

**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/89956109119?pwd=c2xxYU4yaGU1cVRRWjJvNHJqandrQT09>

**NOTICE OF A REGULAR MEETING
BONDURANT PARKS AND RECREATION BOARD
DECEMBER 21, 2023**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on December 21, 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: November 16, 2023 Meeting Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - a. Group Creative will Provide an Update on the Art, Culture, and Wayfinding Planning Process
7. Action Items
 - a. Bondurant Little Library Policy
 - b. Bondurant Code of Ordinances: Chapter 115 Cemetery Amendment
8. Discussion Items -
 - a. Primitive Camping Update
 - b. City Park Update
9. Reports and Comments:
 - a. City Administrator
 - b. Communications and Events Coordinator
 - c. Public Works Director
10. Adjournment



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

Item No. 4.a.
For Meeting of 12/21/2023
Motion

TITLE: Parks & Rec 23-9: November 16, 2023 Meeting Minutes

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. November Minutes

Bondurant Parks and Recreation Board
Minutes
November 16, 2023

1. Roll Call

Present: Rasmussen, Collison, Robinson, Karwoski, Lyman, Simpson, and Williams

Absent: None.

City Officials Present: City Administrator Marketa Oliver, Communications and Events Coordinator Nicole Van Houten

2. Call to Order and Declaring a Quorum

Called the meeting to order and declared a quorum at 6:01 PM

3. Abstentions declared

None.

4. Approval of Minutes

Motion by Collison seconded by Willaims to approve October 19, 2023 meeting minutes. Vote on Motion 7-0. Motion carried.

a. Parks & Rec 23-8: October 19, 2023 Meeting Minutes

5. Perfecting and Approval of the Agenda

Motion by Robinson seconded by Rasmussen to approve November 16, 2023 meeting agenda. Vote on Motion 7-0. Motion carried.

6. Guests requesting to address the Parks Board

a. Ava's Garden at Renaud Ridge Park Enhancement

Present: Joni Hutchinson

Representing: Living Ava's Way Foundation

Purpose: Ava's Butterfly Garden was created in her memory in 2018. It was done in collaboration with the city and the We XL 4H club. It is a beautiful addition to our community and the environment. Living Ava's Way Foundation's goal is to continually maintain, and improve Ava's Garden while encouraging volunteerism and betterment throughout the community.

Ava's Garden provides numerous

opportunities in support of environmental and pollinator protection.

The park/garden is visited by many patrons regularly. Ava's Butterfly Garden has twelve 5-star reviews and has been viewed on Google thousands of times. The enhancements being proposed will create a more welcoming and accessible space for people of all ages and abilities to enjoy safely and comfortably. Joni shared her proposal with the Parks and Recreation Board for some updates. The updates include a newly expanded and paved walking path, a new bench, and the addition of inclusive play features. This will allow for ease of maintenance for mowing and safer access, including wider paths for wheelchair access and stroller-friendly.

Living Ava's Way Foundation is honoring Ava's ever-lasting legacy of love. Joni once read, "The only way to beat death is through life, and we give life through HOPE." That is why Joni created Ava's foundation to give HOPE! Even though cancer affected Ava for 3532 out of 4382 days she was alive, she never let it define her. Her last wishes centered on helping others and that is how we celebrate AVA. This foundation is the heart and soul of her legacy. Ava wanted to make the world a better place, through small yet impactful changes. Her dream touched people across the globe, and Living Ava's Way Foundation cultivates that spirit in her honor.

Timeline: 2023 Bondurant Parks and Recreation Board approval. 2023-2024 fundraising, grant writing, and project planning for an upgraded walking path. Begin collaboration with We XL 4H club to order and install new bench. Fall 2024 or Spring 2025 Phase One: removal of the current walking path and repave walking path while also expanding the path into the park. 2025-2026

continue fundraising for inclusive playground equipment. 2027 site prep and installation of playground equipment.

Motion by Karwoski seconded by Robinson to recommend to City Council to support the proposed enhancements to Ava's Garden in Renaud Ridge Park Vote on Motion 7-0. Motion carried.

b. Primitive Camping Option at Lake Petocka

Present: Jeff Cook

Representing: Self (Local resident)

Purpose: Following up on his presentation to the Parks and Recreation Board on August 17, 2023, regarding the board considering primitive camping at Lake Petocka. According to the meeting minutes, the board requested more research regarding specific rules/guidelines to ensure proper use of the designated space for primitive camping in public parks. Signs will be necessary to define the camp area. Per state restrictions, fire pits can be allowed for cooking purposes.

Jeff restated that this would primarily be an enhanced amenity for Chichaqua Valley Trail users, so the location would need to be near the trail, have access to restrooms (although primitive campers do not expect this feature), and be aware that Baxter and Mingo have both added or are adding primitive camping options for the trail users also. Jeff asked if the Lake Petocka restrooms are open year-round. Oliver will follow-up with the Public Works Director to verify.

Lyman and Williams do not view the northwest corner of Lake Petocka Park as a viable option. Perhaps the section of land east of the Pawtocka Dog Park would be a better location, but a lot of that land is owned by the county and not the city.

Next steps: Discuss with Public Works how to begin the process of adding primitive camping

to Lake Petocka. Amenities will include: 2-3 camping sites, with a fire ring, picnic table, trash receptacle, and rule and regulations sign. Van Houten will seek rules/regulations from other communities that have primitive camping sites (examples: Colfax and Baxter).

New Topic: There are three interpretive signs at the Bondurant Regional Trailhead and Jeff was a parks and recreation board member who assisted with the planning of the trailhead. As events have been added to this park space it may be better to move the signs as they obstruct people's view of the shelter area where concerts and other activities are held in this space. The Fire Station is going to move to its new facility, so when will the old building be converted to a community center? Oliver stated the intent would be to schedule improvements to the building in fall 2025/spring 2026.

Motion by Robinson seconded by Williams to move the interpretive signs before Summer Fest 2024 and allow city staff to decide the best location. Vote on Motion 7-0. Motion carried.

7. Action Items

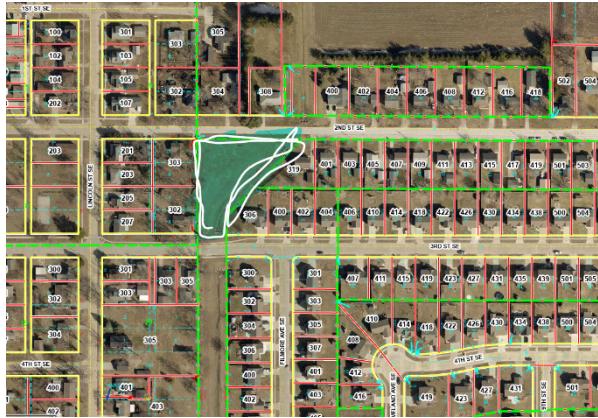
None.

8. Discussion Items -

a. Heritage Park

The Bondurant Community Foundation hired a consultant to design the 2015/2016 Heritage Park Trail (Linear Park) Master Plan. The park includes 0.63 acres of undeveloped park space. The original proposal included a trail with an arboretum and designated educational spaces. City staff will reach out to the Bondurant Community Foundation to find out more about the plan. Jeff Cook attended the recent City Council meeting on Monday, November 6, and suggested a basketball court be considered within the undeveloped space in Heritage Park. This information will be given to the Initiative for Sustainable Communities (IISC) consultants working on the updated Parks, Trails, and Greenspace Master Plan.

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



b. Arts, Culture, and Wayfinding Update

Present: John Aceto

Representing: Group Creative

Purpose: John Aceto shared an update on the wayfinding package for the Art, Culture, and Wayfinding Master Plan. John is a part of the Group Creative team and had an opportunity to provide some site design and wayfinding planning for the City. Common Studio's was the artist selected for the wayfinding. John has been working with Common Studio's to adjust their initial proposal to integrate into the proper wayfinding scales with the best visibility standards and maintain the aesthetic the artist is seeking to achieve. The final wayfinding guidelines will include specific sites including the benches and grates. Other sites will have a sign, but a curved dimension will be eliminated and not all signs will incorporate benches and grates. Thoughtful sites will be selected which will best accommodate this feature. All signs will have a tree, some signs will have punched-out lettering, others will have vinyl lettering, and others will have exhibit lighting. The signs will have a frost footing. The specific tree species have been selected by Group Creative and Common Studios based on the demographic of Iowa and the most resilient diversified tree options. The final tree plan will be shared with RDG Planning and Design, who are working

on the City Park Improvements.

Rasmussen stated that it seems like the example presented does not show the sign and tree as a cohesive piece. How can we make it more cohesive? Spacing will be important to convey these as a cohesive piece. Karwoski asked if the artist could share a mock-up of the plan to share openly and drum up excitement in the community.

Rasmussen is interested in seeing a mock-up of a Gateway Sign with exhibit lighting - will they include addresses with business names in spaces that have multiple businesses with multiple addresses? Van Houten is concerned about the caliber of the tree trunk with the wayfinding grate or climbable ladder-style signs. Robinson stated that signs with ladder-style features will need to be addressed and not allow these signs to be climbable.

Rasmussen and Williams were not fond of yellow as the only branded color for the signs and wondered if there was a way to provide a color scheme based on the style of the sign or designate a section of the community.

Simpson inquired about the longevity of the vinyl applied to the signs and what maintenance requirements there were.

Simpson also inquired about adding a QR code to the signs to view maps and more information for users to be guided.

Next Steps: John will come back with a mock-up of the Civic Campus sign. Consideration will be given to more varying colors. Some of the sign scaling will be adjusted for the safety of trail users and to prevent climbability. The final plan will include features to drum up excitement in the community based on what is to come.

c. City Park update

During the City Council meeting Monday, November 6 an open discussion transpired about saving the maple tree and resizing the basketball court, or keeping the basketball court as is, and removing the tree. The consultant will hire an arborist who may look at the viability of relocating the maple tree. The life expectancy of this tree will be a very

important factor if budgeting is allowed. The City Council requested that larger caliper trees be used in the tree design as new trees are planted in the park. The basketball court is well-used and a popular feature that cannot be resized - the size will remain as is and the court will remain in the proposed space.

9. Reports and Comments:

a. Communications and Events Coordinator
Event reports were reviewed.

b. City Administrator
The City is partnering with the Landus Developer to establish a master plan of the area. Bonding money will be used for the BRSC parking lot, sports courts in partnership with the school, Park Side trail connection, and the Landus Master Plan.

10. Adjournment

Motion by Collison seconded by Rasmussen to adjourn at 7:47 PM.
Vote on Motion 7-0. 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. 7.a.
For Meeting of 12/21/2023
Motion

TITLE: Bondurant Little Library Policy

CONTACT PERSON:

Nicole Van Houten, Events & Communication Coordinator

BRIEF HISTORY & ANALYSIS: Historically, the Bondurant Mother's Club built Little Libraries that you see around town. Some of the libraries are currently located in City Parks. Once a community project is complete (including Eagle Scout projects), it becomes the property of the City of Bondurant. Therefore, it is the city's responsibility to maintain it.

As a parks board, we should establish a maintenance plan with the community organizations, which can be adopted by the board as a portion of the policy of these Park Amenities. In return, this will be published on the City's website and used to educate the community about best practices with the hope that it will be used properly.

Instead of building a program and adding an app, I have found this program that we can partner with: <https://littlefreelibrary.org/app/>

Attached is the suggested website build and policy. City Council has also discussed this and would look for recommendations from the Parks and Recreation Board on a policy for Little Libraries that guides for the installation of them exclusively on private property.

FUNDING SOURCE:

STAFF RECOMMENDATION: A motion is necessary to recommend to the City Council for review and approval.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. City of Bondurant Policy- Bondurant Little Free Libraries
2. Bondurant Little Free Libraries Website

City of Bondurant Policy: Bondurant Little Free Libraries

Objective: The Bondurant Little Free Libraries program aims to promote community engagement, literacy, and a culture of sharing by facilitating the installation and maintenance of Little Free Libraries on private property throughout the city.

- 1. Installation and Stewardship:** Individuals interested in establishing a Little Free Library in Bondurant must identify a suitable location with legal and safe access, high visibility, and significant foot traffic. The steward responsible for the library's upkeep and promotion, should also be designated. Little Libraries shall be located on private property.
 - a. Guidelines for the installation process can be found in the "How to Site and Install a Little Free Library Book Exchange" video available at [YouTube Link](#).
 - b. To enhance accessibility, stewards are encouraged to follow the recommendations provided in the "How to Make Your Little Free Library More Accessible" article available at [Little Free Library Accessibility Guide](#).
- 2. Library Acquisition:** Little Free Libraries can be built, obtained from local builders, or purchased through the official Little Free Library online store. Libraries purchased through the online store are automatically registered and come with a charter sign.
 - a. Libraries can be purchased from the official Little Free Library store: [Little Free Library Store](#).
 - b. Plans and blueprints for building a Little Free Library can be found at [Build a Little Free Library Plans and Blueprints](#).
- 3. Library Registration:** a. Stewards should register their Little Free Library by purchasing an official charter sign. Libraries bought from the online store come automatically registered. Registration provides access to steward benefits, including listing on the Little Free Library mobile app and web map.
 - a. Details on how to register a library can be found at [Register Your Library](#).
- 4. Steward Account Setup:** a. After purchasing a Little Free Library or charter sign, stewards will receive an email with a link to set up their steward account. This account allows real-time management of the library's details and location on the world map.
 - a. New stewards can find detailed instructions on setting up their steward account at [How Do I Set Up My Steward Account If I'm A New Steward?](#).
 - b. Additional resources for stewards are available at [Helpful Resources](#).
- 5. Community Engagement:** Stewards are encouraged to involve the community in the Little Free Library initiative through various means, including in-person communication, social media engagement, and hosting Grand Opening Ceremonies.
 - a. Joining the official Little Free Library Stewards Facebook Page can provide a platform for networking and sharing experiences. Details can be found at [Little Free Library Stewards Facebook Page](#).
 - b. Stewards can contribute to the Steward Book Directory at [Steward Book Directory](#).

This policy is effective immediately and may be subject to periodic review and updates.

Bondurant Little Free Libraries

A Little Free Library is a free book-sharing box where anyone may take a book or share a book. They function on the honor system. You do not need to share a book in order to take one. If you take a book or two from a little library, try to bring some to share to that same library, or another in your area, when you can. Registered little libraries have a primary caretaker, called a Little Free Library steward. The steward is usually the person who puts up the library. The steward takes care of basic maintenance like keeping the library clean and inviting, but it is up to everyone who uses the library to keep it stocked with good books.

Get the Little Free Library Mobile App

Want to find Little Free Libraries near you? Get the Little Free Library mobile app (it's free)! Get it in the App Store for iOS devices or the Google Play Store for Android devices. The Little Free Library app makes it easy to find little library locations near you. You can get directions, create routes, save your favorites, and track the libraries you visit. If you're a Little Free Library steward, there's a section of the app that lets you edit your library's listing in real time! Find guidance at <https://littlefreelibrary.org/app/>



Start a New Bondurant Little Free Library

1. Identify a Location & Steward
 - a. First decide where you can legally and safely install the library. The location should also have a lot of foot traffic and be highly visible to anyone nearby. Then identify at least one person to be the steward (steward = caretaker). This person promotes the library and makes sure it is clean and inviting.
 - b. How to Site and Install a Little Free Library Book Exchange Video: <https://youtu.be/eKgQ8o6BUUw?si=QLUQsl19o333ESW>
 - c. How to Make Your Little Free Library More Accessible Article: <https://littlefreelibrary.org/how-to-make-your-little-free-library-more-accessible/>
2. Get a Library
 - a. You can build your own Little Free Library following any design you like; find someone locally to build one for you; or purchase a library through Little Free Library's online store. Libraries purchased through our online store are automatically registered and come with a charter sign included.
 - b. Little Free Library Store: <https://shop.littlefreelibrary.org/>
 - c. Build a Little Free Library Plans and Blueprints: <https://littlefreelibrary.org/start/build-a-little-free-library/>
3. Register Your Library
 - a. Register by purchasing an official charter sign. If you buy a Little Free Library from our online store, it will automatically come registered with a charter sign included. If you build your own book-sharing box, register it by purchasing a charter sign. After you register, you gain access to a network of benefits just for stewards, such as the option to set up your steward account and list your library on the Little Free Library mobile app and web map. Set Up Your Steward Account: Within one to three days of registering your Little Free Library, you will receive an email prompting you to set up your steward account. This email is sent to the person who purchased the library or charter sign.
 - b. How to Register Your Library: <https://littlefreelibrary.org/stewards/registration/>
4. Set Up Your Steward Account

- a. After you purchase your Little Free Library or charter sign, you will receive an email with a link to set up your steward account. Once you have set up your steward account, you have the option to add your library's location to the world map and manage all of its details in real time. Your library will not appear on the map unless you add it. To map your library, log in to your steward account through the Little Free Library app or steward web portal, fill in your library's information, and set its Map Status to Mapped.
 - b. How Do I Set Up My Steward Account If I'm A New Steward? Find details at <https://littlefreelibrary.org/docs/how-do-i-set-up-my-steward-account/>
 - c. Helpful Resources <https://littlefreelibrary.org/stewards/helpful-resources/>
5. Build Community Support
- a. Get your community involved! Tell your friends, family, and neighbors in person. Use social media to engage your community. Hold a Grand Opening Ceremony and invite your neighbors to kick off the library in style with a ribbon cutting, snacks, and books freely exchanged! Contact the local paper, radio, and TV stations. Send out a press release. The more people who know about your library and support it, the better.
 - b. Join the Little Free Library Stewards Facebook Page: Find details at <https://www.facebook.com/groups/littlefreelibraryofficial>
 - c. Steward Book Directory: Find details at <https://littlefreelibrary.org/stewards/book-directory/>



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

Item No. 7.b.
For Meeting of 12/21/2023
Motion

TITLE: Bondurant Code of Ordinances: Chapter 115 Cemetery Amendment

CONTACT PERSON:

Nicole Van Houten, Events & Communication Coordinator

BRIEF HISTORY & ANALYSIS: An amendment to Chapter 115 regarding the cemetery is being proposed to be clear and concise about the burial process at the Bondurant Cemetery. This is to prevent the need to relocate burials due to misguidance or lack of notification. While burying a loved one yourself without professional help is legal in some areas, it's essential to consider the emotional and logistical challenges involved. Unauthorized digging on Bondurant Cemetery grounds is not allowed. Funeral directors and grave diggers can provide valuable assistance and ensure proper procedures are followed. Burying a body properly requires specific knowledge and techniques to avoid health risks or environmental contamination. Consulting with professionals ensures the burial is conducted safely and hygienically. Burials should be done through official channels involving the cemetery and potentially a funeral director.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: Motion to approve Chapter 15 Cemetery improvements.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. revised Chapter 115 Amendment

CHAPTER 115

CEMETERY

115.01 Definition	115.06 Perpetual Care Registry
115.02 Trusteeship	115.07 Cemetery Lots Without Perpetual Care
115.03 Establishment of Trust Fund	115.08 Annual Care
115.04 Sale of Interment Rights	115.09 Vandalism in Cemetery
115.05 Records of Interment Rights and Interment	

Update the Table of Contents with the following:

- 115.10 Cemetery Regulations
- 115.11 Cemetery Hours
- 115.12 Plot Prices
- 115.13 Burial Procedures

115.12 PLOT PRICES. The purchase price for interment rights in a plot at the Bondurant Perpetual Cemetery (two spaces per plot) is \$900 if purchased by and for a resident of the City of Bondurant, Iowa, Polk County and \$1,800 if purchased by and for a non-resident of the City of Bondurant, Iowa, Polk County. Effective January 1, 2020, the purchase price for interment rights for a plot at the Bondurant Perpetual Cemetery (two spaces per plot) is \$1,400 if purchased by and for a resident of the City of Bondurant, Iowa, Polk County and \$2,800 if purchased by and for a non-resident of the City of Bondurant, Iowa, Polk County. (Ordinance No. 18-206)

115.13 Burial Procedures

1. Prior Notification:

(a) ~~To ensure accurate and respectful interments, all~~ All burials within the Bondurant Municipal Cemetery must be pre-arranged with the City Hall Cemetery staff at least two (2) business days prior to the intended date of interment.

(b) Failure to pre-arrange a burial may result in delays or inability to accommodate the desired date and location. Additionally, a municipal infraction may be issued for conducting a burial without prior notification.

2. Survey and Instructions:

(a) ~~To avoid any misunderstandings regarding burial details, the City Hall Cemetery staff will provide a comprehensive burial survey during the pre-arrangement process~~ to clarify burial details.

(b) The survey will clearly outline all necessary information, including:

- Plot owner's name;
- Deceased's name, veteran affiliation, date of birth, and date of death;
- Type of interment (casket or urn);

- Desired burial plot location (if specific);
- Name and contact information of authorized representative;
- Confirmation of required vault for casket or urn; and
- Additional details or requests (e.g., date of grave side service, witness requirements, clergy information).

(c) The City Hall Cemetery staff will ~~thoroughly~~ explain the survey and address ~~any~~ questions ~~and/or~~ concerns before finalizing the order.

3. Responsibility and Verification:

(a) The City of Bondurant assumes no responsibility for errors or inaccuracies arising from incomplete or unclear information provided on the burial order form. It is the sole responsibility of the authorized representative to ensure all details are accurate and complete.

(b) The City will not be responsible ~~for costs or expenses associated with interment and/or~~ disinterment proceedings ~~with the state and must be at the expense of the authorized representative or the first right of interment.~~

4. Respectful Conduct:

(a) All persons involved in burial services within the Bondurant Municipal Cemetery are expected to conduct themselves with dignity and respect for the deceased and their families. This includes adhering to proper attire, noise restrictions, and maintaining a solemn demeanor during the ceremony.

(b) Failure to comply with expected respectful conduct may result in removal from the cemetery grounds.

5. ~~Additional Information:~~

~~(a) For further information and details regarding burial procedures and cemetery regulations, please contact the City Hall Cemetery staff at 515-967-2418 or visit the cemetery website at <https://www.cityofbondurant.com/services/pages/cemetery>~~



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

Item No. 8.a.
For Meeting of 12/21/2023
Discussion Item

TITLE: Primitive Camping Update

CONTACT PERSON:

Nicole Van Houten, Events & Communication Coordinator

BRIEF HISTORY & ANALYSIS: The comparative analysis of Primitive Camping is attached. The comparative analysis reveals diverse approaches to primitive camping in the mentioned municipalities. While Baxter's initiative is community-driven and currently facing implementation delays, Adel relies on a private entity, and Des Moines strictly prohibits camping on city properties. The pending feedback from county conservation authorities may shed further light on regional camping practices. The success and sustainability of these initiatives will likely depend on effective collaboration, community support, and adherence to local regulations.

The Public Works Director and the Planning & Community Development Director evaluated the parkland in the city limits. Lake Petocka is already programmed with full park amenities. Capital Improvement Projects currently include a fishing pier and a kayak launch. There is no space for primitive camping and there is no ideal location along the trail system to offer primitive camping within the city limits. It is encouraged to seek Polk County Conservation support and guidance to add camping options along the trail. Typically, primitive camping is in wooded areas in larger county or state parks. Due to Bondurant's distance to the Des Moines metro area this would encourage transient populations to establish camps in the area. The existing restroom facilities in the park will experience more wear with increased use.

FUNDING SOURCE:

STAFF RECOMMENDATION: It is encouraged to seek Polk County Conservation support and guidance to add camping options along the trail.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Comparative Analysis of Primitive Camping Initiatives in Baxter, Adel, and Des Moines

Title: Comparative Analysis of Primitive Camping Initiatives in Baxter, Adel, and Des Moines

Introduction:

The Home Town Pride committee in Baxter is actively working on the installation of primitive camping facilities in the Baxter Community Park. President Genn Popenhagen shared updates on the project, highlighting the acquisition of essential camping items and the intended location of the camping spots. However, due to delays in installation, no campers have used the facilities yet. This analysis will compare Baxter's efforts with the responses from the City of Adel and the City of Des Moines regarding primitive camping in their respective areas.

Baxter's Primitive Camping Initiative:

1. Facilities and Funding:

- Baxter has purchased a table, trash can, and funds for a fire pit for three camping spots.
- These items, however, have not been installed yet.

2. Installation and Usage:

- No campers have utilized the camping facilities due to the delay in installation.
- The intended location is approximately 2 blocks from the trail.

3. Planning and Research:

- No official research was conducted by the Hometown Pride Committee in Baxter.
- The initiative was based on feedback from CVT members, indicating a demand for primitive camping among bike riders.

4. Estimated Installation Date:

- The estimated date for installation is still under review.

City of Adel's Approach:

1. Responsibility:

- The City of Adel does not handle camping within its jurisdiction.
- The land is leased to a private couple who operates a local campground.

City of Des Moines' Stance:

1. Prohibition of Camping:

- The City of Des Moines explicitly states that no camping is permitted on its parks and recreation properties.

2. Municipal Camping Practices:

- The City of Des Moines claims that there are not many examples of public camping within municipalities.
- Public camping is primarily managed by Polk County Conservation.

3. **Pending Feedback:**

- Feedback is pending from Polk County Conservation and Story County Conservation.

Comparison and Implications:

1. **Community Involvement:**

- Baxter's initiative is driven by community feedback, reflecting a grassroots approach to meeting local needs.
- Adel's decision to lease land to a private couple suggests a reliance on external entities to manage camping facilities.

2. **Regulatory Differences:**

- Des Moines strictly prohibits camping within city-owned properties, indicating a regulatory stance against public camping.
- Baxter's initiative, once implemented, may provide a unique alternative for outdoor enthusiasts in the region.

3. **Municipal vs. County Management:**

- Des Moines emphasizes that public camping is mainly managed by Polk County Conservation, showcasing a division of responsibilities between city and county levels.
- Baxter's approach suggests a more localized effort by a town committee.

Conclusion:

The comparative analysis reveals diverse approaches to primitive camping in the mentioned municipalities. While Baxter's initiative is community-driven and currently facing implementation delays, Adel relies on a private entity, and Des Moines strictly prohibits camping on city properties. The pending feedback from county conservation authorities may shed further light on regional camping practices. The success and sustainability of these initiatives will likely depend on effective collaboration, community support, and adherence to local regulations.



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

Item No. 8.b.
For Meeting of 12/21/2023
Reports and Comments

TITLE: City Park Update

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: Monday, December 4 - contractors began removing trees

Tuesday, December 5 - contractors began all grade work. Removing concrete, playground, etc.

Friday, December 6 - Began pouring concrete for new sidewalks. Letters were sent to property owners surrounding City Park and the Downtown Businesses.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 9.a.
For Meeting of 12/21/2023
Reports and Comments

TITLE: City Administrator

CONTACT PERSON:

Marketa Oliver, City Administrator

BRIEF HISTORY & ANALYSIS: Attached is a capital update.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. 20231214 Parks capital update

Project	Status	Construction Timeline
Eagle Park	City staff secured a \$150,000 Facebook/Meta grant, a \$100,000 REAP grant, and a \$4,000 MidAmerican Trees Please! Grant along with City funding as the grant match for the project.	Eagle Park Master Plan was approved and adopted by City Council on August 15, 2022. Phase 1 of the project has been completed and a ribbon cutting/butterfly release ceremony was held in June 2023 to mark the accomplishment. The City has been working to secure additional grant funding for the multi-function golf in Eagle Park.
Underpass	Approvals secured from DOT. Funding agreement adopted by City Council. The design is complete. Right-of-way acquisition complete. Bids were completed in spring 2022.	The underpass project was completed and a ribbon cutting ceremony was held September 25, 2023.
City Park (Community Park)	Master Planning complete. Schematic Design is completed.	The work on Bid package 1, which includes grading, basketball court, new playground, and concrete work began December 4, 2023. The goal is to complete this work prior to the 50 th Anniversary of Summfest in June 2024. The City has also approved an agreement with MidAmerican Energy in October 2023 to put the utilities underground.
Central Park	The city council approved the design contract in fall 2021. City Council adopted Central District Stormwater Improvements Master Plan on November 7, 2022.	The final design for Central Park and the realignment of Grant Street S is anticipated for FY25. Shive Hattery is the design firm selected to work on the final design for the first phase of the Central District Stormwater Improvements Master Plan. They are also assisting with grant applications. Phase 1 of the project is slated for the FY28/FY29 timeline.

Project	Status	Construction Timeline
Lake Petocka: Pawtocka Dog Park (Specialty Park)	Donations have been accumulating from a local volunteer committee group. City staff secured a \$20,000 Rural Innovation Grant, \$2,000 Lowe's Hometown Grant, \$20,000 Prairie Meadow's Community Betterment Grant, and \$5,000 Polk County Community Betterment Grant for the dog park, along with the \$10,000 funding as the grant match.	The dog park is complete! A ribbon cutting or "bone crunching" ceremony was held July 21, 2023.
Lake Petocka Dock (Community Park)	\$50k – must obtain funding. Staff researching dock possibilities.	\$100,000 is budgeted FY25 towards this project. Staff will continue to seek additional grant resources.
Lake Petocka Trail	Repave trail	The trail was repaved in late Summer/early Fall 2023.
Lake Petocka Canoe Launch/Fishing Pier	Add fishing pier/canoe launch	\$100,000 is budgeted in FY25.
Lake Petocka: ARTocka	Add interactive art installations around Lake Petocka	The City secured a \$25,000 grant for the first installation of this project and this project is highlighted in the Arts, Culture, and Wayfinding Master Plan. A committee is reviewing artist submittals for the project in December 2023.
Lake Petocka: Park Side Trail Connection	Connect Park Side with Lake Petocka/BRSC.	Pending Park Side Trail to BRSC, which is slated for construction in FY25. The City secured a \$100,000 Land and Water Conservation grant, a \$23,673 DNR REAP grant, a \$2,500 Polk County Community Betterment grant, and \$40,000 Prairie Meadows grant for this project.
Lake Petocka: BRSC Improvements (tentative) - Parking (Specialty Park)	\$15,000 secured by Little League through the Prairie Meadow's Youth Sports and Recreational Grant	October 8, 2023 was the ribbon cutting. The total cost of this project was \$512,130; with \$75,000 from Polk County Community Development Grant; \$10,000 Prairie Meadow's Sports Grant; the aforementioned \$15,000 grant; \$5,000 from Little League and \$407,130 coming from City of Bondurant sources.

Project	Status	Construction Timeline
Park Side Park (Neighborhood Park)	Parkside Pond was stocked with fish in 2022 and has a designated access trail.	This will become more of a destination once the trail connection is established.
Skate Park (Specialty Park)	This specialty park was a part of the Central Park Master Planning process. The City Council adopted the Master Plan on November 7, 2022. City staff secured \$10,000 in grant funding, presented at the January 17, 2023, Council meeting.	Unknown. \$3.7M in funding must be obtained. A volunteer community group has formed to guide development of this project. This project is potentially a good project for the Enhance Iowa Grant. The City received a \$10,000 contribution from Storey Kenworthy towards this project in January 2023.
Pave Cemetery Road	\$30k – must find funding	Originally budgeted in FY26; however, this may change due to the reduction of general fund revenue brought about by 2023 State legislation.
Additional trail and downtown/trailhead parking (expand on trail/parking currently in railroad right-of-way area)	Create an arboretum trail that is an extension of the Chichaqua Valley Trail and potentially an entertainment plaza.	The City currently has a purchase agreement to acquire some of the property necessary to extend the CVT through downtown and create an arboretum trail. The City secured a \$125,000 Land and Water Conservation grant for this project. The City is also working with a developer on the Landus property to master plan the area with additional trail and trailhead amenities.
Additional parking for City Park (Community Park)	Land acquired in 2021. Demolition of the house on the current property occurred in 2022.	The construction of the parking lot timeline is unknown at this time.
Christmas Lights/Holiday Decorations	Select and purchase new holiday lighting for the City.	The lights were installed in November and December 2023. This includes new holiday decorations and new lights at the Depot. The Bondurant Men's Club donated \$5,850 towards the lights.
Joint Sports Courts	Partner with Bondurant-Farrar Community School District to construct joint sports courts on School Property.	FY24 or FY25 The City currently has bond proceeds in a fund for this project.

Project	Status	Construction Timeline
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Future Parks/Parks Improvements:

Bluejay Landing (Specialty Park)	Pending planning	Unknown
Harvest Meadows (Specialty Park)	Pending development	Unknown
Sankey Summit (Specialty Park)	Pending planning	Unknown
Prairie Point View Park (Neighborhood Park)	Pending development	Unknown
Featherstone (formerly known as Top Farms) Park (Neighborhood Park)	Pending planning	Unknown
Ice Rink	Provide an ice rink	An ice rink has been added to the schematic design of City Park. Other opportunities for ice skating can be identified in the Park, Trail, and Greenway Master Plan.
Heritage Trail (working name)	Develop a trail that parallels the water way that runs from Lincoln Street to Grant Street through town.	Pending. Staff will seek grant funds for this trail connection.

Planning Projects:

Art, Culture, & Way Finding Master Plan	Currently in process.	This should be completed early in Calendar Year 2024.
Park, Trail, and Greenway Master Plan	Currently in process.	This is being developed as part of the Iowa Initiative for Sustainable Communities program.

Project	Status	Construction Timeline
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Upgrades:

HVAC Systems	Invest in upgrades to the Trailhead Depot and the Lake Petocka Restroom facilities to allow for year-round use.	The City invested \$26,253 in this project, which was completed in Fall of 2023.
Interpretive Signage	The Foundation secured a \$1,326 Prairie Meadows grant for interpretive signage at Lake Petocka.	Once the Arts, Culture, and Wayfinding Master Plan is complete, this sign will be installed.
Downtown Landscaping	The City invested \$19,445 for new planters and \$21,309 for a landscaping maintenance contract for new downtown landscaping.	Summer 2023.
Tree Canopy	The City secured \$18,875 in funding for trees in FY22 and \$34,400 in FY23.	More than 300 trees were planted in the community during that timeframe.

Programming:

Rec-n-Roll Trailer	Provide a trailer and equipment to facilitate a “block party in a kit” for residents and Chamber members to use. The kit contains tables, chairs, canopies, outdoor games, a PA system, etc.	This is an entirely grant-supported program with funding from the Chamber of Commerce (\$15,000 Prairie Meadows grant); a Polk County Community Betterment Grant (\$5,250) and equipment donations from Amazon.
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Park & Rec Event Report

Name of Event:

Date:

Time:

Demographic:

Attendance:

Volunteers:

Equipment & Supplies:

Budget:

Fees:

Revenue:

Expenses:

Donations:

Advertisement:

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Lessons Learned: