

AGENDA ITEM – 3F



MEMORANDUM

DATE: March 9, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Julie Hanson, Assistant to the City Administrator/City Clerk

SUBJECT: Volunteer Recognition Policy Discussion

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider

Council should review the attached Volunteer Recognition Policy draft and provide feedback.

Background

The City Council had previously given direction to bring this topic forward to the Personnel Committee for discussion. At its meeting in April 2025, the Personnel Committee requested staff provide a draft Volunteer Recognition Policy that sets forth guidelines for recognizing our committee and commission members as well as others that donate their time by volunteering for various projects. Staff had conducted a survey of other cities, asking for information regarding their volunteer recognition policy/program and of the cities that replied, none have a formal policy though some had an informal process that they generally follow.

An option that the Personnel Committee discussed was that in addition to the current practice of sending a thank you letter from the City Administrator and a thank you card signed by the Councilmembers, could the City purchase “thank you” gifts to show the City’s gratitude and appreciation for the time and effort our volunteers expend on behalf of the City. However, it was also discussed that the City’s public purchase policy states (expenditures must) “. . . serve a public purpose when those expenditures are necessary for Arden Hills to ensure the efficient operation of its programs/services, promote the availability and use of City resources, and promote coordinated, cooperative planning activities among and between the public and the private sectors.” It should be noted the City Attorney’s guidance was that thank you/recognition gifts do not meet State statute nor the City’s policy – and expenditures made by the City must be for a public purpose, as indicated.

Based on those discussions, Staff has drafted a basic policy (Attachment A) for Council consideration which incorporates feedback and recommendations of the Personnel Committee. Following discussion and direction from Council, Staff will bring the final Volunteer Recognition Policy to a future regular Council meeting for adoption.

Budget Impact

N/A

Attachment

Attachment A: Draft Volunteer Recognition Policy