



DOWNTOWN SQUARE COMMISSION MEETING

July 18, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the July 18, 2023, meeting agenda.
- 4. Minutes Approval**
 - A. Approval of the meeting minutes from June 20, 2023.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider recommendation of a Special Event Application for the Annual Log Cabin Festival Parade on September 29, 2023, submitted by the Warren County Historical Society.
 - B. Consider recommendation of a Special Event Application for the Annual Children's Costume Party on October 28, 2023, submitted by Indianola Parks and Recreation.
- 8. Comments**
 - A. 2023 Downtown Facade and Interior Improvement Program Grant Awardees Walking Tour- July 20, 2023 at 2:30 PM
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: July 18, 2023
Subject: Approval of the meeting minutes from June 20, 2023.

Discussion:

Recommendation:

Attachments: 1. June 20 Minutes



DOWNTOWN SQUARE COMMISSION MEETING

June 20, 2023

9:00 AM

City Council Chambers

Minutes

1. Call to Order

Meeting was called to order at 9:04 AM

2. Roll Call

Board Members Present: Amanda Ripperger, Jamie Parrott, Kamie Haynes, Marvin Gribbins, Tim Bryan

Board Members Absent: Doug Gaumer, Rob Keller, Leslie Held, Erin Freeburg

Staff Members Present: Charlie Dissell, Emily Rizvic, Daniele Benigni

3. Agenda Approval

A. Approval of the June 20th meeting agenda.

Commission member Bryan motioned to approve the June 20, 2023 agenda.

Commission member Haynes seconded the motion.

The motion was carried unanimously.

4. Minutes Approval

A. Approval of the May 16th meeting minutes.

Commission member Bryan motioned to approve the May 16, 2023 minutes.

Commission member Parrott seconded the motion.

The motion was carried unanimously.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation regarding applications for the Downtown Facade and Interior Improvement Program for the 2023 grant funding cycle.

Rizvic presented the Downtown Facade and Interior Improvement Program for the 2023 grant funding cycle. Rizvic noted that staff organized a nine (9) member task force based on their expertise and knowledge in economic development, placemaking and art, and history of the Indianola Downtown Square in order to assist in reviewing and scoring applications, and they have provided a recommendation to the City of Indianola Downtown Square Commission to approve the following applications:

1. **216 West Salem Avenue**- Leslie and Eric Held- *Bob's Custom Trophies*
2. **105 ½ South Howard Street**- Slim Investments
3. **217 West Salem Avenue**- Michelle Dalby- *Hair MD*

4. **102 West Ashland Avenue-** *Jesse Forbes- The Zoo Bar*
5. **125 North Howard Street-** *Danlee Corporation- Harrison's Sign*
6. **215 West Salem Avenue-** *Dominique Selgrade- Warren County Abstract*

The Commission asked for a brief overview of the other applications that were submitted. Dissell gave an overview of those applications.

The Commission discussed the process used by the task force, the Downtown Design Guidelines, and the scoring rubric.

Commission member Parrott made a motion to accept the recommendation of the task force, and recommended the following applications be approved by the City Council for funding:

1. **216 West Salem Avenue-** *Leslie and Eric Held- Bob's Custom Trophies*
2. **105 ½ South Howard Street-** *Slim Investments*
3. **217 West Salem Avenue-** *Michelle Dalby- Hair MD*
4. **102 West Ashland Avenue-** *Jesse Forbes- The Zoo Bar*
5. **125 North Howard Street-** *Danlee Corporation- Harrison's Sign*
6. **215 West Salem Avenue-** *Dominique Selgrade- Warren County Abstract*

Commission member Bryan seconded the motion.
The motion was carried unanimously.

8. Comments

Dissell gave an update to the Commission regarding the Downtown Reconstruction Project.

City Manager Ben Reeves gave an update on the "business patron only" parking signs, as well as discussions between the City and Warren County on the building at 111 North Buxton Street.

9. Adjourn

The meeting was adjourned at 10:06 AM.



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Community and Economic Development Director
Date: July 18, 2023
Subject: Consider recommendation of a Special Event Application for the Annual Log Cabin Festival Parade on September 29, 2023, submitted by the Warren County Historical Society.

Discussion: The Warren County Historical Society is proposing to host the Annual Log Cabin Festival Parade on Friday, September 30 at 10 AM. Setup for the parade would begin at 9:00 AM, and would be dismantled at 11:30 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, and then west on Salem Avenue to the Warren County Fairgrounds.

Recommendation: Staff recommends approval of the special event application.

Attachments: 1. 2023 Log Cabin Festival Application

2012 Event Application

3

Event Name: Log Cabin Festival

Date/Time of Event: September 29th 2023 10:00 AM

Location of Event: Parade starts lining up on Clinton by the Administration Bldg., S on Buxton, E on Ashland, S on Howard, W on Salem thru the fairgrounds.

Event Sponsor(s): Warren County Historical Society

Contact Information:

Organization: Warren County Historical Society

Contact Name: Darlene Lawyer

Address: 1201 NORTH C Street Indianola IA 50125

Telephone Number: 515-556-7413

Cell Phone Number: 515-556-7413

Fax Number: _____

Email Address: _____

Today's Date: July 7th 2023 Friday

Anticipated Attendance: 400-500 Per Day 800-1000 Total

Event Information:

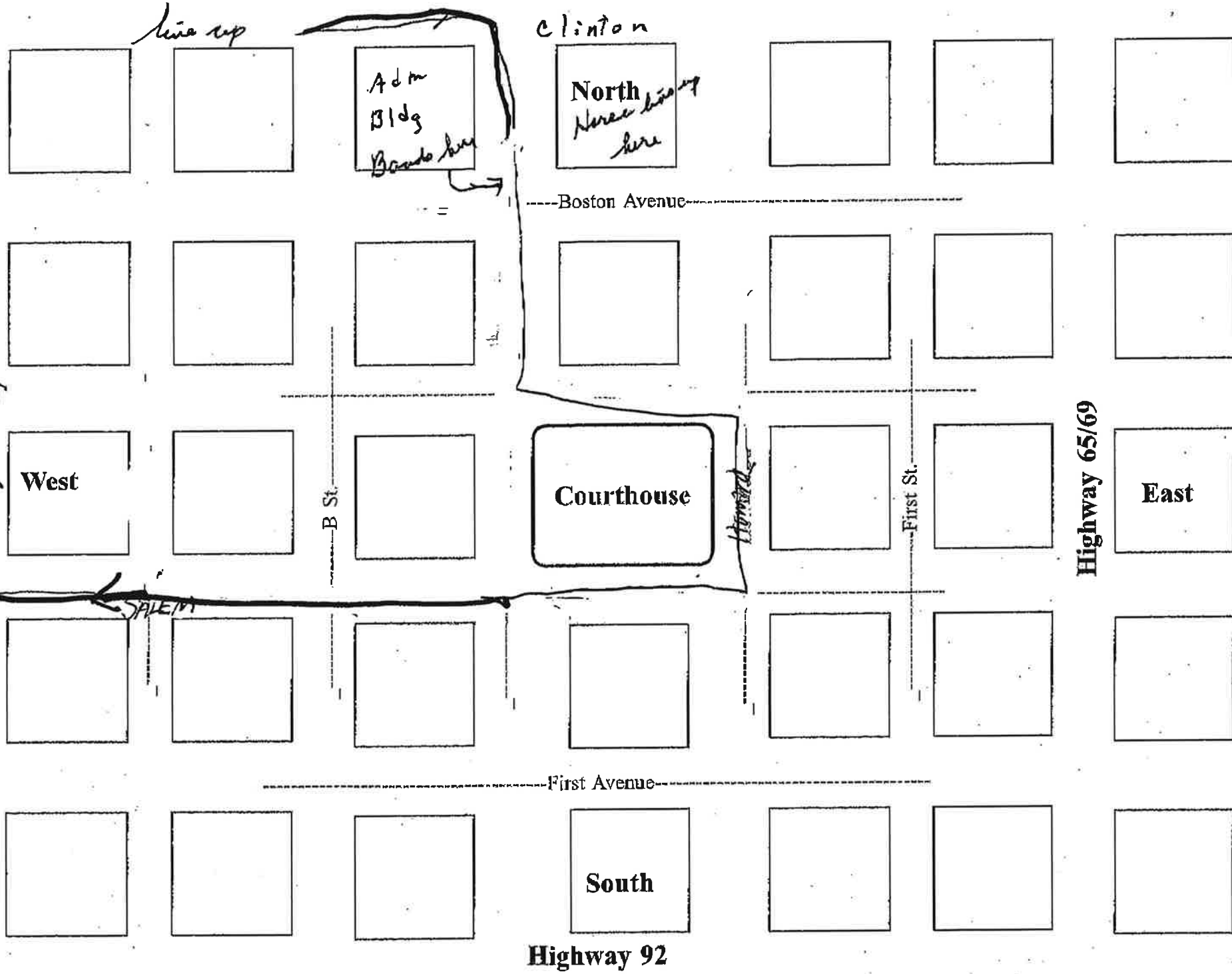
Setup Begins	Date: <u>9-30-2023</u>	Time: <u>9:00 AM</u>	Day of Week: <u>S</u>
Event Starts	Date: <u>9-30-2023</u>	Time: <u>10:00 AM</u>	Day of Week: <u>S</u>
Event Ends	Date: <u>9-30-2023</u>	Time: <u>11:30 AM</u>	Day of Week: <u>S</u>
Dismantle	Date: <u>9-30-2023</u>	Time: <u>11:30 AM</u>	Day of Week: <u>S</u>

Applicant Signature

RETURN PERMIT APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.cityofindianola.com
E-Mail: dbowlin@cityofindianola.com

2023

Sub to the fairgrounds





MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Community and Economic Development Director
Date: July 18, 2023
Subject: Consider recommendation of a Special Event Application for the Annual Children's Costume Party on October 28, 2023, submitted by Indianola Parks and Recreation.

Discussion: The Indianola Parks and Recreation Department propose hosting its annual Children's Costume Party on October 28, 2023, on the Downtown Square. The event will begin at 10 AM and conclude at 12 PM. Setup would begin at 8 AM and would be dismantled at 12:15 PM. This closure includes Buxton Street between Ashland Avenue and Salem Avenue, Salem Avenue between Buxton Street and Howard Street, and Howard Street between Ashland Avenue and Salem Avenue. The closure would include full closures of the Buxton Street/Salem Avenue and Howard Street/Salem Avenue intersections.

The event is anticipated to have over 800 people attend, where kids will trick or treat around the square to local businesses, and the streets will be utilized for inflatables, a train, games and activities.

Recommendation: Staff recommends approval of the special event application.

Attachments: 1. updated application with street closure map



Event Details:

Event Name: Annual Childrens Costume Party: 2023

Event Sponsor(s): Indianola Parks & Recreation

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: Free community event on the Indianola Square

Date/Time of event: Saturday, October 28th from 10am-12pm

Location of event: Indianola Square: Buxton, Salem, and Howard Streets

Anticipated Attendance: Per Day 1/2 day Total 800+

Organization: City of Indianola: Parks and Recreation

Contact Name: Afton Bradley

Address: 2204 W. 2nd Avenue, Indianola, Iowa 50125

Telephone Number: 515-961-9420 Cell: 515-681-0260

Fax Number:

Email address: abradley@indianolaiowa.gov

Today's Date: 7/13/2023

Please describe your request and event:

It's the Annual Children's Costume Party on the Indianola square. We have over 800 people attend this event. Kids will trick or treat around the square to local businesses that want trick-or-treaters. Inflatables, a train, games/activities taking place on the streets that are closed. We will only close/utilize the streets: Buxton, Salem and Howard. We request to borrow street barricades and cones; if you could place them on trailer by City Hall like in the past that would be great. Attached map shows where we want to place barricades for street closure.

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

We will only close/utilize the streets: Buxton, Salem, and Howard.

Set Up Begins	Date 10/28/2023	Time 8 am	Day of Week Saturday
Event Starts	Date 10/28/2023	Time 10 am	Day of week Saturday
Event Ends	Date 10/28/2023	Time 12 pm	Day of week Saturday
Dismantle	Date 10/28/2023	Time 12:15 pm	Day of week Saturday



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

Have street barricades in place where games and activities are taking place. It would be nice to have a few Indianola Police Officers present; the kids would love to see them.

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

First Aid bag at Parks & Rec tent on Eastside of the Warren County Justice Center. If in need of an ambulance we will call 911.

Please describe your plan for clean-up and removal of recyclable goods and garbage during and after your event. Volunteers and I will pick up garbage on the streets and sidewalks during and after the 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, locations of barriers/barricades, stages, platforms, events/activities, vendors, parking etc. Please be as detailed as possible.
- 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”.
- An 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 the rules and certify that our event abides by the rules and regulations set by the Indianola, Iowa City Council.

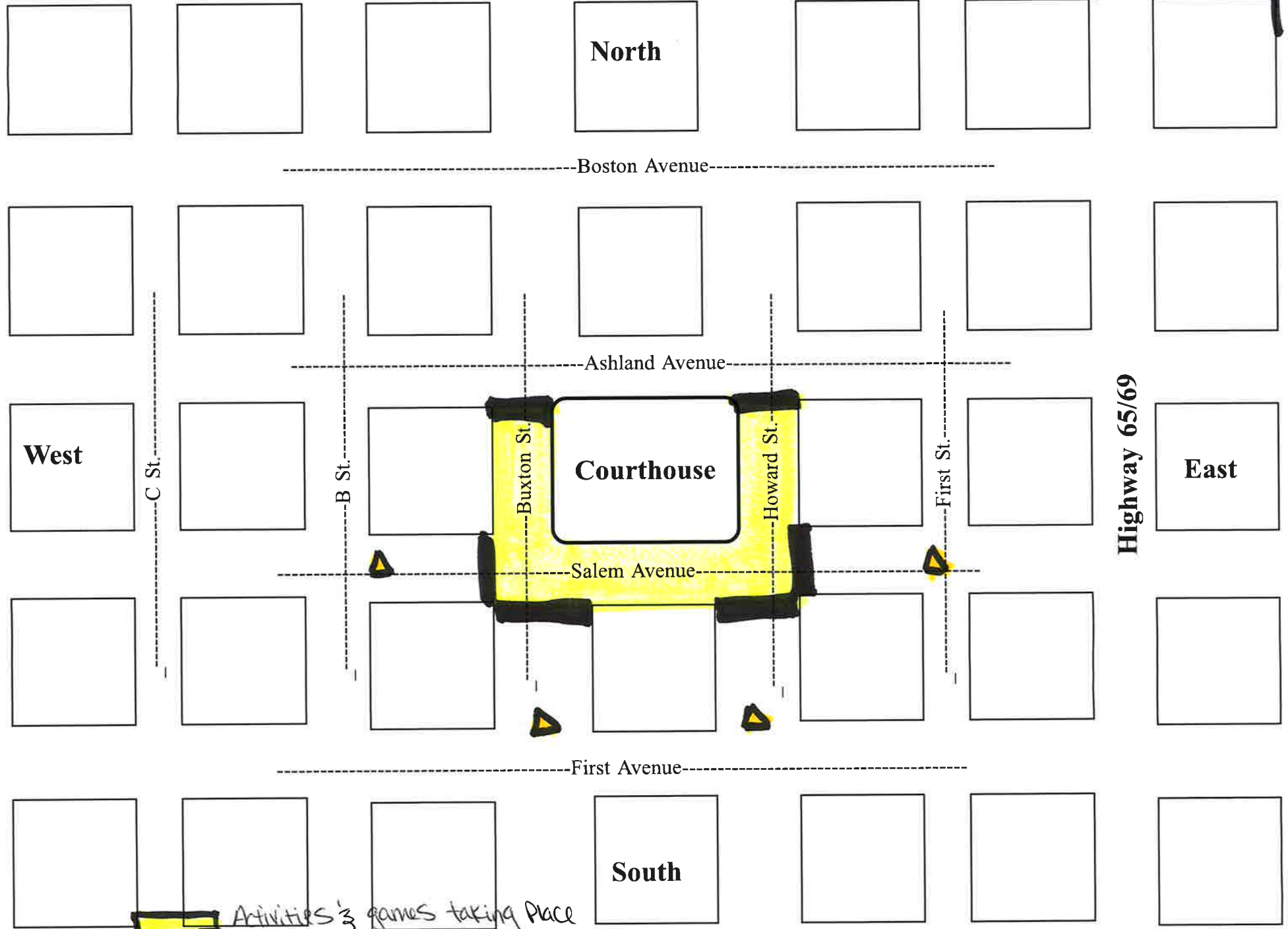
Applicant Signature:  Date: 7/13/2023

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](mailto:cityclerk@indianolaiowa.gov)
City website: indianolaiowa.gov

2023 Childrens Costume Party

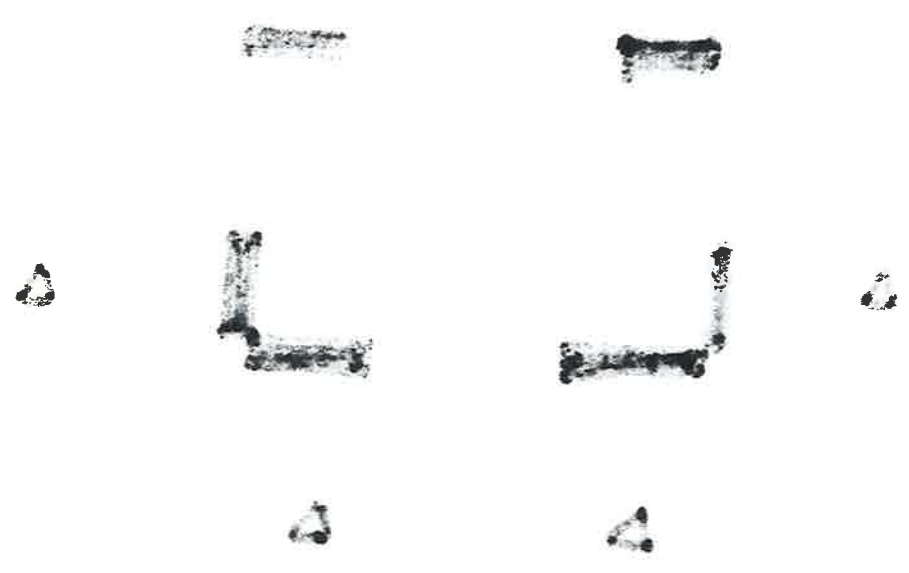


Key:

-  Activities & games taking place
-  Road Close Barricade
-  Closed street sign

Highway 92

2023 Operations Review Report



2023 Operations Review Report



MEMORANDUM

To: Downtown Square Commission
From:
Date: July 18, 2023
Subject: 2023 Downtown Facade and Interior Improvement Program Grant Awardees Walking Tour- July 20, 2023 at 2:30 PM

Discussion:

Recommendation:

Attachments: 1. Program Schedule

2023 DOWNTOWN FACADE AND
INTERIOR IMPROVEMENT
PROGRAM GRANT AWARDEES

WALKING TOUR



JULY 20, 2023
2:30 PM

JOIN US!

Bring your favorite pair of walking shoes and join us for a Walking Tour to commemorate the 2023 Grant Award Recipients of the Downtown Facade and Interior Improvement Program and learn what projects are being tackled this funding cycle!

For questions, please contact the Community Development Department.

SCHEDULE OF EVENTS

2:30 PM - SLIM INVESTMENTS LLC

105 1/2 South Howard Street - Meet at the corner of South Howard Street and West Salem Avenue

2:45 PM - WARREN COUNTY ABSTRACT

215 West Salem Avenue

3:00 PM - HAIR MD

217 West Salem Avenue

3:15 PM - BOB'S CUSTOM TROPHIES

216 West Salem Avenue

3:30 PM - THE ZOO BAR

102 West Ashland Avenue

3:45 PM - DANLEE CORPORATION

Harrison's Building Sign



INDIANOLA