



## **DOWNTOWN SQUARE COMMISSION MEETING**

August 15, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
  - A. Approval of the August 15th 2023 meeting agenda.
- 4. Minutes Approval**
  - A. Approval of the July 18th meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
  - A. Consider recommendation of a Special Event Application for West Hill Brewing Co. Oktoberfest on September 29, 2023, submitted by West Hill Brewing Co.
  - B. Consider recommendation of a Special Event Application for Wine, Witches and Brews on October 27, 2023, submitted by Indianla Downtown Merchants.
- 8. Comments**
- 9. Adjourn**



# MEMORANDUM

**To:** Downtown Square Commission  
**From:**  
**Date:** August 15, 2023  
**Subject:** Approval of the July 18th meeting minutes.

---

**Discussion:**

**Recommendation:**

**Attachments:** 1. July 18, 2023 Minutes



## **DOWNTOWN SQUARE COMMISSION MEETING**

July 18, 2023

9:00 AM

City Council Chambers

Minutes

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

The meeting was called to order by Chairperson Ripperger at 9:01 A.M.

### **2. Roll Call**

On roll call, members present were: Commission Member Doug Gaumer, Commission Member Jamie Parrott, Commission Member Kamie Haynes, Commission Member Leslie Held, Commission Member Marvin Gribbins, Commission Member Tim Bryan, and Chairperson Amanda Ripperger.

Members absent were: Commission Member Rob Keller and Commission Member Erin Freeberg.

Staff members present were Ben Reeves, City Manager, Charlie Dissell, Director.

### **3. Agenda Approval**

A. Approval of the July 18, 2023, meeting agenda.

Commission Member Gaumer moved to approve the July 18 agenda. Commission Member Bryan seconded the motion. Motion carried unanimously.

### **4. Minutes Approval**

A. Approval of the meeting minutes from June 20, 2023.

Commission Member Held moved to approve the June 20 minutes. Commission Member Bryan seconded the motion. Motion carried unanimously.

### **5. Public Comment**

No 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.

Chairperson Ripperger introduced the agenda item.

Dissell clarified that the date of the event is Saturday, September 30. Gaumer asked for clarification on the parade route. Dissell explained the route, as well as set up and tear down times.

Commission Member Bryan moved to recommend approval of the application as submitted. Commission Member Gaumer seconded the motion. Motion carried unanimously.

- 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.

Chairperson Ripperger introduced the item.

Commission Member Haynes asked about a discussion last year about moving this event off of the Square.

Commission Member Held noted that the Downtown merchants Group supports this event on the Square.

Commission Member Gaumer discussed his reason for supporting all street closures because of the safety element.

Commission Member Parrott asked how communication for this event takes place. Afton Bradley, Indianola Recreation Coordinator - Aquatics & Special Events, clarified that passing out candy is an option for businesses, and the City will help promote those that do hand out candy.

Commission Member Bryan discussed his recollection of the discussion last year.

Chairperson Ripperger discussed the Downtown Parking Task Force and the impact of street closures on available parking. Ripperger also discussed the Streetscape Committee and its focus on creating a pedestrian-friendly environment.

Commission Member Held noted that the Square is closed 3 times per year for non-parade events; those being Ridiculous Days, the Children's Costume Party, and Home for the Holidays.

Bradley noted that she hears from many people who love the Children's Costume Party and come back to shop on the Square after the event.

Chairperson Ripperger asked if the Regions bank bathroom would be available for this event. Reeves affirmed. Ripperger also noted the Chamber bathroom chamber could be available.

Commission Member Gaumer moved to recommend approval of the application as submitted. Commission Member Parrott seconded the motion. Motion carried unanimously.

## **8. Comments**

- A. 2023 Downtown Facade and Interior Improvement Program Grant Awardees Walking Tour- July 20, 2023 at 2:30 PM

Dissell informed the Commission Members about the upcoming event.

**9. Adjourn**

Commission Member Bryan moved to adjourn the meeting. Commission Member Haynes seconded the motion. The meeting was adjourned at 9:24 A.M.



# MEMORANDUM

**To:** Downtown Square Commission  
**From:** Charlie Dissell, Community and Economic Development Director  
**Date:** August 15, 2023  
**Subject:** Consider recommendation of a Special Event Application for West Hill Brewing Co. Oktoberfest on September 29, 2023, submitted by West Hill Brewing Co.

---

**Discussion:** West Hill Brewing Co. proposes hosting its Oktoberfest on September 29, 2023, on the Downtown Square. The event will begin at 3 PM and conclude at 11 PM. Setup would begin at noon and would be dismantled at midnight. This closure involves Salem Avenue between B Street and the mid block alley. The closure does not include any intersections.

The event is anticipated to have over 300 people attend, with a small band, food truck, games, medieval fighting demonstration, and additional local vendors. The event will be asking the City Council to lift the alcohol ordinance within closed area.

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

- Attachments:**
- 1. Event-Application-PDF
  - 2. Street\_Closure\_425e4c85-b126-4784-bdc7-7f8f67fe67fe



## 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. If you have any questions, please contact City Hall at 515-961-9410 or email [cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov). We appreciate your time and interest in planning an event, whether for local residents or the entire Warren County region. 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 Director, Human Resources/Risk Manager, Fire Chief and Police Chief.
- If the event is held on a combination of City streets and trails, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief, Police Chief, and the Parks and Recreation Director.
- 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 in a timely manner. The Clerk's office reserves the right to reject any applications not submitted in a timely manner.
- 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, events/activities, vendors, parking etc. If the event involves a moving route, indicate the direction of travel. Please include as much detail as possible when listing the activities and vendors.
- 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 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.*

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, 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.

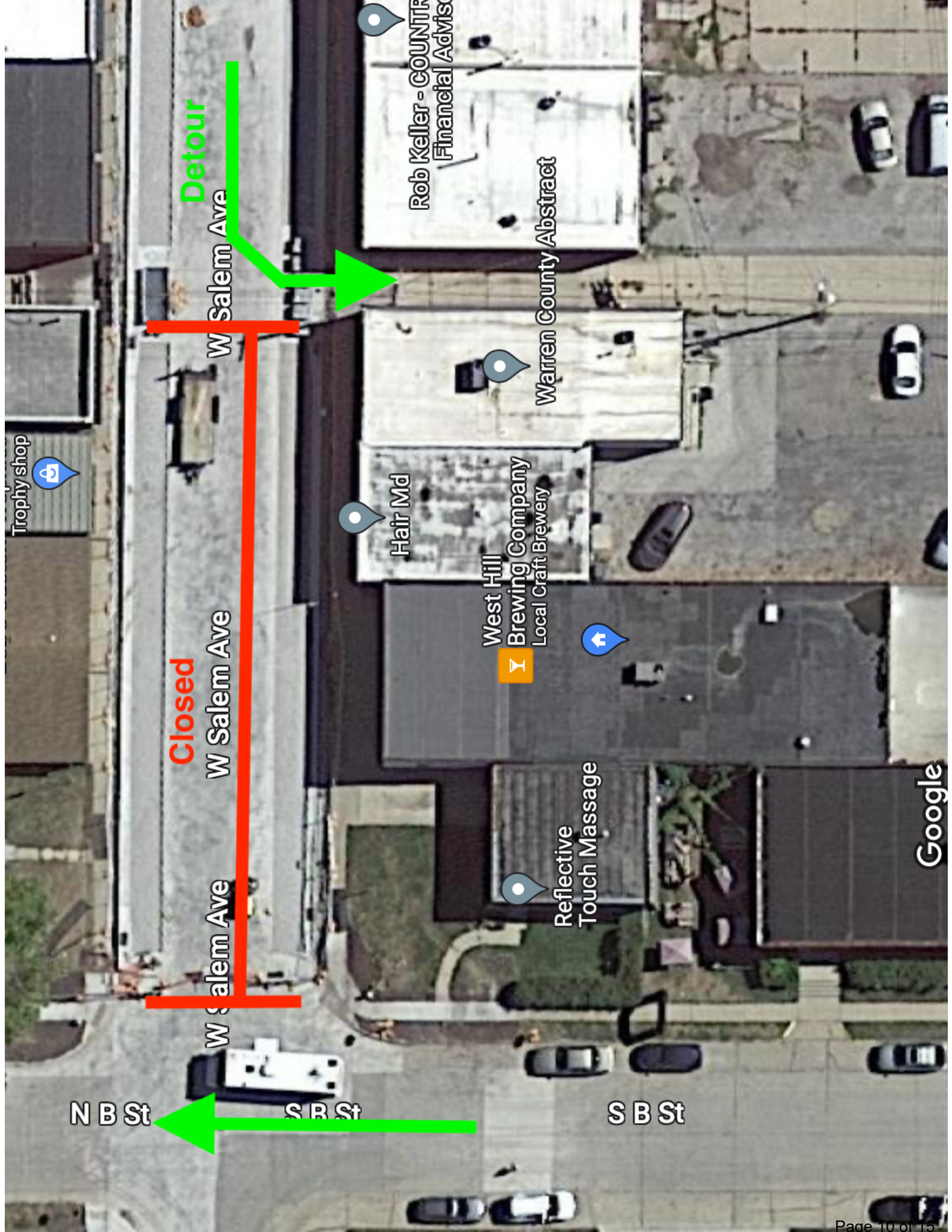
Applicant Signature:

Date:

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



Detour

Closed

W Salem Ave

W Salem Ave

W Salem Ave

N B St

S B St

S B St

Rob Keller - COUNTRY  
Financial Advisor

Warren County Abstract

Hair Md

West Hill  
Brewing Company  
Local Craft Brewery

Reflective  
Touch Massage

Trophy shop

Google



# MEMORANDUM

**To:** Downtown Square Commission  
**From:**  
**Date:** August 15, 2023  
**Subject:** Consider recommendation of a Special Event Application for Wine, Witches and Brews on October 27, 2023, submitted by Indianla Downtown Merchants.

---

**Discussion:** The Indianola Downtown Merchants propose hosting its annual Wine, Witches and Brews event on October 27, 2023, on the Downtown Square. The event will begin at 5 PM and conclude at 9 PM. This event does not include any street closures.

The event is anticipated to have over 1,000 people attend for a night of evening shopping, dining & cocktails. There will be 2-3 food trucks who will be parked on the street, and one food tent vendor that will have a tent with a table located on the sidewalk.

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

- Attachments:**
- 1. Event-Application-WWB 2023
  - 2. WWB Map 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. If you have any questions, please contact City Hall at 515-961-9410 or email [cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov). We appreciate your time and interest in planning an event, whether for local residents or the entire Warren County region. 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 Director, Human Resources/Risk Manager, Fire Chief and Police Chief.
- If the event is held on a combination of City streets and trails, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief, Police Chief, and the Parks and Recreation Director.
- 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 in a timely manner. The Clerk's office reserves the right to reject any applications not submitted in a timely manner.
- 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, events/activities, vendors, parking etc. If the event involves a moving route, indicate the direction of travel. Please include as much detail as possible when listing the activities and vendors.
- 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 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.*

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, 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:

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)

