

Event Center Advisory Board
2022 August Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Wednesday, August 3, 2022

1. **Approval of the Agenda**
2. **Minutes**
June 1, 2022
3. **Status of Recommendations to City Council**
None.
4. **Presentation from Custom Concrete Coatings**
5. **Building Update**
6. **2022 Income and Expense**
7. **2023 Budget**
8. **Free and Reduced Rent Policy**
9. **Lion's Lease Agreement**
10. **Electronic Sign**

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2. Minutes

June 1, 2022

Files Attached

- 2022-07-06 Event Center Meeting Agenda Minutes.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, July 6, 2022

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, July 6, 2022 at 6:35 pm with the following members present: Logan Dahlgren, Julie Lammers, Paul Haarstick, Paul Pinke, Lyle Krieg and Mary Ditterich. Absent: Vanessa Perry. Guests included: David Helgerson.

Approval of the Agenda

Motion by Ditterich, seconded by Haarstick to approve the meeting minutes. Motion carried unanimously.

Approval of Minutes

Motion by Ditterich, seconded by Krieg to approve the meeting minutes. Motion carried unanimously.

Council Recommendations

Lammers updated the committee on the following City Council recommendations.

- A) Event Center Policy: Previously approved policy is still in effect.
- B) Lease Agreement with Lion's: No action.
- C) Frazee-Vergas Schools Reduced Rent Request: approved
- D) Diagonal parking on 2nd Ave: on hold, requires more feedback from the engineer

2022 Income and Expense

Lammers presented to the committee the income and expense report.

Lion's Lease Agreement

No update. Lion's will provide an update to the committee by September 7, 2022.

Electronic Sign

Still looking for advertisers for the remaining spot on the sign.

Building Update

- A) Damage from recent event: at a recent event, the security lock around the thermostat was damaged. Lammers was directed to deduct the cost of replacing the lock from the security deposit.
- B) Temperature: Committee recommended to Lammers to keep the Event Center at 70° and to adjust when necessary for events such as Zumba or wedding receptions.
- C) Floors: Flooring contractors have been very busy and difficult to contact for a quote. Lammers was approached by Custom Concrete Coatings. The engineer has reviewed the flooring in the bar area and has noted that the foundation under the bar has settled. Engineer said that it would be acceptable to simply level and overlay a new floor over the existing flooring. Lammers was asked to contact Custom Concrete Coatings for a quote by area and by various levels of finishing complexity. The Committee welcomes an in-person presentation from the contractor
- D) League of MN Cities Inspection: numerous issues were noted and Lammers will be working to remediate them.
- E) Doors between Main Area and Kitchen: Lammers gave an update that the Blandin Foundation has a grant opportunity that if the City partners with the Vergas Community Club and provides a match, we would receive money to replace the doors and work on the flooring.
- F) Coffee Maker: The replacement basket and cover are received and works well. There is still a leaking issue.
- G) Feedback from recent event: Event ran out of toilet paper, Lammers to check that the area behind the stage still contains extra supplies. A privacy issue with the window in the door to the rear bathroom was noted but City Maintenance staff have corrected.

Parking

Engineer has reviewed the width of 2nd Ave. Issue referred to Streets, Sidewalks, and Yard Waste Committee.

2023 Budget

Lammers presented the budget. Motion by Pinke, seconded by Haarstick to increase 2023 rental rates to be as follows: \$1,200 for large event with bar service weekend rental, \$750 for large event without bar service weekend rental, and \$350 for daily rental. Motion carried unanimously. Motion by Pinke, seconded by Haarstick to approve the budget with discussed modifications to expenses. Motion carried unanimously.

Free or Reduced Rent Policy

Haarstick presented a draft policy, form, and decision matrix to the committee. Members are asked to review these items and return with any feedback to the next meeting.

Council Recommendations

- None

Follow up Actions

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

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None.

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4. Presentation from Custom Concrete Coatings

Files Attached

- Custom Concrete Coatings Estimate.pdf
- Est_from_MORRIS_PAINT__DECORATING_INC_14560.pdf



Custom Concrete Coatings

304 west gilbertson street battle lake mn
56515
2182821366
customconcretecoatingsmn@gmail.com

ESTIMATE

EST0093

DATE

07/18/2022

TOTAL

USD \$50,572.00

TO

Julie vergas event center

DESCRIPTION	RATE	QTY	AMOUNT
Full grind, crack repair, vapor barrier, epoxy base coat, epoxy metallic coat, top coat	\$7.00	5,646	\$39,522.00
Materials, labor, full crack repair, full grind and surface prep, fluid pour/chip, clear top coat polyaspartic	\$5.50	1,100	\$6,050.00
Full demo and removal of tile	\$5,000.00	1	\$5,000.00
TOTAL			USD \$50,572.00

DATE SIGNED

07/18/2022



CUSTOM CONCRETE COATINGS

RESIDENTIAL & COMMERCIAL
FREE ESTIMATES

GARAGES • BASEMENTS • KITCHENS
BATHROOMS • DRIVEWAYS • SIDEWALKS
• EPOXY COUNTERTOPS

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We specialize in Epoxy Flake and Epoxy Metallic garage, basement, kitchen, bathroom, shop floors, driveways, and garage floor cleanings! We also acid stain existing concrete driveways, sidewalks, and floors!

MORRIS PAINT & DECORATING INC

1004 RANDOLPH ROAD
DETROIT LAKES, MN. 56501

Estimate

Date	Estimate #
8/1/2022	

Name / Address
COMMUNITY CENTER VERGAS

Project

Description	Qty	Cost	Total
REPAINTING WALLS WHERE CALLED FOR ,PAINT 24 POST, PAINT 13 HOLLOW METAL DOORS AND FRAMES, AND RE PAINT 4 SIDELITE FRAMES FURNISH ALL LABOR AND MATERIALS		14,811.50	14,811.50
Sales Tax		7.375%	0.00
		Total	\$14,811.50

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7. 2023 Budget

Files Attached

- 2023 Budget for Event Center.pdf
- VERGAS EVENT CENTER RENTAL 2022 -2023.pdf

	2021	<u>12/31/2021</u>	2022	Proposed	
	<u>Budget</u>	<u>Current</u>	<u>budget</u>	<u>07/28/2022</u>	<u>2023</u>
				<u>Current</u>	<u>Budget</u>
Revenue					
Paid by Vergas Property Taxes	36,450.00	25,232.64	29,900.00	0.00	29,900.00
Rent	5,000.00	6,724.73	6,000.00	8,965.00	17,600.00
Security/Keg Dep/Lions	0.00	1,950.00	1,000.00	600.00	1,500.00
Insurance Refund	0.00	0.00	0.00	0.00	0.00
Sign Rental	0.00	30.00	0.00	240.00	30.00
Grants/Advertising	0.00	0.00	0.00	12,250.00	0.00
Refund & Reimbursement	0.00	3,816.34	0.00	500.00	0.00
Contributions & Donations	2,000.00	15.00	2,000.00	20.00	500.00
Savings Account Transfer	0.00	0.00	0.00	0.00	0.00
Totals	43,450.00	37,768.71	38,900.00	22,575.00	49,530.00
Expenses					
Employee Wages	600.00	0.00	300.00	0.00	300.00
Professional Service	2,000.00	2,794.56	3,500.00	1,547.86	3,800.00
Office Supplies	150.00	0.00	100.00	0.00	100.00
Operating Supplies	3,500.00	1,376.39	2,700.00	2,098.09	3,900.00
Travel, Mtgs, & Schools	0.00	0.00	0.00	0.00	0.00
Repair & Maintenance. Supplies	1,500.00	1,530.25	1,000.00	745.58	1,580.00
Clothing Allowance	0.00	0.00	0.00	0.00	0.00
Internet	2,000.00	1,073.11	1,000.00	644.00	1,050.00
Printing & Advertising	1,500.00	2,917.75	3,500.00	1,323.00	4,000.00
Insurance	2,000.00	1,860.00	1,900.00	0.00	1,900.00
Utility Services	6,000.00	6,667.65	6,000.00	5,099.48	8,000.00
Rubbish Service	1,500.00	1,251.78	1,500.00	686.71	1,500.00
Repair & Maintenance Service	2,000.00	1,350.69	2,000.00	1,736.15	3,000.00
City Share/Assessments	700.00	398.91	400.00	196.44	400.00
Improvements	20,000.00	12,731.28	15,000.00	0.00	20,000.00
Refund & Reimbursments	0.00	3,816.34	0.00	1,859.01	0.00
Totals	43,450.00	37,768.71	38,900.00	15,936.32	49,530.00

*improvements

To be paid for out of American Rescue Funding and Blandin Grant

Doors seperating kitchen from large area.

Replace flooring

Remove current cabinets and sink in smart room

Upright Freezer

VERGAS EVENT CENTER RENTAL 2022

	DESCRIPTION	FEE	HOURS	Total
Large Event w/Liquor & Security	Fri. Noon - Sun. 5 PM	\$1,000.00	4	\$4,000.00
Large Event/ no Liquor & Security	Fri. Noon - Sun. 5 PM	\$500.00	1	\$500.00
Large Event/Kitchen & equipment	Per Day	\$300.00	6	\$1,800.00
Small Event	Less then 8 hours	\$35./HR	146	\$5,110.00
Smart Room/ Council Chambers		\$20./ HR	4	\$80.00
Exercise Rental		\$10.00	96	\$960.00
Lions Cub Meeting Annual Fee	Contracted/900	\$885.00	1	\$885.00
Total				<u>\$13,335.00</u>

VERGAS EVENT CENTER RENTAL 2023

	DESCRIPTION	FEE	Current Contracts HOURS	Proposed	
Large Event w/Liquor & Security	Fri. Noon - Sun. 5 PM	\$1,200.00	1	6	\$8,400.00
Large Event/ no Liquor & Security	Fri. Noon - Sun. 5 PM	\$750.00		1	\$750.00
Large Event/Kitchen & equipment	Per Day	\$350.00	2	4	\$2,100.00
Small Event	Less then 8 hours	\$35./HR	26	100	\$4,410.00
Smart Room/ Council Chambers		\$20./ HR		4	\$80.00
Exercise Rental		\$10.00	96		\$960.00
Lions Cub Meeting Annual Fee	Contracted/900	\$900.00		1	\$900.00
Total					<u>\$17,600.00</u>

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8. Free and Reduced Rent Policy

Files Attached

- Free Use or Reduced Rent Policy Proposal.pdf
- Matrix for Free or reduced policy proposal.pdf

City of Vergas
Vergas Event Center
Free Use or Reduced Rent Policy

Introduction: To create a decision framework for the City to handle requests for free use or reduced rent of the Vergas Event Center.

Policy:

1. All requests will be evaluated on a case-by-case basis.
2. Requests must be made in writing using the approved form.
3. Requests must be made before the date of the event(s).
4. Requests will be scored by City Staff, reviewed by the Vergas Event Center Advisory Board, and if recommended, sent to the City Council for approval.
5. Advisory Board decisions may be appealed to the City Council.
6. Requests are scored along two criteria: value to the community and cost to the City.
 - a. Value to the Community: recognizes events that do not duplicate an existing service, are free or low-cost to the community, are targeted to an underserved population, and have an established expectation in the community.
 - b. Cost to the City: recognizes that there are both opportunity costs and marginal costs to the City for allowing free or reduced rent for an event. Events that minimize both of those costs are in the best financial interest of the City.
7. Fundraising events will not be recommended to the City Council.
8. Free use of the Event Center will require a damage deposit consistent with existing Event Center Policy.
9. City boards, committees, and departments will not need to request free use of the Event Center.
10. Approved requests will still require a completed rental agreement to be submitted to the City Office.
11. Approved requests must complete a post-event evaluation form.
12. Requestor must ensure that any additional cleaning or setup labor is provided by the organization.

Vergas Event Center
Free Use or Reduced Rent Request

Event Name: _____

Requested Event Date(s): _____ Event Time(s): _____

Sponsoring Organization: _____

Requestor's Contact Information: _____

Requesting: ☐ Free Use of Event Center ☐ Reduced Rent ☐ Other: _____

Please Describe the Event:

Does something like this event already occur or exist in Vergas? Explain.

Is there a cost to attendees? ☐ Yes ☐ No

If there is a cost, is there a process for a reduced admission? Explain.

Does your event target an underserved population? Explain.

Has this event already happened at the Event Center? Explain.

During this calendar year, is this a single event, multiple events, or will it have an indefinite end date?

Will this event be serving food? ☐ Yes ☐ No Explain.

Will this event be serving alcohol? ☐ Yes ☐ No Explain.

Will the purpose of this event be raising money?

Does this event happen from Sunday through Thursday or Friday through Saturday?

Will your organization provide any additional cleaning or setup work?

Will your event need any of these facilities:

<input type="checkbox"/> Smart Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Main Room
<input type="checkbox"/> Sound System	<input type="checkbox"/> Projector	<input type="checkbox"/> Bar
<input type="checkbox"/> Oven	<input type="checkbox"/> Stage	<input type="checkbox"/> Electronic Sign

Does your organization have insurance for this event? Can you provide proof to the City Office?

Would you be able to attend the VEC Advisory Board Meeting to present your request?

Please write any additional comments below:

City Office Use Only

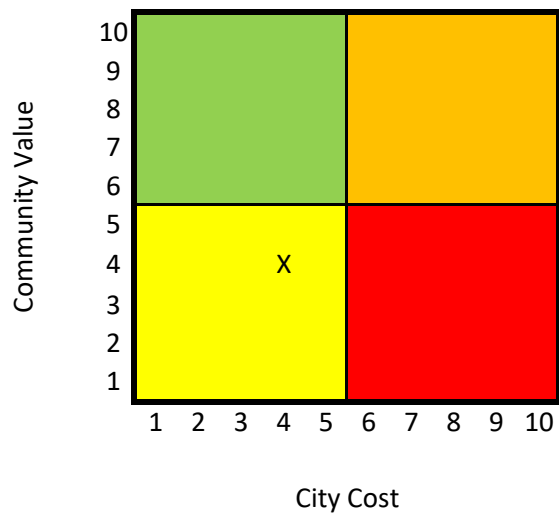
Scores Community Value: _____ City Cost: _____

Date Received: _____ VEC Agenda Date: _____

Recommend to Council? ☐ Yes ☐ No Council Approved? ☐ Yes ☐ No

Check List:

☐ Notify Requestor
☐ Attach to Rental Agreement
☐ Damage Deposit
☐ Evaluation/Comment Form
☐ File



Community Value	4
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- 1 1) Service is not already provided in town (Yes=1, No=3)
- 1 2) Cost to attendees (Free: 3, Low: 2, Market Price: 1)
- 1 3) Serves an underserved population (Yes=3, No=1)
- 1 4) Community Expectation (4= multiple years, 3= once before, 1= never)

City Cost	4
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- 3 1) One time event, multiple events, ongoing (Scores: 1,2,3)
- 0 2) Serves food (Yes = 2)
- 0 3) Serves alcohol (Yes = 7)
- 1 4) Weekday vs Weekend (Non-Peak: 1, Peak: 3)