

**Event Center Advisory Board  
2021 November Event Center Meeting  
Vergas Event Center  
6:30 PM on Wednesday, November 10, 2021**

1. Approval of the Agenda
2. Approval of Minutes from October 13, 2021
3. Kitchen Project Update
4. Rates & Agreement Form
5. Heating Unit
6. Event Center Walking
7. Follow up on Action Items

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**2. Approval of Minutes from October 13, 2021**

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**Files Attached**

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- 2021-10-13 Event Center Meeting Agenda & Minutes.docx

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
6:30 P.M. on Wednesday, October 13, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, October 13, 2021 at 6:34 pm with the following members present: Julie Lammers, Paul Haarstick, Logan Dahlgren, Paul Pinke, and Mary Ditterich. Absent: Vanessa Perry and Jay Norby. Guests included: None.

**Approval of the Agenda**

Motion made by Lammers, seconded by Ditterich to approve the agenda with the addition of "Festival of Trees". Motion carried unanimously.

**Approval of Minutes from August 11, 2021**

Motion by Lammers, seconded by Pinke to approve the meeting minutes from August 11, 2021. Motion carried unanimously.

**Festival of Trees**

The Vergas Community Club and Lions will be holding a Festival of Trees event at the Event Center on November 27. The City does not charge the Lions group to use the facility for events. Because there is no charge to attendees, the Vergas Community Club and Lions are asking to use the facility for free. Group discussed cleaning costs if real trees are used for the event. Motion by Pinke, seconded by Ditterich to recommend to Council to allow the Vergas Community Club and Lions to use the Event Center for free and to charge a \$100 fee if extra cleaning is needed. Motion carried unanimously.

**Kitchen Project Update**

No update. The Smart Room is being locked more often, so it is an increased priority to have the coffee maker moved. Lammers will coordinate with the Bunn representative and Hanson's. Motion by Pinke, seconded by Ditterich to recommend to Council to move the coffee maker into the kitchen if the cost does not exceed \$1,000. Motion carried unanimously.

**Remodeling Project Update**

Project is completed. All feedback received has been positive. Motion by Pinke, seconded by Ditterich to recommend to Council to approve the transfer of \$25,495.17 from the Event Center savings account into the General Fund Checking Account. Motion carried unanimously.

**Council Recommendations**

- Allow the Vergas Community Club and Lions to use the Event Center for free and to charge a \$100 fee if extra cleaning is needed.
- Move the coffee maker into the kitchen if the cost does not exceed \$1,000.
- Approve the transfer of \$25,495.17 from the Event Center savings account into the General Fund Checking Account.

**Follow up Actions**

- Lammers – cost to move coffee maker

The business for which the meeting was called having been completed, the meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

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**4. Rates & Agreement Form**

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**Files Attached**

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- Event Facility Comparison Matrix.docx

## Event Facility Comparison Matrix

	Size	Has Kitchen?	Has Stage?	Has Dance Area?	Has Wifi?	Weekday Rate	Weekend Rate
Vergas Event Center							
Frazee Event Center, Frazee							
Perham Golf Course, Perham							
Historic Holmes Theatre, DL							
NYM City Ballroom, NYM							
Broadway Ballroom, Alexandria							
Bigwood Event Center, Fergus Falls							
AmericInn, Fergus Falls							
The Cactus, Perham							
Holiday Inn, Detroit Lakes							