

## #1-007 Gift Acceptance

Section: County Administration  
Department: County Administration  
Original/Revision Date(s): 10/2025  
Last Reviewed: 10/2025 Board or Administrative: Board  
Board Resolution # or Administrator Signature: #2025-45  
Related Policies:



### STATEMENT

This Gift Acceptance Policy has been developed to ensure proper accountability of gifts given to Waseca County for the benefit of its citizens.

### DEFINITIONS

*Gift*: something voluntarily transferred by one person to another without consideration (such as payment or other compensation).

### SOURCE

Minn Stat. § 375.26	Gifts, Acceptance
Minn Stat. § 465.03	Gifts to Municipalities
Minn Stat. § 10A.071	Certain Gifts by Lobbyists and Principals Prohibited
(Appendix A)	Sample Resolution for the acceptance of gifts

### POLICY

The Gift Acceptance Policy applies to all employees and officials of Waseca County and relates to the act of a private party gifting real or personal property to the County for the benefit of its citizens with the terms prescribed by the donor, if any.

The County may accept gifts of real or personal property, including money, and use them in accordance with the terms prescribed by the donor with the following conditions:

- The County may not accept or use gifts for religious or sectarian purposes.
- A resolution accepting the gift and the donor's terms (if provided) must receive an affirmative vote of two-thirds of the members of the County Board.
- Under the state gift ban law, an individual officer or employee of a County may generally not accept a gift.
- A resolution accepting the gift should generally be brought through the appropriate Committee of Jurisdiction (or the Management Committee if no other Committee of Jurisdiction exists) to the County Board for approval.

Appendix A: Sample Donation Resolution (may be modified to suit individual department need)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ACCEPTING A DONATION TO THE WASECA COUNTY (Add department).

WHEREAS, the County of Waseca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following person(s) and entities have offered to contribute the cash amounts set forth below to the county:

<u>Name of Donor</u>	<u>Amount</u>
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Reference</u>	<u>Terms or Conditions</u>
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WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law; and

WHEREAS, the County Board finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED that Waseca County, by and through its Board of Commissioners, hereby accepts the donations described above to be used as designated to provide services and directs the department to issue receipts to each donor acknowledging the county's receipt of the donor's donation and authorizes the Property and Elections Services Division to set up the appropriate financial tracking of the donation in cooperation with the department receiving the donation.