

## **NOTICE OF REGULAR MEETING BONDURANT PARKS AND RECREATION BOARD**

**November 21, 2019**

**Meeting 19-11**

**NOTICE IS HEREBY GIVEN** that a Regular Meeting of the Bondurant Parks and Recreation Board will be held at 6:00 p.m., on Thursday, November 21, 2019 at Bondurant Community Library, 104 2<sup>nd</sup> St NE, 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) Perfecting and Approval of Agenda
- 5) Approval of Minutes 19-10 October 18, 2019
- 6) Guests Requesting to Address the Parks Board
  - A. Kaleb Trammell – bike rack Eagle Scout project
- 7) Old Business – make a motion for old business
- 8) New Business – make a motion for new business
- 9) Financial Review
- 10) Reports and Comments:
  1. Planning and Community Development Director
  2. Communication and Events Specialist – Event Reports, annual programming discussion item
  3. Board Chair
  4. Board Members – Dog Park Committee Report
  5. City Administrator

Posting Date: November 19, 2019

11) Adjournment

# City of Bondurant

## BONDURANT PARKS AND RECREATION BOARD MINUTES

Meeting 19-10

**A Regular Meeting** of the Bondurant Parks and Recreation Board was held at 6:00 p.m., on Thursday, October 18, 2019 at City Hall, 200 2<sup>nd</sup> St NE, Bondurant, Polk County, Iowa. Notice of the meeting was posted at the Bondurant City Center and the City of Bondurant website on October 15, 2019. All proceedings hereafter shown were taken while the convened meeting was open to the public.

1) Roll Call

Board Present: Board Member Elise Kooistra-Sullivan  
Board Member Michele Hartzer  
Board Member Joe Miller  
Board Chair Joe Van Horn

City Officials: Communications and Events Nicole Van Houten  
Planning and Community Development Director Maggie Murray  
City Administrator Marketa Oliver

2) Call to Order and Declaring a Quorum

Board Chair Van Horn called the meeting to order at 6:06 p.m. A quorum was present.

3) Abstentions Declared

Absent: Board Member Dennis Lyman  
Board Member Nic Robinson

4) Perfecting and Approval of Agenda

Board motion to approve by Kooistra-Sullivan, second by Hartzer. Ayes: 4 Nays: 0 Motion Passed.

5) Approval of Minutes 19-07 July 18, 2019 and 19-09 September 19, 2019

Board motion to approve Minutes 19-07 by Miller, second by Kooistra-Sullivan. Ayes: 4 Nays: 0 Motion Passed.

Board motion to approve Minutes 19-09 by Hartzer, second by Miller. Ayes: 4 Nays: 0 Motion Passed.

Board Member Marian Collison Enters at 6:12 p.m.

6) Guests Requesting to Address the Parks Board

- A. **Jamie Horton – Bondurant Little League Vice President:** Presented the condition of three (3) signs at Bondurant Recreational Sports Complex (BRSC) and was seeking approval to replace the signs at the expense of the Bondurant Little Leagues. City Administrator Marketa Oliver clarified that the City of Bondurant will cover the expense of the Main BRSC sign.

Board motion to approve replacing the signs pending the review of the main BRSC sign by the Bondurant Soccer Club and final review of the signs by Hartzler, second by Kooistra-Sullivan. Ayes: 5 Nays: 0 Motion Passed.

7) Old Business

- A. Annual Park and Rec Programming

Board move as ongoing discussion for review.

8) New Business - none

9) Budget Review

Board move as ongoing discussion for review.

10) Reports and Comments:

1. Planning and Community Development Director – planning to seek RFQ for the new Parks Comprehensive Plan.
2. Communication and Events Specialist – Event reports for Fall Bags Tournament and Halloween Tiny Chef Cooking Class, Eagle Park progress report, new city website progress report, board attendance discussion, and Shelter Reservation final report.
3. Board Chair – nothing to report
4. Board Members – Joe Miller provided the Dog Park Committee progress report.
5. City Administrator – Chichaqua Valley Trail realignment at the Bondurant Industrial Park progress report, City Hall renovations report, Park and Rec accomplishments the past 5 years report, Mid American Community Grant option, and vision for annual programming; allowed to hire summer employees for programming, must set programming for budget requests, must establish consistent summer programming, and brainstorm alternatives for incremental weather.

11) Adjournment

A motion was made by Board Member Hartzler, approved by Board Member Miller to adjourn the meeting. Ayes: 5 Nays: 0 Motion Passed.

Board Chair Van Houten adjourned the meeting at 7:25 p.m.

ATTEST:

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Nicole Van Houten  
Communications and Events

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Joe Van Horn  
Board Chair

# Park & Rec Event Report

**Name of Event:** Bondu Spook-tacular

**Date:** Sunday, October 27, 2019 **Time:** 2 p.m. – 4 p.m.

**Demographic:** Youth trick-or-treaters

**Venue:** Brick House Fitness Gym

**Attendance:**

**Equipment & Supplies:** 6-foot table (need more), two lawn folding chairs (need more), COB pop-up tent

Candy Corn Guessing Game: candy corn, mason jar, a bucket for the guesses. This was hosted at the front door, which held the line up. This should have its own table to allow kids the time to write on the paper. The prize wasn't offered at the event because we didn't have enough time to review. The winner will come into city hall to pick up. Should offer candy and non-candy item at this table too with a costumed volunteer!

Entry Table: need a festive table cloth, set up programs (much better to design a map of vendors with their activities) – also use the programs to gage how many participants. Make the program a coloring sheet, so we are able to give to EVEY child attending.

Craft Supplies (have everything pre-cut and easy to use) – Pup color pages, crayons

Scissors (right and left-handed – need to buy left-handed), glue sticks, black sharpies, construction paper (pre-cut dog ears, nose, eyes, spots, tongue, etc.), googly eyes



Candy and non-candy item: assorted pack of 400 candy (could have divided that to half the amount), assorted goodies (bought last year – spider rings, yo-yos, necklaces, bracelets, pencils, etc.)

Donut Eating Contest: 6 dozen mini glazed donuts, black yarn (need more than one spool), 3 pair of scissors, 4 plastic table clothes (cover the floor), Clorox wipes, pop-up tent (hung donuts from the tent – worked GREAT)

Costume Contest: Signs for age groups, caution tape to separate the groups, prizes

**Expenses:** supplies

**Profit:** This is a FREE community event – fully sponsored. Some city expense.

**Volunteers:** Polk County Sheriff's Department – several staff members (Brittany and others), Bondurant Emergency Services Department – several staff members (Chief Aaron and others), Generational Guns, Mother's Club, Boy Scouts, Rustic Chic 22, Girl Scouts, Brick House Fitness, Farmers Market, Photo's By Ben, Dog Park Committee, Church of Hope (Bondurant), and three **amazing** locals: Chantel Phipps, Shelly & Steve Sesker!

**Donations:** Brick House Fitness donated the use of their facilities, Iowa Wild autographed puck, autographed photo, free pizza coupon, & free game tickets, Barnstormer tickets, Des Moines Buccaneers tickets, Civic Club \$50, and Men's Club \$100.

**Advertisement:** Bounce (e newsletter), Facebook, Twitter, Flyers, Bondurant Living

**Lessons Learned:**

- Costume contest should be MUCH earlier – I thought I would host it at the end to allow all visitors to arrive, but most guests come and go. The costume contest judges should sit at a table facing the contestants to allow quick judging. Also each judge will have their own survey to judge, so it's not a conversation in front of parents and contestants.
- Must bring the PA system to better guide the crowd. Also, have pre-planned Halloween Jokes to share throughout the event – some MC talking points.
- Photos by Ben need more than an hour for setup.
- Would like more 6 foot tables, more volunteers, more yarn, buy left-handed scissors, festive table cloths...
- The Chamber's 'safe trick-or-treat' event has over shadowed my business participants – only three businesses participated. Even with the minimal vendors, it was GREAT.
- Maybe ask the Bondurant Community Library to borrow their Halloween blow-up decorations??
- Maybe next year, a fun incentive/benefit for the participating vendors, I will design color pages that kids can color at the event of take home – each color page will have the vendor's club/business information.

**Notes:** I say it a lot, but I think this was the best attended Bondu Spook-tacular. We had a lot of visitors!

**Survey Monkey Results:** 100% of the survey takers want to see the event next year! Somethings they suggest we work on is: a more variety of age-specific activities (comments about wanting more toddler activities and more 8-13 activities), prevent lines (may have been crowded), and host costume contest earlier in the event. Their favorite activities were the Haunted House and Donut Eating Contest. Great, friendly, and GOOD staff. Great kid's community event.

## **Park & Rec Event Report**

**Name of Event:** Chamber Safe Trick-or-Treat

**Date:** Tuesday, October 29, 2019 **Time:** 5 p.m. – 7 p.m.

**Demographic:** Youth trick-or-treaters

**Venue:** Green space across from the Pubs

**Attendance:** a lot

**Equipment & Supplies:** 6-foot table, two lawn folding chairs (need only one), COB pop-up tent, new COB vertical banners, 200 candies, COB tattoos, and COB pins, table cloth (would be nice to have one with the COB logo or festive tablecloth) -

**Expenses:** candy

**Profit:** This is a FREE chamber community event. Some city expense.

**Volunteers:** none, but I need someone to help with setup and tear down

**Donations:** none

**Advertisement:** Chamber advertises

**Lessons Learned:**

- I ran out of candy around 6:15 p.m. – I need more next year.





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BUILDING YOUNG  
ATHLETES  
WITH CHARACTER  
AND SKILLS

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*Home of Bonds Recreation Little League  
and Bonds Recreation Soccer Club*



Bonds Recreation Little League fields made possible by donation from The Kinney Family

**Bonds Recreation**  
*Life Connecting*