

**Event Center Advisory Board**  
**2025 February Event Center Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**5:30 PM on Tuesday, February 25, 2025**

**1. Call to order**

**2. Additions and Deletions**

**3. Minutes**

- A. November 26, 2024
- B. January 28, 2025

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

None.

**5. Income and Expense**

**6. Rental**

- A. 2025 Review
- B. Facebook Post Results
- C. Commercial Kitchen Rental
- D. Non-working Griddle
- E. Advertising
  - 1. Chambers
  - 2. Currently purchased State Westling Advertisement and in February (20 ads for the price of 10) on radio.
- F. Events to raise awareness
  - 1. Bridal Fair
  - 2. Adult Prom

**7. Building Review**

- A. Kitchen
  - 1. Window/Door Closure
  - 2. Non-working Griddle
- B. Large Meeting Room
  - 1. Projector
  - 2. Sound System
- C. Committee: "To-Do" List
- D. Energy Review Update

**8. Adjournment**

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**Event Center Advisory Board  
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**5. Minutes**

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- A. November 26, 2024
- B. January 28, 2025

**Files Attached**

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- Event Center Advisory Board 11.26.24.pdf
- Event Center Advisory Board 1.28.25.pdf

# Event Center Advisory Board

DATE	November 26, 2024
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TIME	5:33
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MEETING CALLED TO ORDER BY	Paul Pinke
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## IN ATTENDANCE

Board Members: Deb Jacoby, James Stenger, Jake Jacoby

Event Center Coordinator: Jezmea Burkett

Others: Julie Lammers (City Clerk-Treasurer)

Absent: Vanessa Perry

## APPROVAL OF MINUTES

Jake Jacoby motioned to approve, Seconded by Pinke. Motion Carried.

## STATUS OF RECOMMENDATIONS TO CITY COUNCIL

- No Recommendations to Council

## INCOME AND EXPENSE

Discussed advertising with various sporting events around state finals. Looking into pricing for the various sports.

Discussed not advertising with Channel 3, as we think it may not be the target audience and its one of the more expensive advertising options.

Discussed the addition Setup of chairs and tables as an option for the VEC and if that would entice possible renters. We also feel that the lack of a hotel in town hurts us as there is nowhere for people to stay, but maybe we need to team up with busing companies in the area to have transportation available.

Lammers and Burkett are going to put together a document for potential renters that discuss the various options that work with the VEC (Bar, Caters, Transportation, etc.)

Jake Jacoby made a motion to charge bars that are brought in for rentals \$125 as that is what is cost the Lions in the past to have a bar, and no other establishments are having to pay that fee. It was discussed that it was a fee for them for a daily liquor license and that the other bars have catering licenses. Pinke Seconded. It passes 3/1. Stenger opposed.

Jake Jacoby would also like the board to explore the idea of having vending machines available at the VEC as a potential source of added income. The board expressed concerns of cost, and who are they available for, as they wouldn't be able to be on during events with food or beverage being served. Will be discussed later.

Looked at the proposed 2025 improvements.

- Discussed the need for a new projector. Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced.

- Jake Jacoby will look into window covering options for the kitchen serving windows.

- A motion was made by Pinke to remove from the list “Remove current cabinets and sink in smart room” and “Replace Floor in smart room” Second by Lammers. Approved.

- A motion was made by Lammers to remove “New Chairs for Smart Room” Second by Deb Jacoby. Approved.

## MEMBERS

The board needs to find a new member to take Stenger’s seat as he is now on the city council starting in January. We will also find out in January the city council member that is assigned to the board by the incoming Mayor.

## RENTAL IDEAS

Lammers spoke about a potential Daycare that will be starting in Vergas, and that they might be looking for an interim space until their new location is ready. Jake Jacoby spoke about the current Zumba group not being very receptive to the change in their schedule and that it may caught them to find a different location for their classes and the loss of that income. Stenger spoke about the need for a daycare in Vergas and that this might just be the best option for the potential business in town as well as the citizens of Vergas. The income that would be brought in from the daycare rental would more than cover years of Zumba classes.

The current swags will stay installed in the VEC until the next event that the renters do not want them.

Lammers spoke about the idea of advertising the VEC for birthday parties. She would like to team up with a party planned that would provide different package ideas to potential renters for their parties. She has someone in mind to partner with, and she will follow up with them. This could also be added to the “Rental Sheet” as another service that the VEC can provide. Lammers will get more information on this.

## MEMBERSHIPS

We should continue the current memberships that we have. We should look into our Vergas Community Club membership and see if I can be bundled with the City’s membership.

## BUILDING REVIEW

Stove top- The stove top was delivered, but somewhere during the ordering process a different cooktop was purchased by a different brand and the new top only has 2 burners that cook from low to high. The additional 2 burners only cook on medium. Deb Jacoby expressed that this makes this cooktop not usable for the Lions events. A different cart was purchased as well and wheels were not delivered with it but were ordered. Lammers will look into the wheels for the cart.

Convection Oven- The oven was on backorder but not has arrived. Lammers was waiting for everything to arrive before calling the electrician, so we only have one fee to pay for them to come out.

~~A motion was made by Deb Jacoby to sell the new stove top and order the one that was first presented. Seconded by Pinkie. Motion Approved 3/1. Opposed by Jake Jacoby because of a discrepancy in the verbiage used.~~

Motion Rescinded by Deb Jacoby

Jake Jacoby made a motion to trade or return (there may be a restocking fee but might be less than us trying to sell it) and purchase a new stove top. Seconded by Deb Jacoby. Motion Carried.

## **FUNDRAISING EVENTS**

Decided to table fundraising events until we have a specific reason to fundraise, and work on promoting rentals.

**Meeting adjourned at 7:13pm by Jake Jacoby. Deb Jacoby Seconded. Motion carried.**

**Minutes Recorded, typed, and submitted by James Stenger.**

## **COUNCIL RECOMMENDATIONS**

The committee recommends to council adding a \$125 fee to all bars for rentals at the VEC.

The committee recommends to council to trade or return the current cook top, and purchase a new stove top

## **FOLLOW UP ACTIONS**

- Lammers will look into pricing for advertising with various sports.
- 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 it's posted to the Billy's Facebook Page.
- Lammers and Burkett are going to put together a document for potential renters that discuss the various options that work with the VEC (Bar, Caters, Transportation, etc.)
- Find a new member for the board to take Stenger's seat
- Stenger will look at the current projector and see if the bulb can be replaced to enhance its brightness
- Jake Jacoby will look into different options for the serving window coverings
- Lammers will explore party planners for birthday parties at the VEC

# Event Center Advisory Board

**DATE** January 28, 2025

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**TIME** 5:34

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**MEETING CALLED TO ORDER BY** Julie Lammers

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## **IN ATTENDANCE**

Board Members: Deb Jacoby, James Stenger, Jake Jacoby, Vanessa Perry (Zoom, non-voting)

Others: Julie Lammers (City Clerk-Treasurer)

Absent: None

## **ASSIGN POSITIONS**

Chair – James Stenger

Vice Chair – Jake Jacoby

Secretary – Sarah Stone (Deputy Clerk)

Jake Jacoby made the motion to accept the assigned positions. Second by Stenger. Motion Passed.

## **SET TIME, PLACE AND DATE OR REGULAR 2025 MEETINGS**

Stenger made a motion to set the meetings on the 4<sup>th</sup> Tuesday of each month at 5:30pm in the VEC Smart Room.

Seconded by Deb Jacoby. Motion Passed.

## **ADDITIONS AND DELETIONS**

Additions to the Agenda

- Daycare Update
- Facebook Post Results
- Commercial Kitchen Rental
- Non-Working Griddle

## **APPROVAL OF MINUTES**

Did not approve minutes as some of the committee didn't get a chance to read them. Will approve at next meeting.

## STATUS OF RECOMMENDATIONS TO CITY COUNCIL

### A. Member

1. Number
2. Title
  - a. Vergas Community Club – Vanessa Perry
  - b. Lions – Deb Jacoby
  - c. Citizen – Jake Jacoby
  - d. Council Member – James Stenger
  - e. Deputy Clerk – Sarah Stone

- B. The Council would like the current stovetop to be used, and then further discussion can be had about how to move forward – Will discuss more after a few tries.
- C. The Council asked the committee to review the bar fee amount and consider if City, Community Club and Lion's would be exempt from this fee – Members of the Committee decided to no longer discuss this matter.

## INCOME AND EXPENSE

Looked at the 2024 Budget and Expenses along with the 2025 Budget.

Current Rental Income:

2024 was \$9,043

2025 Currently is \$8,815 of the budgeted amount of \$12,000

2025 improvements:

- Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced.
  - Stenger and Lammers will look into the current sound system and see what improvements should be made.
  - Jake Jacoby will get a quote from Franklin Fence for roll down doors for the serving windows in the kitchen.
- We still have \$6,239.62 left from the T.I.P Donation to be spent in the kitchen.

## RENTAL

### 1. Current Rental Income:

2024 was \$9,043

2025 Currently is \$8,815 of the budgeted amount of \$12,000

- Perry has a meeting scheduled with the Health Inspector this Thursday to discuss what changes would need to be made in the kitchen to rent it out as a commercial kitchen. She will get back to us with that information and see if we would like to proceed.
- Perry went over some of the results of her Facebook Post and said that many of the responses came back that there was just a lack of knowledge that people could rent the space for different events. She will have a full report of the responses for the February meeting.

### 2. Advertising

- Will continue our membership with the Vergas Community Club – Splinting the cost of the membership with the Liquor Store.
- Will discuss at the next meeting advertising with other Chambers
- Decided to no longer advertise with TV as be believe that it's not our target audience
- Will continue to advertise with the radio, Frazee/Vergas Paper, and The Perham Bridal Edition
- Perry discussed the possibility of a "Adult Prom" to showcase the VEC set up, along with various event vendors. This event would be promotional for the space as well as a fundraiser.
- Lammers will set up times with Stenger to take promotional photos of the VEC. We would like to have pictures of both the updated space empty and set up for events.
- The Deputy Clerk be tasked with updating information for brochures and Facebook. Stenger made a motion to get a quote from Tammy Kinsella Graphic Design & Marketing LLC for the design and printing of updated brochures. Seconded by Jake Jacoby. Motion Passed.



## **BUILDING REVIEW**

- A. Kitchen Review
  - 1. Stove Top – Previously Discussed
  - 2. Window/Door Closure – Previously Discussed

Lammers would like the Committee to walk thru the building next meeting to create a “To-Do” list of projects that need to be done.

## **ADDITIONS**

- Daycare Update – No Update
- Facebook Post Results – Previously Discussed
- Commercial Kitchen Rental – Previously Discussed
- Non-Working Griddle – The non-working griddle still needs to be looked at. We decided that regardless of who purchased the griddle, that we would like it looked at and to working properly. Vanessa Perry will have Bryan Perry look at it and report back with what needs to be fixed.

**Meeting adjourned by Deb Jacoby. Jake Jacoby Seconded. Motion carried.**  
**Minutes Recorded, typed, and submitted by James Stenger.**

## **COUNCIL RECOMMENDATIONS**

No recommendations were made to council

## **FOLLOW UP ACTIONS**

- Vanessa Perry will have Bryan Perry look at the faulty griddle and see what needs to be fixed
- Walk thru the building next meeting to create a “To-Do” list of projects that need to be done
- Perry will look into the possibility of an “Adult Prom” and will have more information at the next meeting
- Lammers will set up times with Stenger to take promotional photos of the VEC
- Lammers will get a quote from Tammy Kinsella for new VEC Brochures
- Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced
- Stenger and Lammers will look into the current sound system and see what improvements should be made
- Jake Jacoby will get a quote from Franklin Fence for roll down doors for the serving windows in the kitchen
- Perry will meet with the Health Inspector to discuss the changes needed to rent out the kitchen commercially
- Perry will have the results of the Facebook Post together for the next meeting

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

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None.

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**7. Income and Expense**

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**Files Attached**

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- 02.27.2025 Budget for Event Center.pdf

	<u>2024</u>	<u>2024 Year to</u>	<u>2025</u>	<u>2025 Year</u>
	<u>Budget</u>	<u>date</u>	<u>Budget</u>	<u>to Date</u>
		<u>12/31/2024</u>		<u>1/31/2025</u>
<b>Revenue</b>				
Paid by Vergas Property Taxes	23,759.00	24,800.77	32,870.00	0.00
Rent	17,600.00	9,043.60	12,000.00	505.00
Deposits	1,500.00	1,250.00	1,000.00	537.38
Sign Rental	40.00	0.00	40.00	0.00
Grants/Advertising	0.00	0.00	0.00	0.00
Refund & Reimbursement	0.00	0.00	0.00	0.00
Fundraising	0.00	124.05	0.00	0.00
Contributions & Donations	500.00	15,195.00	0.00	0.00
Totals	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>1,042.38</b>
<b>Expenses</b>				
Employee Wages	7,830.00	4,471.76	8,000.00	278.50
Deductions	660.00	1,791.90	1,600.00	109.04
Professional Service	2,500.00	1,678.43	1,500.00	991.99
Office Supplies	50.00	583.00	100.00	42.20
Operating Supplies	4,000.00	2,854.74	3,000.00	487.80
Travel, Mtgs, & Schools	0.00	39.53	0.00	0.00
Repair & Maintenance. Supplies	1,600.00	2,013.80	2,000.00	0.00
Clothing Allowance	0.00	0.00	0.00	0.00
Internet & Phone	1,104.00	1,582.52	2,110.00	102.34
Security	500.00	0.00	1,000.00	0.00
Printing & Advertising	4,000.00	4,326.80	4,000.00	100.00
Insurance	3,085.00	3,915.00	4,000.00	0.00
Utility Services	8,200.00	5,538.20	8,200.00	433.99
Rubbish Service	1,600.00	1,862.28	1,600.00	0.00
Repair & Maintenance Service	2,600.00	3,216.74	3,000.00	727.33
City Share/Assessments	450.00	384.00	800.00	0.00
Improvements	5,000.00	5,994.34	5,000.00	0.00
Refund & Reimbursements	0.00	10,160.38	0.00	0.00
Totals	<b>43,179.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>3,273.19</b>

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**8. Rental**

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