

**Event Center Advisory Board**  
**2025 July Event Center Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**5:30 PM on Tuesday, July 22, 2025**

**1. Call to order**

**2. Additions and Deletions**

**3. Minutes**

A. May 27th , 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

**7. Building Review**

- A. Kitchen
  - 1. Window/Door Closure
  - 2. Stove Top
  - 3. 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**

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A. May 27th , 2025

**Files Attached**

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- 05.27.25 Event Center Minutes.pdf

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Tuesday, May 27, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, May 27, 2025, at 5:30 pm with the following members present: James Stenger, Deb Jacoby, Vanessa Perry, Robert Jacoby, and Julie Lammers. Absent: None.

**Approval of the Agenda**

Agenda approved as presented.

**Minutes**

Motion by R. Jacoby, seconded by Perry, to approve the minutes for March 25, 2025. Motion carried unanimously.

**Status of Recommendations to City Council**

No items presented to the council.

**Income and Expense**

Lammers reviewed the expense report provided for 2025.

**Rental**

Free and Reduced Rental Form

Lammers reviewed the form, and the Council approved it in November of 2022. Stenger questioned why having alcohol at an event reduces your chances of getting a reduced rate. Discussed the process and the need to update the form. Members will review, and the committee will discuss it again next month.

Schedule of events

The Deputy Clerk will provide next month.

Jesus Little Lambs Rental Review and Mary Ditterich Review

Lammers expressed appreciation for letters from both Dwight Lundgren, Jesus Little Lambs, and Mary Ditterich for their comments. Discussed the two main concerns in both letters, the stove top and wiring. Both groups were aware that the stove top had only two burners and were instructed to review the information before their events. The committee is looking at replacing or adding another stovetop. Wiring is a concern because the equipment being used by the renters is drawing too much current for our building. Lammers will send thank-you letters to both groups, letting them know we are considering their comments. Lammers explained that once we have solar at the event center, we will have another panel, which should help increase our current. Perry asked Lammers to determine the cost of adding a panel at this time. Lammers stated she would check with Zitzow Electric. Discussed cleaning the kitchen after the renters. Currently, there is no checklist letting renters know what is expected; a list needs to be generated. The committee asked Lammers to contact Frazee and see if they had a list. The Deputy Clerk will provide a list for the committee to review in June. Jacoby discussed a kitchen they recently viewed in another location, and it would be great to have a pantry for more space in the kitchen. Discussed different ideas for remodeling the maintenance room, but no feasible solution was provided.

**Building Review**

Kitchen

*Window/Door Closure*

Reviewed kitchen window/door closure. Perry has contacted Overhead Door, and they will get us a quote.

*Coffee Pot*

Utilities Superintendent Mike DuFrane has reset the coffee maker and replaced the switch. The committee agreed that the coffee maker is not in the best location as it takes up valuable counter space, but there is no alternative location available.

*Stove Top*

Reviewed replacing. Lammers will provide a quote from Culinex to D. Jacoby, who will present it to the Lions for consideration of purchasing.

*Sink Backsplash*

The backsplash tiles are falling off behind the sink/dishwasher area. The committee asked Lammers to have maintenance employees get a replacement quote.

Projector

Stenger will look into options to replace. Stenger reviewed the sound system and will work with Lammers to replace old cables.

The " Committee "To-Do List was discussed. Committee members will continue to identify items at the center that require attention. Currently, the maintenance staff is considering placing the microphone on the ceiling and relocating the camera.

### **Adjournment**

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting at 6:30 pm. The motion passed unanimously.

Respectfully submitted,

Julie Lammers, CMC  
Recording Secretary

### **Council Recommendations**

None.

### **Follow-up Actions**

Perry will look into and provide information on window/door closures.

Stenger will look into options to replace the projector.

Lammers will write thank-you notes.

Lammers will contact Zitzow about the electrical panel.

Lammers will send a bid for the stove to D. Jacoby.

Lammers has city maintenance employees priced out to replace the backsplash behind the dishwasher sink area.

The Deputy Clerk provides a list of scheduled events.

The Deputy Clerk provides a checklist for renters.

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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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- 2025 Budget for Event Center.pdf

2025 INCOME and EXPENSES

	<u>2024</u>	<u>2024 Year to</u>	<u>2025</u>	<u>2025 Year</u>	<u>Proposed</u>
	<u>Budget</u>	<u>date</u>	<u>Budget</u>	<u>to Date</u>	<u>2026</u>
		<u>12/31/2024</u>		<u>7/15/2025</u>	
<b>Revenue</b>					
Paid by Vergas Property Taxes	23,759.00	24,800.77	32,870.00	6,636.58	30,210.00
Rent	17,600.00	9,043.60	12,000.00	7,210.00	10,000.00
Deposits	1,500.00	1,250.00	1,000.00	1,353.20	1,500.00
Sign Rental	40.00	0.00	40.00	15.00	30.00
Grants/Advertising	0.00	0.00	0.00	0.00	0.00
Refund & Reimbursement	0.00	0.00	0.00	0.00	0.00
Fundraising	0.00	124.05	0.00	0.00	0.00
Contributions & Donations	500.00	15,195.00	0.00	47.00	0.00
Totals	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>15,261.78</b>	<b>41,740.00</b>
<b>Expenses</b>					
Employee Wages	7,830.00	4,471.76	8,000.00	906.27	5,000.00
Deductions	660.00	1,791.90	1,600.00	342.65	750.00
Professional Service	2,500.00	1,678.43	1,500.00	1,301.07	2,000.00
Office Supplies	50.00	583.00	100.00	292.40	500.00
Operating Supplies	4,000.00	2,854.74	3,000.00	1,772.23	3,000.00
Travel, Mtgs, & Schools	0.00	39.53	0.00	0.00	0.00
Repair & Maintenance. Supplies	1,600.00	2,013.80	2,000.00	150.07	2,000.00
Clothing Allowance	0.00	0.00	0.00	0.00	0.00
Internet & Phone	1,104.00	1,582.52	2,110.00	891.26	2,110.00
Security	500.00	0.00	1,000.00	0.00	0.00
Printing & Advertising	4,000.00	4,326.80	4,000.00	1,676.50	3,000.00
Insurance	3,085.00	3,915.00	4,000.00	0.00	4,000.00
Utility Services	8,200.00	5,538.20	8,200.00	3,437.69	8,200.00
Rubbish Service	1,600.00	1,862.28	1,600.00	884.11	2,000.00
Repair & Maintenance Service	2,600.00	3,216.74	3,000.00	2,664.33	3,500.00
City Share/Assessments	450.00	384.00	800.00	340.00	680.00
Improvements	5,000.00	5,994.34	5,000.00	0.00	5,000.00
Refund & Reimbursements	220.00	10,160.38	0.00	603.20	0.00
Totals	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>15,261.78</b>	<b>41,740.00</b>

Cleaning and Security



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**8. Rental**

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- A. Free and Reduced Rental Form
- B. Schedule of Events

**Files Attached**

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- CORRECT Free and Reduced Rent Policy and application.pdf
- VEC Activity.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

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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

## VEC Activity for 2025

<b>Event Type</b>	<b>Total Yearly Qty</b>	<b>\$ Received</b>	<b>\$ Due</b>	<b>Total \$ Expected (Approx)</b>
<b>Zumba</b>	69	\$1,230.00	\$800.00	\$2,030.00
<b>Showers</b>				
Baby Showers	2	\$310.00		\$310.00
Bridal Showers	1	\$100.00		\$100.00
<b>Fundraisers/Benefits</b>				
Maple Syrup Fest	1	\$350.00		\$350.00
Firemans Pancake Breakfast	1	\$250.00		\$250.00
Jesus Little Lambs	1	\$350.00		\$350.00
Billys Corner Bar	1	\$350		\$350.00
<b>Meetings</b>				
Lions	1	\$900.00		\$900.00
Vergas Community Club	1	\$700.00		\$700.00
Smart Room Meeting	1	\$50.00		\$50.00
<b>Lake Associations</b>				
Sybil	1	\$100.00		\$100.00
Loon	1	\$150.00		\$150.00
West McDonald	1	\$100.00		\$100.00
Trowbridge	1		\$150	\$150.00
<b>Circus</b>	1	\$350.00		\$350.00
<b>Church</b>	1	\$700.00		\$700.00
<b>Parties</b>				
Grad Parties	1	\$200.00		\$200.00
Vow Renual	1	\$600.00		\$600.00
Easter	1	\$250.00		\$250.00
Birthday Parties	4	\$710.00		\$710.00
** Family Reunion	1	\$240.00		\$240.00
Weddings	1		\$1,200.00	\$1,200.00
		<b>TOTAL =</b>	<b>\$2,150.00</b>	<b>\$10,140.00</b>

**\*\* \$80 paid in 2024**

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**9. Building Review**

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