



CITY OF MARSHALL
Budget Work Session
A g e n d a

Tuesday, July 28, 2020 at 4:00 PM
Minnesota Emergency Response and Industrial
Training (MERIT) Center, 1001 Erie Road

NOTICE: Pursuant to Minnesota State Statute 13D.021

Some or all members of the City Council may participate by telephone or other electronic means. Regular attendance and meeting location are not feasible due to the Coronavirus Disease (COVID-19) pandemic.

CALL TO ORDER

NEW BUSINESS

1. [Lyon](#) County Historical Society Community Contribution Request
2. Marshall Area Fine Arts Council (MAFAC)
3. United Community Action Partnership

ADJOURNMENT

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 28, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	Lyon County Historical Society Community Contribution Request
Background Information:	<p>In 2020 the Lyon County Historical Society requested, and council approved a contribution of \$24,000.</p> <p>The 2021 requested contribution to the Lyon County Historical Society is for \$24,000.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



301 West Lyon St
Marshall, MN 56258
507-537-6580
director@lyoncomuseum.org
www.lyoncomuseum.org

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

Dear City of Marshall,

The Lyon County Historical Society requests \$24,000 for the fiscal year of 2021. 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 2019 year-end financial statement. The 2019 reports for taxes are currently being done by Natalie McHugh at Dana F. Cole & Company in Marshall who is responsible for LCHS's accounting and payroll.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Andries", with a long, sweeping horizontal line extending to the right.

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."

2019 Lyon County Historical Society								
Summary Statement of Operations (vs Budget)								
As of December 31, 2019								
	Operations	Programs	Enterprise	Restricted	TOTAL	BUDGET	Variance \$	Variance %
Beginning Fund Balances	6,250.55	15,953.50	4,585.41	31,880.85	58,670.31	58,670.31	0.00	0.0%
INCOME								
Lyon County								
Operating Funds	65,900.00	0.00	0.00	0.00	65,900.00	65,900.00	0.00	0.0%
2nd Floor Project	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	0.00	0.0%
PERA Funds	74.00	0.00	0.00	0.00	74.00	74.00	0.00	0.0%
City of Marshall								
Operating Funds	21,000.00	0.00	0.00	0.00	21,000.00	21,000.00	0.00	0.0%
2nd Floor Project	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00	0.0%
City of Balaton	0.00	0.00	0.00	1,200.00	1,200.00	1,200.00	0.00	0.0%
City of Cottonwood	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00	0.0%
City of Florence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
City of Garvin	0.00	0.00	0.00	400.00	400.00	400.00	0.00	0.0%
City of Ghent	0.00	0.00	0.00	715.00	715.00	715.00	0.00	0.0%
City of Lynd	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	0.0%
City of Minneota	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00	0.0%
City of Russell	0.00	0.00	0.00	700.00	700.00	700.00	0.00	0.0%
City of Taunton	0.00	0.00	0.00	300.00	300.00	300.00	0.00	0.0%
City of Tracy	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	0.00	0.0%
Memberships								
Individual	0.00	8,100.00	0.00	0.00	8,100.00	7,200.00	900.00	12.5%
Business	0.00	1,900.00	0.00	0.00	1,900.00	2,000.00	(100.00)	-5.0%
Research Requests	0.00	90.00	0.00	0.00	90.00	150.00	(60.00)	-40.0%
Other Contributions								
Donation Box	0.00	1,561.06	0.00	0.00	1,561.06	1,800.00	(238.94)	-13.3%
Memorials	0.00	475.00	0.00	100.00	575.00	300.00	275.00	91.7%
Donations	0.00	886.28	0.00	0.00	886.28	1,000.00	(113.72)	-11.4%
2nd Floor Lighting	0.00	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	N/A
Fundraising Events	0.00	4,141.87	0.00	3,470.00	7,611.87	38,255.00	(30,643.13)	-80.1%
Space Rental								
Events	0.00	0.00	285.00	0.00	285.00	500.00	(215.00)	-43.0%
Prairieland Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Income	0.00	0.00	0.00	70.80	70.80	0.00	70.80	N/A
Interest Income	6.81	0.00	0.00	0.00	6.81	2.00	4.81	240.5%
Endowment/Capital Fund								
Dividend Income	846.72	0.00	0.00	0.00	846.72	0.00	846.72	N/A
Long Term Capital Gains	142.85	0.00	0.00	0.00	142.85	0.00	142.85	N/A
Gain/(Loss) on Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Grants								
MHS Grants	0.00	0.00	0.00	159,351.00	159,351.00	265,585.00	(106,234.00)	-40.0%
Other Grants	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00	0.0%
Program Fees	0.00	446.00	0.00	0.00	446.00	500.00	(54.00)	-10.8%
Retail Sales								
Gift Shop	0.00	0.00	1,824.68	0.00	1,824.68	2,000.00	(175.32)	-8.8%
Ice Cream Shop	0.00	0.00	1,785.68	0.00	1,785.68	1,800.00	(14.32)	-0.8%
Sales Tax	0.00	0.00	300.02	0.00	300.02	0.00	300.02	N/A
TOTAL INCOME	87,970.38	17,600.21	4,195.38	261,806.80	371,572.77	504,881.00	(133,308.23)	-26.4%
COST OF GOODS SOLD								
Gift Shop	0.00	0.00	1,692.93	0.00	1,692.93	2,500.00	(807.07)	-32.3%
Ice Cream Shop	0.00	0.00	1,122.32	0.00	1,122.32	1,500.00	(377.68)	-25.2%
NET INCOME	87,970.38	17,600.21	1,380.13	261,806.80	368,757.52	500,881.00	(132,123.48)	-26.4%
EXPENSE								
Utilities	12,709.09	0.00	0.00	0.00	12,709.09	12,000.00	709.09	5.9%
Insurance	3,812.76	0.00	0.00	0.00	3,812.76	3,300.00	512.76	15.5%
Phone	959.76	0.00	0.00	0.00	959.76	850.00	109.76	12.9%
Internet	839.88	0.00	0.00	0.00	839.88	650.00	189.88	29.2%
Supplies	2,269.82	9,283.86	544.91	0.00	12,098.59	13,100.00	(1,001.41)	-7.6%
Postage	832.86	0.00	7.43	0.00	840.29	1,000.00	(159.71)	-16.0%
Printing	2,040.67	1,157.81	0.00	324.33	3,522.81	5,900.00	(2,377.19)	-40.3%
Dues/Subscriptions	1,401.94	0.00	256.00	0.00	1,657.94	1,221.00	436.94	35.8%
Credit Card Fees	0.00	6.59	31.73	0.00	38.32	50.00	(11.68)	-23.4%
Investment Fees	454.78	0.00	0.00	0.00	454.78	400.00	54.78	13.7%
Rentals								
Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Sites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Payroll	48,360.00	0.00	0.00	0.00	48,360.00	48,360.00	0.00	0.0%
Employee Benefits								
Health Stipend	2,600.00	0.00	0.00	0.00	2,600.00	2,600.00	0.00	0.0%
PERA	3,627.00	0.00	0.00	0.00	3,627.00	4,000.00	(373.00)	-9.3%
Payroll Tax	3,898.44	0.00	0.00	0.00	3,898.44	4,000.00	(101.56)	-2.5%
Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Expense	1,110.28	375.53	0.00	2,878.46	4,364.27	700.00	3,664.27	523.5%
Building Maintenance	287.78	0.00	0.00	0.00	287.78	2,000.00	(1,712.22)	-85.6%
Advertising	0.00	3,013.37	0.00	0.00	3,013.37	2,150.00	863.37	40.2%
Travel	2,012.51	936.46	0.00	0.00	2,948.97	1,500.00	1,448.97	96.6%
Professional Development	703.00	0.00	0.00	0.00	703.00	600.00	103.00	17.2%
Contracted Services (Museology)	0.00	0.00	0.00	270,021.52	270,021.52	409,950.00	(139,928.48)	-34.1%
2nd Floor Lighting Project	0.00	8,648.44	0.00	7,022.92	15,671.36	25,000.00	(9,328.64)	-37.3%
TOTAL EXPENSE	87,920.57	23,422.06	840.07	280,247.23	392,429.93	539,331.00	(146,901.07)	-27.2%
NET GAIN/(LOSS)	49.81	(5,821.85)	540.06	(18,440.43)	(23,672.41)	(38,450.00)	14,777.59	-38.4%
TRANSFER TO CAPITAL								
	0.00	0.00			0.00	0.00	0.00	N/A
Ending Fund Balances	6,300.36	10,131.65	5,125.47	13,440.42	34,997.90	20,220.31	14,777.59	73.1%
Budgeted Ending Fund Balances	5,566.55	1,603.50	3,464.41	9,585.85	20,220.31	20,220.31	0.00	0.0%

2019 Lyon County Historical Society								
Summary Statement of Operations (vs Prior Year)								
As of December 31, 2019								
						2018		
	Operations	Programs	Enterprise	Restricted	TOTAL	PRIOR YEAR	Variance \$	Variance %
Beginning Fund Balances	6,250.55	15,953.50	4,585.41	31,880.85	58,670.31	58,670.31	0.00	0.0%
INCOME								
Lyon County								
Operating Funds	65,900.00	0.00	0.00	0.00	65,900.00	65,900.00	0.00	0.0%
2nd Floor Project	0.00	0.00	0.00	50,000.00	50,000.00	50,000.00	0.00	0.0%
PERA Funds	74.00	0.00	0.00	0.00	74.00	37.00	37.00	100.0%
City of Marshall								
Operating Funds	21,000.00	0.00	0.00	0.00	21,000.00	21,000.00	0.00	0.0%
2nd Floor Project	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00	0.0%
City of Balaton	0.00	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	N/A
City of Cottonwood	0.00	0.00	0.00	2,500.00	2,500.00	0.00	2,500.00	N/A
City of Florence	0.00	0.00	0.00	0.00	0.00	100.00	(100.00)	-100.0%
City of Garvin	0.00	0.00	0.00	400.00	400.00	0.00	400.00	N/A
City of Ghent	0.00	0.00	0.00	715.00	715.00	0.00	715.00	N/A
City of Lynd	0.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00	N/A
City of Minneota	0.00	0.00	0.00	3,000.00	3,000.00	0.00	3,000.00	N/A
City of Russell	0.00	0.00	0.00	700.00	700.00	0.00	700.00	N/A
City of Taunton	0.00	0.00	0.00	300.00	300.00	0.00	300.00	N/A
City of Tracy	0.00	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	N/A
Memberships								
Individual	0.00	8,100.00	0.00	0.00	8,100.00	7,225.00	875.00	12.1%
Business	0.00	1,900.00	0.00	0.00	1,900.00	1,500.00	400.00	26.7%
Research Requests	0.00	90.00	0.00	0.00	90.00	0.00	90.00	N/A
Other Contributions								
Donation Box	0.00	1,561.06	0.00	0.00	1,561.06	1,601.98	(40.92)	-2.6%
Memorials	0.00	475.00	0.00	100.00	575.00	335.00	240.00	71.6%
Donations	0.00	886.28	0.00	0.00	886.28	416.11	470.17	113.0%
2nd Floor Lighting	0.00	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	N/A
Fundraising Events	0.00	4,141.87	0.00	3,470.00	7,611.87	16,485.75	(8,873.88)	-53.8%
Space Rental								
Events	0.00	0.00	285.00	0.00	285.00	125.00	160.00	128.0%
Prairieland Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Income	0.00	0.00	0.00	70.80	70.80	0.00	70.80	N/A
Interest Income	6.81	0.00	0.00	0.00	6.81	2.89	3.92	135.6%
Endowment/Capital Fund								
Dividend Income	846.72	0.00	0.00	0.00	846.72	749.03	97.69	13.0%
Long Term Capital Gains	142.85	0.00	0.00	0.00	142.85	329.32	(186.47)	-56.6%
Gain/(Loss) on Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Grants								
MHS Grants	0.00	0.00	0.00	159,351.00	159,351.00	0.00	159,351.00	N/A
Other Grants	0.00	0.00	0.00	10,000.00	10,000.00	13,000.00	(3,000.00)	-23.1%
Program Fees	0.00	446.00	0.00	0.00	446.00	315.00	131.00	41.6%
Retail Sales								
Gift Shop	0.00	0.00	1,824.68	0.00	1,824.68	1,320.05	504.63	38.2%
Ice Cream Shop	0.00	0.00	1,785.68	0.00	1,785.68	1,352.58	433.10	32.0%
Sales Tax	0.00	0.00	300.02	0.00	300.02	221.15	78.87	35.7%
TOTAL INCOME	87,970.38	17,600.21	4,195.38	261,806.80	371,572.77	132,015.86	239,556.91	181.5%
COST OF GOODS SOLD								
Gift Shop	0.00	0.00	1,692.93	0.00	1,692.93	977.80	715.13	73.1%
Ice Cream Shop	0.00	0.00	1,122.32	0.00	1,122.32	699.25	423.07	60.5%
NET INCOME	87,970.38	17,600.21	1,380.13	261,806.80	368,757.52	130,338.81	238,418.71	182.9%
EXPENSE								
Utilities	12,709.09	0.00	0.00	0.00	12,709.09	11,677.12	1,031.97	8.8%
Insurance	3,812.76	0.00	0.00	0.00	3,812.76	3,357.76	455.00	13.6%
Phone	959.76	0.00	0.00	0.00	959.76	839.76	120.00	14.3%
Internet	839.88	0.00	0.00	0.00	839.88	629.88	210.00	33.3%
Supplies	2,269.82	9,283.86	544.91	0.00	12,098.59	9,926.10	2,172.49	21.9%
Postage	832.86	0.00	7.43	0.00	840.29	1,078.48	(238.19)	-22.1%
Printing	2,040.67	1,157.81	0.00	324.33	3,522.81	7,072.55	(3,549.74)	-50.2%
Dues/Subscriptions	1,401.94	0.00	256.00	0.00	1,657.94	1,296.16	361.78	27.9%
Credit Card Fees	0.00	6.59	31.73	0.00	38.32	15.72	22.60	143.8%
Investment Fees	454.78	0.00	0.00	0.00	454.78	428.39	26.39	6.2%
Rentals								
Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Sites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Payroll	48,360.00	0.00	0.00	0.00	48,360.00	49,310.00	(950.00)	-1.9%
Employee Benefits								
Health Stipend	2,600.00	0.00	0.00	0.00	2,600.00	2,700.00	(100.00)	-3.7%
PERA	3,627.00	0.00	0.00	0.00	3,627.00	3,698.26	(71.26)	-1.9%
Payroll Tax	3,898.44	0.00	0.00	0.00	3,898.44	3,978.77	(80.33)	-2.0%
Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Miscellaneous Expense	1,110.28	375.53	0.00	2,878.46	4,364.27	490.67	3,873.60	789.5%
Building Maintenance	287.78	0.00	0.00	0.00	287.78	486.77	(198.99)	-40.9%
Advertising	0.00	3,013.37	0.00	0.00	3,013.37	1,095.86	1,917.51	175.0%
Travel	2,012.51	936.46	0.00	0.00	2,948.97	1,336.55	1,612.42	120.6%
Professional Development	703.00	0.00	0.00	0.00	703.00	445.00	258.00	58.0%
Contracted Services	0.00	0.00	0.00	270,021.52	270,021.52	22,755.46	247,266.06	1086.6%
2nd Floor Lighting Project	0.00	8,648.44	0.00	7,022.92	15,671.36	0.00	15,671.36	N/A
TOTAL EXPENSE	87,920.57	23,422.06	840.07	280,247.23	392,429.93	122,619.26	269,810.67	220.0%
NET GAIN/(LOSS)	49.81	(5,821.85)	540.06	(18,440.43)	(23,672.41)	7,719.55	(31,391.96)	-406.7%
TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Ending Fund Balances	6,300.36	10,131.65	5,125.47	13,440.42	34,997.90	58,670.31	(23,672.41)	-40.3%

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 28, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	Marshall Area Fine Arts Council (MAFAC)
Background Information:	In 2020 MAFAC requested, and council approved a contribution of \$6,000. The 2021 requested contribution to MAFAC is for \$6,000.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



109 N 3rd St. • PO Box 531
Marshall, MN 56258
Phone (507) 532-5463
Email: mafac@starpoint.net
Website: mafac.net

June 24, 2020

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

Dear Ms. 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. In addition to our mission, MAFAC officers and members are active in the Marshall Downtown Business Association and the Marshall Chamber of Commerce.

The MAFAC Gift Shop and Art Gallery were closed from March 18, 2020 to May 19, 2020, in accordance with the Governor's Stay Safe Minnesota declaration. MAFAC is now open, and we adhere to all suggested guidelines and precautions for the safety of our volunteers and visitors. We closely monitored all pandemic related grant opportunities, but unfortunately, MAFAC did not meet eligibility requirements. MAFAC strives to be a good steward of our financial resources. We attend grant-writing webinars when offered by Southwest Minnesota Arts Council (SMAC) and attend conversations for fine arts organizations when hosted by SMAC.

We are asking for \$6,000: \$4,000 for our operating fund and \$2,000 for the always popular summer concerts in the Liberty Park "A Little Night Music."

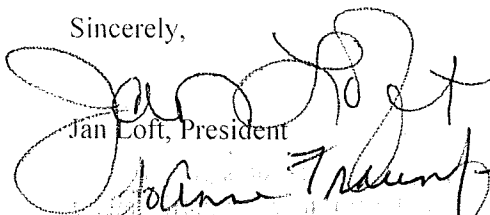
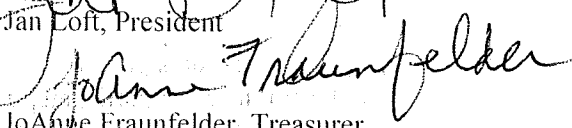
\$4,000 – operating expenses such as rent, utilities, supplies and programming.

\$2,000 – "A Little Night Music" – advertising, musician expenses for four (4) concerts, with the hope "A Little Night Music" will return the summer of 2021.

More detailed information will be provided when we attend the City Council meeting on July 28.

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

Sincerely,


Jan Loft, President

JoAnne Fraunfelder, Treasurer

Enclosed: Financial Statement

Marshall Area Fine Arts Council 2019 Final Revenue/Expenditures

	Revenue		Expenditures	
	2019 Budget	2019 Actual	2019 Budget	2019 Actual
Administrative	\$52,575	\$41,248	\$56,575	\$43,328
Performance	\$29,851	\$31,940	\$24,240	\$25,421
Gift Shop	\$6,000	\$7,209	\$5,165	\$5,348
Exhibits	\$2,925	\$2,468	\$2,800	\$2,113
Books on 3rd St.	\$1,200	\$1,704	\$1,200	\$1,361
Totals	\$92,551	\$84,569	\$89,980	\$77,571



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 28, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	United Community Action Partnership
Background Information:	Cathleen Amick will present the new bus replacement schedule, which will include changes to 2020, 2021 and future funding.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	