



Executive Summary
City Council Workshop

AGENDA ITEM: Funding Request from MP Museum
PREPARED BY: Jacob Schillander, City Administrator
RECOMMENDED ACTION: Discussion

Summary:

The City received a request from the Maple Plain Historical Museum seeking financial assistance for improvements associated with rebuilding the museum facility. The request includes two proposed projects: (1) interior and exterior painting in the amount of \$7,500 and (2) electrical work in the amount of \$4,200.

The Maple Plain Historical Museum serves as a community resource preserving local history and providing educational opportunities to residents and visitors. Improvements to the facility support the continued operation and accessibility of this community asset.

The City's 10% lawful gambling contribution fund had a balance of \$11,101.60 at the end of 2025. This program was established by ordinance in 2024, and this represents the first funding request received under the program. As such, the City has not yet established formal policies or criteria for evaluating and prioritizing requests.

The request is eligible for funding through the City's lawful gambling contribution fund as a charitable contribution to a nonprofit organization (A1 classification).

Policy Starter Framework (Council Discussion):

Given this is the first request under the program, the Council may wish to consider establishing a policy framework to guide future funding decisions. Potential elements could include:

- **Eligibility Criteria:**
Require proof of nonprofit status (e.g., 501(c)(3)) and alignment with statutory eligible uses.
- **Funding Priorities:**
Establish priority categories such as public safety, youth programs, community-wide benefit projects, or capital vs. operational requests.
- **Funding Limits:**
Set maximum award amounts (e.g., per request or per year) or percentage-based caps relative to the available fund balance.
- **Application Process:**
Require a standardized application form, submission deadlines, and supporting documentation (quotes, project scope, timeline).
- **Evaluation Criteria:**
Consider factors such as community impact, number of residents served, financial need, and project readiness.
- **Funding Cycle:**
Determine whether funds will be awarded on a rolling basis or during scheduled funding rounds.
- **Reporting Requirements:**
Require recipients to provide documentation of fund use and project completion.
- **Acknowledgment Requirements:**
Ensure compliance with statutory acknowledgment of lawful gambling contributions.
- **Fund Balance Policy:**
Consider maintaining a minimum reserve or designating a portion of funds annually for public safety expenditures.

Council Options:

1. Approve funding for one or both the proposed projects.
2. Approve partial funding (e.g., a reduced amount or cost-sharing approach).
3. Deny the request.
4. Table the request and direct staff to develop a formal funding policy.