

**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 Tuesday, February 27, 2024**

- 1. Call to order**
- 2. Approval of the Agenda**
- 3. Minutes**  
January 23, 2024
- 4. Status of Recommendations to City Council**  
Floors
- 5. Income and Expense**  
2024 Income and expenses
- 6. Expanding Wall Divider**
- 7. Building Review**  
Tour of Event Center
- 8. Fundraising Events**
  - A. Vergas Community Fund
  - B. Advisory Board Activities
- 9. Adjournment**

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**Event Center Advisory Board  
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**3. Minutes**

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January 23, 2024

**Files Attached**

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- 2024-01-23 Event Center Agenda Minutes.pdf

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Tuesday, January 23, 2024

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Tuesday, January 23, 2024, at 5:30 pm with the following members present: Paul Pinke, Deb Jacoby, Jay Norby and Bev Flateland. Absent: Vanessa Perry and Paul Haarstick. Guests included: Clerk-Treasurer Julie Lammers .

**Approval of the Agenda**

Motion by Flateland, seconded by Pinke to approve the agenda as presented. Motion carried unanimously.

**Board**

Motion by Flateland, seconded by Pinke for Paul Pinke to be Chair, Jay Norby to be Vice Chair and Paul Haarstick to be the Secretary. Motion passed unanimously.

Lammers reviewed policy of members: No member can miss more than 3 meetings a year, Council Member Liaison must be present at the meeting, if council member is not able to attend, they are required to notify the office to have another council member represent them. Members may attend meetings by zoom (3 meetings per year) if the Clerk is notified 3 days prior to the meeting and the clerk adds their location to the agenda.

Motion by Pinke, seconded by Norby to set the 2024 meetings to take place on the fourth Tuesday of the month at 5:30 pm at the Vergas Event Center. Motion passed unanimously.

**Minutes**

Motion by Pinke, seconded by Flateland to approve the minutes for November 8, 2023. Motion carried unanimously.

**Status of Recommendations to City Council**

The council approved the purchase of the new griddle and freezer.

**Income and Expense**

Lammers reviewed income and expenses provided for 2023 and presented the 2024 budget.

**2023 Review**

The following items were done in 2023.

Hired Event Center Coordinator.

Kitchen Renovation began.

Kitchen purchases:

Utility Carts - Zumba donation.

New Grill Top & Refrigerator - Vergas Community Club & Vergas State Bank donation.

New Freezer - Purse Bingo - sponsored by Billy's Bar & Grill & T.I.P.

New surface on the floors in the main area, kitchen, bathrooms, and entry ways.

New floor trim in main area & bathrooms.

Painted walls, stage front, pillars, trim except for the Smart Room & Utility Room

Bathrooms were repaired & painted.

Redesigned bar area.  
Floor protectors applied to the chair legs.  
Installed Loon etched art on windows inside the front entry.

Discussed the divots in the new floor and the inability to contact Colton from Custom Concrete Coating. Motion by Flateland, seconded by Pinke to recommend to Council to get the city attorney involved in repairing the floor as they have a 20-year warranty. Motion passed unanimously.

### **2024 Goal Setting**

The committee discussed the \$5,000 in the budget for capital outlay and decided to focus on finishing the kitchen (repair wall behind dishwasher) and adding a moving wall to replace the accordion door between the large area and the bar area. Norby said he will research companies that sell moving walls. The remodeling of the council room has been put on hold until 2025.

### **Advertising**

Currently the event center is advertising on the radio, TV3 and in the Frazee-Vergas Forum. Discussed adding more advertising on Facebook. Lammers will work on an ad that can be changed from weddings, class reunions, family reunions, meetings, birthday parties and showers. In March Lammers and Event Center Coordinator Jezmae Burrett will look into bridal events to advertise the event center.

### **Fundraiser**

Discussed fundraising ideas and asked committee members to bring ideas to the next meeting to discuss. Would like to have fundraisers for singular items. A fundraiser for a moving wall or convection oven.

### **Council Recommendations**

- Have the attorney address repairs to the floor.

### **Follow up Actions**

- Norby to provide information on a moving wall.
- Lammers to provide ads for Facebook.
- Members to bring fundraising ideas to February meeting.

The business for which the meeting was called having been completed, the meeting was adjourned at 6:50 p.m. The next meeting will be held on Tuesday, February 27, 2024 at 5:30 p.m.

Respectfully submitted,

Julie Lammers, CMC  
Recording Secretary

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

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Floors

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**5. Income and Expense**

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2024 Income and expenses

**Files Attached**

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- 2024 Budget for Event Center.pdf

	<u>2024</u>	<u>2024 Year</u>
	<u>Budget</u>	<u>to date</u>
		<u>2/24/2024</u>
<b>Revenue</b>		
Paid by Vergas Property Taxes	23,759.00	0.00
Rent	17,600.00	1,860.00
Security/Keg Dep	1,500.00	0.00
Insurance Refund	0.00	0.00
Sign Rental	40.00	0.00
Grants/Advertising	0.00	0.00
Refund & Reimbursement	0.00	0.00
Kitchen Remodel Fundraising	0.00	100.00
Contributions & Donations	500.00	0.00
Savings Account Transfer	0.00	0.00
Totals	<b>43,399.00</b>	<b>1,960.00</b>

### **Expenses**

Employee Wages	7,830.00	57.26	**Council approved 520 hours of employee wages
Deductions	660.00	25.20	
Telephone (cell)	720.00	383.85	
Professional Service	2,500.00	226.94	
Office Supplies	50.00	0.00	
Operating Supplies	4,000.00	835.00	
Travel, Mtgs, & Schools	0.00	0.00	
Repair & Maintenance. Supplies	1,600.00	0.00	
Clothing Allowance	0.00	0.00	
Internet	1,104.00	0.00	
Security	500.00	0.00	
Printing & Advertising	4,000.00	295.00	
Insurance	3,085.00	0.00	
Utility Services	8,200.00	1,361.87	
Rubbish Service	1,600.00	208.08	
Repair & Maintenance Service	2,600.00	958.19	
City Share/Assessments	450.00	0.00	
Improvements	5,000.00	0.00	*
Refund & Reimbursements	0.00	75.00	
Totals	<b>43,899.00</b>	<b>4,426.39</b>	
Year to Date Balance		<b>(\$2,466.39)</b>	

### **2024 Improvements**

Remove current cabinets and sink in smart room  
 Replace Floor in smart room  
 New Chairs for smart room  
 Replace accordion door



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**7. Building Review**

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Tour of Event Center

**Files Attached**

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- Event Center Request.pdf

Citizen Concern:

Could the issue of taping up announcements at the event center be brought up. I (& others) noted signs taped on the freshly painted door to the storage room. The scotch tape will pull off paint or leave residue. The official announcement board for the city is in the city building. I don't think we want to make the event center look sloppy and unprofessional with papers taped up when we are trying to promote a nice venue for events. I don't think there should be signs posted other than those posted by the city to communicate aspects of the environment and equipment and those should be laminated or in plastic.

I was disheartened to see this lack of regard for the event center environment.

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**8. Fundraising Events**

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- A. Vergas Community Fund
- B. Advisory Board Activities