

Event Center Advisory Board
2022 December Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Wednesday, December 7, 2022

1. **Approval of the Agenda**
2. **Minutes**
November 2, 2022
3. **Status of Recommendations to City Council**
Change in item 7 of the Policy for reduced and rent free.
4. **2022 Income and Expense**
5. **Electronic Sign**
6. **Building Update**
7. **Fundraising Events**
 1. Gun Raffle
 2. Purse Bingo
 3. Rummage Sale
 4. Others

Table of Contents

2. Minutes	3
3. Status of Recommendations to City Council	6
City of Vergas Vergas Event Center	7
Policy:.....	7
Vergas Event Center	8
City Office Use Only	9
4. 2022 Income and Expense	10
Sheet1	11
6. Building Update	12
Miles Watson Painting and Restoration	13
7. Fundraising Events	17

**Event Center Advisory Board
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2. Minutes

November 2, 2022

Files Attached

- 2022-11-02 Event Center Agenda and Minutes.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, November 2, 2022

The City of Vergas Event Center Advisory Committee was held on Wednesday, November 2, 2022, at 6:30 pm with the following members present: Julie Lammers, Paul Pinke, Lyle Krieg, Vanessa Perry and Mary Ditterich. Absent: Paul Haarstick, Rebecca Hasse. Guests included: none.

Meeting called to order by Paul Pinke at 6:45 pm.

Approval of the Agenda

Motion by Perry, seconded by Ditterich to approve the agenda with the addition of aluminum cans in event center and freezer. Motion carried unanimously.

Aluminum Cans

Ditterich questioned who was removing the aluminum cans from the event center now that the Lion's were no longer providing the bar. Committee told Lion's they could continue to take the aluminum cans.

Freezer

There is a freezer in the Lion's office which was sold to the Event Center with the bar. Freezer needs to be defrosted and moved out of their office (there is a bag of ice in freezer).

Approval of Minutes

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

Council Recommendations

Council approved Vergas Community Club to pay \$200.00 for Festival of Trees.

Free and reduced rent policy change was not approved at the October council meeting. Discussed item 7. Current working of line 7. Fundraising events will not be recommended to the City Council. Motion by Ditterich, seconded by Perry to recommend change to line 7 to say: Fundraising events will not be recommended to the City Council unless fundraiser is a group that has donated funds to the event center.

2022 Income and Expense

Lammers presented to the committee the income and expense report.

Electronic Sign

Still looking for advertisers for the remaining spot on the sign. Discussed difficulty of reading the sign.

Building Update

Discussed garage doors for kitchen, remodel of kitchen, floors and carpets. Discussed getting quotes for December meeting. Discussed replacing gas stove with a convectional oven and adding a freezer. Decided to discontinue use of gas stove as the stove top pilot light was out but gas was on causing gas to be leaked out. Requested to have Joy Summers or someone layout a plan for the kitchen with more counter space. List of items we want to keep in the kitchen, what we want to add and give to Joy for design of kitchen. Plug in behind the fridge needs to be replaced.

Fundraising discussed: Raffle, rummage sale, tables de jure, purse bingo with catered meal and bar, and/or ice fishing derby.

Motion by Perry, seconded by Krieg to hold a purse bingo on Feb. 4 if T.I.P is available, hold a gun raffle and look into having a rummage sale to sell unused items in the event center and asking other city departments if they have items to add. Motion passed unanimously. Perry will chair the purse bingo and raffle.

Member Terms

Term end dates are as follows: Haarstick – 2024, Perry – 2022, Ditterich – 2022. Perry stated she would serve another term. Lion's club members will continue to work as a team; Lyle Krieg and Mary Dittrich.

Council Recommendations

Recommend change item 7 in the policy for reduced and rent-free. Fundraising events will not be recommended to the City Council unless fundraiser is a group that has donated funds to the event center.

Approve fundraiser of Purse Bingo, gun raffle and rummage sale.

Follow up Actions

- Find a sign advertiser.
- Contact flooring company for presentation.
- Contact Blandin regarding grant.

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

Respectfully submitted,

Julie Lammers
City Clerk-Treasurer
City of Vergas

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3. Status of Recommendations to City Council

Change in item 7 of the Policy for reduced and rent free.

Files Attached

- Free Use or Reduced Rent 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 unless the fundraising sponsor is a group who has donated to the event center.
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.

Approved by Vergas City Council 11/10/2022

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

Approved by Vergas City Council 11/10/2022

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4. 2022 Income and Expense

Files Attached

- 2022 Event Center Income and Expenses.pdf

	<u>Budget</u>	<u>Actual</u>	<u>2023 Budget</u>
<u>2022 Income</u>			
City Property Taxes	28,400.00	0.00	18,184.00
Rent/Event Center (36225)	6,000.00	13,040.00	17,600.00
Deposits/Bar Fees	1,000.00	1,125.00	1,500.00
Event Center other related charges (362	1,500.00	13,040.00 *	2,000.00
Contributions & Donations (36230)	2,000.00	1,348.00	0.00
Refunds & Reimbursements (36233)	0.00	0.00	0.00
Total of 2022 Income	<u>\$38,900.00</u>	<u>\$28,553.00</u>	<u>\$39,284.00</u>

<u>2022 Expenses</u>			
Part-Time Employees (103)	300.00	0.00	0.00
Employer Cont./Soc.Sec. (122)	0.00	0.00	0.00
Professional Services	2,500.00	2,586.57	3,800.00
Office Supplies (200)	100.00	0.00	100.00
Operating Supplies (210)	1,700.00	2,831.38	3,900.00
Repair & Maint. Supplies (220)	1,000.00	745.58	1,580.00
Internet	1,000.00	920.00	1,104.00
Security Services (300)	1,000.00	0.00	0.00
Advertising	3,500.00	2,073.00	4,000.00
Insurance (360)	1,900.00	3,085.00	1,900.00
Rug Rental (370)	1,000.00	0.00	0.00
Utility Services (380)	6,000.00	6,924.65	8,000.00
Rubbish Service (384)	1,500.00	1,156.35	1,500.00
Repair & Maintenance (400)	2,000.00	3,256.23	3,000.00
City Share/Assessments (440)	400.00	196.44	400.00
Improvements (530)	15,000.00	0.00	10,000.00
Refunds & Reimbursements	0.00	2,117.87	0.00
	<u>\$38,900.00</u>	<u>\$25,893.07</u>	<u>\$39,284.00</u>

Total Income and Expenses	\$2,659.93	\$0.00
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*Electronic Sign Advertising	<u>10,000.00</u>
2022 Balance	<u>(\$7,340.07)</u>

Give to the Max Donations	\$110.00
Memorial - Marion Dahlgren	\$1,000.00

West Central Initiative	\$690.76
MM Account	\$1,955.57

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6. Building Update

Files Attached

- EST0272 Miles Watson.pdf
- Est_from_MORRIS_PAINT__DECORATING_INC_14560.pdf
- Custom Concrete Coatings Estimate.pdf



Miles Watson Painting and Restoration

Miles Otis-Watson
Business Number 701-404-0939
7014040939
watsonyourwallet2@gmail.com

ESTIMATE
EST0272

DATE
08/16/2022

TOTAL
USD \$14,961.80

TO
Mary Ditterich
☎ +1 (320) 226-1074

DESCRIPTION	RATE	QTY	AMOUNT
Main Room Walls	\$0.60	2,832	\$1,699.20
Front Entry Walls	\$0.60	760	\$456.00
Bathroom 1 Walls	\$0.60	416	\$249.60
Bathroom 2 Walls	\$0.60	416	\$249.60
Bathroom 3 Walls	\$0.60	256	\$153.60
Storage Area next to Main Room Walls	\$0.60	1,224	\$734.40
Back Entry Walls	\$0.60	784	\$470.40
Wainscot in Main Room	\$2.00	944	\$1,888.00
Wainscot in Storage Area	\$2.00	113	\$226.00
Total Posts	\$40.00	26	\$1,040.00
Total Window Frames	\$55.00	11	\$605.00
Total Door Frames	\$65.00	14	\$910.00
Total Doors	\$100.00	16	\$1,600.00
Spindles	\$200.00	2	\$400.00

DESCRIPTION	RATE	QTY	AMOUNT
Ultra Spec 500 Interior Low-Sheen Eggshell	\$55.00	40	\$2,200.00
Easy Sand Oil Primer	\$47.00	15	\$705.00
Command Waterborne Urethane	\$65.00	15	\$975.00
Miscellaneous Materials (Tape, Plastic, etc.)	\$400.00	1	\$400.00
TOTAL		USD \$14,961.80	

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



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

218 282 1366

CHECK US OUT ON FACEBOOK

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!

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7. Fundraising Events

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