

**Event Center Advisory Board**  
**Event Center Advisory Board Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:30 PM on Wednesday, November 8, 2023**

- 1. Call to order**
- 2. Approval of the Agenda**
- 3. Minutes**
  - A. August 2, 2023
  - B. September 6, 2023
- 4. Status of Recommendations to City Council**
  - None.
- 5. Income and Expense**
- 6. Members**
  - A. Resignation
  - B. Terms
- 7. Meetings**
  - A. December
  - B. January - February
- 8. Building Update**
  - A. Bar Area
  - B. Floors
  - C. Kitchen
- 9. Fundraising Events**
- 10. Advertising**
- 11. Adjournment**

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**Event Center Advisory Board  
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6:30 PM on Wednesday, November 8, 2023**

**3. Minutes**

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- A. August 2, 2023
- B. September 6, 2023

**Files Attached**

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- 08.02.23 Event Center Agenda Minutes.pdf
- 2023-10-04 Event Center Agenda & Minutes.pdf
- 2023-09-06 Event Center Agenda & Minutes.pdf

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Wednesday, August 2, 2023

The City of Vergas Event Center Advisory Committee was called to order by Bev Flateland on Wednesday, August 2, 2023, at 5:41 pm with the following members present: Jezmae Burkett, Mary Ditterich, Paul Haarstick, Lyle Krieg, and Bev Flateland. Absent: Vanessa Perry, Paul Pinke. Guests included: none.

**Approval of the Agenda**

Motion by Ditterich, seconded by Haarstick to approve the agenda with the following additions: Bar Area, Floor, Cabinets, Toilet Paper, Garbage Bags, New Cupboards, Request early access to clean Event Center. Motion carried unanimously.

**Approval of Minutes**

Motion by Haarstick, seconded by Ditterich to approve the meeting minutes with the removal of the lines, “. 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” under the Floors section due to a typographical error. Motion carried unanimously.

**Council Recommendations**

None

**Income and Expense**

Committee reviewed income and expense and proposed budget. Without having a staff member to explain the budget at the meeting, Committee’s consensus was to table budget approval until next meeting.

**2023 Comprehensive Plan Review**

Without having a staff member to explain the plan review, motion by Ditterich and Flateland to table plan review until the next meeting. Motion carried unanimously.

**Fundraising Events**

Rummage Sale/Auction- Pinke did not provide an update to the Committee. Burkett to get photos to Krieg who will connect with a contact on the possible purchase of the stove and grill.

Gun Raffle – No updates were provided to the committee and there is not enough time to adequately prepared for the September 23 date. Committee would like to delay until winter or fall to allow for more time to prepare. Burkett to contact Perry for an updated.

Rent for rummage sales on Aug 11- Committee was asked to charge vendors a fee to setup tables inside the Event Center for Looney Days. Due to the short notice and being schedule right before the Lion’s use of the Event Center, motion by Flateland, seconded by Haarstick, to reject the request to allow vendor sales in the Event Center on Friday, August 11. Motion carried unanimously.

**Bar Area**

Burkett reported that Calvary Church has reported that the accordion doors by the bar area are broken. Committee inspected the doors and found that the large section of doors has separated into two smaller sections. Committee has asked Burkett to schedule a time for an electrician to install more outlets in the back wall, above the counters, in the bar area. Committee looked at the coolers and cabinet, and decided that the only acceptable configuration is (looking at the back wall, with the Lion’s storage room on the viewer’s left) cabinet section, large three-door cooler, and single door cooler. Committee members asked Burkett to move additional garbage cans to the storage area underneath the stage. Committee members also expressed frustration with the state of the bar area and requested that the rugs be cleaned up and that chairs no longer be stored in the area directly in front of the door as this is a safety hazard.

**Floor**

Committee has not received an update from Custom Concrete Coatings regarding the unsatisfactory performance of the flooring installation. Committee has asked Burkett to contact the vendor and update Committee.

**Cabinets**

Committee members expressed frustration on the perceived lack of progress in the kitchen area, and requested updates on the installation of cabinets purchased from Summers Construction. Committee is requesting a written update from city staff by next meeting.

**Toilet Paper**

A committee reported that toilet paper dispensers were empty on Sunday (July 30, 2023). Burkett will continue to monitor toilet paper levels. Committee asked to be updated on the installation of additional dispensers.

**Garbage Bags**

Burkett found garbage bags from the Liquor Store that fit the new garbage cans. They are currently stored in the secured closet between the bathrooms, Committee members asked Burkett to move them to a more accessible area for renters.

**New Cupboards**

Committee is requesting an update on installation timeline.

**Early Access Request**

Ditterich requested early access to the Event Center to clean. Through consensus of members, request was granted.

**Council Recommendations**

- None

**Follow up Actions**

- 2024 budget explanation – Burkett
- Comprehensive Plan Review Explanation – Burkett
- Gun Raffle – Burkett, Perry
- Electrical work in Bar Area – Burkett
- Move rugs and chairs in Bar Area – Burkett
- Move garbage cans – Burkett
- Contact Custom Concrete Coatings – Burkett
- Update from Summers regarding cabinets – Burkett
- Install additional toilet paper dispensers – Burkett
- Update on kitchen remodel project – Burkett

The business for which the meeting was called having been completed, the meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Paul Haarstick, Recording Secretary

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Wednesday, October 4, 2023

The City of Vergas Event Center Advisory Committee was called to order by Paul Haarstick on Wednesday, October 4, 2023, at 5:35 pm with the following members present: Paul Pinke, Jezmae Burkett, Paul Haarstick, Lyle Krieg, and Bev Flateland. Absent: Vanessa Perry. Guests included: none.

**Approval of the Agenda**

Motion by Flateland, seconded by Krieg to approve the agenda with the following additions: leak, catch-up/work night, cabinets. Motion carried unanimously.

**Minutes**

Motion by Krieg, seconded by Flateland to approve the minutes for August 2, 2023, and September 6, 2023. Motion carried unanimously.

**Status of Recommendations to City Council**

None

**Income and Expense**

No statements were provided for the meeting. Committee members reviewed invoice from Zitzow electric for work in the bar area.

**Building Update**

- A. Bar Area
  - a. Electrical – Has been completed
  - b. Coolers have been cleaned and shelves have been reset in the coolers
- B. Floors – Committee members are still dissatisfied with the flooring issues. Burkett has contacted the contractor several times but has been difficult to get in contact with. Committee would like Julie Lammers to be more involved in this process to finding a remedy to the flooring. Committee asked Burkett to check with Lammers on the zoom recording of the meeting that was had with the contractor and if possible, to check with the City Attorney on possible legal remedies.
- C. Kitchen – No estimate yet on the arrival of the cabinets. Flateland completed the curtain that covers the front of the 3-chamber sink. Pinke will ask Joy Summers to provide an updated estimate and plan by the November meeting. Motion by Flateland, seconded by Krieg to ask Summers to commit to a plan by the November meeting.
- D. Bathrooms
  - a. Toilet Paper Dispensers – installed
  - b. Baseboards – not installed yet
- E. Paint – continuing to peel on metal trim on stage.

**Council Recommendations**

- None

**Follow up Actions**

- Status of kitchen plan from Summers

The business for which the meeting was called having been completed, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Paul Haarstick, Recording Secretary

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Wednesday, September 6, 2023

The City of Vergas Event Center Advisory Committee was called to order by Paul Haarstick on Wednesday, September 6, 2023, at 5:36 pm with the following members present: Jezmae Burkett, Paul Haarstick, and Bev Flateland. Absent: Vanessa Perry, Paul Pinke, and Lyle Krieg. Guests included: none.

With a majority of voting members absent, committee members in attendance reviewed updates from Jezmae Burkett.

**Building Update**

- A. Bar Area
  - a. Electrical – Has not heard back from Zitzow Electric but will text him. Bar area needs fixed electrical before an event for the firemen.
  - b. Rugs and Chairs – area has been tidied up and chairs moved from path of emergency exit door.
  - c. Garbage Cans – side/mechanical room has been rearranged and compatible can liners have been placed there.
- B. Floors – Lyle Krieg met with Burkett to document problem areas with the floor. Burkett will continue to try and contact the contractor.
- C. Kitchen – Waiting on the arrival of the new cabinets. Confirmed that the design was changed to allow for the carts of dishes to roll underneath the countertops. The arrival is estimated to be in early October.
- D. Bathrooms
  - a. Toilet Paper Dispensers – additional dispensers ordered
  - b. Baseboards – additional baseboard was ordered and now we are waiting on receiving them and for availability of the city workers to install
- E. Paint – during review of the facility, members noticed that the paint has been flaking off the metal band along the edge of the stage and the brass color is showing.

**Fundraising Events**

Burkett stated she has a possible interested party in the flat top grill, which has been cleaned. Burkett was encouraged to check with Krieg, then Julie Lammers if the red cart is still needed and if it could be sold as well.

**Council Recommendations**

- None

**Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Paul Haarstick, Recording Secretary

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

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None.



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**5. Income and Expense**

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**Files Attached**

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- 2023 Budget for Event Center.pdf

10/31/2023

	<u>2023</u>	<u>2023 Year to</u>	<u>2024</u>
	<u>Budget</u>	<u>Date</u>	<u>Budget</u>
<b>Revenue</b>			
Paid by Vergas Property Taxes	29,900.00	0.00	23,759.00
Rent	17,600.00	10,600.00	17,600.00
Security/Keg Dep	1,500.00	800.00	1,500.00
Insurance Refund	0.00	0.00	0.00
Sign Rental	30.00	0.00	40.00
Grants/Advertising	0.00	0.00	0.00
Refund & Reimbursement	0.00	0.00	0.00
Kitchen Remodel Fundraising	0.00	28,947.85	0.00
Contributions & Donations	500.00	15,715.00	500.00
Savings Account Transfer	0.00	0.00	0.00
Totals	<b>49,530.00</b>	<b>56,062.85</b>	<b>43,399.00</b>

### Expenses

Employee Wages	300.00	1,150.38	7,830.00	**Council approved 520 hours of employee wages
Deductions	0.00	432.39	660.00	
Telephone (cell)	0.00	169.67	720.00	
Professional Service	3,800.00	985.47	2,500.00	
Office Supplies	100.00	68.22	50.00	
Operating Supplies	3,900.00	7,047.00	4,000.00	
Travel, Mtgs, & Schools	0.00	0.00	0.00	
Repair & Maintenance. Supplies	1,580.00	0.00	1,600.00	
Clothing Allowance	0.00	0.00	0.00	
Internet	1,050.00	1,104.00	1,104.00	
Security	0.00	0.00	500.00	
Printing & Advertising	4,000.00	2,255.00	4,000.00	
Insurance	1,900.00	3,795.00	3,085.00	
Utility Services	8,000.00	6,331.52	8,200.00	
Rubbish Service	1,500.00	1,796.54	1,600.00	
Repair & Maintenance Service	3,000.00	4,356.45	2,600.00	
City Share/Assessments	400.00	426.90	450.00	
Improvements	20,000.00	64,710.44	5,000.00	*
Refund & Reimbursments	0.00	13,882.30	0.00	
Totals	<b>49,530.00</b>	<b>108,511.28</b>	<b>43,899.00</b>	

Year to DateBalance

(\$32,448.43)

\*improvements

\*\*Replace flooring \$10,000 American Rescue Funding

\$10,000 2022 Budget

\*\*Paid by Fundraisers \$28,948

### 2024 Improvements

Remove current cabinets and sink in smart room

Replace Floor in smart room

New Chairs for smart room

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**6. Members**

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- A. Resignation
- B. Terms

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**7. Meetings**

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- A. December
- B. January - February

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**8. Building Update**

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- A. Bar Area
- B. Floors
- C. Kitchen