

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/>*

**NOTICE OF A REGULAR MEETING
BONDURANT PARKS AND RECREATION BOARD
NOVEMBER 21, 2024**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on November 21, 2024, in the Bondurant Community Library, 104 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open, and the public is encouraged to attend.

AGENDA

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Approval of Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - a. Jeff Cook - Friends of the CVT
7. Action Items
 - a. Disc Golf Course
8. Discussion Items -
 - a. Member Terms
 - b. City Park update
 - c. Update on Fire Station Renovation
9. Reports and Comments:
 - a. Movies in the Park Report
 - b. Bondu Spooktacular Event Report
 - c. Communications and Special Events Coordinator Report
 - d. City Administrator Report
10. Adjournment

Communication Master Plan for the Central Trails of Iowa

A Reference Guide for Connecting Trail Users with the Trail Resources of Central Iowa



COMMUNICATION
MASTER PLAN



Sponsored by

Altoona, Ames, Ankeny, Bondurant, Boone County Conservation, Carlisle, Clive,
Dallas County Conservation, Des Moines, Huxley, Indianola, Johnston, Pleasant Hill, Polk County Conservation,
Story County Conservation, Urbandale, Warren County Conservation, Waukee, West Des Moines, Windsor Heights

Organized by

Iowa Natural Heritage Foundation and Des Moines Area Metropolitan Planning Organization

Prepared by

Shive-Hattery, Inc.

April 2006

Communication Master Plan for the Central Trails of Iowa

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Polk County Conservation, Story County Conservation,
Urbandale, Warren County Conservation, Waukee,
West Des Moines, Windsor Heights

Organized by

Iowa Natural Heritage Foundation
505 Fifth Street
444 Insurance Exchange Building
Des Moines, IA 50309
(515) 288-1846
www.inhf.org

Lisa Hein, Program & Planning Director
lhein@inhf.org

Des Moines Area
Metropolitan Planning Organization
Merle Hay Centre
6200 Aurora Avenue, Suite 300W
Urbandale, IA 50322
(515) 334-0075

www.dmampo.org
Andrew Jensen, Transportation Planner
AAJensen@mpo.org

Prepared by

Shive-Hattery, Inc.
1601 48th Street, Suite 200
West Des Moines, IA 50266
(515) 223-8104
www.shive-hattery.com

Project Team

David L. Dahlquist, RLA, Project Manager
ddahlquist@shive-hattery.com
Michael P. Lanning, Intern Landscape Architect, Senior
Graphic Designer
Tina R. Stoner, Communication Specialist
Brenden D. Hannah, Intern Landscape Architect
Michelle Bailey, CIW Professional, Web Designer

April 2006

The Shive-Hattery team wishes to commend the sponsors of this planning effort for all the benefits they bring to trail users in Central Iowa, and thank the individuals who participated in this project for the rewarding and professional working relations we enjoyed through this consulting assignment.

Project No. 4051190



COMMUNICATION
MASTER PLAN

Figure 30: InfoHub Side A: System-Wide Information

InfoHub



Figure 30: InfoHub Side A: System-Wide Information

InfoHub

Medallion

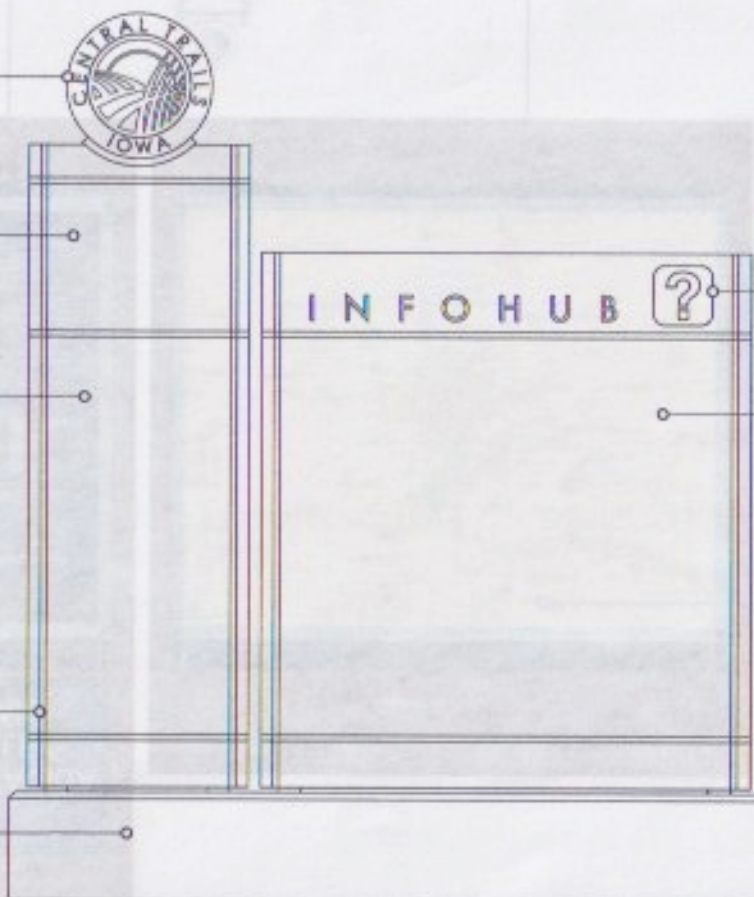
Trail Name panel

Information panel

Panel includes introduction to the entire trail system, explanation of wayfinding system, imagery and narrative of experiences and resources offered by the system, rules and regulations, and where to get more information

Scoring pattern

Concrete base

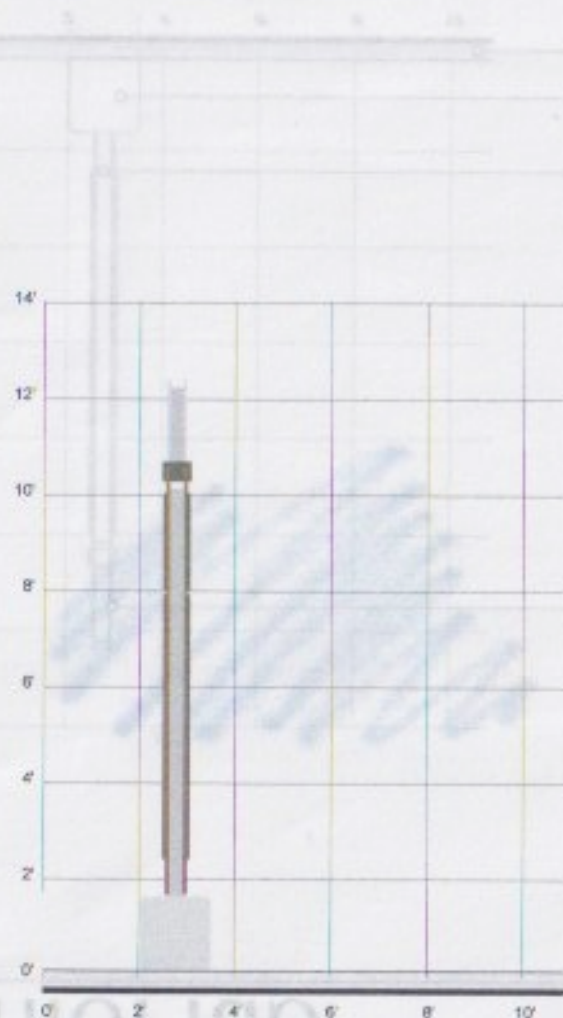
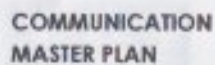


Information pictograph

Map panel

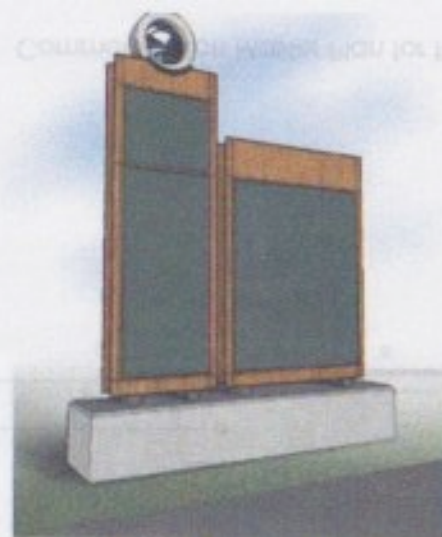
Map covers the entire system, identifying all trails, major arteries, municipalities and jurisdictions, trailheads, parks and recreational features, other relevant information.

Figure 29: InfoHub Side A: System-Wide Information

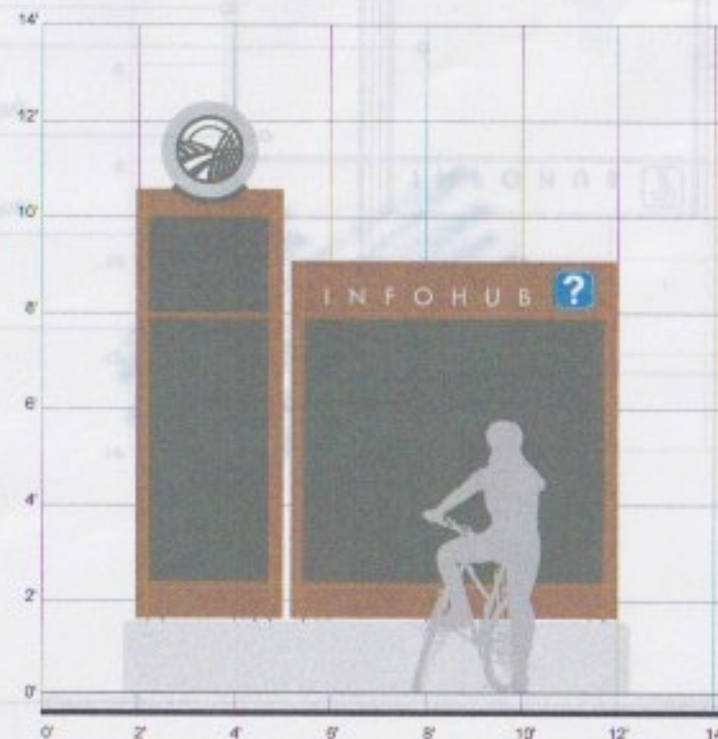


INFORMATION HUB PROFILE

Figure 28: InfoHub Illustration



INFORMATION HUB PERSPECTIVE



INFORMATION HUB ELEVATION

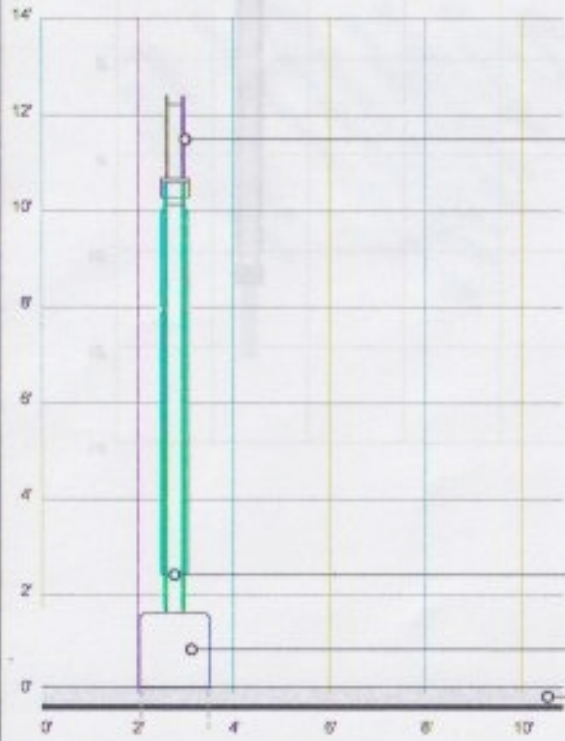
Figure 27: InfoHub illustration



InfoHub

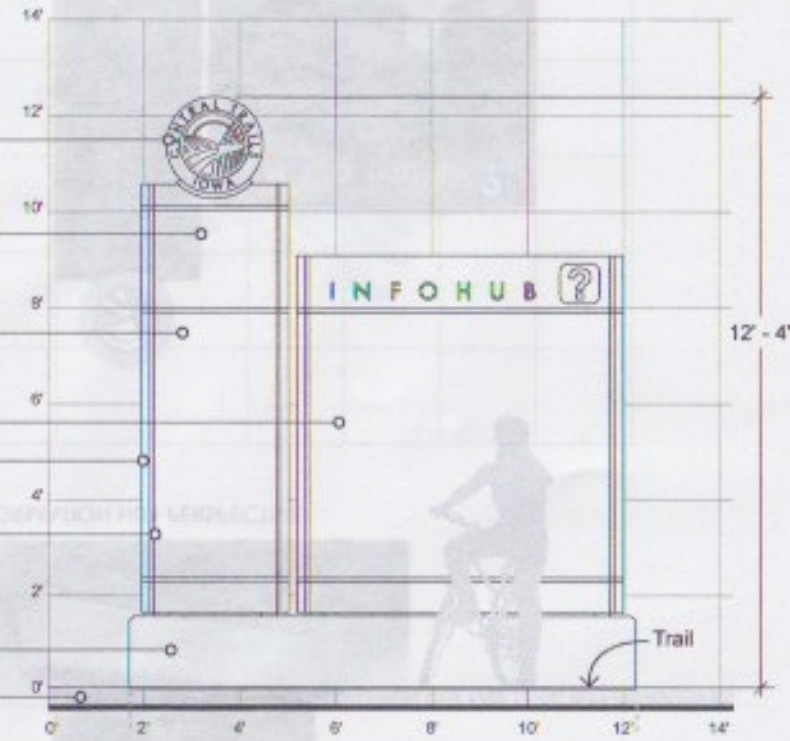


COMMUNICATION
MASTER PLAN



INFORMATION HUB PROFILE

- Medallion,
Component
- Trail Name panel
Color #3 with white lettering,
metal, painted
- Information panel
Color #3 with white lettering
metal, painted
- Map panel
- Base Panel
Corten steel plate
- Scoring pattern
- Support posts
galvanized, unpainted
- Concrete base
- Hard-surface pad



INFORMATION HUB

Figure 27: InfoHub Design Development

?

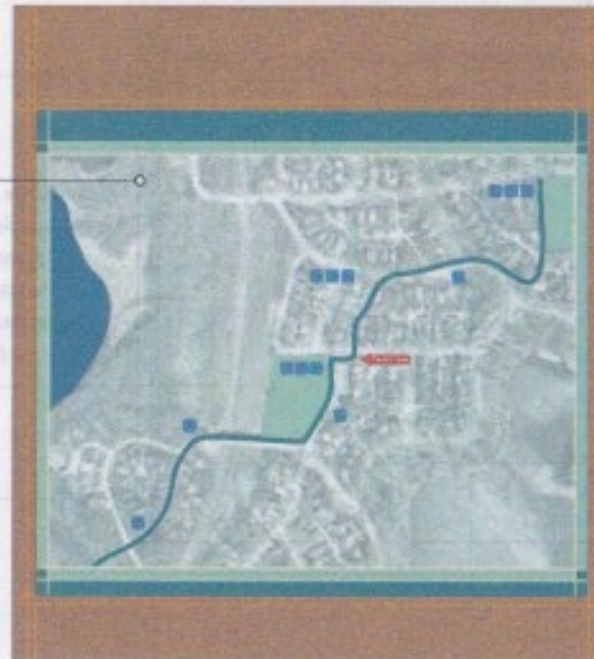
InfoHub



COMMUNICATION
MASTER PLAN

Individual Trail Map:

- Highlights a specific trail
- Identifies resources and amenities
- Trail heads and trail connections
- Scale and location grid system
- Locator map
- Universal pictograph symbols



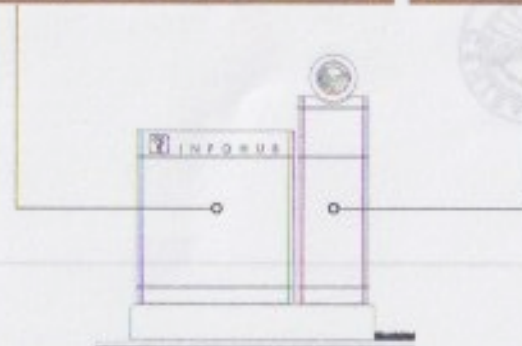
CHICHAQUA VALLEY TRAIL

Trail name & Logo

Individual Trail Information:

Information specific to this trail including:

- Trail length, conditions, terrain, and character
- Narrative on features, amenities, and resources available
- Community information, history, and events
- Rules and regulations
- Where to get more information



SIDE B: INDIVIDUAL TRAIL INFORMATION

Figure 32: InfoHub Side B: Individual Trail Information

InfoHub

Information pictograph

Map panel

Map highlights the specific trail including features, resources, amenities, trail connections, major streets, and other relevant information. Space is designed to accommodate horizontal, vertical, or diagonal trail alignments. Any additional available space may be used for further narrative or imagery.

Scoring pattern

Concrete base



Medallion

Trail Name panel

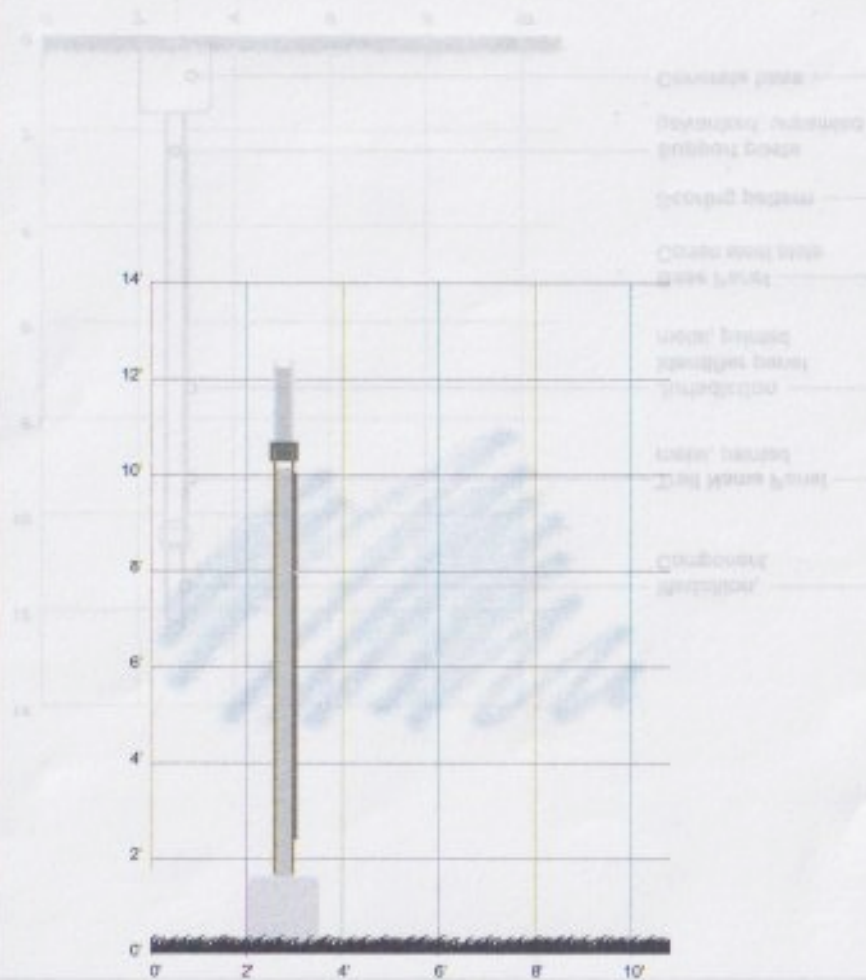
Information panel

Panel highlights information specific to this trail which may include narrative on features, resources, communities, history, events, rules and regulations, locator map, and where to get more information

SIDE B: INDIVIDUAL TRAIL INFORMATION

Figure 31: InfoHub Side B: Individual Trail Information

Information Panel

COMMUNICATION
MASTER PLAN

INFORMATION PANEL PROFILE



INFORMATION PANEL PERSPECTIVE



INFORMATION PANEL FRONT

Figure 22: Information Panel Illustration

Information Panel

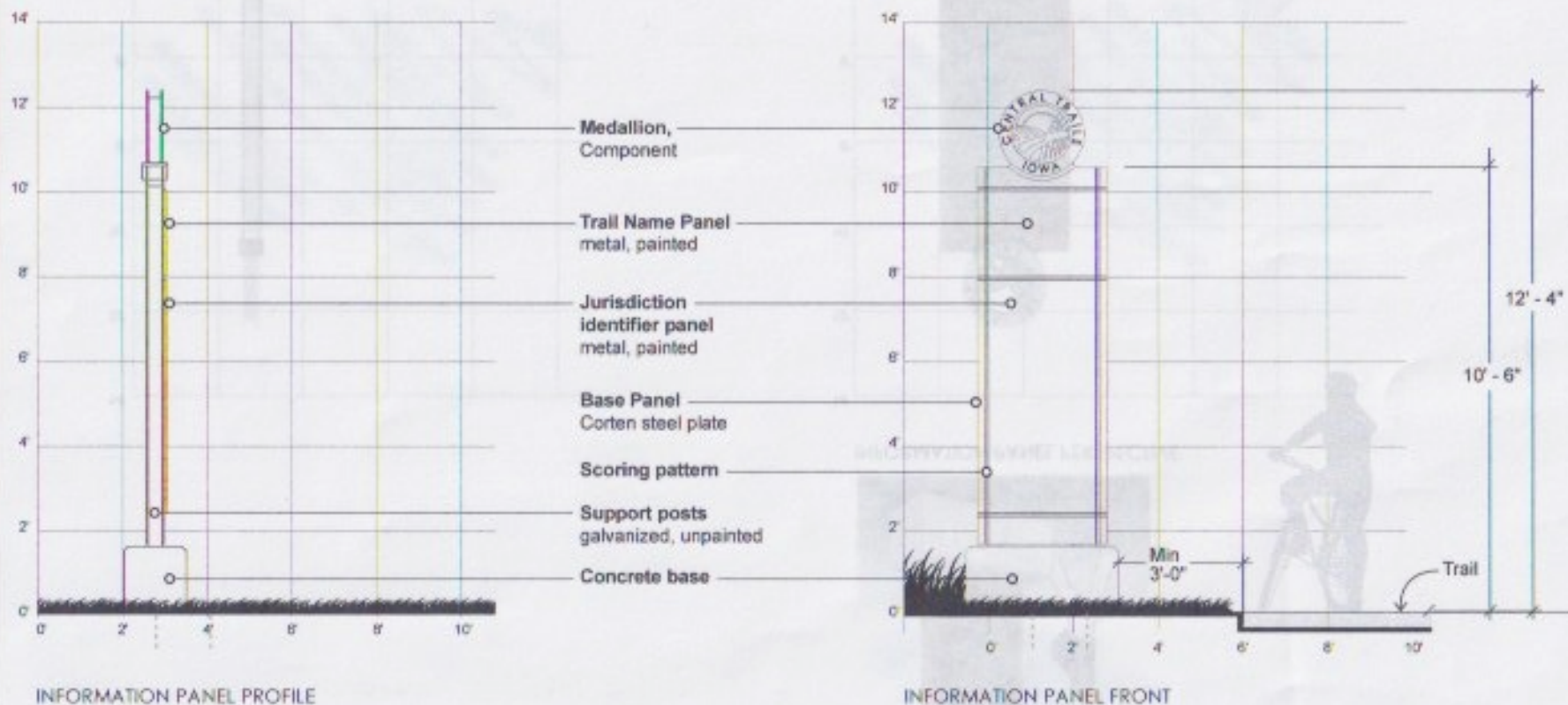


Figure 21: Information Panel Design Development

Implementation

Trail Marker		Quantity	Low Unit Price	High Unit Price	Low Item Total	High Item Total
Post		1	\$ 400	\$ 600	\$ 400	\$ 600
Medallion		1	\$ 600	\$ 750	\$ 600	\$ 750
Installation		1	\$ 300	\$ 350	\$ 300	\$ 350
Totals					\$ 1,300	\$ 1,700
Directional Standard						
Footing		1	\$	\$ 500	\$ -	\$ 500
Post and blade support		1	\$ 600	\$ 800	\$ 600	\$ 800
Sign Blades/Lettering		6	\$ 80	\$ 100	\$ 480	\$ 600
Medallion		1	\$ 600	\$ 750	\$ 600	\$ 750
Installation		1	\$ 500	\$ 750	\$ 500	\$ 750
Totals					\$ 2,180	\$ 3,400
Information Panel						
Footing		1	\$ 800	\$ 1,000	\$ 800	\$ 1,000
Frame posts		2	\$ 100	\$ 150	\$ 200	\$ 300
Steel Panels		2	\$ 100	\$ 125	\$ 200	\$ 250
Medallion		1	\$ 600	\$ 750	\$ 600	\$ 750
Names/Logos		2	\$ 200	\$ 300	\$ 400	\$ 600
Installation		1	\$ 500	\$ 750	\$ 500	\$ 750
Totals					\$ 2,700	\$ 3,650
InfoHub						
Footing		1	\$ 900	\$ 1,100	\$ 900	\$ 1,100
Frame posts		4	\$ 100	\$ 150	\$ 400	\$ 600
Steel Panels		4	\$ 125	\$ 150	\$ 500	\$ 600
Medallion		1	\$ 600	\$ 750	\$ 600	\$ 750
Names/Logos		2	\$ 200	\$ 300	\$ 400	\$ 600
Exhibits		4	\$ 500	\$ 600	\$ 2,000	\$ 2,400
Installation		1	\$ 750	\$ 1,000	\$ 750	\$ 1,000
Totals					\$ 5,550	\$ 7,050
Off-Trail						
		1	\$ 75	\$ 125	\$ 75	\$ 125

Figure 39: Projected Individual Component Budgets

SHIVE-HATTERY APRIL 2006





SARGENT
PARK

CENTRAL IOWA TRAILS INFOHUB



MALLY'S WEH-WEH- NEH-KEE PARK

On the 100th anniversary of the founding of Mally's Weh-Weh-Neh-kee Park, the City of Mally's Weh-Weh-Neh-kee has created a special commemorative park sign. The sign is a tribute to the park's history and the community that has grown around it. It is a symbol of the park's enduring legacy and the pride of the community.



Baseball is a popular sport in Mally's Weh-Weh-Neh-kee Park. The park has a long history of hosting baseball games and tournaments. The community has always been supportive of the sport, and the park remains a great place to enjoy the game.





Friends of Chichaqua Valley Trail



NORWOODVILLE • BERWICK • BONDURANT • VALERIA • MINGO • IRA • BAXTER





Who We Are

Mission

The mission of Friends of Chichaqua Valley Trail is to be **advocates and stewards**, to **promote and create positive experiences** and **remove political boundaries** to benefit the multi-use recreational Chichaqua Valley Trail.

Purpose

The purpose of Friends of Chichaqua Valley Trail is to **promote and market** the Chichaqua Valley Trail and to **facilitate tourism and economic development** along the Chichaqua Valley Trail.



Updates

Accomplishments:

- National Recreational Trail Designation 2007
- Started Friends of CVT 2014
- Completed logo 2014
- Create Facebook and Gmail Accounts 2014
- Established IRS Non-Profit Status 2016
- Mileage, Road & Creek Signs 2015
- Organized Fall Color Ride 2015-2019
- Completed T-Shirt 2015
- Completed Bike Jersey 2016 & 2018
- Booth at Bike Expo 2015-2023
- Created CVT Website 2016
- Uofl Tippe Business College Marketing Study 2016
- 30-Year Anniversary 2017
- CVT Print by Bozz Prints 2017
- Hosted Pedaler's Jamboree 2017, 2018
- Created Trail Brochures 2018, 2021, 2024
- Funding Derecho Storm Cleanup 2020
- Compile Trail Counts

Projects:

- Bike Repair and Air Pump Stations
- Ira Info Panel
- Trees Forever Trails Visioning
- Mingo Trail Crossing



Contact

www.chichaquavalleytrail.org

(website)

chichaquavalleytrail@gmail.com

(e-mail)

[@chichaqua](#)

(Twitter)

[Chichaqua Valley Trail – Central Iowa Trails](#)

(Facebook)



**BUSINESS OF THE PARKS & RECREATION BOARD
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 7.a.
For Meeting of 11/21/2024
Discussion Item

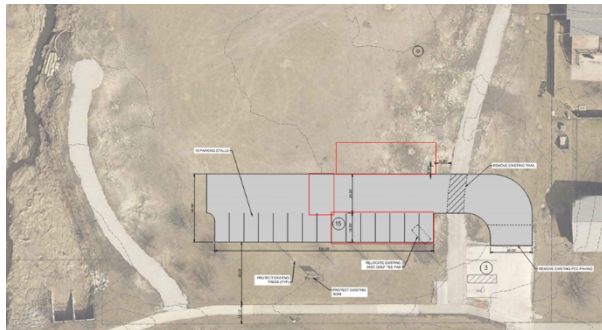
TITLE: Disc Golf Course

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: Attached are proposals from McClure for staking the disc golf course and final design of the course layout, and from Shive Hattery for the parking lot design. The course accommodates for the parking lot configuration.

As a reminder, below is the configuration of the parking lot.



FUNDING SOURCE: Local Option Sales and Services Tax (LOSST) and Grant Funds

STAFF RECOMMENDATION: Make a recommendation on the proposals to forward to City Council.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Eagle Park Disc Golf Concept and Layout Scope_Rev 20241105

DETAILED SCOPE OF WORK

MCCLURE ENGINEERING COMPANY

DETAILED SCOPE OF WORK

Eagle Park Disc Golf - Bondurant

Project Understanding

McClure Engineering Company (aka "McClure", aka "Consultant") understands that the City of Bondurant (aka "City", aka "Owner") would like to install a 9-hole disc golf course in Eagle Park. City has requested McClure provide concept layouts, design assistance and construction staking.

General Description of Scope

McClure will hold a virtual kickoff meeting with City officials to determine goals and establish initial concepts. Based on City feedback, McClure will provide maps generated in ArcGIS to show potential tee pad and basket locations (9-holes plus potential alternate locations), including fairways and greens. Maps will also include property boundaries, easements (if public and/or readily available) and other features relevant to the course design (creek crossings, prohibited areas, existing pedestrian path, etc.). McClure will submit initial maps for City review and revise maps based on City feedback until final approval is achieved.

McClure will also provide construction staking once the City is ready to install the disc golf course, likely in early Spring 2025. Staking will be completed using GPS technology and will include basket and tee pad locations, greens and fairways. Baskets and tee pads will be marked with flags or survey stakes while fairways and greens will be marked with spray paint.

Project Team

Owner

City of Bondurant

Katie Klus, Communications and Events Coordinator

200 2nd Street NE Bondurant, IA 50035

(515) 630-6982

kklus@cityofbondurant.com

Consultant

McClure Engineering Company

Lee Strait, Project Manager – Environmental

(319) 531-7587

2229 E. Grantview Drive, Suite 2 Coralville, IA 52241

lstrait@mcclurevision.com

Geoff Barnes, GIS Specialist - Environmental

(515) 249-0681

335 SE Oralabor Road Ankeny, IA 50021

gbarnes@mcclurevision.com

Exclusions

The following services are not included in this scope of work but may be added by contract amendment:

- Topographic, boundary or easement survey beyond GPS location
- Hydrologic and Hydraulic modeling
- Geo-technical analysis
- Detailed landscaping plans and layouts
- Permitting such as floodplain, NEPA, CWA Section 404 or 408, etc.
- Funding acquisition or negotiation
- Preparation of bidding documents, construction SWPPP, or project manual
- Construction observation or administration services
- Contract closeout documentation
- Land purchase costs, closing costs associated with land acquisition, and costs associated with condemnation process.
- Preparation of Acquisition Plats and Legal Descriptions
- Right-of-Way Services not specifically mentioned herein, including Individual Parcel Exhibits, Preparation of Parcel Files, Appraisals and Compensation Estimates, Appraisal Review, Right-of-Way Negotiations/Acquisitions, Closing, Condemnation Services
- Testing of any suspect environmental material, including but not limited to asbestos, radon, lead, air quality, or industrial waste
- Any permit and publication fees associated with permit applications except as noted
- Construction material testing services
- Public meetings and exhibits
- Formal Operation and Maintenance Manual
- Any other service not explicitly defined in this scope

Schedule, Fee and Terms

Consultant proposes to provide the services described above on a 'Time and Materials – Not to Exceed (NTE)' fee based on Consultant's 2024 rate schedule (attached). The fee will include all labor, equipment, materials and reasonable expenses (travel, mileage, etc). All work will be completed by June 1st, 2025.

Consultant will track the budget & will notify Owner in advance if the scope and budget needs to be amended to provide all services identified.

The actual effort included in the billings may include work completed before the contract is fully executed if the work is described in the scope of services and pertinent to the timely execution of project progress. If additional services beyond those included in this scope are requested, or otherwise determined to be required, this lump sum fee limit may be increased only by specific written authorization from the Client.

The estimated fee for the proposed services will be a Time and Materials – NTE fee of \$8,790 and will be billed monthly based on progress made. Fee breakdown is included below.

 McCLURE™	FEE SCHEDULE	TASK SUBTOTAL
PHASE 100 - PRELIMINARY PLANNING AND REPORTS		\$550.00
PHASE 500 - FINAL DESIGN		\$4,010.00
PHASE 700 - SURVEY SERVICES		\$3,200.00
PHASE 850 - PROJECT MANAGEMENT & MEETINGS		\$830.00
PHASE 950 - MISC FEES, EXPENSES, & SUBCONSULTANTS		\$200.00
Total Fee		\$8,790

Project Assumptions –

Consultant will base the project design on the following standards and specifications:

- Current version of Iowa SUDAS
- City standard specifications (if applicable)
- The following Georeferencing systems will be used:
 - Horizontal: Iowa RCS Zone 8 Ames
 - Vertical: NAVD88 (Geoid18)

Specific Scope of Services Items, Tasks and Deliverables

1. Project Management

1.1. Project Administration

1.1.1. Management of Team, Budget, Schedule, and Scope

Consultant will manage the project with respect to internal staff and owner communications. A formal communication chain will be established to prevent confusion and re-work. Monthly invoices will be provided that include an estimate of task completion (%) and budget status. If project work is not progressing in a manner to comply with the anticipated completion date, the Consultant shall provide a brief summary of the actions to be taken to reduce or eliminate any delays in completing the tasks in accordance with the agreed upon schedule.

Consultant will monitor and manage project production with respect to schedule and scope. This includes task identification, scheduling, task assignment, relating tasks to one another, and coordination with other members of the project team. The Consultant will to the best of their knowledge inform the Owner of any services required which may not be included in this scope. It will be the responsibility of the Consultant to receive written Owner approval of any potential amendments to the contract before the services are rendered. Only those services approved by the Owner are eligible for compensation.

1.2. Meetings

1.2.1.1. Owner Kickoff Meeting

Key staff from Consultant will meet with key staff from Owner (virtually via Zoom, etc.) to discuss project goals and timelines, establish communications procedures, facilitate information requests (if any), and foster any additional project discussions necessary to get the project underway.

1.2.1.2. Progress and Design Review Meetings

Consultant will host 1 design review meetings (in person, or “virtual” using Zoom, etc.) with key staff from Consultant and the Owner. Others including stakeholders, contractors, etc. may be invited to join specific meetings if pertinent. The purpose of the meetings will be to review the

proposed layout, give brief updates on progress, to share developing information, and to make basic decisions to keep the project moving forward systematically.

The purpose of the meetings is to review comments and feedback at one time, such that the design team can proceed with improving the project documents for the next milestone.

Deliverables – Consultant will prepare meeting agendas and minutes if appropriate.

1.2.1.3. Internal Team Meetings

Internal team meetings will be informal and as needed to coordinate among the teams within Consultant.

2. Existing Conditions

2.1. General Project Reconnaissance

Consultant will collect any project data and documents not previously obtained in the scope development and will review the documents for information pertinent to the project. Consultant will visit the site, take photos, for documenting existing pre-construction site conditions and for reference by the team throughout the design process.

Deliverables – Photos, electronic scans of hard copy data, drone footage, etc. can be delivered for Owner's usage if requested.

3. Conceptual Plan Development

3.1. Conceptual Plan Development

After the kickoff meeting and initial discussions, Consultant will provide conceptual design plans in ArcGIS showing potential layout and amenities. Consultant will submit a draft concept to the City for review. Consultant will incorporate City feedback into the concept and will resubmit for review up to 3 times. Additional review steps may require a contract amendment.

4. Survey Services

4.1. Construction Staking

After concept approval, Consultant will arrange a date with the City to stake the proposed layout in Eagle Park so it may be constructed according to the design. Consultant will provide all necessary equipment and technology needed to accurately mark the locations. Basket and tee pad locations will be marked with flags or construction lathe and appropriately labelled. Fairways and greens will be marked with orange or white spray paint so City maintenance personnel can construct them. It is anticipated the required staking can be completed with one trip to the site. Additional trips may require a contract amendment.



**BUSINESS OF THE PARKS & RECREATION BOARD
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 8.b.
For Meeting of 11/21/2024
Discussion Item

TITLE: City Park update

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: Phase 2 of the Bondurant City Park project, which includes the splash pad, is currently out to bid.

The Bondurant City Council will hold a public hearing at 6:00 p.m. on **December 2, 2024**, at the Bondurant City Hall, located at 200 Second Street NE, Bondurant, Iowa 50035. The purpose of the public hearing is to consider the proposed plans, specifications, form of contract, and estimate of cost for the **Bondurant City Park Phase 2 Project**. The City Council expects to award a contract at this meeting.

City Staff and the design team from RDG and their partner consultants have been working on the design and plans for Phase 2, which is to include the Splash Pad and associated underground infrastructure for the Ice Ribbon. This also includes the control buildings for each.

Substantial completion for Phase 2 is scheduled for May 14th, 2025, which will allow for the splash area to be on the original timeline set forth when the City Park Reconstruction first began.

There has been discussion about removing the performance pavilion from the city park project and relocating an amphitheater to the Grain District. That will enhance the grain district while preserving additional green space at City Park.

Below is a visual of some of the features of the splash pad.



FUNDING SOURCE: GO/TIF Bonds/Grants/LOSST

STAFF RECOMMENDATION: This is a discussion item.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



**BUSINESS OF THE PARKS & RECREATION BOARD
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 8.c.
For Meeting of 11/21/2024
Discussion Item

TITLE: Update on Fire Station Renovation

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator
Marketa Oliver, ICMA-CM, SPHR, City Administrator

BRIEF HISTORY & ANALYSIS: The City Council recently contracted with FEH for design of the renovation of the current fire station into a facility for recreational programming and civic use. We will have an update regarding where we are at in the process and have preliminary images of potential floor plans.

With construction now underway for the new Bondurant Emergency Services Facility in the Civic Campus area, scheduled to open in Fall 2025, now is the ideal time for the City to begin implementing Goal 15 and Action Item 15A from the 2022 *Building Bondurant Comprehensive Plan*. These elements pertain to the current Bondurant Emergency Services Facility at 101 Grant Street North, which will soon be vacated, and state:

Goal 15: Enhance the downtown through strategic public projects to attract quality private redevelopment.

Action Item 15A: Repurpose the Bondurant Emergency Services building for community programming and events through the Parks & Recreation Department.

This renovation proposal also aligns with the 2024 *Art, Culture, & Wayfinding Master Plan* Appendix, which outlines a vision to transform the former Emergency Services Facility into a venue for both Parks & Recreation activities and broader community events.

To move forward, the City of Bondurant requested proposals for design services on this renovation project, guided by the project's goals and timeline. FEH Design is the firm that created the original building designs for 101 Grant Street North. FEH Design's proposed team includes KCL Engineering and Bolton & Menk. Their timeline for the project is as follows:

- **November-December 2024:** Schematic Design Phase

- **January-May 2025:** Design Development & Construction Documents
- **June 2025:** Bidding/Contract Award
- **October 2025:** Start of Construction
- **April 2026:** Facility Opening

The RFP included the key design goals:

1. Office and Meeting Space:

- Design the facility to accommodate at least three offices.
- Include a conference room suitable for meetings and community gatherings.

2. Restroom and Locker Room Upgrades:

- Reconfigure existing restrooms and locker rooms to ensure adequate plumbing fixtures and facilities for the change in occupancy and increased occupant load.

3. Storage Solutions:

- Convert the existing Decontamination Room into storage space for recreation equipment.

4. Apparatus Bay Doors:

- Provide a design approach for the four apparatus bay doors on each side of the building, considering their future use and aesthetics.

5. Natural Light Enhancement:

- Enlarge existing windows to improve natural light.
- Add a window in the small office near the west entry to provide a view of the recreation area.

6. Kitchen Upgrade:

- Renovate the kitchen with considerations for event rentals, including functionality for catering and food preparation.

7. Exterior Treatment:

- Recommend exterior improvements that maintain and enhance the downtown character of Bondurant. Please note the exterior treatment shown in the Art, Culture, & Wayfinding Master Plan may be considered too modern of an approach given this site's downtown location and character.

8. Parking Optimization:

- Maximize parking opportunities on the site to accommodate the anticipated increase in visitors. Please note we do not anticipate that a community garden will be incorporated into the site's design as shown in the Art, Culture, & Wayfinding Master Plan.

9. Entrance Design:

- Develop entrance features that face Main Street, with a potential secondary entrance for catering or service access from Grain Street.

10. Indoor/Outdoor Space:

- Create a flexible indoor/outdoor space on the east side of the building, which will serve as the new front.

11. Technology Integration:

- Develop recommendations for technology enhancements to support events, recreation activities, and facility management.

12. Acoustic Considerations:

- Address any necessary acoustic modifications to improve the functionality and comfort of the space for various activities.

FUNDING SOURCE: GO/TIF Bond/LOSST/Grants

STAFF RECOMMENDATION: This is a discussion item.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



**BUSINESS OF THE PARKS & RECREATION BOARD
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 9.a.
For Meeting of 11/21/2024
Reports and Comments

TITLE: Movies in the Park Report

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: Movies in the Park has not been well attended. The attendance is very low and the cost per movie license is \$500. Additionally, because the sun sets so late in the day during the summer, it makes it difficult to get through a two-hour movie for young children.

Moving forward, staff recommend doing Movies in the Park in conjunction with another event (such as Bondu Spooktacular, Merry & Brights, etc.). Staff are also researching the possibility of being able to reduce investment by how we approach promotion of MIP, which will be discussed at the meeting.

FUNDING SOURCE: General Fund

STAFF RECOMMENDATION: This is a discussion item.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. 2024 Event Report



Park & Rec Event Report

Name of Event: Movies in the Park

Date: June, Aug, Sept

Time: Sunset

Demographic: families, kids

Attendance: 6, 4, 2 (each respective month). I also had some that stopped as they passed through the Depot area but didn't stay longer than 15 minutes.

Volunteers: none

Equipment & Supplies: AV Equipment, screen, popcorn machine, popcorn/bags

2024 Donations	
Lion's Club	\$500
Men's Club	\$200

Advertisement: Social Accounts, website, Bondurant Living mag

Lessons Learned: I would recommend we only do this in conjunction with another event (Halloween event, Merry & Bright, etc). The attendance is very low and the cost per movie license is \$500 as it sits currently. Also, events during the summer can be difficult b/c the sun sets so late in the day, which makes getting through a 2-hour movie difficult if the kids are young.



**BUSINESS OF THE PARKS & RECREATION BOARD
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 9.b.
For Meeting of 11/21/2024
Reports and Comments

TITLE: Bondu Spooktacular Event Report

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: It will be nice to have this event in City Park next year as we were bulging out of the Depot with how many people attended and how many booths. We had 2 food vendors – one coffee truck and one shaved ice. Donut-eating competition wasn't as well attended as usual which may have been a product of the increase in the number of community organizations who participated. I would like to offer something different or in addition to candy next year. The accidental extra chips were a big hit (maybe do popcorn bags). I also have noted to request supplies from Walmart and Target earlier next year and call them to check on its status. They seemed pretty disorganized and lost the requests. Next year I would like to dedicate time to going out to take photos and check on booths. I will try to have another staff or volunteer run the City Booth. Marketa did a great job at the costume contest!

FUNDING SOURCE: General Fund and Donations

Donations:

Upstream Gardens (Pumpkins)
Playground for Kids (Day passes)
Mister Carwash (Wash coupons)
DSM Playhouse (free tickets)
Fridley Theatres (BOGO coupons)
ISU Athletics (Free tickets)
Iowa Wild (Free tickets)
Climb Iowa (Day & Gear passes)
Pizza Ranch (kids buffet coupons)
Fareway (Candy Corn and Donuts)

STAFF RECOMMENDATION: This is a discussion item.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. BSpooktacular2024_EventReport



Park & Rec Event Report

Name of Event: Bondu Spooktacular

Date: 10/19/24

Time: 2:00-4:00pm

Demographic: families, kids

Attendance: 750

Volunteers: 2 staff plus 2 family members

Equipment & Supplies: City Tent, Halloween decorations, Candy, prizes for donut eating contest (full size candy bars or bags of chips), prizes for costume contest, bottled water, PAs and speakers.

*Charge hyperboom right before event.

Expenses:

Spiderman/Ghost Spider Cosplay: \$200

Candy & Prize supplies: \$172.60

Organizations Involved:

PCSO

BES

LUXE Medical Spa

Refined Radiance Med Spa

Universal Tint

Hair by Leann

Kaleidohope

Bondurant Library

Honest Wrenches Automotive Repair

Bondurant Community Foundation

Texas Roadhouse Altoona

Holly Manning - Girl Scout Troop

Founders

Flaming Wok (Bag Sponsor)

Bell Bottom Mobile Café

Photography by Ben

Lutheran Church of Hope Bondurant

Cheer Squad

Spirit Taekwondo (Ankeny)

Hy-Vee Health Exemplar Care

Bondurant Federated Church

Donations:

Upstream Gardens (Pumpkins)

Playground for Kids (Day passes)

Mister Carwash (Wash coupons)

DSM Playhouse (free tickets)

Fridley Theatres (BOGO coupons)

ISU Athletics (Free tickets)

Iowa Wild (Free tickets)

Climb Iowa (Day & Gear passes)

Pizza Ranch (kids buffet coupons)

Fareway (Candy Corn and Donuts)

Advertisement: Social Accounts, website, Bondurant Living mag

Lessons Learned: Will be nice to have this event in City Park next year as we were bulging out of the Depot with how many people attended and how many booths. Had 2 food vendors – one coffee truck and one shaved ice. Donut eating – rework this next year. With how many people there were it was difficult to get the word out about it starting. Offer something different or in addition to candy next year. The accidental extra chips were a big hit. Maybe do popcorn bags. Request supplies from Walmart and Target earlier next year and call them to check on it. They seemed pretty disorganized. Dedicate time to going out to take photos and check on booths. Have another staff or volunteer run the City Booth. Marketa did a great job at the costume contest! Don't need multiples judges. Just have 1-2 people.