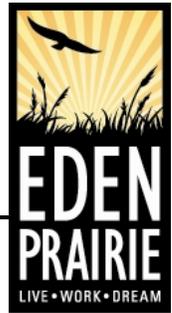


# Gifts, Donations and Sponsorship Policy



## Overall Policy

The City of Eden Prairie encourages and welcomes sponsorships and gifts from civic groups, organizations, individuals, businesses or churches for a variety of community programs, projects or events. The various City departments work cooperatively with many civic groups, neighborhood associations and businesses to encourage a partnership with the City. Community residents take a great deal of ownership and develop a deeper commitment to the community when they can contribute with either financial resources or with volunteers working on community projects. It is important, however, that all gifts be in keeping with the mission, ordinances, philosophy and policies of the City of Eden Prairie.

The City of Eden Prairie also encourages and welcomes donations by private citizens of certain conservation easements, upon undeveloped lands which form a part of large homesteads or estates, in order to protect natural, scenic, open or wooded areas within the City. There is a need for conservation easements and restrictions because the City is in the path of intensive suburban development and the relatively small lot size requirements in the City encourage the subdivision of tracts of natural, scenic, open or wooded land now held in estates or large homesteads.

## Definitions

Gifts: Acts of financial support of a program, good or service. Gifts may be offered with conditions or specific personal demands however they do not demand commercial advertising in return for the gift. Gifts of real property or any interest therein are accepted and must be accompanied by the appropriate recordable instrument, i.e. deed, lease or trust.

Sponsorships: Acts of financial support of a program, good or service where the sponsor receives advertising in return for their sponsorship. Most sponsorships are driven by a desire to receive commercial advertising that will further benefit the sponsor's trade or business.

Conservation Easement: Easements that protect natural, scenic and open space values pursuant to Minn.Stat. §§ 84C.01-.05.

Conservation Restrictions: Restrictions that retain the natural, scenic, and open or wooded condition of land pursuant to Minn.Stat. §§ 84.64.

## Sponsorship Procedures

Gifts have benefitted the City of Eden Prairie for many years and have come in many different forms and from many different sources. The Eden Prairie Parks and Recreation Services Area will have the authority to coordinate the formal process of seeking and accepting gifts. Sponsorships that exceed \$5,000 (or commitments exceeding 12 months) will require prior City Council approval by a majority vote.

Prior to seeking sponsorships for goods or services, the Parks and Recreation Services Area will define the terms of sponsorship and, when appropriate, will seek bids for the opportunity. Every sponsor will be required to complete a Contribution Agreement Form outlining the terms of the sponsorship.

### **Real Property Procedures**

The Eden Prairie Parks and Recreation Services Area will have the authority to coordinate the formal process of soliciting and accepting donations of conservation easements and restrictions upon undeveloped lands. All gifts of real property must be accompanied by a signed writing which includes the donor's intent to make the gift as well as restrictions and/or conditions accompanying the gift, e.g. uses of property. Writings and documents relating to gifts of real property must include representations that the real property contains no hazardous materials and has not been used for purposes prohibited by environmental laws. Gifts of real property or any interest therein must also be documented by an appropriate recordable instrument, e.g. deed, lease, or trust.

Acceptance of all gifts of real property is conditioned upon review by the Parks and Recreation Services Area. The review shall determine the following:

1. Whether the property is or will be of any value to the City, e.g. economic, historic, social or other;
2. What, if any, obligations will be assumed by the City upon acceptance of the gift including the cost of accepting, maintaining and disposing of the property; and
3. Whether an environmental audit is necessary to determine whether the property contains any hazardous material or has been used in a manner prohibited by environmental laws.

Upon completion of the review, the Director of Parks and Recreation Services shall make a recommendation to the City Council whether to accept or decline the gift. Acceptance requires a resolution of the City Council adopted by a two-thirds vote.

### **Procedures to Acknowledge Appreciation of Gifts and Donations**

The City will coordinate official acknowledgment of gifts and donations through a five level recognition program.

1. For every gift that is less than \$1,000, The City will send a letter expressing thanks and appreciation to the donor(s).
2. Certificates of Appreciation or Participation (unmounted) will be awarded for program involvement on a large scale.
3. Certificates of Appreciation (mounted) will be presented for financial contributions of \$1000 to \$4,999, service that significantly benefits the community, or outstanding achievement that benefits or contributes to the community.
4. A laser-cut plaque with suitable engraving will be given to honor financial contributions of more than \$5,000 or for outstanding one-time contributions.
5. For those gifts deserving special recognition, a key to the City will be presented.

Resolution 2002-39  
February 5, 2002