



# Tonka Bay Donation Program

Dear Friend of the City:

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

## 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 locations for the donor to consider. Donors will also receive approval for the plaque language.

### **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 City of Tonka Bay.

### **Step 4: Approval**

We 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

Your contribution can be directed towards a specific purpose to help us continue to improve and expand Tonka Bay's amenities. Donation descriptions and amounts are listed in three categories: Park Amenities, Trail Donations, and Park Fund Support.

## Park Amenities

The gift of a bench or other park amenity is a perfect way to help a park in need and to honor a loved one or celebrate joyous occasions!

### Bench



Bench donations require an **\$1,500** donation which includes installation of a new bench with plaque. Tonka Bay's standard bench is a 6' bench constructed of heavy duty concrete as pictured above.

Parks that need bench additions or replacements include: Old Orchard, Manitou Park, Wekota Park, and Pleasant Park.

### Picnic Table



Picnic table donations require a **\$1,800** donation which includes installation of a picnic table with plaque. Tonka Bay's standard picnic table is a rectangular concrete table with handicap access as pictured above.

Parks that need picnic table additions or replacements include: Old Orchard, Manitou Park, Wekota Park, and Pleasant Park

### Drinking Fountain



Drinking Fountain donations require a **\$1,400** donation which includes installation of a fountain with plaque. Tonka Bay's standard drinking fountain has a concrete pedestal mount with handicap access as pictured above.

Parks that need drinking fountain additions or replacements include: Old Orchard, Manitou Park, and Pleasant Park

## Recycling/Trash Receptacles



Recycling/Trash receptacle donation requires a **\$950** donation which includes installation of a receptacle with plaque. Tonka Bay's standard receptacle is constructed with concrete and includes a "covered pitch in" as pictured above.

Parks that need receptacle additions or replacements include:  
Crescent Beach

## Playground Equipment

Playground equipment donation requires a **\$1,500 and up** donation. You can donate individual pieces or furnish the entire tot lot or playground. Contact us for more information at 952.474.7994.

## Trail Donations

If you enjoy walking or riding a bike to your favorite park, trail or other destination, consider making a donation to support this trail endeavor. Donations in **any amount** are welcomed to support a proposed walking and biking trail along County Road 19/Mantiou Road. The Trail Committee is also actively pursuing planning grants for a trail. We anticipate the trail will become a great amenity to the community. For more trail information contact us at 952.474.7994.

## Park Fund Support

Donations in **any amount** for general park and recreation purposes are always accepted and appreciated!

# Donation Program Policy

This policy is designed to enable residents and park users to support Tonka Bay amenities through a tax-deductible contribution. It has been established to ensure that appropriate oversight is provided in preserving our City. 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 Tonka Bay regulating authority.

## **1. Tax Deductible**

- a. Donations to the City of Tonka Bay may be tax deductible, please see your tax advisor.
- b. Donated furnishings are property of the City of Tonka Bay 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 approval by city staff 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 emergency situations, 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 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. The dedication plaque may include up to 10 words (including names) in a maximum of 3 lines.
- d. 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.
- e. Messages of a private nature and acronyms are not permitted, as members of the public may wrongly interpret them.
- f. Suggested language for plaques is:  
Dedicated to (Name)  
(Year Installed)
- g. Permanent plaques are not allowed on trees or any living landscape element.

## **4. Approval Process**

- a. Donation requests will be processed in the order received.
- b. All 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.

## **5. Maintenance**

The long-term care and maintenance of donated 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.

## **6. Life Cycle of Donation**

a. The City considers it our 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.

# Donation Program Application

## 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)

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 and your check for the total amount (payable to "City of Tonka Bay") to: City of Tonka Bay, 4901 Manitou Road, Tonka Bay, MN 55331.  
If you have any questions please contact us at 952.474.7994.