

Event Center Advisory Board
2025 October Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, October 28, 2025

1. Call to order

James Stenger will attend on zoom and will be located at 1414 College Way, Fergus Falls, MN Room W618

2. Additions and Deletions

3. Minutes

A. August 26, 2025

4. Status of Recommendations to City Council

A. Resignation

B. Projector

5. Income and Expense

1. 2025 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

B. Large Meeting Room

2. Tables (donation from Lion's)

C. Committee: "To-Do" List

8. Members

A. Lions Member

B. Member Terms - Robert Jacoby

9. Digital Sign Upgrade

10. Meeting Date and Time

11. Adjournment

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3. Minutes

A. August 26, 2025

Files Attached

- Event Center Minutes 8.26.25.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, August 26, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, August 26, 2025, at 5:30 pm with the following members present: James Stenger, Deb Jacoby, Robert Jacoby, and Event Center Coordinator Rachel Nustad. Absent: Vanessa Perry.

Call to Order

The meeting was called to order by Stenger at 5:30 PM.

Additions or Deletions

Motion by R. Jacoby, seconded by D. Jacoby, to approve the agenda with the following addition: Member resignation. The motion passed unanimously.

Minutes

Motion by R. Jacoby, seconded by D. Jacoby, to approve the minutes of July 22, 2025. The motion passed unanimously.

Status of Recommendations to City Council

None

Income and Expense

2026 Budget

Nustad presented the 2026 budget, noting they would likely need to replace the furnaces which is why that line item was higher than the previous year.

R. Jacoby and D. Jacoby noticed that the Looney Days pancake breakfast was missing from the revenue list. Nustad acknowledged this oversight and noted it would add another \$350 in projected income.

Nustad proposed changing the discount for city residents from a \$500 credit for large events to a 10% discount on any event. After discussion, R. Jacoby suggested tabling this topic, until Perry could be present, as they also needed to consider whether business owners who pay taxes in the city should receive similar benefits. The board agreed to table this discussion.

2025 Income and Expense

Lammers provided the income and expenses, and no further discussion was needed.

Rental

Schedule of Events

No updates

Free and Reduced Rental Form

Nustad presented information about the free and reduced rental form that Perry had previously worked on. R. Jacoby mentioned they were trying to understand the rationale behind excluding events with liquor from receiving reduced rent, suggesting it might be related to increased risk. Stenger suggested tabling this discussion until Perry could be present at the next meeting, and the board agreed.

Building Review

Kitchen

Window/Door Closure

No update

Stove Top

No update until confirmation of the electrical system being compatible with the stove tops.

Sink Backsplash

Nustad reported that Maintenance Worker Matt Engebretson had examined it and found it would be difficult to remove the tile, suggesting it might not need replacement. Stenger strongly disagreed, noting

the tiles were already falling off and would continue to cause issues since they weren't waterproof. He recommended replacing them with a 4x8 sheet of milk board (plastic material), which would be more sustainable, easier to clean, and prevent potential mold issues. Nustad confirmed the sheet was already available in the maintenance room and just needed to be installed.

Large Meeting Room

Projector

Stenger presented his research on projector options. He had been recommended a \$2,600 model but found another with similar specifications for \$1,400. Other options explored were \$339 and \$905, but his contacts in the projection field recommended the \$1,400 model for better quality.

Stenger noted the current projector was 11 years old. He emphasized the need for a projector that could display a clear image with the lights on, which would make the space more usable for meetings and events. He confirmed he could install it himself and test it before installation to ensure it met their needs.

Lammers had informed him that since they had not spent any of their improvement budget for the current year, this would be a good time to get approval from the council, especially considering future budget constraints and the need for a new furnace.

Motion by R. Jacoby, seconded by D. Jacoby, to recommend to City Council to purchase the \$1,400 projector. The motion passed unanimously.

Tables (donation from Lion's)

D. Jacoby reported that this matter had been initiated by someone from the Lion's Club without bringing it to the Event Center Advisory Board first. She explained there was confusion about which tables were to be replaced - the Lion's Club thought the board wanted to replace the round tables, but the actual need was to replace three smaller wooden tables that were wobbly. D. Jacoby stated they would measure these tables and bring the information back to the Lion's Club. No decision had been made yet by the Lion's Club regarding the donation.

Committee: "To-Do" List

Nustad brought up the carpet on the stairs to the stage. Stenger confirmed people were falling due to the slipperiness, especially since it was dark in that area. Nustad suggested removing the carpet and applying black grip tape to prevent slipping. The board discussed not knowing what was underneath the carpet, which covered both the stairs and the landing.

Stenger also provided an update on the solar panels, confirming they were scheduled to be installed in October and operational by December. He also noted that dirt work had been done around the building to insulate the foundation, which was part of an energy grant they had received.

Meeting Date and Time

Stenger explained that the city council meeting had been pushed back with the new mayor, making it only about a week before their current meeting schedule. This timing issue meant that any items needing council approval would take almost a month to process.

There was discussion about potentially moving their meeting date to better align with the council's schedule. Various constraints were mentioned: R. Jacoby noted the second Tuesday conflicted with Lions Club meetings, and Stenger mentioned he had work commitments starting on Wednesdays.

After discussion, the board decided to table the decision until they could consult with Perry and the new Lions Club representative who would be replacing D. Jacoby.

Member Resignation

D. Jacoby formally announced her resignation from both the Lions Board and the Event Center Advisory Board. She confirmed she had already informed the Lions Club, who would be appointing a new representative, and had submitted her resignation letter to Lammers.

Motion by R. Jacoby, seconded by Stenger, to recommend that the council accept D. Jacoby's resignation. The motion passed unanimously.

Adjournment

Motion by Stenger, seconded by R. Jacoby, to adjourn the meeting at 6:00 PM. The motion passed unanimously.

Respectfully submitted,

Rachel Nustad, Deputy Clerk
Event Center Coordinator
(Assisted by ClerkMinutes)

Council Recommendations

Purchase projector for \$1400
Accept D. Jacoby's resignation

Follow Up Actions

Nustad and D. Jacoby will do more research on the tables after speaking with other Lions Board Members.

Find out what's under the carpet on the stairs.

Nustad will have Engebretson install the sink backsplash.

Perry will look into options for window/door closures.

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4. Status of Recommendations to City Council

- A. Resignation
- B. Projector

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5. Income and Expense

1. 2025 Income and Expense

Files Attached

- 10.2025-26 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>10/27/2025</u>		
Revenue						
Paid by Vergas Property Taxes	23,759.00	24,800.77	32,870.00	17,021.77	26,992.00	
Rent	17,600.00	9,043.60	12,000.00	11,760.50	12,865.00	\$8,365 projected, \$4500 estimated
Deposits	1,500.00	1,250.00	1,000.00	2,478.20	1,500.00	
Sign Rental	40.00	0.00	40.00	165.00	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	347.00	0.00	
Totals	43,399.00	50,413.42	45,910.00	31,772.47	41,387.00	
Expenses						
Employee Wages	7,830.00	4,471.76	8,000.00	1,427.38	4,940.00	(5 hours a week)
Deductions	660.00	1,791.90	1,600.00	538.80	1,976.00	
Professional Service	2,500.00	1,678.43	1,500.00	1,602.89	2,231.00	Cleaning and Security
Office Supplies	50.00	583.00	100.00	463.20	500.00	
Operating Supplies	4,000.00	2,854.74	3,000.00	3,275.37	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	1,339.12	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	1,993.50	2,000.00	Frazee-Vergas Forum, Radio
Insurance	3,085.00	3,915.00	4,000.00	5,896.00	1,500.00	10% increase in 2026
Utility Services	8,200.00	5,538.20	8,200.00	5,009.17	4,400.00	
Rubbish Service	1,600.00	1,862.28	1,600.00	1,163.17	1,600.00	
Repair & Maintenance Service	2,600.00	3,216.74	3,000.00	5,818.70	4,570.00	
City Share/Assessments	450.00	384.00	800.00	680.00	680.00	
Improvements	5,000.00	5,994.34	5,000.00	1,561.90	10,000.00	Furnance/Air replacement
Refund & Reimbursements	220.00	10,160.38	0.00	828.20	0.00	Return deposits
Totals	43,399.00	50,413.42	45,910.00	31,772.47	41,387.00	

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6. Rental

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

Files Attached

- jan-2-2025-event-center-rental-agreement-2.pdf
- VEC Activity Updated 10.27.25.pdf
- Council Meetings regarding Free and Reduced Rent for Event Center meeting 8.26.25.pdf

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

This agreement made this ____ day of _____ by and between the City of Vergas, Minnesota, as Lessor, and _____, as Lessee, witnessed:

The Lessor leases to the Lessee, the Event Center under the following conditions:

1. This agreement covers a lease of said premises for the following period from
2. _____, 202__ at _____ am or pm to _____, 202__ at _____ am or pm
3. The rent to be paid by the Lessee is as follows:

LARGE EVENT:

Large event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$800.00 + tax (Includes recreation room, meeting room, and kitchen for up to 350 people)

Wedding Rate or large event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$1,500.00 + tax (Includes recreation room, meeting room, kitchen and security (up to 4 hours) for up to 350 people). Do you reside in Vergas City Limits? \$500.00 CREDIT

Recreation Room Daily (Over 8 hours) \$350.00 + tax Includes use of Kitchen

Facilities and Equipment.

Security \$35.00 per hour per guard

Security shall start the same time that the bar is opened and one hour after the bar is closed to allow for clearing building. Must have two security guards for a wedding dance or any event over 200 people.

Cleaning/Damage Deposit (Separate Check) \$300.00

SMALL EVENT:

Recreation Room Less than 8 hours (Includes use of Kitchen Facilities and Equipment.) \$50.00 per hour + tax

Meeting Room only \$25.00 per hour + tax

Exercise Rate, weekdays only \$15.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$75.00

SMART ROOM: \$25.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$50.00

4. Deposit must be paid when returning the rental agreement to reserve your date, rental rate must be received fourteen (14) days before event. No refunds will be made for events cancelled within fourteen (14) days of the event.

5. **There shall be no intoxicating liquor or 3.2 beer at the Event Center without providing the City with a certificate of liquor liability insurance.** The City will contact Spanky's Stone Hearth for bar if requested by Lessee.

[The following currently have liquor liability insurance on file with the City of Vergas.](#)

[Spanky's Stone Hearth 218-334-3555 and Bleachers Sports Bar & Grill 218-844-6820.](#)

[If you have your own bar, you will need to provide the City with](#)

[Liquor Liability insurance naming the City as additional insured.](#)

6. Public Liability Insurance:

a. Public Liability Insurance on the building is provided by the Lessor.

b. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

- c. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

7. Special Provisions:

- a. All tables shall be wiped off and all garbage brought to outside dumpster following the event. Tables need to be placed in racks and racks need to be placed by stage wall of Event Center located by the bar after event.
- b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center.
- c. You may put decorations up with damage-free hanging command strips. There shall be no tape, tacks, or masking tape used on the walls or posts. You may use hooks already located on pillars. All decorations need to be taken down at the end of your event.
- d. Kitchen needs to be cleaned at the end of your event. Rinse out all coffee makers and pots at end of event. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used \$50.00 will be deducted from your deposit)
- e. Candles must be placed in enclosed holders (if wax is found on table or floor \$25.00 will be deducted from your deposit).
- f. If the Lessee hires a DJ or Music Group, it is their responsibility to let them know that all equipment must be removed when rental is complete.
- g. If you would like to use the wireless internet password is **Verga\$2021**.
- h. If Lessee would like information placed on sign in front of building the Lessee is responsible for giving us information they want placed on the sign. Informational or congratulatory messages regarding event only. Lettering can be put up fifteen (15) days before the event will be removed day after the event rental time. (or shorter period of time if requested by Lessee)
- i. Security code for door will be provided before reserved rental time. Lessee is responsible for unlocking and locking doors during rental period.
- j. Security has the authority to terminate events it deems uncontrollable.

8. Please call Rachel @ 218-850-0594 or the City Office: 218-302-5996, Opt. 2 with any questions.

E-mail: eventcenter@cityofvergas.com Mail: City of Vergas, Attn: Rachel, PO box 32, Vergas MN 56587

Renter shall assume responsibility for damages to the building and fixtures not covered by insurance, except reasonable use and wearing thereof or other accidents not happening through the negligence of the renter.

CITY OF VERGAS, LESSOR

I have read the above and hereby
Agree to all conditions.

By: _____

Lessee

By: _____

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Name of Organization _____ Name of Contact Person _____
Mailing Address _____ City _____ St _____ Zip _____
Phone Number _____ email address _____
Date of Event _____

This agreement covers a lease of said premises for the following period from

_____, 202__ at _____ am or pm to _____, 202__ at _____ am or pm

(This is from the time you are going to set up until the time you will be finished cleaning up.)

Fees:

Large Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. **(\$1,500.)** Yes ____ No ____ \$ _____

Do you reside in Vergas City Limits? **\$500.00 CREDIT** Yes ____ No ____ \$ _____

(Large Event, no alcohol/no security, hours as above **(\$800.00)** Yes ____ No ____ \$ _____

Large Event: Daily with kitchen and equipment **(\$350.)** Yes ____ No ____ \$ _____

Security: **(\$35./hour per guard)** Start _____ End _____ Yes ____ No ____ \$ _____

Small Event: Recreation Room less than 8 hours **(\$50./Hour)** Yes ____ No ____ \$ _____

Small Event Meeting Room **(\$25./Hour)** Yes ____ No ____ \$ _____

Exercise Rental **(\$15/Hour)** Yes ____ No ____ \$ _____

Bar: Yes ____ No ____ Liquor Liability Insurance Holder Name _____

Name of Band or DJ _____

Will your event need the sound system: Yes _____ No _____

Total of Event \$ _____ Tax (7.375%) _____ Total Amount \$ _____ Date Paid _____

If you are tax exempt, please provide Certificate of Exemption form ST3

*Total of Deposit \$ _____ Date Paid _____

*Please note: Deposit will be refunded only if the event occurs according to the contract agreement & after confirmation that the VEC is in the same condition as it was prior to the event.

Message to be displayed on the Electronic Sign:

Date is not guaranteed until deposit and form are received at City Office. Email confirmation will be sent when received in the mail.

Please return form and payment to: Vergas City Office, PO Box 32, Vergas MN 56587-0032.

Please call Rachel @ 218-850-0594 or the City Office: 218-302-5996, Option #2 with any questions.

E-mail: eventcenter@cityofvergas.com

Please return this form after renting the Vergas Event Center - it will help us serve you and other

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

patrons in the future.

Was the building open, clean and ready at the time you designated?

Fair Good Excellent

Comments:

Were the employees available, helpful and courteous?

Fair Good Excellent

Comments:

Was the bar satisfactory during your event?

Fair Good Excellent Not Applicable

Comments:

Would you recommend the Vergas Event Center to your friends and family?

Yes No

Comments:

VEC Activity for 2025

Event Type	Total Yearly Qty	\$ Received	\$ Due	Total \$ Expected (Approx)
Zumba	69	\$1,620.00	\$410.00	\$2,030.00
Showers				
Baby Showers	3	\$510.00		\$510.00
Bridal Showers	1	\$100.00		\$100.00
Fundraisers/Benefits				
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
Firemans Banquet	1	\$241	\$109	\$350.00
Benefits	1	\$300		\$300.00
Meetings				
Lions	1	\$900.00		\$900.00
Vergas Community Club	1	\$700.00		\$700.00
Ag County Insurance	1	\$200.00		
Smart Room Meeting	1	\$50.00		\$50.00
Lake Associations				
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
Circus	1	\$350.00		\$350.00
Church	1	\$700.00		\$700.00
Parties				
Grad Parties	1	\$200.00		\$200.00
Vow Renual	1	\$600.00		\$600.00
Easter	1	\$250.00		\$250.00
Birthday Parties	6	\$985.00		\$985.00
** Family Reunion	1	\$240.00		\$240.00
Weddings	2	\$1,200.00	\$350.00	\$1,550.00
		TOTAL =	\$869.25	\$11,615.00

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

\$150 Paid for family reunion 2026

\$250 Paid for highschool reunion 2026

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.

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8. Members

A. Lions Member

B. Member Terms - Robert Jacoby