



# City of Bonner Springs

KANSAS

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**Monday, November 17, 2025**  
200 East Third Street, Bonner Springs, KS 66012



# Memorandum

Date: November 17, 2025  
To: Mayor and City Council  
From:

**Subject: August 2025 Minutes**

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**Recommendation:**

**Action:** Make a motion to approve minutes

**Background:**

**Discussion:**

**Financial Impact:**

## ROSA Meeting 8/18/2025

Attendees: Justine Spease, Jeff Harris, Robin Harris, Greg Gebauer, Jim Jenkins, Holly Kross, Kent Wilson, Christina Brake, Judy Shelton

- Call to Order at 530pm by Kent Wilson
- Old Business
  - 19<sup>th</sup> Hole – bringing back for group consideration. Confirmed vote for sign placement at course exit next to pool and want to understand guidelines for what businesses could sponsor / cost / duration.
- New Business
  - Approval of Minutes
  - Bonner Springs Recreation Foundation – Official designation as nonprofit organization 501c3, presenting MOU to city council next week. Need a member of ROSA to participate in the foundation – meet twice per year. Judy Shelton nominated and approved as ROSA representative. Justine Spease shared a website that includes board members, goals for 2025-2027, and donation information.
- Reports
  - Cemetery
    - Landscaping by the pond has been removed and the granite bench will be moved by the flagpole with the existing benches.
    - Trying to support the city with mowing after the contractor quit unexpectedly. Discussed opportunity to coordinate a cleanup event in the fall or a signup to help with cleanup before mowing – any plastic flowers touching the ground should be removed, other objects can be turned into city hall if concerned about property value.
  - Recreation
    - New aquatics coordinator started today! Shawn
    - Getting budget to replace the planters on Oak street with the same style in front of the community center with inserts that are self-watering
    - Released carp into the North Park pond to help with invasive weeds

- Disc golf tournament will be 8/8/2026 for the new rec foundation with more advertisement to come.
  - Chicken day 8/27 at the Ag hall of fame – inspired by groundhog day.
- ROSA / Community Concerns
  - Request to trim overgrowth and small trees at the corner across from Moon Marble in front of the old Amoco station and Dollar General.
  - Request to add a clock outside at the aquatic center.
- Motion to Dismiss – adjourned at 618pm

**Memorandum**

Date:	November 17, 2025
To:	PARK BOARD
From:	Justine Spease
<b>Subject:</b>	<b>North Park Playground RFQ</b>

**Recommendation:**

**Action:** Review vendors submitted RFQs and make recommendations for either the rejection of, the interviewing of, or the recommended hire of said vendors.

**Background:** The playground at North Park is scheduled to be replaced in 2026.

**Discussion:** RFQ for Playground Design Services was published in September 2025 with a due date of November 13th, 2025. Two vendors sent in proposals: Fry & Associates, Inc. and Athco.

**Financial Impact:** There is \$275,000 budgeted for 2026 for this project.

Evaluation Category	Point Value	Evaluation Criteria	Notes
<b>1. Vendor's Profile and Capacity</b>	<b>40 Points</b>	Evaluates the Vendor's experience, qualifications, personnel, and past performance.	
	___/4pts	Vendor Name	
	___/4pts	Vendor Address	
	___/4pts	Tax Identification Number	
	___/4pts	Contact Information	
	___/4pts	History of Vendor	
	___/4pts	Photos of finished Projects	
	___/4pts	Project Team	
	___/4pts	No more than 2 pages per person	
	___/4pts	2 Client References (2020 to current)	
	___/4pts	Contact Information for References	
<b>2. Proposed Work Plan</b>	<b>50 Points</b>	Evaluates the clarity, detail, and feasibility of the work plan, schedule, methodology, and approach.	
	___/5pts	3 Examples of playgrounds	
	___/5pts	Project Timeline	
	___/5pts	Product Information provided.	
	___/5pts	Turn-key operation. (Tear out/design/install)	
	___/5pts	Accessibility of playground proposals.	
	___/5pts	Addresses potential issues.	
	___/5pts	Creativity of designs.	
	___/5pts	Warranty information provided.	
	___/5pts	Clarity of Information.	
<b>3. Fee Proposal</b>	<b>10 Points</b>	Evaluates proposed costs, clarity of pricing, and value to the City.	
	___/2pts	Provides a fee schedule.	
	___/2pts	Per meeting fees	
	___/2pts	Design fees	
	___/2pts	Hourly rate for out of scope work.	
	___/2pts	Proposals within \$275,000 budget.	

**Vendor Name:**

Category	Max Points	Score	Comments
Vendor's Profile and Capacity	40	___/40	
Proposed Work Plan	50	___/50	
Fee Proposal	10	___/10	
<b>Total Possible Score</b>	<b>100</b>	<b>___/110</b>	Interview / Recommend Hire / Reject