



## **DOWNTOWN SQUARE COMMISSION MEETING**

June 18, 2024

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
  - A. Approval of the June 18th meeting agenda.
- 4. Minutes Approval**
  - A. Approval of May 21st meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
  - A. Consider Application for 2024 Indianola Car Show.
- 8. Comments**
- 9. Adjourn**



# MEMORANDUM

**To:** Downtown Square Commission  
**From:**  
**Date:** June 18, 2024  
**Subject:** Approval of May 21st meeting minutes.

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**Discussion:**

**Recommendation:**

**Attachments:**

1.	document
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## **DOWNTOWN SQUARE COMMISSION MEETING**

May 21, 2024

9:00 AM

City Council Chambers

Minutes

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

Meeting called to order at 9:00 am.

### **2. Roll Call**

Commission members present: Marvin Gribbins, Amanda Ripperger, Tim Bryan, Leslie Held.  
Staff members present: Ben Reeves, Charlie Dissell.

### **3. Agenda Approval**

A. Approval of the May 21st meeting agenda.

Bryan made a motion to approve the meeting agenda.

Held seconded the motion.

Motion passed.

### **4. Minutes Approval**

A. Approval of April 16th meeting minutes.

Bryan made a motion to approve the meeting minutes.

Held seconded the motion.

Motion passed.

### **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.

Much discussion was had regarding the agenda item.

Ripperger made a motion to approve the agenda item with conditions.

Held seconded the motion.

Motion was not passed with split vote.

B. Consider Event Application for Celebrate Warren County Parade

Held made a motion to approve the agenda item.

Bryan seconded the motion.

Motion was passed

### **8. Comments**

### **9. Adjourn**

Meeting adjourned at 10:00.





# MEMORANDUM

**To:** Downtown Square Commission  
**From:**  
**Date:** June 18, 2024  
**Subject:** Consider Application for 2024 Indianola Car Show.

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**Discussion:**

**Recommendation:**

**Attachments:**

1.	Org paperwork
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**Event Details**

Event Name: 2024 INDIANOLA CAR SHOW  
 Event Sponsor(s): HOSTED BY INDIANOLA ELKS LODGE #2814  
 Event Type (Check all that apply): Parade  Bike Ride/Race  Concert   
 Fun Run  Timed Race  Other CAR SHOW  
 Date(s) of Event: SUNDAY, JULY 28, 2024 Time of Event: 9AM - 3PM  
 Setup Date and Time: 7/28/24 7AM - 9AM Dismantle Date and Time: 7/28/24 3PM - 5PM  
 Location of Event: INDIANOLA SQUARE (SEE MAP)  
 Anticipated Attendance Per Day: 200-250 Total Anticipated Attendance: 200-250  
 Contact Name: GENE BUTTREY / BETH DAVIDSON  
 Contact or Organization Address: INDIANOLA ELKS 110 W. ASHLAND AVE  
 Contact Telephone Number: (515) 669-1657 GENE (515) 491-7593 BETH  
 Contact Email Address: genebuttreymail.com BETH  
 Please describe your event and requests: bethd0126@gmail.com

Custom & CLASSIC CAR SHOW

INDIANOLA TOWN SQUARE  
 CLOSE: WEST ASHLAND FROM BODY KANVAS (EAST) TO S. BUXTON  
 WEST SALEM FROM S. HOWARD TO S. BUXTON  
 SOUTH HOWARD FROM W. SALEM TO MCCOY'S ALLEY

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.)

WE WILL NEED BARRICADES @ WEST ASHLAND (BODY KANVAS) ALLEY  
 @ SOUTH HOWARD (MCCOY ALLEY)  
 @ WEST SALEM & S. HOWARD INTERSECT.  
 @ S. BUXTON & W. SALEM INTERSECTION  
 @ W. ASHLAND & S. BUXTON INTERSECTION

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.

WE WILL HAVE VOLUNTEER STAFF AT EACH BARRICADE DIRECTING PARTICIPANTS VEHICLES AS WELL AS DIRECT PARKING FOR ATTENDEES (SIGNAGE TO BE PLACED AT MULTIPLE LOCATIONS)  
 VOLUNTEER STAFF @ REGISTRATION TABLES IN FRONT OF ELKS LODGE & PATIO  
 NO ALCOHOL ALLOWED (OUTSIDE OF ESTABLISHMENTS)  
 TRM & ELKS WILL HAVE GARBAGE CONTAINERS FOR PARTICIPANTS & ATTENDEES AS WELL AS PORTABLE RESTROOMS

## Event Details



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

WE WILL WORK DIRECTLY WITH INDIANOLA POLICE, FIRE & RESCUE & WARREN CO. SHERIFF'S OFFICE AS WELL AS MAYOR

AT LEAST 4 VOLUNTEERS TO HAVE WRITTEN EMERGENCY PROCEDURE PLAN!  
Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

TRM & INDIANOLA ELKS TO PROVIDE GARBAGE CONTAINERS & VOLUNTEERS TO CLEAN UP ANY & ALL RECYCLABLE & GARBAGE

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.

REQUEST HAS BEEN SUBMITTED TO ELKS LODGE INSURANCE PROVIDER FOR EVENT RIDER INSURANCE COVERAGE

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. \$1,000,000

Applicant Signature:

Date: 5/17/24

Return completed application to:  
City of Indianola  
PO Box 299  
110 N 1<sup>st</sup> St  
Indianola, Iowa 50125  
[cityclerk@indianolaiowa.gov](mailto:cityclerk@indianolaiowa.gov)  
[www.indianolaiowa.gov](http://www.indianolaiowa.gov)

Gene Buttry - HEAD TRUSTEE  
CAR SHOW CHAIRMAN  
INDIANOLA ELKS LODGE #2814  
(515) 669-1657  
[genebuttry@hotmail.com](mailto:genebuttry@hotmail.com)

NOTE : MAPS w/ HIGHLIGHTED STREET CLOSURE REQUESTED ATTACHED AS WELL AS PROPOSED FLYER FOR EVENT

Note: Provide 10' wide emergency lane in area's closed.

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 Elks Lodge #2814 Application date: 05/16/2024  
 Company Address: 110 West Ashland Ave, Indianola, IA 50125  
 Contact Name: Gene Buttrey Emergency Phone # (After hours): \_\_\_\_\_  
 Phone #: (515) 669-1657 Fax #: (\_\_\_\_) \_\_\_\_\_  
 Email Address: genebuttrey@hotmail.com

Details for street or lane closure:

Exact Location: Salem to Howard/Howard to Buxton around the square southside, eastside and northside (see map) (HIGHLIGHTED AREAS)  
 Check All that applies for this request:

- Utility Construction  Sidewalk / Trail Construction  Drainage Improvements  
 Driveway Construction  Pavement Repairs Maintenance  Other  None of above

Provide details for request: 2024 INDIANOLA CAR SHOW  
HOSTED BY INDIANOLA ELKS LODGE #2814

Start date: 07/28/2024 End date: 07/28/2024  
 # 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: Gene Buttrey Signature GENE BUTTREY Print Name

<b>Office Use Only:</b> Received By: _____ Permit Number: _____ Payment Type: _____ Permit Fee: _____	<input type="checkbox"/> Approved <span style="margin-left: 100px;"><input type="checkbox"/> Denied</span> By: _____ Signature <span style="margin-left: 100px;">Date</span>
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**A copy of this permit must always be kept on site during the street or lane closure.**

# Indianola Downtown Square Parking/Business Map



# Indianola Downtown Square Parking/Business Map





# 2024 Indianola Car Show

Hosted by Indianola Elks Lodge #2814

Sunday, July 28<sup>th</sup>, 2024!

9am - 3pm

Indianola Town Square

Registration From 9am-Noon

\$25 Registration Fee

Awards Ceremony at 2pm

Indianola Elks Lodge Patio

Top 10 Peoples Choice Awards

## SPECIAL AWARDS

**-Best Engine -Best Paint -Best Interior**

**-Best Rat Rod - Best of Show**

