

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, April 23, 2024

- 1. Call to order**
- 2. Approval of the Agenda**
- 3. Minutes**
March 26, 2024
- 4. Status of Recommendations to City Council**
Bulletin Board
- 5. Income and Expense**
2024 Income and expenses
- 6. Expanding Wall Divider**
- 7. Building Review**
- 8. Fundraising Events**
- 9. Adjournment**

Table of Contents

3. Minutes	3
4. Status of Recommendations to City Council	5
5. Income and Expense	6
Kitchen	7
Sheet1	8

**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, April 23, 2024**

3. Minutes

March 26, 2024

Files Attached

- 2024-03-26 Event Center Agenda Minutes.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, March 26, 2024

The City of Vergas Event Center Advisory Committee was called to order by chairperson Paul Pinke on Tuesday, March 26, 2024, at 5:30 pm with the following members present: Paul Pinke, Paul Haarstick, Bev Flateland, Jay Norby, and Deb Jacoby. Absent: Vanessa Perry, Jezmae Burkett (excused/on leave). Guests included: Clerk-Treasurer Julie Lammers.

Approval of the Agenda

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

Minutes

Motion by Jacoby, seconded by Pinke to approve the minutes for February 27, 2024. Motion carried unanimously.

Status of Recommendations to City Council

Jacoby and Norby reported that a Lion's member has paid for the 12 plastic water pitchers to be used in the Event Center. The Advisory Board expressed gratitude for their donation.

Income and Expense

Lammers reviewed the income and expense report provided. Utilities are pacing ahead of budget, and rental revenue is less than budgeted at this time. Discussed more energy efficient options for the coolers in the bar area.

Expanding Wall Divider

At a recent conference, Lammers received contact information for additional vendors to contact for a room divider.

Building Review

Norby discussed the cost of using fiberglass reinforced panels above the three-basin sink in the kitchen. Motion by Flateland, seconded by Haarstick to authorize Jay to purchase up to \$200 for the wall repair. Motion carried unanimously. Lammers updated the Advisory Board on the following items: acquiring a shelf for the microwave, replacing garbage cans in the women's restroom, disposal of a wheelchair and mirror, and cleaning of the salt and pepper shakers.

Motion by Norby, seconded by Pinke to acquire a bulletin board for installation next to the Smart Room/Council Chambers that can be removed. Motion carried unanimously. Haarstick will draft by the next meeting policy ideas for posting of signs.

Fundraising Events

No members attended the meeting for the Vergas Community Fund, but someone may be able to attend the next meeting.

Discussed potential event fundraiser with the Lions with the possibility of a revenue share. Norby to bring more information to the next meeting.

Council Recommendations

- Approve bulletin board to be placed in entrance hallway by the council chambers/smart room.

Follow up Actions

- Acquire bulletin board
- Policy draft for posting of signs - Haarstick

The business for which the meeting was called having been completed, the meeting was adjourned at 6:17 p.m.

Respectfully submitted,

Paul Haarstick, Recording Secretary

**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, April 23, 2024**

4. Status of Recommendations to City Council

Bulletin Board

**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, April 23, 2024**

5. Income and Expense

2024 Income and expenses

Files Attached

- 2024 Budget for Event Center.pdf
- 2024 Budget for Event Center-general.pdf

Vergas Event Center Kitchen:

Reciepts:

Donations	2,650.00	
TIP	20,000.00	
Zumba	500.00	
Ronald Beyer(Ski Team)	147.00	
Vergas State Bank	2,500.00	Stove Top
Vergas Community Club	2,500.00	Stove Top
Vergas Community Players	650.85	Stove Top

Total Reciepts:	<u><u>\$28,947.85</u></u>
-----------------	---------------------------

Expenses:

Electricity	3,437.71	
Summers Construction	5,295.75	Cabinets
Plumbing	651.93	
Plumbing	1,943.44	
Mary Ditterich	22.92	
Culinnex	821.40	Carts and trays
		48" Countertop
		Griddle with
		refrigerated
Webstaurant Store	4,559.00	base
Webstaurant Store	699.00	Freezer
Backsplash by sink	200.00	Amount approved to be spent by Norby.

Total Expenses:	<u><u>\$17,631.15</u></u>
-----------------	---------------------------

Total in Account	<u><u>\$11,316.70</u></u>
------------------	---------------------------

Window Doors
Convection Oven

	<u>2024</u>	<u>2024 Year</u>
	<u>Budget</u>	<u>to date</u>
		<u>4/22/2024</u>
Revenue		
Paid by Vergas Property Taxes	23,759.00	4,817.43
Rent	17,600.00	3,280.00
Deposits	1,500.00	300.00
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	124.00
Contributions & Donations	500.00	0.00
Savings Account Transfer	0.00	0.00
Totals	43,399.00	8,521.43

Expenses

Employee Wages	7,830.00	57.26	**Council approved 520 hours of employee wages
Deductions	660.00	55.38	
Telephone (cell)	720.00	390.16	Cell phone will cost \$989.52 for the year.
Professional Service	2,500.00	405.97	
Office Supplies	50.00	0.00	
Operating Supplies	4,000.00	1,564.25	Currently running above budget.
Travel, Mtgs, & Schools	0.00	0.00	
Repair & Maintenance. Supplies	1,600.00	354.16	
Clothing Allowance	0.00	0.00	
Internet	1,104.00	184.00	Cosy \$92.00 a month for total of \$1,104.00
Security	500.00	0.00	
Printing & Advertising	4,000.00	795.00	
Insurance	3,085.00	0.00	
Utility Services	8,200.00	2,586.10	Currently running above budget.
Rubbish Service	1,600.00	420.24	Currently picked up every 2 weeks until we get more rentals.
Repair & Maintenance Service	2,600.00	958.19	
City Share/Assessments	450.00	0.00	
Improvements	5,000.00	525.72	* Electrical Hookup in kitchen
Refund & Reimbursements	0.00	225.00	All Deposits returned
Totals	43,899.00	8,521.43	
Year to Date Balance		\$0.00	

2024 Improvements

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