

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, October 22, 2024

- 1. Call to order**
- 2. Additions and Deletions**
- 3. Minutes**
 - September 24, 2024
 - October 1, 2024
- 4. Status of Recommendations to City Council**
 - Kitchen Equipment and repairs
- 5. Income and Expense**
 - A. 2024 Income and expenses
 - B. 2025 Rates
- 6. Rental Ideas**
- 7. Building Review**
 - Bean Bag Boards
- 8. Fundraising Events**
 - Vendor Event - November 30
 - Tables De Jour
- 9. Adjournment**

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3. Minutes

September 24, 2024
October 1, 2024

Files Attached

- Event Center Advisory Board 9.24.2024.pdf
- Event Center Advisory Board 10.1.24.pdf
- 9.24.24 Meeting Minutes Supporting Documents.pdf

Event Center Advisory Board

DATE September 24, 2024

TIME 5:36pm

MEETING CALLED TO ORDER BY Julie Lammers

IN ATTENDANCE

Board Members: Deb Jacoby, Vanessa Perry, James Stenger

Event Center Coordinator: Jezmea Burkett

Others: Jake Jacoby, Julie Lammers (City Clerk-Treasurer), Natalie Fischer (City Council Representative)

Absent: Jay Norby, Paul Pinke

APPROVAL OF MINUTES

Deb Jacoby motioned to approve, Seconded by Perry. Motion Carried.

STATUS OF RECOMMENDATIONS TO CITY COUNCIL

- A. Reduced Rent Application – Was Approved
- B. Resignation – The Council accepted the resignation of Bev Flatland
- C. Railings – Council accepted the committee's recommendation for the railings. They have been ordered and delivered. Will be installed this Friday.

COMPREHENSIVE PLAN REVIEW

The committee looked at the comprehensive plan and made notes of progress made in 2024.

2024 Progress includes: Updates to the kitchen, adding safety railings to the front of the building and the Lions also wanted it to be noted that they as an organization logged 170 hours volunteer hours in improvements to the building.

We discussed that we, as a committee need to figure out why the number of rentals has declined in recent years. Deb Jacoby motioned that Perry writes up a post for Facebook asking people why they would/wouldn't choose the VEC for their upcoming events. This would be posted to the Billy's Facebook page so it would reach a larger audience. Stenger Second. Motion Carried.

INCOME AND EXPENSE

2024 Income and Expenses were discussed. Lammers presented where the VEC. Is currently with bookings for 2025 (See Attached). Lammers also provided proposed rates for 2025. Perry suggested waiting to adjust the rates until we know more from the Facebook Post. Was suggested that "Large Event (One Day)" be changed to include "Weekend" on the rate list, along with specifying that Friday – Sunday is 11am Friday to 5pm on Sunday.

Lions' rental of the closet was discussed. It was also discussed that the Community Club is utilizing space under the stage without renting it.

Perry Motioned that the Lions continue to utilize the current closet, and for the Community Club to continue using the space under the stage. Seconded by Deb Jacoby.

Burkett was tasked to make a list of the current cornhole boards that are stored under the stage so that the businesses can be contacted with what to do with the old boards.

The 2025 budget was presented by Lammers. The Committee discussed different advertisement ideas. Lammers and Perry discussed looking into our Leighton Broadcasting package and making changes to our ads to reach a larger audience. Burkett discussed options to advertise in local school yearbooks and at football games. Stenger expressed that he didn't believe that advertising in yearbooks would reach the audience that we are trying to gain. Yearbooks are often dispersed at the end of the year being too late for grad party bookings and parents are often not looking at their student's yearbook. Burkett will look into advertising opportunities at local sporting events.

The committee discussed adding the rental rates to the digital board outside the VEC so that people could see our rated.

The committee discussed that we need to broaden our rental audience and think outside the box as to different style events that could potentially bring in rental revenue.

BUILDING REVIEW

We received 3 surveys back (see attached). Still would like to talk to Spankys and Bleachers about their needs when it comes to catering in the VEC kitchen.

Fundraising options were discussed to help raise funds for the kitchen equipment.

Perry suggested that Stenger take pictures of the upcoming events for future advertising.

Burkett stated that the VEC can accommodate 20 round tables comfortably. The VEC currently owns 10.

Meeting adjourned at 7:05pm by Stenger. Deb Jacoby Seconded. Motion carried.
Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

The board recommends accepting the resignation of Jay Norby. The also recommend that vacant spot (left by Bev Flateland) be filled by Jake Jacoby.

FOLLOW UP ACTIONS

Perry will write up a Facebook Post asking people why they would/wouldn't book their future event at the VEC, she will send out to the committee for review before its posted to the Billy's Facebook Page.

Stenger will take photos at the upcoming events for future advertisement.

Burkett will make a list of the current cornhole boards that are stored under the stage so that the businesses can be contacted with what to do with the old boards.

Event Center Advisory Board

DATE October 1, 2024

TIME 5:03pm

MEETING CALLED TO ORDER BY Julie Lammers

IN ATTENDANCE

Board Members: Deb Jacoby, Vanessa Perry, James Stenger

Event Center Coordinator: Jezmea Burkett

Others: Jake Jacoby, Julie Lammers (City Clerk-Treasurer), Natalie Fischer (City Council Representative) Rebecca Brandt (TIP Gaming)

Absent: Paul Pinke

BUILDING REVIEW

- A. Donation – Perry asked for a donation from TIP Gaming for the VEC Kitchen. TIP Gaming donated \$15,000.
- B. Stove/Oven – Committee looked at different options of equipment that the Lions suggested. Lammers presented different price points from Webstraunts and Culinex. The committee agreed that we need to have Perry look into getting a quote for both items from Culinex and seeing if they would honor Webstraunts price. It would be nice to purchase as local as possible and the potential for shipping errors to be less with a local company vs. an online retailer.

Perry made a motion to accept the quotes from Webstraunt and Culinex and suggest them to council. Deb Jacoby Seconded. After further discussion, motion failed.

Stenger made a motion for Perry to get a quote for both pieces to be purchased from Culinex but if the quote didn't come in under the Culinex/Webstraunt quote to suggest that to council accept the current Culinex/Webstraunt quote. Deb Jacoby Seconded. Motion Passed.

It was noted that we speak with Zitzow electric about what power is needed along with what phase (1 or 3) was needed for the oven.

- C. Sink Area – Loren Menz was contacted for a quote to fix the wall around the dishwasher at the VEC. He quoted under \$3000 for the whole project and that we would have it completed as soon as possible. He would hope to have it completed by the next event on October 28th, but if he didn't, he would have it looking the same if not better for the event. He would make sure that it was acceptable for the event.

Jake Jacoby mentioned that there is a sheet of stainless steel at the VEC that could be used for the dishwasher wall, and should be mentioned to Loren Menz.

Meeting adjourned at 5:45pm by Lammers. Stenger Seconded. Motion carried.

Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

The board recommends that the quote obtained from Perry for the equipment to be purchased from Culinex be considered if the quoted price is under the quote from Webstraunt/Culinex. Otherwise uses the current quotes from Webstraunt/Culinex.

The board recommends hiring Loren Menz to do the repair of the dishwasher wall in the VEC kitchen. With an approved budget of up to \$3000.

Purchase of the equipment and the repair of the wall fall under the donated amount of \$15,000.

	2023 \$	2023 number of Meetings
Large Event/Liquor and Security	\$ -	0
Large Event/no Liquor and Security	\$ -	0
Large Event Day Rate	\$ 4,000.00	9
Small Event	\$ 1,390.00	28
Smart Room/Council Chambers	\$ 120.00	4
Exercise Rental	\$ 1,460.00	146
Lions Club Meetings Annual Fee	\$ 900.00	1
Calvary Lutheran Church	\$ 560.00	14
	<u>\$ 8,430.00</u>	<u>202</u>

	2024 \$	2024 number of Meetings
Large Event/Liquor and Security	\$ 1,000.00	1
Large Event/no Liquor and Security	\$ 750.00	1
Large Event Day Rate	\$ 2,033.60	6
Small Event	\$ 2,520.00	0
Smart Room/Council Chambers	\$ 60.00	2
Exercise Rental	\$ 960.00	96
Lions Club Meetings Annual Fee	\$ 900.00	1
Calvary Lutheran Church	\$ 600.00	15
	<u>\$ 8,823.60</u>	<u>122</u>

	2025 \$	2025 number of Meetings
Large Event/Liquor and Security	\$ -	0
Large Event/no Liquor and Security	\$ -	0
Large Event Day Rate	\$ -	0
Small Event	\$ 600.00	6
Smart Room/Council Chambers	\$ -	0
Exercise Rental	\$ -	0
Lions Club Meetings Annual Fee	\$ 900.00	1
Calvary Lutheran Church	\$ 600.00	15
	<u>2100</u>	<u>22</u>

Event Center Oven/Stove Questionnaire

Business/Name Dittrich Mercantile
If you cater at the Vergas Event Center, do you use the stove/oven?
Y/N Yes

How Often?

Rarely Sometimes / Frequently

Do you use both stove and oven?

Stove Both / Oven

How likely are you to need use of either Stove or Oven in future?

Unlikely Likely / Uncertain

Would you miss one or the other? Yes

The old stove had 6 burners, is that a good number of burners?

Yes

Was the oven big enough? Y/N N

Do you think having a stove/oven in the V.E.C. kitchen is a necessity?

Yes

Is there anything you think would be better?

An oven that is multi layered

Additional comments and opinions?

You have been asked to fill this out as a community business/organization that has frequently used the Event center kitchen. Currently there is no oven/stove in the kitchen. We had to remove the old obsolete model that became a safety hazard. Your answers and opinions will help us assess the urgency and influence what type of model. Thank You!

Event Center Oven/Stove Questionnaire

Business/Name Loon's Nest

If you cater at the Vergas Event Center, do you use the stove/oven?

Y/N

How Often?

Rarely / Sometimes / Frequently

Do you use both stove and oven?

Stove / Both / Oven

How likely are you to need use of either Stove or Oven in future?

Unlikely / Likely / Uncertain

Would you miss one or the other? _____

The old stove had 6 burners, is that a good number of burners?

Yes

Was the oven big enough? Y/N

Do you think having a stove/oven in the V.E.C. kitchen is a necessity?

Yes

Is there anything you think would be better? _____

Additional comments and opinions?

You have been asked to fill this out as a community business/organization that has frequently used the Event center kitchen. Currently there is no oven/stove in the kitchen. We had to remove the old obsolete model that became a safety hazard. Your answers and opinions will help us assess the urgency and influence what type of model. Thank You!

Event Center Oven/Stove Questionnaire

Business/Name: **Vergas Lions**

If you cater at the Vergas Event Center, do you use the stove/oven? Y/N YES/ BOTH OF THEM

Do you use both stove and oven? Stove/ Both/ Oven BOTH

How likely are you to need use of either Stove or Oven in the future? Unlikely/ Likely/ Uncertain
LIKELY BOTH

Would you miss one or the other? YES

The old stove had 6 burners, is that a good number of burners? We only used 4 burners on the Electric Stove

Was the oven big enough? Y/N NO- The Electric stove had 2 racks on the bottom and the Gas stove had 2 racks on the bottom, which the Lions used all the time. But they are to low to the floor-which is very hard to work with as you can not see what you are doing & lifting them all the way out the Hot Pans.

Do you think having a stove/oven in the V.E.C. is a necessity? YES If you want to continue hosting/renting functions and events at the VEC.

Is there anything you think would work better? NO

Additional comments and opinions?

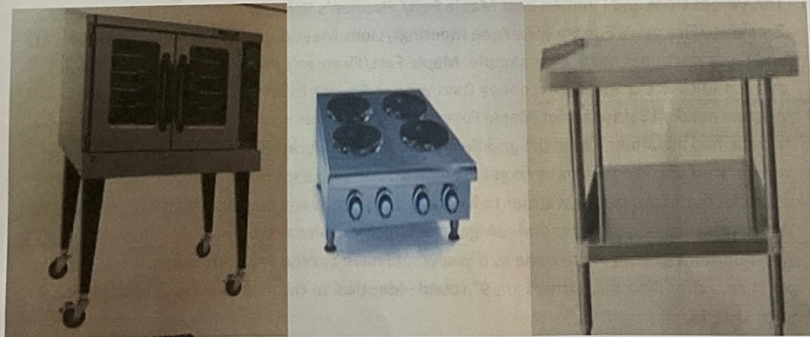
- 1) The Vergas Lions and Firemen host Maple Fest/ Firemen's Breakfast/Looney Days Breakfast/Firemen's Fundraisers/Zone Meetings/Lions Meeting, etc. We need a 4 burner plate and 5 compartment oven. For example: Maple Fest/Firemen's Pancake Breakfast we need burners to cook our sausages. Looney Days we need ovens to cook our sausages.
- 2) We also need all 3 griddles for Maple Fest to make pancakes on. It sure would have been nice to have had a warmer under the griddle instead of a refrigerated unit under the griddle. The refrigerated unit is never going to get used as we don't do a lot of stir fry on the griddle but we sure could have used a warmer to keep our sausages warm and pancakes and other foods. We have a really nice freezer and refrigerator which are nice and big.
- 3) The 4 Burner Cooktop is the same as if you would have cut the top of the electric stove and put it on a cart. Also the burners are 9" round -identical to the stove we had. It has identical SPEC SHEETS.
- 4) The oven is 5 racks and is on a stand.
- 5) The Otter Tail County Inspector has approved the 4 or 6 Commercial Burner on a cart and this does not need to be under the hood. Checked with the Inspector on the Spec Sheets .
- 6) The Otter Tail County Inspector stated that the 5 compartment oven needs to be under the hood.

- 7) The sink area needs to be fixed –not just put a curtain around it to cover it up.

Note: This picture was sent to Julie Lammers on February 6, 2023 and also went down and talked to her about this sink area needing to be fixed before the equipment got put back and the stuff to fix the way was given to the City to be fixed. As of today 9/24/24 it still is not fixed and it is falling down more. The curtain keeps falling down and after the VEC spent all this money on new cupboard and counters to make it look nice we have a plastic shower curtain to hide the rotten wall.



Oven and Burner/with cart



Mary Ditterich for the Vergas Lions filled this out if you have questions on this you may call her.

320-226-1074

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4. Status of Recommendations to City Council

Kitchen Equipment and repairs

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6. Income and Expense

- A. 2024 Income and expenses
- B. 2025 Rates

Files Attached

- 2024 Event Center Budget and Year to Date.pdf
- Proposed 2025 Fee Schedule.pdf

			<u>2025</u>	
	<u>2023 Year to</u>	<u>2024</u>	<u>2024 Year to</u>	<u>Approved</u>
	<u>Date</u>	<u>Budget</u>	<u>date</u>	<u>Preliminary</u>
			<u>10/22/2024</u>	<u>Budget</u>
Revenue				
Paid by Vergas Property Taxes	62,615.83	23,759.00	27,122.39	34,424.00
Rent	11,604.00	17,600.00	7,903.60	10,000.00
Deposits	875.00	1,500.00	725.00	500.00
Sign Rental	0.00	40.00	0.00	0
Grants/Advertising	0.00	0.00	0.00	0.00
Refund & Reimbursement	0.00	0.00	0.00	0.00
Fundraising	28,947.85	0.00	124.05	0.00
Contributions & Donations	15,715.00	500.00	15,195.00	0.00
Totals	119,757.68	43,399.00	51,070.04	44,924.00
Expenses				
Employee Wages	1,516.07	7,830.00	3,208.17	7,830.00
Deductions	1,095.03	660.00	1,251.79	1,200.00
Telephone (cell)	531.36	720.00	1,065.31	0.00
Professional Service	1,074.64	2,500.00	1,513.31	1,500.00
Office Supplies	68.22	50.00	498.60	100.00
Operating Supplies	7,514.24	4,000.00	2,127.62	3,000.00
Travel, Mtgs, & Schools	0.00	0.00	0.00	0.00
Repair & Maintenance. Supplies	645.00	1,600.00	2,013.80	2,000.00
Clothing Allowance	0.00	0.00	0.00	0.00
Internet & Phone	1,581.36	1,104.00	184.00	2,094.00
Security	0.00	500.00	0.00	1,000.00
Printing & Advertising	2,510.00	4,000.00	3,756.80	4,000.00
Insurance	3,795.00	3,085.00	3,915.00	4,000.00
Utility Services	6,813.41	8,200.00	5,193.37	8,200.00
Rubbish Service	2,175.74	1,600.00	1,517.22	1,600.00
Repair & Maintenance Service	4,356.45	2,600.00	3,121.74	3,000.00
City Share/Assessments	426.90	450.00	384.00	400.00
Improvements	64,710.44	5,000.00	5,219.31	5,000.00
Refund & Reimbursements	20,943.82	0.00	1,100.00	0.00
Totals	119,757.68	43,899.00	36,070.04	44,924.00

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

CITY OF VERGAS

ALL FUNDS

Any invoice not paid within 60 days will be have invoice delivered (in City Limits by employees -outside of City limits by certified mail)

2024**Proposed 2025****WATER RATE**

Load of Water	\$40.00	\$45.00
Basic Rate	\$28.50 a month	\$30.00
Per Gallon Rate	\$4.50 per 1,000 gallons	\$5.00
Connection Fee	\$0.55	\$0.55
Reconnection Fee	\$30.00	\$30.00
Water Accessibility Charge	\$750.00	\$750.00
Frost Plate	\$50.00	\$55.00
Monthly Late Fee	10% of bill	10% of bill
Lawn Sprinkler Meter -1"	\$293.78	\$293.78
Lawn Sprinkler Meter -R2"	\$182.59	\$182.59

SEWER RATE

Basic Rate	\$28.50	\$30.00
Per Gallon Rate	\$2.75 per 1,000 gallons	\$2.75
Sewer Accessibility Charge	\$750.00	\$750.00
Monthly Late Fee	10% of bill	10% of bill

GENERAL FUND

Plowed with Loader	125/per hour	1 Hour minimum	150/per hour
Plowed with Truck	125/per hour	1 Hour minimum	150/per hour
Sand Parking Lots	125/per hour	1 Hour minimum	150/per hour
Construction Permit	\$30/10,000		\$30/10,000
Construction Permit (work started before permit issued)	\$60/10,000		\$60/10,000
Grade and Fill Permit	\$75.00		\$75.00
Variance Permit	\$400.00		\$400.00
Intermit Use Permit Fee	\$400.00		\$400.00
Gravel Pit Permit Fee (Survey)	\$9000.00		\$9000.00
Conditional Use Permit	\$400.00		\$400.00
On-Sale Liquor License	\$3,000.00		\$3,000.00
Sunday Liquor License	\$200.00		\$200.00
Wine License	\$300.00		\$300.00
Caterer's Permit (1-4 day permit)	\$125.00		\$125.00
Cigarette License	\$100.00		\$100.00
Recreational Vehicle Parking	\$0.00		\$50.00
Yard Waste Permit	\$65.00		\$65.00
Golf Cart Permit	\$20.00		\$20.00
Cat and Dog Licenses	\$10.00	\$8 if neutered	\$10.00
Animal Pick up fee	\$75.00	first offense	\$75.00
Fee doubles after each offense	\$150.00	2nd Offense	\$150.00
Mowing	\$250/per hour	1 Hour minimum	\$250/per hour
Copy	\$0.25	per page	\$0.30
Data Request Labor Charge	\$35.00	per hour	\$40.00
Sign (at Event Center or Liquor Store)	\$15.00	per day	\$15.00
Event Center			
Large Event w Liquor & Security for 4 hours (Fri-Sun)	\$1,200.00	3 day	\$1,500.00
Large Event no Liquor & Security (Fri-Sun)	\$750.00	3 day	\$800.00
Large Event (1 day)	\$350.00	1 day	\$350.00
Small Event - hourly	\$40.00	an hour	\$50.00
Smart Room/Council Chambers	\$20.00	an hour	\$25.00
Exercise Rental	\$10.00	per use	\$15.00
Lions Club Unlimited Meeting Annual Fee	\$900.00	annual	\$900.00
Office Space Rental	\$300.00	annual	\$300.00

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8. Building Review

Bean Bag Boards

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9. Fundraising Events

Vendor Event - November 30
Tables De Jour