

**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/83850114395?pwd=kM4majAwQGQra5jkScx4Ef3qITgH9y.1>*

**NOTICE OF A REGULAR MEETING
BONDURANT PARKS AND RECREATION BOARD
JULY 16, 2026**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on July 16, 2026, 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. -Approval of 5/21/26 Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
7. Action Items
 - a. - Private Plantings on Parkland
8. Discussion Items -
 - a. -The Station Update
 - b. -Sports Complex Lease Agreements
9. Reports and Comments:
 - a. -Staff Reports & Comments
10. Adjournment

Bondurant Parks and Recreation Board
Minutes
May 21, 2026

1. Roll Call

Present: Marian Collison, Nic Robinson, Seth Williams, Aaron Rasmussen, Mike Mackin, Penny Moberly, Emily Karwoski

Absent:

City City Administrator Marketa Oliver, Communications &
Officials Events Coordinator Katie Klus
Present:

2. Call to Order and Declaring a Quorum

Nic Robinson called the meeting to order at and declared a quorum.

3. Abstentions declared

4. Approval of Minutes

Motion by Williams, seconded by Collison, to Approve the Minutes. Vote on Motion 6-0. Motion carried.

- a. -4/26/26 Parks & Recreation Board Minutes

5. Perfecting and Approval of the Agenda

Motion by Rasmussen, seconded by Mackin, to Approve the Agenda. Vote on Motion 6-0. Motion carried.

6. Guests requesting to address the Parks Board

None

7. Action Items

- a. - The Station Rental Rules and Regulations Policy discussion
The Board revisited the proposed Bondurant Regional Trailhead Station rental fee structure following action taken by the City Council. Council members voted to table Resolution R-260420-133 and refer the proposed rules and regulations back to the Parks & Recreation Board for additional review. Council requested further consideration of rental options, specifically the potential for Saturday block rentals and multi-day rental packages to provide a wider variety of rental opportunities for residents and non-residents.
Board members discussed the balance between maximizing facility availability, generating revenue to support operations, and providing flexible rental options that would appeal to different user groups.

Members reviewed the previously proposed fee structure and evaluated several alternatives for room availability, rental durations, and pricing. Following discussion, the Board recommended that weekday rentals for the small room be divided into three rental blocks: 7:00 a.m. to 11:00 a.m., 12:00 p.m. to 4:00 p.m., and 5:00 p.m. to 12:00 a.m. The large room would be available in two rental blocks. The Board also agreed that rentals utilizing both rooms should remain an all-day rental option rather than being offered in separate blocks.

The Board recommended establishing an all-day weekday resident rate of \$1,000 for rental of the entire facility. For Saturday rentals, the Board recommended an all-day resident rate of \$1,450 and an all-day non-resident rate of \$2,550. Members discussed maintaining a consistent pricing methodology for other rental periods and ultimately recommended setting Sunday rates at 85% of the applicable Saturday rate and weekday rates at 65% of the applicable Saturday rate.

Board members also discussed the City Council's interest in additional rental offerings, including Saturday block rentals and multi-day rental packages. The Board agreed that the revised fee schedule presented a more balanced approach and could serve as the foundation for future rental packages as facility usage patterns become established.

The Board further reviewed the proposed holiday rental surcharge included in the draft rules and regulations. Members noted that applying the same holiday pricing structure used for park shelters would have little effect on overall Station rental costs due to the significantly higher facility rental rates. Following discussion, the Board recommended that holiday pricing be limited to recovering any additional on-call staffing costs associated with holiday rentals rather than applying a separate holiday rental surcharge to the facility rental fee itself.

The Board's recommended fee schedule is reflected in the chart below.

3. Rental Rates

Small Room		
Monday - Friday		
	Resident	Non-Resident
7am-11am	\$220	\$390
12pm-4pm	\$220	\$390
5pm-Midnight	\$390	\$680
Saturday		
7am-11am	\$340	\$600
12pm-4pm	\$340	\$600
5pm-Midnight	\$600	\$1050
Sunday		
7am-11am	\$290	\$510
12pm-4pm	\$290	\$510
5pm-Midnight	\$510	\$895

Large Room		
Monday - Friday		
	Resident	Non-Resident
7am-2pm	\$445	\$780
3pm-Midnight	\$500	\$880
Saturday		
7am-2pm	\$680	\$1200
3pm-Midnight	\$770	\$1350
Sunday		
7am-2pm	\$580	\$1020
3pm-Midnight	\$650	\$1145

Combined Rooms		
Monday-Friday		
	Resident	Non-Resident
7am-Midnight	\$1000	\$1650
Saturday		
7am-Midnight	\$1450	\$2550
Sunday		
7am-Midnight	\$1230	\$2165

Extended Event	
3pm Friday – Saturday Midnight	
Resident	Non-Resident
\$2000	\$3500

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b. -Moving Curiously art sculpture update

Board members reviewed the most recent fabrication photos of the *Moving Curiously* sculpture project. Members discussed the progress shown in the photos and expressed satisfaction with the quality and status of the work completed to date.

Following review, the Board identified no concerns or requested modifications. The Board voted to proceed with the project as presented and recommended no amendments at this time.

Motion by Robinson, seconded by Moberly. Vote on Motion 7-0. Motion

carried.

8. Discussion Items -

a. -Recap of Silo Mural Art meeting with artists, Parks & Rec Chair, Mayor and Staff

Emily Karwoski, Board Chair, and Staff provided a recap of the recent meeting held with the Silo Art Mural artists, which was attended by Parks & Recreation Board representative Emily, the Mayor, and City staff. During the meeting, staff reviewed feedback received from the City Council, Parks & Recreation Board, and members of the public regarding the mural concepts presented to date.

Staff noted that the artists were receptive to the feedback provided and engaged in productive discussion regarding the community's preferences and concerns. It was acknowledged that some of the feedback received from various stakeholders was contradictory, creating challenges in identifying a single concept that satisfies all expectations.

To assist in evaluating community preferences, a survey was distributed to gather additional input. Emily also provided the artists with a summary of the feedback received throughout the review process. At this time, the City is awaiting the artists' response and revised concept proposal.

Board members discussed the project's timeline and next steps. Nic inquired whether the project remains on schedule and what milestones remain before final approval. Staff indicated that the artists are aware the mural must be completed by October and that the current schedule remains achievable. The artists' next step is to prepare preliminary sketches and concept drawings incorporating the feedback received. Once those materials are available, a joint meeting will be scheduled to review the concepts and provide direction.

Discussion also included the grant funding associated with the project. Board members expressed a desire to ensure that the City is not committed to a final design concept solely because of funding considerations and emphasized the importance of selecting a concept that aligns with community expectations and project goals.

9. Reports and Comments:

a. -Rails2Trail 5k/10k Event Report

b. -Staff Reports and Comments

Staff Reports

Staff provided updates on several ongoing projects and upcoming events:

- Staff presented information regarding the Prairie Meadows CVT East Legacy Grant.
- Coordinator interviews are currently underway.
- The Station project continues to move forward; however, there is a delay in receiving glass materials.
- Vermeer held the groundbreaking ceremony for its new facility today.
- Construction of the parking lot adjacent to the dental office is progressing and is anticipated to be completed by Summerfest.
- Eagle Park has been staked and is ready for construction. Final improvements will be completed following installation of the parking lot.
- The splash pad remains on schedule, with a tentative opening date of June 1.

Community Events

- Bondurant Blues & Brews has secured grant funding for a mural artist and a community painting project.
- The annual Fishing Derby is scheduled for June 5 from 5:00 p.m. to 6:00 p.m.

Board Discussion

Amber will follow up regarding the decision not to utilize power bollards at City Park.

Marion raised concerns regarding ATVs and e-motos operating within the community. Discussion included the use of crossing buttons and the importance of utilizing designated street crossings.

10. Adjournment

Motion by Rasmussen, seconded by Robinson, to adjourn meeting.
Vote on Motion 7-0. Motion carried.

Katie Klus
Communication and Events Coordinator

ATTEST:

Emily Karwoski
Board Chair



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

Item No. 7.a.
For Meeting of 7/16/2026
Discussion Item

TITLE: - Private Plantings on Parkland

CONTACT PERSON:

Katie Klus, Parks & Recreation Director

BRIEF HISTORY & ANALYSIS: Staff received a request from a resident seeking permission to plant trees on City-owned parkland located adjacent to their property. Currently, the City does not have a formal policy governing private tree planting requests within parks and open spaces. To assist in evaluating this request and future requests of a similar nature, staff researched practices utilized by neighboring metro communities and developed a recommended framework for Board consideration. Under the proposed process, City staff would retain authority to determine whether a planting request is appropriate and identify the number, species, and location of any approved trees. Staff would evaluate each request for consistency with adopted master plans, existing easements, utility infrastructure, sight distance considerations, maintenance impacts, and long-term park planning objectives. If approved, residents would be required to select from an approved tree list established by the City. Installation would be completed by a professional landscaping contractor and include a minimum one-year warranty. The requesting resident would be responsible for watering and establishment of the tree(s) during the warranty period. Staff is also recommending that approval remain at the City's discretion. Based on previous experiences with private planting requests and the long-term maintenance obligations associated with vegetation on public property, staff would retain the ability to deny requests that are inconsistent with park plans, operational needs, or other City interests.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 8.a.
For Meeting of 7/16/2026
Discussion Item

TITLE: -The Station Update

CONTACT PERSON:

Katie Klus, Parks & Recreation Director

BRIEF HISTORY & ANALYSIS: Staff will provide an update on construction progress at The Station. The project is nearing substantial completion, and contractors have begun working through punch list items identified during recent site reviews. Several final details remain to be completed; however, the project continues to progress toward occupancy. Staff is currently coordinating final inspections, equipment installation, and operational preparations necessary for opening the facility.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 8.b.
For Meeting of 7/16/2026
Discussion Item

TITLE: -Sports Complex Lease Agreements

CONTACT PERSON:

Katie Klus, Parks & Recreation Director

BRIEF HISTORY & ANALYSIS:

The Parks and Recreation Board is requested to provide guidance regarding the City's approach to future lease agreements at the Bondurant Recreational Sports Complex (BRSC).

Currently, the BRSC is leased to two nonprofit organizations: Bondurant Soccer Club, which leases the soccer facilities, and Bondurant Little League, which leases the baseball and softball facilities. These organizations have held the leases since the facilities were first leased by the City.

City staff recently received interest from another nonprofit organization, Bondurant Baseball, to lease only Field Zero within the baseball complex. This request raises broader policy questions regarding how the City should evaluate future lease requests when multiple organizations express interest in the same facilities.

As part of the discussion, the Board is asked to consider several policy questions, including:

- Should the City continue leasing facilities to a single organization by sport, or consider dividing facilities among multiple organizations?
- If multiple qualified nonprofit organizations seek to lease the same facilities, what process should the City use to evaluate competing requests?
- Should existing lessees be granted a first right of refusal to renew their lease, provided they are in compliance with the terms of their current lease and are meeting their contractual obligations?
- Should lease opportunities be opened through a formal application or proposal process when multiple organizations express interest?

- How should the City's parks and recreation mission, including broad community access, youth participation opportunities, operational efficiency, and long-term facility stewardship, factor into future lease decisions?

Staff also seeks feedback on whether leasing should continue on a comprehensive basis (all baseball/softball facilities or all soccer facilities) rather than allowing individual fields to be leased separately. Maintaining a single leaseholder for each sports complex may provide greater operational efficiency, simplify communication and maintenance coordination, and establish clear accountability for facility management.

During discussions regarding this request, concerns have been raised about the maintenance and appearance of portions of the baseball complex under the current lease arrangement. City staff notes that Bondurant Little League has recently transitioned to new leadership, and the organization has communicated that improvements to the facilities and maintenance practices are a priority. The Board's discussion is intended to focus on establishing a fair, transparent, and consistent leasing policy for the future rather than evaluating a specific organization's request.

No action is requested at this time. Staff is seeking policy direction from the Parks and Recreation Board to help guide future lease agreements.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None