

City
of
Afton

Park Donation Program

The Donation Program was established to give citizens the opportunity to assist the City of Afton in replacing or adding to park amenities through donations. In return, citizens have the opportunity to recognize someone or something through installation of a plaque.

Approved
November 20, 2012

Afton Park Donation Program

Dear Friend of Parks and Trails:

Whether you want to celebrate a special occasion, remember a loved one or help a park in need, there is an opportunity to do so through one of the donations listed in this guide.

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Donation Process

Step 1: Inquiry

Donor completes the attached form with donor information, the item they are interested in donating, and the specific park.

Step 2: Confirmation

The City will confirm that the requested item is available for donation. If not, it will suggest other appropriate items and/or locations for the donor to consider. Donors will propose plaque language for review by the city for approval.

Step 3: Payment

Once an item, location, and cost is agreed upon, the donor can finalize the donation form and return it with a check to the City of Afton.

Step 4: Approval

The city will send a receipt to the donor acknowledging that the donation has been received and let the donor know the estimated installation date.

Step 5: Installation

The donated item will be installed when both the required materials and the plaque are delivered.

Donation Opportunities

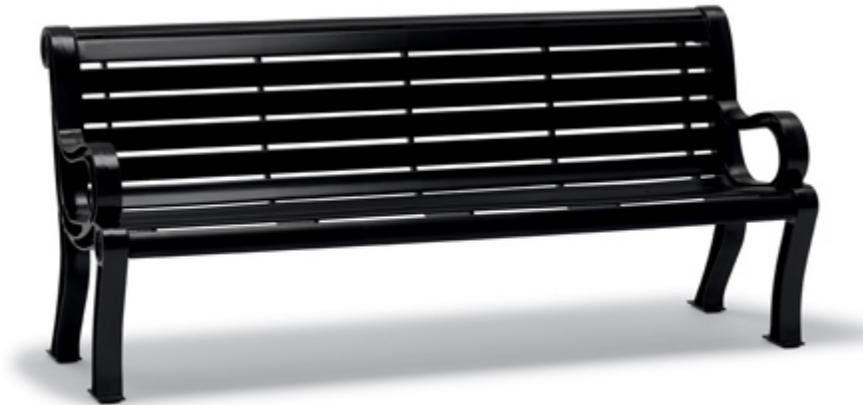
Contributions can be directed towards a specific purpose to help the city continue to improve and expand Afton's parks and trails. Donation descriptions and amounts are listed in three categories: Park Amenities, Park Fund Support, and Gas Lamp Support.

Park Amenities

The gift of a bench or picnic table is a perfect way to help a park in need and to honor a loved one or celebrate joyous occasions.

Final available locations for installation of park amenities will be determined by the city at the time of donation.

Bench



(Representative image)

Bench donations require a **\$1,200** donation which includes installation of a new bench with plaque. Afton's standard bench is a Wabash Valley Estate series 6' bench powder-coated permanent-mold aluminum, as pictured above.

Parks that need bench additions or replacements include:

- Town Square Park
- City Levee
- City Hall

Picnic Table



(Representative image)

Picnic table donations require a **\$1,200** donation which includes installation of a picnic table with plaque. Afton's standard picnic table is a Wabash ValleySignature 6 inch steel plastisol coated, as pictured above.

Parks that may need picnic table additions or replacements include:

Town Square Park
City Hall

Park Fund Support

Donations for general park and recreation purposes are always accepted and appreciated! Think about sponsoring lawn care for one year, painting of the gazebo, the purchase of woodchips, maintenance of the ice rink, or replacement of equipment.

Your donation of **at least \$500** will be recognized with a Banner Sign located at the Park for one year.

Historic Gas Lamp Support

Afton has 40 gas lamps lining the Historic Old Village. Support to help maintain and run the gas lamps are appreciated. A donation of **at least \$700** will sponsor a gas lamp for five years; the city will place a recognition plaque or flag on the gas lamp.

Town Square Park Gazebo Memorial Plaques

You may request a memorial plaque for the Gazebo walls to honor someone as stipulated below. Your donation **of \$350** will pay for the plaque and support upgrades to the gazebo. Bench and picnic table memorials are reserved for city volunteers, council members or nominations made by the City Council.

Donation Program Policy

This policy is designed to enable residents and park users to support Afton's parks through a tax-deductible contribution. It has been established to ensure that appropriate oversight is provided in preserving our City parks.

To protect park resources, values, and the park visitor experience, donations shall fully respect the priorities, purpose, and integrity of the City parks. This policy does not supersede the regulations or ordinances of any City of Afton regulating authority.

1. Tax Deductible

- a. Donations to the City of Afton may be tax deductible, please see your tax advisor.
- b. Donated furnishings are property of the City of Afton and contributions will be acknowledged by a plaque. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.

2. Site

- a. Although suggestions will be considered for a particular location, placement of park amenities in the city park system are subject to review and approval by the Parks Committee and by City Council and will be dependent on the needs of the city and planning processes already underway. Some sites may be deemed inappropriate.
- b. The city retains the right to remove and/or relocate a donated element and plaque at any time when they interfere with site safety, maintenance or construction activities. If an element needs to be relocated the city will notify the donor. In certain situations, such as safety or emergencies, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location. If no such location can be found, the memorial plaque can be placed on a different existing park feature at the donor's request.

3. Plaque

- a. Plaque language is subject to approval by the Parks Committee and City Staff.
- b. The Donation Program is intended to increase public enjoyment of parks; therefore wording for the plaque should have a positive tone. Donors are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the park area in which the asset is located.
- c. A dedication may be made for any Afton resident of at least one year.
- d. The dedication plaque may include up to 10 words (including names) in a maximum of 3 lines.

- e. Assets donated through this program should not be intended to serve as replacements for appropriate memorial markers. Dates indicating lifetime of a deceased person or persons will not be permitted.
- f. Messages of a private nature and acronyms are not permitted, as members of the public may wrongly interpret them.
- g. Suggested language for plaques is:
Dedicated to (Name)
(Year Installed)
- h. Permanent plaques are not allowed on trees or any living landscape element.

5. Approval Process

- a. Donation requests will be processed in the order received.
- b. All park amenities will be constructed of materials selected by the City Council to meet the design and maintenance considerations of the City.
- c. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.
- d. City Council may waive the donation.
- e. City Council is the final decision maker.

6. Maintenance

The long-term care and maintenance of donated park elements is important to both the donor and City. The City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

7. Life Cycle of Donation

- a. The City considers it their duty to maintain the donation only for the expected life cycle of the donated item. Because park furnishings only last for a matter of years before requiring complete replacement, donated furnishings may become available for renewal after 10 years, with preference given to the original donor.
- b. If current information is on file, the donor will be given the opportunity to take further action at the expiration of the original life cycle. If we are unable to contact you or you choose not to renew, the plaque will be removed and the site will be offered to a new donor. It is important that the donor always keep their contact information current.

Afton Donation Program

Applicant Information

Donor Name

Address

City, State ZIP

Daytime Phone

Email

Donation Information

Donation Type

Desired Location (park name or street address and describe the location within the park)

Donation Amount (please see program for current donation levels)

Proposed Plaque Text (reviewed for appropriateness to policy and subject to approval)

Sign & Send

I have read, fully understand, and agree to abide by the attached Donation Program Policy.

Signature of Donor

Date

Please complete and return this form along with your check for the total amount, payable to the **“City of Afton”** to:
City of Afton, 3033 St. Croix Trail South, PO Box 219, Afton, MN 55001.

If you have any questions please contact us at 651-436-5090.

