



DOWNTOWN SQUARE COMMISSION MEETING

May 21, 2024

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the May 21st meeting agenda.
- 4. Minutes Approval**
 - A. Approval of April 16th meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider Recommendation on Public Right-of-way Lease with The Concession Stand, located at 201 North Buxton Street.
- 8. Comments**
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: May 21, 2024
Subject: Approval of April 16th meeting minutes.

Discussion:

Recommendation:

Attachments: 1. document (48)



DOWNTOWN SQUARE COMMISSION MEETING

April 16, 2024

9:00 AM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 9:18.

2. Roll Call

Commission Members Present: Amanda Ripperger, Rob Keller, Leslie Held, Marvin Gribbins, Tim Bryan

Staff Members Present: Ben Reeves, Miranda Chadwick

3. Agenda Approval

4. Minutes Approval

A. Approval of the meeting minutes from February 20th, 2024.

Leslie Held made a motion to approve February's meeting minutes.

Rob Keller seconded the motion.

The motion was approved.

B. Approval of the meeting minutes from March 19th, 2024.

Rob Keller made a motion to approve the March 19th meeting minutes.

Leslie Held seconded the motion.

The motion was approved.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation of a Special Event Application for the Veterans Memorial Day Parade May 27th, 2024, submitted by American Legion Post 165.

Rob Keller made a motion to approve the application.

Tim Bryan seconded the motion.

The motion was passed.

B. Consider recommendation of a Special Event Application for the Suds on Salem on June 28th, 2024, submitted by Bob's Custom Trophies.

Rob Keller made a motion to approve the application.

Marvin Gribbins seconded the motion.

The motion was approved.

C. Consider recommendation of a Special Event Application for the Summer Nights Live, submitted by the Indianola Chamber and Downtown Businesses

Leslie Held made a motion to approve the application.
Tim Bryan seconded the motion.
The motion was approved.

8. Comments

9. Adjourn

The meeting was adjourned at 9:39.



MEMORANDUM

To: Downtown Square Commission
From:
Date: May 21, 2024
Subject: Consider Recommendation on Public Right-of-way Lease with The Concession Stand, located at 201 North Buxton Street.

Discussion:

Recommendation:

- Attachments:**
1. Email
 2. Screen Shot 2024-05-03 at 11.07.33 AM
 3. Screen Shot 2024-05-03 at 11.58.57 AM

From: Stus BBQ <stusbbqconcessions@gmail.com>
Sent: Friday, May 3, 2024 12:01 PM
To: Charlie Dissell <cdissell@indianolaiowa.gov>
Subject: Outdoor Seating

You don't often get email from stusbbqconcessions@gmail.com. [Learn why this is important](#)

Charlie,

Thank you for your time and help. I am asking for approval to install outdoor seating for The Concession Stand at 201 North Buxton Street.

I would like to have something similar to the deck at Brickhouse. I am asking for two parking spaces and partial use of the sidewalk along Ashland avenue on the south side of the building.

I believe additional seating outdoors would improve business in many ways. When expanding the dining area I would be able to serve more guests, create additional revenue and add more jobs to the Indianola Square. The area would keep people on the square for longer and potentially draw more business to the neighboring businesses. This area would also give The Concession Stand a larger footprint to be seen from neighboring businesses on the square. Lastly, I think this would positively impact the visual aspect of the square.

The reasons for installing this particular type of deck are:

Easily removable for winter/whenever the lease provided by the city and commission states.

Finished metal can be cleaned and sanitized easily.

Strongest support to protect patrons from passing vehicles.

I recently spoke with Amanda Ripperger from The Sports Page. She explained they had the outdoor seating area fabricated by Pierce Brother Repair, I currently use them for all of my fabrication work on my smokers, They built the one here in the parking lot about 30 years ago. I would use them as well, keeping that business for the outdoor area local as well.

Attached are pictures of the two parking spaces I would like to lease and a picture of the seating area outside of Brickhouse for examples.

Thank you for your consideration.

Ely Ladd
Ladd Concession Group
515-770-1463



208

COOKIES SALADS MEATBALL SUB SUB SANDWICHES SOUP ITALIAN BEEF

BAKED GOODS!
BUY ONE
GET ONE
FREE





MEMORANDUM

To: Downtown Square Commission
From:
Date: May 21, 2024
Subject: Consider Event Application for Celebrate Warren County Parade

Discussion:

Recommendation:

Attachments: 1. Celebrate Warren County Parade

Date: 5/1/24

Event Application

For: Celebrate Warren County Parade

Event Date(s): July 27, 2024

Staff Recommendation

Attached is an event and street closure application from the Hometown Pride for their Celebrate Warren County Parade the event is to be held on July 27, 2024. Please review; add any comments you feel are necessary, such as concerns or other items to be considered regarding the request.

Initial and date under either approval or disapproval and pass on to the next department.

Event Application and Street Closure	Approve	Disapprove
Street Department – Akhilesh Pal	<i>AP 5/1/24</i>	
Fire Department – Greg Chia	<i>GMC 5/2</i>	
Police Department – Brian Sher	<i>BSS 5-3</i>	
HR & Risk Manager – Courtney Silliman <i>*City Event ; no alcohol ; no cot needed</i>	<i>(Signature) 5/6/24</i>	
P&R Department – Doug Bylund	<i>DJB 5/8/24</i>	
City Manager – Ben Reeves	<i>BR 5/15/24</i>	
Downtown Square Commission – Charlie Dissell		

Comments:

Please return to Cassandra Mosher by May 14, 2024.

Thank you for your time and consideration!



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
Fun Run Timed Race Other

Date(s) of Event: Saturday, July 27, 2024

Time of Event: 10:30 AM

Setup Date and Time: 8:00 AM

Dismantle Date and Time: 7/27: 1:00 PM

Location of Event: Memorial Park to The Square and Back

Anticipated Attendance Per Day:

Total Anticipated Attendance:

Contact Name: Doug Bylund

Contact or Organization Address: 2204 W 2nd Avenue

Contact Telephone Number: 515-961-9420

Contact Email Address: dbylund@indianolaiowa.gov

Please describe your event and requests:

A parade to kickoff the National Balloon Classic, celebrate Warren County and the Warren County Fair. It will pass by the Arts Festival and The Square.

Request to have "No Parking"

West Detroit Avenue from E to F Streets

North G Street from Euclid to Detroit Avenues.

West Henderson Avenue from North D to North Buxton Streets.

North Buxton from Salem to Ashland Avenues.

Request to close W Detroit from F to G Streets, Northbound lane of F Street from Clinton to Detroit

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.)

Parade Line-up will begin at 9:00 AM along W Detroit Avenue and Memorial Park. Start 10:30 AM

Parade Route: Heading east on West Detroit Avenue from Memorial Park, South on North D Street, East on West Salem Avenue, North on North Buxton Street, West on West Henderson Avenue, South on North D Street, West on West Detroit Avenue back to Memorial Park.

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.

Barricades will be installed prior to the start of the Parade and volunteers will be posted at intersections.

Event Details



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

The Police Department will assist with traffic at the entrance of Memorial Park and they will lead the Parade. We will have volunteers staged around the route and communicate via cell for emergencies.

Please describe your plan for cleanup 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.

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:

Digitally signed by Doug
Bylund
Date: 2024.04.30 10:01:02
-05'00'

Date: 4/30/2024

Return completed application to:

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

Untitled map

Untitled layer



No Parking

Untitled layer



Parade Start



No Parking



No Parking



Close Street



No Parking

Directions from 708 W Detroit Ave, Indianola, IA 50125, USA to 708 W Detroit Ave, Indianola, IA 50125, USA



708 W Detroit Ave, Indianola, IA 50125, USA



708 W Detroit Ave, Indianola, IA 50125, USA

