

**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, May 28, 2024**

- 1. Call to order**
- 2. Approval of the Agenda**
- 3. Minutes**  
April 23, 2024
- 4. Status of Recommendations to City Council**  
Bulletin Board
- 5. Income and Expense**  
2024 Income and expenses
- 6. Building Review**  
Sink  
Expanding Wall  
Roof  
Coke Machine
- 7. Fundraising Events**
- 8. Adjournment**

# Table of Contents

3. Minutes .....	3
4. Status of Recommendations to City Council .....	6
5. Income and Expense .....	7
Sheet1 .....	8
7. Building Review .....	9

**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, May 28, 2024**

**3. Minutes**

---

April 23, 2024

**Files Attached**

---

- Vergas Event Center Advisory Minutes.pdf

## VERGAS EVENT CENTER ADVISORY MINUTES

**5:30PM TUESDAY 4-23-24**

The City of Vergas Event Center Advisory Committee was called to order by Paul Pinke on Tuesday, April 23<sup>rd</sup>, 2024, at 5:30pm. The Members present: Paul Pinke, Bev Flateland, Deb Jacoby, Vanessa Perry, Jezmae Burkett. Absent: Jay Norby, Paul Haarstick. Others Present: Robert Jacoby.

### **Approval of Agenda**

Motion to approve agenda by Bev Flateland, seconded by Paul Pink. Motion carried unanimously.

### **Minutes**

Motion by Vanessa Perry, seconded by Paul Pinke to approve minutes for March 26, 2024, motion carried unanimously.

### **Status of Recommendation to City Council**

Burkett informed Advisory Board of council's decision regarding Bulletin Board Denial. The Advisory Board would like the City Council to reconsider. They stated that it's the community event center, therefore community events, and fundraisers can be posted. The same rules would apply as the existing bulletin outside the public restrooms. Posted content must be dated and will be removed in 30 days. The prices to rent the Event Center could be posted up as well. Overall agreed the Pros of a Bulletin Board outweigh the Cons.

Suggested size of proposed board would be approx. 3x5ft hung horizontally by the back door of Event Center.

### **Income and Expense**

As the cost of Utility Services is currently above budget. Burkett stated she made sure to power off the dishwasher switch again, to see if that helps with electricity. Advisory Board would like a more detailed breakdown of the utilities. To specifically know where we can improve energy usage and reduce costs.

### **Building Review**

Norby was absent so no update on approved backsplash for kitchen. Salt and Pepper shakers cleaned, extras stored. New cupboards are labeled as well as storage totes in utility room. Vanessa suggested we have Jeff Zitzow inspect that kitchen electrical is up to code. (why not whole building while we're at it-JB ) All agreed the kitchen sink area is to be prioritized. Goal is to pass any state inspections. Motions unanimously carried.

### **Fundraising Events**

No word on previously mentioned comedian suggested by Norby.

Suggested we advertise/promote Event Center Rentals on our corner sign board, when its not advertising an Event.

### **Miscellaneous**

Deb Jacoby inquired the possibility to store 4 or 5 Christmas trees under the stage. For the walk of trees event. Burkett will check to see if there is room, and that it can be done without issues regarding the Sound Equipment.

### **Council Recommendations**

Please reconsider the Bulletin Board

**Follow up Actions**

Schedule electrical inspection with Zitzow (does that need Council Approval?)

After we know the sink electrical meets code, fix the hole in wall.

**Minutes Recorded and Submitted By**

**Jezmae Burkett**

**Thank You**

**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, May 28, 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, May 28, 2024**

**5. Income and Expense**

---

2024 Income and expenses

**Files Attached**

---

- 5.23.2024 Budget for Event Center.pdf

	<u>2024</u>	<u>2024 Year</u>
	<u>Budget</u>	<u>to date</u>
		<u>5/23/2024</u>
<b>Revenue</b>		
Paid by Vergas Property Taxes	23,759.00	4,817.43
Rent	17,600.00	3,650.00
Deposits	1,500.00	375.00
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	<b>43,399.00</b>	<b>8,966.43</b>

### **Expenses**

Employee Wages	7,830.00	498.15	**Council approved 520 hours of employee wages
Deductions	660.00	232.05	
Telephone (cell)	720.00	482.16	Cell phone will cost \$989.52 for the year.
Professional Service	2,500.00	620.26	
Office Supplies	50.00	236.00	
Operating Supplies	4,000.00	1,668.45	Currently running above budget.
Travel, Mtgs, & Schools	0.00	0.00	
Repair & Maintenance. Supplies	1,600.00	804.76	
Clothing Allowance	0.00	0.00	
Internet	1,104.00	184.00	Cost \$92.00 a month for total of \$1,104.00
Security	500.00	0.00	
Printing & Advertising	4,000.00	895.00	
Insurance	3,085.00	0.00	
Utility Services	8,200.00	3,062.45	Currently running above budget.
Rubbish Service	1,600.00	526.32	Currently picked up every 2 weeks until we get more rentals.
Repair & Maintenance Service	2,600.00	1,533.19	
City Share/Assessments	450.00	192.00	
Improvements	5,000.00	525.72	* Electrical Hookup in kitchen
Refund & Reimbursements	0.00	225.00	All Deposits returned
Totals	<b>43,899.00</b>	<b>11,685.51</b>	
Year to Date Balance		<b>(\$2,719.08)</b>	

### **2024 Improvements**

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

**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, May 28, 2024**

**7. Building Review**

---

Sink  
Expanding Wall  
Roof  
Coke Machine