

**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
SEPTEMBER 11, 2025**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on September 11, 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. -August 2025 Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
7. Presentations
 - a. -Wolf Creek Basketball/Pickleball Court - Neighborhood Presentation
8. Action Items
 - a. -Interview Parks and Recreation Candidates
 - b. -Discussion regarding temporary lights at the Bondurant Recreational Sports Complex Soccer Fields
 - c. -Consideration of Bondurant Soccer Club Lease Extension
 - d. -Public Art Evaluation and Policy Discussion
 - e. -Grain Silo Art RFQ
9. Reports and Comments:
10. Adjournment

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

Bondurant Parks and Recreation Board
Minutes
August 21, 2025

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Approval of Minutes
 - a. July 2025 Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board

Bondurant Soccer Club President Brandon Cooke gave an update on the funding match for the Polk County grant. He is also sharing awareness that they are going to ask the City Council for an amendment to their lease. Brandon will submit the proposed amendments via email to Marketa (City Administrator) to address with the Parks and Recreation Board members before the City Council Meeting on Sept. 2nd, 2025.
7. Action Items
8. Discussion Items -
 - a. Pleasantview Park Updates

John Aceto, of Confluence, presented an updated master plan for Pleasantview Park.
Board recommendations:

 - Playground color - prefer the lighter blue, brown colors of the initial submission from Burke
 - Fishing Pier - prefer shades over both sides of the pier rather than the middle
 - Fishing Pier - recommended changes to the graphics regarding the spacing of the pier in relation to the ponds
9. Reports and Comments:

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

- a. -Bondu Blues, Brews, and BBQ Event Report

- b. -Communications & Events Coordinator Report
 - Cribbage Tournament this Sunday - 32 signed up
 - Touch a Truck event is on Sept. 8th from 3-5pm. Please send along any contacts for interesting/unique vehicles/equip/etc
 - Bondu Spooktacular is coming up on Oct. 18th. I will be putting out the call for sponsors, vendors, participants once we get past the back-to-school frenzy.
 - Reminder that Trick or Treat night is on the last Saturday of Oct from 6-8pm.
 - City Park Mural Ribbon Cutting is next Wed night, the 27th at 5:30pm.
 - Puddle Pavilions Ribbon Cutting is on Sept. 2nd at 5.15pm at Eagle Park. ICON Executive Director will be speaking along with Mayor Elrod
 - Water Tower Dedication Ceremony will be held on Sept. 5th at 11am. Rep. Zach Nunn and Mayor Elrod will be speaking.

- c. -City Administrator Report
 - Destination Iowa presentation next Friday, the 29th of August.
 - Station Bids came in. We had 17 bids. They came in at the architect's estimate.
 - BES facility timeline is still on track.
 - We are getting additional funding towards the Puddle Pavilion installation, which nearly covers the cost of the entire Puddle Pavilion art installation.
 - Disc Golf baskets are almost here and the course should be in this Fall.
 - Basketball courts at Wolf Creek - half court plus pickleball court.

10. Adjournment

Katie Klus
Communication and Events Coordinator

ATTEST:

Dennis Lyman
Board Chair



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

Item No. 7.a.
For Meeting of 9/11/2025
Discussion Item

TITLE: -Wolf Creek Basketball/Pickleball Court - Neighborhood Presentation

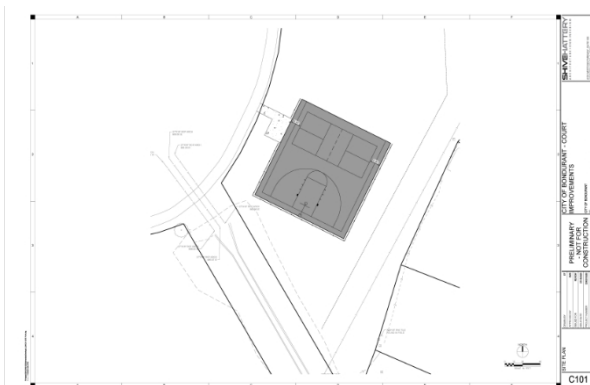
CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

This project aligns with the City of Bondurant’s 2024-adopted Parks, Trails, & Greenways Master Plan, which identifies the development of a multi-use court at Wolf Creek Park as a short-term implementation priority. The project is intended to expand recreational amenities for residents of all ages, supporting both active living and community wellness.

The proposed improvements will be located at Wolf Creek Park (3207 Wolf Creek Road SW). Designed by Shive-Hattery, Inc., the project features the installation of a 60’ x 60’ paved court that will serve as both a basketball court and pickleball court. This dual-purpose design maximizes the usability of the space and provides opportunities for a wide range of recreational activities.

To assist in funding the project, the City has successfully secured \$15,000 in grant funding through Prairie Meadows.



FUNDING SOURCE:

STAFF RECOMMENDATION: This is an update and presentation.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None

Sample Interview Questions

Parks and Recreation Board Interview Questions

1. Can you briefly tell us about yourself and what interests you in serving on the Parks and Recreation Board?
2. What experience—professional, volunteer, or personal—do you bring that would help you contribute to the board’s work?
3. What aspects of Bondurant’s current parks, trails, and recreation programs do you value most?
5. What do you see as the top priorities or opportunities for the Parks and Recreation Department in the next few years?
6. How would you balance the needs of different groups (youth, families, seniors, sports programs, casual park users) when making decisions?



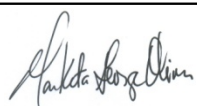
**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No.
For Meeting of 12.07.2020

ITEM TITLE: Resolution approving Bondurant Soccer Club Lease

CONTACT PERSON: Marketa Oliver, City Administrator

SUMMARY EXPLANATION: The attached resolution includes a lease with the Bondurant Soccer Club for use of the Bondurant Soccer Club East Complex at the Bondurant Recreational Sports Complex and West Complex near the American Legion.

| | | | |
|--|--|--|--------------------------------------|
| <input checked="" type="checkbox"/> Resolution _____ | <input type="checkbox"/> Ordinance _____ | <input type="checkbox"/> Contract _____ | <input type="checkbox"/> Other _____ |
| (Specify) _____ | | | |
| Funding Source <u>NA</u> _____ | | | |
| APPROVED FOR SUBMITTAL _____ | |  | |
| City Administrator | | | |

RECOMMENDATION: Approve resolution on a roll call vote.

CITY OF BONDURANT
RESOLUTION NO. 210119-XX

RESOLUTION APPROVING THE BONDURANT SOCCER LEASE

WHEREAS, the purpose of the agreement is to establish terms and conditions by which the City of Bondurant will make available facilities for use by the Bondurant Soccer Club for the local Recreation Soccer program; AND

WHEREAS, the City will make the ball fields at the East Complex at Bondurant Recreational Sports Complex (BRSC) and balls fields at the West Complex including facilities available under this agreement; AND

WHEREAS, the effective date of this Agreement shall be a three (3) year period (January 1, 2021 through January 1, 2024); AND

WHEREAS, the Bondurant Soccer Club shall lease the premises at the cost of \$1.00 per year; AND

WHEREAS, the terms of this agreement may be modified by mutual consent to increase or decrease the scope of work, adjust prices in subsequent agreement periods, or for such other purposes as shall become necessary during the conduct of the agreement period; AND

WHEREAS, this Agreement may be terminated by either party for cause upon twenty (20) days' notice, or by the City for convenience, upon one hundred twenty (120) days written notice from the terminating party to other party; AND

WHEREAS, this Agreement shall not be assigned, transferred or otherwise encumbered by the Bondurant Soccer Club without the prior written consent of the City; AND

WHEREAS, the Bondurant Soccer Club shall at all times hereafter, indemnify, hold harmless, and defend the City, its agents, and employees from and against any claim, demand, or cause of action of any kind or nature arising out of error, omission or negligent act of the Bondurant Soccer Club, its agents, or employees in the performance of services under this Agreement; AND

WHEREAS, the Bondurant Soccer Club shall provide, pay for, and maintain in force at all times during the term of this agreement, such insurance as required for Comprehensive General Liability Insurance; AND

WHEREAS, the invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Bondurant Soccer Club Lease, is hereby approved as presented.

Passed and adopted this 19th day of January, 2021,

Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Shelby Hagan, City Clerk

| Council Action | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Cox | | | | |
| Elrod | | | | |
| Enos | | | | |
| McKenzie | | | | |
| Peffer | | | | |

**AGREEMENT between CITY OF BONDURANT and BONDURANT
SOCCER CLUB for Use of the City Soccer Fields and Facilities**

This Agreement made and entered into this ____ day of _____, _____ between the CITY OF BONDURANT, IOWA, a municipal corporation of the State of Iowa (hereinafter the "CITY"), through its City Council;

AND

THE BONDURANT SOCCER CLUB (hereinafter "CLUB").

WHEREAS, the CITY acknowledges CLUB as a soccer program and;

WHEREAS, the CITY wishes to enter into an agreement with CLUB for the use of CITY facilities for programming;

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CLUB agree as follows:

ARTICLE 1 PURPOSE

The purpose of the agreement is to establish terms and conditions by which the CITY will make available facilities for use by CLUB for programming for participants 4-19 years of age, at CITY facilities in accordance with the terms outlines herein. The CLUB shall be responsible for all aspects of the CLUB without recourse to the CITY. The CITY will make the following ball fields and facilities available under this agreement:

--Bondurant Recreation Sports Complex ("BRSC") AKA Bondurant East Soccer Complex located at Lake Petocka

--Bondurant West Soccer Club Complex located behind the American Legion.

ARTICLE II TERM & RATE

The effective date of this Agreement shall be when the last party executes and dates same. The term of this Agreement shall be for a three (3) year period with an automatic three (3) year renewal, unless one party gives notice at least 90 days in advance that they object to renewal; November 1, 2020 through October 31, 2023, with the renewal dates of November 1, 2023 through October 31, 2026. This Agreement shall be discussed by the parties. The CLUB shall lease the premises at the cost of \$1.00 per year, with said amount to be paid to the CITY prior to the commencement of November 1 each year, as long as this lease is in force.

ARTICLE III CLUB RESPONSIBILITIES

CLUB shall be responsible for all aspects related to the organization, management, coordination and operation of the Bondurant Soccer Club program as specified herein:

1. Use premises in a careful and proper manner.
2. Use premises only for lawful purposes and will conform to and obey all present and future laws, ordinances, all rules and regulations of governmental authorities or agencies respecting the use and occupation of the premises.

3. No alcohol, tobacco or other drugs are allowed.
4. Not assign the lease or sublease the premises without the written consent of the CITY.
5. CLUB will make no major alterations or capital improvements without prior written permission from the CITY. Approval of any such Improvements or alterations must be granted or rejected within 30 days of receiving written notice from CLUB or the work may proceed as if such approval was received. Approval of such work will not be unreasonably withheld. CLUB shall obtain all required permits for any improvements or alterations. Any such improvements shall be the sole responsibility

of CLUB including paying for materials and labor. All improvements permanently attached to the land will become the property of the CITY at the end of this or any subsequent lease.

6. Permit the CITY to enter said premises at any time to examine the condition of said premises.

7. Conduct ordinary day to day maintenance and repair necessary to keep both the interior and exterior of the premises in a good state of repair and acceptable condition including but not limited to maintenance of all soccer fields and structures located on the premises, mowing, weed control, fertilization, lining of fields, maintaining tile, cleaning permanent restrooms, cleaning up trash, etc. Furthermore, CLUB shall also be responsible for adhering to all obligations created under this paragraph.

8. Maintain a tax-exempt status.

9. Not discriminate against any person on the basis of race, creed, gender, or religion.

10. Leave premises in as good condition as received except for reasonable wear and tear.

11. Have the authority to close the fields to everyone when CLUB deems it necessary to preserve the good condition of the fields. Examples would include when the fields are too soft due to rain or snow melt.

12. CLUB will have authority to ban and enforce ban of adults or youth who damage fields or fail to conform to the reasonable conduct policies of CLUB.

13. CLUB shall respond to and correct any deficiencies in performance of the services as identified by the CITY. Deficiencies shall be corrected within the time limits agreed upon with CITY based on the complexity of the corrective action.

14. CLUB shall be responsible for upkeep and responsible for any damage to any equipment loaned on occasion to CLUB by CITY. CLUB shall furthermore be responsible for equipment needed to maintain the soccer fields.

15. CLUB understands and agrees that in scheduling CLUB games or tournaments, they shall make reasonable efforts to give teams from Bondurant first preference when possible.

16. CLUB shall be wholly responsible for all concessions, concessions equipment, labor, the receipt of revenues and the payment of expenses. CLUB shall also be responsible for all licenses required for concession operation, and for maintaining all health standards required by law to operate. CLUB shall have full autonomy in their operations of concessions at the park, if necessary.

17. The CLUB will provide restrooms for its patrons.

ARTICLE IV - CITY RESPONSIBILITIES

1. Monitor CLUB performance and compliance with the terms of the Agreement.

2. CITY shall be responsible for paying utilities and for repair and maintenance of underground utilities located on the premises.

3. Any repairs and maintenance needed in parking lot.

4. CITY shall be responsible for winterizing plumbing fixture and posting a freeze notice to be posted after winterizing.

5. CITY shall provide training for CLUB employees or volunteers regarding safety room equipment.

ARTICLE V MODIFICATION OF AGREEMENT TERMS

The terms of this agreement may be modified by mutual consent to increase or decrease the scope of work, adjust prices in subsequent agreement periods, or for such other purposes as shall become necessary during

the conduct of the agreement period. Such amendments shall be accomplished in writing as an addendum to the Agreement.

ARTICLE VI MISCELLANEOUS

6.1 TERMINATION

This Agreement may be terminated by either party for cause upon twenty (20) days notice, or by CITY for convenience, upon one hundred twenty (120) days written notice from the terminating party to other party. In the event that CLUB abandons this Agreement or causes it to be terminated by CITY, CLUB shall indemnify CITY against any loss pertaining to this termination. In any event, CLUB or CITY shall not have the right to terminate this Agreement and have termination effective during the season, except for if breaching party commits an illegal act or if the CLUB abandons all obligations under this Agreement for a period of ten (10) or more days during the season.

For purposes of this Agreement, termination by CITY for cause includes, but is not limited to, the following:

1. CLUB'S failure to keep, perform and observe each and every provision of this Agreement and such failure continues for a period of more than seven (7) days after delivery to CLUB of a written notice of such breach or default; and/or
2. CLUB'S abandonment of the work and its obligations under this Agreement for period of ten (10) days or more during the course of a season. Such days need to be consecutive and CLUB shall have opportunity to show that they have not abandoned their obligations if they receive such a notice from CITY under this provision;
3. Any material misrepresentation, written or oral, made by the CLUB to the CITY;
4. Failure by the CLUB to timely perform and/or observe any or all of the covenants, rules, regulations, guidelines or terms and conditions of this Agreement;
5. Insolvency, bankruptcy, and/or suggestion of bankruptcy on the part of the CLUB;
6. Failure by the CLUB to restore CITY property and baseball fields to their original condition after use.

All CITY facilities, equipment, materials, and supplies provided to CLUB during the course of the work shall be returned in good condition (except for normal wear and tear) upon termination.

6.2 ASSIGNMENT

This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered by CLUB, under any circumstances, without the prior written consent of CITY.

6.3 INDEMNIFICATION OF CITY

CLUB shall at all times hereafter, indemnify, hold harmless, and defend CITY, its agents, and employees from and against any claim, demand, or cause of action of any kind or nature arising out of error, omission or negligent act of CLUB, its agents, or employees in the performance of services under this Agreement.

CLUB further agrees, at all times hereafter, to indemnify, hold harmless and defend CITY, its agents, and employees from and against any claim, demand or cause of action of any kind or nature arising out of any conduct or misconduct of CLUB resulting from the performance of services under this Agreement for which CITY, its agents, or employees are alleged to be liable.

CLUB acknowledges and agrees that CITY would not enter into this Agreement without this indemnification of CITY by CLUB, and that CITY'S entering into this Agreement shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of this Agreement. Nothing in this Agreement shall be construed to affect in any way the CITY'S rights, privileges, and immunities as set forth under Iowa law.

6.4 INSURANCE

Notwithstanding the indemnification and defense obligations of the CLUB, CLUB shall purchase and maintain such insurance described in this provision and Provision 6.4.1 below and will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from CLUB'S activities under the terms of this Agreement, whether it is to be performed or furnished by CLUB or anyone directly or indirectly employed or directed by CLUB to perform or furnish any of the activities under the Agreement.

CLUB shall provide, pay for, and maintain in force at all times during the term of this agreement, such insurance as required for Comprehensive General Liability Insurance. Such policy or policies shall be issued by an A rated (or better) property and casualty insurance company that is authorized to do business in the State of Iowa, and having agents upon whom service of process may be made in the State of Iowa. CLUB shall specifically protect CITY by naming the CITY OF BONDURANT, as an additional insured under the insurance policies hereinafter described.

6.4.1 Comprehensive General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability, and \$1,000,000 for General Aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- Premises and/or Operations.
- Broad Form Property Damage for the premises and to cover CITY'S commercial property, except that property damage coverage shall not need to be acquired for the specific equipment referenced in Article IV, Paragraph 7
- Broad Form Contractual Coverage applicable to this specific Agreement.

The CITY OF BONDURANT is to be named as additional insured with CLUB to liability arising out of operations performed for CITY, by or on behalf of CLUB, or acts or omissions of CLUB in connection with such operation.

Notice of Cancellation and/or Restriction: The policy(ies) must be endorsed to provide CITY with thirty (30) days notice of cancellation and/or restriction.

CLUB shall provide to CITY, prior to the effective date of this Agreement, a Certificate of Insurance or a copy of all insurance policies required by this Section 6.4, including any subsection there under. CITY reserves the right to require a certified copy of such

policies upon request. All endorsements and certificates shall state that CITY shall be given thirty (30) days notice prior to expiration or cancellation of the policy.

6.5 LAWS AND REGULATIONS

It is further understood by the parties that CLUB will, in carrying out the duties and responsibilities under this Agreement, abide by all federal, state, and local laws.

6.6 CONTRACT COORDINATOR

The CITY'S CLUB Coordinator during the performance of services pursuant to this Agreement shall be the City Administrator, telephone number, (515) 967-2418.

6.7 GOVERNING LAW AND VENUE

This agreement shall be governed by the laws of the State of Iowa. Any and all legal action necessary to enforce the Agreement will be held in Polk County, and the Agreement will be interpreted according to the laws of Iowa. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other of further exercise thereof.

6.8 AUTHORITY TO ENGAGE IN BUSINESS

CLUB hereby represents and warrants that it has and will continue to maintain its approvals required to conduct business as a tax-exempt entity, and that it will at all times conduct its business activities in a reputable manner. Proof of such approvals shall be submitted to the CITY'S representative upon request.

6.9 SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

6.10 NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

FOR CITY OF BONDURANT:
City Administrator for the City of Bondurant

200 2nd Street NE, Bondurant, IA 50035

FOR CLUB:

Alan Knuth, President of Bondurant Soccer Club
7525 NE 80th St, Bondurant, IA 50035

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals this
day of _____, _____.
_____, Shelby Hagan, City Clerk

CITY OF BONDURANT

A Municipal Corporation of the State of Iowa.
_____, Curt Sullivan, Mayor

BONDURANT SOCCER CLUB

By: _____, Alan Knuth, President Bondurant Soccer Club

Addendum to Agreement

This Addendum modifies the Agreement between City of Bondurant and Bondurant Soccer Club), in regard to the Use of the City Soccer Fields and Facilities

The following Articles shall be amended:

1. Article 1: The term shall be extended to October 31, 2031
2. Article III:
 5. Not assign lease or sublease the premises without the written consent of the City, except for Iowa Storm, or any other youth sports organization with a minimum of 70 percent membership living in the 50035 zip code

In all other respects, the Parties reaffirm the terms of the Agreement.

Dated: _____

WHEREAS, the Pleasant Hill Soccer Club (hereinafter called "Club") is a non-profit, community-based volunteer organization providing youth sports services to the children of Pleasant Hill, and WHEREAS, the City of Pleasant Hill (hereinafter called "City") recognizes the inherent value of youth recreational services within the community, and WHEREAS, it is intended that the Club administer Pleasant Hill Soccer at Hickory Glen Park, Doanes Park, Sunset Park, and Sunrise Park in full cooperation with the City.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. DEFINITIONS

Club Program: The Pleasant Hill Soccer Club administers Pleasant Hill Soccer at Hickory Glen Park, Doanes Park, Sunset Park and Sunrise Park. The Club consists of two seasons – Spring and Fall consisting of practices and weekend games.

Public Property: Property that is owned by the City of Pleasant Hill.

Spring Season: March 1- June 15

Fall Season: August 1- November 15

Capital Improvements: Improvements identified in the City's Capital Projects Budget.

Additional Mowing: Turf mowing that take place over and above normal park operations (more than once per week)

2. PREMISES

Recreational turf areas at Hickory Glen Park, Doanes Park, Sunrise Park and Sunset Park, and storage sheds at Hickory Glen Park, Sunrise Park and Sunset Park.

3. TERM OF AGREEMENT

The agreement shall be in effect on January __, 2023 and end on December 31, 2025

4. MAINTENANCE

All buildings and grounds maintenance on public property shall be performed by the City. The city will manage all turf maintenance on public property. The Club will reimburse the City for materials and supplies directly affiliated with preparing the fields for game play, included but not limited to nets, goals, flags, stakes, and striping paint.

5. MAINTENANCE FEE

There will be an annual maintenance fee of \$2,000/season. The maintenance fee assists the City in covering costs directly associated to the Club. The fee covers, but is not limited to: sports field turf care, field layouts, routine maintenance, and additional mowing (more than once a week).

6. FIELD SCHEDULING

The club will provide the City a schedule of games. The City is authorized to close fields or cancel activities due to weather, field conditions or City sponsored events.

7. FIELD PREPARATION

The city will provide initial field layouts and off-season line marking, along with placement and removal of goals and benches as needed. The Club will be responsible for field layouts on private property. Maintaining the field striping (in-season) at all locations will be the responsibility of the Club. Additionally, the Club will be responsible for supplying paint for field marking.

8. TOURNAMENTS

This agreement does not cover tournaments or any special events at the park that are not part of the normal club season. Such events are arranged through the City's special events application program.

9. BUILDING AND STRUCTURE DEVELOPMENT / CAPITAL IMPROVEMENTS

For the purpose of this lease, it is agreed upon between both parties that the City has control over all public improvements upon the land which this lease embodies. All structures of the park are property of the City. Development or improvements of any kind, whether temporary or permanent, shall be managed by the City and are not subject to the terms of this agreement.

The city has the right to improve, replace, remove, and/or relocate any park structure or facility, including but not limited to concessions, equipment storage, and fields. The City will coordinate timing of capital improvement projects to allow the Club continued use of a premise whether at Hickory Glen Park, Doanes Park, Sunset Park, or Sunrise Park or at another location to manage their seasonal responsibilities.

10. CONCESSIONS

All concessions, concessions equipment, labor, the receipt of revenues and the payment of expenses are the responsibility of the Club. The Club shall be responsible for all licenses required for concession operation, and for maintaining all health standards required by law to operate concessions. A current copy of the licenses and certificates must be posted in the concession stand. Placing vending machines in the city parks is prohibited.

11. CONTAINED & NON-CONTAINED TRASH

The Club shall remove all non-contained litter from the site after each use.

12. SMOKING

Smoking is prohibited at all Pleasant Hill Parks.

13. SIGNAGE

All signage must be approved by the City. The Club is responsible for all expenses related to banner placement.

14. INSURANCE

A certificate of insurance must be provided to the City upon of execution of this lease agreement with a minimum liability limit of \$2,000,000 aggregate and listing the City as additional insured and a certificate shall be provided by February 1 for each subsequent year.

15. YEARLY REPORT

The Club shall provide a financial report to the City at the conclusion of the season. The report shall include registration summary, fees, assets, liabilities, and the most recent annual tax return.

16. TERMINATION

Any violation of this agreement by the Club as determined by the City shall be specified by written notice to the Club stating the violations and should the Club not remedy the violations or submit an action plan in writing within fourteen days (14) days from the date of said notice, the City shall have the right to terminate this agreement forthwith.

If either party to this lease desires to terminate this agreement that party shall notify the other party with a written notice of its intent to cancel said lease prior to September 1 for the subsequent year.

17. MODIFICATION TERMS

There shall be no modification of this agreement unless said modification is made in writing and agreed to by both parties.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS USE AGREEMENT:

City of Pleasant Hill, Iowa

Pleasant Hill Soccer Club

By: _____
Sara Kurovski, Mayor

Date: _____

By: _____
Kevin Hoffman, President

Date: _____

By: _____
Dena Spooner, City Clerk

Date: _____

By: _____
Craig Jankowski, Vice President

Date: _____

City of Ankeny/Iowa Rush Soccer Club Lease Agreement

This agreement made and entered into this ^{17th} day of March, 2025, by and between the City of Ankeny ("Lessor") and Iowa Rush ("Lessee") governs activity at Prairie Ridge Sports Complex beginning March 10, 2025 through December 31, 2029.

Parties objective: It is the intent of the parties that the complex does not deteriorate through misuse, or lack of attention, maintenance or repair. Both parties agree that the responsibilities outlined in this agreement are intended to prevent the deterioration of the facility and its improvements through normal wear and to maintain the facility as a first-class complex that provides recreational opportunities for the community's youth and also serve as an attraction and destination for regional and state competitions.

Definitions:

League Program: The Iowa Rush runs a league program at Prairie Ridge Sports Complex every spring and fall consisting of practices and weekly games: League dates are approximately April 1 through November 1.

Third Party Group: Any group not a party to this lease - other sports sanctioning organizations.

The parties agree as follows:

1. **Premises:** The City of Ankeny agrees to lease Soccer Fields 21 and 31-38 to the Iowa Rush for the purpose of their league program. In addition, the City of Ankeny leases to Iowa Rush concessions, restrooms, and storage space.
2. **Term:** The term of the lease is five years; beginning on March 10, 2025 and concluding December 31, 2029.
3. **Exclusivity:** During the period of the lease, the City of Ankeny shall not enter into a lease agreement with any other Soccer organization for the purpose of a league program at Prairie Ridge or at City owned park property.
4. **Fee Methodology:** The methodology will be based on covering a percentage of Complex maintenance costs. A yearly escalator will be applied.
5. **Fee Assessments:** Iowa Rush shall pay 50% of its maintenance costs using actual 2024 costs as a base number minus an average per year capital improvement investment from years 2002-2019. (See Exhibit 1). A 5% escalator will be added each year during the lease period. If participation decreases by more than 5%, the escalator will be eliminated and Iowa Rush will pay the same fee paid the previous season.

Annual Lease Payment

- 2025: \$101,784
- 2026: \$106,873
- 2027: \$112,216
- 2028: \$117,826
- 2029: \$123,717

The assessment fee will be invoiced twice per year, with 50% of the total following conclusion of the spring season and 50% following the fall season. Invoices shall be paid within a 30-day timeframe.

6. **Park Usage:** During the soccer league program, Iowa Rush will have exclusive use of soccer fields. The City of Ankeny will work with Iowa Rush to schedule other activities, if there are fields available, during the league season. During non-league season, Iowa Rush shall have first consideration of usage however the City of Ankeny reserves the right to schedule activities on soccer fields during the non-league season. In these instances the City of Ankeny will be required to inform Iowa Rush of the dates and times fields will be in use. At all times throughout the year, the City of Ankeny has the authority to move games/practices to other fields, close fields, cancel or reschedule activities due to weather and/or field conditions. If these instances occur, the City of Ankeny shall notify Iowa Rush of the changes as soon as possible.
7. **Non-league Play:** Fees for any non-league play (tournaments, community rental, clinics, etc.) involving teams/players not participating in the Iowa Rush Leagues, the City of Ankeny reserves the right to charge a fee to that organization/individual(s) using the field(s). Iowa Rush will work with the Facilities Superintendent to approve scheduled play and ensure field availability.
8. **Schedule:** A schedule of league activities must be provided to the Facilities Coordinator at least 15 days (preferably 30) prior to league start. All activities to be held at the Complex must be approved by the Facilities Superintendent.
9. **City of Ankeny Responsibilities:** The City of Ankeny shall be responsible for maintaining playing fields and surrounding grounds in accordance with the standards deemed appropriate by City staff.
 - a. Maintaining, cleaning and/or repairing include the following:
 - i. All athletic fields
 - ii. Commons areas
 - iii. All landscaping
 - iv. Parking areas
 - v. Sewer, potable and irrigation water distribution systems
 - vi. All permanent fencing
 - vii. Trash collection
 - viii. Winterizing all water systems
 - ix. Game preparation of all fields
 - x. Restroom facilities
 - xi. Heating and cooling systems
 - b. In performing these responsibilities the City will:
 - i. Mow grass areas
 - ii. String trim grass areas that are not mowed
 - iii. Fertilize grass
 - iv. Aerate grass
 - v. Dethatch/Sod grass areas
 - vi. Apply pesticides to grass areas

- vii. Apply growth regulators to grass areas
- viii. Maintain perennial plantings
- ix. Top-dress skins and grass areas
- x. Order and replenish sanitation supplies
- xi. Conduct annual inspections of facilities and equipment

If there are special projects requested by Iowa Rush, those can be scheduled with Complex staff; however if a purchase of materials is required, the purchase price will be assessed to Iowa Rush. Labor by the City of Ankeny staff will be provided in-kind.

10. Iowa Rush Responsibilities:

- a. Keeping the concession facility in good condition
- b. Help maintain the grounds, parking areas and playing area litter free of paper and debris accruing from concession operations and activities
- c. Labor related to hanging signage or other promotional material
- d. Abide by the decision of the Prairie Ridge Staff as to playability of the fields
- e. Restricting any member or any other person from adding material to the playing fields, performing any maintenance on the fields or altering the fields in any way

11. Concessions: All concessions, concessions equipment, labor, the receipt of revenues and the payment of expenses are the responsibility of the City of Ankeny unless special arrangements are made with another group. The menu of the concession stand and pricing shall be subject to the yearly review and approval of the City of Ankeny. Concessions pricing shall be coordinated with the other sports clubs so that consistency is maintained at each concession stand.

12. Merchandise Sales: Merchandise sales shall be the responsibility of Iowa Rush. Any merchandise that is to be sold must be pre-approved by the Parks & Recreation Director or Facilities Superintendent for content, safety, and selling location.

13. Tournaments: Tournament scheduling shall be the responsibility of the City of Ankeny. The City will work with Iowa Rush in scheduling tournament events due to the fact Iowa Rush will be responsible for operating concessions at those events. Iowa Rush shall receive all concession revenues and pay all concession expenses associated with tournament activities. The City of Ankeny will enter into all agreements relating to tournament activities with the tournament organization. If any Iowa Rush equipment is needed for a non Iowa Rush sponsored tournament, the City will receive pre-approval for use from Iowa Rush and will be responsible for any damage or loss of such equipment.

14. Special Activities: Labor, maintenance and overhead costs for clinics, exhibitions, or other "special events" scheduled by Iowa Rush or a 3rd party group shall be billed back to the sponsoring organization.

15. Traffic Control: For all Iowa Rush activities the City of Ankeny will provide parking spaces. Traffic control will be the joint responsibility of the City of Ankeny and Iowa Rush. The City of Ankeny and Iowa Rush reserve the right to prohibit RV's and other large vehicles taking more than one spot during times of heavy parking lot usage.

16. **Severe Weather:** The City of Ankeny cooperates with the Ankeny Fire Department and Polk County Emergency Management on issues of severe weather. If severe weather is approaching, the City of Ankeny shall have authority to call games/practices and evacuate the Complex in an expeditious manner.
17. **Field Playability:** Complex staff will work with league and tournament directors when making decisions on field conditions and the playability of fields at the complex. Fields will be closed if complex staff determines that they are too wet for play, or if other issues arise that would compromise patron safety. If damage to the field shall result from the usage after they have been deemed closed (designated by a red flag at the entrances to the complex), the Organization responsible for the damage shall be solely accountable for the repair of the field.

In the event that sufficient time has passed or conditions have otherwise improved so that the fields become playable, the red flag will be lowered and play may resume.
18. **Advertising:** The City of Ankeny will set guidelines outlining the use of on-site advertising and all advertising shall be approved by the City of Ankeny. Placement of advertising shall be consistent with the Municipal Code of the City of Ankeny.
19. **Exclusive Contracts:** The City of Ankeny reserves the right to execute contracts for concession items including but not limited to: soft drinks, water, juices, teas, and popular food products. Iowa Rush acknowledges the City of Ankeny's right and gives permission to negotiate said contracts on Iowa Rush's behalf.
20. **Security:** The City of Ankeny shall provide to Iowa Rush keys to concessions/storage areas. Iowa Rush shall be responsible for these keys and may not duplicate without approval of the City of Ankeny.
21. **Insurance:** Iowa Rush shall keep its personal property insured against damage and destruction by vandalism and/or theft. A certificate of insurance for \$1,000,000 must be provided to the City of Ankeny listing the City as additional insured. This certificate of insurance must be provided to the City of Ankeny within 30 days of execution of this lease agreement.
22. **Facility Improvements:** Iowa Rush agrees to obtain written permission from the Director of the Parks and Recreation Department prior to making any improvements or engaging in any construction activity upon the premises. All improvements shall become exclusive property of the City upon completion, and shall not be subject to any lien, mortgage or financial encumbrance.

Iowa Rush shall be entitled to credit compensation for approved capital improvements at the complex. Credits will be applied on the 2030 lease agreement using current fee methodology. There shall be no adjustments in rent by the City unless the parties so agree, in writing, prior to the commencement of any construction. Reconciliation shall be made with respect to those capital improvements at the conclusion of each year with agreement by both Iowa Rush and City to allow for good tracking.

Iowa Rush accepts the premises in the condition in which they shall be on the date

this Lease is executed. The City reserves the right to make improvements and engage in construction upon the Leased premises. However, the City shall notify Iowa Rush of its intent to make improvements or engage in construction prior to the commencement of any such activity.

23. **Temporary Site Modifications:** Any signage, tents, or other items that need to be posted, attached, erected, or installed by Iowa Rush on behalf of users or spectators must first be approved by the City of Ankeny.
24. **Use of Special Vehicles:** Use of golf carts or other special utility vehicles must be approved by the City of Ankeny.
25. **Use of Portable Lights:** The general policy of the City of Ankeny is that no portable or temporary lights may be used for any sports club activity at the Complex. If a special circumstance arises, approval of temporary lighting is subject to approval by the City of Ankeny. The City of Ankeny reserves the right to deny this request and place on it special restrictions or modifications.
26. **Yearly Report:** Iowa Rush may be requested to provide a yearly report to the City of Ankeny Park Board. At this meeting, Iowa Rush shall provide to the Park Board a Department of the Treasury Internal Revenue Service 990 Form so that it may be received and placed on file. If requested, the City of Ankeny will make a presentation to the Iowa Rush Board of Directors to discuss Complex activities, and operational revenues/expenditures.
27. **Conduct:** The City of Ankeny reserves the right to remove any individual or team from the premises for inappropriate conduct. "Inappropriate conduct" shall be the judgment call of the City of Ankeny. The City of Ankeny shall have the authority to restrict individuals or teams from access to the Complex and/or set terms that must be met for their return to the Complex.
28. **Termination:** Upon default in payment of fees, or upon any other default by Ankeny Soccer Club of the terms of this Lease Agreement, this Lease Agreement may, at the option of the City of Ankeny and without prejudice to any other rights or remedies afforded the City of Ankeny by law be cancelled and forfeited; provided, however, before any such cancellation or forfeiture, the City of Ankeny shall give Iowa Rush Soccer Club notice specifying the default(s), and stating that this Lease Agreement will be cancelled and forfeited 180 days after notice, unless such default(s) are remedied within such period.
29. **Termination by Mutual Agreement:** This Agreement may be terminated at any time by mutual consent of both parties hereto, provided that such consent to terminate is provided in writing 180 days prior to the start of their club's season, any and all invoices are paid in full, and termination writing is signed by each of the parties hereto.

In Witness Whereof, the parties have executed this Lease Agreement on the day and year first above written:

City of Ankeny, Iowa

Ankeny Soccer Club
d/b/a Iowa Rush Soccer Club

Signed by:
By: Todd Shafer
AFEE905ABBAC0452...
Todd Shafer
Mayor Pro Tem

By: Charles Pritchard
Charles Pritchard
President, Iowa Rush Board of Directors

Attest: DocuSigned by:
By: Michelle Yuska
7E497EC63C464A9
Michelle Yuska
City Clerk

Exhibit 1: City of Ankeny/Iowa Rush Soccer Club Lease Agreement

Fee Assessment

2024 Maintenance Expenses:

| | |
|------------------------|------------------|
| Supplies/Commodities: | \$108,852 |
| Contractual Services: | \$18,042 |
| Personnel Services: | \$90,703 |
| Total Expenses: | \$217,597 |

| | |
|--------------------------|------------------|
| CIP Average (2010-2024): | (\$14,029) |
| Sum-Total: | \$203,568 |

50% of Iowa Rush Maintenance Assessment: \$101,784

Annual Escalator: 5%

| <u>2025</u> | <u>2026</u> | <u>2027</u> | <u>2028</u> | <u>2029</u> |
|-------------|-------------|-------------|-------------|-------------|
| \$101,784 | \$106,873 | \$112,216 | \$117,826 | \$123,717 |

Past Payment History

| | |
|-------|----------|
| 2005: | \$48,100 |
| 2006: | \$54,975 |
| 2007: | \$58,775 |
| 2008: | \$59,714 |
| 2009: | \$63,558 |
| 2010: | \$71,359 |
| 2011: | \$74,927 |
| 2012: | \$78,673 |
| 2013: | \$82,607 |
| 2014: | \$86,737 |
| 2015: | \$80,184 |
| 2016: | \$84,193 |
| 2017: | \$88,402 |
| 2018: | \$92,822 |
| 2019: | \$97,463 |
| 2020: | \$81,044 |
| 2021: | \$85,096 |
| 2022: | \$89,350 |
| 2023: | \$93,817 |
| 2024: | \$98,507 |



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

Item No. 8.d.
For Meeting of 9/11/2025
Motion

TITLE: -Public Art Evaluation and Policy Discussion

CONTACT PERSON:

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

BRIEF HISTORY & ANALYSIS: The purpose of this item is to evaluate the sculpture proposed to be located on City-owned land in the approximate area shown by the blue dot below and discuss a policy for public art.



The purpose of this evaluation is to discuss the following elements:

- **Size & Scale:** Does the artwork's scale fit the space (not overwhelming, not too small to be noticed)?
- **Durability:** Is it made of materials that can withstand weather, seasonal changes, and public interaction?
- **Maintenance Needs:** What level of upkeep will it require (cleaning, repairs, coatings)?

- **Accessibility:** Does the form, height, or placement allow for interaction/visibility by all park users, including children and people with disabilities?
- **Visibility:** Can it be easily seen and appreciated from multiple vantage points?
- **Integration with Landscape:** Does it complement or conflict with nearby natural features, playgrounds, or park amenities?
- **Flow of Movement:** Does its placement enhance or hinder pedestrian traffic, biking paths, or gathering areas?
- **Safety:** Could the design or placement pose any risks (sharp edges, climbable surfaces, blocking sightlines)?
- **Engagement:** Does it invite interaction, contemplation, or learning?
- **Installation Feasibility:** Can it be securely and affordably installed at the desired site?

In 2024, the City was approached by the Greater Des Moines Public Art Foundation with a grant they had received to promote public art in the region. The attached resolution approves the also-attached artist contract between the City of Bondurant and artist Hilde de Bruyne for the design, fabrication, and installation of *The Eye of Imagination*. Pursuant to previous council direction, this public art sculpture will be located on City-owned land at 104 15th Street SE adjacent to the Highway 65 pedestrian underpass trail system on the parcel highlighted in purple below. In 2024, the Greater Des Moines Public Art Foundation approached the City of Bondurant to partner on bringing a significant piece of public art into the community. The Foundation assisted the City in conducting a competitive artist Request for Qualifications (RFQ) and Request for Proposals (RFP) process, which identified Ms. de Bruyne as the artist to advance the project. The location of this piece helps activate the public space east of Highway 65 and is the first public art installation east of the highway.

This opportunity aligns directly with the City's *Art, Culture, & Wayfinding Master Plan*, adopted in 2024. Specifically, Opportunity 3F of the Plan highlights the Highway 65 underpass site as a priority location for new public art, enhancing the community's identity and creating visual interest for trail users. Installing *The Eye of Imagination* at this site fulfills that vision by introducing an engaging and interactive sculpture on the south side of Highway 65, reinforcing Bondurant's commitment to integrating art with community spaces.

The Eye of Imagination is a large-scale metal sculpture approximately 8 feet tall, 10 feet wide, and 3 feet deep. The artwork reflects the City's colors (blue, green, and yellow) and incorporates interactive elements. The iris of the sculpture is designed as a rotating wheel that invites tactile engagement, while the pupil is crafted from a convex acrylic

mirror, encouraging playful reflection and visual awareness.

The proposed installation site for *The Eye of Imagination* at 104 15th Street SE, which has also been identified in the City’s Central District Stormwater Improvements Master Plan as the future location of a community skate park. While the Master Plan establishes this location, no detailed design work has yet been conducted for the eventual construction of the skate park amenity, and no construction timeline has been assigned at this time. The selected placement of the sculpture is not anticipated to conflict with the future skate park, as it will be sited between the existing trail and the planned parking lot area. However, in the event that detailed skate park design determines a conflict, the attached contract explicitly acknowledges that the sculpture may need to be relocated elsewhere within the community in the future; however, please note that the suggested location is specific to avoid needing relocation in the wake of the future construction of the skate park.

FUNDING SOURCE: Grants and LOSST

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Policy - Public Art Initiation & Selection Policy

City of Bondurant Public Art Initiation & Selection Policy

Purpose

The purpose of this policy is to establish a clear and consistent procedure for initiating, selecting, and approving public art projects that reflect the goals and strategies outlined in the City's Art, Culture & Wayfinding Plan. As Bondurant continues to grow its public art collection, this policy will provide clear direction to ensure that projects are thoughtfully developed, aligned with community values, and managed in a transparent manner. This policy ensures creative placemaking, community identity, and consistent aesthetics, while guiding staff, artists, and decision-making bodies through a transparent process. In addition, other long-range planning documents of the City may be referenced, where applicable, to further support the initiation and installation of public art projects.

For the purposes of this policy, Public Art is defined as creative works displayed in public spaces that are intended to enhance the cultural and aesthetic value of the community, encourage development, and contribute to the City's cultural landscape. Public art may take many forms, including but not limited to murals, sculptures, integrated design features, or temporary installations, and is accessible to the public either on City-owned property or through a public art easement.

This policy applies exclusively to the initiation, approval, and installation of public art projects located in spaces where the City has ownership, control, or a formal easement. It does not apply to private art installations located solely on private property without a public access component.

1. Initiation of Public Art Projects

1.1 Alignment with the Master Plan and Other Long-Range Planning Documents

All proposed public art projects must support the guiding principles and implementation opportunities of the City's Art, Culture & Wayfinding Plan or other long-range planning documents, such as the Comprehensive Plan, Parks & Recreation Master Plan, or Downtown Redevelopment strategies. Projects should contribute to creative placemaking and enhanced public spaces, and may be initiated in response to new developments, infrastructure projects, or community-driven cultural initiatives.

1.2 Pathways for Project Initiation

Public Art is included in the strategic planning process undertaken by the City Council. This provides direction to staff in identifying opportunities for new public art. City staff are then responsible for evaluating potential projects, including identifying available funding sources that may help move a project forward.

In some cases, City staff may pursue external grant funding as part of project development. When required for a grant application, the City Council may be asked to adopt a preliminary resolution of endorsement to demonstrate community support. These resolutions are noncommittal in nature, occurring prior to the review committee process, and serve only to strengthen the City's ability to secure funding. The formal review and approval process outlined in this policy will still take place at a later date when the project is nearing implementation.

While City Council plays the primary role in strategic planning and project initiation, this policy also recognizes that opportunities may arise through recommendations from advisory boards or commissions, proposals from community organizations or neighborhood groups, partnerships with private organizations, and collaborations with regional or state arts and cultural organizations. Even when potential projects are first identified by outside organizations, City staff will seek feedback and direction from the City Council prior to initiating a formal process, ensuring consistency with City priorities and alignment with established planning documents.

2. Artist Selection (RFQ / RFP Process)

Once a public art project has reached the initiation stage and City Council has provided direction to proceed, the next step is to identify the artist or artist team who will carry out the work. Because public art projects vary widely in scale, complexity, and purpose, the City of Bondurant recognizes the importance of selecting artists through a process that is fair, transparent, and appropriate to the needs of each project. The method of artist selection will be determined by City staff in consultation with the project scope, budget, and intended outcomes.

2.1 Determining Solicitation Method. The City of Bondurant recognizes that public art projects vary in scope, scale, and complexity. To ensure a fair and transparent process, the City will determine the most appropriate method of artist selection based on the needs of each project.

- A Request for Qualifications (RFQ) may be used when the City seeks to identify a pool of qualified artists based on their past work, experience, and interest. This

approach is often the most efficient method for producing a shortlist of artists who are well-suited to the project's goals.

- A Request for Proposals (RFP) may be used when the City wishes to solicit specific concepts or designs from artists, such as a sculpture proposal or mural theme. This method is most appropriate when a project requires a more detailed artistic vision to be considered early in the review process.
- For smaller-scale projects, pilot initiatives, or time-sensitive opportunities, the City may engage directly with a qualified artist without conducting a formal RFQ or RFP process. Direct engagement may be appropriate for temporary installations, neighborhood-level projects, or initiatives with limited budgets. In these cases, staff will ensure that the project scope, funding source, and selection rationale are documented to maintain transparency and accountability.

3. Review & Recommendation

3.1 Initial Review Committee Role

After a public art project has been formally initiated and City staff have received one or more artist proposals, the Parks & Recreation Board will serve as the initial review committee (selection panel), consistent with the process outlined in the Art, Culture, & Wayfinding Plan. The Board will evaluate submissions using clearly defined criteria, which generally include:

- Quality and originality;
- Site integration;
- Consistency with the Art, Culture, & Wayfinding Plan and other supporting long-range planning documents;
- Budget and timeline;
- Feasibility, durability, and quality of execution.

These criteria are intended to serve as a general framework for evaluation. They may be refined or supplemented as needed to address the unique goals, site conditions, or funding requirements of specific projects.

Following review, the Parks & Recreation Board will make a recommendation of finalist(s) for consideration by the City Council. Recommendations will be accompanied by a staff report describing the project's alignment with the City's planning documents, anticipated community impact, and cost estimates.

For public art projects located on the grounds of the Bondurant Community Library, the Library Board of Trustees will serve as the initial review committee in place of the Parks & Recreation Board. This ensures that site-specific context, facility use, and library

programming are appropriately considered before advancing recommendations to the City Council.

4. Approval & Implementation

4.1 City Council Approval. After receiving the recommendation of the Parks & Recreation Board (or Library Board, as applicable), along with the accompanying staff report and funding plan, the City Council will review the proposed project. The Council will consider the project's alignment with adopted planning documents, anticipated community impact, and financial feasibility. Upon approval, the City Council will authorize City staff to finalize a contract with the selected artist or artist team.

4.2 Contracting & Installation. Following Council approval, City staff will work with the selected artist to execute a contract. The contract will clearly outline the scope of work, deliverables, schedule, insurance and liability requirements, installation procedures, maintenance obligations, and intellectual property rights, along with any other relevant provisions necessary for successful project completion. Once the contract is executed, the artist will begin work according to the agreed-upon timeline. The project is expected to be completed within the specified time frame and budget, with City staff providing oversight and coordination to ensure that milestones are achieved.

4.3 Maintenance and Conservation. Each approved project must include a maintenance and conservation plan that identifies routine care needs, potential conservation requirements, and strategies for ensuring the longevity of the installation. City staff will verify that maintenance responsibilities are clearly assigned and that resources are available to support the ongoing stewardship of the artwork in accordance with best practices in public art management.

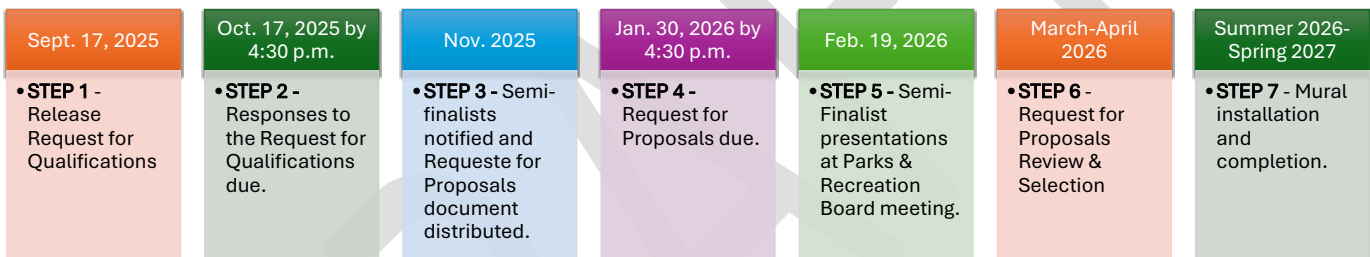
4. Conclusion

By following this process, the City of Bondurant ensures that public art projects are thoughtfully planned, fairly selected, and responsibly maintained, creating lasting works that strengthen community identity and enrich the cultural and aesthetic fabric of the City. This policy is intended to be a living document and may be updated as needed to reflect evolving best practices, community priorities, and long-range planning goals.



CITY OF BONDURANT, IOWA
 REQUEST FOR QUALIFICATIONS
 Grain Silo Mural Public Art (Design & Installation)

PROJECT TIMELINE



All dates/times in this RFQ are stated in Central Time (CT).

PROJECT INTRODUCTION

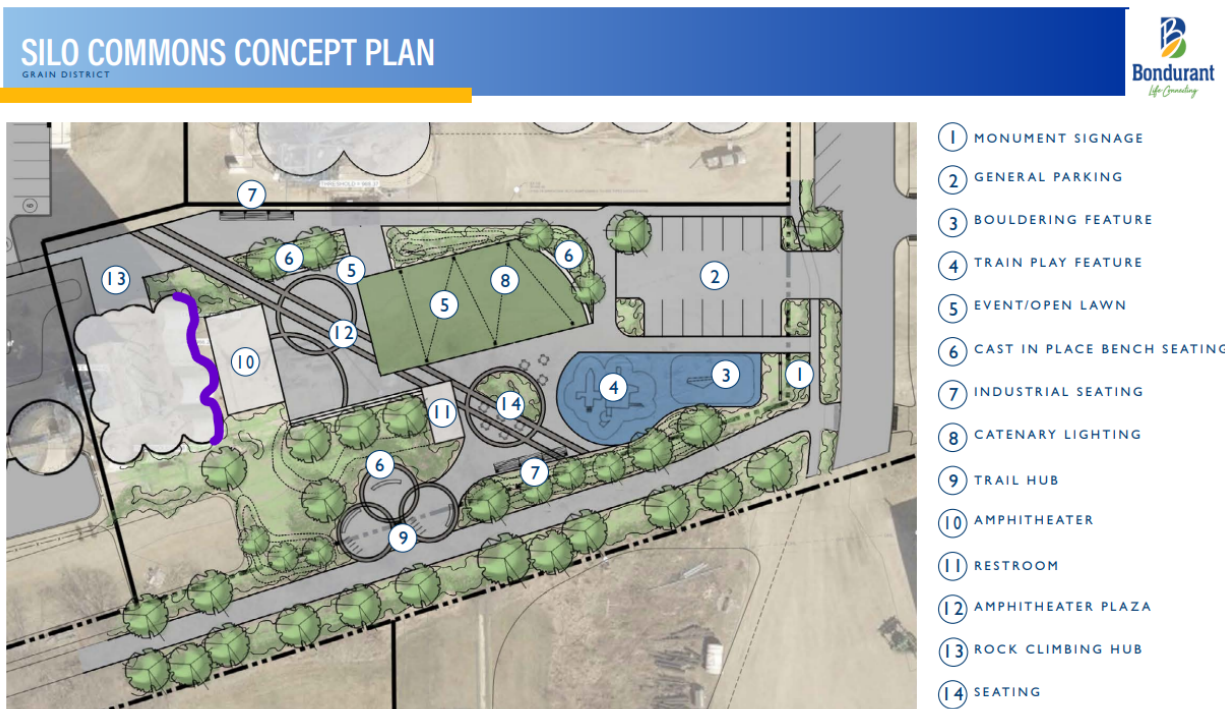
The City of Bondurant invites qualified artists or artist teams with experience in large-scale public art to submit Qualifications (RFQ) for a signature silo mural installation at [Silo Commons](#). This RFQ is the first step in a two-stage process. Based on submitted qualifications, the City will shortlist up to five (5) respondents to submit an invited Proposal (RFP) with concept designs, budgets, schedules, and implementation details. The purpose of this RFQ is for the City to learn about your experience, capabilities, and portfolio pieces; no detailed concept is requested at this stage. If you do not self-perform mural painting/installation, you must team with a qualified installer and include the installer’s name, qualifications, and relevant large-scale installation experience in this RFQ for evaluation.

Silo Commons is a transformative, year-round destination in Bondurant’s nationally recognized [Grain District](#). The Grain is a 24-acre former farming cooperative site adjacent

to the downtown core, being redeveloped as a mixed-use, pedestrian-friendly extension of downtown.

Elements of the Silo Commons project include:

- Outdoor amphitheater with seating for up to 850 guests.
- Vertical rock-climbing wall on the silo pack’s north wall.
- Large-scale public art with day/night interactive features (the subject of this RFQ process – see portion of silo pack highlighted in purple below).
- Direct connection to the 26-mile Chichaqua Valley Trail and new arboretum trail spur being connected through the Grain District.
- Public parking and other amenities to serve the Silo Commons site and trail connection.



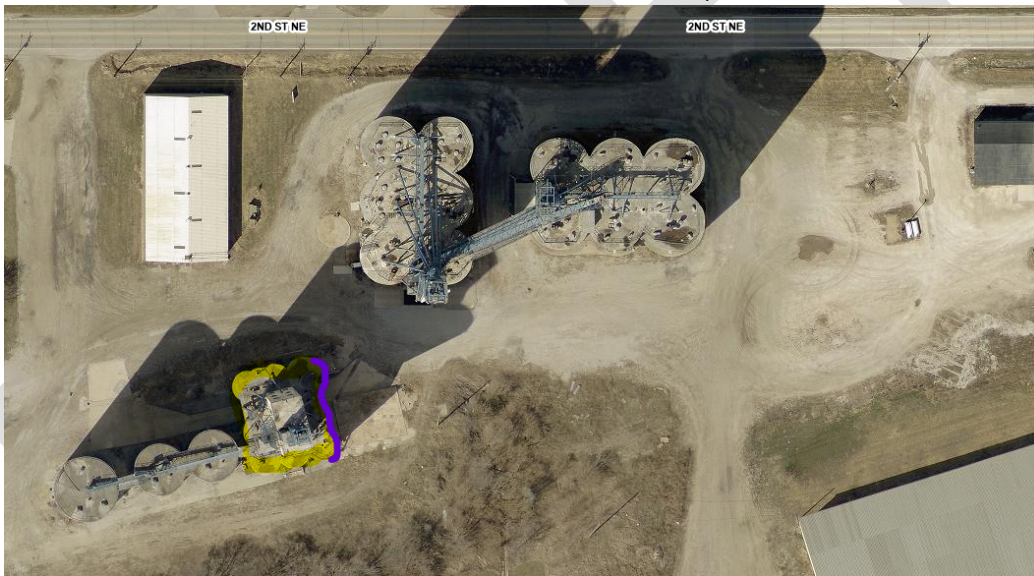
The selected artist/team will design a large-scale artwork for the east face of a 185-foot-tall historic silo cluster—serving as a vibrant, interactive backdrop to the new amphitheater and adjacent lawn—and will either self-perform the installation or oversee a qualified installer identified in the RFQ submission. The artwork should engage visitors by day (e.g., 3D activation and/or augmented reality) and by night through dynamic

lighting; lighting will be installed by a separate qualified lighting installer, with the intent to synchronize with live music events and provide interactive features for everyday visitors. While detailed concepts are reserved for the RFP phase, RFQ respondents should demonstrate the capacity to plan for these integrations and to coordinate effectively with specialty installers during the RFP and implementation stages.

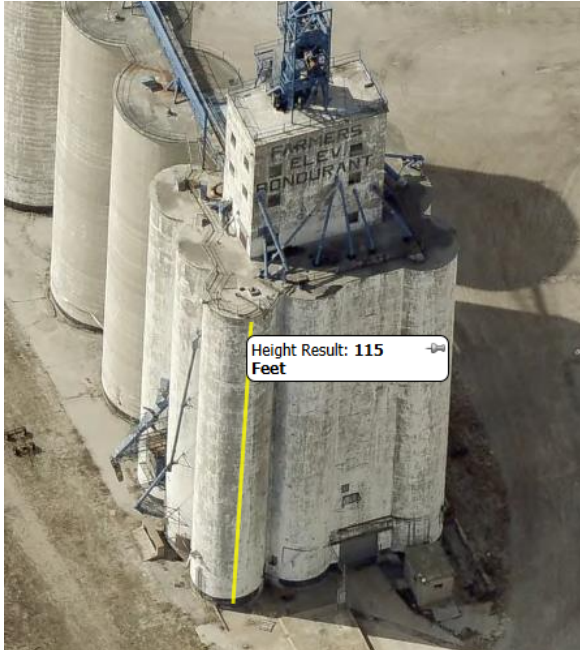
SITE INFORMATION

The silo pack for this RFQ is located in the heart of Bondurant on [Parcel 8022-31-126-005](#) (Lot 4, Grain District Final Plat). Multiple silo packs exist on this parcel; the subject pack is the one circled in yellow in the image below. The public-art surface will be the east face, highlighted in purple in the image below. The silo pack itself is approximately 185 feet tall; however, the mural is anticipated to be installed on the lower section of the east face only (shown in the second image), which is approximately 115 feet in height. A new amphitheater is planned at ground level adjacent to the east face; it is currently in design, and a preliminary image is included below for context only.

Silo Commons – Silo Pack Area Map



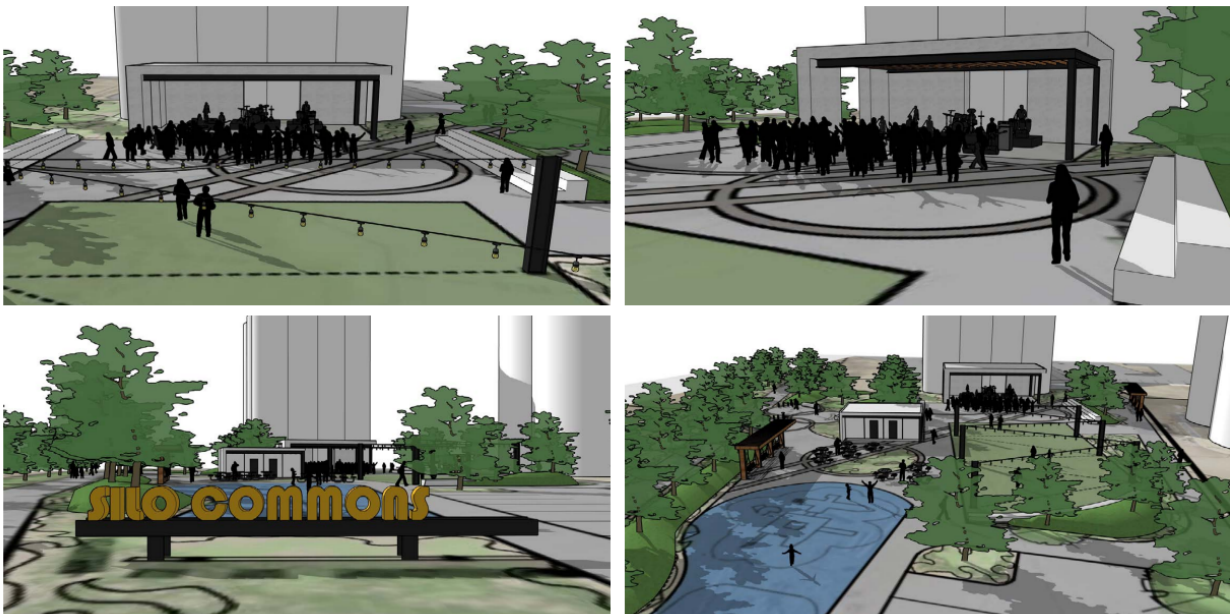
Silo Commons – Approximate Height of “Lower” Portion of Silo Pack



2024 Google Street View- East Face of Silo Commons Silo Pack



Silo Commons Concept Plan – Perspective Views



INSTALLATION SCOPE OF WORK

The commissioned artist/artist team selected through the eventual Artist RFP process will:

- Design and install a large-scale mural for the east face of the silo pack.
- Collaborate with City officials, the project design team, and community stakeholders.
- Incorporate technology elements into the design, including augmented reality and programmable lighting.
- Clean and prepare the grain silo wall
- Acquire all equipment, materials and supplies needed to install
- Transfer selected design to wall
- Apply paint and sealer to the wall, per the specifications provided at the time of the final request for installation/design.
- Oversee fabrication and installation to meet safety, durability, and maintenance requirements.

BUDGET

The total project budget is up to \$175,000 inclusive of all costs to complete the scope (including but not limited to: cleaning, preparation, painting and sealing, materials, equipment, labor, insurance, transportation, and all other costs). Interactive lighting is excluded and will be delivered through a separate, coordinated project.

ELIGIBILITY REQUIREMENTS

This RFQ is open to professional artists and artist teams who meet all of the following:

- Demonstrate experience in large-scale public art, including transferring to-scale designs to large surfaces (e.g., walls, silos)
- Demonstrate experience integrating technology (lighting, interactive elements, augmented reality); note that interactive lighting will be installed by a separate qualified lighting contractor.
- Demonstrate the ability to manage complex projects from design through installation.
- Carry or obtain commercial general liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the City of Bondurant as additional insured.
- Maintain workers' compensation coverage of at least \$500,000.
- Hold or obtain a contractor's surety bond naming the City of Bondurant as the obligee.
- Be bondable in the State of Iowa.
- Agree to meet all contractual obligations and adhere to the project schedule. Be available from May 2026 through October 2026 to complete on-site mural painting in Bondurant.

STATEMENT OF QUALIFICATIONS SUBMISSION

Responses to this Request for Qualifications must be submitted no later than 4:30 p.m. on Friday, October 17, 2025, to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com. Responses must be submitted using the Request for Qualifications Form (Attachment A)

EVALUATION CRITERIA

Submissions will first be reviewed on a pass/fail basis for eligibility (insurance, bonding/bondability, workers' comp, willingness to meet contractual obligations, and availability). Only compliant submissions will be scored using the criteria below.

Submissions will be evaluated by the City of Bondurant's Parks & Recreation Board using the following:

- **Artistic Excellence** – Quality, creativity, and originality of past work.
- **Relevant Experience & Past Performance** – Evidence of successfully completing similar large-scale/public projects, including technology-integrated art.
- **Project Approach & Methodology** – Clarity and suitability of the proposed approach, informed by previous use of similar methods.
- **Key Personnel & Team Qualifications** – Experience, education, awards, years in business, and (if applicable) qualifications of the identified installer partner.
- **Community Connection** – Demonstrated ability to create work that resonates with Bondurant's identity.
- **Feasibility & Technical Capacity** – Ability to deliver on time and within budget while meeting technical requirements.
- **Availability** – Capacity to meet the scheduled project dates.
- **References** – Strength and relevance of references.
- **Statement of Interest** – Alignment with the project's objectives and vision.

Interviews, if conducted at the Parks & Recreation Board's discretion, may supplement the evaluation of written RFQ responses.

QUESTIONS

Submit all questions regarding this RFQ in writing to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com. Answers will be posted on the City's website under [Bids and/or Proposals for City Projects](#) page. Only questions received 48+ hours before the deadline will be answered.

PROJECT TIMELINE

STEP 1 (September 17, 2025) – Request for Qualifications released.

STEP 2 (October 17, 2025 by 4:30 p.m.) – Responses to the Request for Qualifications due. All responses shall be submitted by 4:30 p.m. on October 17, 2025 to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com. Late submissions will not be considered.

STEP 3 (November 2025) – Semi-finalists notified and Request for Proposals document distributed. The Parks & Recreation Board will evaluate complete Requests for Qualifications using the Evaluation Criteria listed on Page 6 and

recommend up to five (5) semi-finalists to the City Council; at the Board's discretion, interviews with some or all respondents may be conducted to supplement the written evaluations. Upon Council approval, up to five (5) semi-finalists will be invited to submit a detailed Request for Proposal response. Invited semifinalist designers who submit a complete Request for Proposal related to design and installation of the silo mural art will receive a \$1,500 stipend.

STEP 4 (January 30, 2026, by 4:30 p.m.) – Requests for Proposals due. All Request for Proposals responses shall be submitted by 4:30 p.m. to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com. Late submissions will not be considered.

STEP 5 (February 19, 2026) – Semi-Finalist presentations to Parks & Recreation Board. Each semi-finalist invited to submit an RFP must deliver a brief presentation to the City of Bondurant Parks & Recreation Board (attendance may be in person or virtual). The Board will not issue a formal recommendation at this meeting; it is an information-gathering session to inform the Board's recommendation in March 2026.

STEP 6 (March-April 2026) – Request for Proposals Review & Selection. The City of Bondurant's Parks & Recreation Board will review all proposals, based on the Evaluation Criterion that will be noted in the eventual Request for Proposals and will vote on a recommendation for City Council consideration. Following a recommendation made by the Parks & Recreation Board, City Council will consider a resolution selecting the top-scoring Request for Proposal. The selected response will be notified, and the City will begin coordinating with the artist/artist team in preparing an executing an artist contract.

STEP 8 (Summer 2026-Fall 2026) – Mural Installation & Completion. The mural must be installed and completed during the listed timeframe of Summer 2026-Fall 2026. It is imperative the mural be completed per the timeline in this RFQ.

LIMITATIONS

The City of Bondurant reserves the right to reject all responses and re-issue the RFQ, cancel the project due to financial, technical or other limitations not yet known, or revise the Scope of Work, Budget, or Schedule prior to issuance of the Request for Proposals.

Neither this RFQ nor selection to the prequalified list is a binding agreement to purchase goods or services.

DRAFT



ATTACHMENT A

Statement of Qualifications (SOQ) Form Grain Silo Mural Public Art (Design & Installation) City of Bondurant, Iowa

Instructions:

- Submit response to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com by the deadline stated in the RFQ.
- Do not submit a detailed concept; this RFQ evaluates qualifications only.

A. Applicant Information

Lead Applicant (Artist or Firm/Team Name):

Primary Contact (Name/Title):

Mailing Address:

Phone:

Email:

Website/Portfolio URL(s):

Type (check one): Individual Artist Artist Team Firm

B. Team Composition (if applicable)

List all key personnel and roles (add rows as needed). Attach resumes/CVs in Appendix.

Name Role Years of Experience Relevant Licenses/Certs

C. Installer Partner (if you do not self-perform installation)

If you will not self-perform mural painting/installation, you **must** identify a qualified installer and include their qualifications.

Installer Business Name:

Contact Name/Title:

Phone/Email:

Summary of Qualifications (large-scale exterior murals/silos/industrial substrates):

Three relevant installations (client/site/year/scale):

- 1.
- 2.
- 3.

- We will self-perform installation** (provide experience details in Sections D/E).
 - We will use the installer listed above** and have included their resume/portfolio in the Appendix.
-

D. Relevant Experience & Past Performance

Provide **3–5** representative projects comparable in scale/scope. For each, include:

- **Title / Location / Year**
 - **Client / Commissioning Entity**
 - **Scale & Substrate** (e.g., silo, concrete, metal; approximate dimensions)
 - **Scope** (design only; design + installation; technology integration)
 - **Budget & Schedule Summary**
 - **Role** (lead artist, team lead, subcontractor, installer)
 - **Photos/Links**
-

E. Technical Capacity & Methods

Briefly describe your capacity to deliver on time and within budget, including:

- **Surface preparation & coatings** (cleaning, primers, paints, sealers; compatibility with silo substrate)
 - **Transfer methods** (grid, projection, pounce, custom templates, etc.)
 - **Equipment & safety** (lifts, rigging, access plans, safety training)
 - **Quality control & maintenance documentation**
-

F. Technology Integration Experience

Summarize experience with **augmented reality (AR)**, **interactive elements**, and/or **programmable lighting**. Identify which elements you directly deliver vs. coordinate with specialists. Include 1–3 brief examples with links/images.

G. Community Insight & Engagement

Describe your approach to understanding and reflecting **Bondurant’s identity** (agricultural heritage + contemporary suburban growth). Note any proposed methods for stakeholder engagement during the design phase (for RFP planning purposes only).

H. Project Approach & Coordination (Qualifications Stage Only)

Provide a concise description (1–2 pages) of your typical approach to a project of this **scale and context**, including coordination with:

- City staff and design team
- Installer partner (if applicable)
- Separate **qualified lighting installer** for night activation

(No site-specific concept or design is requested at the RFQ stage.)

I. Availability & Schedule

Confirm ability to meet the RFQ’s schedule:

- **Availability window:** From **[DATE, YEAR]** through **[DATE, YEAR]** for on-site work in Bondurant.
 - Note any constraints and how you will maintain schedule reliability.
-

J. References

Provide **3** professional references for comparable projects.

| Name & Title | Organization | Relationship | Email | Phone |
|--------------|--------------|--------------|-------|-------|
|--------------|--------------|--------------|-------|-------|

K. Eligibility & Compliance Attestations (Pass/Fail)

Check each item and include requested documentation in the Appendix.

- Insurance:** We carry or will obtain Commercial General Liability Insurance of at least **\$1,000,000 per occurrence** and **\$2,000,000 aggregate**, naming the **City of Bondurant** as **additional insured**. *Evidence attached (certificate or letter of intent).*
 - Workers’ Compensation:** We maintain workers’ compensation coverage of at least **\$500,000**. *Evidence attached.*
 - Surety Bond:** We hold or will obtain a **contractor’s surety bond** naming the **City of Bondurant** as **obligee**. *Evidence or bonding letter attached.*
 - Bondable in Iowa:** We attest that we are **bondable in the State of Iowa**. *Letter from surety/broker attached (preferred).*
 - Contractual Obligations:** We agree to meet all contractual obligations and adhere to the project schedule.
 - Installer Partner:** If not self-performing, we have identified a **qualified installer** and included qualifications.
 - No Detailed Concept:** We acknowledge that no detailed concept is being requested at the RFQ stage.
-

L. Statement of Interest

In **250–400 words**, explain why you/your team are a strong fit for this project and how your practice aligns with the project’s vision and context.

M. Addenda Acknowledgment (if any)

List addenda received and acknowledged (e.g., #1 dated MM/DD/YY):

- Addendum #: _____ Date: _____
 - Addendum #: _____ Date: _____
-

N. Signature

By signing below, the undersigned certifies that the information provided is true and correct, and that the submitter meets (or will meet by contract) all **Eligibility Requirements** in the RFQ.

Authorized Signatory (Name/Title):

Signature: _____ **Date:** _____

Entity (if applicable): _____

Appendix (as applicable)

- Resumes/CVs (lead and key personnel; installer partner)
- Portfolio images (captions with title/location/year/role)
- Insurance certificates / letters of intent
- Bonding letter / surety documentation
- Workers' compensation certificate
- Any additional compliance documentation