

**Event Center Advisory Board**  
**2022 November Event Center Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Wednesday, November 2, 2022**

1. **Approval of the Agenda**
2. **Minutes**  
October 10, 2022
3. **Status of Recommendations to City Council**
  - A. Festival of Trees Reduced Rate
  - B. Agreement with Lion's for rental of room
4. **2022 Income and Expense**
5. **Electronic Sign**
6. **Building Update**

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**Event Center Advisory Board  
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**2. Minutes**

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October 10, 2022

**Files Attached**

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- 2022-10-10 Event Center Agenda & Minutes.pdf

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
6:30 P.M. on Monday, October 10, 2022

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Monday, October 10, 2022, at 6:30 pm with the following members present: Julie Lammers, Paul Haarstick, Paul Pinke, Rebecca Hasse, and Mary Ditterich. Absent: Lyle Krieg and Vanessa Perry. Guests included: none.

**Approval of the Agenda**

Motion by Pinke, seconded by Hasse to approve the agenda with the addition of “Festival of Trees”. Motion carried unanimously.

**Chair of Event Center Advisory Board**

With the resignation of Council member Logan Dahlgren, a new chairperson must be selected. Motion by Hasse, seconded by Ditterich to nominate Paul Pinke as chairperson. Motion carried unanimously.

**Approval of Minutes**

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

**Council Recommendations**

Free and reduced rent policy was approved at the September council meeting.

Fee schedule was approved at the September council meeting. Lammers covered the updated areas that relate to the Event Center

**Building Update**

No update.

**2022 Income and Expense**

Lammers presented to the committee the income and expense report. Only a few, small rentals are scheduled until the end of the year.

**Decorations**

It was brought to the attention of the committee that someone had complained that the wedding decorations that were left up should be taken down. Lammers explained that each renter is given the option to keep the decorations, which we left from a previous wedding rental, and if the renter should decide to not have them, they would be removed immediately. Lammers stated that it is likely that a future event will take them down.

**Lion's Lease Agreement**

The City Council returned the lease agreement to the committee to decide on a lease amount. Motion by Haarstick, seconded by Hasse to recommend to council a \$1 (one dollar) lease until December 31, 2023 in recognition of the years of service and investments by the Lion's club. Motion carried unanimously. Going forward, the Lion's club should negotiate with the City on what type of donation would be appropriate for continuation of the lease.

**Electronic Sign**

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

**Member Terms**

Term end dates are as follows: Haarstick – 2024, Perry – 2022, Ditterich – 2022. Lion's club to update Lammers with the new member(s) by January 1.

**Festival of Trees**

Based on approved city policy, motion by Haarstick, seconded by Ditterich to recommend to council the rejection of the reduced rental application for the Festival of Trees by the Vergas Community Club. Motion carried with abstention by Hasse.

After discussion, motion by Hasse, seconded by Pinke to recommend to council to update the free and reduced rent policy, section 7 to add the following language “unless the event is from the Vergas Community Club, Vergas Lion’s, or the Vergas-CDH Fire Department.” Motion carried unanimously.

Motion by Hasse, seconded by Haarstick to recommend to council if the previous recommendation is adopted, to approve a reduced rental fee of one half the usual rate for the Festival of Trees. Motion carried unanimously.

**Council Recommendations**

- Approve one dollar lease agreement with the Lion’s club for the storage room.
- Reject Festival of Trees reduced rent application.
- Modify Free and Reduced Rent Policy.
- Approve one half rental rate for Festival of Trees if policy is changed.

**Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

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**3. Status of Recommendations to City Council**

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- A. Festival of Trees Reduced Rate
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**4. 2022 Income and Expense**

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**Files Attached**

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- 2022 Budget for Event Center.pdf

	<b>2021</b>	<b><u>12/31/2021</u></b>	<b>2022</b>	<b><u>10/31/2022</u></b>	<b>Proposed 2023</b>
	<b><u>Budget</u></b>	<b><u>Current</u></b>	<b><u>budget</u></b>	<b><u>Current</u></b>	<b><u>Budget</u></b>
<b>Revenue</b>					
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	11,986.41	17,600.00
Security/Keg Dep/Lions	0.00	1,950.00	1,000.00	1,125.00	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	200.00
Savings Account Transfer	0.00	0.00	0.00	0.00	0.00
Totals	<b>43,450.00</b>	<b>37,768.71</b>	<b>38,900.00</b>	<b>26,121.41</b>	<b>49,230.00</b>
<b>Expenses</b>					
Employee Wages	600.00	0.00	300.00	0.00	0.00
Professional Service	2,000.00	2,794.56	3,500.00	2,478.62	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	2,661.00	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	828.00	1,050.00
Printing & Advertising	1,500.00	2,917.75	3,500.00	1,873.00	4,000.00
Insurance	2,000.00	1,860.00	1,900.00	3,085.00	1,900.00
Utility Services	6,000.00	6,667.65	6,000.00	6,662.12	8,000.00
Rubbish Service	1,500.00	1,251.78	1,500.00	1,040.19	1,500.00
Repair & Maintenance Service	2,000.00	1,350.69	2,000.00	3,455.23	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	2,417.87	0.00
Totals	<b>43,450.00</b>	<b>37,768.71</b>	<b>38,900.00</b>	<b>25,443.05</b>	<b>49,230.00</b>

\*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