

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join:*
<https://us02web.zoom.us/j/84896659116?pwd=OXdsRGhkQ2phajRjYXNaVjFmWTEzdz09>

**NOTICE OF A REGULAR MEETING
BONDURANT PARKS AND RECREATION BOARD
OCTOBER 19, 2023**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on October 19, 2023, 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. Parks & Rec 23-9: September 21, 2023 Meeting Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - a. Group Creative will be providing an update on the Arts, Culture and Wayfinding Process
7. Action Items
 - a. The Playground Packet will be presented to the Parks and Recreation Board for review and approval for playground purchase at City Park
8. Discussion Items -
9. Reports and Comments:
 - a. Communications and Events Coordinator
 - b. Board Members
10. Adjournment

Bondurant Parks and Recreation Board
Minutes
September 28, 2023

1. Roll Call

Present: Rasmussen, Collison, Karwoski, Simpson,

Absent: Williams, Robinson, Lyman

City Officials Present: City Administrator Marketa Oliver,
Communications and Events Coordinator
Nicole Van Houten, Planning and Community
Development Director Maggie Murrar, City
Planner Isaac Pezley

2. Call to Order and Declaring a Quorum

Called the meeting to order and declared a quorum at 6:15 PM

3. Abstentions declared

None.

4. Approval of Minutes

Motion by Rasmussen seconded by Karwoski, to approve August 17, 2023 meeting minutes. Vote on Motion 4-0. Motion carried.

a. Parks & Rec 23-8: August 18, 2023 Meeting Minutes

5. Perfecting and Approval of the Agenda

Enters Williams.

Motion by Rasmussen, seconded by Karwoski. Vote on Motion 5-0.
Motion carried.

6. Guests requesting to address the Parks Board

None.

7. Action Items

a. Consideration of recommendations related to Arts, Culture, and
Wayfinding Master Plan

Present: Teva Dawson, John Aceto, and Lorin Ditzler.

Representing: Group Creative Team

Purpose: Wayfinding Concept Review and Artist Presentations (via
Zoom) and selection of sites for Artist Concept Development

The board was given a handout to vote on two sites for artist concept
development from the following options: Mud Creek at Eagle Park, Art

Alley (breezeway from the trailhead to downtown), school pick-up line, Bondurant gateway entrance (sculptures/features), and downtown entry feature. The meeting time didn't allow for proper discussion and would be voted on after the meeting.

The Parks and Recreation Board members were given a rubric to evaluate each artist. The members absent are given the same details with only a proposal to base their review on.

Exit Williams.

Presentation #1: Artist Daniele Frazier

The proposals Daniele presented are to set the tone and direction of her offerings/abilities.

Concept #1 included geometric monoliths, visible from a distance

Concept #2 included opaque signs with the purpose of allowing the landscape to show through and interact visually with the audience.

Presentation #2: Roundhouse Platform

Artist Noemie Despland Lichtert and Designer Brendan Sullivan Shea presented the Roundhouse Platform concept.

They pulled the City's current branding guide details and added rust and black to partner with the current blue and yellow Bondurant branding colors. Then they pulled from the railroad history and Midwestern regional landscape to formulate a perforated corten sign with repurposed rails sticking out from behind the sign. Each panel would be sized to the purpose of the sign based on wayfinding scales.

Presentation #3: Common Studio

Artist Kim Karlsrud presented Commonstudio's concept of "Planting Bondurant."

At its heart, the approach is simple: That every new sign in the city be placed in tandem with the sapling of an ecologically resilient and culturally resonant tree.

Each sign element is to be fully incorporated into a custom-designed tree grate, constructed from cast aluminum, custom-branded elements, with a powder coated with a vibrant semi-gloss finish that is a yellow-orange color (Hex# FFB81C per the Bondurant branding guide).

Modified tree grates will include a single (or series of) custom pattern of perforations. TBD

Public seating elements present themselves as "ribbons" of material uplifted from the grates themselves.

The proposed grates can be incorporated into paved surfaces such as concrete, asphalt or cobbles, as well as into existing unpaved surfaces such as decomposed granite paths or open parkspace as each site may necessitate.

Choosing the right tree species (or palette), is a vital consideration. TBD

- b. Presentation and Direction regarding mural for future Parks and Recreation Facility through IISC
The mural for the Bondurant Emergency Services (future Parks and Recreation Facility/Community Center) was unveiled.
Motion by Karwoski seconded by Collison to approve the mural presented by the University of Iowa Initiative for Sustainable Communities (IISC) program leaders. Vote on Motion 4-0. Motion carried.

- c. Parks, Trails, and Greenway Master Plan Introduction - University of Iowa Students
Present: Kenna Bell, Maddie Stoen, and Ben Whisnant

Representing: University of Iowa Initiative for Sustainable Communities (IISC) Students

Purpose: One of the projects the IISC students will be working on is the updated Parks, Trails & Greenway Master Plan. Kenna, Maddie, and Ben presented their goals and objectives in this master-planning process.

The board was personally invited to the student's 1-hour presentation scheduled for Tuesday, October 3 via Zoom at 12:45 PM. The students will go into specific details of their master planning process thus far.

8. Discussion Items -

9. Reports and Comments:

- a. Communications and Events Coordinator

- b. City Administrator
The Parks and Recreation Board is being added to the weekly BREW. Monday, October 9 will be the Bondurant Recreational Sports Complex Parking Lot ribbon cutting at 5:15 PM - all are invited. Marketa will be out of the office in October. Many projects are underway in the City of Bondurant. The water tower project is moving forward, along with a major water main installation and prepping for a water treatment plant.

A City Park Groundbreaking Event will be planned. More details to come.

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

c. Board Members

Rasmussen - none.

Collison - working with Nicole to produce handouts about the upcoming construction of City Park and would like to attend the upcoming Civic Club, Auxiliary Club, and Historical Society meetings.

Karwoski - none.

Simpson - The Youth Bluejay Basketball Club registration is open. This is the second year the club has opened registration to include young people outside of the Bondurant area. The demand is high, so the number of teams is capped.

d. Planning & Community Development Director

Next Tuesday, October 3 will be a 1-hour presentation by the University of Iowa students regarding the Bondurant Parks, Trails, and Greenway planning process. The board is invited to join at 12:45 PM - City staff will be present.

On October 12 two awards are being presented to the City of Bondurant for the Civic Campus Master Plan and the Central District Stormwater Improvements Master Plan. More details will be released soon.

10. Adjournment

Motion by Rasmussen seconded by Karwoski to adjourn at 7:53 PM
Vote on Motion 4-0. Motion carried.

Nicole Van Houten
Communications and Events Coordinator

ATTEST:

Dennis Lyman
Board Chair



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

Item No. 6.a.
For Meeting of 10/19/2023
Presentation

TITLE: Group Creative will be providing an update on the Arts, Culture and Wayfinding Process

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: Art and Culture presentation: Vision, Goals, and Precedent images.

Wayfinding Artist Selection

City Council approved the artist selection recommended by the Bondurant Parks and Recreation Board on Monday, October 16.

A wayfinding plan is underway and John Aceto is moving forward with the proposed artistry concept. More details to come at a later date.

Sites Selected

RFPs were drafted to solicit artist proposals for Petocka, Art Alley, and the Downtown Entryway.

City Council approved the Commonstudio preliminary wayfinding design concept on Monday, October 16 agenda. The City's second downtown-area artist concept will be along 2nd Street NE in the area of the upcoming Truman Drive NE street project. Attached is a DRAFT concept of what this intersection will look like – a reminder that it is yet to be determined if this new intersection will be signalized or if it will be a roundabout. We'll keep you updated once we have this determination, as this will obviously impact the type/location of an art installation placed in this area.

Timeline

November:

- The subcommittee reviews artist profiles provided by consultants and submits rankings virtually (no meeting will be held for this part of the process). 3 top artists are selected for each of the 3 sites (9 artists total). The consultant team then hires those 9 artists to create a proposal.
- Lake Petocka artist review - Early November

- Art Alley and Downtown Entryway Artist Review - Mid/Late November
- Parks and Rec meeting (16th): Wayfinding presentation
- Rough draft of Art, Culture, and Wayfinding Plan submitted to staff

December:

- The subcommittee reviews artist profiles provided by consultants (1-2 hour meeting held between December 11-13). 3 artists will present their proposals for Lake Petocka and the subcommittee will identify a preferred artist. A second, short virtual meeting may be held if necessary to make a final decision.
- Parks and Rec meeting on Wednesday, December 21
 - The subcommittee will share the results of the artist ranking.
 - Draft of Art, Culture, and Wayfinding plan submitted to Parks & Rec (does not include artist concepts)

January:

- Virtual meeting of the artist selection subcommittee (2-hour meeting held between January 8-11). 6 artists will present their proposals: 3 for the Art Alley and 3 for the downtown entryway. The subcommittee will identify a preferred artist for each site and bring recommendations to the Parks & Rec board. A second, short virtual meeting may be held if necessary to make a final decision.
- Parks and Rec meeting on Wednesday, January 18
 - Review of Art, Culture, and Wayfinding Plan.
 - The subcommittee will share the results of the artist rankings.
 - Forward Art, Culture, and Wayfinding Plans and artist recommendations to the City Council (Monday, February 5)

Selecting the Subcommittee Jury Members

The Subcommittee Jury must include a minimum of two Parks and Recreation Board members. Who is willing to commit to this subcommittee? The president of the Bondurant Community Foundation, a City Council member, and a community stakeholder will be selected. More details are to come at a later date.

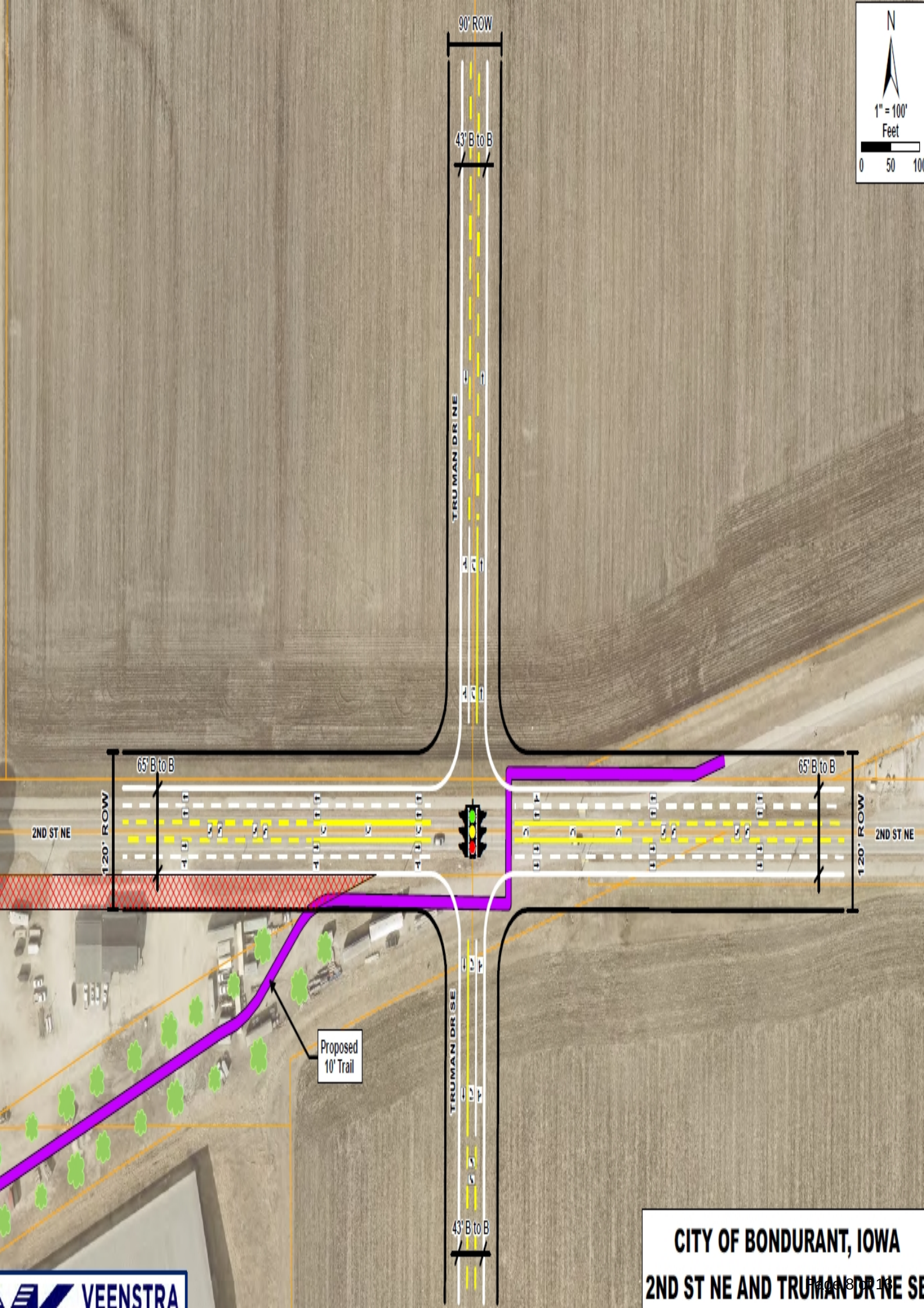
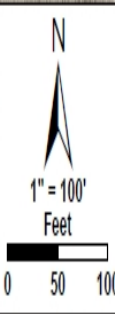
FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. 2nd Street NE and future Truman Drive NE - Downtown Entryway



Proposed
10' Trail



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

Item No. 7.a.
For Meeting of 10/19/2023
Motion

TITLE: The Playground Packet will be presented to the Parks and Recreation Board for review and approval for playground purchase at City Park

CONTACT PERSON:

Nicole Van Houten, Events & Communication Coordinator

BRIEF HISTORY & ANALYSIS: Staff met with the Playground consultant and RDG design consultants on Friday, October 13. The Council has empowered the Parks and Recreation Board to select the playground equipment pieces for City Park. The Board previously selected the playground vendor and this item is to confirm selection of various playground pieces.

FUNDING SOURCE: Bonds/TIF/LOSST

STAFF RECOMMENDATION: Select playground equipment.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 9.a.
For Meeting of 10/19/2023
Reports and Comments

TITLE: Communications and Events Coordinator

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: Seeking volunteers for the Bondu Spooktacular. Are board members available?

Attached is the Event Report for the September Movies in the Park event.

Will share updates RE: the Bondurant Soccer Club and Central Iowa Bicycle-Pedestrian Roundtable.

Upcoming Events: Bondu Spooktacular 10/21/2023, Home Alone Awareness Workshop 11/4/2023, and Christmas in Bondurant. I have a proposal for Christmas in Bondurant attached, which seeks your support.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Event Report - Field of Dreams
2. New Program Request Form- Christmas in Bondurant Change



Park & Rec Event Report

Name of Event:

Date:

Time:

Demographic:

Attendance:

Volunteers:

Equipment & Supplies:

Budget:

Fees:

Revenue:

Expenses:

Donations:

Advertisement:

The Bounce

LinkedIn

Facebook

Website

Twitter

Bondurant Living Magazine

Instagram

Lessons Learned:

New Program Request

Program: Christmas in Bondurant: Annual Tree Lighting Ceremony, Santa Social, and Merry & Bright Parade

I would like to discuss the possibility of shifting the Santa Social event to Sunday and, in conjunction with this adjustment, consider an earlier time slot for the event. This change will necessitate moving the Merry & Bright Parade to Sunday as well, aligning all these events for a smoother and more enjoyable experience for our community.

Currently, the Winter Carriage Ride is scheduled for Sunday, September 3, from 1:00 to 4:00 PM. During this timeframe, the Bondurant Farmer's Market will host a vendor fair, featuring businesses such as KaleidoHope, Iowa Floor Coverings, Home Slice Pie, and potentially more local Bondurant Chamber businesses.

The Bondurant-Farrar Fine Arts Boosters also plan to invite choir students to serenade attendees with Christmas Carols.

I would like to propose the inclusion of youth winter crafts from 1:00 to 4:00 PM during the same period. To enhance the experience for families, we can start the Carriage Ride at the library circle, allowing attendees to seek refuge in the library while they wait.

To create a more seamless schedule, I recommend advancing the Christmas Tree Lighting ceremony to take place before the parade. As a solution, I suggest a Tree Lighting Ceremony at 5:00 PM, featuring carolers, followed by the parade commencing promptly at 5:30 PM.

The Christmas Celebration would then end at 6:00 PM.

I kindly ask for your consideration of these adjustments, as they will significantly enhance our holiday festivities and ensure a more enjoyable experience for all attendees.

If you are in favor of these changes, I will reach out to the Bondurant Community Library to consider youth crafts on Sunday versus Saturday, then reach out to Federated Church of Bondurant's Choir to participate in the Tree Lighting Ceremony. Additionally, I may approach the Bondurant Christian Church and other local churches to host a live Nativity scene, possibly as a collaborative effort. Furthermore, I will extend an invitation to the Bondurant-Farrar Cheer Squad to consider participating in the festivities by offering facepainting, and we can explore how the Jazz Band and other school organizations can contribute to make this event truly special. There's still more brainstorming to be done, but I'm confident that together we can create a memorable holiday season for our community.

Your thoughtful consideration of these proposed changes is greatly appreciated. Please let me know your thoughts, and I look forward to your feedback.

Other Notes:

This discussion has been shared with the event organizer of the Winter Carriage Ride and the Bondurant Farmer's Market organizer. An initial suggestion has already been share with the library, but awaiting a response. If the library is not open to the idea then I will impose this change be consider next year. Marketa is in favor.