

**Event Center Advisory Board**  
**Copy of Event Center Advisory Board Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**5:30 PM on Tuesday, July 23, 2024**

**1. Call to order**

**2. Additions and Deletions**

**3. Minutes**

June 25, 2024

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

- A. New Member
- B. Railing
- C. Coke Machine

**5. Income and Expense**

2024 Income and expenses

2025 Budget Request-needs to be returned to Clerk-Treasurer by August 1, 2024

**6. Building Review**

- A. Stove
- B. Front door outside step
- C. Sink
- D. Expanding Wall

**7. Fundraising Events**

**8. Adjournment**

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**3. Minutes**

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June 25, 2024

**Files Attached**

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- 6.24.24 Event Center Advisory Board.pdf

# V.E.C BOARD MEETING

## VERGAS EVENT CENTER

### City of Vergas

Vergas Event Center and Zoom ID  
267-094-2170  
(Password 56587)

**Date: 6/24/2024**

**Time: 5:36pm**

### **Approval of Agenda**

Motioned by P.Pinke  
unanimously carried

### **Minutes**

Motioned by Pinke. Approved  
by Flateland and Perry

June 24th **Called to order by Paul Pinke**

**In Attendance:** Paul Pinke, Vanessa Perry, Bev Flateland, Jezmae Burkett. **Absent:** Paul Haarstick (Resigned Today) Jay Norby, Deb Jacoby

**Motion by Pinke to recommend to Council to accept Paul Haarstick's resignation. Seconded by Perry, unanimously carried.**

## **STATUS OF RECOMMENDATIONS TO CITY COUNCIL**

### **INCOME AND EXPENSE**

Pinke motioned a recommend to Council to sell the small coke cooler from the bar area. Seconded by Flateland, unanimously carried. Burkett already has it unplugged to reduce energy consumption. Flateland updated us regarding the status of her contact in possession of the wattage reader machine. He has found it; she intends to set up a time when he can come into get a wattage usage reading. Burkett informed board members it is time to propose a budget for year 2025. Pointed out the example printed with the agenda packet. J. Lammers provided the Info from prior budgets as a guideline to help in preparing next year's proposal, including a suggested idea for upcoming budget proposal. Burkett intends to contact the Frazee-Vergas school. Ask about a spot in the yearbook advertising the Vergas Event Center for graduation parties. We donate the smart room one day a week in July for student band lessons. Ei, we support and contribute to student education and could have a spot in yearbook.

### **BUILDING REVIEW**

#### **Stove:**

Burkett informed board members that Zitzow Electric would be in tomorrow to disconnect the stove for its prompt removal. Perry made a brilliant suggestion for Burkett to contact all future renters and inform them of stoves removal. As the stove was available for use according to all rental agreements. This will avoid surprised and unhappy renters. To replace the stove, money will have to be raised.

#### **Front Door Outside Step:**

Issue regarding accessibility and safety, Complaints of step not being seen, and a person with limited mobility may struggle or get injured. Pinke motioned a recommendation to Council to install a railing, Seconded by Perry. All members agreed upon his motion for recommendation to the city council. Burkett thinks the yellow paint could use a fresh coat in the meantime.

#### **Sink:**

Norby proposed the cost to repair the wall beneath the kitchen sink. The board all suggested we be certain that all electrical nearby is up to code. Jeff Zitzow had been asked to please check. He has given the green light to move forward with repair. Everything is up to code in the kitchen.

#### **Expanding Wall Room Divider:**

Burkett explained to the best of her understanding, what exactly how the divider is broken and the hardware that is missing. (causing separation of divider)

Perry motioned more research be done regarding the different options to fix/replace. Motion Seconded by Flateland, approved unanimously.

## **FUNDRAISING EVENTS**

Discussed with Perry how board is waiting to hear back from Norby's contact regarding a breakdown of their profits from the comedy show. Because they had lumped everything together, also the prime rib they served had been donated. We decided it would be best to keep it simple and provide a snack instead. Popcorn and a show. Burkett brought up how Norby mentioned his experience participating in a tool bingo. How the callers went to each table or something less chaotic than calling all at once. That will be better discussed while Norby is present. Burkett brought up a possible silent auction when something is happening downtown, but nothing in the event center. Perry reminded how it is reserved as backup in case of rainy weather for bands. Professional pictures should be taken of the event center. Burkett will continue work on posters to advertise. Perry may as well if she has the time. Set up a photo shoot. Emphasize the extras we have to offer tables, chairs etc. Discussed advertising on the T.V. boards in various establishments. The stage could be a high selling point. Perry contacted a friend in advertising business. He informed her that the Fergus Falls Daily Journal does the T.Vs around our area.

**Motion by Flateland to adjourn, Seconded by Perry, Unanimously carried.**

**Meeting ended at 6:30pm**

**Minutes Recorded, typed, and submitted by: Jezmae Burkett**

## **Council Recommendations**

Accept Paul Haarstick resignation

Sell small coke cooler

Install a hand railing on the front step and refresh the yellow paint.

## **Follow Up Actions**

Work on Advertising

Get Photos to use in advertising

Contact the wedding party regarding some of the photos from their decoration set up.

Research different wall options.

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

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**5. Income and Expense**

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2024 Income and expenses

2025 Budget Request-needs to be returned to Clerk-Treasurer by August 1, 2024

**Files Attached**

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- 2024 Budget for Event Center.pdf

2025 Proposed Budget 6.25.2024

	<u>2022 Year</u>	<u>2022 Year</u>	<u>2023</u>	<u>2023 Year to</u>	<u>2024</u>	<u>2024 Year</u>	<u>2025</u>
	<u>to Date</u>	<u>to Date</u>	<u>Budget</u>	<u>Date</u>	<u>Budget</u>	<u>to date</u>	<u>Proposed</u>
						<u>7/19/2024</u>	<u>Budget</u>
<b>Revenue</b>							
Paid by Vergas Property Taxes	0.00	10,216.76	29,900.00	62,615.83	23,759.00	12,558.54	37,364.00
Rent	10,895.00	13,600.00	17,600.00	11,604.00	17,600.00	6,205.00	12,000.00
Deposits	420.00	1,200.00	1,500.00	875.00	1,500.00	525.00	900.00
Sign Rental	0.00	240.00	30.00	0.00	40.00	0.00	40.00
Grants/Advertising	0.00	12,800.00	0.00	0.00	0.00	0.00	0.00
Refund & Reimbursement	5,100.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00	28,947.85	0.00	124.00	0.00
Contributions & Donations	2,000.00	2,000.00	500.00	15,715.00	500.00	0.00	0.00
Totals	<b>18,415.00</b>	<b>40,056.76</b>	<b>49,530.00</b>	<b>119,757.68</b>	<b>43,399.00</b>	<b>19,412.54</b>	<b>50,304.00</b>
<b>Expenses</b>							
Employee Wages	2,432.96	0.00	300.00	1,516.07	7,830.00	1,740.17	7,830.00
Deductions	492.42	0.00	0.00	1,095.03	660.00	580.51	1,200.00
Telephone (cell)	0.00	0.00	0.00	531.36	720.00	666.16	990.00
Professional Service	1,471.00	3,003.65	3,800.00	1,074.64	2,500.00	1,055.14	1,500.00
Office Supplies	104.99	3.28	100.00	68.22	50.00	385.80	100.00
Operating Supplies	1,842.78	3,175.44	3,900.00	7,514.24	4,000.00	1,696.06	5,000.00
Travel, Mtgs, & Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Repair & Maintenance. Supplies	128.62	745.58	1,580.00	645.00	1,600.00	1,526.96	2,000.00
Clothing Allowance	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Internet	250.00	1,104.00	1,050.00	1,581.36	1,104.00	184.00	500.00
Security		0.00	0.00	0.00	500.00	0.00	1,000.00
Printing & Advertising	3,329.00	2,153.00	4,000.00	2,510.00	4,000.00	2,323.50	4,000.00
Insurance	1,495.00	3,085.00	1,900.00	3,795.00	3,085.00	0.00	3,000.00
Utility Services	4,813.93	7,566.20	8,000.00	6,813.41	8,200.00	4,166.84	8,200.00
Rubbish Service	1,374.87	1,272.51	1,500.00	2,175.74	1,600.00	723.50	1,600.00
Repair & Maintenance Service	1,655.96	3,455.23	3,000.00	4,356.45	2,600.00	2,505.39	3,000.00
City Share/Assessments	373.11	392.87	400.00	426.90	450.00	192.00	384.00
Improvements	2,815.14	0.00	20,000.00	64,710.44	5,000.00	791.51	10,000.00
Refund & Reimbursements	0.00	14,100.00	0.00	20,943.82	0.00	875.00	0.00
Totals	<b>23,579.78</b>	<b>40,056.76</b>	<b>49,530.00</b>	<b>119,757.68</b>	<b>43,899.00</b>	<b>19,412.54</b>	<b>50,304.00</b>



**2025 Improvements**

Remove current cabinets and sink in smart room

Replace Floor in smart room

New Chairs for smart room

Replace accordion door

Replace stove in kitchen

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