

**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/89079099353?pwd=ASS0v608PUWja5ZKsd0k3bfjNHYesV.1>*

**NOTICE OF A REGULAR MEETING
BONDURANT PARKS AND RECREATION BOARD
JULY 17, 2025**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on July 17, 2025, in the Bondurant City Center, 200 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
 - a. -June 2025 Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - a. -Jason Greubel, Bondurant Soccer Club
7. Action Items
 - a. -Discussion and direction for Pleasantview Park
 - b. - Splash Pad Hours
 - c. - Professional Services Agreement with Bolton & Menk in the amount of \$29,500 for conceptual design services related to Bluejay Landing Park
8. Discussion Items -
9. Reports and Comments:
 - a. -Communications & Events Coordinator Report
 - b. -City Administrator Report
10. Adjournment

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

Bondurant Parks and Recreation Board
Minutes
June 19, 2025

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Approval of Minutes
 - a. -March Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - Jeff Cooke: Summerfest Update
7. Action Items
 - a. - Natural Fencing at City Park
The Board agreed to recommending that a natural fence (native grasses barrier) to prevent basketballs and other equipment from entering the street adjacent to the basketball court at City Park.

Katie is going to follow up regarding lines on basketball court.
8. Discussion Items -
 - a. - Disc Golf Installation (Summer/Fall)
Public Works is following up with the contractor when the next mowing of the prairie at Eagle Park so that Katie can coordinate with McClure to begin staking.
 - b. - Silo Commons
The City presented initial renderings for Silo Commons, the public community space in the Grain District. The board had questions on how elevation could be used to increase visibility by the audience.
 - c. - The Garden Installation at Lake Petocka (Artocka Loop)
The Board would like the City to explore an option for seating to be next to the planters, not directly in them, which would create a larger space for fishing, walking, etc. The seating elements may fit better in the areas that are 10' wide. There were concerns that were brought up regarding

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maximizing space for fishing. The Board explained that this area is multi-use, not strictly for fishing. By adding the kayak launch, there will be even more access to fishing from watercraft.

- d. -PIEowa Documentary Discussion and Update
The City will be partnering with the Bondurant Area Chamber of Commerce for the "Piemiere" of the PIEiowa documentary in August.

9. Reports and Comments:

- a. - Fishing Derby Event Report
- b. -Rails2Trail 1k/5k/10k Event Report
Pancake breakfast
- c. - Communications & Events Coordinator Report
America 250 - planning mtg next week
Summer Camps are public and to please share them far and wide
Summer Bus has also gotten more talk at community events this year
Upcoming Splash Pad ribbon cutting - we anticipate this in early August
Upcoming Water tower ribbon cutting - date to be set.
- d. - City Administrator Report
Ribbon Cutting: Collison Soccer (kids enjoyed the music aspect)
City Park: Vertical structures up
Summerfest: Booth at Summerfest - Grain District and Summer Camps
Grain District: Council approved a contract on Monday. Site plan for private improvements have been approved. Silo Commons.
Silo Commons: Fundraising is kicking off. On our website - can donate now.
The Station: About to go to bid.
July 16th: Groundbreaking Grain District
Tennis Courts at School: \$220k grant from National Tennis Association
Ribbon Cutting: Park Side connection

10. Adjournment

Katie Klus
Communication and Events Coordinator

ATTEST:

Dennis Lyman
Board Chair

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*



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

Item No. 6.a.
For Meeting of 7/17/2025
Presentation

TITLE: -Jason Greubel, Bondurant Soccer Club

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator

BRIEF HISTORY & ANALYSIS: The Bondurant Soccer Club has been working to secure funding for the BRSC Soccer Park in-field irrigation system project.

Prairie Meadows has committed \$10,000 to the project. This amount was awarded to the club on July 9th from their Youth Sports and Recreational Grant Program. The Bondurant Soccer Club has also committed \$7,000 to the project.

The estimated project completion cost is \$120,000. With secured funding of \$17,000, they are \$103,000 short of the goal.

They are currently working towards additional funding from three other sources; Polk County Supervisor Community Development Grant, Bondurant Men's Club and Mid-American Energy Foundation.

The Polk County Supervisor grant is due August 31st. The grant guidelines state; "The Applicant Organization shall have the fifty-percent (50%) of funding secured within sixty (60) days of the submission of the application to Polk County, or the application may be denied."

To help them meet the Polk County grant requirement, they are asking the City of Bondurant to commit \$30,000 to the park project. This amount is 25% of the cost of the park improvement. If committed, this would bring us to \$13,000 short of the 50% grant requirement.

They plan to be actively presenting their project over the next month to the additional funding sources to meet \$13,000.

As the soccer club grows, this field irrigation project will enhance field quality, reduce long-term maintenance costs, and improve the overall experience for youth and community members who utilize the BRSC Soccer Park.

FUNDING SOURCE: General Fund

STAFF RECOMMENDATION: This is an opportunity for the Soccer Club to present to the Parks and Recreation Board.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 7.a.
For Meeting of 7/17/2025
Motion

TITLE: -Discussion and direction for Pleasantview Park

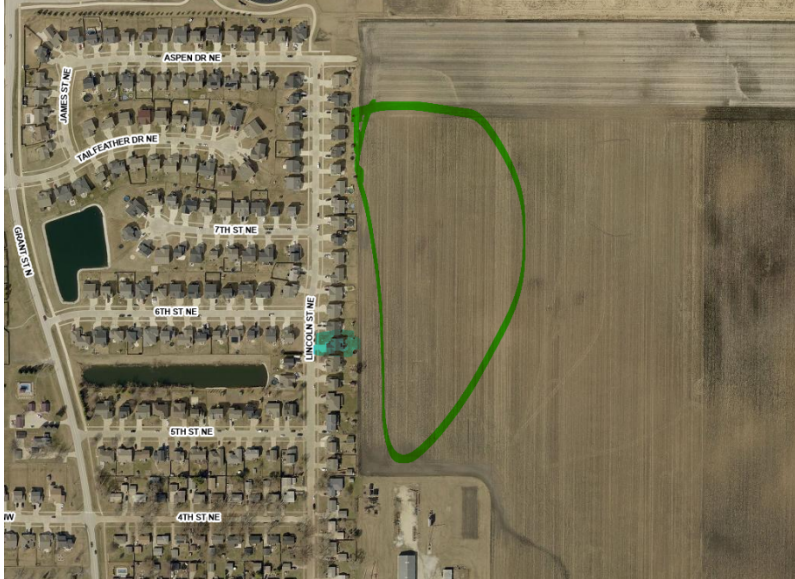
CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator

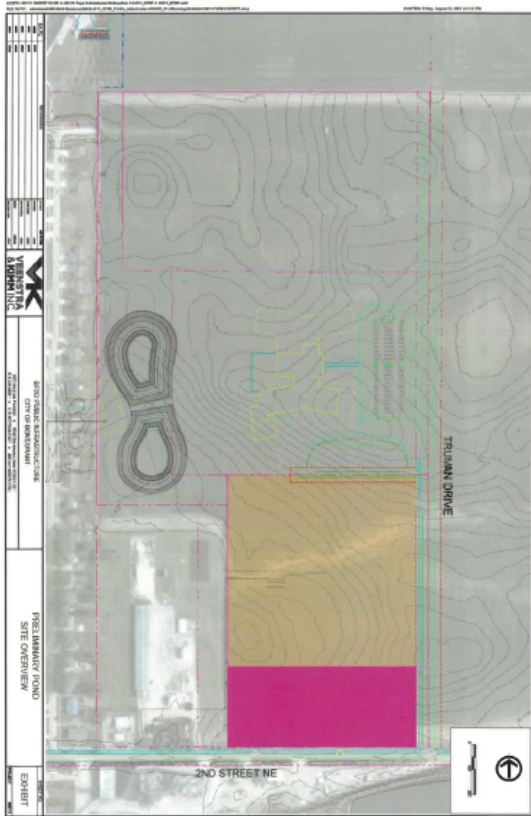
BRIEF HISTORY & ANALYSIS: On August 21st, 2023, City Council approved the professional services agreement with Veenstra and Kimm for design work on the Truman Dr. Public infrastructure project site area. Staff and engineers from Veenstra & Kimm have been working on coordination and design with the Bondurant-Farrar school district, and their design team. Plans have been finalized and are ready to go out for bidding.

This is a multiple-phase project as the new Truman Dr. NE will be the first project to facilitate the school district beginning construction of the new elementary school next spring. Phases 2 and 3 will include the Stormwater Improvements that are needed for this area and also the reconstruction of 2nd St. NE in this area and adding signalization to this new intersection.

With the stormwater improvements, there will be some public park improvements. The City recently purchased the house at 601 Lincoln. The house is highlighted in blue below and the general area of the future park is in green.



Below is a graphic from Veenstra and Kimm showing the rough layouts for the retention ponds, which will be stocked with fish. The plan is to connect into the trail to the north, that runs between the homes facing Aspen Drive and the high school. Additionally, there will be space along the southern edge of the public parkland for some play equipment. The City approved an agreement with Confluence to help with park design. Confluence has been working with the school on their layout for their ballfields and for the sports courts that the City and School District are working on jointly. Matt Carlisle from Confluence will be here to present at the meeting on Thursday. Additionally, staff are planning to host a booth at the Farmers Market on Wednesday to solicit public feedback on some ideas. The data and ideas will be presented to the Board on Thursday.



FUNDING SOURCE: Truman Capital Project

STAFF RECOMMENDATION: This is a discussion item and staff will request guidance for future action.

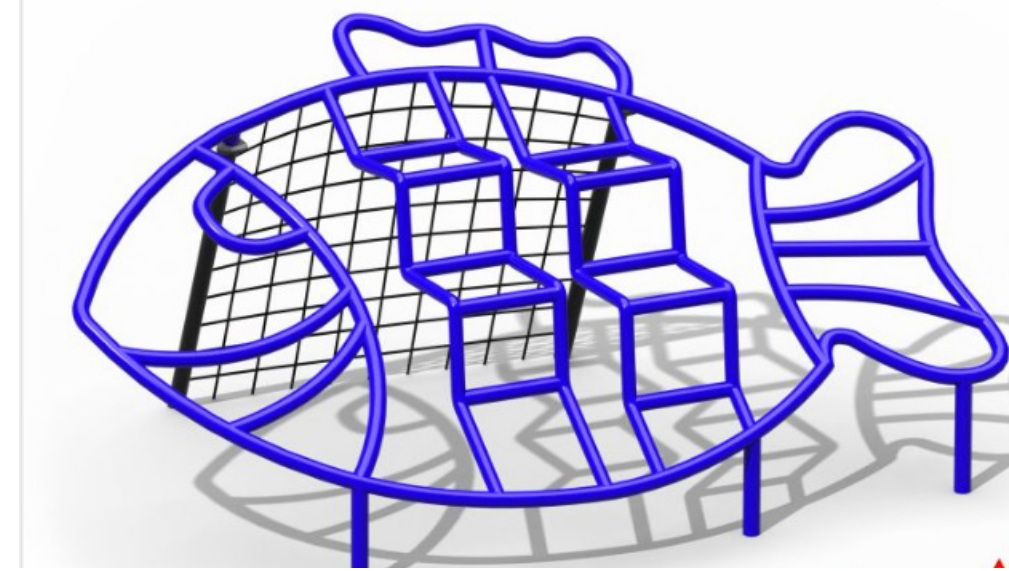
APPROVED FOR SUBMITTAL:

ATTACHMENTS:

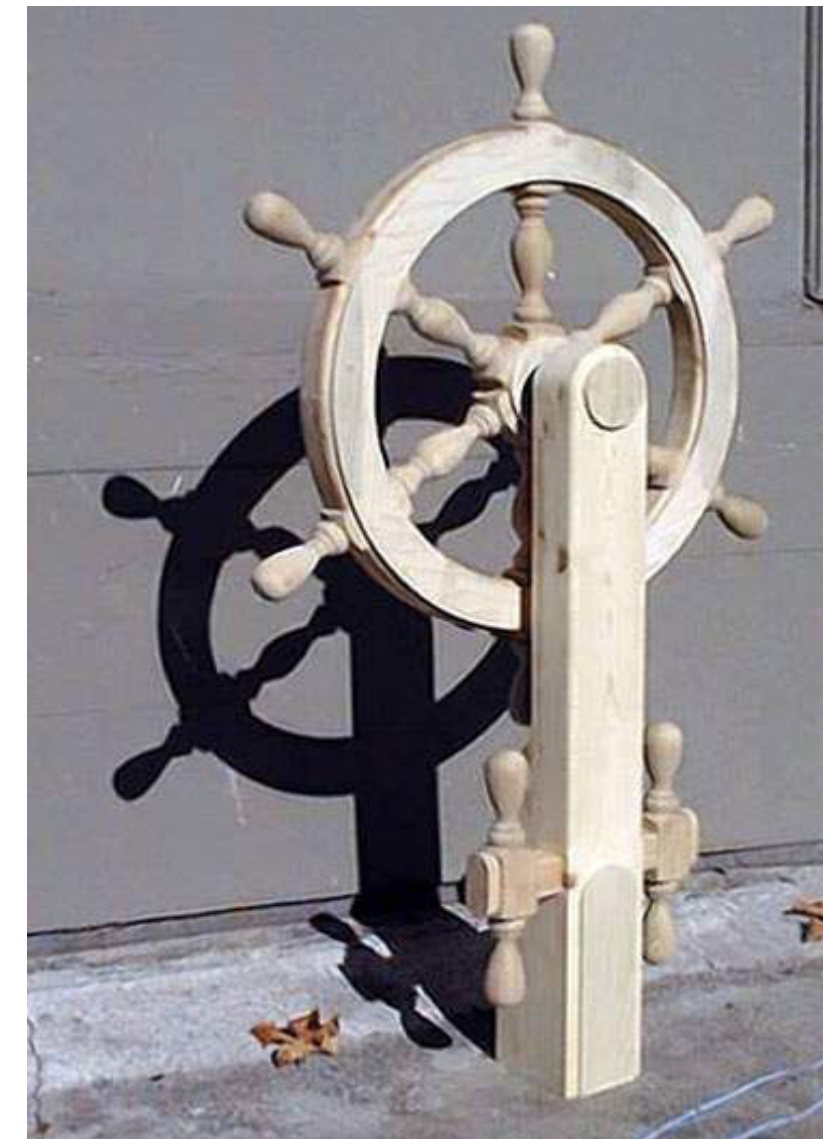
- 1. 2025-07-14 City Presentation Playground Themes
- 2. 2025-07-16 FINAL GRAPHIC

PLAYGROUND THEME CONCEPTS - CHOOSE YOUR FAVORITE!

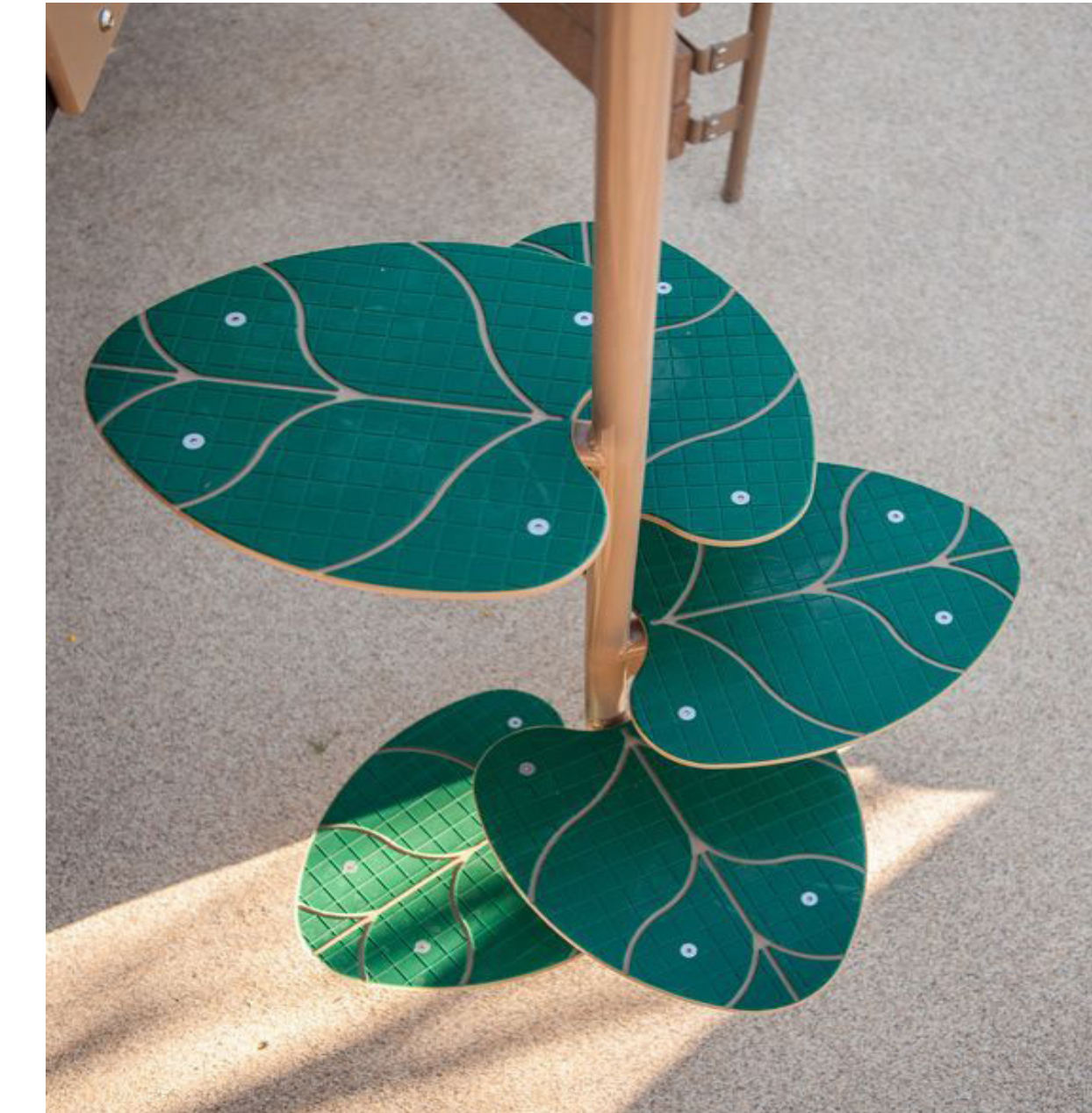
FISH THEMED

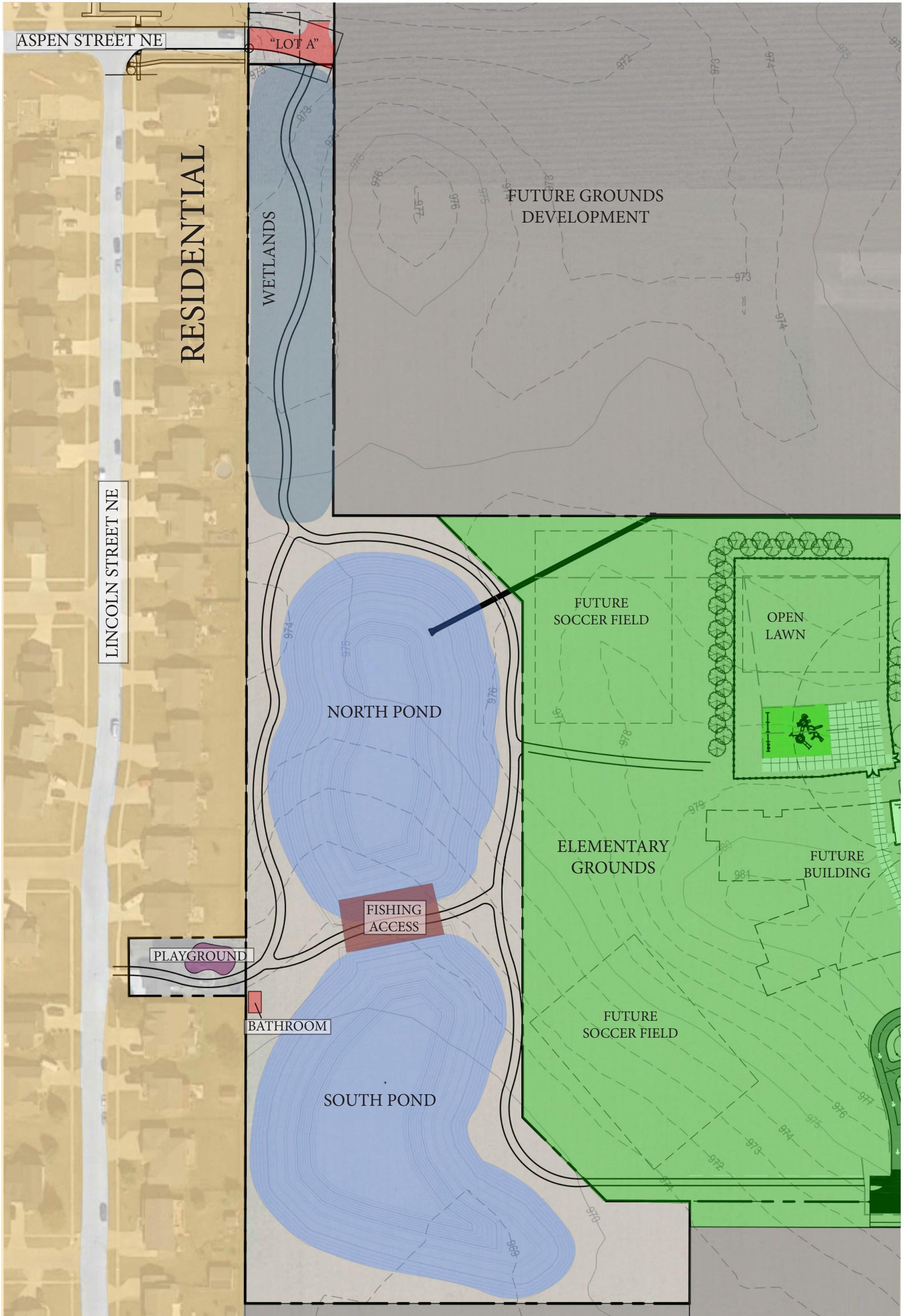


NAUTICAL / BOAT THEMED



NATURE THEMED







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

Item No. 7.c.
For Meeting of 7/17/2025
Motion

TITLE: - Professional Services Agreement with Bolton & Menk in the amount of \$29,500 for conceptual design services related to Bluejay Landing Park

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director
Katie Klus, Communication & Events Coordinator
Marketa Oliver, ICMA-CM, SPHR, City Administrator

BRIEF HISTORY & ANALYSIS:

The attached resolution approves the also attached Professional Services Agreement with Bolton & Menk in the amount of \$29,500 for the provision of conceptual design services related to Bluejay Landing Park.

The proposed scope of work will provide conceptual planning and visioning for future park improvements, including a nature-based playscape, a pedestrian bridge over Mud Creek, and creek access features that support environmental education and outdoor recreation. The project will begin with site analysis and a design charrette with City staff, followed by the development of two conceptual site plan alternatives. These concepts will be presented at a public engagement event to solicit community feedback. A final preferred concept plan will then be prepared, along with cost estimates, phasing strategies, and regulatory guidance. The process will culminate in a presentation to City Council for review and approval.

This planning effort is consistent with the City's long-range vision for public spaces. Policy 19B of the Building Bondurant Comprehensive Plan reads, "Continue development of currently under or unprogrammed parks in Bondurant". The 2024-adopted Parks, Trails, & Greenways Master Plan identifies Bluejay Landing Park as a key opportunity area for enhancements that emphasize natural elements and environmental stewardship.

The City of Bondurant is actively seeking grant opportunities to support future improvements in this Bluejay Landing Park area. Having a professionally developed concept plan will strengthen funding applications by demonstrating a clear, community-

supported vision for the site and ensuring alignment with regulatory and environmental standards.

FUNDING SOURCE:

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. 2025-07-01 Bluejay Landing Natural Playscape Proposal



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

July 1, 2025

Marketa Oliver, ICMA-CM, SPHR
City Administrator
City of Bondurant
200 2nd St NE Box 37
Bondurant, IA 50035

RE: Bluejay Landing Park Conceptual Master Plan

Dear Marketa:

The Bolton & Menk team is pleased to submit the following proposal to provide conceptual design and community engagement services for the natural playscape, pedestrian bridge crossing Mud Creek, and other park amenities and infrastructure for Bluejay Landing Park, detailed in the scope of services outlined below.

PROJECT UNDERSTANDING

We are excited to partner with the City of Bondurant to help realize your vision for Bluejay Landing Park and this next step in implementing the City's Parks, Trails, and Greenways Master Plan. It is our goal to serve as an extension of your team, providing a creative approach that is technically sound, leverages resources by incorporating multi-benefit, sustainable design solutions, meets regulatory requirements for development within the floodway, supports accessibility and users of varying ability levels, and creates a vision that complements existing and proposed City amenities and public spaces in a cost-effective way. Specific elements within this scope of work include:

- Concept development for a natural playscape that incorporates unique cultural, natural, and artistic elements
- Pedestrian crossing over Mud Creek that provides connection to the trail network and Eagle Park
- Creek access and in-stream features that promote use of the creek for exploration and that supports environmental education and an outdoor ethic
- Vision for future park improvements and amenities that connect to the natural playscape and adjacent trails, neighborhoods, and parks that complement other city amenities and offerings

SCOPE OF SERVICES

TASK 1: PROJECT KICKOFF AND SITE VISIT

Task Overview: Upon notice to proceed, we will complete an analysis of the site using publicly available GIS data, city-provided utility mapping, existing aerial photography, FEMA floodplain data, and other relevant information provided by the City to prepare a base map for use in concept development.

Prior to the project kickoff, we will prepare a project schedule in order to ensure timely project delivery that takes into account construction and regulatory constraints and any funding deadlines. During the kickoff, we will facilitate a design charrette with city staff to ensure we have a clear understanding of project needs and programming priorities. During the kickoff, we will also conduct a site visit to capture site photos and better understand site opportunities and constraints. We will then provide a summary memo and sketches of design ideas that will be the framework for subsequent tasks and deliverables.

Note: Boundaries and utilities will be approximate for the work completed as a part of this scope.

Deliverables:

- *Kickoff meeting notes*
- *Project boundary base map and updated aerial imagery of the park*
- *Stormwater management impact diagram*
- *Site inventory & analysis diagram*
- *Projected project timeline*
- *Park program outline*
- *Design sketches produced during the design charrette*

TASK 2: CONCEPTUAL SITE DEVELOPMENT

Task Overview: Our team will develop two (2) site concepts with varying amenities to be presented to City staff for discussion and consideration. Each concept will build upon the vision established in the City's Parks, Trails, and Greenway's Master Plan that was completed in 2024. Concept plan materials will include one (1) color-rendered plan graphic on 24-inch by 36-inch presentation board for each concept, supporting precedent imagery, and theming elements. In addition, we will facilitate one public engagement event to solicit feedback from the community for use in concept refinement. The engagement approach will be determined in coordination with City staff at the project kickoff and may include participation at a standing public event or more traditional public meeting format.

Subtask 2.1 Preliminary Site Concept Alternatives

- Develop two (2) preliminary site concepts with considerations for:
 - Varying amenity options
 - Nature-based playground
 - Park access for pedestrians
 - Floodplain/Floodway development requirements
 - Pedestrian water access to and across Mud Creek
 - Future traditional playground closer to Mallard Pointe Drive NW
 - Native habitat restoration
- Define programming priorities per concept

Subtask 2.2 Neighborhood Engagement Event

- Facilitate an interactive engagement opportunity with neighborhood residents, park users, and community members that may include a hands-on activity for children, site walking tour, visual preferencing, or other approach, as determined at project onset
- Meet with City staff to present concept alternatives
 - Discuss preferred components and amenities establishing direction for the development of one (1) preferred concept plan

Deliverables:

- *Two (2) 2D concept design plan graphics on 24"x36" presentation boards*
- *Up to two (2) supporting graphics/illustrations per concept to convey design intent.*
- *One (1) precedent photo board per concept*
- *Meeting minutes/follow-up summary*

TASK 3: PREFERRED CONCEPT PLAN

Task Overview: Upon evaluation of the preliminary concept alternatives, our team will review comments provided by City staff and stakeholders, finalize programming, and prepare a preferred concept plan for the park. To accompany the concept plan, we will prepare a construction cost estimate and phasing plan for the proposed improvements and Phase 2 design deliverables that will also include permitting and regulatory requirements. The final step in this process will be to present findings and preferred concept to City Council for review and adoption.

Subtask 3.1 Preferred Concept Plan Graphics

- Compile information from City staff
- Review preferred program elements
- Develop one (1) 2D preferred concept plan
- Prepare up to four (4) supporting graphics to convey design intent of amenities included in the concept plan; it is intended that the supporting graphics will be used in fundraising and communication/marketing efforts

Subtask 3.2 Preliminary Cost Opinion, Phasing, and Permitting

- Develop one (1) preliminary cost opinion for the preferred concept plan
- Phasing/implementation recommendations
- Provide an overview of permitting and floodplain/floodway regulatory requirements

Subtask 3.3 Present Preferred Concept Plan

- Upon request, attend one (1) City Council meeting to present one (1) preferred concept plan and the corresponding preliminary cost opinion for approval

Deliverables:

- *Deliver one (1) 2D preferred concept plan graphic on 24"x36" presentation board*
- *Deliver up to four (4) supporting graphics as necessary to convey design intent*
- *Deliver one (1) preliminary cost opinion*
- *Phasing/implementation plan*
- *Summary of permitting requirements*
- *Attend one (1) City Council meeting to obtain approval of the preferred concept plan*

ADDITIONAL SERVICES

Consulting services performed other than those authorized under Tasks 1-3 shall not be considered part of the Basic Services and may be authorized by the City as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project.

Additional services may consist of the following:

- Site Survey of boundary and topography
- Stormwater calculations and management design
- Design development or construction documentation services
- Floodplain modeling and permitting
- Deliverables normally associated with architectural, structural, or electrical services
- Civil engineering services for utilities and grading

FEE AND TERMS OF PROPOSAL

COMPENSATION

This scope of work will be completed and invoiced monthly at Standard Hourly Rates with an hourly not to exceed fee of **\$29,500** unless prior approval is received.

We appreciate this opportunity and look forward to working with you to realize your vision for the future of Bluejay Landing Park.

Sincerely,

BOLTON & MENK, INC.



Casey Byers, PLA
Principal Landscape Architect