



## **DOWNTOWN SQUARE COMMISSION MEETING**

May 16, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
  - A. Approval of the May 16th agenda.
- 4. Minutes Approval**
  - A. Approval of April 18th meeting minutes.
- 5. Public Comment**
- 6. Old Business**
  - A. Consider recommendation regarding an amendment to the City Code related to Snow Emergency regulations in the Downtown Square.
- 7. New Business**
  - A. Consider recommendation of a Special Event Application for Ridiculous Days submitted by the Indianola Downtown Merchants.
  - B. Consider recommendation of a Sidewalk Use Agreement with Pageturners, located at 101 East Salem Avenue.
- 8. Comments**
  - A. 2023 Iowa Downtown Forums
- 9. Adjourn**



# MEMORANDUM

**To:** Downtown Square Commission  
**From:**  
**Date:** May 16, 2023  
**Subject:** Approval of April 18th meeting minutes.

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**Discussion:**

**Recommendation:**

**Attachments:** 1. April meeting minutes



## **DOWNTOWN SQUARE COMMISSION MEETING**

April 18, 2023

9:00 AM

City Council Chambers

Minutes

### **1. Call to Order**

The meeting was called to order at 9:01.

### **2. Roll Call**

Commission members present: Amanda Ripperger, Doug Gaumer, Kamie Haynes, Tim Bryan, Leslie Held, Rob Keller. Marvin Gribbins.

Staff members present: Charlie Dissell, Miranda Chadwick, Ben Reeves.

### **3. Agenda Approval**

A. Approval of the agenda for April 18th 2023.

Rob Keller made a motion to approve the agenda.

Doug Gaumer seconded the motion.

Motion Approved.

### **4. Minutes Approval**

A. Approval of the meeting minutes from March 2023.

Leslie Held made a motion to approve the meeting minutes.

Doug Gaumer seconded the motion.

Motion was passed.

### **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.

Tim Bryan made a motion to approve.

Rob Keller seconded the motion.

The motion was passed.

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

Tim Bryan made a motion to approve the application.

Kamie Haynes seconds the motion.

The motion was passed.

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

Tim Bryan made a motion to approve the application.  
Doug Gaumer seconded the motion.  
The motion was passed.

- 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.

Tim Bryan made a motion to approve the application.  
Kamie Haynes seconded the motion.  
The motion was passed.

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

Tim Bryan made a motion to table the item for further discussion.  
Kamie Haynes seconded the motion.  
Doug Gaumer opposed the motion.  
The motion was passed.

## **8. Comments**

City Manager Ben Reeves gave a presentation on the proposed City Hall/Public Safety building.

## **9. Adjourn**

The meeting was adjourned at 10:12.



# MEMORANDUM

**To:** Downtown Square Commission  
**From:**  
**Date:** May 16, 2023  
**Subject:** Consider recommendation regarding an amendment to the City Code related to Snow Emergency regulations in the Downtown Square.

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**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.

At its meeting on April 18, 2023, the Downtown Square Commission asked staff to contact those businesses who were open past 10 pm to get feedback on the proposed changes. The attached e-mail was sent out on May 8 requesting feedback by May 15. Any feedback that is received will be reviewed with the Commission at its May 16 meeting.

**Recommendation:** Staff recommends approval of the amendment.

- Attachments:**
1. Indianola Snow Ordinance Proposal
  2. Proposed Changes\_Clean
  3. Proposed Changes\_Track Changes

**From:** [Charlie Dissell](#)  
**Bcc:** [palmer@indylocalvine.com](mailto:palmer@indylocalvine.com); [Marvin Gribbins](#); [Marvin Gribbens and Kathy Hayden \(groggydogia@gmail.com\)](mailto:Marvin.Gribbens.and.Kathy.Hayden@groggydogia@gmail.com); [Jesse Forbes \(juliovez@aol.com\)](mailto:Jesse.Forbes@juliovez@aol.com); [dlamphear56@gmail.com](mailto:dlamphear56@gmail.com); [babarsjedi1@yahoo.com](mailto:babarsjedi1@yahoo.com); [milld0522@gmail.com](mailto:milld0522@gmail.com); [Amanda Ripperger](#); [Joe Ripperger \(joe@thesportspagegrill.com\)](mailto:Joe.Ripperger@thesportspagegrill.com); [westhillbrewingcompany@gmail.com](mailto:westhillbrewingcompany@gmail.com); [Doug Gaumer](#); [Michelle Page](mailto:Michelle.Page); [Amanda Ripperger](mailto:Amanda.Ripperger); [brett@515golfcars.com](mailto:brett@515golfcars.com)  
**Subject:** Indianola Snow Ordinance Proposal  
**Date:** Monday, May 8, 2023 1:41:00 PM  
**Attachments:** [image001.png](#)

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Good Afternoon-

The Indianola Downtown Square Commission has been working to revise the City Code regarding times the Snow Ordinance applies on the Square. Currently, the City's Public Works Department is allowed a 3-hour period between 2 AM and 5 AM to remove snow on the Square after a snow event.

Our initial proposal is to modify the current language of the snow ordinance to prohibit parking on the Square between 10 PM and 7 AM. **This proposed parking restriction would only apply during a snow event** where two (2) or more inches is predicted. This 9-hour duration of time would greatly increase the ability of our Public Works crew to remove snow from the Square, and in many cases, would lead to snow being removed sooner from the Square.

As a business owner on the Square who has a business that is open after 10 PM, the Downtown Square Commission would like your feedback. If you have any concerns or comments regarding this proposal, please share them with me by Monday, May 15, 2022.

Please feel free to contact me if you have any questions.

Thanks!

Charlie E. Dissell, AICP  
Director of Community & Economic Development  
City of Indianola  
110 North 1<sup>st</sup> Street  
Indianola, Iowa 50125  
O- (515) 962-5276  
[cdissell@indianolaiowa.gov](mailto:cdissell@indianolaiowa.gov)



## **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.

## 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.~~



# MEMORANDUM

**To:** Downtown Square Commission  
**From:** Charlie Dissell, Community and Economic Development Director  
**Date:** May 16, 2023  
**Subject:** Consider recommendation of a Special Event Application for Ridiculous Days submitted by the Indianola Downtown Merchants.

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**Discussion:** The Indianola Downtown Merchants propose hosting its annual Ridiculous Days event on the Downtown Square on Saturday, June 24 from 10 AM to 3 PM. Setup would begin at 7 AM and would be dismantled at 3 PM. This closure includes all 4 roads and 4 intersections on the Square. It also includes the full block of Salem, between B Street and Buxton Street, the half block of Salem from Howard Street to the alley, and the half block of Ashland from Buxton Street to the alley.

**Recommendation:** Staff recommends approval of the special event application.

**Attachments:** 1. Ridiculous Days Application



Event Details:

Event Name: Ridiculous Days

Event Sponsor(s): Indianola Downtown Merchants

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: Sat June 24, 2023 10am - 3pm

Location of event: Indianola Downtown Square

Anticipated Attendance: 500 Per Day 500 Total

Organization: Indianola Downtown Merchants

Contact Name: Erica Roberts

Address: 14283 168<sup>th</sup> Ave, Ackworth GA 50001

Telephone Number: 515-971-8472

Fax Number: \_\_\_\_\_

Email address: ericaroberts1103@gmail.com

Today's Date: 4/24/23

Please describe your request and event:

Ridiculous Days is a community event to promote business on the square. We will hold youth games and activities around the entire square. Sponsored by Indianola Downtown Merchant and Mayors Youth Council.

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

Surrounding courthouse streets; Salem, Buxton, Howard + Ashland as well as partial closures on the east block of Salem, ~~west~~<sup>west</sup> block of Salem and ~~south~~<sup>west</sup> block of Ashland, south block of Howard.

Set Up Begins	Date <u>6/24</u>	Time <u>7am</u>	Day of Week <u>Sat</u>
Event Starts	Date <u>6/24</u>	Time <u>10 am</u>	Day of week <u>Sat</u>
Event Ends	Date <u>6/24</u>	Time <u>3 pm</u>	Day of week <u>Sat</u>
Dismantle	Date <u>6/24</u>	Time <u>3 pm</u>	Day of week <u>Sat</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.

Events/activities will be spread throughout all 4 square streets to allow space and overcrowding. No alcohol will be allowed during the event

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

4 event leaders will be stationed and positioned to cover all 4 points of the square with ongoing communication as well as 2 certified CPR volunteers on site. 911 will be called for any emergencies.

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

Indianola Downtown Merchants will be responsible for all clean up immediately following the event at 3pm.

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.

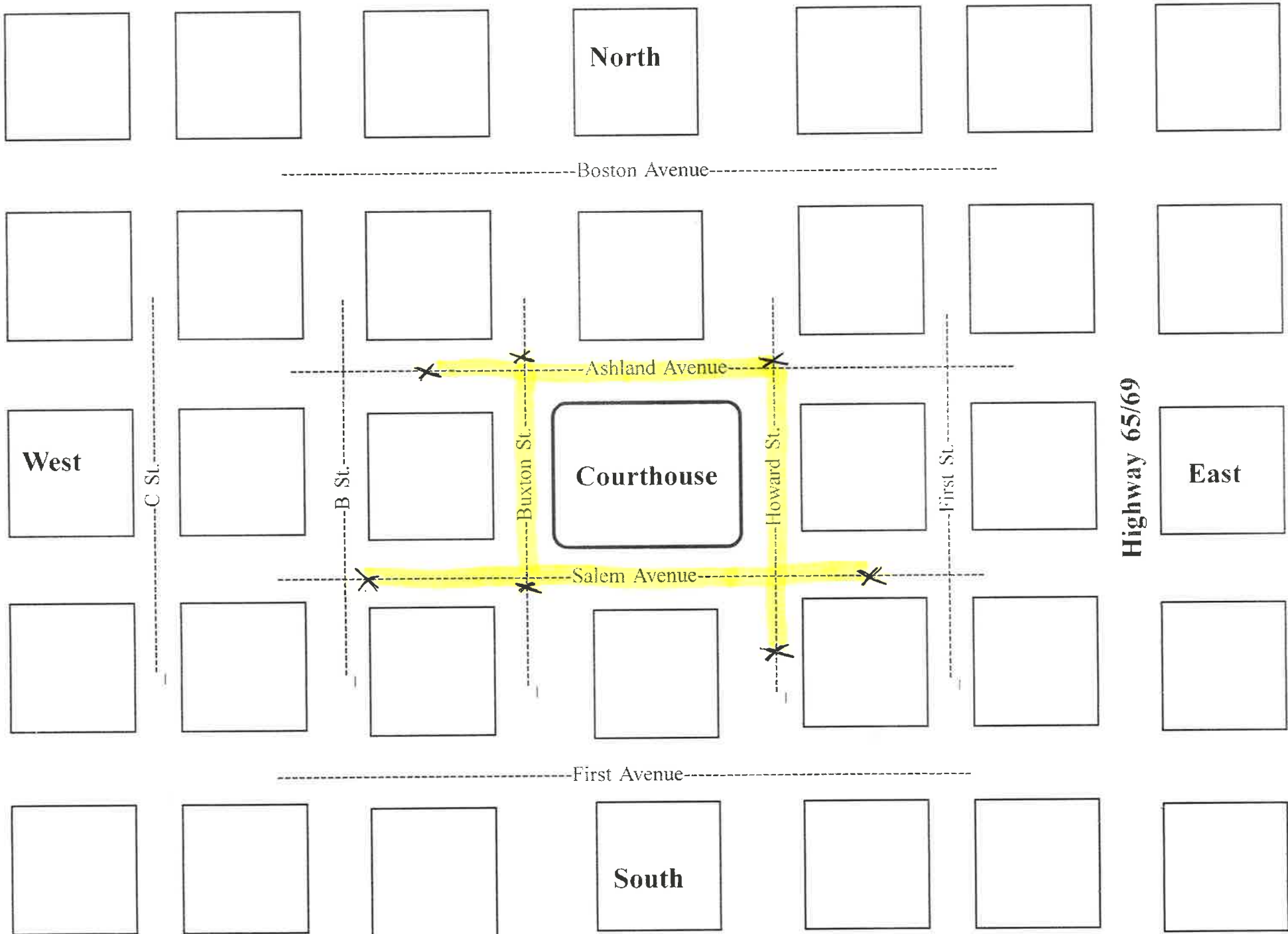
Applicant Signature: Erica Roberts Date: 6/27/23

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](mailto:cityclerk@indianolaiowa.gov)

City website [indianolaiowa.gov](http://indianolaiowa.gov)



Highway 92

Highway 65/69

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: Indianola Downtown Merchants Application date: 4-28-23

Company Address: Roots: 113 E Salem Suck 106

Contact Name: Erica Roberts

Emergency Phone # (After hours): 515-971-8472

Phone #: (515) 971-8472

Fax #: ( ) \_\_\_\_\_

Email Address: roots11c1103@gmail.com

Details for street or lane closure:

Exact Location: Salem, Ashland, Buxton, Howard - adjacent to courthouse

additional partial closure: east block of Salem, west block of Salem, south block of Howard

Check All that applies for this request:

Utility Construction

Sidewalk / Trail Construction

Drainage Improvements

west ~~east~~ block of Ashland

Driveway Construction

Pavement Repairs Maintenance

Other

None of above

Provide details for request: Ridiculous Days/Community Event

See map attached - Partial closures will not affect alleys or public parking lots.

Start date: June 24, 2023 7am

End date: June 24<sup>th</sup> 2023 3:00pm

# of days needed: 1

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: Erica Roberts  
 Signature

Erica Roberts  
 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:** May 16, 2023  
**Subject:** Consider recommendation of a Sidewalk Use Agreement with Pageturners, located at 101 East Salem Avenue.

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**Discussion:** Katherine Magruder, owner of Pageturners bookstore, is requesting approval of a temporary sidewalk sign to be located on the sidewalk adjacent to the business at 101 East Salem Avenue. The sign is just under three (3) square feet, and will only be located on the sidewalk during business hours where a five (5) foot free walking path shall remain. The City is named as an additional insured on a commercial general liability policy of \$1,000,000.

**Recommendation:** Staff recommends approval of the sidewalk use application.

- Attachments:**
- 1. Sidewalk Use Application Completed
  - 2. Measurements and pic
  - 3. Insurance

# 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.

Pageturners Bookstore Temporary Sidewalk Sign Application

Sign measurement

Length=20"

Width=21"

Height=40"

Square footage=2.92'



Location

103 East Salem Ave. Indianola, IA

Width of walking surface around sign=100"



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/20/2023

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).

<b>PRODUCER</b>  Barry Green 1203 N Jefferson Way  Indianola IA 501251455	<b>CONTACT NAME:</b> Barry Green <b>PHONE (A/C, No, Ext):</b> 515-961-3448 <b>E-MAIL ADDRESS:</b> barry.t.green.xd7y@statefarm.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> State Farm Fire and Casualty Company		25143
<b>INSURED</b>  PAGETURNERS BOOKSTORE LLC 101 E SALEM AVE  INDIANOLA IA 501252516	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	95-CE-T125-2	05/22/2022	05/22/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
							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
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	95-B8-V642-5	05/22/2022	05/22/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$
							E.L. EACH ACCIDENT \$ 100,000
							E.L. DISEASE - EA EMPLOYEE \$ 100,000
							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 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  This form was system-generated on 04/20/2023
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# MEMORANDUM

**To:** Downtown Square Commission  
**From:** Charlie Dissell, Community and Economic Development Director  
**Date:** May 16, 2023  
**Subject:** 2023 Iowa Downtown Forums

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**Discussion:**

**Recommendation:**

**Attachments:** 1. Iowa Downtown Forums \_ IEDA

# IOWA DOWNTOWN FORUMS

## Designing the Downtown Experience



### Iowa Downtown Forums

#### Designing the Downtown Experience

Each downtown has its own set of strengths and weaknesses. Appearance, amenities and the overall downtown experience can create positive or negative memories. Learn how to design positive downtown experiences that benefit everyone - businesses, residences and shoppers.

IEDA's Iowa Downtown Resource Center is offering four interactive downtown forums June 26 - 29 for Iowa communities interested in learning more about streetscape improvements, how to fund them, creating good pedestrian experiences and wayfinding signage. The keynote speaker and facilitator will be Dennis Reynolds of [Reynolds Urban Design & Urban Planning](#).

#### Forum Locations

- Forest City | Monday, June 26 | Waldorf University, Salvason Hall, 106 S 6th Street
- Mount Vernon | Tuesday, June 27 | United Methodist Church, 304 1st Street SW
- Greenfield | Wednesday, June 28 | Warren Cultural Center, 154 Public Square
- Storm Lake | Thursday, June 29 | The Foundry, 524 Lake Avenue

#### Registration

Downtown forums are complimentary, but registration is required.

[REGISTER HERE](#)

#### Forum Agenda

- 10:00 a.m. | Introduction
- 10:15 a.m. | Why bother? How can design impact the success of my downtown and community?
- 10:30 a.m. | 10 things to consider when creating the downtown pedestrian experience: street trees, business signage, dressing up vacant windows, etc.

- 11:30 a.m. | Making your blah streetscape (and public spaces) something to be proud of - an interactive activity using photos of your downtown. ***Attendees are encouraged to upload (preferred) or bring pictures of your streetscapes, sidewalks, intersections and downtown public areas. Be sure to include the name of your community in the file name if you upload pictures.***
- 12:00 p.m. | Lunch (on your own) - attendees are encouraged to go in groups and network. The host community will also offer a short downtown walking tour.
- 2:00 p.m. | Discussion - an opportunity to critique host community's downtown. What was cool? What could have been cooler? Also, a time to share good things happening in your downtown.
- 2:45 p.m. | Finding downtown - wayfinding: signs, murals, public art, and social media.
- 3:30 p.m. | Funding projects - conversation about funding cool public improvement projects.
- 4:00 p.m. | Adjourn

For more information, contact:

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