

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, May 27, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, May 27, 2025, at 5:30 pm with the following members present: James Stenger, Deb Jacoby, Vanessa Perry, Robert Jacoby, and Julie Lammers. Absent: None.

Approval of the Agenda

Agenda approved as presented.

Minutes

Motion by R. Jacoby, seconded by Perry, to approve the minutes for March 25, 2025. Motion carried unanimously.

Status of Recommendations to City Council

No items presented to the council.

Income and Expense

Lammers reviewed the expense report provided for 2025.

Rental

Free and Reduced Rental Form

Lammers reviewed the form, and the Council approved it in November of 2022. Stenger questioned why having alcohol at an event reduces your chances of getting a reduced rate. Discussed the process and the need to update the form. Members will review, and the committee will discuss it again next month.

Schedule of events

The Deputy Clerk will provide next month.

Jesus Little Lambs Rental Review and Mary Ditterich Review

Lammers expressed appreciation for letters from both Dwight Lundgren, Jesus Little Lambs, and Mary Ditterich for their comments. Discussed the two main concerns in both letters, the stove top and wiring. Both groups were aware that the stove top had only two burners and were instructed to review the information before their events. The committee is looking at replacing or adding another stovetop. Wiring is a concern because the equipment being used by the renters is drawing too much current for our building. Lammers will send thank-you letters to both groups, letting them know we are considering their comments. Lammers explained that once we have solar at the event center, we will have another panel, which should help increase our current. Perry asked Lammers to determine the cost of adding a panel at this time. Lammers stated she would check with Zitzow Electric. Discussed cleaning the kitchen after the renters. Currently, there is no checklist letting renters know what is expected; a list needs to be generated. The committee asked Lammers to contact Frazee and see if they had a list. The Deputy Clerk will provide a list for the committee to review in June. Jacoby discussed a kitchen they recently viewed in another location, and it would be great to have a pantry for more space in the kitchen. Discussed different ideas for remodeling the maintenance room, but no feasible solution was provided.

Building Review

Kitchen

Window/Door Closure

Reviewed kitchen window/door closure. Perry has contacted Overhead Door, and they will get us a quote.

Coffee Pot

Utilities Superintendent Mike DuFrane has reset the coffee maker and replaced the switch. The committee agreed that the coffee maker is not in the best location as it takes up valuable counter space, but there is no alternative location available.

Stove Top

Reviewed replacing. Lammers will provide a quote from Culinex to D. Jacoby, who will present it to the Lions for consideration of purchasing.

Sink Backsplash

The backsplash tiles are falling off behind the sink/dishwasher area. The committee asked Lammers to have maintenance employees get a replacement quote.

Large Meeting Room

Projector

Stenger will look into options to replace. Stenger reviewed the sound system and will work with Lammers to replace old cables.

The " Committee "To-Do List was discussed. Committee members will continue to identify items at the center that require attention. Currently, the maintenance staff is considering placing the microphone on the ceiling and relocating the camera.

Adjournment

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting at 6:30 pm. The motion passed unanimously.

Respectfully submitted,

Julie Lammers, CMC
Recording Secretary

Council Recommendations

None.

Follow-up Actions

Perry will look into and provide information on window/door closures.

Stenger will look into options to replace the projector.

Lammers will write thank-you notes.

Lammers will contact Zitzow about the electrical panel.

Lammers will send a bid for the stove to D. Jacoby.

Lammers has city maintenance employees priced out to replace the backsplash behind the dishwasher sink area.

The Deputy Clerk provides a list of scheduled events.

The Deputy Clerk provides a checklist for renters.