

**Event Center Advisory Board
2022 April Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Wednesday, April 6, 2022**

1. **Approval of the Agenda**
2. **Minutes**
3. **2022 Income and Expense**
4. **Building Update**
 - Carbon Monoxide and Smoke Detectors
 - Stove
 - Floors
 - Doors between Main Area and Kitchen
5. **Event Center Walking**
 - Proposed to discontinue opening event center after April 15, 2022
6. **Electronic Sign**
7. **Event Center Policy**
8. **Event Center Security**
9. **Rates & Agreement Form**
10. **Event Center Bar Area and Office**
11. **Kitchen Project Update**
12. **Follow up on Action Items**

Table of Contents

2. Minutes	3
Approval of the Agenda	4
Approval of Minutes from January 12, 2022, and February 2, 2022	4
Lion's Bar	4
L Krieg informed the committee that the Lion's Board will be recommending to the Lion's Club members to no longer provide bars for Event Center Events. The decision will be made on March 9, 2022, at their monthly meeting when they will discuss no long...	4
Kitchen Project Update	4
Rates & Agreement Form	4
Lammers provided a new rental contract for the event center and committee updated section 4 regarding the bar. Motion by Dahlgren, seconded by Perry to approve updated rental agreement with committee changes. Motion passed unanimously.	4
Electronic Sign	4
Lammers provided updated electronic sign contract. Lammers will contact current advertisers giving them until March 30, 2022, to decide and then begin to look for other advertisers if any of them do not want to continue advertising. Motion by Perry, s...	4
Council Recommendations	4
Follow up Actions	4
3. 2022 Income and Expense	5
Sheet1	6
4. Building Update	7
5. Event Center Walking	8
7. Event Center Policy	9
10. Event Center Bar Area and Office	13

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2. Minutes

Files Attached

- 2022-03-02 Meeting Minutes.pdf

Event Center Advisory Minutes
Vergas Event Center & Zoom
6:30 P.M. Wednesday, March 2, 2022

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, March 2, 2022, at 6:40 pm with the following members present Julie Lammers, Logan Dahlgren, Lyle Krieg and Vanessa Perry. Absent: Paul Haarstick, Paul Pinke, and Mary Ditterich. Guests included: Pam Krieg.

Approval of the Agenda

Approve the agenda with the additions of the Event Center policy manual and Lion's Bar.

Approval of Minutes from January 12, 2022, and February 2, 2022

Motion by Dahlgren, seconded by Perry to approve the meeting minutes from January 12 and February 2, 2022. Motion passed unanimously.

Policy Manual

Lammers provided an updated policy manual for the Vergas Event Center. Motion by Dahlgren, seconded by Perry to recommend to council to approve the updated policy manual for the Event Center with the removal of pictures. Motion passed unanimously.

Lion's Bar

L Krieg informed the committee that the Lion's Board will be recommending to the Lion's Club members to no longer provide bars for Event Center Events. The decision will be made on March 9, 2022, at their monthly meeting when they will discuss no longer managing bars, giving their current coolers and bar equipment to the City and either renting room off of the bar or sharing space with others. The room adjacent to the bar has been provided to the Lion's for them providing bars at Event Center events. Lammers has spoken with numerous catering businesses and Spanky's Stone Hearth has agreed to run the bar for the City and would like to use the current coolers. Discussed the security we are currently using as we have received several comments regarding the current security not doing their job. They tend to spend more time on their phone and reading a book than providing security. Lammers will contact insurance agency regarding requirements for the city – she has not been able to find another company that provides security.

Kitchen Project Update

The gas stoves have not been checked since the gas line leak as the City maintenance employees do not feel comfortable being responsible for their stability. Motion by Dahlgren, seconded by Perry to request Council approve having GP-Food Service Equipment Service check and replace any inoperable equipment on both gas stoves. Motion passed unanimously.

The Event Center still does not have carbon monoxide and smoke detectors installed due to companies not feeling we need them. Motion by Krieg, seconded by Perry to purchase three carbon monoxide/smoke detectors for the Event Center and having City maintenance employees install them: one in the maintenance room, one in the smart room and one by the bar area. Motion passed unanimously.

Rates & Agreement Form

Lammers provided a new rental contract for the event center and committee updated section 4 regarding the bar. Motion by Dahlgren, seconded by Perry to approve updated rental agreement with committee changes. Motion passed unanimously.

Electronic Sign

Lammers provided updated electronic sign contract. Lammers will contact current advertisers giving them until March 30, 2022, to decide and then begin to look for other advertisers if any of them do not want to continue advertising. Motion by Perry, seconded by Krieg to change the advertising fee for 5 years from \$2,000 to \$2,500. Motion passed unanimously.

Council Recommendations

- Approve Policy Manual.
- Approve Spanky's Stone Hearth for the Event bars.
- Accept donation of equipment from the Lion's.
- Approve electronic sign agreement advertising price.

Follow up Actions

- Install carbon monoxide/smoke detectors.
- Have gas stoves serviced.
- Confirm six electronic sign advertisers.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:00 p.m.

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3. 2022 Income and Expense

Files Attached

- 2022 Event Center Income and Expenses.pdf

2022 Income

Rent/Event Center (36225)	3,960.00	
Deposits	375.00	
Event Center other related charges (36227)	7,725.00	*
Contributions & Donations (36230)	0.00	
Refunds & Reimbursements (36233)	0.00	
Total of 2022 Income	<u>\$12,060.00</u>	

2022 Expenses

Part-Time Employees (103)	0.00	
Employer Cont./Soc.Sec. (122)	0.00	
Professional Services	385.55	
Office Supplies (200)	0.00	
Operating Supplies (210)	141.78	
Repair & Maint. Supplies (220)	115.05	
Internet	184.00	
Security Services (300)	0.00	
Advertising	95.00	
Insurance (360)	0.00	
Rug Rental (370)	0.00	
Utility Services (380)	2,479.65	
Rubbish Service (384)	266.54	
Repair & Maintenance (400)	1,718.90	
City Share/Assessments (440)	0.00	
Improvements (530)	0.00	
Refunds & Reimbursements	450.00	
	<u>\$5,836.47</u>	
Total Income and Expenses	\$6,223.53	
*Electronic Sign Advertising	<u>7,500.00</u>	
2022 Balance	<u>(\$1,276.47)</u>	

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4. Building Update

Carbon Monoxide and Smoke Detectors
Stove
Floors
Doors between Main Area and Kitchen

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5. Event Center Walking

Proposed to discontinue opening event center after April 15, 2022

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7. Event Center Policy

Files Attached

- Event Center Policy Revision Draft.pdf
- Event Center Electronic Sign Information.pdf

City of Vergas Vergas Event Center

INTRODUCTION: To outline policy and procedures regarding the oversight, use, safety, and maintenance of the Vergas Event Center.

POLICY:

1. The Vergas Event Center is available for rental, as outlined in the City Event Center Rental Agreement. Rental inquiries and the rental agreement are available at the City of Vergas Office. The rental agreement must be completed prior to any scheduled rental.
2. The Vergas Event Center offers a meeting room space with smart technology. Use of the smart room is as outlined in the City of Vergas policy; Vergas Event Center Smart Room Use Policy and requires reservations and completion of Vergas Event Center Rental Agreement.
3. Any untoward incident or accident requires the completion of the city incident report, which is to be filed with the City Office within 24 hours. If the incident or accident occurs on the weekend, reports must be received in the City Office immediately Monday morning. Any incident resulting in significant damage to the Event Center or injury to anyone in attendance at an event; requires an immediate phone call to the City Clerk. If a city employee is injured, the City Clerk must complete the Supervisor's Report of Injury and ensure treatment has been provided and conducts further review to address future action needs and/or policy change needs.

RESPONSIBILITIES:

1. Event Center Advisory Board provides oversight and guidance to the City of Vergas regarding Event Center policy, use, safety, maintenance, budget, and action needs.
2. City Clerk-Treasurer:
 - a. Provides administrative oversight of the event center and provides day to day direction, management of the rentals, response to safety issues, complaints and concerns, and addresses any disputes or incidents that may occur.
 - b. Prepares and reviews the Event Center budget with the Event Center Advisory Board.
 - c. Provides a summary of Event Center activities to the Event Center Advisory Board and brings recommendations for action and policy.
3. City Receptionist:
 - a. Responds to rental inquiries and provides information regarding availability, policy and completion of a rental agreement.
 - b. Schedules events upon the completion of a rental agreement.
 - c. Provides tours of the Event Center.
 - d. Receives completed Event Center rental agreements, rental deposits and rental payments, and return of deposits.
 - e. Schedules Event Center security and verifies proof of liquor liability insurance with patrons scheduling an event that involves the offering of alcohol.
 - f. Provide patrons with the Event Center entry code; logging who code was given to, and date code was entered and removed from keypad.

- g. Provides information regarding rental of sign, takes payments, schedules and updates posts in accordance to the Event Center Sign Policy.
- 4. Liquor Store Staff
 - a. In absence of the City Receptionist; Liquor Store employees will provide patrons with the Event Center Agreement form, take payments, and provide the Event Center entry code; logging who the code was given to and date.
- 5. City Maintenance Staff
 - a. Provides general maintenance and repair of the Event Center, which includes the indoors and outdoors, and completes the laundry needs of mop heads, towels, etc.
 - b. Maintains the maintenance logs for fire extinguishers, smoke alarms, carbon dioxide alarms, and all annual inspections; as well as the physical care and conditions of items in the event center.
 - c. Unlocks the doors prior to Event Center events when keyless entry is not being used.
 - d. Sets up meeting room for Council, Planning Commission and other meetings as indicated.
 - e. Sets up Chairs for funerals and public hearings and when necessary, takes down chairs.
 - f. Provides seasonal landscaping, as mowing of lawn and snow removal of sidewalk and parking lot.
- 6. Cleaning Service
 - a. Cleaning of the Event Center is thru a cleaning service contract, who reports to the City Clerk-Treasurer.
 - b. If Event Center needs additional cleaning, the City Utilities Department will provide.
- 7. Security Service
 - a. Security of the event center is thru a contract with a security service, who reports to the City Clerk-Treasurer.
 - b. The Security Service ensures no alcohol is brought in or taken out of the Event Center, other than the organization with liquor liability insurance.
 - c. Monitors and intervenes when underage drinking.
 - d. Monitors and intervenes if any disruptions, i.e. fight, and contacts the Otter Tail County Sheriff's Department (218) 998-8555 for back up needs.

Adopted this day by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

**City of Vergas
Vergas Event Center
Electronic Sign Policy**

INTRODUCTION: To outline policy and procedures regarding the use and maintenance of the Vergas Event Center Electronic Sign.

POLICY:

1. Event Center rented events may be on sign for 2 weeks with no additional charge.
2. Non-profit events excluding fundraising will be placed on the sign for 3 days at no charge. Such as Bridges Food Shelf, boy scouts, girl scouts, etc.
3. All City of Vergas Events, such as Liquor Store tastings, Hazardous Waste, etc. may be on the sign for 2 weeks with no charge.
4. Community or non-profit fundraising events can be put on the sign for \$25.00 for up to 5 days not to exceed 10 days. (price is for 1 slide on the sign)
5. For profit events, may advertise on the sign for \$50.00 for 5 days not to exceed 10 days. (price is for 1 slide on the sign)
6. Personnel messages may be put on the sign for \$15.00 a day. Example: Happy Birthday, Happy Anniversary, etc. (price is for 1 slide on the sign)
7. The sign is limited to 10 messages which will be sold to the first 10 paid ads.
8. City Clerk-Treasurer has right to modify requests or deny requests that are demeaning or derogatory.

Adopted this day by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

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10. Event Center Bar Area and Office

Files Attached

- Event Center Proposal from the Lion's.pdf

March 15, 2022

To: Mayor Bruhn and the Vergas City Council,

The Vergas Lions Club wishes to donate (sell for \$1.00) the bar equipment owned by the Lions at the VEC. The Lions would like to continue to use the small Coke cooler, located next to the back walk-in door, until the end of 2022 as the Lions Club has a 3.2 liquor license until then and would store the 3.2 beer and pop in that cooler and use as refreshments at Lions meetings.

The Lions plan to clean out the large cooler and under counter storage in the remainder of the bar area on the afternoon of March 22, 2022. Since the Lions will no longer be taking care of the bar for VEC events the Lions agree to allow the City, and whoever they chose, to accommodate VEC events with liquor, to use the bar area and equipment prior to a formal agreement by the City with the Lions, basically upcoming events in April 2022.

As part of the agreement the Lions are also requesting that the City allow the Lions continued and ongoing use of the small closet next to the bar area.

Attached to this letter is an agreement that would formalize the agreement between the City of Vergas and the Vergas Lions.

The Lions Club will be bringing the proposal to the full club membership for a vote of approval at the next regular monthly meeting on April 12, 2022, and hopefully the City Council can do the same at the April 12 meeting.

In the meantime, if you have questions prior to the April meeting you can contact Mary Ditterich (320-226-1074); Richard Hanson (320-492-4910) or Doug Safar (218-201-2554).

Thank you for your consideration of the attached proposed agreement.


Doug Safar, Assistant Treasurer
Vergas Lions Club

Bill of Sale & Lease Agreement

In consideration of \$1.00 (one dollar) receipt of which is hereby acknowledged, **Vergas Lions Club**, (seller) does hereby sell, transfer, and conveys all rights and ownership to the **City of Vergas**, (buyer) the following equipment associated with the bar area at the Vergas Events Center (VEC):

Wooden Bar with drawers and storage space, located on back wall of VEC;
Serving Bar
Apartment size upright freezer
3 Door Pepsi Cooler
1 Door Coke Cooler

In addition, the City of Vergas will allow the Vergas Lions Club sole unlimited use of the 1 Door Coke Cooler to midnight on December 31, 2022.

The City of Vergas does hereby agree to lease the small storage closet next to the bar area at the VEC to the Vergas Lions Club for a period of 10 years beginning May 1, 2022 and ending April 30, 2032. In consideration of this 10 year lease the Vergas Lions Club shall pay the City of Vergas \$1.00 (one dollar), receipt of which is hereby acknowledged, and covers the entire 10 year period. At the end of said lease the parties may consent to continue the lease under terms negotiated at that time.

This Bill of Sale and Lease Agreement was executed by the seller this _____ day of April, 2022.

This Bill of Sale and Lease Agreement was accepted by the buyer this _____ day of _____, 2022.

Seller: Vergas Lions Club
Mary Ditterich, Acting President

Buyer: City of Vergas
Julie Bruhn, Mayor