

**Event Center Advisory Board**  
**2025 August Event Center Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**5:30 PM on Tuesday, August 26, 2025**

**1. Call to order**

**2. Additions and Deletions**

**3. Minutes**

A. July 22, 2025

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

None.

**5. Income and Expense**

1. 2025 Income and Expense

2. 2026 Budget

**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

2. Tables (donation from Lion's)

C. Committee: "To-Do" List

**8. Meeting Date and Time**

**9. Adjournment**

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**Event Center Advisory Board  
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**3. Minutes**

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A. July 22, 2025

**Files Attached**

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- 7.22.2025 Event Center.pdf

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Tuesday, July 22, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, July 22, 2025, at 5:30 pm with the following members present: James Stenger, Deb Jacoby, Robert Jacoby, and Event Center Coordinator Rachel Nustad. Also present Julie Lammers City Clerk-Treasurer. Absent: Vanessa Perry

**Approval of the Agenda**

Agenda approved as presented

**Minutes**

Motion by R. Jacoby, seconded by D. Jacoby, to approve the minutes from May 27th, 2025. Motion carried unanimously.

**Additions and Deletions**

Solar was added to the agenda.

**Status of Recommendations to City Council**

None

**Income and Expense**

Lammers presented the income and expense report provided in the meeting packet. She noted it was time to begin planning for the 2026 budget. Lammers introduced Nustad as the newest member who would be taking over some of Lammers responsibilities as the event center coordinator.

Lammers explained that she had copied last year's budget with some changes, noting they were \$4,000 less in expenses. She indicated wages had decreased since Nustad, who is already working with the city, would be spending 2-5 hours every two weeks on event center matters.

Lammers reported that professional services had increased because they've already spent \$1,301 on security and cleaning services. She clarified that security costs are now part of the rental fee that renters pay, which amounts to \$1,500 for a weekend.

Office supplies and operating expenses were increasing. Lammers mentioned that utilities were not changed yet, but would be addressed during the solar discussion. She noted that utility services might decrease by \$2,000, but a loan payment for the solar project would balance this out for 2-3 years.

Lammers stated that a more detailed budget proposal with explanations for changes would be presented at the next meeting.

R. Jacoby asked about assessment payments. Lammers explained these were for the road work when it was redone, and the city was assessed for that portion. She mentioned it was almost paid off. She also clarified that the solid waste fee on the taxes was for garbage collection, which costs \$70 for residents and more for commercial properties.

**Rental**

**Free and Reduced Rental Form**

The board discussed the current policy regarding free and reduced rentals. Stenger expressed concerns about the strict criteria, particularly how events serving alcohol automatically disqualify applicants from free rental consideration. He cited a recent example of a fundraiser for a child with cancer that was charged because alcohol was served.

Stenger explained that such events often require alcohol to attract attendees and maximize donations. He noted that several fundraisers had chosen other venues instead of the Event Center due to the cost.

R. Jacoby expressed concern about giving free rentals too liberally, pointing out that taxpayers ultimately subsidize these events, and many groups from outside city limits would expect free use without contributing to taxes. He mentioned that even the local fire department pays for their events.

D. Jacoby suggested that fundraiser organizers could have reached out to the Lions Club for assistance, as she had offered to help with the cancer fundraiser.

Lammers explained that the policy was written by a committee that included Paul Haarstick, Vanessa Perry, Bev Flateland, Mary Dietrich, and Lyle. She suggested researching past meeting minutes to understand the rationale behind the current policy.

The board agreed to table the discussion until they could review the historical context and have a full committee present.

### **Schedule of Events**

Nustad presented a spreadsheet showing events held at the center in 2025, including details on quantities, amounts paid, amounts still owed, and total expected revenue.

Stenger inquired about the upcoming circus event, as many people had been questioning its legitimacy. Nustad assured the board that the circus had paid their deposit and had checked the building, confirming it would work for their needs. She noted there was some concern about cleanup since the Ms. Vergas Pageant would begin the next day.

Nustad discussed her work on a new brochure for the Event Center. The draft brochure included information about offerings, local lodging options, and rental rates. She mentioned including Josh Hanson's rental properties, Pelican Hotel, and Lakes Inn, and was waiting to hear back from Loonies Pub and Campground.

The board suggested adding Nathan Soland's Sybil Haus as another lodging option. They discussed creating separate, specialized brochures for different types of events such as weddings, birthday parties, and meetings. Lammers also mentioned Nustad's work on the Facebook page, planning to highlight different event types each week.

The board agreed that more promotion of different events could increase rentals. Lammers noted that the event center information could be included in the city newsletter that goes out with water bills.

### **Building Review**

#### **Kitchen**

##### ***Window/Door Closure***

Lammers reported that contractors were having difficulty resolving the window/door closure issue. She explained that the solid wall construction presented challenges, and contractors have been stumped on finding a solution. The board discussed possibly using a modified version of the existing accordion doors but acknowledged the visual gap between the accordion door and the counter would remain problematic.

##### ***Stove Top***

R. Jacoby explained that the Lions would like to replace the stovetop and purchase a 48-inch cart on wheels at their expense. The wheeled cart would allow it to be moved into the storeroom when not in use to create more space in the kitchen.

The board discussed two concerns: whether the electrical system could handle the increased power draw, and whether the storage room had enough space given upcoming solar equipment installation. Stenger expressed safety concerns about putting hot cooking equipment on wheels.

The board agreed to wait until after the solar panel installation to pursue this project, as the electrical work would need to be evaluated and modified.

### ***Sink Backsplash***

Nustad presented research on backsplash options, recommending a simple pebbled white plastic interior panel that would be waterproof and would not swell or rot. The estimated cost was \$25.80 for a 4x8 piece.

Motion by R. Jacoby, seconded by Stenger, to install the pebbled white plastic backsplash. Motion carried unanimously.

Nustad suggested that city maintenance staff could install it.

### **Large Meeting Room**

#### ***Projector***

Stenger reported that he had contacted vendors about projectors, but they were currently focused on school installations. He planned to visit Best Buy in the next couple of weeks to speak with a representative about options and pricing for a projector for the Event Center.

#### ***Committee: "To-Do" List***

Stenger suggested adding mobile stairs for the stage to the committee's to-do list. He explained that having stairs on both sides would make the stage more accessible and functional for events like the fireman's dance, where announcers would prefer to be on stage rather than on the floor.

The board discussed the potential cost (estimated between \$139-269 per unit on Amazon), storage considerations, and whether one or two stair units would be needed. Stenger agreed to research options and bring specific ideas to the next meeting.

Lammers also provided an update on the solar panel project approved by the city council. She explained that the Event Center would be getting approximately eight solar panels on the roof and a battery backup system to serve as an emergency center during power outages. The battery system would require an enclosed cage that would take up space currently used for salt storage.

The project would be financed through a zero-percent loan from West Central Initiative, with grants covering most of the cost except for approximately \$6,000. Once paid off, Lammers explained the system could generate up to \$70,000 over the next 30 years. The installation would also include electrical panel improvements that might help address some of the kitchen power issues.

#### ***Adjournment***

Motion by D. Jacoby, seconded by R. Jacoby, to adjourn the meeting at 6:34 pm. The motion passed unanimously.

Respectfully submitted,

Rachel Nustad, Deputy Clerk  
Event Center Coordinator

#### ***Council Recommendations***

None

#### ***Follow-up Actions***

Stenger look into information on window/door closures.

Stenger will continue to look into options to replace the projector.

Stenger will look into options for stairs in front of the stage.

Nustad will research past meeting minutes to understand the rationale behind the current policy of the free or reduced rental form.

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

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None.

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**5. Income and Expense**

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1. 2025 Income and Expense
2. 2026 Budget

**Files Attached**

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- Guaranteed 2026 income for 8.26.25.pdf
- 2025-26 Budget for Event Center.pdf

Sybil Lake: \$100.00

Trowbridge Lake: \$125.00

Family Reunion: \$300.00

West McDonald Lake: \$100.00

Loon Lake: \$150.00

Wedding: \$910.00

VCC: \$700.00

Church: \$700.00

Pageant: \$350.00

JLL: \$350.00

Fire Pancake: \$250.00

Fire Banq: \$350.00

Maple Syrup: \$350.00

Zumba: \$1365.00

Lions Club: \$900.00

**Total Projected Guaranteed 2026: \$8365.00**

# 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>8/25/2025</u>		
<b>Revenue</b>						
Paid by Vergas Property Taxes	23,759.00	24,800.77	32,870.00	6,662.95	32,902.00	
Rent	17,600.00	9,043.60	12,000.00	8,475.00	12,865.00	\$8,365 projected, \$4500 estimated
Deposits	1,500.00	1,250.00	1,000.00	1,803.20	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	197.00	0.00	
<b>Totals</b>	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>17,153.15</b>	<b>47,297.00</b>	
<b>Expenses</b>						
Employee Wages	7,830.00	4,471.76	8,000.00	1,118.66	4,940.00	(5 hours a week)
Deductions	660.00	1,791.90	1,600.00	446.92	1,976.00	
Professional Service	2,500.00	1,678.43	1,500.00	1,301.07	2,231.00	Cleaning and Security
Office Supplies	50.00	583.00	100.00	376.80	500.00	
Operating Supplies	4,000.00	2,854.74	3,000.00	2,110.36	3,165.00	
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	
Internet & Phone	1,104.00	1,582.52	2,110.00	1,050.53	1,800.00	
License and Permits	500.00	0.00	1,000.00	25.00	25.00	Changed from security
Printing & Advertising	4,000.00	4,326.80	4,000.00	1,676.50	2,000.00	Frazee-Vergas Forum, Radio
Insurance	3,085.00	3,915.00	4,000.00	0.00	4,400.00	10% increase in 2026
Utility Services	8,200.00	5,538.20	8,200.00	4,023.10	5,895.00	
Rubbish Service	1,600.00	1,862.28	1,600.00	884.11	1,615.00	
Repair & Maintenance Service	2,600.00	3,216.74	3,000.00	2,821.83	4,570.00	
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	10,000.00	Furnance/Air replacement
Refund & Reimbursements	220.00	10,160.38	0.00	828.20	1,500.00	Return deposits
<b>Totals</b>	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>17,153.15</b>	<b>47,297.00</b>	

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**6. Rental**

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

**Files Attached**

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- VEC Activity updated 8.25.25.pdf
- Council Meetings regarding Free and Reduced Rent for Event Center meeting 8.26.25.pdf
- Vergas Event Center Minutes Records for 8.26.25 Meeting.pdf

## 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	\$1,365.00	\$665.00	\$2,030.00
<b>Showers</b>				
Baby Showers	3	\$510.00		\$510.00
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	\$150.00		\$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 Renewal	1	\$600.00		\$600.00
Easter	1	\$250.00		\$250.00
Birthday Parties	5	\$860.00		\$860.00
** Family Reunion	1	\$240.00		\$240.00
Weddings	2		\$1,550.00	\$1,550.00
		<b>TOTAL =</b>	<b>\$2,215.00</b>	<b>\$10,840.00</b>

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

## **Vergas City Council September 13, 2022**

### Event Center

Lammers reviewed Event Center meeting minutes of August 3, 2022 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Fischer to approve the free use or reduced rent request form proposed by the Event Center Advisory Board. Voting yes: Albright, Hasse, Pinke and Fischer. Voting no: none. Motion passed unanimously.

## **Vergas City Council October 11, 2022**

### Event Center

Lammers reviewed Event Center meeting of October 10, 2022 (minutes not yet available). Discussed Event Center agreement with the Vergas Lion's for the rental of office space located by the bar for \$1.00 until December 31, 2023. Motion by Pinke, seconded by Hasse for the Mayor to sign agreement with the Vergas Lions. Motion passed unanimously. Event Center Advisory board denied request for Festival of Trees to have a reduced rate due to policy stating Fundraising event will not be recommended to the City Council. Committee requested line 7 of the Free Use or Reduced rent policy to be changed to Fundraising event will not be recommended to the Council unless they come from the Vergas Lion's, Vergas Community Club or the CDH-Vergas Fire Department. If this change is made the committee recommends a 50% reduction in rate, changing their rate of \$800.00 for the rental of the event center to \$400.00. Council asked committee to review wording of line 7 of the agreement and not use names of organizations. Motion by Albright, seconded by Hasse to lower the rate to \$200 for the festival of trees event as the Vergas Community Club has given over \$12,000 to the Event Center in the past 2 years and the funds from this event will go to Christmas lights for the City of Vergas. Voting yes: Pinke, Hasse and Albright. Voting no: none. Abstain: Fischer. Motion passed.

## **Vergas City Council November 10, 2022**

### Event Center

Lammers reviewed Event Center meeting of October 10, 2022 and November 2, 2022 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to change line 7 regarding the Event Center Policy to state Fundraising events will not be recommended to the City Council unless fundraiser is sponsored by a group that has donated to the event center. Motion passed unanimously. Discussed fundraising ideas the committee is proposing.

## **Vergas Event Center 8.3.2022**

### Free or Reduced Rent Policy

Motion by Haarstick, seconded by Ditterich to recommend to Council to approve the Free or Reduced Rent Policy. Motion carried unanimously.

## **Vergas Event Center 10.10.2022**

### Council Recommendations

Free and reduced rent policy was approved at the September council meeting.

Fee schedule was approved at the September council meeting. Lammers covered the updated areas that relate to the Event Center

### Festival of Trees

Based on approved city policy, motion by Haarstick, seconded by Ditterich to recommend to council the rejection of the reduced rental application for the Festival of Trees by the Vergas Community Club. Motion carried with abstention by Hasse.

After discussion, motion by Hasse, seconded by Pinke to recommend to council to update the free and reduced rent policy, section 7 to add the following language “unless the event is from the Vergas Community Club, Vergas Lion’s, or the Vergas-CDH Fire Department.” Motion carried unanimously.

Motion by Hasse, seconded by Haarstick to recommend to council if the previous recommendation is adopted, to approve a reduced rental fee of one half the usual rate for the Festival of Trees. Motion carried unanimously.

### Council Recommendations

- Reject Festival of Trees reduced rent application.
- Modify Free and Reduced Rent Policy.
- Approve one half rental rate for Festival of Trees if policy is changed.

## **Vergas Event Center 11.2.2022**

### Council Recommendations

Council approved the Vergas Community Club to pay \$200.00 for the Festival of Trees.

The free and reduced rent policy change was not approved at the October council meeting. Discussed item 7.

Current working of line 7. Fundraising events will not be recommended to the City Council. Motion by Ditterich, seconded by Perry, to suggest a change to line 7 to say: Fundraising events will not be recommended to the City Council unless the fundraiser is a group that has donated funds to the event center.

### Council Recommendations

Recommend changing item 7 in the policy to reduced and rent-free. Fundraising events will not be recommended to the City Council unless the fundraiser is a group that has donated funds to the event center.



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**7. Building Review**

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- A. Kitchen
  - 1. Window/Door Closure
  - 2. Stove Top
  - 3. Sink Backsplash
- B. Large Meeting Room
  - 1. Projector
  - 2. Tables (donation from Lion's)
- C. Committee: "To-Do" List