set Up Begins

Date 7/29/23

Time 9:30 AM

Day of Week Saturday

Event Starts

Date 7/29/23

Time 10:30 AM

Day of week Saturday

Event Ends

Date 7/29/23

Time Noon

Day of week Saturday

Dismantle

Date 7/29/23

Time by 1:00 PM

Day of week Saturday



Please describe your safety plan including crowd control. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria. Attach additional sheets if necessary.

We will barricade the corners and intersections just before the parade begins.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

We will have volunteers staged at intersections, and communicate via cell for emergencies.

Please describe your plan for clean up and removal of recyclable goods and garbage during and after your event.

We will drive the parade route and clean up trash and remove barricades

Before submitting this application be sure to complete the following:

- ☐ The event application is completely filled out
- ☐ Map A attached – showing streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- ☐ Map B attached – shows where vendors are expected to park vehicles off the Square
- ☐ Street closure permit application if applicable, attached to application. Application is on website under “How Do I submit”.
- ☐ Noise permit application if applicable, attached to application. Application available on website under “How do I apply for noise permit”.
- ☐ Insurance certificate showing the City as an additional insured in the amount of \$1,000,000 is attached to the application.

As the event sponsor(s) I have read through the rules and certify that our event abides by the rules and regulations set by the Indianola Iowa City Council.

Applicant Signature: _____ Date: _____

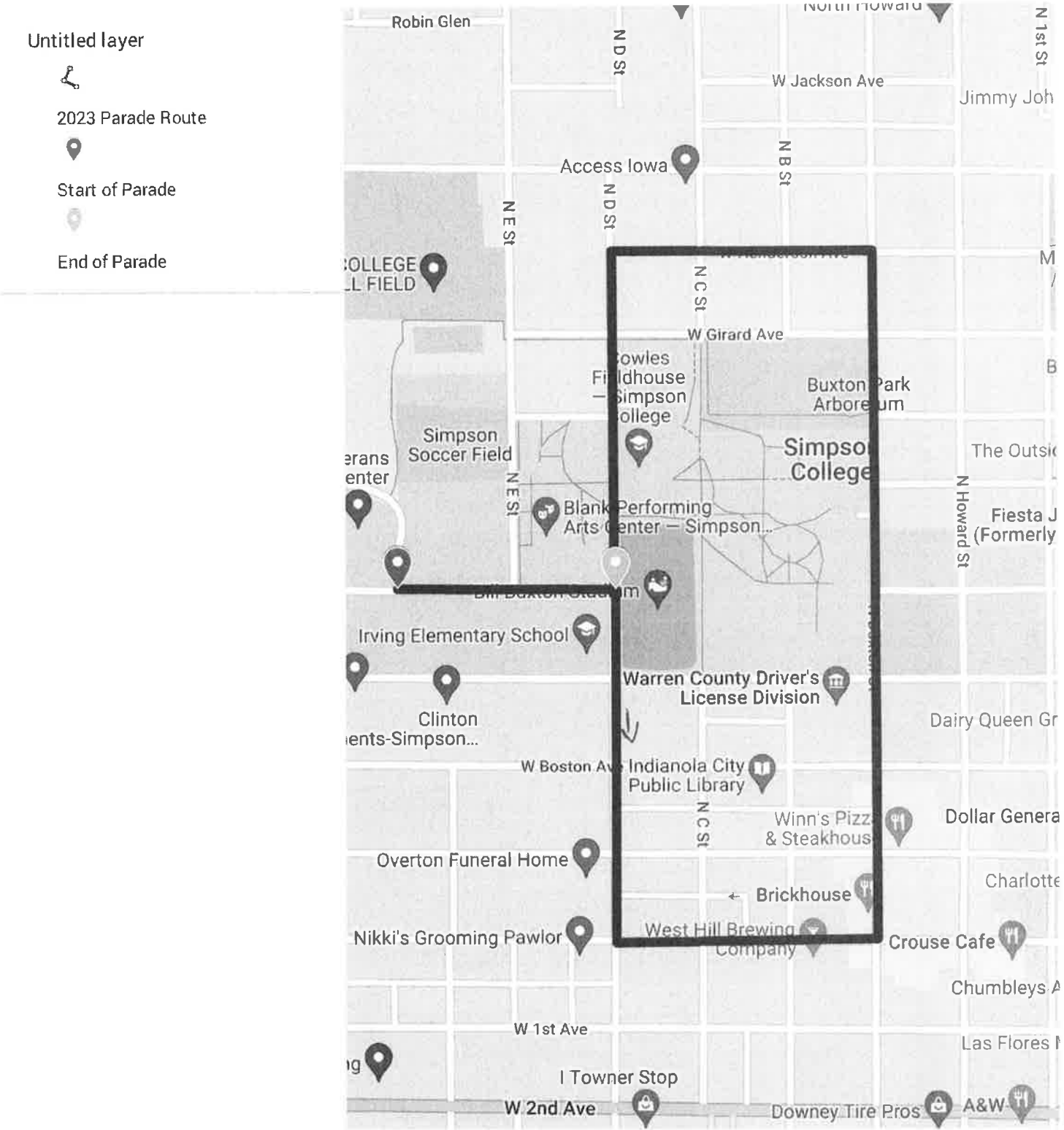
Thank you for your interest in holding a neighborhood or community event!

Return Application with attachments to:

City of Indianola
Attn: Event Applications
110 N 1st St PO Box 299
Indianola, Iowa 50125
email cityclerk@indianolaiowa.gov
City website indianolaiowa.gov

Last updated 4/9/21 Page 3

Untitled map





MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: April 18, 2023

Subject: Consider recommendation of a Special Event Application for the Chamber Concert Series - Friday Night Live Street Party submitted by the Indianola Chamber and Downtown Businesses.

Discussion: The Indianola Chamber and Downtown Businesses propose hosting the Chamber Concert Series - Friday Night Live Street Party on the Downtown Square on Friday, June 9 and Saturday, August 26 from 6 PM to 10 PM. Setup would begin between 3 and 4 PM for both events, and would be dismantled at 10:15 PM.

On June 9, West Salem Avenue would be closed from B Street to Buxton Street, and Buxton Street would be closed from Salem Avenue to Ashland Avenue. The intersection of Buxton Street and Salem Avenue would also be closed. All other intersections would remain open.

On August 26, Ashland Avenue would be closed from Buxton Street to Howard Street, and Howard Street would be closed from Ashland Avenue to Salem Avenue. The intersection of Ashland Avenue and Howard Street would also be closed. All other intersections would remain open.

Recommendation: Staff recommends approval of the special event application.

Attachments:

1. Special Event Application- Fillable_202209191016525881
2. Event Map Outline - June 9
3. Event Map Outline - August 26
4. doc04581520230412123816
5. Noise Application- Chamber Concert Series 2023
6. Street-Closing Chamber Concerts 2023



City of Indianola

Special Event Application

Dear Event Organizer:

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The following pages provide key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. Please contact City Hall at 515-961-9410 or email cityclerk@indianolaiaowa.gov. We appreciate your time and interest in planning an event whether for local residents or the entire south central region of Iowa. A well planned event translates to a successful activity that benefits both public and private interests.

General Event Information:

- If an event is held on City Streets applications will be reviewed by the City Manager, Public Works, Human Resources/Risk Manager, Fire and Police Departments.
- If the event is held on a combination of City streets and trails applications will be reviewed by the City Manger, Public Works, Human Resources/Risk Manager, Fire, Police as well as the Parks and Recreation Departments.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with City park policies as well as rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, parking etc. If the event involves a moving route, indicate the direction of travel.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center.
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up– applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council unless there are questions regarding your application.



Event Details:

Event Name: _____

Event Sponsor(s): _____

Event Type (Check all that apply): _____ Parade _____ Bike Ride/Race _____ Concert

Running Event: Fun Run _____ Timed Race _____ Will trails/sidewalks be utilized? Yes _____ No _____

Other: _____

Date/Time of event: _____

Location of event: _____

Anticipated Attendance: _____ Per Day _____ Total

Organization: _____

Contact Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

Today's Date: _____

Please describe your request and event:

Please describe what streets, trails or parks you are planning to close or use:

Set Up Begins	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of week _____
Event Ends	Date _____	Time _____	Day of week _____
Dismantle	Date _____	Time _____	Day of week _____



Please describe your safety plan including crowd control. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria. Attach additional sheets if necessary.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Please describe your plan for clean up and removal of recyclable goods and garbage during and after your event.

Before submitting this application be sure to complete the following:

- _____ The event application is completely filled out
- _____ Map A attached – showing streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- _____ Map B attached – shows where vendors are expected to park vehicles off the Square
- _____ Street closure permit application if applicable, attached to application. Application is on [website](#) under “How Do I submit”.
- _____ Noise permit application if applicable, attached to application. Application available on [website](#) under “How do I apply for noise permit”.
- _____ Insurance certificate showing the City as an additional insured in the amount of \$1,000,000 is attached to the application.

As the event sponsor(s) I have read through the rules and certify that our event abides by the rules and regulations set by the Indianola Iowa City Council.

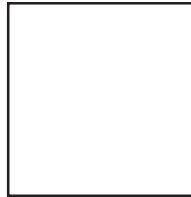
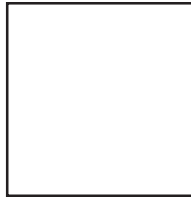
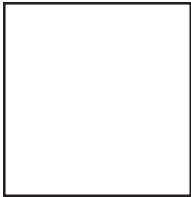
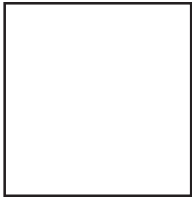
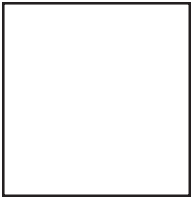
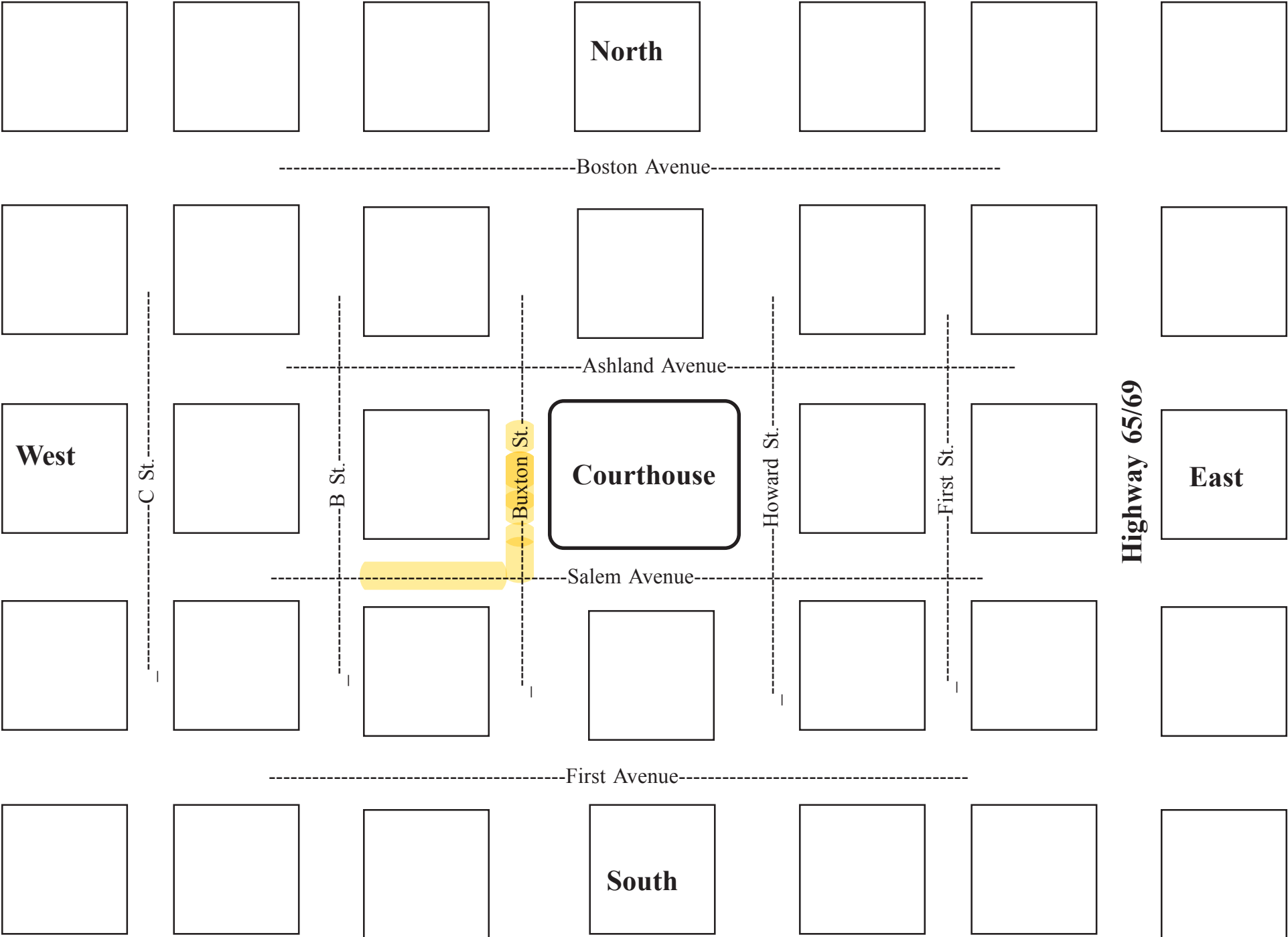
Applicant Signature: _____ Date: _____

Thank you for your interest in holding a neighborhood or community event!

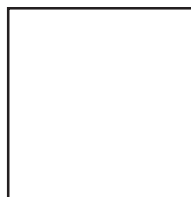
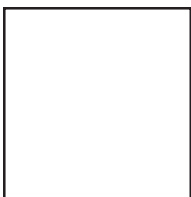
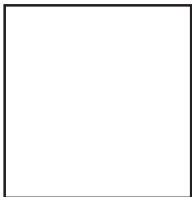
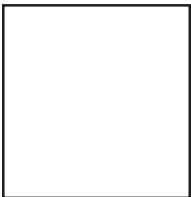
Return Application with attachments to:

City of Indianola
Attn: Event Applications
110 N 1st St PO Box 299
Indianola, Iowa 50125
email cityclerk@indianolaiowa.gov

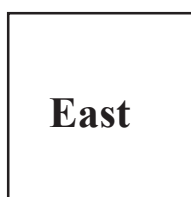
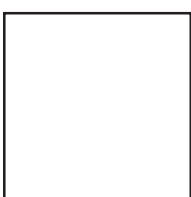
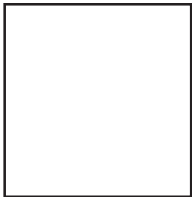
City website indianolaiowa.gov



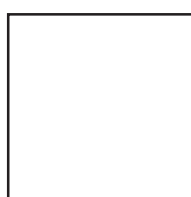
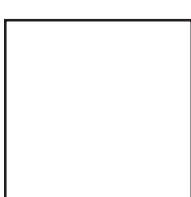
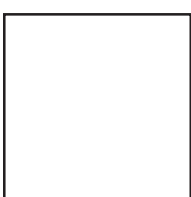
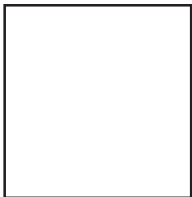
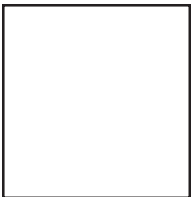
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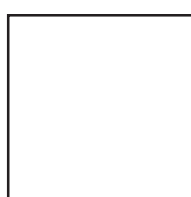
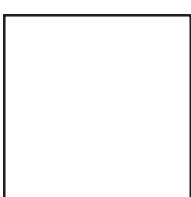
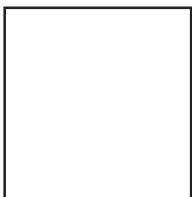
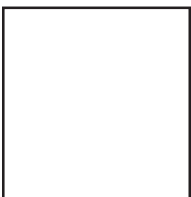
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-----Salem Avenue-----

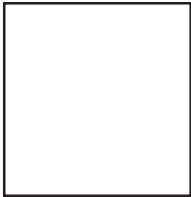
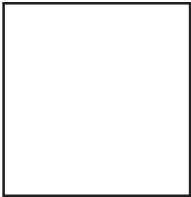
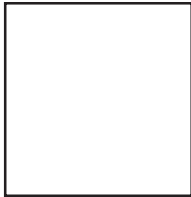
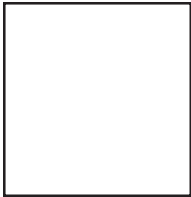
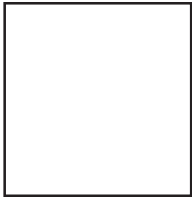
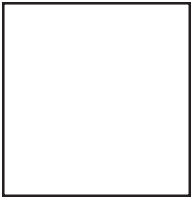
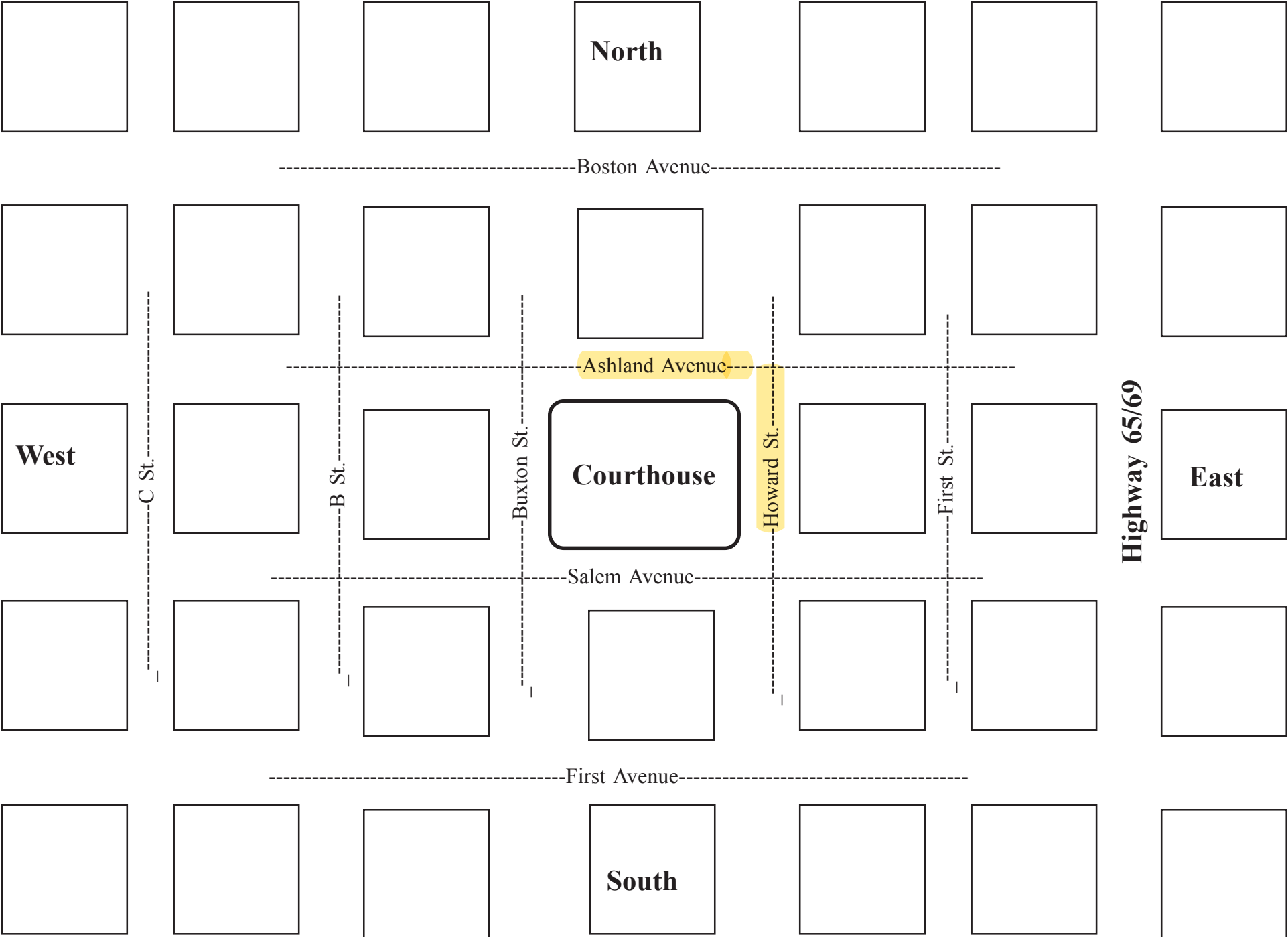


-----First Avenue-----

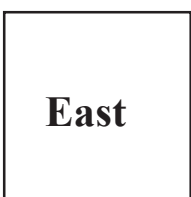
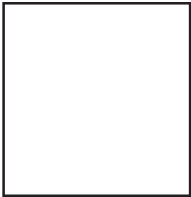
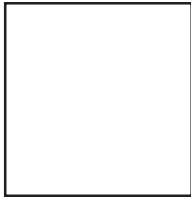
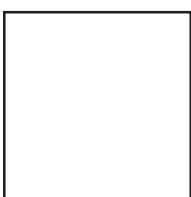
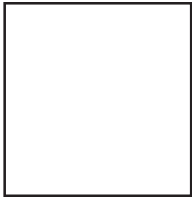
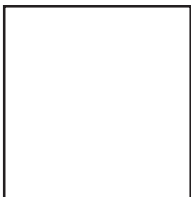
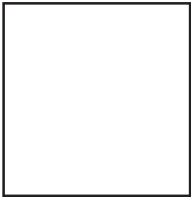
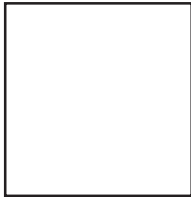
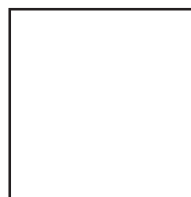
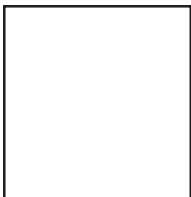
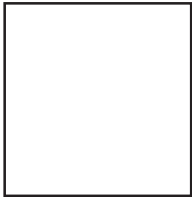
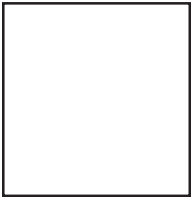


Highway 92

Highway 65/69



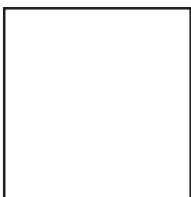
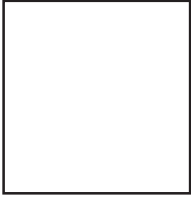
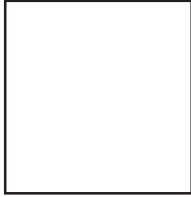
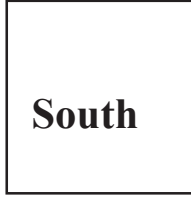
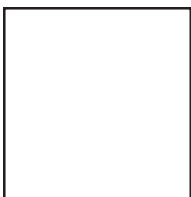
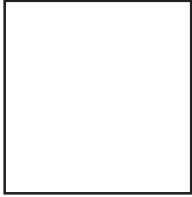
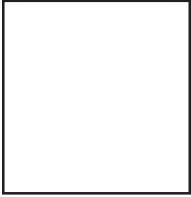
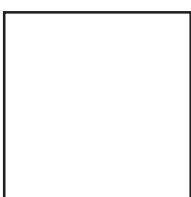
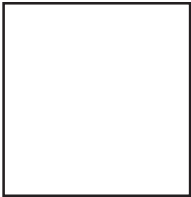
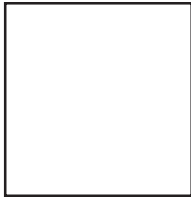
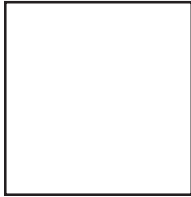
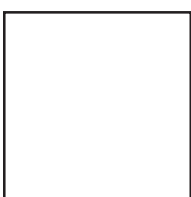
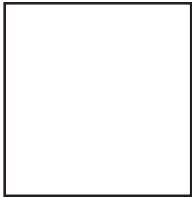
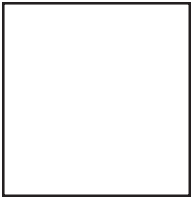
-----Boston Avenue-----



-----Ashland Avenue-----

-----Salem Avenue-----

-----First Avenue-----



Highway 92

Highway 65/69



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RUDOLF INSURANCE CONSULTANTS 123 N BUXTON INDIANOLA IA 50125		CONTACT NAME: DAVID NERI PHONE (A/C, No. Ext): 515-961-5085 E-MAIL ADDRESS: dneri@rudolfinsurance.com FAX (A/C, No): 515-961-5052	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: PARTNERS MUTUAL	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 20230412123728634 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ LIQUOR LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	BZ92000780	04/06/2023	04/06/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	BZ92000780	04/06/2023	04/06/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	Y	Y	UZ9-2000780	04/06/2023	04/06/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	WZ92000780	04/06/2023	04/06/2024
A	BLANKET CONTENTS \$500 DEDUCTIBLE	N	N	BZ92000780	04/06/2023	04/06/2024	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CITY OF INDIANOLA IS NAMED AS AN ADDITIONAL INSURED

CERTIFICATE HOLDER**CANCELLATION**

CITY OF INDIANOLA
110 N. 1ST STREET
INDIANOLA IA 50125

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Indianola

Noise Permit Application

Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the Police Chief for a noise permit. Please read the application thoroughly and contact City Hall with any questions at 515-961-9410 or email cityclerk@indianolaiowa.gov.

Rules and Regulations:

- The City Manager and Police Department shall review all applications.
- All applications will be approved or denied by the Police Chief.
- Events that have received prior complaints, or are multiple days in length shall have City Council approval.
- The City Clerk's Office reserves the right to reject any applications that have not been timely submitted to the City Clerk's Office.
- Multiple events may be requested on one application, i.e. 6 events in a single year.
- The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.
- In the event that the Police Department discovers an outdoor music event without a permit, the Department shall cause the source of the noise to cease.
- The application must include a cell phone number for the contact person.
- Bands, DJs and any source of loud noise should be directed away from residential areas to every extent possible.
- For information regarding City Code, please click [here](#). Or visit <http://indianolaiowa.gov/151/City-Code-and-Policies>

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application
110 N 1st Street
PO Box 299
Indianola, Iowa 50125
Email: cityclerk@indianolaiowa.gov
Phone: 515-961-9410



City of Indianola

Noise Permit Application

Today's Date: _____

Event Name: _____

Date/Time/ Location of Event: _____

Event Sponsor(s): _____

Contact Information

Organization: _____

Contact Name: _____

Address: _____

Telephone Number: _____ Cell Phone: _____

Email Address: _____

Anticipated Attendance: _____ Per Day _____ Total

Event Information:

Event Starts: Date: _____ Time: _____ Day of Week: _____

Event Ends: Date: _____ Time: _____ Day of Week: _____

Previous Event Information:

Date of Event: _____ Time of Event: _____

Please provide a map showing the event location and location of band/music, please specify:

_____ Band _____ DJ _____ Other (please specify)

Applicant Signature: _____

Office Use Only:

Date Received in office: _____

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application

110 N 1st Street

PO Box 299

Indianola, Iowa 50125

Email: cityclerk@indianolaiowa.gov

APPLICATION FOR TEMPORARY STREET /OR LANE CLOSURE



110 North 1st Street
Indianola, IA 50125
Phone #: 961-9430
Fax #: 961-9402

Check which applies:

- | | |
|---|--|
| ☐ STREET CLOSURE | ☐ RIGHT-OF-WAY/LANE CLOSURE |
| ☐ TRAILER/DUMPSTER/ STORAGE UNIT | ☐ SIDEWALK CLOSURE |

Applicant Details

Company Name: _____	Application date: _____
Company Address: _____	
Contact Name: _____	Emergency Phone # (After hours): _____
Phone #: (_____) _____	Fax #: (_____) _____
Email Address: _____	

Details for street or lane closure:

Exact Location: _____	
Check All that applies for this request:	
☐ Utility Construction	☐ Sidewalk / Trail Construction
☐ Driveway Construction	☐ Pavement Repairs Maintenance
☐ Drainage Improvements	☐ Other
☐ None of above	
Provide details for request: _____	

Start date: _____	End date: _____
# of days needed: _____	Including weekends: ☐ Yes ☐ No
All Street and Lane Closures require a site map depicting the exact area to be closed, along with all applicable detour information and proposed signage in accordance with MUTCD guidelines.	
Site map included: ☐ Yes ☐ No	Detour route map included: ☐ Yes ☐ No
Hold Harmless Clause: The City shall not be liable to applicant's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property caused by the negligence or misconduct of user, its agents, servant or employees. The applicant agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time. I do hereby agree to all terms and stipulations as listed in this application:	
Requested By: _____	_____
Signature	Print Name

Office Use Only: Received By: _____ Permit Number: _____ Payment Type: _____ Permit Fee: _____	☐ Approved ☐ Denied By: _____ Signature Date
---	--

A copy of this permit must always be kept on site during the street or lane closure.



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: April 18, 2023

Subject: Consider recommendation regarding an amendment to the City Code related to Snow Emergency regulations in the Downtown Square.

Discussion: At its meeting on March 21, the Downtown Square Commission received a presentation from the Indianola Public Works Department regarding snow removal procedures in the Downtown Square. Currently, the Public Works Department works to remove snow from the Downtown Square between the hours of 2 AM and 5 AM to coincide with the downtown overnight parking restriction times.

At its meeting on March 21, the Commission expressed interest in reviewing a code amendment to allow the Public Works Department more time to remove snow in the Square. Attached to this item are some proposed amendments to this code section. In summary, the proposed changes do the following on the Square:

1. Modify the code to allow for parking on the Square between 7 AM and 10 PM during snow emergencies. This would allow the Public Works Department a 9-hour window overnight to remove snow from the Square.
2. Allows the City Manager discretion to implement a snow emergency during a determined time period on the Square between the hours of 7AM and 10 PM if winter weather conditions warrant such.
3. Modifies the defined streets in the Square to include only:
 1. Howard Street, from Boston Avenue to First Avenue.
 2. Buxton Street, from Boston Avenue to First Avenue.
 3. Ashland Avenue, from First Street to B Street.
 4. Salem Avenue, from First Street to B Street.

Recommendation: Staff recommends approval of the amendment.

Attachments:

1. Proposed Changes_Track Changes
2. Proposed Changes_Clean

69.10 SNOW EMERGENCY.

1. No person shall park, abandon, or leave unattended any vehicle on any public street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street during any snow emergency parking ban unless the snow has been removed or plowed from the street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street and the snow has ceased to fall. A snow emergency parking ban shall begin when the National Weather Service predicts that two or more inches of snow or ice will fall in the Indianola area or two or more inches of snow or ice has fallen in the Indianola area, and shall continue through the duration of the snow or ice storm and the 48-hour period after cessation of the storm, except as above provided upon streets which have been fully opened.
2. Such a ban shall be of uniform application, and the Police Chief is directed to widely publicize the requirements, using all available news media, in early November of each year. The emergency shall be extended or shortened when conditions warrant upon proclamation by the City Manager.
3. The foregoing prohibition ~~does not apply shall be modified~~ within the downtown area ~~and near the Simpson College campus between 7:00 a.m. and 10:00 p.m.~~ as follows:
 - A. On Howard Street, from Boston Avenue to First Avenue.
 - B. On Buxton Street, from Boston Avenue to First Avenue.
 - C. On Ashland Avenue, from First Street to B Street.
 - D. On Salem Avenue, from First Street to B Street.
 - ~~E. On B Street, from First Avenue to Boston Avenue.~~
 - ~~F. On First Street, from First Avenue to Boston Avenue.~~
 - ~~G. On Boston Avenue, from First Street to B Street.~~
 - ~~H. On First Avenue, from First Street to B Street.~~
 - ~~I. On D Street, from Girard Avenue to Detroit Avenue.~~
 - ~~J. On C Street, from Clinton Avenue to Girard Avenue.~~
 - ~~K. On Detroit Avenue, from Howard Street to Buxton Street.~~

At the discretion City Manager, or designee, at the recommendation of the Public Works Director and the Police Chief, a snow emergency parking ban may be implemented within the downtown area at a determined time period between the hours of 7:00 a.m. and 10:00 p.m. if conditions warrant and with a notice to the public using all available news media.

- ~~4. The foregoing prohibition does not apply to the area described in Paragraphs 3(A) through (H) during normal business hours of 8:00 a.m. to 6:00 p.m. and during evening business hours as defined by the Indianola Chamber of Commerce, and further, during Christmas holiday hours as defined by the Indianola Chamber of Commerce each year. The foregoing prohibition does not apply to the area described in Paragraphs 3(I) through (K) between 8:00 a.m. and 10:00 p.m.~~

69.10 SNOW EMERGENCY.

1. No person shall park, abandon, or leave unattended any vehicle on any public street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street during any snow emergency parking ban unless the snow has been removed or plowed from the street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street and the snow has ceased to fall. A snow emergency parking ban shall begin when the National Weather Service predicts that two or more inches of snow or ice will fall in the Indianola area or two or more inches of snow or ice has fallen in the Indianola area, and shall continue through the duration of the snow or ice storm and the 48-hour period after cessation of the storm, except as above provided upon streets which have been fully opened.
2. Such a ban shall be of uniform application, and the Police Chief is directed to widely publicize the requirements, using all available news media, in early November of each year. The emergency shall be extended or shortened when conditions warrant upon proclamation by the City Manager.
3. The foregoing prohibition does not apply within the downtown area between 7:00 a.m. and 10:00 p.m.as follows:
 - A. On Howard Street, from Boston Avenue to First Avenue.
 - B. On Buxton Street, from Boston Avenue to First Avenue.
 - C. On Ashland Avenue, from First Street to B Street.
 - D. On Salem Avenue, from First Street to B Street.

At the discretion City Manager, or designee, at the recommendation of the Public Works Director and the Police Chief, a snow emergency parking ban may be implemented within the downtown area at a determined time period between the hours of 7:00 a.m. and 10:00 p.m. if conditions warrant and with a notice to the public using all available news media.