



CITY OF MARSHALL
Work Session
A g e n d a
Tuesday, July 25, 2023 at 4:00 PM
344 W. Main St., City Hall

CALL TO ORDER

NEW BUSINESS

- [1.](#) 2024 Southwest Initiative Foundation (SWIF) Request
- [2.](#) 2024 Lyon County Historical Society Community Contribution Request
- [3.](#) 2024 Marshall Area Fine Arts Council (MAFAC) Community Contribution Request
- [4.](#) 2024 Sounds of Summer Community Contribution Request
- [5.](#) 2024 United Community Action Partnership Community Contribution Request
- [6.](#) 2024 Marshall-Lyon County Library Appropriation Request

ADJOURNMENT

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	E.J. Moberg
Meeting Date:	Tuesday, July 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 Southwest Initiative Foundation (SWIF) Request
Background Information:	<p>The 2024 requested appropriation for the Southwest Initiative Foundation's economic development work is \$5,500.</p> <p>The City has not funded requests from SWIF in previous years.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

Invest in Southwest

Will you join us in 2024?

Dear Sharon and Council Members:

As Southwest Initiative Foundation plans for our next fiscal year, we are asking for your partnership in supporting our local communities, specifically in the work we do with business and workforce development efforts. The demand for our work continues to increase as we help entrepreneurs pivot in our changing economy. As we do more, we need your support more than ever.

Small businesses and entrepreneurs are the backbone of our economy in southwest Minnesota. They provide more than jobs for other community members and necessary goods and services; they are a source of pride and help make our communities feel like home. We believe one of the best ways to invest in our communities is to invest in the people behind these businesses. Our Business Finance Program and Microenterprise Loan Program supports the retention, expansion, transition, creation and attraction of businesses. In addition, our microloan program provides customized technical assistance for the length of the loan to help clients improve their skills in financial management, operations, marketing and more. We invest in your communities because we believe in building a strong southwest Minnesota.

As you balance your budget for 2024, we hope you consider joining us in big ways. We are asking for your support by including \$5,500 for Southwest Initiative Foundation's economic development work. With your partnership, we can support the people and businesses fueling your communities.

As you consider increasing your support, I am available to answer questions via phone or email, meet in person or speak at a meeting. Thank you for your time and thoughtful consideration.

In gratitude,



Tiffany Barnard
tiffanyb@swifoundation.org
320-583-0094

Thank you, e.j.
I sent this to
Sharon also.



**SOUTHWEST INITIATIVE
FOUNDATION**

Item 1.



Excellence. Accountability. Impact.™

Lyon County

Together, we are building communities where all our kids, families and neighbors can thrive!

Economic Development and Investments

- Since inception, nearly \$3.4 million has been deployed in Lyon County through Southwest Initiative Foundation's loan programs.
 - This includes 28 Microenterprise Loans totaling \$316,800. This loan program provides customized technical assistance for the length of the loan to help clients improve their skills in financial management, operations, marketing and more.
- In addition to business investments, in fiscal year 2023 \$303,720 was disbursed in grants impacting Lyon County.



A cancer survivor who lives with fibromyalgia, Jenny Greenhoff is on a mission to reawaken health in others with her infrared sauna studio "Well Suite." She opened the business in Marshall with help from our Microenterprise Loan Program, which provided working capital for Well Suite.



Item 1.

**SOUTHWEST INITIATIVE
FOUNDATION**



Local Collaboration

- ▶ We are proud to hold **strong relationships with Lyon County community members**. A member of our Board of Directors, Theresa Zaske, calls Balaton “home.”
- ▶ The **Southwest Teacher Preparation Partnership** with Southwest Minnesota State University supports students on the pathway to a career in education. This partnership aligns with our Grow Our Own strategy by providing a career on-ramp for success, helping to close the opportunity gap.
- ▶ **Four emerging leaders from Nobles County** are participating in the first cohort of Growing Local: Emerging Leaders. This program is a partnership between SWIF and University of Minnesota Extension where these leaders will gain tools and resources to build their confidence and employer them to shape the future in places that matter most to them.
- ▶ Lyon County has **four community foundation affiliate partners**, the Balaton Area Community Foundation, the Cottonwood Area Community Foundation, the Marshall Community Foundation and the Tracy Area Community Foundation. Our community foundation program helps retain charitable dollars while putting local leaders in the driver’s seat. Our partners have access to technical and professional support from us in areas such as strategic planning, board development, fundraising and marketing.



- ▶ SWIF sponsors annual **community events** in Lyon County, including Cultures on the Prairie and the Marshall Pride Celebration.
- ▶ We recently sponsored the **Kids First Conference**, held at Jackpot Junction Casino & Hotel. More than 240 early care and child care professionals from across the region attended to connect and learn. Supporting these professionals is critical to retaining and increasing the number of quality child care slots in our communities.

Learn more about local partnerships and our work at swifoundation.org

Thank you to the following cities, counties and economic development authorities for partnering with us to invest in business and workforce development during Fiscal Years 2021, 2022, 2023.

City of Adrian
City of Atwater
City of Beaver Creek
City of Bird Island
City of Buffalo Lake
City of Clara City
City of Currie
City of Dassel
City of Dawson
City of Eden Valley
City of Fairfax
City of Ghent
City of Glencoe
City of Granite Falls & Granite Falls EDA
City of Grove City
City of Hardwick
City of Hendricks
City of Heron Lake
City of Hutchinson - Hutchinson EDA
City of Kerkhoven
City of Lake Benton
City of Lamberton
City of Litchfield
City of Luverne
City of Madison
City of Milan
City of Minneota
City of Morton
City of Mountain Lake
City of Murdock
City of New London

City of Olivia
City of Ortonville
City of Pipestone
City of Renville
City of Spicer
City of Stewart
City of Sunburg
City of Tracy
City of Tyler
City of Walnut Grove
City of Watkins
City of Watson
City of Worthington
Big Stone County
Cottonwood County
Jackson County
Kandiyohi County
Lac qui Parle County
Lincoln County
Lyon County
McLeod County
Meeker County
Murray County
Nobles County
Pipestone County
Redwood County
Renville County
Rock County
Swift County
Yellow Medicine County

*+ we'd ♥ to see
Marshall Here!*

SWIF Grants Awarded - Lyon County

7/1/2022 - 6/3/2023

Amherst H. Wilder Foundation	\$5,000.00	Minnesota Compass
Avera Granite Falls	\$2,700.00	Medication/Narcotics Safe
Avera Tyler Hospital	\$4,000.00	Enhanced EMS Supplies
Beyond The Boundaries	\$2,000.00	Youth 3D Archery
City of Balaton	\$500.00	Community Center Accessibility Improvements
City of Balaton	\$500.00	Lion's Park Bathroom
City of Balaton	\$3,706.00	Hydration Station
City of Balaton	\$700.00	Pickleball Equipment
City of Balaton	\$3,000.00	Lions/Legion Park Upgrade
City of Balaton	\$3,000.00	Lions/Legion Park Upgrade
City of Balaton	\$2,798.00	Tree Planting Project 2022
City of Balaton	\$4,886.00	Fire Department Masks
City of Balaton	\$961.00	Brehning Slough
City of Clarkfield	\$4,070.43	Cardinal Days
City of Clarkfield	\$2,500.00	Clarkfield Prairie Cardinal Holiday/Community Events
City of Cottonwood	\$1,000.00	Ambulance Equipment Upgrade
City of Cottonwood	\$1,000.00	Fire Department
City of Granite Falls	\$4,346.35	KCC Pec Fly Machine
City of Marshall	\$1,811.00	Welcoming Week
City of Tracy	\$605.00	Tracy Community Center
City of Tracy	\$1,000.00	Tracy Community Development Senior Exercise Program
City of Walnut Grove	\$10,000.00	Walnut Grove Ambulance Update Life Saving Equipment
Civil Air Patrol	\$1,500.00	Emergency Service Training
Cottonwood Economic Development Authority	\$6,000.00	Cottonwood Child Care Center
Crow River Players, Inc.	\$900.00	Screening of 'Stories I Didn't Know'
Cultural Awareness Organization	\$1,000.00	Worthington International Festival
Department of Public Transformation	\$5,000.00	The YES! House Events Series & Leadership
Fellowship of Christian Athletes	\$4,000.00	Coaching Program
Foundation for Essential Needs	\$10,000.00	Food Shelves Support
Friends of the Orchestra Ltd.	\$5,715.79	Fiscal Year 2023 Disbursement
Greater Milan Initiative	\$10,000.00	Milan Kids Club/ECFE Program
Greater Milan Initiative	\$500.00	Milan Navigators 4-H Club
Greater Milan Initiative	\$1,200.00	Milan School Alumni Building

SWIF Grants Awarded - Lyon County

7/1/2022 - 6/3/2023

Greater Milan Initiative	\$1,000.00 Milan Youth Center
Greater Minnesota Family Services	\$4,100.00 Day Treatment in Chippewa County
Immigrant Law Center of Minnesota	\$2,000.00 Southwest Minnesota Immigration Project
ISD #2167 - Lakeview	\$1,000.00 High School Robotics
ISD #2167 - Lakeview	\$1,000.00 F.C.C.L.A.
ISD #2167 - Lakeview	\$1,000.00 STEAM
ISD #2167 - Lakeview	\$1,000.00 Creating Entrepreneurial Opportunities
ISD #2898 - Westbrook Walnut Grove Schools	\$1,000.00 New Fifth Grade Desks
ISD #2902 - Russell Tyler Ruthton Public Schools	\$6,920.00 School Grants
ISD #2902 - Russell Tyler Ruthton Public Schools	\$1,000.00 Tyler Arts Council
ISD #2902 - Russell Tyler Ruthton Public Schools	\$4,000.00 School Grants
ISD #2902 - Russell Tyler Ruthton Public Schools	\$6,005.00 Junior Knights, Fitness, FFA, and Yearbook Program
ISD #2904 - Tracy Area Schools	\$2,000.00 Pre-School Updates
ISD #2904 - Tracy Area Schools	\$1,000.00 Elementary School Sign
ISD #2904 - Tracy Area Schools	\$2,367.00 Pre-School Updates
ISD #413 - Marshall	\$2,500.00 Marshall Career & Technical Institute
ISD #413 - Marshall	\$500.00 Major Madness
Lutheran Social Service of Minnesota	\$1,000.00 Mission Support
Marshall Area YMCA	\$20,000.00 Middle School After School Program
Milan Village Arts School	\$500.00 2023 Spoon Gathering
Milan Village Arts School	\$500.00 Milan Presents a Taste of Syttende Mai 2023
Minnesota Public Radio	\$500.00 Mission Support
Minnesota River Area Agency on Aging	\$9,000.00 Supporting Community Engagement
New Hampshire Charitable Foundation	\$2,500.00 Community Foundation Opportunity Network
Pioneer PBS	\$500.00 Mission Support
Prairie Five Community Action Council	\$1,050.00 Bring It Home
Prairie Home Hospice and Community Care	\$10,108.43 Fiscal Year 2023 Disbursement
Prairie Home Hospice and Community Care	\$500.00 Technology Upgrades
Prairie Woods Environmental Learning Center	\$1,000.00 Mission Support
Project Morning Star	\$5,000.00 Building Stable Families
Reach Out and Read Minnesota	\$10,000.00 Reach Out and Read in Southwest MN
Rebuilding Together-Twin Cities	\$3,017.00 Mountain Lake Projects
Southwest Adult Basic Education	\$2,000.00 Cultures on the Prairie 2023

SWIF Grants Awarded - Lyon County

7/1/2022 - 6/3/2023

Southwest Minnesota Private Industry Council, Inc.	\$5,000.00	Convening Support
Southwest Minnesota State University	\$2,500.00	Outdoor Basketball/Pickleball Court
Southwest Minnesota State University Foundation	\$2,000.00	WorldFest 2023
Southwest West Central Service Cooperative	\$2,000.00	Functional Skills Classroom
Southwestern Minnesota Opportunity Council	\$2,000.00	Dental for All
Southwestern Minnesota Opportunity Council	\$1,000.00	Dental for All
St. James Episcopal Church	\$14,343.86	Fiscal Year 2023 Disbursement
Swift County Developmental Achievement Center	\$3,700.00	Enrichment Enhancement
Tracy Ambulance Service	\$1,000.00	EMT/EMR Volunteers
Twin Cities Public Television Inc.	\$500.00	Mission Support
United Community Action Partnership	\$40,000.00	Helping People Get There
United Community Action Partnership	\$1,160.00	Kitchen Table Food Shelf-Tracy
United Community Action Partnership	\$5,830.00	Kitchen Table Food Shelf-Marshall
Visit Marshall	\$1,000.00	Prairie Jam 2023
Western Mental Health Center	\$6,220.00	Trauma-Focused Cognitive Behavioral Therapy
Wilder Pageant	\$2,500.00	The Little Rest House on the Prairie
Women's Rural Advocacy Programs, Inc.	\$1,000.00	Storage Units
Women's Rural Advocacy Programs, Inc.	\$500.00	Transportation Support
TOTAL GRANTS	\$303,720.86	

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Representative(s)
Meeting Date:	Tuesday, July 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 Lyon County Historical Society Community Contribution Request
Background Information:	<p>For 2023, Council approved a contribution to the Lyon County Historical Society of \$26,958.91.</p> <p>The 2024 requested contribution to the Lyon County Historical Society is for \$29,474.77 (an increase of 9.3%).</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



301 West Lyon St
Marshall, MN 56258
507-537-6580

director@lyoncomuseum.org
www.lyoncomuseum.org
www.mncollections.org

City of Marshall
344 W Main St.
Marshall, MN 56258

Dear City of Marshall,

The Lyon County Historical Society (LCHS) requests \$29,474.77 for the fiscal year of 2024. As a non-profit organization, LCHS receives income from Lyon County, the City of Marshall, museum memberships, donations, and grants. Your support for LCHS allows us to fulfill our Mission Statement:

“The purpose of the society shall be the collection, preservation and dissemination of knowledge about the history of Lyon County and to relate it to the history of the region and the state of Minnesota.”

The Lyon County Historical Society is excited to continue promoting the Lyon County Museum to residents of Marshall, Lyon County, and visitors to learn and appreciate the history of the city of Marshall and Lyon County. Thank you for your support.

Enclosed is LCHS’s 2022 year-end financial statement and 2022 Annual Report.

Sincerely,

Jennifer Andries
Lyon County Historical Society
Executive Director

“The purpose of the society shall be the collection, preservation and dissemination of knowledge about the history of Lyon County and to relate it to the history of the region and the state of Minnesota.”

LYON COUNTY MUSEUM

301 West Lyon Street, Marshall, MN 56258
www.lyoncomuseum.org • 507-537-6580



LCHS 2022 Annual Report

29 guided school & group museum tours with activities

3490
museum visitors
signed the
guestbook

980
volunteer hours

Traveling and Temporary Exhibits

- Lyon County Stamp Club Display
- Marshall 150th Anniversary Exhibit
- Wedding Collection Exhibit

ACTIVITIES

Events, Presentations & Programs:

Jennifer Andries, Marshall History Program for Noon Rotary (March 15)
Jennifer Andries, Marshall History for SMSU Gold College (March and April)
Vietnam Veterans Roundtable at the Museum (March 16)
Youth Sports and Activities Expo at the Red Baron Arena (April 2)
Jennifer Andries, Marshall History Program for SMSU International Students (April 20)
WorldFest at the Red Baron Arena (April 30)
Marshall 150th Anniversary Bingo at the Red Baron Arena (May 19)
LCHS Annual Meeting at the Marshall Library (June 2)
Linda Westrom Genealogy Program at the Marshall Library (June 4)
Jennifer Andries Marshall History Program at Adult Community Center (August 4)
Lyon County Fair (August 10-14)
Sounds of Summer Celebration (August 18-21)
Arts and Living History Festival at Liberty Park (August 18)
Fashion Show at the Mercantile (August 18)
Vietnam Veterans Roundtable at the Museum (August 19)
Marshall 150th Anniversary Birthday Party (August 19)
Jennifer Andries Rural School Program at Hill Street Place (September 21)
Jody Mohr Letterwriting Program at the Museum (September 24)
Marshall 150th Anniversary Book Launch at the Marshall Library (October 6)
Escape the Schoolhouse Fundraiser (October 8 & 15)
Jennifer Andries Marshall History Program for Toastmasters (October 13)
Halloween Family Fun Day at the Museum (October 29)
Pati Kachel Norwegian Program at the Museum (November 1)
Jennifer Andries Lyon/Lincoln County History Program at Ivanhoe Library (November 2)
Doug Ohman Uncovering History Program at the Museum (November 15)
The 10th Annual Indoor Christmas Tree Walk at the Museum (November 19-December 31)
Holiday Home Tour (December 4)
Holiday Open House at the Museum (December 8)



Item 2.



Lyon County Historical Society														
Comparative Analysis of Revenue & Expense														
2022 Actual vs 2022 Budget														
As of December 31, 2022														

Lyon County Historical Society																
Comparative Analysis of Revenue & Expense																
2022 Actual vs 2022 Budget																
As of December 31, 2022																
							2022 Actual					2022 Budget				
			Operations	Programs	Enterprise	Restricted	Investments	2022 Actual	Operations	Programs	Enterprise	Restricted	Investments	2022 Budget	Y-o-Y \$	Y-o-Y %
	Unrealized Gain/(Loss)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
	TOTAL - Wells Fargo DDA		0.67	0.00	0.00	0.00	0.00	0.67	0.50	0.00	0.00	0.00	0.00	0.50	0.17	34.0%
	TOTAL INVESTMENT INCOME		0.67	0.00	0.00	0.00	2,119.02	2,119.69	0.50	0.00	0.00	0.00	605.00	605.50	1,514.19	250.1%
	NET INCOME BEFORE EXPENSES		102,338.27	29,438.19	5,345.50	5,851.41	2,119.02	145,092.39	102,202.50	26,300.00	6,606.45	37,000.00	605.00	172,713.95	(27,621.56)	-16.0%
	OPERATING EXPENSE															
	Payroll-Related Expenses															
	Salaries and Wages		57,602.00	0.00	3,000.00	0.00	0.00	60,602.00	57,616.14	0.00	3,000.00	0.00	0.00	60,616.14	(14.14)	0.0%
	Employee Benefits															
	Health Stipend		2,600.00	0.00	0.00	0.00	0.00	2,600.00	2,600.00	0.00	0.00	0.00	0.00	2,600.00	0.00	0.0%
	PERA		4,545.28	0.00	0.00	0.00	0.00	4,545.28	4,214.02	0.00	0.00	0.00	0.00	4,214.02	331.26	7.9%
	Payroll Taxes		4,834.95	0.00	0.00	0.00	0.00	4,834.95	4,533.34	0.00	0.00	0.00	0.00	4,533.34	301.61	6.7%
	Total Payroll-Related Expenses		69,582.23	0.00	3,000.00	0.00	0.00	72,582.23	68,963.50	0.00	3,000.00	0.00	0.00	71,963.50	618.73	0.9%
	Non-Payroll Expenses															
	Contracted Services		0.00	81.00	0.00	3,757.00	0.00	3,838.00	0.00	0.00	0.00	32,000.00	0.00	32,000.00	(28,162.00)	-88.0%
	Utilities		15,469.91	0.00	0.00	0.00	0.00	15,469.91	13,500.00	0.00	0.00	0.00	0.00	13,500.00	1,969.91	14.6%
	Supplies		1,887.89	11,797.94	694.20	30.00	0.00	14,410.03	2,200.00	14,000.00	600.00	0.00	0.00	16,800.00	(2,389.97)	-14.2%
	Printing		3,045.02	2,229.20	0.00	0.00	0.00	5,274.22	2,500.00	6,000.00	250.00	2,500.00	0.00	11,250.00	(5,975.78)	-53.1%
	Other Restricted Projects (Timm Donation Walking Tour)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,499.11	0.00	4,499.11	(4,499.11)	-100.0%
	Insurance		5,495.44	0.00	0.00	0.00	0.00	5,495.44	5,000.00	0.00	0.00	0.00	0.00	5,000.00	495.44	9.9%
	Travel		1,145.77	695.36	0.00	0.00	0.00	1,841.13	600.00	1,000.00	0.00	0.00	0.00	1,600.00	241.13	15.1%
	Advertising		0.00	4,930.07	0.00	0.00	0.00	4,930.07	0.00	3,000.00	300.00	0.00	0.00	3,300.00	1,630.07	49.4%
	Dues/Subscriptions		1,573.28	300.00	784.00	0.00	0.00	2,657.28	1,500.00	300.00	550.00	0.00	0.00	2,350.00	307.28	13.1%
	Postage		1,184.85	0.00	33.69	0.00	0.00	1,218.54	900.00	0.00	300.00	0.00	0.00	1,200.00	18.54	1.5%
	Telephone		959.76	0.00	0.00	0.00	0.00	959.76	960.00	0.00	0.00	0.00	0.00	960.00	(0.24)	0.0%
	Professional Development		230.00	0.00	0.00	0.00	0.00	230.00	500.00	0.00	0.00	0.00	0.00	500.00	(270.00)	-54.0%
	Internet		1,175.76	0.00	0.00	0.00	0.00	1,175.76	875.00	0.00	0.00	0.00	0.00	875.00	300.76	34.4%
	Technology Spending (Non-Capitalized)		650.29	128.00	0.00	0.00	0.00	778.29	1,000.00	0.00	0.00	0.00	0.00	1,000.00	(221.71)	-22.2%
	Building Maintenance		276.20	0.00	0.00	211.46	0.00	487.66	500.00	0.00	0.00	2,500.00	0.00	3,000.00	(2,512.34)	-83.7%
	Professional Services (CPA firm)		600.00	0.00	0.00	0.00	0.00	600.00	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.0%
	Business Licenses		0.00	0.00	221.00	0.00	0.00	221.00	0.00	0.00	221.00	0.00	0.00	221.00	0.00	0.0%
	Credit Card Fees		0.00	32.86	124.72	0.00	0.00	157.58	0.00	25.00	150.00	0.00	0.00	175.00	(17.42)	-10.0%
	Rental Expense							0.00						0.00	0.00	N/A
	Storage		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
	Sites		0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	N/A
	Miscellaneous Expense		529.87	828.92	0.00	497.00	0.00	1,855.79	500.00	1,000.00	0.00	0.00	0.00	1,500.00	355.79	23.7%
	Total Non-Payroll Expenses		34,224.04	21,123.35	1,857.61	4,495.46	0.00	61,700.46	31,135.00	25,325.00	2,371.00	41,499.11	0.00	100,330.11	(38,629.65)	-38.5%
	TOTAL OPERATING EXPENSE		103,806.27	21,123.35	4,857.61	4,495.46	0.00	134,282.69	100,098.50	25,325.00	5,371.00	41,499.11	0.00	172,293.61	(38,010.92)	-22.1%
	Investment-Related Fees						847.83	847.83	0.00	0.00	0.00	0.00	600.00	600.00	247.83	41.3%
	NET GAIN/(LOSS)		1,391.83	20,969.61	4,524.39	9,855.05	2,063.76	38,804.64	4,963.83	13,629.77	5,271.95	3,999.99	797.57	28,663.11	10,141.53	35.4%
	Wells Fargo Bank Balance as of December 31, 2022	\$	1,003.57													
	Edward Jones Cash Mgmt as of December 31, 2022	\$	26,899.04													
	Edward Jones Captial Fund as of December 31, 2022	\$	65,113.54													
	Edward Jones Endowment Fund as of December 31, 2022	\$	17,835.95													
	Total	\$	110,852.10													
	* Added the 2016 Restricted Timm Donation for Walking Tour Signs of \$4,499.11 to Restricted beginning balance															

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Representative(s)
Meeting Date:	Tuesday, July 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 Marshall Area Fine Arts Council (MAFAC) Community Contribution Request
Background Information:	For 2023, Council approved a contribution to MAFAC for \$6,000. The 2024 requested contribution for MAFAC is for \$8,000.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

Marshall Area Fine Arts Council

PO Box 531, 109 N 3 rd St

Marshall MN 56258

mafac.arts@gmail.com

507-532-5463

Building Community Through the Arts

July 19, 2023

Ms. Sharon Hanson:

The Marshall Area Fine Arts Council (MAFAC) appreciates the past funding granted to us by the City of Marshall. The funding assists us in our mission of providing arts exhibitions and performances, promoting local artistic talents, and providing educational experiences.

We are asking for \$8,000: \$5,500 for our operating fund and \$2,500 for the always popular summer concerts in the Liberty Park “A Little Night Music”.

\$5,500 – operating expenses such as office support, rent, utilities, etc.

\$2,500 – “A Little Night Music” – musician expenses and advertising for concerts.

More detailed information can be provided, if necessary, when we attend the City Council meeting in July.

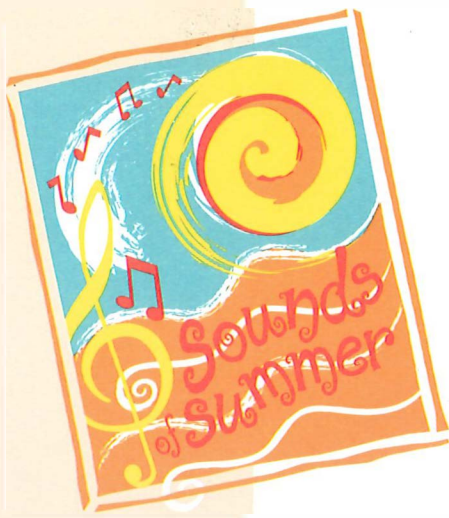
Again, we want to thank you for your continued support and consideration.

Sincerely,

Charlotte Wendel, President

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Representative(s)
Meeting Date:	Tuesday, July 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 Sounds of Summer Community Contribution Request
Background Information:	For 2023, Council approved a contribution to the Sounds of Summer for \$10,000. The 2024 requested contribution for the Sounds of Summer is \$10,000.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



July 2023

Ms. Sharon Hanson
City Administrator
City of Marshall
344 W. Main St.
Marshall, MN 56258

Dear Sharon:

Before you know it, Sounds of Summer 2024 will be here. The dates for the community celebration this year will be Thursday August 22nd through Sunday, August 25th. This letter is requesting the funding of \$10,000 from the City of Marshall in support of our city celebration.

The check can be made payable to Marshall Festivals Inc, and mailed to **PO Box 1310**, Marshall, MN 56258.

On behalf of the committee members I would like to thank you for your support.

Sincerely,

Brock Klaith
President/Chair
Marshall Festivals Inc.
SOS

MARSHALL FESTIVALS, INC
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	Without Donor Restrictions 2022	Without Donor Restrictions 2021
Revenue		
Contributions from the Public	\$ 69,119.00	\$ 37,436.00
In-Kind Contributions	<u>15,040.00</u>	<u>12,290.00</u>
Total Revenue	<u>84,159.00</u>	<u>49,726.00</u>
Expenses		
Program		
Marshall Celebrations - Sounds of Summer	98,183.00	31,667.00
Management and General		
Printing and Postage	3,158.00	1,092.00
Insurance	2,541.00	773.00
Office	18.00	-
Professional Fees	600.00	550.00
Dues and Filing Fees	214.00	214.00
Memorials and Contributions	150.00	150.00
Volunteer Appreciation	<u>180.00</u>	<u>541.00</u>
Total Expenses	<u>105,044.00</u>	<u>34,987.00</u>
Excess of Revenue Over (Under)		
Expenses	(20,885.00)	14,739.00
Net Assets, Beginning	<u>48,947.00</u>	<u>34,208.00</u>
Net Assets, Ending	<u>\$ 28,062.00</u>	<u>\$ 48,947.00</u>

MARSHALL FESTIVALS, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2022 AND 2021

	2022	2021
Assets		
Cash	\$ <u>28,062.00</u>	\$ <u>48,947.00</u>
Total Assets	\$ <u><u>28,062.00</u></u>	\$ <u><u>48,947.00</u></u>
Liabilities		
Total Liabilities	\$ -	\$ -
Net Assets, without donor restrictions	<u>28,062.00</u>	<u>48,947.00</u>
Total Liabilities and Net Assets	\$ <u><u>28,062.00</u></u>	\$ <u><u>48,947.00</u></u>

Marshall Festivals
Revenue / Gross Receipts Trend

	Average	2022	2021	2020
Contributions	\$ 39,785	\$ 69,119	\$ 37,436	\$ 12,800
In Kind	\$ 9,290	\$ 15,040	\$ 12,290	\$ 540
Total	\$ 49,075	\$ 84,159	\$ 49,726	\$ 13,340

Eligible for postcard filing (990N)? **YES**

*Gross receipts three year average must be less than \$50k.
Only consider cash contributions, not in kind contributions.*

Beginning Balance **1/1/2022 \$50,445.79**

2022 Revenues

1/10/2022	\$2,000.00	Deposit Us Bank
3/15/2022	\$3,000.00	Deposit Legion
3/15/2022	\$10,000.00	Deposit City Of Marshall 150 Celebrations
4/25/2022	\$12,700.00	Deposit Business
4/30/2022	\$4,851.00	Deposit Business
5/15/2022	\$5,000.00	Deposit Schwans
5/15/2022	\$8,400.00	Deposit Business
5/23/2022	\$2,800.00	Deposit Business
5/17/2022	\$718.94	Deposit ADM
6/1/2022	\$1,775.00	Deposit Business
6/13/2022	\$1,500.00	Deposit Business
6/15/2022	\$550.00	Deposit Business
7/5/2022	\$750.00	Deposit Planters Sold
7/5/2022	\$300.00	Deposit Business
7/5/2022	\$250.00	Deposit Harry W.
6/7/2022	\$575.00	Deposit Business
7/19/2022	\$150.00	Deposit Venders
7/19/2022	\$750.00	Deposit Business
7/28/2022	\$7,500.00	Deposit VFW
8/8/2022	\$450.00	Deposit Business
8/30/2022	\$265.00	Deposit Maha and \$15.00 cash
8/30/2022	\$53.97	Deposit Planters
9/13/2022	\$1,700.00	Deposit Souveners
9/13/2022	\$580.00	Deposit Bucketts Sales
9/13/2022	\$2,500.00	Deposit Hitching Post

Total Revnues \$69,118.91

Check NO.	Date	Amount	VENDOR
1691	1/10/2022	\$4,625.00	Time Machine Agency \$3000.00
1692	1/10/2022	\$1,000.00	Nelly Entertainment Inflatables
1693	1/1/2022	\$500.00	Marshall Music Boosters
1694	3/15/2022	\$259.00	Marshall Independent ad for the Comm Guide
1695	3/21/2022	\$500.00	Lyon County Ag Society Sponsorship
1696	3/30/2022	\$381.70	Visit Marshall Web Site
1697	4/5/2022	\$250.00	Lyon County Ag Society Stage Rental
1698	5/5/2022	\$96.67	Henle Printing CompANY
1699	5/10/2022	\$1,051.83	Runnings Buckets
1700	5/18/2022	\$25.00	State Of Minnesota
1701	5/23/2022	\$1,775.80	Playing Cards for 150th
1702	5/24/2022	\$10,000.00	J&M Displays Fireworks
1703	6/1/2022	\$600.00	Hoffman Brobst Audit
0	5/4/2022	\$17.70	Check Order
1704	5/8/2022	\$1,080.00	Marshall Radio
1705	6/3/2022	\$178.48	Missy Klaith Bingo Bobbers
1706	6/22/2022	\$901.75	Visit Marshall Gift Cards for Bingo
1707	7/5/2022	\$425.00	Duane Blake Lighterside clowns
1708			Void
1709	7/11/2022	\$1,095.00	Cindy Meyer Carriage Rides
1710	7/11/2022	\$1,000.00	Shades Of The Past
1711	7/19/2022	\$3,847.00	Greenwood Flowers for Planters
1712	7/19/2022	\$200.00	Petty Cash for Crazy Days
1713			Void
1714	7/27/2022	\$2,966.40	Dakota Inflatables
1715	7/27/2022	\$755.00	City of Marshall 150th Stickers
1716	7/27/2022	\$109.00	Borch's Polo Shirts
1717	7/27/2022	\$1,250.00	Little Scrappers
1718	8/8/2022	\$966.94	Lauren Deutz color for run
1719	8/8/2022	\$2,541.04	Town & Country Agency Insurance
1720	8/8/2022	\$881.51	Runnings Planters

1721	8/15/2022	\$400.00	Jessica Kesteloot
1722	8/15/2022	\$238.50	City of Marshall 150th T-Shirts
1723	8/16/2022	\$7,500.00	Jett Skrien
1724	8/16/2022	\$16.03	Borch's
1725	8/16/2022	\$2,000.00	Greg Preslicka 150th
1726	8/16/2022	\$1,000.00	John Sterner
1727	8/16/2022	\$1,400.00	Roxbury Drive
1728	8/16/2022	\$1,400.00	Circus Productions
1729	8/16/2022	\$1,800.00	Time Machine Agency
1730	8/16/2022	\$1,625.00	Sweet Siren
1731	8/16/2022	\$650.00	Staci Varpness
1732	8/19/2022	\$2,966.00	Dakota Inflatables
1733	8/19/2022	\$500.00	Quinn Horvath
1734	8/20/2022	\$200.00	Kustom Kreations T-Shirts
1735	8/20/2022	\$95.50	Austin Klaith Ice
1736	8/20/2022	\$150.00	Don Brewers Forklift
1737	8/20/2022	\$350.00	MAHA Donation for setup/tear down of tables
1738	8/20/2022		Void
1739	8/20/2022	\$550.00	Marshall Music Boosters
1740	8/20/2022	\$1,750.00	SMSU Baseball watch inflatables
1741	8/20/2022	\$69.90	Ag Plus Ice
1742	8/22/2022	\$150.00	Amercian Legion Honor Guard
1743	8/22/2022	\$150.00	Duane Blake Lighterside clowns
1744	8/20/2022	\$180.00	Wooden Nickel Lunch for Volunteers
1745	8/23/2022	\$2,720.37	Henle Printing Company
1746	8/24/2022	\$175.00	Crystal Stensrud poster design
1747	8/30/2022	\$110.00	Action Signs
1748	8/30/2022	\$1,500.00	Hitching Post Fashion Show
1749	8/30/2022	\$53.33	Armark Linens Fashion Show
1750	9/12/2022	\$166.00	US Post office box rent
1751	9/12/2022	\$1,947.00	Runnings Candy
1752	9/12/2022	\$1,405.55	SW Sanitation
1753	9/12/2022	\$397.00	Lyon County Historical Society Fashion Show

1754	9/12/2022	\$1,500.00	Marshall Radio
1755	9/13/2022	\$693.00	Independent
1756	9/21/2022	\$12,248.49	City of Marshall Grant for Art piece
1757	9/26/2022	\$500.00	Visit Marshall concert
1758	9/26/2022	\$550.00	Krista Meulbroeck
1759	9/26/2022	\$575.00	Independent 150th Ad
1760	10/1/2022	\$731.01	Hitching Post Meal for the Board and gift cards
1761	10/14/2022	\$189.00	Chamber of Commerce Dues
1762	11/8/2022	\$23.00	Borchs CO 2
1763	11/7/2022	\$500.00	LUTN
1764	11/22/2022	\$300.00	Downtown Sound
1765	12/20/2022	\$299.00	Independent Ad for Commuity Guide
		\$91,003.50	

Total Expense

	4/25/2398
In Kind	
	\$7,798.60
	\$7,242.00

Independent
Marshall Radio

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Representative(s)
Meeting Date:	Tuesday, July 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 United Community Action Partnership Community Contribution Request
Background Information:	<p>For 2023, Council approved a contribution to UCAP for bus replacement up to \$27,600.</p> <p>The 2024 requested contribution for a bus replacement is up to \$38,520.</p> <p>UCAP provided audited financial statements for 2022, which are not included in this packet. Please contact E.J. if you'd like a copy of that material.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



1400 S Saratoga St. Marshall, MN 56258
[p] (507) 537-1416 [f] (507) 537-1849

July 13, 2023

Sharon Hanson
City Administrator
344 West Main Street
Marshall, MN 56258

RE: Funding Request for 2024 Bus Replacement

Dear Mrs. Hanson and City Council Members:

The Community Transit Program of United Community Action Partnership is requesting the City of Marshall to budget and approve funding up to 20% of the local share cost for a replacement bus in 2024 in the amount of up to \$38,520.

As per the Statewide Transportation Improvement Plan (STIP), our 2017 Chevrolet Elkhart passenger bus (MAT 24) has been approved for capital replacement funding. Total cost for the vehicle is estimated to be \$192,600. If funded, MNDOT's share will be approved at 80% of the estimated total cost, which is \$154,080.

Thank you for your continued support. If you have questions regarding this request, please feel free to contact me at 507-537-1416 ext. 1127 or nick.leske@unitedcapmn.org.

Best Regards,

A handwritten signature in black ink, appearing to read "Nick Leske", with a stylized flourish at the end.

Nick Leske
United Community Action Partnership
Transportation Director

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Representative(s)
Meeting Date:	Tuesday, July 25, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2024 Marshall-Lyon County Library Appropriation Request
Background Information:	For 2023, Council approved an appropriation to the Marshall-Lyon County Library for \$720,625. The 2024 requested appropriation is \$751,677 (an increase of 4.3%).
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

Marshall-Lyon County Library

2024 Draft Budget (Updated 6-12-23)

		2021		2022		2023		2024		
	Revenue	Budget	Actuals	Budget	Actuals	Budget	As of 6/30/23	Request	Increase/ Decrease	% Increase
33316	City of Marshall	669,799	669,799	696,591	696,559	720,625	360,312	751,677	31,052	4.3%
33314	Lyon County	334,854	335,054	348,248	348,250	360,300	180,150	375,839	15,539	4.3%
	Lyon County Technology				6,500					
	Total	1,004,653	1,004,853	1,044,839	1,051,309	1,080,925	540,462	1,127,516	46,591	4.3%
	Miscellaneous									
36125	Interest	750	2,724	750	5,245	750	669	750	0	0.0%
34110	Room Renta/Equipment	1,500	443	1,500	1,523	1,500	2,253	1,500	0	0.0%
35110	Fines, Fees, Miscellaneous	7,500	6,589	7,500	8,292	7,500	4,050	7,500	0	0.0%
34135	Copies	4,800	2,369	4,800	3,458	4,800	1,968	4,800	0	0.0%
36150	Earbud Sales						18			
36135	Refunds & Reimbursements	1,000	27,598	1,000	5,029	1,000	240	1,000	0	
36130	Memorial Donation						36,288			
36130	Grants/Donations	15,000	11,300	15,000	39,108	15,000	12,719	15,000	0	0.0%
	Donations						950			
	Donations (Preservation Lab)						4,420			
	Wishtree						94			
	Friends						7,250			
	Grants						5			
	Sub Total Miscellaneous	30,550	51,023	30,550	62,655	30,550	58,205	30,550	0	0.0%
	Other									
39110	Sale of Fixed Assets (Surplus Equip.)				6,745					
37185	Cash Long (Short)		28		128		24	0	0	
36126	Unrealized Gain/(Loss)				-6434		(393)			
	Reserve Fund	10,160	0	17,161	0	17,161	0	17,161	0	
	Sub Total Others	10,160	28	17,161	439	17,161	(369)	17,161	0	
	Total Revenue	\$ 1,045,363	\$ 1,055,904	\$ 1,092,550	\$ 1,114,403	\$ 1,128,636	\$ 598,298	\$ 1,175,227	\$ 46,591	4.1%

		2021		2022		2023		2024		
		Budget	Actual	Budget	Actual	Budget	As of 6/30/23	2024 Request	Increase/ Decrease	% Increase
Personnel Expenses										
51110	Salaries -Fulltime	421,949	403,777	422,086	435,449	474,989	200,436	495,838	20,849	4.4%
51120	Salaries - Parttime	222,662	203,492	232,971	189,884	218,340	90,161	224,913	6,573	3.0%
52120	FICA Contributions	49,313	45,681	50,112	45,776	53,040	22,516	55,137	2,097	4.0%
52110	PERA Contributions	48,346	42,731	49,129	44,198	52,000	22,263	54,056	2,056	4.0%
52210	Health Insurance	59,689	59,924	59,840	60,409	63,132	29,841	69,935	6,803	10.8%
52215	Health Insurance Benefit Allotment	9,500	9,095	10,000	10,315	10,000	4,691	9,833	(167)	-1.7%
52220	Dental Insurance	4,424	3,789	6,039	4,426	6,039	2,017	6,169	130	2.2%
52230	Life Insurance/LTD	1,060	871	1,060	916	1,166	408	1,284	118	10.1%
52410	Unemployment Benefits Pmt.	0	0	0	451	0	0	0	0	
52420	Worker's Compensation	4,964	2,395	5,044	2,940	5,339	1,561	3,748	(1,591)	-29.8%
	Sub Total - Personnel Expenses	\$ 821,907	\$ 771,756	\$ 836,281	\$ 794,763	\$ 884,045	\$ 373,893	\$ 920,913	\$ 36,868	4.2%
Operating Expenses										
	Administration									
54110	Supplies - General Office	2,500	2,377	2,250	1,807	2,000	157	2,000	0	0%
54120	Motor Fuels, Lubricants/Van Maintenance	1,000	1,094	1,250	639	0	0	0	0	
53110	Professional Services	2,000	2,613	2,550	1,479	2,550	1,836	2,550	0	0%
53140	Telephone & Cellular Phones	4,600	6,676	7,100	6,769	7,100	3,357	7,100	0	0%
53145	Postage & Shipping Charges	750	618	750	245	750	6	650	(100)	-13%
53165	Travel & Conference/CE	1,000	945	750	291	0	215	300	300	
54430	Mileage Reimbursement	700	314	700	300	700	221	700	0	0%
53130	Marketing	4,300	4,006	4,000	2,732	3,000	364	2,000	(1,000)	-33%
53215	Automotive Insurance	180	168	180	183	0	142	0	0	
53410	Maintenace Agreements (A&B - copier)	5,000	5,591	5,000	5,136	5,000	2,085	5,600	600	12%
58145	Dues & Subscriptions	1,275	1,233	1,275	1,631	1,300	0	1,300	0	0%
58155	Licenses & Taxes	500	206	500	390	500	237	500	0	0%
58115	Bank Charges (Credit Card Fee)	0	240	300	438	300	226	500	200	67%
	Sub Total - Administration	23,805	26,081	26,605	22,041	23,200	8,845	23,200	0	0.0%
	Building									
54210	Supplies - Building	2,500	2,358	2,250	2,897	2,250	1,140	2,250	0	0.0%
53420	Repair & Maintenance of Bldg.	10,000	11,952	10,000	3,473	10,000	1,048	7,500	(2,500)	-25.0%
53210	Insurance General/Liability	6,000	6,903	6,500	9,570	7,200	11,053	15,700	8,500	118.1%
53310	Electric Utilities	37,750	25,895	31,815	28,013	31,815	11,664	30,000	(1,815)	-5.7%
53315	Water Utilities	850	976	700	668	700	300	700	0	0.0%
53325	Refuse Disposal	1,300	1,068	1,300	1,309	1,300	552	1,300	0	0.0%
53330	Sewer Utilities	525	698	525	467	525	207	525	0	0.0%
53410	Maintenance Agreements	7,000	7,998	36,500	30,546	29,500	8,069	30,000	500	1.7%
	Sub Total - Building	65,925	57,847	89,590	76,943	83,290	34,034	87,975	4,685	5.6%

		2021		2022		2023		2024		
		Budget	Actual	Budget	Actual	Budget	As of 6/30/23	2024 Request	Increase/ Decrease	% Increase
	Public Services									
58175	Programming	500	283	0	60	300	0	300	0	0%
54215	Supplies - Processing	3,500	3,498	3,300	3,355	3,000	1,635	3,000	0	0%
53170	Delivery Services - Plum Creek	5,505	5,505	5,760	5,760	6,120	6,120	6,300	180	3%
53170	Automation Fees - Plum Creek	26,650	26,650	28,700	28,700	29,930	29,930	30,125	195	1%
54220	Books	45,900	45,552	46,000	46,074	46,000	17,767	46,000	0	0%
54225	Electronic Resources	19,800	22,600	19,000	19,000	21,774	21,774	23,000	1,226	6%
53170	Plum Creek - Digital Library	8,502	8,502	8,505	8,505	8,505	8,505	8,505	0	0%
54230	Periodicals/Newspapers	5,000	3,076	3,500	3,949	4,000	2,261	4,000	0	0%
54235	A-V Materials	5,250	4,869	5,355	5,400	5,355	1,072	5,000	(355)	-7%
	Sub Total - Public Services	120,607	120,536	120,120	120,802	124,984	89,064	126,230	1,246	1%
	Tech & Equipment									
54410	Computer Software Support/Agreements	8,119	10,514	8,119	5,004	6,119	2,464	6,119	0	0%
53415	Repair & Maintenance of Equip.	2,000	1,440	2,000	494	1,500	932	1,500	0	0%
54150	Machinery/Equipt. up to \$5000.	3,000	6,622	9,835	11,975	5,500	5,519	9,290	3,790	69%
	Sub Total - Tech & Equipment	13,119	18,576	19,954	17,473	13,119	8,915	16,909	3,790	29%
	Total Operating Expenses	\$ 223,456	\$ 223,040	\$ 256,269	\$ 237,259	\$ 244,593	\$ 140,859	\$ 254,314	\$ 9,721	4.0%
		2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	As of 6/30/23	2024 Request	Increase/ Decrease	% Increase
36130	Grant/Donation Expenses									
	Donations		2,882		20,231		2,087	-	0	0%
	Memorial Donation						51			
	Preservation Lab Donation									
	Scholarship		145		-		0	-	0	0%
	Wish Tree		2,136		796		389	-	0	0%
	Friends		7,146		13,687		6,256	-	0	0%
	Grants		18,879		4,874		426	-	0	0%
	Total Gifts/ Donations Expenses		\$ 31,187		\$ 39,588		\$ 9,210	\$ -	\$ -	0%
51130	Severance Salaries/Benefits		17,101							
	Total Expenses	\$ 1,045,363	\$ 1,043,084	\$ 1,092,550	\$ 1,071,611	\$ 1,128,638	\$ 523,962	\$ 1,175,227	\$ 46,589	4.1%