

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

- 1. Call to order**
- 2. Assign Positions**
  - A. Chair
  - B. Vice Chair
  - C. Secretary
- 3. Set Time, Place and Date of Regular 2026 Meetings**
- 4. Additions and Deletions**
- 5. Minutes**

December 10, 2025
- 6. Status of Recommendations to City Council**
  1. Event Rental Checklist
  2. Free and Reduced Rental Form
- 7. Income and Expense**
- 8. Rental**
  1. 2025 and 2026 Review
  2. Events to raise awareness
  3. Rental Form
- 9. Building Review**
  - A. Ash Tray
  - B. Solar
- 10. Adjournment**

# Table of Contents

2. Assign Positions .....	3
4. Additions and Deletions .....	4
5. Minutes .....	6
6. Status of Recommendations to City Council .....	10
7. Income and Expense .....	11
Sheet1 .....	12
8. Rental .....	13
9. Building Review .....	18

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

**2. Assign Positions**

---

- A. Chair
- B. Vice Chair
- C. Secretary

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

**4. Additions and Deletions**

---

**Files Attached**

---

- 01.13.26 Event Cenerr Request.pdf

## Event Center Request

The City has received a request for higher chairs and high tables to be placed in the event center.

Elderly people visiting the event center have a difficult time getting up and out of our chairs. Please consider high round tables and chairs when purchasing new tables for the event center.

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

**5. Minutes**

---

December 10, 2025

**Files Attached**

---

- Event Center Minutes 12.10.25.pdf

CITY OF VERGAS  
 Event Center Advisory Minutes  
 Vergas Event Center & Zoom Teleconference  
 3:00 P.M. on Wednesday, December 10, 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	N/A	P
Vanessa Perry, Member	P	P	P	N/A	P	A	A	A	N/A	P	N/A	A
Rachel Nustad, Member						P	P	P	N/A	P	N/A	P
Deb Jacoby, Member	P	P	A	N/A	P	P	P	P				
Robert Jacoby, Member	P	P	P	N/A	P	P	P	P	N/A	P	N/A	P
Jay Norby, Member											N/A	P

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

**Call to Order**

The meeting was called to order by Stenger at 3:00 PM.

**Additions and Deletions**

Nustad requested to add a review of the Comprehensive Plan as it relates to the event center, to determine if items have been completed and provide updates.

Motion by R. Jacoby, seconded by Nustad, to approve the agenda as amended. The motion passed unanimously.

**Minutes**

Motion by R. Jacoby, seconded by Nustad, to approve the minutes from October 28, 2025. The motion passed unanimously.

**Status of Recommendations to City Council**

None.

**Income and Expense**

**2025 Income and Expense**

Nustad addressed previous questions about insurance costs, noting that insurance increased by 14% in 2025 and will increase by another 14% in 2026. R. Jacoby pointed out that the insurance costs had actually increased more significantly, from \$3,900 to \$5,900. He questioned why the proposed 2026 budget only included \$1,500 for insurance. He also noted that the utilities budget was substantially reduced, which Stenger confirmed was due to the installation of solar panels. Stenger requested information about the total number of events held at the center for the year. Nustad agreed to provide this information at the next meeting to establish a baseline for setting goals for 2026.

**Rental**

**Free and Reduced Rental Form**

Nustad shared research she had conducted on free and reduced rental policies from other venues in the area:

- Otter Tail Community Center allows local nonprofits to use their facility at no charge for special events or meetings, provided they follow cleaning protocols.
- Lakeside Golf Course offers reduced rates for people using multiple services (golfing and venue rental).
- Fair Hills provides complimentary room rental for groups with lodging blocks.

R. Jacoby expressed concern about comparing Vergas (population 350) to larger communities, noting that Vergas taxpayers ultimately subsidize any free rentals. He also pointed out that other venues like Frazee Event Center have additional revenue sources like a bar that Vergas lacks.

The board discussed the current policy and metrics for evaluating free or reduced rental requests. Stenger expressed frustration that the current evaluation process is ineffective, as requests are consistently denied despite the lengthy review process. He suggested either eliminating the option entirely or creating a more workable system.

Motion by Stenger, seconded by R. Jacoby, to recommend to the City Council that the free or reduced rental form be eliminated. The motion passed unanimously.

The board also discussed concerns about the \$500 resident discount, noting that it makes three-day events cheaper than one-day events in some scenarios, which doesn't make logical sense.

### **Schedule of Events**

Nustad indicated she is working on a new system to track events to make it easier to monitor payments and maintain records.

### **Rental Checklist**

The board reviewed the rental checklist drafted by Nustad. They discussed several revisions and adjusting the layout of the rental checklist so it will be simple for the renters to follow. Nustad confirmed she would require renters to return the completed checklist before receiving their deposit back.

Motion by R. Jacoby, seconded by Nustad to recommend to City Council to approve the rental checklist as amended. The motion passed unanimously.

### **Rental Form**

The board discussed concerns about the rental rates structure, specifically the large price difference between the \$800 three-day event without alcohol and the \$1,500 three-day event with alcohol. The board questioned the rationale behind the \$700 difference when security only costs about \$140 (4 hours at \$35/hour).

R. Jacoby suggested the difference might be related to insurance costs or bar usage fees, but no one was certain of the original reasoning. The board decided to seek clarification before making recommendations.

### **Accountability of Rental Forms**

Nustad expressed concerns about inconsistent policies regarding rental forms and deposits. She noted situations where people fill out rental forms for others (such as benefits) but those actually using the facility don't know the requirements. She also mentioned instances where deposits were waived for certain groups, like bank-sponsored benefits, but then problems occurred (such as a broken sink).

The board agreed that all renters should be treated consistently and required to provide deposits regardless of who they are, as deposits are returned if no problems occur. They also discussed the need for clearer instructions with pictures showing how tables and chairs should be stored.

### **Building Review**

#### **Kitchen**

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

The stove top replacement is on hold pending the completion of the solar panel installation. The board discussed concerns about delays with the solar panel project, noting it needs to be completed in time to install the new stove for Maple Syrup Fest in April.

#### **Large Meeting Room**

##### ***Tables (donation from Lion's)***

Nustad confirmed that Clerk-Treasurer Julie Lammers had discussed the table donation with Norby, and everything is set to move forward with requesting funds.

##### ***Bar Cooler***

Stenger reported that after consulting with Tom Winters, who handles catering events, a four-door cooler would be preferable to a three-door model for efficiency. He is researching options but noted that four-door models are harder to find. Nustad mentioned that Otter Tail Power offers custom rebates on used coolers less than five years old. It was also mentioned that cleaning the coils might resolve some of the current cooler's freezing issues.

##### ***Ash Tray***

Stenger reported that the ashtray mounted on the side of the building has created fire hazards, with people having to put out fires in

the ash tray during recent events. The board agreed to recommend removing it and potentially replacing it with a movable ashtray placed farther from the building.

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

No specific additions were made to the to-do list.

**Members**

***Lions Member***

Norby has decided to fill the Lions Member spot, that was previously Deb Jacoby, for the time being.

***Member Terms - Robert Jacoby***

R. Jacoby's term was up for renewal.

Motion by Stenger, seconded by Nustad, to recommend to City Council to appoint Norby as the new Lions member and accept R. Jacoby for another term as citizen member. The motion passed unanimously.

**Meeting Date and Time**

The board discussed changing the meeting schedule to better accommodate members' availability and to better align with City Council meetings. After discussing various options and conflicts (including Lions meetings on second Tuesdays), the board agreed on a new schedule.

Motion by Stenger, seconded by Nustad, to schedule meetings for the second Wednesday of each month at 3:00 PM, starting January 14, 2026. The motion passed unanimously.

**Comprehensive Plan**

The board reviewed the comprehensive plan to identify items related to the event center that had been completed in 2025, including the new oven and stovetop, new projector, and backsplash. They also noted progress on expanding the use of the event center for non-traditional events and rental opportunities.

**Adjournment**

Motion by Stenger, seconded by R. Jacoby, to adjourn the meeting at 4:00 PM. The motion passed unanimously.

Respectfully submitted,

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

**Council Recommendations**

- Recommend to City Council to eliminate the Free and Reduced Rental Form.
- Recommend to City Council to approve the Rental Checklist with the changes.
- Recommend to City Council to accept Jay Norby as the new Lions Member on the board.
- Recommend to City Council to accept Robert Jacoby for another term as a citizen on the board.

**Follow Up Actions**

- Look into changing the door code more often.
- Ask Utilities Superintendent Mike DuFrane to remove the ash tray from the side of the building and the board will discuss a replacement.
- Review the Rental Form and discuss the differences in pricing of rentals.
- Nustad will put together and end of year report to present at the next meeting to establish a baseline for setting goals for 2026.

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

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

---

1. Event Rental Checklist
2. Free and Reduced Rental Form

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

**7. Income and Expense**

---

**Files Attached**

---

- 12.31.2025 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>Budget</u>	<u>date</u>	<u>Budget</u>	<u>to Date</u>	
		<u>12/31/2024</u>		<u>12/31/2025</u>	<u>2026</u>
<b>Revenue</b>					
Paid by Vergas Property Taxes	23,759.00	24,800.77	32,870.00	25,710.24	26,992.00
Rent	17,600.00	9,043.60	12,000.00	13,879.75	12,865.00
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	75,731.00	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
<b>Totals</b>	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>118,461.19</b>	<b>41,387.00</b>
<b>Expenses</b>					
Employee Wages	7,830.00	4,471.76	8,000.00	1,785.42	4,940.00
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
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
Printing & Advertising	4,000.00	4,326.80	4,000.00	2,047.50	2,000.00
Insurance	3,085.00	3,915.00	4,000.00	5,896.00	6,000.00
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	5,500.00
Refund & Reimbursements	220.00	10,160.38	0.00	85,309.75	0.00
<b>Totals</b>	<b>43,399.00</b>	<b>50,413.42</b>	<b>45,910.00</b>	<b>118,461.19</b>	<b>41,387.00</b>

\$8,365 projected, \$4500 estimated

Solar Project

(5 hours a week)

Cleaning and Security

Changed from security

Frazee-Vergas Forum, Radio

14% increase in 2026

Furnance/Air replacement

Return deposits/Solar Project

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

**8. Rental**

---

1. 2025 and 2026 Review
2. Events to raise awareness
3. Rental Form

**Files Attached**

---

- VEC RENTAL 11.17.25.pdf

**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:

<b>Category</b>	<b>Description</b>	<b>Rate</b>	<b>Notes</b>
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. <b>Any additional hours the bar is there it's \$35.00 per guard per hour.</b> <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.

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](mailto: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. <b>(\$1,500 + tax)</b>	Yes _____ No _____	No _____ Yes _____	\$ _____
Do you reside in Vergas City Limits? <b>\$500.00 CREDIT</b>	Yes _____ No _____	No _____ Yes _____	\$ _____
3 Day Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. <b>(\$800 + tax)</b>	Yes _____ No _____	No _____ Yes _____	\$ _____
Day Rate: Full day rental over 8 hours <b>(\$350 + tax)</b>	Yes _____ No _____	No _____ Yes _____	\$ _____
Security: <b>(\$35 / hour per guard)</b> 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 _____	No _____ Yes _____	\$ _____
Hourly Rate: Less than 8 hours <b>(\$50/ Hour + tax)</b>	Yes _____ No _____	No _____ Yes _____	\$ _____
Meeting Room <b>(\$25 / Hour + tax)</b>	Yes _____ No _____	No _____ Yes _____	\$ _____
Exercise Rental <b>(\$15 / Hour + tax)</b>	Yes _____ No _____	No _____ Yes _____	\$ _____

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:

**Event Center Advisory Board  
2026 January Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, January 14, 2026**

**9. Building Review**

---

- A. Ash Tray
- B. Solar