

Event Center Advisory Board
2025 May Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, May 27, 2025

1. Call to order

2. Additions and Deletions

3. Minutes

A. March 25, 2025

4. Status of Recommendations to City Council

None.

5. Income and Expense

6. Rental

A. Free and Reduced Rental Form

B. Schedule of Events

C. Jesus Little Lambs Rental Review

D. Maple Syrup Fest Review

7. Building Review

A. Kitchen

1. Window/Door Closure

2. Coffee Pot

3. Stove Top

4. Sink Backsplash

B. Large Meeting Room

1. Projector

C. Committee: "To-Do" List

8. Adjournment

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**Event Center Advisory Board
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5. Minutes

A. March 25, 2025

Files Attached

- 2025.03.25 Event Center Agenda Minutes.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, March 25, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, March 25, 2025, at 5:30 pm with the following members present: Sarah Stone, Vanessa Perry and Robert Jacoby. Stenger is attending via Zoom. Absent: Deb Jacoby. Also present: Clerk-Treasurer Julie Lammers.

Approval of the Agenda

Added employees to the agenda.

Minutes

Motion by Perry, seconded by R. Jacoby to approve the minutes for February 25th, 2025. The motion carried unanimously.

Status of Recommendations to City Council

No items were presented to the council.

Income and Expense

Lammers reviewed the income and expenses provided for the 2025 report.

Building Review

Perry contacted Doors and Stuff to get an estimate of kitchen window/door closure and will provide that information along with other estimates at the April meeting.

Stenger is continuing to get projector estimates and will be looking into options to replace it. Stenger reviewed the sound system and will work with Lammers to replace old cables.

Maintenance does not feel comfortable moving the microphone and camera discussed in Feb. Lammers said she would look into finding someone to help move them.

Committee "To-Do" List was discussed. Committee members will continue to look for items at the center needing to be done. Perry provided posts from FB on ways to improve the Event Center. The coffee pot is one of the biggest issues discussed. Maintenance will look into the dripping and the board is discussing a replacement or moving it to another location that is more accessible to all.

Employees

The committee discussed the loss of the current Event Center Coordinator and Stone will be taking over some of those responsibilities until further notice.

Adjournment

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,

Sarah Stone, Deputy Clerk

Council Recommendations

None.

Follow up Actions

Perry will provide more information on window/door closures.

Stenger will investigate more options to replace the projector.

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6. Status of Recommendations to City Council

None.

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8. Rental

- A. Free and Reduced Rental Form
- B. Schedule of Events
- C. Jesus Little Lambs Rental Review
- D. Maple Syrup Fest Review

Files Attached

- Free Use or Reduced Rent Policy and Application.pdf
- Matrix for Free or reduced policy.pdf
- 04.2025 Letter from Mary Ditterich.pdf
- 2025 Maple Syrup Fest Response.pdf
- Jesus Little Lambs Rental Review.pdf

**City of Vergas
Vergas Event Center
Free Use or Reduced Rent Policy**

Introduction: To create a decision framework for the City to handle requests for free use or reduced rent of the Vergas Event Center.

Policy:

1. All requests will be evaluated on a case-by-case basis.
2. Requests must be made in writing using the approved form.
3. Requests must be made before the date of the event(s).
4. Requests will be scored by City Staff, reviewed by the Vergas Event Center Advisory Board, and if recommended, sent to the City Council for approval.
5. Advisory Board decisions may be appealed to the City Council.
6. Requests are scored along two criteria: value to the community and cost to the City.
 - a. Value to the Community: recognizes events that do not duplicate an existing service, are free or low-cost to the community, are targeted to an underserved population, and have an established expectation in the community.
 - b. Cost to the City: recognizes that there are both opportunity costs and marginal costs to the City for allowing free or reduced rent for an event. Events that minimize both of those costs are in the best financial interest of the City.
7. Fundraising events will not be recommended to the City Council unless the fundraising sponsor is a group who has donated to the event center.
8. Free use of the Event Center will require a damage deposit consistent with existing Event Center Policy.
9. City boards, committees, and departments will not need to request free use of the Event Center.
10. Approved requests will still require a completed rental agreement to be submitted to the City Office.
11. Approved requests must complete a post-event evaluation form.
12. Requestor must ensure that any additional cleaning or setup labor is provided by the organization.

Vergas Event Center
Free Use or Reduced Rent Request

Event Name: _____

Requested Event Date(s): _____ Event Time(s): _____

Sponsoring Organization: _____

Requestor's Contact Information: _____

Requesting: ☐ Free Use of Event Center ☐ Reduced Rent ☐ Other: _____

Please Describe the Event:

Does something like this event already occur or exist in Vergas? Explain.

Is there a cost to attendees? ☐ Yes ☐ No

If there is a cost, is there a process for a reduced admission? Explain.

Does your event target an underserved population? Explain.

Has this event already happened at the Event Center? Explain.

During this calendar year, is this a single event, multiple events, or will it have an indefinite end date?

Will this event be serving food? ☐ Yes ☐ No Explain.

Will this event be serving alcohol? ☐ Yes ☐ No Explain.

Approved by Vergas City Council 11/10/2022

Will the purpose of this event be raising money?

Does this event happen from Sunday through Thursday or Friday through Saturday?

Will your organization provide any additional cleaning or setup work?

Will your event need any of these facilities:

<input type="checkbox"/> Smart Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Main Room
<input type="checkbox"/> Sound System	<input type="checkbox"/> Projector	<input type="checkbox"/> Bar
<input type="checkbox"/> Oven	<input type="checkbox"/> Stage	<input type="checkbox"/> Electronic Sign

Does your organization have insurance for this event? Can you provide proof to the City Office?

Would you be able to attend the VEC Advisory Board Meeting to present your request?

Please write any additional comments below:

City Office Use Only

Scores Community Value: _____ City Cost: _____

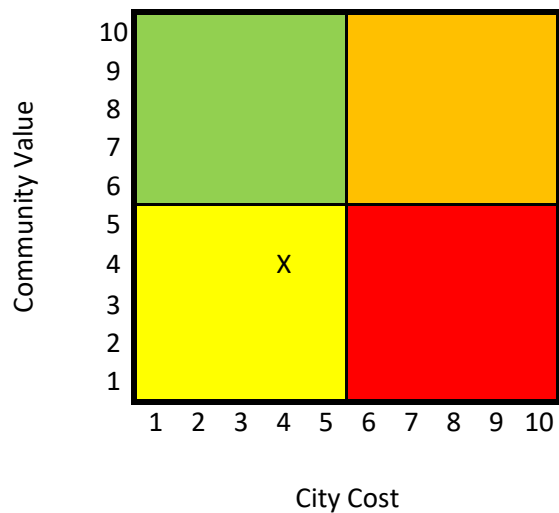
Date Received: _____ VEC Agenda Date: _____

Recommend to Council? ☐ Yes ☐ No Council Approved? ☐ Yes ☐ No

Check List:

☐ Notify Requestor
☐ Attach to Rental Agreement
☐ Damage Deposit
☐ Evaluation/Comment Form
☐ File

Approved by Vergas City Council 11/10/2022



Community Value	4
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- 1 1) Service is not already provided in town (Yes=1, No=3)
- 1 2) Cost to attendees (Free: 3, Low: 2, Market Price: 1)
- 1 3) Serves an underserved population (Yes=3, No=1)
- 1 4) Community Expectation (4= multiple years, 3= once before, 1= never)

City Cost	4
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- 3 1) One time event, multiple events, ongoing (Scores: 1,2,3)
- 0 2) Serves food (Yes = 2)
- 0 3) Serves alcohol (Yes = 7)
- 1 4) Weekday vs Weekend (Non-Peak: 1, Peak: 3)

April 15, 2025

Attn: Vergas Community Center Committee

Attn: Vergas City Council

Attn: Vergas Community Club

Bunn Coffee Pot

- The Bunn coffee pot is letting too much water in and that is causing it to overflow sometimes. It only did it one time as I lifted the grounds basket and let it drain.
- The off/on switch in the back is weak and it took me about 20 times to get it to set on ON. This should be on when people rent the VEC as it takes an hour to heat up.

We made over 800 cups of coffee with it and had no problems at all with it overflowing but I was watching it constantly-these are minor adjustments to be addressed. It is an excellent coffee pot which we need for large events. Also when there is an event going on the switch in the back should be put on for the people renting so that they are not looking for it. Plus it takes an hour to heat up.

Stove/Burner Top

The stove top that was purchased only has 5" burners and that is not workable as the 2 in the back heat up but the 2 in the front are warmers. The one that is/was needed and quotes given was (the same as the old stove was) 9" burner and a larger cart so that a person has a place to set things down. I don't know who ordered this but it is not good enough for cooking. Sometimes, you do not save money by buying cheaper equipment to work with – in the long run you end up spending more than you would have had to as it doesn't work like the stove and also the cooler under a griddle which will never be used as we don't have too many stir fry meals at the VEC. A warmer would have been better or storage would have been even better.

Suggestion/Problems

Note: Electric outlet in the VEC by the serving window blows when anything is plugged in

The stove top was not cleaned up when we came to use it. I thought this was part of the reason the city hired someone to check on this. Also, when an event is being held whoever is in charge of the VEC should come in and check with people who are renting the center and help them get things in order and make sure everything is clean and put back as they found it the way it was.

Sincerely
Mary Sheridan

Event Center Response to letter from Mary Ditterich:

The Event Center is rented to the Vergas Community Club from 2 pm Friday, April 11 until 2 pm Saturday, April 12. The rental form was filled out with Julie Bruhn as the contact person.

On March 26, Julie Bruhn was informed that we were having issues with the coffee maker and considering removing it from the building. The event center committee also wondered how much coffee was made during Maple Syrup Fest to help them determine what was needed for significant events.

On Monday, April 7, while cleaners were cleaning the building, food was placed in their way until Julie came from the City Office to move it to an area not used by the building. Vanessa Perry called and informed Julie that the food was being delivered.

On Tuesday, April 8, Julie Bruhn was told the stovetop would not be able to be replaced before the Maple Syrup Festival, and they would only have two burners for use.

On Thursday, April 10, Deputy Clerk Sarah met Julie Bruhn at the event center, turned the coffee pot on for the event, and discussed the rental needs. Sarah was to remove coffee carafes from the meeting room (they were boxed but had not been put under the stage) and get garbage bags. Sarah provided Julie with and put up signs in the building with the phone number to call with any concerns. The city did not take any calls during the event.

On Friday, April 11, Maintenance employee Matt delivered garbage bags to the center.

After the event:

Sarah spent two hours cleaning the kitchen from the event, as there were layers of grease on the floor, refrigerator, and countertops. (See photos)

Utilities Superintendent Mike contacted BUNN and reset the coffee maker, which is working correctly.

Julie Bruhn gave the following review after the event.

Some opportunities for improvement:

- I'm glad I checked before event as there were no large garbage can bags. Matt got us some.
- The large garbage collection bin in the back was full, so discarding pancake breakfast trash was a challenge
- Issue with blowing circuit. There is a lot of power use in kitchen area with stove, griddles, coffee maker, 40 cup coffee maker for decaf coffee, roaster, and serving table with warmers.
- The 2 front burners don't get hot enough to boil large pots of water, so basically work with 2 burners. Something to make people aware of. We used roasters to get a jump on sausage.
- Just to clarify, does the Event Center supply gloves for kitchen work & serving? There weren't any, but a cupboard

was labeled gloves. Not a big deal, just need to know as we will then purchase going forward. Used gloves from the Lions.

- Wanted to get a count of coffee pots used from the back room cupboard, as we need to put on tables as we can't

keep up serving coffee. They aren't very good, but need.

Responses:

Garbage Bin – researched and a resident had filled the bin with personal items, which we were unaware of.

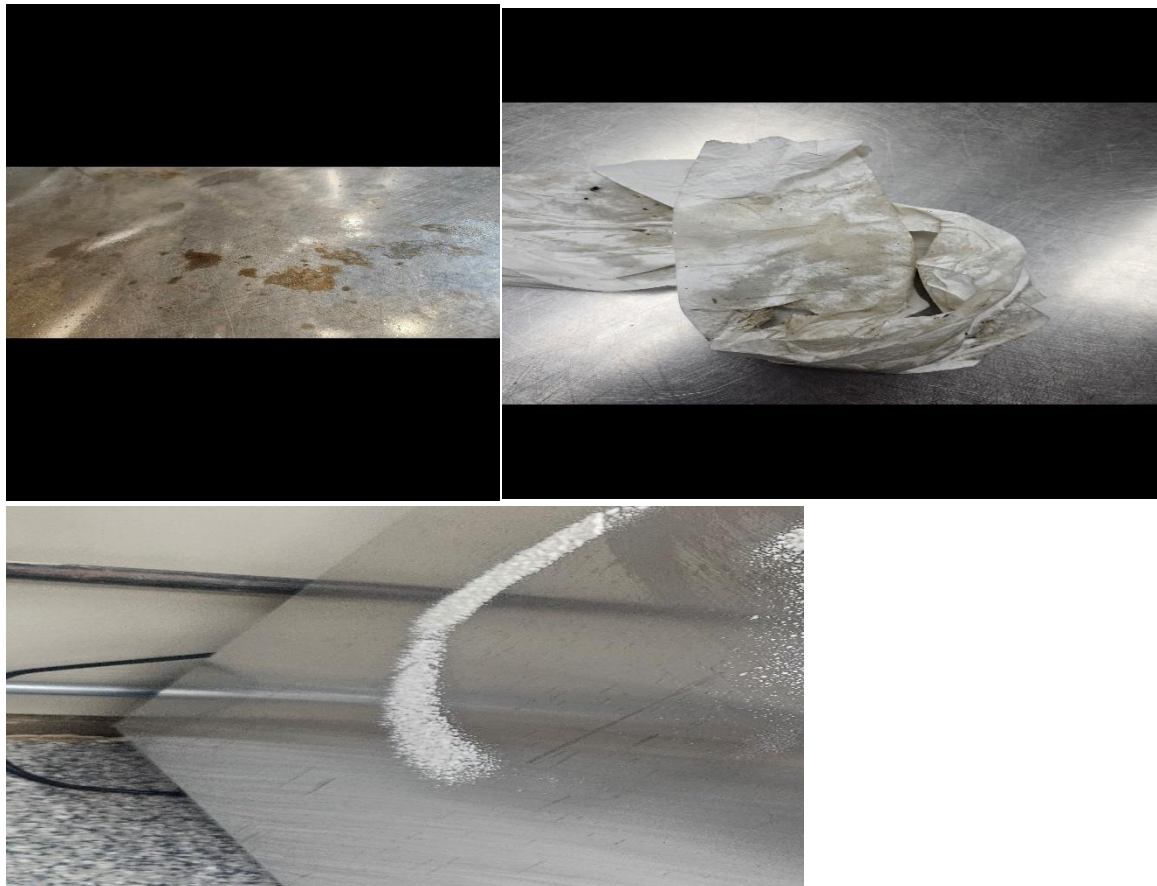
Blowing Circuit- called an electrician, the circuits are not blowing, and the GFI's are tripping (they are doing their job).

Stove Top – as mentioned before, we are considering purchasing another stove top.

Gloves – The event center does not supply plastic gloves.

Coffee pots—Sarah will put coffee carafes under the stage until next year's Maple Syrup event. The boxes will have the quantity labeled on them.

As of April 24, 2025, the event center had not received payment for its rental.



EVENT CENTER

4-6-25 JESUS LITTLE LAMBS BENEFIT

OVERALL BUILDING EXCELLENT. PLENTY OF SEATING. ACCESS EASY, PARKING PLENTY.

KITCHEN

THE PEOPLE WHO RAN THE BENEFIT WERE NOT IMPRESSED WITH KITCHEN LAYOUT AND EASE OF OPERATION. THEY HAVE RAN BENEFITS IN DETROIT LAKES, FRAZER, AND VERCAS.

VERCAS IS AT THE BOTTOM OF THE LIST AS TO USE AND FLOW OF WORKERS. THE INSTRUCTIONS FOR COFFEE MAKER WERE NOT COMPLETE. THE ON/OFF SWITCH ON BACK OF MACHINE WAS NOT MENTIONED IN INSTRUCTIONS. THE SWITCH ON BACK OF COFFEE MAKER IS A HAZARD. THIS IS THE ON/OFF SWITCH BUT ALSO THE RESET BUTTON. TO RESET YOU HAVE TO REACH AROUND A VERY HOT COFFEE MACHINE TO RESET. THAT IS NOT APPROVED BY ANY KITCHEN STANDARD.

PLACEMENT OF COFFEE MACHINE IS ALSO A PROBLEM AS YOU LOSE VALUABLE COUNTER SPACE. THERE IS A BETTER PLACEMENT THAT WOULD INCREASE SPACE AND BE BETTER FOR USE IN KITCHEN

THE NEW BURNERS FOR COOKING IS WORTHLESS. WITH ONLY TWO BURNERS FOR COOKING THEY HAD TO USE KITCHENS IN FIRE BARN TO KEEP UP WITH FLOW OF PEOPLE. IT IS FINE FOR ~~40~~ FORTY OR FIFTY PEOPLE.

ANY MORE THAN THAT IT WILL NOT KEEP UP. PLACE MEN
OF THAT IS IRRELEVANT AS IT WILL NOT BE OF ANY USE
TO VERY MANY WHO USE KITCHEN.

THE KITCHEN IS DESIGNED FOR PANCAKE FRIDAY
AND NOT MUCH THAT HAS A FLOW OF PEOPLE TO EAT.

THERE ^{ARE} NOT ENOUGH PLUG INS TO HANDLE A
ROASTER TO KEEP FOOD AT SERVING TEMPERATURE. THEY HAD
EXTENSION CORDS RUNNING ON FLOOR AND ROASTERS BY
THE STOVE TO HEAT AND COOK FOOD. EACH CIRCUIT COULD
HANDLE ONE OR TWO ROASTERS. THEY NEEDED SEVEN ROASTERS
TO HANDLE FOOD PREP.

WHEN PEOPLE RENT THE CENTER THEY EXPECT IT
TO MEET THEIR NEEDS AND THE KITCHEN IS A FAR CRY FROM
AN EFFICIENT KITCHEN

- *Breakers popped 5 times on burner - ~~3~~
- *Burners only 2 will boil water -
 - Everything got hot could not touch.

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9. Building Review

- A. Kitchen
 - 1. Window/Door Closure
 - 2. Coffee Pot
 - 3. Stove Top
 - 4. Sink Backsplash
- B. Large Meeting Room
 - 1. Projector
- C. Committee: "To-Do" List