

Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Wednesday, August 2, 2023

1. Call to order

2. Approval of the Agenda

3. Event Center Coordinator

1. Phone Number - 218-302-5996 ext.2 or 218-850-0594
2. Email Address: eventcenter@cityofvergas.com

4. Minutes

June 7, 2023

5. Status of Recommendations to City Council

None.

6. Income and Expense

1. 2023 Income and Expense
2. 2024 Budget

7. 2023 Comprehensive Plan Review

8. Fundraising Events

- A. Rummage Sale/Auction
 1. Sale of Gas Stove (Pinke)
 2. Sale of Gas Grill (Pinke)
- B. Gun Raffle-
- C. Rent - spaces for rummage sales on Aug. 11 for Looney Days rummage sale day
- D. Other

9. Adjournment

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4. Minutes

June 7, 2023

Files Attached

- 2023-06-07 Event Center Agenda & Minutes.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Wednesday, June 7, 2023

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Paul Pinke on Wednesday, February 1, 2023, at 5:34 pm with the following members present: Paul Pinke, Julie Lammers, Jezmae Burkett, Mary Ditterich, Paul Haarstick, Lyle Krieg, and Bev Flateland. Absent: Vanessa Perry. Guests included: Bette Pitzel.

Approval of the Agenda

Motion by Flateland, seconded by Ditterich to approve the agenda. Motion carried unanimously.

Introduction of Event Center Coordinator

Julie Lammers introduced Jezmae Burkett as the new Event Center Coordinator. Lammers stated that Burkett will be attending future meetings and provided contact information for members to contact Burkett.

Approval of Minutes

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

Council Recommendations

None

2022 Income and Expense

Committee asked Zumba group's permission to use their donation to purchase the dish and utensil carts as well as additional dishwashing trays. The Vergas Community Club and Vergas State Bank have agreed to purchase a new flat top for the kitchen. After discussion about remaining food in VEC refrigerator, committee asked staff to provide labels and writing instruments as well as a sign that says to "label and date all food."

Building Update

Kitchen- Received a complaint about the current electric stove and its performance. Committee decided that it was cost prohibitive to replace it at the current time. Kitchen cabinets are in progress.

Meeting Room- Burkett will be working on cleaning out the meeting room.

Floors- Custom Concrete Coatings has not returned staff's repeated attempts to address our concerns.

. They requested if it would be possible to use the Event Center for free. Lammers stated that the policy requires them to fill out an application. They will fill out the application and the Advisory Board will meet on Monday morning to discuss recommending to council.

Fundraising Events

Rummage Sale/Auction- Bachmann's will not list the items. Pinke will list the stove for \$500.

Other- Gun Bingo will be on September 23, pending that it works with TIP.

July Meeting

Motion by Haarstick, seconded by Flateland to cancel July meeting. Motion carried unanimously.

Council Recommendations

- None

Follow up Actions

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Paul Haarstick, Recording Secretary

DRAFT

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None.

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6. Income and Expense

1. 2023 Income and Expense
2. 2024 Budget

Files Attached

- 2024 Proposed Budget for Event Center.pdf
- 2023 Event Center Kitchen Fund.pdf

	<u>2022 budget</u>	<u>12/31/2022</u>	<u>2023 Budget</u>	<u>6/30/2023</u>	<u>2024 Budget</u>
Revenue					
Paid by Vergas Property Taxes	29,900.00	9,616.61	19,954.00	0.00	28,122.00
Rent	6,000.00	13,670.00	17,600.00	9,470.00	20,000.00
Security/Keg Dep/Lions	1,000.00	1,200.00	1,500.00	875.00	1,500.00
Insurance Refund	0.00	0.00	0.00	0.00	0.00
Sign Rental	0.00	240.00	30.00	0.00	30.00
Grants/Advertising	0.00	0.00	0.00	0.00	0.00
Refund & Reimbursement	0.00	500.00	0.00	13,582.30	0.00
Contributions & Donations	2,000.00	20.00	200.00	0.00	200.00
Savings Account Transfer	0.00	0.00	0.00	0.00	0.00
Totals	38,900.00	25,246.61	39,284.00	23,927.30	49,852.00
Expenses					
Employee Wages	300.00	0.00	0.00	319.88	8,600.00
Employer Cont./Soc.Sec.	0.00	0.00	0.00	119.48	3,268.00
Professional Service	3,500.00	2,478.62	3,800.00	524.91	2,500.00
Office Supplies	100.00	0.00	100.00	68.22	100.00
Operating Supplies	2,700.00	2,661.00	3,900.00	6,362.68	3,900.00
Travel, Mtgs, & Schools	0.00	745.58	0.00	748.50	0.00
Repair & Maintenance. Supplies	1,000.00	828.00	1,580.00	0.00	1,580.00
Clothing Allowance	0.00	0.00	0.00	0.00	0.00
Internet	1,000.00	1,873.00	1,104.00	0.00	1,104.00
Printing & Advertising	3,500.00	3,085.00	4,000.00	1,600.00	4,000.00
Insurance	1,900.00	0.00	1,900.00	78.00	1,900.00
Utility Services	6,000.00	6,662.12	8,000.00	5,165.35	8,000.00
Rubbish Service	1,500.00	1,040.19	1,500.00	1,222.74	1,500.00
Repair & Maintenance Service	2,000.00	3,455.23	3,000.00	3,988.08	3,000.00
City Share/Assessments	400.00	392.87	400.00	213.45	400.00
Improvements	15,000.00	0.00	10,000.00	10,000.00	10,000.00
Refund & Reimbursments	0.00	2,025.00	0.00	13,582.30	0.00
Totals	38,900.00	25,246.61	39,284.00	43,993.59	49,852.00
					0.00

*improvements

Smart Room Improvements:

Replace floor
 Remove current cabinets and sink
 New Chairs
 Paint Walls

Vergas Event Center Kitchen:

Reciepts:

Donations	2,650.00
TIP	20,000.00
Zumba	500.00
Ronald Beyer(Ski Team)	147.00

Total Reciepts:	<u><u>\$23,297.00</u></u>
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Expenses:

Electricity	3,437.71
Cabinets	5,295.75
Plumbing	651.93
Plumbing	1,943.44
Mary Ditterich	22.92
Culinnex	821.40

Total Expenses:	<u><u>\$12,173.15</u></u>
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Total in Account	<u><u>\$11,123.85</u></u>
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7. 2023 Comprehensive Plan Review

Files Attached

- Comprehensive Plan progress 2023.pdf

**Vergas Comprehensive Plan
2023 Progress Review**

Committee/Board/Council: _____

Land Use & Built Form	
Goal: Capitalize on in-fill opportunities and direct growth to new areas where infrastructure is planned to be cost-effective and sustainable	
Strategies: <ul style="list-style-type: none"> When considering expansion options, prioritize expansion that follows a set of guidance developed through a growth and management plan. Investigate annexing shorelines across bodies of water when landowners are favorable to the request 	
Action Item	Progress
Develop tiered system for expansion based on Vergas water & sewer capacity, EMS services and other public services & facilities.	
Identify possible annexation areas and contact owners.	
Pay close attention to and abide by shoreline regulations governed by the state.	
Participate in preserving the health of lakes and surrounding wildlife.	
Goal: Land use and build form decisions support and celebrate the existing character of the town	
Strategies: <ul style="list-style-type: none"> Encourage land uses that strengthen Vergas' reputation as a family-friendly, safe place with a small-town charm. Limit land uses that allow for big box stores, chains, large processing plants or other developments that have short-term gains and long-term losses of community character and environmental protection. Ensure that any land use involving light industrial development has a plan for maintenance and accessibility. Encourage or offer tax incentives for parking for new construction. 	
Action Item	Progress
EDA/HRA develop incentives to encourage uses identified above.	
Planning and Zoning develop policies regarding use identified above	
EDA identify areas appropriate for light industrial development.	
Explore above and underground parking.	

Housing	
Goal: Identify affordable housing lots that can be developed with the next 5 years	
Strategies: <ul style="list-style-type: none"> Develop partnerships with Otter Tail Co. to share county-level resources with local developers and future residents via existing incentives and initiatives. <p style="text-align: center;">Conduct and inventory and promote lots available.</p>	
Action Item	Progress
EDA develop a fact sheet regarding available assistance programs	
Utilize city website by adding housing resources comparable to neighboring cities	
Transportation	
Goal: Make Vergas accessible for all modes of transportation and for people of all abilities	
Strategies: <ul style="list-style-type: none"> Identify key places across the city that can improve handicap accessibility. Communicate and market existing transportation services. Identify additional locations for downtown parking. Construct handicapped parking spots and sidewalks along Co Rd 4. Explore advantages and disadvantages of rerouting Co Rd 4 through downtown to reduce thorough traffic on Main Street. Explore options for reducing stopped trains and subsequent stopped traffic. Promote programs for ridesharing networks and services 	
Action Item	Progress
Conduct an ADA audit or other type of evaluation to identify key areas for improvement across the city.	
Create short reference guide for residents and visitors describing local and regional transportation options.	
Work with Planning Commission to determine if vacant or undeveloped property could serve as space for new parking lots, and potential diagonal parking.	
Contact Canada Pacific to explore moving the exchange.	
Streets, sidewalks and yard waste committee review possibilities of collaboration with OTC Highway Department.	
Goal: Increase connectivity between Vergas and regional trails	
Strategies: <p style="text-align: center;">Consult entities, like MN DOT, DNR, WCI and Partnership 4 Health, about pursuing grants for planning and infrastructure for a trail connection.</p>	
<ul style="list-style-type: none"> Work with OTC to pursue grant funding to connect the Heartland Trail along Co.Rd 4. 	

<ul style="list-style-type: none"> Add multi-use path to the update of the 2019 Capital Improvement Plan to ensure that it is included in future city budget. 	
Business & Economic Development	
Goal: Maintain the small business atmosphere	
Strategies: <ul style="list-style-type: none"> Advertise local businesses regionally Review and update city laws and ordinances that support small business owners 	
Action Item	Progress
Work with neighboring Chambers of Commerce to advertise and access resources	
Collaborate with the Community Club to identify opportunities and resources to market regionally.	
Submit stories, ads, and updates to surrounding local papers.	
Invest in enhancing the City website	
Preserve existing protections within city laws and ordinances	
Explore state and federal incentives for small businesses, especially those making positive impact in nearby communities.	
Goal: Invest in Human Capital	
Strategies: <ul style="list-style-type: none"> Invest in local childcare options Create opportunities for socializing, connecting, creative placemaking year-round. Provide opportunities for retirees to utilize their knowledge and experience and increase social connection. 	
Action Item	Progress
Connect with OTC Early Childhood Coordinator to identify needs and resources.	
Improve marketing of existing community activities, from small socializing to large events.	
Identify gaps in existing community programming and recruit volunteers to host one and/or recurring events.	
Explore development of spaces for families to recreate and your specific activities.	
Identify and invite volunteers to join planning and implementation projects.	

Goal: Prioritize business development that provides daytime and evening activities for residents	
Strategies: <ul style="list-style-type: none"> • Create more opportunities to recruit local businesses, especially where gaps in existing services • Increase awareness of state and regional resources for small business owners and entrepreneurs. 	
Action Item	Progress
Work in partnership with Vergas EDA to integrate public feedback into business development and expansion strategies	
Host a business and entrepreneurship fair in partnership with OTC with targeted outreach based on survey results and public input.	
Leverage partnerships with existing programs; i.e WCI, MN DEED, SCORE business mentors, Vergas Community Club, West Central Small Business Development Center, Women's Ventures, OTC Small Business Coaching.	
Goal: Develop and expand job opportunities	
Strategies: <p>Maintain and increase number of visitors Pursue opportunities for light manufacturing Support digital entrepreneurs and remote workers</p>	
Action item	Progress
Advertise business and recreational opportunities and events regionally.	
Pursue and invest in trail development.	
Cultivate more year-round attractions and events.	
Identify land available for development and purchase.	
Offer the Event Center as coworking space by appointment.	
Maintain and develop broadband capabilities.	
Connect with neighboring communities to participate in county-wide networking opportunities. (host pre-existing groups for a meeting).	
Public Services and Facilities	
Goal: Maintain adequate public facilities and services to meet the health, safety, education, and leisure needs of all Vergas residents.	
Strategies: <ul style="list-style-type: none"> • Prioritize infrastructure investment based on existing facilities with deficiencies first, and retrofitting of facilities second, and future facility needs third. • Engage in strategic partnerships to ensure that Vergas is identified as a community for investment in fiber optic cable to increase broadband access. • Conduct a needs assessment to understand more about the barriers and opportunities to improve resident access to medical facilities. (transportation, awareness). 	

Action Item	Progress
Encourage various committees to complete prioritization exercise.	
Explore expanded services, particularly MN DEED Border-to-Border Broadband opportunity.	
Collaborate with EDA/HRA to oversee a needs assessment.	
Goal: Ensure highest quality standards and services for public safety given Vergas' existing resources and staff capacity.	
Strategies: <ul style="list-style-type: none"> • Ensure safety of navigation throughout city streets and sidewalks. • Make Long Lake Park a desirable location for recreation year-round. 	
Action Item	Progress
<ul style="list-style-type: none"> • Review, update, and publicize the city's planning and zoning maps to accurately indicate which city sidewalks are to be maintained by the city vs residents. 	
<ul style="list-style-type: none"> • Conduct a parking study. 	
<ul style="list-style-type: none"> • Explore the possibility of a MNDOT Complete Streets project for Vergas. 	
<ul style="list-style-type: none"> • Renovate and upgrade public restroom facilities at Long Lake park. 	
<ul style="list-style-type: none"> • Explore opportunities to work with rental company for non-motorized watercraft. 	
<ul style="list-style-type: none"> • Consider snowshoe rental companies. 	
Goal: Ensure that services and facilities allow residents and visitors of 55 years or older to age in place.	
Strategies: <ul style="list-style-type: none"> • Ensure safety of navigation through city streets and sidewalks. • Work to develop a full spectrum of transitions in senior housing needs, from accessibility options to access of services and skilled nursing. 	
Action Item	Progress
Develop handicap parking spots	
Work with ED/HRS to conduct a needs assessment and feasibility study for expanded senior housing options.	
Parks & Open Spaces	
Goal: Support Community Art and arts programming	
Strategies: <ul style="list-style-type: none"> • Increase the number of displays of interactive art around town, in parks, and open spaces. • Increase community education arts programming. 	
Action Items	Progress
<ul style="list-style-type: none"> • Create a directory of local artists. 	

<ul style="list-style-type: none"> Continue to offering summer youth art camp. 	
<ul style="list-style-type: none"> Provide a listing of events on city website. 	
Goal: Update public facilities at Long Lake Park	
Strategies: <ul style="list-style-type: none"> Continue working with NDSU to develop concept designs for Long Lake park. Communicate with county and regional stakeholders in parks and recreation the desire to pursue state and federal funding. 	
Action Item	Progress
Follow guidelines and budget in Capital Improvement plan for restroom facilities specifications and budget.	
Park Board present ideas to Planning and Zoning Commission and the City Council for implementation.	
Goal: Leverage existing amenities to create a culture that celebrates physical activity and community-based sports that are complementary to school sports schedules.	
Strategies: <ul style="list-style-type: none"> Create opportunities for sports and physical education. Begin offering adult leagues for baseball, softball etc.. Explore opportunities for additional recreational space development. 	
Action Item	Progress
Example; Offer lessons for pickleball, classes for local fitness trainers, dance classes.	
Coordinate community education for implementation.	
Conduct a feasibility study for soccer fields and/or frisbee golf.	
Planning and Zoning identify sustainable areas.	

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