



**City of Mayer**

**Agenda for the Parks and Recreation Commission**

**Tuesday, July 8<sup>th</sup>, 2025 – 6:30 P.M.**

Opening Items

1. Call Meeting to Order
2. Pledge of Allegiance

Approval of Agenda

3. Consider Approval of Agenda

Consent Agenda

4. Consider Approval of June 10<sup>th</sup>, 2025 Meeting Minutes

Business Items

5. Discussion on Memorial Park Bench Program
6. Review Items for Music in the Park Event

Commissioner Reports

7. Commissioner Individual Reports and Items

Adjournment

8. Adjourn Meeting

A regular meeting of the Parks and Recreation Commission for the City of Mayer, Minnesota was held on June 10<sup>th</sup>, 2025 at 6:30pm in the City Council Chambers.

Members: Mike Wegner, Ryan Kusske, Emily Jackson, Lauren Stifter

Absent: Eric Vogel

Visitors: Nicholas Johnson, City Administrator

The meeting was called to order.

The Pledge of Allegiance was recited.

The agenda was reviewed. A motion was made by Jackson and seconded by Kusske to approve the agenda. All voted in favor. None voted against. The motion was carried.

The consent agenda was reviewed. A motion was made by Jackson and seconded by Kusske to approve the consent agenda. All voted in favor. None voted against. The motion was carried.

Consent Agenda:

1. Consider Approval of May 15<sup>th</sup>, 2025 Meeting Minutes

The Board discussed the grand opening event of the splash pad. The group thought it went well and had good attendance. The food vendors reported they had a good day of sales.

City Administrator Johnson reviewed the updated signage designs for the disc golf course as well as items related to sponsorship. Kusske and Johnson will coordinate to solicit sponsorships.

The Board discussed participation in the Mayer Rising Community Festival. The plan for the tent this year is to have a portable basket for disc golf and showcase the new course. The Board wanted to invite Andy and Jason to participate as disc golf experts to demonstrate to visitors.

The Christmas Tree Lighting event was talked about for planning purposes. Many of the previous years' arrangements would be carried forward again in 2025. The Board requested the Watertown-Mayer chamber choir provide more of an ambient caroling rather than a showcased variety. Johnson discussed potentially decorating the splash pad and using the space as it will be winterized. The Board deferred selecting a date until the Fire Department selects their Santa photo day.

The discussion on the Christmas Decorating Contest was tabled.

City Administrator Johnson presented information on a potential project to expand the parking lot at City Hall.

A motion was made by Jackson and seconded by Kusske to adjourn the meeting. All voted in favor. None voted against. The motion was carried.

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City Administrator

# Memorandum



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To: Park Board

From: Nicholas Johnson, City Administrator

Date: July 8<sup>th</sup>, 2025

Subject: City of Mayer Memorial Park Bench Donation Program

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Park Board Commissioners,

The City of Mayer enacted a memorial park bench donation program in 2020. The program allowed for residents to purchase a park bench in memoriam. The bench was of a pre-selected variety and would be adorned with a plaque installed on a concrete pad. The location would be in one of the City parks at a location of resident suggestion and City approval. The City charged \$500 for this program.

The program itself needs reform. Program documents are scarce to come by, the bench itself is of lower quality design, and the asking amount of \$500 is well under the current cost for implementation. The information gathered about the existing program was done primarily through verbal accounts at the time. The update to the program would ensure a formal program guiding document is drafted and a form for interested parties to fill out. The goal is to provide clear and lasting direction to City staff in the implementation of this program. The Park Board will need to engage in discussions, draft the program and form, and make recommendation to the City Council for adoption. Attached to this agenda item is a draft program template from another city for consideration.

Respectfully submitted,  
Nicholas Johnson

## **City of Mayer Park Bench Donation Program**

### Purpose

The City of Mayer's Park Bench Donation Program provides residents and community members an opportunity to honor loved ones, celebrate special occasions, or commemorate significant events by donating a bench to be placed in one of the City's public parks. Each bench will feature a personalized engraving, enhancing the beauty and meaning of our shared community spaces. These guidelines outline the process for participation, ensuring clarity, fairness, and alignment with the City's park management objectives.

### Program Overview

The Park Bench Donation Program allows donors to contribute toward the purchase, installation, and maintenance of a bench. The bench will be installed in a City park, with a personalized engraving on a plaque affixed to the bench. The program is designed to balance donor preferences with the City's responsibility to maintain safe, accessible, and aesthetically pleasing public spaces.

### Program Guidelines

#### Eligibility:

- The program is open to individuals, families, organizations, or businesses.
- Benches must commemorate a person, group, or event deemed appropriate by the City, in alignment with community values and park aesthetics. The City reserves the right to review and approve all requests.

#### Costs and Components:

- The cost of the bench includes:
  - The bench itself, selected from a City-approved catalog of standard designs to ensure durability and consistency.
  - A concrete pad for stable installation.
  - A personalized engraved plaque, adhering to City specifications for size, material, and content.
  - Installation of the bench and pad by City staff or approved contractors.
- The total cost will be determined at the time of the request and provided as a quote to the donor. Costs may vary based on market prices for materials, labor, and engraving. The total cost is the responsibility of the donor to cover.
- Payment must be made in full before the bench is ordered or installed.

#### Bench Location:

- Donors may select a preferred park from the City of Mayer's park system and suggest a specific location within that park.
- The City will work closely with the donor to identify a suitable location, considering factors such as accessibility, park aesthetics, safety, and maintenance needs.

- The final location of the bench will be determined by the City to ensure compliance with park plans and regulations.

#### Engraving Guidelines:

- The donor may propose text for the engraved plaque, subject to City approval.
- Engravings must be appropriate, respectful, and in keeping with community standards. The City reserves the right to deny text that is deemed offensive or otherwise unsuitable.
- Plaque size, font, and material will conform to City standards to ensure uniformity and durability.
- The City will provide a proof of the engraving for donor approval before fabrication.

#### Application Process:

- Interested donors must submit a Park Bench Donation Program application, available at City Hall or on the City of Mayer's website.
- The application must include:
  - The donor's contact information.
  - The preferred park and suggested location.
  - Proposed engraving text.
- City staff will review the application and provide a cost quote.
- Upon approval and receipt of payment, the City will coordinate the order, engraving, and installation.

#### Maintenance and Ownership:

- Once installed, the bench becomes the property of the City of Mayer and will be maintained as part of the City's park infrastructure.
- The City is responsible for routine maintenance and repairs. However, benches damaged beyond repair (e.g., due to vandalism or natural wear) may be removed at the City's discretion.
- The City does not guarantee the bench's placement in perpetuity. If a bench must be relocated or removed due to park redevelopment or other unforeseen circumstances, the City will notify the donor and attempt to find an alternative location.
- Replacement or repair costs due to vandalism or extraordinary damage may be discussed with the donor, but are not their responsibility unless otherwise agreed.

## **City of Mayer Park Bench Donation Program Application**

Thank you for your interest in the City of Mayer's Park Bench Donation Program. This program allows residents and community members to donate a bench with a personalized engraved plaque to be placed in a City park. Please complete all sections of this form and submit it to City Hall in person, by mail, or via email to [cityclerk@cityofmayer.com](mailto:cityclerk@cityofmayer.com).

Upon receipt, City staff will review your application and provide a cost quote for your consideration. Installation occurs as material lead time allows.

### Section 1: Applicant Information

Full Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Section 2: Bench Donation Details

Purpose of Memorial (e.g., in memory of a loved one, to celebrate an event, etc.):

\_\_\_\_\_

Proposed Engraving Text (please provide exact wording for the plaque; subject to City approval):

\_\_\_\_\_

\_\_\_\_\_

Preferred Park (select one):

Old Schoolhouse Park

West Ridge Park

Meadow Park

Discovery Park

Bluejay Park

Suggested Location within Park (optional; describe desired placement, e.g., near playground, along trail, etc. Final location determined by the City):

\_\_\_\_\_

Section 3: Acknowledgment and Agreement

I understand that the cost of the bench includes the bench, a concrete pad, a personalized engraved plaque, and installation. The City will provide a cost quote based on current market prices and payment must be made in full before the bench is ordered or installed.

I understand that the City of Mayer will determine the final location of the bench in consultation with me, considering park aesthetics, safety, and maintenance needs.

I understand that the proposed engraving text is subject to City approval to ensure it is appropriate and aligns with community standards.

I acknowledge that the bench becomes City property upon installation and will be maintained by the City. The City reserves the right to relocate or remove the bench if necessary (e.g., due to park redevelopment), with notification to me.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For City Use Only:

Application Received Date: \_\_\_\_\_

Quote Provided Date: \_\_\_\_\_

Quoted Cost: \$\_\_\_\_\_

Payment Received Date: \_\_\_\_\_

Approved Bench Location: \_\_\_\_\_

Staff Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ITEM AND RENTAL RATES FOR UP TO 8 HOURS OF RESIDENTIAL USE OR 4 HOURS COMMERCIAL USE:**

**INFLATABLES:**

ZOO BOUNCE HOUSE WITH SLIDE \$250

DUAL BUNGEE RUN \$250

CIRCUS TRAIN OBSTACLE COURSE \$275

TIGER BOUNCE HOUSE WITH SLIDE \$300

JOUST ARENA \$300

MOONWALK OBSTACLE COURSE \$280

18' RETRO WET/DRY SLIDE \$350

WACKY 3 IN 1 COMBO \$300

**MISCELLANEOUS INFLATABLES:**

20' INFLATABLE SCREEN W/ PROJECTOR \$200

LASER TAG W/ OBSTACLES (8 players) \$200

WATER BALLOON SLINGSHOT \$150

DUAL SLIP AND SLIDE \$50

HAPPY BIRTHDAY CAKE (free w/ rental)

**OTHER:**

SNOW CONE MACHINE \$100 + SUPPLY COST

COTTON CANDY MACHINE \$100 + SUPPLY COST

5 GALLON BEVERAGE COOLER W/ GATORADE \$20

COLEMAN 70QT ICE CHEST \$15

6' FOLDING TABLES \$10 PER

WHITE FOLDING CHAIRS \$2.50 PER

EVENT TENT (10X20) \$100

EVENT TENT (15X20) \$150

EVENT TENT (20X30) \$300

4000 WATT GENERATOR \$80

6500 WATT GENERATOR \$100



**ASK US ABOUT OUR YARD GAMES!**

**PAYMENT AND SIGNED RENTAL AGREEMENT/ LIABILITY FORMS ARE DUE AT TIME OF DROP OFF.**