



DOWNTOWN SQUARE COMMISSION MEETING

March 19, 2024

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the agenda.
- 4. Minutes Approval**
 - A. Approval of the meeting minutes from February 20th, 2024.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider recommendation of a Special Event Application for the Spring Market Kickoff on May 4, 2024, submitted by the Indianola Downtown Farmers Market.
 - B. Consider recommendation of a Special Event Application for the Log Cabin Day Parade on September 28th, 2024, submitted by Warren County Historical Society.
- 8. Comments**
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: March 19, 2024
Subject: Approval of the meeting minutes from February 20th, 2024.

Discussion:

Recommendation:

Attachments: 1. February meeting minutes



DOWNTOWN SQUARE COMMISSION MEETING

February 20, 2024

1:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 1:08.

2. Roll Call

Commission members present: Amanda Ripperger, Jamie Parrot, Rob Keller, Tim Bryan.
Staff members present: Emily Rizvic, Miranda Chadwick.

3. Agenda Approval

Tim Bryan made a motion to approve the agenda.

Jamie Parrot seconded the motion.

Motion passed.

4. Minutes Approval

A. Approval of the November 28, 2023 meeting minutes.

Tim Bryan made a motion to approve the meeting minutes.

Jamie Parrot seconded the motion.

The motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation on reimbursement for 102 W Ashland Avenue (The Zoo Bar) for the Downtown Facade and Interior Improvement Grant Program

Rob Keller made a motion to approve the recommendation.

Tim Bryan seconded the motion.

The motion was passed.

8. Comments

A. 2023 Annual Report

B. Update on CDBG Downtown Revitalization Grant

C. Update on Main Street Iowa Program

9. Adjourn

The meeting was adjourned at 1:35.



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Deputy City Manager Development and Operations
Date: March 19, 2024
Subject: Consider recommendation of a Special Event Application for the Spring Market Kickoff on May 4, 2024, submitted by the Indianola Downtown Farmers Market.

Discussion: The Indianola Downtown Farmers Market proposes hosting its Spring Market Kickoff event on May 4, 2024, on the Downtown Square. The event will begin at 7 AM and conclude at 3 PM. Setup would begin at 7 AM and would be dismantled at 2 PM. This closure includes Howard Street between Ashland Avenue and Salem Avenue and Salem Avenue between Howard Street east to the mid-block alley. The intersection of Howard and Salem would remain open.

The event is anticipated to have over 300 people attend a farmers market and open air vendor market showcasing local creators.

Recommendation: Staff recommends approval of the special event application.

Attachments: 1. May 4_001



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 information below provides 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. 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 the City's park policies, 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. The applicant shall have volunteers at barricades around the Square to let emergency personnel in and out of the Justice Center (this includes EMS).
- 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 or approved by staff, unless there are questions regarding your application.



Event Details

Event Name: Spring Market Kick off
 Event Sponsor(s): Indianola Downtown Farmers Market / Roots
 Event Type (Check all that apply): Parade Bike Ride/Race Concert
 Fun Run Timed Race Other
 Date(s) of Event: May 4th 2024 Time of Event: 7-3 pm
 Setup Date and Time: 7-3 pm (7am set up on the 4th) Dismantle Date and Time: 2 p.m. (3 pm tear down on the 4th)
 Location of Event: Indianola Downtown East Salem / Howard
 Anticipated Attendance Per Day: 300 + Total Anticipated Attendance:
 Contact Name: Heidi Blanchard
 Contact or Organization Address: 10268 Nevada Street, Indianola
 Contact Telephone Number: 515-729-6384
 Contact Email Address: Heidi.LBlanchard@icloud.com

Please describe your event and requests:
Spring Market Kick off - Farmers Market and Open Air Vendor Market showcasing local creators.

What streets, trails or parks are you planning to use? Please state if these areas will be closed and if you need barricades and/or signage. (Not all requests for barricades and signage will be approved.)
Closure: middle block of Howard East block of Salem to alley intersections will be left open.

Please describe your safety plan, including crowd control. Public Safety will review your safety plans to determine if safety is adequate for the planned event. The anticipated crowd size, demographics, entertainment, alcohol, and prior history with this event or similar events will be considered. Attach additional sheets if necessary.
Our event utilizes standard 9-1-1 protocol for fire and ambulance.



Event Details

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

Our event utilizes standard 9-1-1 protocol for fire and ambulance.

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

Indianola ~~for~~ Downtown Farmers Market will be responsible for clean up directly after event.

Please be sure to submit the following with this application:

- Map A, showing the streets/trails/parks/lane closures, locations of barricades/barriers, stages, platforms, events/activities, vendors, parking, etc. Please be as detailed as possible.
- Map B, showing where vendors are expected to park vehicles.
- Noise permit application, if applicable. The application is available on our [website](#) under "How do I apply for noise permit."
- An insurance certificate showing the City as additional insured in the amount of \$1,000,000.

We applied for insurance. It hasn't finished underwriting yet. As soon as it gets written and approved I will the certificate to you. For Howard St.

As the event sponsor, I have read the rules and certify that our event abides by the rules and regulations set by the Indianola City Council.

Applicant Signature:

Heidi Blanchard

Date:

2-27-2024

Return completed application to:

City of Indianola
PO Box 299
110 N 1st St
Indianola, Iowa 50125
cityclerk@indianolaiowa.gov
www.indianolaiowa.gov



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: 2-27-2024
 Event Name: Spring Market Kick off
 Date/Time/ Location of Event: May 4th 7-3 pm.
 Event Sponsor(s): Indianola Downtown Farmers Market / Roots

Contact Information

Organization: Indianola Downtown Farmers Market
 Contact Name: Heidi Blanchard
 Address: 10268 Nevada St. Indianola, IA
 Telephone Number: 515-729-6384 ← Cell Phone: _____
 Email Address: HeidiBlanchard@icloud.com
 Anticipated Attendance: 300 + Per Day _____ Total

Event Information:

Event Starts: Date: 5-4-2024 Time: 7:00 Day of Week: Saturday
 Event Ends: Date: 5-4-2024 Time: 3:00 pm Day of Week: Saturday

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: Heidi Blanchard

Office Use Only:

Date Received in office: _____

Return completed noise application to:

City of Indianola
 Attn: Noise Permit Application

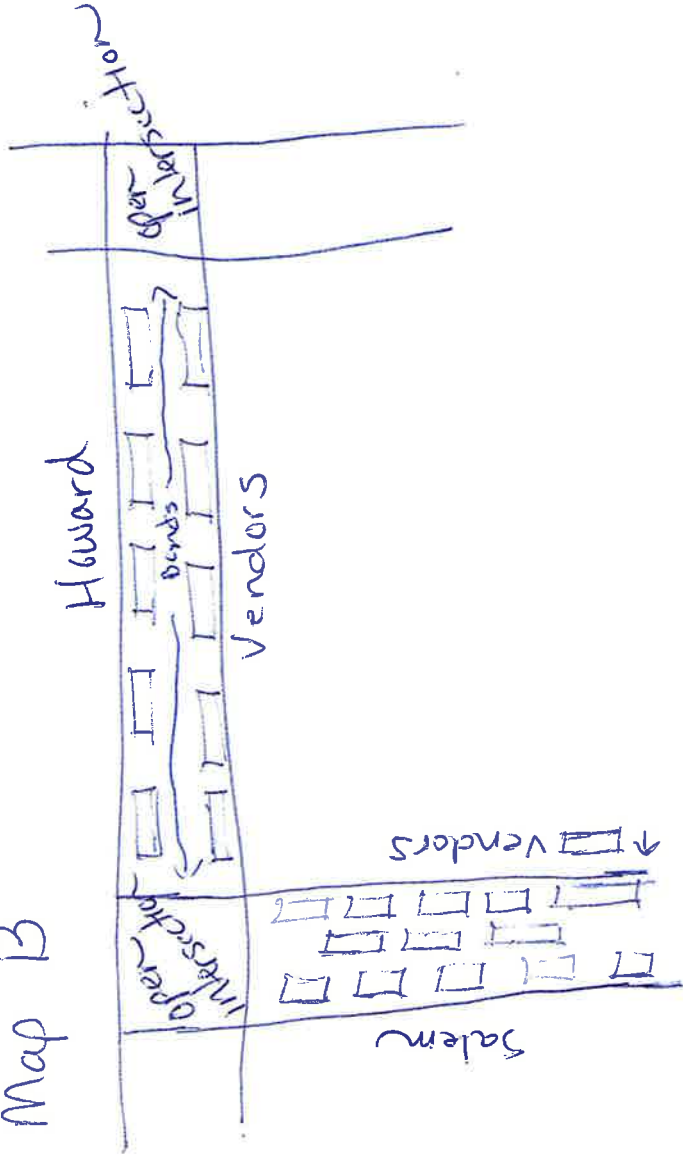
110 N 1st Street

PO Box 299

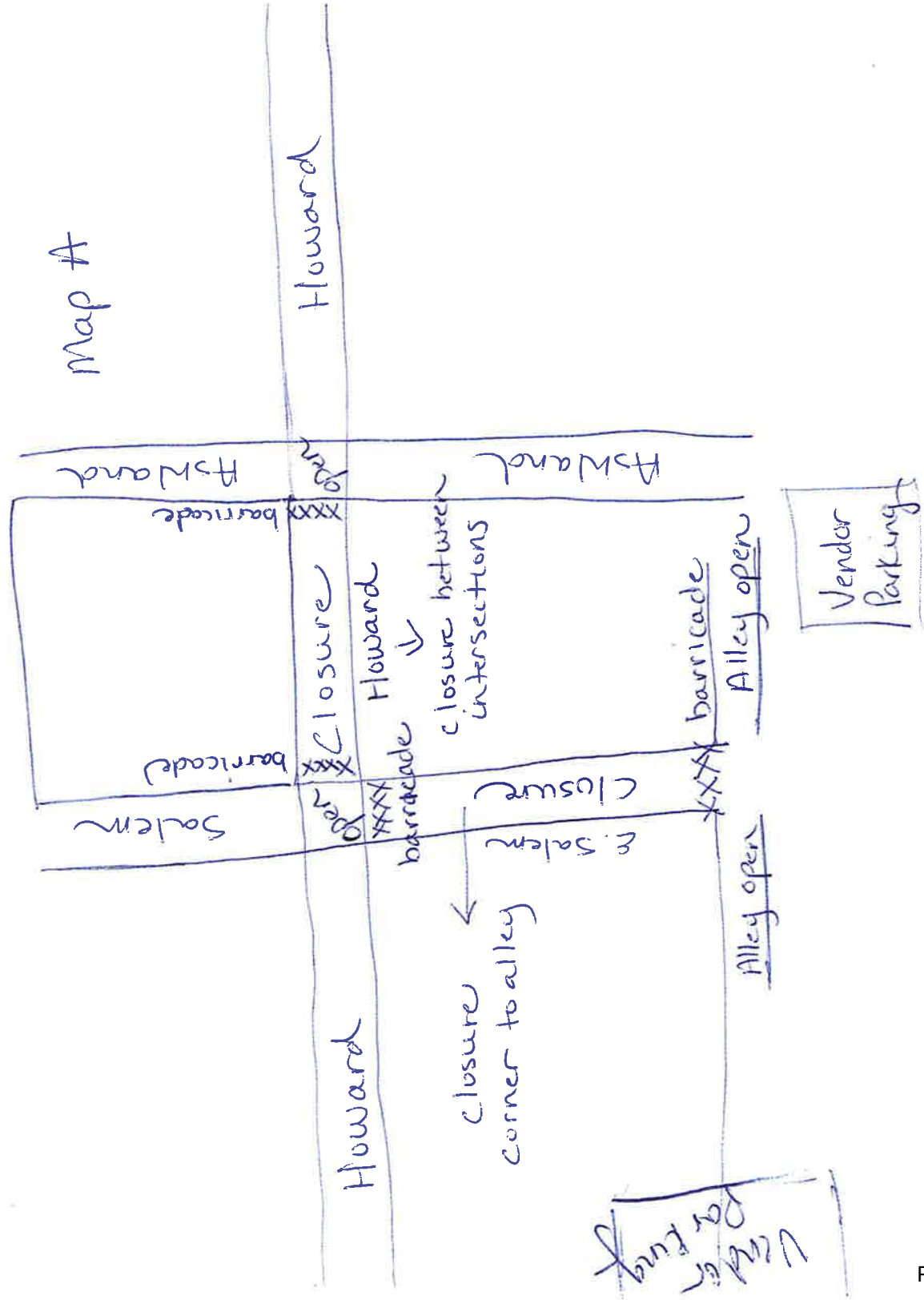
Indianola, Iowa 50125

Email: cityclerk@indianolaiowa.gov

Map B



Map A



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED — DESIGNATED PREMISES

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Policy Number: 95-AJ-J543-5

Named Insured:
ROOTS LLC

Name And Address Of Additional Insured Person Or Organization:

City of Indianola Roots LLC is going to have a sidewalk sale
110 N 1st St
Indianola IA 50125

Interest Of Additional Insured:
City of Indianola for sidewalk sale

Location Of Premises:
102 E SALEM AVE
INDIANOLA IA 50125-2517

This endorsement provides only those coverages indicated by an "X" below:

SECTION I

Coverage A – Buildings

When a Limit Of Insurance is shown in the Declarations for **Coverage A – Buildings** for the premises described above, any person or organization shown in the Schedule is included as an additional insured, as interests may appear, but only with respect to coverage provided under **Coverage A – Buildings** for that premises described above.

Coverage B – Business Personal Property

When a Limit Of Insurance is shown in the Declarations for **Coverage B – Business Personal Property** for the premises described above, any person or organization shown in the Schedule is included as an additional insured, as interests may appear, but only with respect to coverage provided under **Coverage B – Business Personal Property** for that property described below.

Description of Property:

Loss Of Income And Extra Expense

When Loss of Income and Extra Expense is shown in the Declarations any person or organization shown in the Schedule is included as an additional insured, as interests may appear, but only with respect to coverage provided under Loss Of Income And Extra Expense.

SECTION II

Coverage L - Business Liability

1. **SECTION II — WHO IS AN INSURED** of **SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the ownership, maintenance, or use of the premises designated above, by you.
2. With respect to the insurance afforded the additional insured, this insurance does not apply to:
 - a. Structural alterations, new construction, or demolition operations performed by or for that additional insured;
 - b. "Personal and advertising injury" caused by that additional insured;
 - c. Liability for which that additional insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the additional insured would have in the absence of the contract or agreement; or
 - d. "Bodily injury" or "property damage" included within the "products-completed operations hazard", arising out of:
 - (1) Goods or inventory which are not sold or distributed by the Named Insured; or
 - (2) The manufacturing or packaging of such goods or inventory.
3. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
4. **Primary Insurance.** The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

All other policy provisions apply.



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Deputy City Manager Development and Operations
Date: March 19, 2024
Subject: Consider recommendation of a Special Event Application for the Log Cabin Day Parade on September 28th, 2024, submitted by Warren County Historical Society.

Discussion: The Warren County Historical Society is proposing to host the Annual Log Cabin Day Parade on Saturday, September 28 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. Anticipated attendance for the parade is 1,000 people.

Recommendation: Staff recommends approval of the special event application.

Attachments: 1. Log Cabin Days _001



Event Details

Event Name: **LOG CABIN DAY PARADE**
 Event Sponsor(s): **WARREN CO HISTORICAL SOCIETY**
 Event Type (Check all that apply): Parade Bike Ride/Race Concert
 Fun Run Timed Race Other
 Date(s) of Event: **SEPT. 28, 2024** Time of Event: **10:00 AM**
9:00 AM
 Setup Date and Time: **9-28-24 9 AM** Dismantle Date and Time:
9-28-24 11:30 AM
 Location of Event: **THE SQUARE TO FAIR GROUNDS**
 Anticipated Attendance Per Day: **1,000** Total Anticipated Attendance: **1,000**
 Contact Name: **DAN PORTER**
 Contact or Organization Address: **WCHS PO BOX 256 INDIANOLA 50125**
 Contact Telephone Number: **515961-6149**
 Contact Email Address: **contact@warrencountyhistory.org**

Please describe your event and requests: **(EASTBOUND)**
PARADE WILL LINE UP ON CLINTON ST AND
BUXTON ST IN FRONT OF ADMIN. BLDG.
FROM THE SQUARE TO THE FAIR GROUNDS
ON SALEM

What streets, trails or parks are you planning to use? Please state if these areas will be closed and if you need barricades and/or signage. (Not all requests for barricades and signage will be approved.)

NEED SIGNS AT BUXTON, ASHLAND, HOWARD &
SALEM

Please describe your safety plan, including crowd control. Public Safety will review your safety plans to determine if safety is adequate for the planned event. The anticipated crowd size, demographics, entertainment, alcohol, and prior history with this event or similar events will be considered. Attach additional sheets if necessary.

ALL PARADE WORKERS HAVE PHONES AND WILL USE 911
WHEN NECESSARY.
NO ALCOHOL AT EVENT,
CROWD WILL BE ON THE SQUARE AND ON SALEM ST.

CITY OF INDIANOLA SPECIAL EVENT APPLICATION



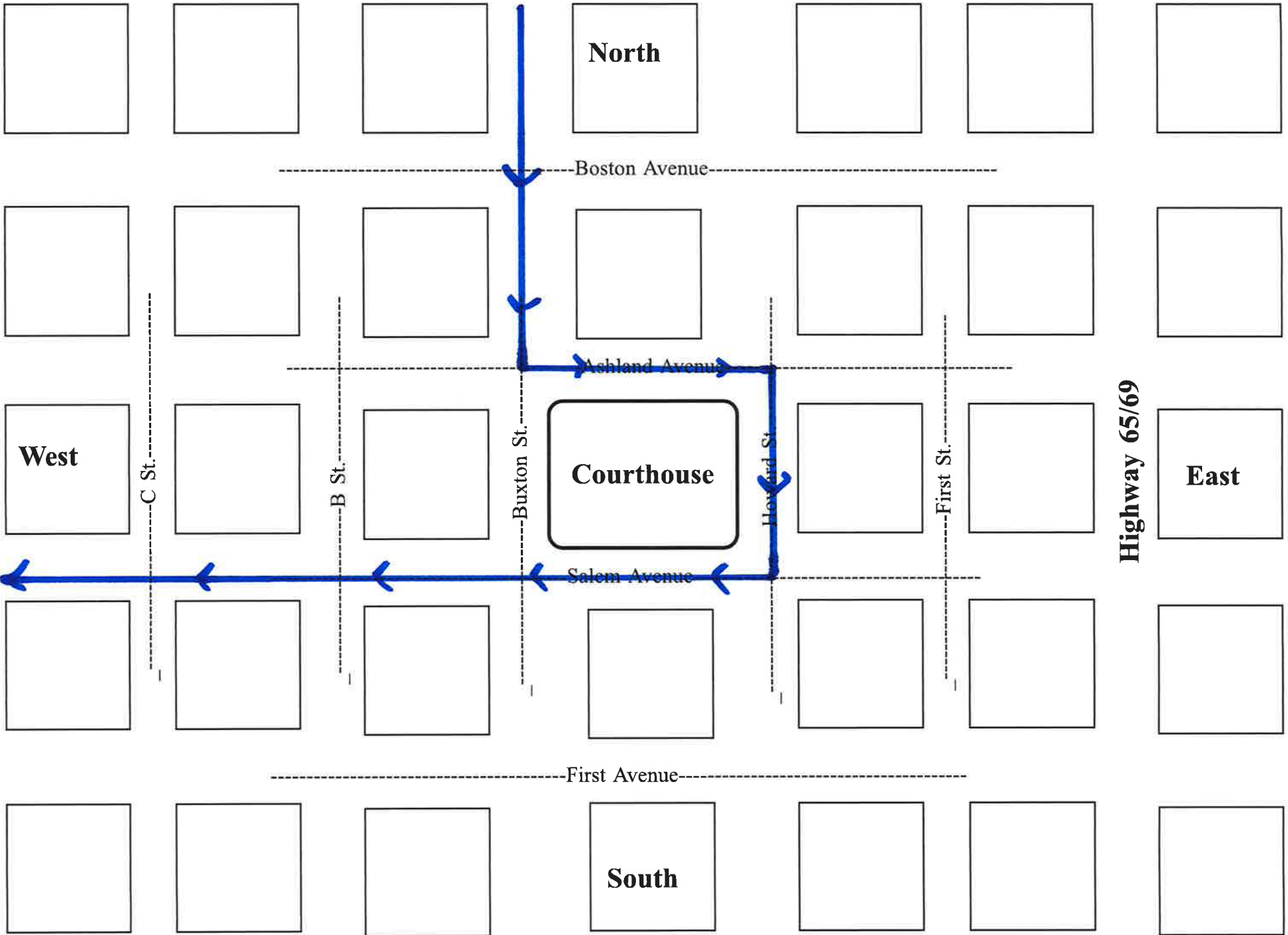
Dear Event Organizer,

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 information below provides 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. 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 the City's park policies, 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. The applicant shall have volunteers at barricades around the Square to let emergency personnel in and out of the Justice Center (this includes EMS).
- 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 or approved by staff, unless there are questions regarding your application.



North

Boston Avenue

Ashland Avenue

Courthouse

Salem Avenue

First Avenue

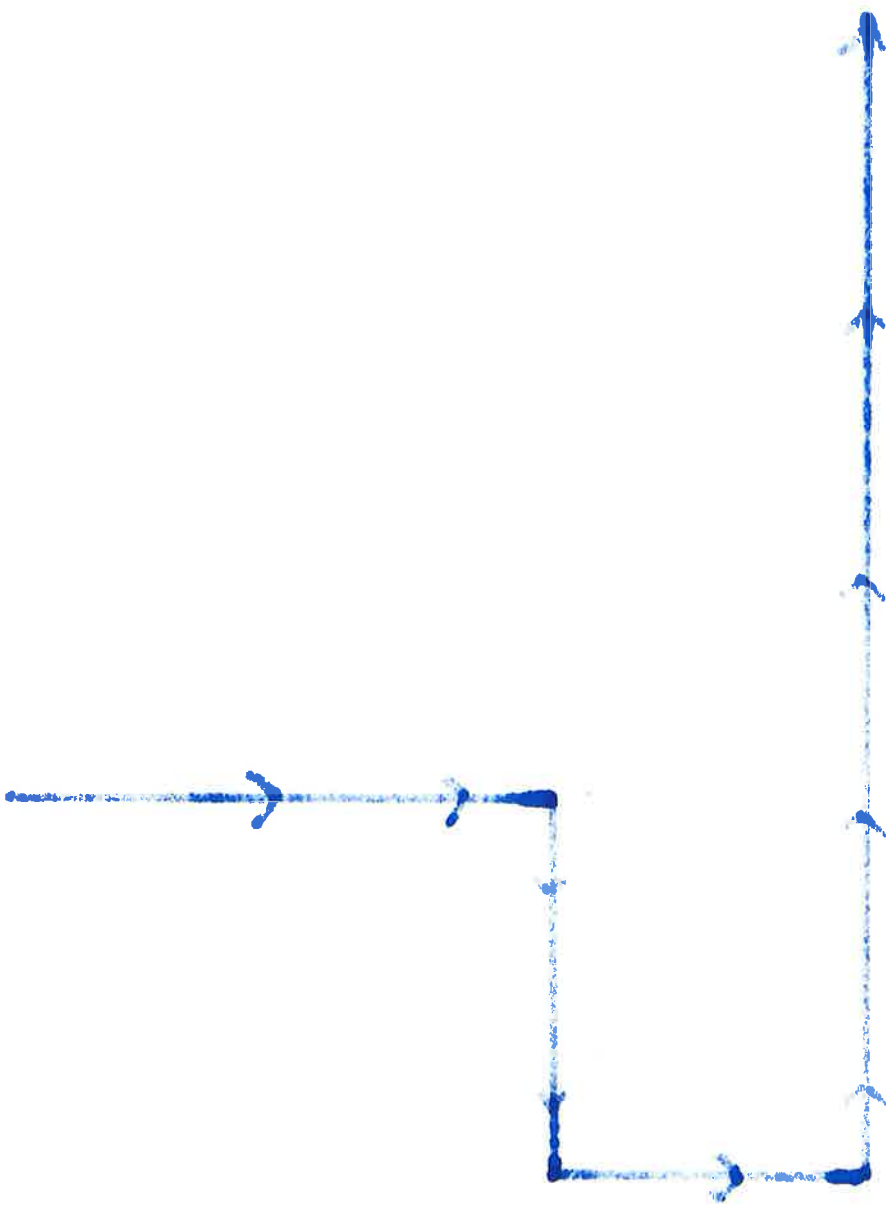
South

Highway 92

West

East

Highway 65/69





Event Details

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

WORKERS WILL HAVE PHONES TO KEEP IN CONTACT,
WILL USE 911 SERVICE IF NEEDED.

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

PARADE ROUTE WILL BE INSPECTED
AFTER EVENT

Please be sure to submit the following with this application:

- Map A, showing the streets/trails/parks/lane closures, locations of barricades/barriers, stages, platforms, events/activities, vendors, parking, etc. Please be as detailed as possible.
- Map B, showing where vendors are expected to park vehicles.
- Noise permit application, if applicable. The application is available on our [website](#) under "How do I apply for noise permit."
- An insurance certificate showing the City as additional insured in the amount of \$1,000,000.

As the event sponsor, I have read the rules and certify that our event abides by the rules and regulations set by the Indianola City Council.

Applicant Signature:

Dan Porter

Date:

2-28-24

Return completed application to:

City of Indianola
PO Box 299
110 N 1st St
Indianola, Iowa 50125
cityclerk@indianolaiowa.gov
www.indianolaiowa.gov

