

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION NO. 2026-004

A RESOLUTION DISSOLVING THE VERGAS EVENT ADVISORY BOARD AND REASSIGNING DUTIES TO THE MUNICIPAL BUILDING COMMITTEE AND THE EVENT CENTER COORDINATOR

WHEREAS, the City of Vergas ("City") previously established the Vergas Event Advisory Board ("Board") to advise on matters related to the planning, coordination, and oversight of events involving City facilities, including the Event Center; and

WHEREAS, the City has since expanded staff capacity and operational practices such that the Event Center Coordinator manages scheduling, logistics, and implementation of policies, and the Municipal Building Committee provides oversight of facility operations, maintenance, and long-term planning; and

WHEREAS, the City Council finds that the functions of the Board substantially overlap existing staff and committee responsibilities, resulting in duplicative processes and unnecessary administrative burden; and

WHEREAS, consolidating duties under staff and the Municipal Building Committee will streamline decision-making, improve accountability, and enhance service to the public; and

WHEREAS, the City Council desires to formally dissolve the Board and reassign its responsibilities as set forth in Exhibit A attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vergas, Minnesota, as follows:

1. DISSOLUTION. The Vergas Event Advisory Board is hereby dissolved effective , 20__.
2. REASSIGNMENT OF DUTIES. The responsibilities formerly assigned to the Board are hereby transferred to (a) the Municipal Building Committee and (b) the Event Center Coordinator, as detailed in Exhibit A.
3. POLICY & MANUAL UPDATES. City staff are directed to update all applicable policies, fee schedules, organizational charts, website content, and public-facing materials to reflect the dissolution of the Board and the reassignment of duties described herein.
4. TRANSITION OF ONGOING ITEMS. Any pending projects, recommendations, applications, or requests before the Board as of the effective date shall be forwarded to the Municipal

Building Committee and/or the Event Center Coordinator for action consistent with Exhibit A and applicable City policies.

5. APPRECIATION. The City Council hereby extends its sincere appreciation to all members of the Vergas Event Advisory Board for their service and contributions to the community.

6. REPEALER. To the extent any prior resolutions, motions, policies, or directives are inconsistent with this Resolution, they are hereby repealed or superseded.

7. SEVERABILITY. If any portion of this Resolution is found to be invalid or unenforceable, such finding shall not affect the remaining provisions, which shall continue in full force and effect.

8. EFFECTIVE DATE. This Resolution shall be effective upon passage and adoption by the City Council and upon the date specified in Section 1.

Adopted on ___ day of _____, 2026 by the City Council of the City of Vergas, Minnesota.

CITY OF VERGAS

By: Julie Bruhn, Mayor

ATTEST:

By: Julie Lammers, City Clerk-Treasurer

EXHIBIT A

DUTIES REASSIGNMENT: VERGAS EVENT ADVISORY BOARD

A. Duties Assigned to the Event Center Coordinator

1. Scheduling and management of Event Center bookings, calendars, and conflicts.
2. Coordination with event organizers regarding logistics, contracts, insurance, security, and facility rules.
3. Day-of operational oversight, including staff/volunteer coordination and vendor access.
4. Implementation and enforcement of City Council–approved and Municipal Building Committee–recommended policies.
5. Collection and reporting of event metrics (usage, revenue, deposits, damages), including quarterly and annual summaries to the Clerk-Treasurer and Municipal Building Committee.
6. Coordination with the Clerk-Treasurer on billing, deposits, refunds, and documentation.
7. Coordinate with organizations; Lions, Community Club, etc. during fundraisers promoting the event center.

B. Duties Assigned to the Municipal Building Committee

1. Review and recommendation of Event Center policies, rental rates, deposit schedules, and usage rules to the City Council.
2. Oversight of facility maintenance, capital improvements, and long-term planning, in collaboration with City staff.
3. Annual performance review of Event Center operations (budget, utilization, fees, and policy effectiveness) with recommendations to the City Council.
4. Collaboration with the Event Center Coordinator to identify operational needs and resource requirements.

C. Clarifications

1. Financial authority, contracting authority, and policy adoption remain with the City Council unless otherwise delegated by ordinance, resolution, or policy.
2. Nothing herein alters data practices obligations, insurance requirements, or applicable state or local laws governing public facilities and public meetings.