

Event Center Advisory Board
2025 December Event Center Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
3:00 PM on Wednesday, December 10, 2025

- 1. Call to order**
- 2. Additions and Deletions**
- 3. Minutes**
 - A. October 28, 2025
- 4. Status of Recommendations to City Council**

None.
- 5. Income and Expense**
 1. 2025 Income and Expense
- 6. Rental**
 - A. Free and Reduced Rental Form
 - B. Schedule of Events
 - C. Rental Checklist
 - D. Rental Form
 - E. Accountability of Rental Forms
- 7. Building Review**
 - A. Kitchen
 1. Stove Top
 - B. Large Meeting Room
 2. Tables (donation from Lion's)
 3. Bar Cooler
 4. Ash Tray
 - C. Committee: "To-Do" List
- 8. Members**
 - A. Lions Member
 - B. Member Terms - Robert Jacoby
- 9. Meeting Date and Time**
- 10. Adjournment**

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**Event Center Advisory Board
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3. Minutes

A. October 28, 2025

Files Attached

- 10.28.25 Event Center.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, October 28, 2025

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
James Stenger, Council Appointment	P	P	P	N/A	P	P	P	P	N/A	P		
Vanessa Perry, Member	P	P	P	N/A	P	A	A	A	N/A	P		
Rachel Nustad, Member						P	P	P	N/A	P		
Deb Jacoby, Member	P	P	A	N/A	P	P	P	P	N/A			
Robert Jacoby, Member	P	P	P	N/A	P	P	P	P	N/A	P		

P: Present. A: Absent N/A: No meeting

Call to order

The meeting was called to order by Stenger at 5:30 PM. He noted he was attending via Zoom from Fergus Falls.

Additions and Deletions

Nustad requested adding a discussion item about potentially waiving security fees for benefits held for local residents.

Minutes

Motion by R. Jacoby, seconded by Nustad, to approve the minutes from August 26, 2025. The motion passed unanimously.

Status of Recommendations to City Council

Resignation

Stenger reported that the City Council accepted Deb Jacoby's resignation.

Projector

Stenger informed the board that the Council accepted the proposal for the new projector, which was installed last week and used for the fireman's banquet. He noted it was a major improvement from the previous projector and people were very happy with it. Stenger mentioned that he would like to get pictures of the projector in a meeting setup for promotional purposes and would coordinate that with Nustad in the near future.

Income and Expense

2025 Income and Expense

Nustad presented the 2025 income and expense and asked if there were any questions from the board.

R. Jacoby inquired about the significant increase in insurance costs, noting it appeared to have gone up from \$3,900 to \$5,900. Perry explained that insurance rates have increased dramatically across the board in the past year for both residential and commercial properties. Stenger added that the city had changed some insurance details, including deductibles that were no longer available, though he wasn't sure if those changes specifically affected the Event Center. Nustad offered to get more details from Clerk Treasurer Julie Lammers for the next meeting.

Rental

Free and Reduced Rental Form

Stenger reported that Lammers had searched through past council meetings for references to free and reduced rental policies. He explained that they found very little documentation, but noted that the current metric system used for determining eligibility doesn't work effectively for some events.

The only clear guidance from previous council meetings was that the former council did not want to provide free or reduced rent for any organizations except the fire department, Lions, and Community Club. Perry added historical context, noting that there was significant pushback from the council even for those organizations, and they had to argue that their substantial donations to the Event Center justified their reduced rates.

The board agreed that the current metric system for determining eligibility is confusing. Nustad offered to research how other event centers handle free and reduced rentals. The board decided to revisit this issue at the next meeting after gathering more information.

Stenger also mentioned an issue with the rental form from the previous weekend, noting that the form contains a confusing line about contacting Spanky's Stone Hearth for bar services. The form wasn't filled out at all. It was mentioned that the Lions, Community Club, and fire department are consistently the most difficult to get completed forms from. The board agreed that the form needed clarification and emphasized the importance of all groups filling out the required paperwork.

Schedule of Events

Nustad reported increasing rental activity with numerous bookings for birthday parties, an upcoming insurance company event, and another wedding. She mentioned that rentals are already being booked for 2026, including high school reunions and family reunions. Nustad noted she's been encouraging renters to pay the full amount upfront to streamline the process.

She also reported that information about graduation party rentals is in the newsletter and would remain there for the next month. She mentioned that she could create another Facebook post specifically targeting graduation parties.

Building Review

A. Kitchen

1. Window/Door Closure

The board discussed the window/door closure issue that has been on the agenda for several months. Perry recalled that a company (believed to be Overhead Door Company) had visited to measure the area but encountered issues because it's a load-bearing wall with concrete on top. Nustad agreed to follow up with Lammers to determine the current status and whether this issue should be removed from future agendas if it's not feasible to address.

2. Stove Top

Stenger reported that the stove top project is on hold until after the solar panel installation, which is scheduled to begin on November 10th. Nustad added that the maintenance room is ready for installation, but they need to wait until after the next benefit to move the griddles and other large equipment to the bar area. She noted there's a wedding scheduled just two days before the installation begins, and they've been working to organize the space.

B. Large Meeting Room

1. Tables (donation from Lion's)

The board discussed the need to clarify exactly which tables need to be replaced through the Lions' donation. There appeared to be confusion about which specific tables were being referenced. The board identified heavy, non-folding rectangular tables with laminate tops as likely candidates for replacement. R. Jacoby offered to bring a specific request to the Lions once the board clarifies exactly what is needed. The preference was for folding tables that could be easily stored when not in use.

C. Committee: "To-Do" List

The board discussed adding the cooler behind the bar to the to-do list. Stenger noted that during the Fireman's Banquet, the cooler froze up and had to be unplugged. The board debated whether to replace it with a more energy-efficient model or consider alternatives.

R. Jacoby suggested consulting with the bar service providers about their preferences, noting that some venues simply use ice rather than refrigerators. Perry expressed concerns about using ice, citing potential health code issues, messiness, and practical considerations for bartending. The board agreed to research costs for replacement options, with Stenger offering to look into cooler costs and Nustad agreeing to measure the space.

Members

Lions Member

The board noted that they were still waiting for the Lions to designate a representative for the Event Center Advisory Board. Nustad offered to email the Lions president to follow up.

Member Terms - Robert Jacoby

Stenger informed Robert Jacoby that his term is ending at the end of the year and asked if he would like to continue for another three-year term. R. Jacoby stated he would provide his decision at the next meeting.

Digital Sign Upgrade

Stenger reported that the company that maintains the digital sign outside had contacted Lammers about potentially upgrading the nine-year-old sign to a color version. Stenger noted there is approximately \$16,000 in an account for sign maintenance/replacement, funded by businesses that advertise on the sign.

The board discussed the sign's current performance, noting it has worked well with no issues. They agreed there was no need to upgrade at this time, preferring to wait until there are problems before considering a replacement. Stenger will inform Lammers of this decision as she prepares to renew advertising agreements with local businesses.

Meeting Date and Time

The board discussed potentially changing the meeting date and time. Perry expressed a preference for daytime meetings rather than evening sessions if possible. The board noted that the current meeting date occurs nearly 3.5 weeks before the next city council meeting and considered moving it closer to the council meetings.

After discussion, the board decided to wait until they know who the new Lions representative will be and whether R. Jacoby will continue on the board before making any changes to the schedule.

Nustad brought up her earlier suggestion about waiving security fees for benefits for local residents. The board discussed the challenges of determining eligibility, such as how to handle requests from those who live just outside city limits or for fundraisers that aren't for specific individuals. They agreed to add this topic to the discussion of free and reduced rental policies at the next meeting.

The board also discussed confusion with the current rental form, noting issues with pricing structure, inconsistencies in the fees, and unclear language. Nustad suggested working with Lammers to redesign the form to make it more user-friendly, and the board agreed to review this at the next meeting as well.

Adjournment

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting at 6:23 PM. The motion passed unanimously.

Respectfully submitted,

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

Council Recommendations

None.

Follow Up Actions

- Nustad to find out why insurance went up so much.
- Nustad to contact surrounding towns with Event Centers to see what they do for Free and Reduced Rent events.
- Nustad to measure the space where the cooler currently is in the bar area so Stenger can research potential replacements.
- Nustad to check with Otter Tail Power about possible grants or rebates for replacing the cooler in the bar area.
- Nustad to talk with Lammers about the company that came to look at the window/door closure.
- Nustad to find out which tables need to be replaced and get that to R. Jacoby to present to the lions.
- Nustad to review current Event Center rental form with Lammers to see if it can be revised and more user friendly.

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5. Income and Expense

1. 2025 Income and Expense

Files Attached

- 11.2025-26 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>12/01/2025</u>		
Revenue						
Paid by Vergas Property Taxes	23,759.00	24,800.77	32,870.00	26,824.07	26,992.00	
Rent	17,600.00	9,043.60	12,000.00	13,004.75	12,865.00	\$8,365 projected, \$4500 estimated
Deposits	1,500.00	1,250.00	1,000.00	2,628.20	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	75,384.80	0.00	Solar Project
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	118,353.82	41,387.00	
Expenses						
Employee Wages	7,830.00	4,471.76	8,000.00	1,785.42	4,940.00	(5 hours a week)
Deductions	660.00	1,791.90	1,600.00	661.02	1,976.00	
Professional Service	2,500.00	1,678.43	1,500.00	2,212.86	2,231.00	Cleaning and Security
Office Supplies	50.00	583.00	100.00	526.40	500.00	
Operating Supplies	4,000.00	2,854.74	3,000.00	3,566.76	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	1,501.83	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	2,047.50	2,000.00	Frazee-Vergas Forum, Radio
Insurance	3,085.00	3,915.00	4,000.00	5,896.00	1,500.00	14% increase in 2026
Utility Services	8,200.00	5,538.20	8,200.00	5,183.20	4,400.00	
Rubbish Service	1,600.00	1,862.28	1,600.00	1,302.70	1,600.00	
Repair & Maintenance Service	2,600.00	3,216.74	3,000.00	6,050.78	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	85,202.38	0.00	Return deposits/Solar Project
Totals	43,399.00	50,413.42	45,910.00	118,353.82	41,387.00	

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6. Rental

- A. Free and Reduced Rental Form
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Files Attached

- Vergas_Event_Center_Renter_Checklist 11.20.25.pdf
- VEC RENTAL 11.17.25.pdf



Date of Event: _____

Responsible Party:

Phone Number:

Signature:

Vergas Event Center Renter Checklist

Complete all tasks to receive your deposit back:

- ☐ Wipe off all tables.
- ☐ Place tables in racks and move racks to the stage wall near the bar. (Failure: \$50 deduction)
- ☐ Stack chairs in groups of eight (8) and place them by the outside wall. (Failure: \$50 deduction)
- ☐ Use only damage-free command strips for hanging decorations.
- ☐ Do NOT use tape, tacks, or masking tape on walls or posts.
- ☐ Remove all decorations at the end of your event.
- ☐ Clean kitchen thoroughly.
- ☐ Rinse all coffee makers and pots.
- ☐ Use only Folgers coffee in coffee makers. (Failure: \$50 deduction)
- ☐ Place candles in enclosed holders. (Wax on tables/floor: \$25 deduction)
- ☐ Take out all garbage's and replace liners. Liners are in the kitchen and the dumpster is located right outside the door of the back parking lot
- ☐ Ensure DJ/Music Group removes all equipment when rental ends.
- ☐ Lock and unlock doors during rental period (security code provided).
- ☐ If using Wi-Fi, password is Verga\$2021.
- ☐ If requesting sign message, provide info in advance (letters go up 15 days before event and are removed after rental ends).

Contact: Rachel Nustad 218-850-0594 eventcenter@cityofvergas.com

Please return this checklist to the City Office 131 E Main St, Vergas, MN 56587 Monday-Thursday 10am-4pm or the Vergas Liquor Store 111 W Main St, Vergas, MN 56587. Mail to: PO Box 32, Vergas, MN 56587. You may also email it to eventcenter@cityofvergas.com Once we have received this checklist back, we will process your deposit check. Thank you!

Make check payable to: _____

Mailing Address: _____

Vergas Event Center Arrival Checklist

(Important info for your event day)

Access & Security

☐ Confirm you have the door security code (provided before your rental time).

☐ Unlock doors when you arrive and lock them when you leave.

Wi-Fi

☐ Wireless Internet Password: Verga\$2021

Event Center Layout

☐ Tables & Chairs: Chairs are along the back wall of the main room; racks and tables are near the stage wall by the bar.

☐ Kitchen: Includes coffee makers, pots, and basic equipment. **YOU MUST BRING YOUR OWN FOLGERS BRAND COFFEE.**

☐ Dumpster: Outside near the back of the building for garbage disposal.

Digital Sign

☐ If you requested a message on the outdoor sign, confirm it is displayed.

Bar & Entertainment

☐ If serving alcohol, confirm security is present.

☐ DJ/Music Group: Ensure they know all equipment must be removed after the event.

☐ Sound equipment and projector accessories are located on the right-hand side of the stage.

Emergency & Contact

☐ For assistance, call/text Rachel at 218-850-0594.

Any concerns on arrival:

Report and damage to the property or building that occurred here:

RENTAL AGREEMENT
VERGAS EVENT CENTER
140 W LINDEN ST, VERGAS, MN 56587

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:

Category	Description	Rate	Notes
3 DAY EVENT (NO ALCOHOL, NO SECURITY)	Friday at 12:00 p.m. until Sunday at 5:00 p.m.	\$800.00 + tax <i>PLUS \$300.00 cleaning/damage deposit</i>	Includes recreation room, meeting room, and kitchen for up to 350 people.
3 DAY EVENT (SERVING ALCOHOL)	Friday at 12:00 p.m. until Sunday at 5:00 p.m.	\$1,500.00 + tax <i>PLUS \$300.00 cleaning/damage deposit</i>	Includes recreation room, meeting room, kitchen and security guard (up to 4 hours) for up to 350 people. Any additional hours the bar is there it's \$35.00 per guard per hour. <i>Must have two guards for wedding dance or any event over 200 people. Starts when bar opens and ends 1 hour after bar closes.</i>
DAY RATE	Full Day Rental (Over 8 hours)	\$350.00 + tax <i>PLUS \$300.00 cleaning/damage deposit</i>	Includes use of Kitchen Facilities and Equipment.
HOURLY RATE	Recreation Room less than 8 hours	\$50.00 per hour + tax <i>PLUS \$75.00 cleaning/damage deposit</i>	Includes use of Kitchen Facilities and Equipment
MEETING ROOM ONLY	Less than 8 hours	\$25.00 per hour + tax <i>PLUS \$50.00 cleaning/damage deposit</i>	Includes use of meeting room and Wi-Fi
EXERCISE RATE	Weekdays only	\$15.00 per hour + tax	Includes use of recreation room

NOTICE: ANY EVENT SERVING ALCOHOL REQUIRES SECURITY.

**Must have two guards for any event over 200 people. Starts when bar opens and ends 1 hour after
bar closes. \$35.00 per guard per hour.**

☐ **DO YOU RESIDE IN VERGAS CITY LIMITS? \$500.00 CREDIT ON ANY OF THE 3 DAY EVENTS!**

RENTAL AGREEMENT
VERGAS EVENT CENTER
140 W LINDEN ST, VERGAS, MN 56587

1. 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 following currently have liquor liability insurance on file with the City of Vergas: **Spanky's Stone Hearth** 218-334-3555

If you have your own bar, you will need to provide the City with Liquor Liability insurance naming the City as additional insured.

Lessee Responsibilities for Bar Service

The lessee is responsible for contacting and arranging bar services for their event. If assistance is required in coordinating with Spanky's Stone Hearth, this request must be made at the time the rental form is submitted. Please note that the event must be paid before any arrangements can be confirmed.

1. 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.
 - c. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.
2. Requirements:
 - 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. (\$50.00 will be deducted from your deposit if this is not completed)
 - b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center. (\$50.00 will be deducted from your deposit if this is not completed)
 - 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

RENTAL AGREEMENT
VERGAS EVENT CENTER
140 W LINDEN ST, VERGAS, MN 56587

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.

3. Please call/text 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

By: _____ Agree to all conditions.

Lessee

By: _____

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. Or drop off at 131 E Main St, Vergas, MN 56587.



**RENTAL AGREEMENT
VERGAS EVENT CENTER
140 W LINDEN ST, VERGAS, MN 56587**

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.)

3 Day Event with Alcohol: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$1,500 + tax)	Yes _____	No _____	\$ _____
Do you reside in Vergas City Limits? \$500.00 CREDIT	Yes _____	No _____	\$ _____
3 Day Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$800 + tax)	Yes _____	No _____	\$ _____
Day Rate: Full day rental over 8 hours (\$350 + tax)	Yes _____	No _____	\$ _____
Security: (\$35 / hour per guard) Start _____ End _____ <i>Security shall start the same time that the bar is opened and one hour after the bar is closed to allow for clearing building</i>	Yes _____	No _____	\$ _____
Hourly Rate: Less than 8 hours (\$50/ Hour + tax)	Yes _____	No _____	\$ _____
Meeting Room (\$25 / Hour + tax)	Yes _____	No _____	\$ _____
Exercise Rental (\$15 / Hour + tax)	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 and all requirements have been met.**

Message to be displayed on the Electronic Sign:

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