



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 4/1/2025
Agenda Section: Consent Agenda

Department Origination: Administration

Agenda Item: Adopt City Donation Policy and Dog Park Donation Program

Approval Required: Simple Majority Vote

BACKGROUND

During a recent work session regarding proposed park capital improvements, City Council directed City staff to draft guidelines regarding the solicitation and/or acceptance of donations related to capital projects. Other than a policy for memorial bench donations, the City of Baxter does not formally have a policy regarding the acceptance of donations / gifts. Based on the directive from Council, staff has prepared the following donation related documents for Council's consideration:

- City Donation Policy – Attached is a proposed policy that outlines the types of donations/gifts the City would consider and the process the City will conduct in consideration of the acceptance such donations/gifts. The policy complies with Minnesota Statute 465.04 (Donations).
- Dog Park Donation Program - Per the proposed donation policy, the City may create a donation program for large capital projects. The attached Program outlines the parameters in which the City will consider donations specially for the capital improvements for the build-out of the Dog Park.

FINANCIAL IMPLICATIONS

While there are no financial implications with the adoption of the proposed City Donation Policy, there would be some slight accounting administration affiliated with the establishment of Dog Park Donation Program.

STAFF RECOMMENDATIONS

Staff recommends adoption of the City Donation Policy and Dog Park Donation Program.

COUNCIL ACTION REQUESTED

Adopt the City Donation Policy and Dog Park Donation Program.