

**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/85037212819?pwd=Wmh2SktJcnN0K3Jza1R1VTdpRnZ2Zz09>
<https://us02web.zoom.us/j/85037212819?pwd=Wmh2SktJcnN0K3Jza1R1VTdpRnZ2Zz09>

NOTICE OF A REGULAR MEETING BONDURANT PARKS AND RECREATION BOARD JANUARY 18, 2024

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on January 18, 2024, 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 & Recreation 23-10 December 21, 2023 Meeting Minutes
5. Perfecting and Approval of the Agenda
6. Guests requesting to address the Parks Board
 - a. Group Creative will present the draft Art, Culture, and Wayfinding (ACW) Master Plan
7. Action Items
8. Discussion Items -
 - a. Discussion regarding artist proposals for Art Alley and Downtown Entryway
9. Reports and Comments:
 - a. Events Coordinator
 - b. City Administrator
10. Adjournment

Bondurant Parks and Recreation Board
Minutes
December 21, 2023

1. Roll Call

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

Absent: Lyman

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

2. Call to Order and Declaring a Quorum

Vice Chair Marion Collison called the meeting to order at 6:00 pm and declared a quorum.

3. Abstentions declared

None.

4. Approval of Minutes

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

Motion by Robinson seconded by Rasmussen to approve November 16, 2023 meeting minutes. Vote on Motion 6-0. Motion carried.

5. Perfecting and Approval of the Agenda

Motion by Karwoski seconded by Williams to approve December 21, 2023 meeting agenda. Vote on Motion 6-0. Motion carried.

6. Guests requesting to address the Parks Board

a. Group Creative will Provide an Update on the Art, Culture, and Wayfinding Planning Process

Present: Emily Karwoski

Representing: Art Subcommittee Member

Regarding: Shared the three different proposals for the ARTocka exhibit and how the exhibit was selected as the art piece proposal moving forward. Each proposal was thoughtful and creative. The proposals were reviewed based on how distinctive the piece was, how inviting the artwork was, how frequently people would want to revisit the piece, how likely people

were to tell the story or share the artwork with others, and/or how memorable the piece was.

Motion by Robinson seconded by Rasmussen to recommend i/thee Lake Petocka Art Integration to City Council for approval. Vote on Motion 5-0. Karwoski abstained. Motion carried.

Oliver and Karwoski discussed how Shelby Doyle would be an excellent artist to use 3D printing to manufacture blue jay sculptures. Van Houten will coordinate a connection for this project.

7. Action Items

a. Bondurant Little Library Policy

Present: Nicole Van Houten

Representing: City Staff

Regarding: Reviewed policy and website design. Seeking a motion to move forward.

Motion by Williams seconded by Karwoski to recommend to City Council the approval of the Little Libraries Policy and new site for the City's website. Vote on Motion 6-0. Motion carried.

b. Bondurant Code of Ordinances: Chapter 115 Cemetery Amendment

Present: Nicole Van Houten

Representing: City Staff

Regarding: Chapter 115 Cemetery amendment to add clarity to burial requirements. Seeking motion to recommend to the City Council for an ordinance update.

Motion by Williams seconded by Karwoski to recommend a Chapter 115 Cemetery ordinance update to City Council for approval. Vote on Motion 6-0. Motion carried.

8. Discussion Items -

a. Primitive Camping Update

Present: Nicole Van Houten

Representing: Parks and Recreation Department

Regarding: Primitive camping research is complete. The comparative analysis reveals diverse approaches to primitive camping. Baxter's primitive camping is community-driven and has not yet been implemented. Adel relies on private entities and Des Moines strictly prohibits camping on city properties. City staff evaluated the parkland within Bondurant city limits and there is no usable space for this type of use. Typically, primitive camping is in wooded areas in larger county or state parks. After the comparative analysis was complete, Story County Conservation and Polk County Conservation sent feedback. Polk County Conservation provides primitive camping in all four of its campgrounds, including Jester Park, Yellow Banks, Thomas Mitchell, and Chichaqua Parks. Story County Conservation offers primitive camping in Dakins Lake and Hickory Grove Park.

Story County Conservation offers vault-style toilets at Dakins Lake and Porta Potty at Hickory Grove. There are no electrical outlets. The primitive sites receive less use as compared to the other modern campsites.

City of Collins is in the beginning stages of developing camping/yurts at their future trailhead on the Heart of Iowa Nature Trail. SCCB plans on paving an additional 12.5 miles on the trail to reach Collins in the summer of '24 which will tie Collins directly to the High Trestle Trail in Slater.

Staff Recommendation: Jeff Cook should seek Polk County Conservation support and guidance to add camping options along the trail.

b. City Park Update

Present: Nicole Van Houten

Representing: Project Manager

Regarding:

- On Monday, December 4 contractors began removing trees.
- On Tuesday, December 5 contractors began all grade work including removing concrete, playground, etc.
- On Friday, December 6 contractors began pouring concrete for *NEW* sidewalks. Letters were sent to property owners surrounding City Park and the downtown businesses impacted by the construction.

1. Removed and replaced curb & gutter on the east side and curb and gutter partially on the south side.
2. West Side: All demolition (except hydrant) achieved.
3. The goal is to pour when weather permits – it's expected to be completed by the end of next week. Including sidewalk, curb & gutter, and ADA ramps (SE and SW corners of the park).
4. Full access to the south side of the park is to be achieved on the 2nd week of January (Weather Permitting).
5. Demolition and construction of the north side of the park will start after the new year.
6. Curb, gutter, and footings are to be completed first (2nd week of January – weather permitting). Will follow up with a *NEW* sidewalk.

9. Reports and Comments:

- a. City Administrator
Marketa shared the Parks Capital update including accomplishments and what is to come.
- b. Communications and Events Coordinator
Nicole shared Christmas in Bondurant event report details. Will be releasing the need for a new Tree Board Member and a new Board of Adjustment Member.
- c. Public Works Director

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

The board would like the old city park playground equipment to be placed in the Blue Jay Landing Park along with using a basketball hoop to install a half basketball court. A neighborhood meeting will be scheduled for March 21, 2024, at 6 pm. The board would like the other basketball hoop to be installed at Wolf Creek Park, along with installing a half basketball court. A neighborhood meeting will be scheduled for April 18, 2024, at 6 pm. Van Houten shared details about VersaCourt seeking a quote for proper lining and enhanced surfacing. Public Works is seeking a quote from the concrete contractor the city uses. Simpson stated that lines will be necessary for proper use if using one hoop on a half-court. Karwoski asked if the hoops were adjustable. Van Houten will follow up with Public Works and ask.

10. Adjournment

Motion by Williams seconded by Karwoski to adjourn at 6:53 pm. Vote on Motion 6-0. Motion carried.

Nicole Van Houten
Communications and Events Coordinator

ATTEST:

Marian Collison
Board Vice Chair



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

Item No. 8.a.
For Meeting of 1/18/2024
Discussion Item

TITLE: Discussion regarding artist proposals for Art Alley and Downtown Entryway

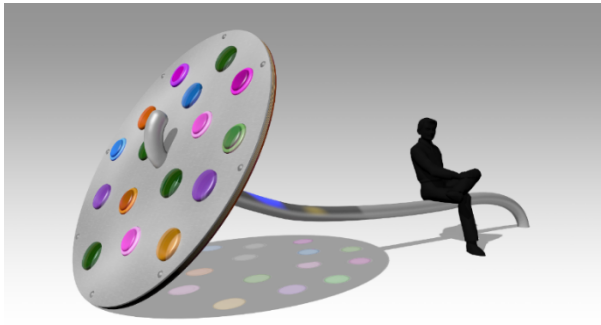
CONTACT PERSON:

Marketa Oliver, City Administrator
Nicole Van Houten, Events & Communication Coordinator

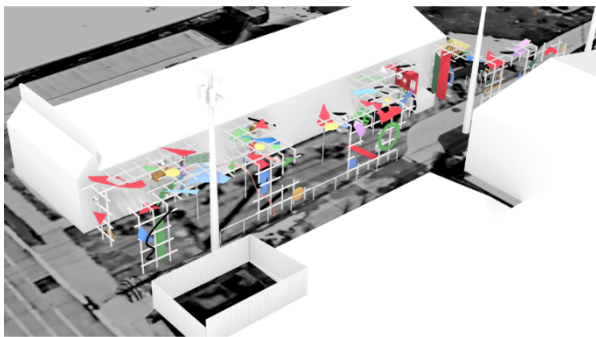
BRIEF HISTORY & ANALYSIS: Recently, the ad hoc committee received presentations for the Art Alley and the Downtown Entryway. Following the presentations, committee members scored the proposals. For the Downtown Entryway feature (this feature will be located near the intersection of 2nd Street NE and the future Truman Parkway), the top scoring proposal was from Joshua Wiener and was one or twin melting bicycles. (see below)



For the Art Alley, there were two proposals that scored very closely with each other. The top scoring proposal was from Mathew Geller and was the sculpture shown below. The challenge with this sculpture is how it would physically fit into the space to accomplish the goals of the art alley. Staff suggests that the Board discuss with the Ad Hoc Committee the possibility of applying for an ICON Art Grant through BRAVO for this sculpture to be placed in Eagle Park instead. This could be an iconic sculpture in the more open spaces of Eagle Park.



Below is the proposal from Sam Wilson for the Art Alley. This represents a grid system and attached to this grid are shapes and elements weaving through it and guiding people downtown. The grid itself is based on the map of Bondurant and people can find their address on it as they walk through the alley or as they sit and have refreshments.



FUNDING SOURCE: Grants/General Fund

STAFF RECOMMENDATION: This is a discussion item.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 9.a.
For Meeting of 1/18/2024
Reports and Comments

TITLE: Events Coordinator

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS: Apologies for my absence as I will not be present at the meeting.

Event Reports: Cribbage was wonderful. The seats were all filled, and I had to turn a few away. We are limited to 40 players based on the space we have available. The event survey came back with three items of concern: one player (the only child playing) slowed down the entire process, 40 players had to showcase the top 5 as winners, not just 3, and the venue was cramped. I am encouraged and accept fewer players next year and keep the same venue.

Liason Duties:

The Bondurant Soccer Club is preparing for the 2024 Spring Season, which will begin in March. The club is partnered with the Iowa Soccer Association, which is imposing new registration software - this is the 3rd software change in the 7 years I have been on their board. This is a challenge for the registrar, the parents, and the entire flow of operations. The club is also seeking to enhance its volunteer program and academy program. They recently hired a new Academy Director who is contracted for the next two years. The club is seeking to find a way to better partner with the city and be a good steward by connecting more with local government.

I missed the MPO Ped-Trail Roundtable this month, as I had other obligations due to snow days getting in the way.

Friends of the Chichaqua Valley Trail is pushed to next week (Tuesday, January 23) and I will be sharing the boards response to primitive camping and asking if they want to contribute to the Bondu Chowder Ride this year.

This month's Metro Media Council is January 18th and I will share details once I attend.

I missed this month's Girl Scout Service Unit Meeting, but the troops are preparing for

cookie season to convene on February 1 and they are collectively planning a World Thinking Day Celebration. Bondurant is fortunate to host 5 girl scout troops and the eastern Polk county has several troops they connect with.

Bondurant's Cub Scouts is in the process of seeking a new Cub Master as the past leader had resigned.

Bondurant-Farrar Wellness Committee was last hosted May 2023. Attached are the meeting minutes for your reference. Let me know if you have any questions.

The Bondurant-Farrar SIAC was last hosted November 2023. Attached are the meeting minutes for your reference. Let me know if you have any questions.

I need to attend the next Bondurant Community Foundation meeting. I would like to discuss the 2024 Bondu Blues, Brews, and BBQs.

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Event Report - Cribbage
2. 05102023_Wellness Committee Meeting MINUTES
3. SIAC Notes from November 8, 2023



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:



Spring 2023 Wellness Committee Meeting - MINUTES

Wednesday, May 10, 2023 | 7:15am

Bondurant-Farrar Intermediate School Library

In Attendance: Amy Muench, Chad Carlson, Joyce Higgins, Kevin VanderLinden, Nicole Kennedy, Leslie Foley, Rebecca Stein.

Welcome

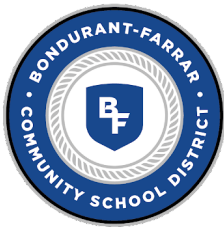
- A brief welcome was given.

Review/Discuss 2022-23 Year + Progress Report

- Amy Muench presented and asked for feedback on the 2022-23 annual progress report. Several updates were provided by Rebecca Stein and Kevin VanderLinden. Other components of the report need additional committee feedback. Muench will collaborate with others as necessary, then will finalize and publish the document.

General Wellness Updates

- Chad Carlson shared the hiring of the new food service administrative assistant, who will replace Karen Miller when she retires this summer. Carlson also shared that Dave Walker's position will soon split into two roles (Facilities Director and Food Service Director); Walker will serve only as the Food Service Director. There is much excitement about the split and opportunity for Walker to focus solely on the nutrition program.
- Muench shared that 56 staff were trained in CPR between January and April 2023. There is a good balance of trained staff across buildings and departments. Special shout out to Joyce Higgins and Dori Williamson who lead the training sessions. Higgins and Williamson would like to continue offering monthly training during the 23-24 school year, which might include CPR and First Aid options. Details on those opportunities will be shared once confirmed. Carlson complimented our school board for encouraging and approving the CPR training opportunity for staff. He also shared that the district will be purchasing several new AEDs this summer to ensure every building has two. The district is also considering outsourcing AED maintenance (similar to fire extinguishers) to ensure compliance and inventory of supplies.
- Muench shared that the district submitted an application to win a DON'T QUIT Fitness Center, a \$100,000 value, from the National Foundation for Governors' Fitness Councils. The video application was shown to the group, which showcased the current facility at the Intermediate School, along with several Intermediate School students, teachers and administrators. Winners should be announced soon.



Committee Feedback/Upcoming Events

- Nicole Kennedy shared that Live Healthy Iowa has several upcoming events at the Bondurant-Farrar Football Stadium. The local Live Healthy Iowa track meet is Sunday, May 14, and the statewide Live Healthy Iowa track championship meet is Saturday, June 17. Kennedy is excited to host the state meet in Bondurant and is looking for volunteers to assist with the event.
- Leslie Foley shared that there are several exciting events happening in Bondurant on Saturday, June 3: the Fishy Derby, the Hillbilly Bike Ride, and Celebrate Bondurant.

Next Meeting

- The next wellness committee meeting will take place sometime in the fall of 2023. We hope everyone has a great summer!



SIAC Notes from November 8, 2023

Thanks again to everyone who was able to attend! Here are some notes/highlights from the meeting.

In Attendance: Rich Powers, Chad Carlson, Jodi Brogan, Erin Bone, Ben Anderson, Mel Hewitt, Mike Kramer, Jeremiah Ostrem, Erik Garnass, Alex Kitchen, Kristin Maffin, Jess Hartgers, Cailey Schlenker, Rachel Miller, Lexi Klein, Ginger and Bryan Guthrie, Kelly Donnelly, Nicole Van Houten, Stephanie Mahaffey, Lindsay Trueblood, Malachi Bedford, Angela Turner, Jim Stover, Misti Linn, Nicole Cory

After a brief welcome and introductions the committee broke up into three smaller groups. Each group discussed the topics in the slideshow and any additional concerns/questions from the group. The topics in the slideshow were:

- Principal Updates
- Student Achievement Data/Demographics
- HRS and the 11 District Elements (from *The New Art and Science of Teaching*)
- Portrait of a Graduate
- Infrastructure
- Family and Community Engagement Policy

After each small group shared with the whole group, we moved into our brainstorming activity. All participants received a document with the state definition of bullying and examples of what would not be considered bullying. After reading the document, attendees were asked to discuss the following questions with those sitting closest to them.

Bullying vs Navigating Conflict:

- How can the district better communicate the strategies already in place?
- How do we get students and families involved at the building and/or district level?
- What else should we consider implementing?

Following the small group discussions, we opened up the conversation to the entire group making sure to focus on each question.



Notes from the activity-

- Communications Suggestions:
 - Webpage(s) to house information
 - Website pop-up
 - Visual resource for families showing how situations are handled
 - Visual resource for students to help them navigate conflict and ask for help
 - Building posters and QR codes
- Involvement Suggestions:
 - Mention of a [SEP committee](#) and adopting something similar
 - [Mount Vernon Student CARE Conference / Summit](#)
 - Self-Care Day to include skills tied to PoG and navigating conflict
 - Buddy Program - Community building for students of special education programming and those new to the district
- Other Ideas:
 - Shared about recent visit to PCM to learn more about their restorative circles with student involvement
 - PD centered around noticing the signs of bullying
 - Offering childcare and meals at evening meetings to increase attendance
 - Utilize existing committees and parent groups to share district information
 - Communicate during PT conferences, orientations, and other established parent events with high attendance

A huge thank you to all of the SIAC members. Your feedback is invaluable! Our next meeting is April 14th. We hope to see you there!