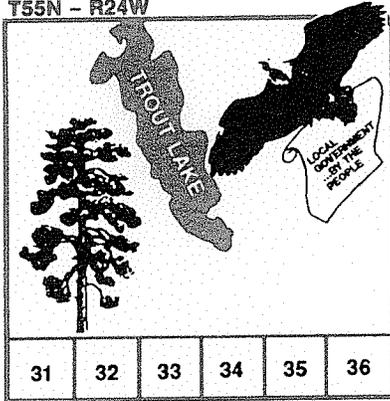


T55N - R24W



**TROUT LAKE TOWNSHIP**  
24951 COUNTY ROAD 10 BOVEY MN 55709  
OFFICE 218-245-1100 FAX 218-245-0264

**Trout Lake Township Memorial Funds Policy**  
*Adopted September 15, 2011*

**Purpose**

The purpose of this policy is to guide decisions that will 1) distinguish memorials from general contributions, 2) manage memorial monies, and 3) ensure long-term, consistent practices that may attract donors.

**A. Distinguish Memorials From General Contributions**

Contributions bequeathed to Trout Lake Township and/or specifically to Trout Lake Community Center, that do not have a tie to a town service or usage of town facilities, are to be distinguished from general contributions given to the Trout Lake Community Center in lieu of a usage fee.

- 1 In addition to the annual *Resolution to Accept Donations*, memorials will be acknowledged by the board at the regular meeting following receipt.
- 2 The town clerk, or a designee, will complete a memorial page, in a memorial book acquire for that purpose, for each person memorialized by bequeath. Each memorial page will record the name, date, and amount of the original contribution, the person's connection to Trout Lake Township, a short biography, and if possible, a photo.
- 3 The Trout Lake Memorial Book will be available for public display.

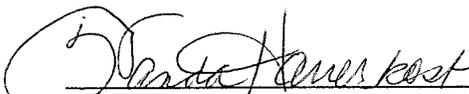
**B. Manage Memorial Monies**

Memorial monies are to be managed according to the guidelines that follow.

- 1 Memorial monies will be receipted into an account designated specifically for memorials. The only acceptable circumstance to use memorials for operating expenses of the township is the bequest that it be used to alleviate the tax burden of the town's taxpayers.
- 2 The designated purpose of the monies in the memorial account is capital improvements, and maintenance of those improvements, on the acreage around the community center. Such developments may include, but are not limited to, trees, benches, and play ground equipment. Maintenance may include repair, painting, or replacement, and memorial signage, but does not include general upkeep of the grounds.
- 3 Outside memorial signage will be limited to contributions receipted over \$200.
- 4 Requests for usage of memorial monies beyond the designated purpose may be authorized at a town meeting.

**C. Ensure Long-Term, Consistent Practices That May Attract Donors**

This policy is to be reviewed annually by the governing board, reported to electors at the Annual Town Meeting, and distributed to the public.

  
Wanda Haverkost Supervisor Chair

  
Jeanne Newstrom Town Clerk