

Event Center Advisory Board
2026 February Meeting Event Center
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
3:00 PM on Wednesday, February 11, 2026

1. Call to order

2. Additions and Deletions

3. Minutes

January 14, 2026

4. Status of Recommendations to City Council

None.

5. Income and Expense

6. Rental

1. Events to raise awareness
2. Rental Form
3. Evening Zumba

7. Building Review

- A. Cooler
- B. Stage

8. Policy

- A. Current Policy
- B. Proposed Policy

9. Adjournment

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**Event Center Advisory Board
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3. Minutes

January 14, 2026

Files Attached

- Event Center Minutes 1.14.26.pdf

CITY OF VERGAS
 Event Center Advisory Minutes
 Vergas Event Center & Zoom Teleconference
 3:00 P.M. on Wednesday, January 14, 2026

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

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

Also present: Citizens Vanessa Perry and Deb Jacoby.

Call to order

The meeting was called to order by Stenger at 3:02 PM.

Assign Positions

Chair

Motion by Stenger, seconded by Jacoby, to elect Stenger as the Chair. The motion passed unanimously.

Vice Chair

Motion by Stenger, seconded by Jacoby, to elect Jacoby as the Vice Chair. The motion passed unanimously.

Secretary

Motion by Stenger, seconded by Jacoby, to elect Nustad as the Secretary. The motion passed unanimously.

Set Time, Place and Date of Regular 2026 Meetings

Motion by Stenger, seconded by Jacoby to hold the meetings on the second Wednesday of each month at 3:00 PM. The motion passed unanimously.

Additions and Deletions

Nustad requested adding discussion about stairs for the stage to the Building Review section. Stenger noted they needed to add a request about tables and chairs that had been received.

Minutes

Motion by Jacoby, seconded by Stenger, to approve the minutes from December 10, 2025. The motion passed unanimously.

Status of Recommendations to City Council

Stenger reported that the City Council approved the rental checklist and commended Nustad for her work on it. The Council also approved discontinuing the free and reduced rental form as no better option could be identified.

Income and Expense

Stenger noted that the year-to-date expenses appeared high because grants for the solar project had not yet been received. The refund and reimbursement line showed \$85,000, which reflected where they were financially before accounting for the solar project.

Rental

2025 and 2026 Review

The board discussed 2025 rentals and prospects for 2026. Nustad expressed optimism about rental income for the upcoming year, mentioning a wedding scheduled for May and an upcoming vendors market. She noted that the vendor market had 52 vendors sign up for the market, though they might not be able to accommodate all of them. Nustad plans to have rental forms available during the event to encourage future rentals. She also mentioned a recently scheduled baby shower and other pending reservations.

Events to raise awareness

Perry suggested that the Event Center could host its own vendor markets as fundraisers a couple times a year, noting the strong interest demonstrated by the quick response to the vendors market post on the DL Buzz page on social media. She explained that such events would be relatively simple to organize compared to other fundraisers and would bring people to town who might also patronize local businesses. Nustad agreed this was a good idea.

Rental Form

The board discussed simplifying the rental form pricing structure. Stenger explained that the current system has a large price difference between 3-day rentals with and without alcohol that doesn't properly reflect the actual costs of security. The recommendation was to establish base rates (hourly, daily, or 3-day) and then add alcohol service as a separate item based on hours needed. The board also discussed the need to clarify which areas are included in rentals. Stenger noted that the kitchen, bar area, and main room cannot be separated effectively and should be rented together. Perry confirmed that the previous rental form was confusing even for her as a board member and lifetime Vergas resident. There was discussion about whether the bar area had ever been rented separately. Jacoby recalled that Julie Lammers had mentioned wanting to replace the divider for separate rentals. Perry questioned the practicality of renting the bar area separately since people would need to walk through the main area to access restrooms. The board agreed to follow up with Julie Lammers on this question.

Building Review

Ash Tray

Stenger reported on a discussion from a prior municipal store meeting where Mike DuFrane took responsibility for the ashtray fires, acknowledging he had not emptied it frequently enough. Stenger recommended getting a separate ashtray that could be moved away from the building if a fire occurred. Perry suggested mounting the existing ashtray on a post in the grassy area to the right of the back door as an inexpensive solution. She emphasized the seriousness of the safety issue, noting that she had personally put out fires in the ashtray on four separate occasions, including twice in one night when 300+ people were in the building. Perry also expressed concern about Mike DuFrane's statement that all requests need to go through the City Council. She felt that emergency safety issues should be handled immediately rather than waiting for council approval. The Chair agreed to bring this to the City Council.

Nustad noted she had just received a text from Julie Lammers that Mike DuFrane had ordered new ash trays for the Event Center.

Solar

Stenger provided an update on the solar project, which had been delayed due to weather and scheduling of other grant-based projects. The electrical work was scheduled for the second week of March, with the roof work to be done the second week of May. The battery area work was scheduled for the last week of the month. Installation was expected by mid-May with approximately a month needed to work out any issues. Jacoby asked about electrical capacity for a new stove the Lions wanted to purchase, noting concerns about ground faults that had occurred. Nustad recalled an incident where equipment was causing breakers to trip but was resolved by Zitzow Electric. The board discussed waiting until after the solar installation to address this issue.

Higher Chairs and Tables

The board also discussed a request for higher chairs for elderly attendees of church events. Perry questioned whether the request was for bar-height seating, noting that the current chairs were already standard height. She suggested chairs with armrests might be more helpful for elderly individuals with mobility issues. The board decided to take the request under advisement but had no immediate plans to replace chairs.

Stairs for Stage

Nustad brought up the idea of purchasing movable stairs for the stage, suggesting they would be beneficial for weddings and other events. Stenger expressed safety concerns about allowing the general public to access the stage. Perry suggested looking into removable railings as a safety measure. The board agreed to research options further.

Adjournment

Motion by Stenger, seconded by Jacoby, to adjourn the meeting at 3:36 PM. The motion passed unanimously.

Respectfully submitted,

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

Council Recommendations

- Recommend to City Council that committee is given policy regarding giving City Employees direction.

Follow Up Actions

- Nustad: Provide the height of the stage to Stenger for further research on portable stairs.
- Research pricing and feasibility of portable/folding stage stairs and removable railings for stage safety, and report back.
- Nustad: Check into the current rental rate paid by the church for the Event Center and report back.
- Nustad: Talk to Julie Lammers about the history and feasibility of renting the bar area separately, and report findings to the group.
- Assess items stored underneath the stage (e.g., old beanbag boards) and consider options for storage of portable stairs/railings.

DRAFT

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4. Status of Recommendations to City Council

None.

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5. Income and Expense

Files Attached

- VEC ACTIVITY 2026.pdf

Rental Date	Event Type	Rental Fee	Total Paid as of Now	Notes
2.28.26	Baby Shower	\$200.00	\$200.00	
3.7.26	Vendor Market	\$350.00	\$350.00	
3.22.26	Jesus Little Lambs	\$350.00	\$350.00	Annual Event
4.4.26	Kids Birthday	\$200.00		
4.10-11.26	Maple Syrup Fest	\$350.00		
5.1.26	Wedding	\$1,570.00		Includes \$70 extra hours for security
5.9.26	Baby Shower	\$250.00		
5.16.26	Bring in Spring Event	\$200.00	\$200.00	
6.6.26	West McDonald Lake Assc.	\$100.00	\$100.00	
6.13.26	Loon Lake Assc.	\$150.00	\$150.00	
6.13.26	Sybil Lake Assc.	\$100.00		
6.13.26	Kids Art Camp	\$200.00		
6.20.26	Trowbridge Leek Lake Assc.	\$125.00	\$125.00	
7.19.26	Family Reunion	\$240.00	\$230.00	
8.15.25	Frazee Class Reunion '76	\$250.00	\$250.00	
8.21.26	Wedding	\$910.00		
10.31.26	Lions Halloween Party	\$0	\$0	Donation
11.24.26	OTLCA Annual Meeting	\$0	\$0	City Event
		\$5,545.00	\$1,955	

Morning Zumba	Exercise		\$120.00	\$15/day twice a week
Evening Zumba	Exercise		\$90.00	Canceled as of January 31st, 2026
			\$210.00	

Updated 2.5.26

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- A. Cooler
- B. Stage

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8. Policy

- A. Current Policy
- B. Proposed Policy

Files Attached

- 04.12.22 event-center-policy-docx.pdf
- Vergas Event Center Policy proposed 01.20.26.pdf

City of Vergas Vergas Event Center

INTRODUCTION: To outline policy and procedures regarding the oversight, use, safety, and maintenance of the Vergas Event Center.

POLICY:

1. The Vergas Event Center is available for rent as outlined in the City Event Center Rental Agreement. Rental inquiries and the rental agreement are available at the City of Vergas Office. The rental agreement must be completed prior to any scheduled rental.
2. The Vergas Event Center offers a meeting room space with smart technology. Use of the smart room is as outlined in the City of Vergas policy; Vergas Event Center Smart Room Use Policy and requires reservations and completion of Vergas Event Center Rental Agreement.
3. Any untoward incident or accident requires the completion of the city incident report, which is to be filed with the City Office within 24 hours. If the incident or accident occurs on the weekend, reports must be received in the City Office immediately Monday morning. Any incident resulting in significant damage to the Event Center or injury to anyone in attendance at an event; requires an immediate phone call to the City Clerk. If a city employee is injured, the City Clerk must complete the Supervisor's Report of Injury and ensure treatment has been provided and conducts further review to address future action needs and/or policy change needs.

RESPONSIBILITIES:

1. Event Center Advisory Board provides oversight and guidance to the City of Vergas regarding Event Center policy, use, safety, maintenance, budget, and action needs.
2. City Clerk-Treasurer:
 - a. Provides administrative oversight of the event center and provides day to day direction, management of the rentals, response to safety issues, complaints and concerns, and addresses any disputes or incidents that may occur.
 - b. Prepares and reviews the Event Center budget with the Event Center Advisory Board.
 - c. Provides a summary of Event Center activities to the Event Center Advisory Board and brings recommendations for action and policy.
3. City Receptionist:
 - a. Responds to rental inquiries and provides information regarding availability, policy and completion of a rental agreement.
 - b. Schedules events upon the completion of a rental agreement.
 - c. Provides tours of the Event Center.
 - d. Receives completed Event Center rental agreements, rental deposits and rental payments, and return of deposits.
 - e. Schedules Event Center security and verifies proof of liquor liability insurance with patrons scheduling an event that involves the offering of alcohol.
 - f. Provide patrons with the Event Center entry code; logging who code was given to, and date code was entered and removed from keypad.

City of Vergas Vergas Event Center

INTRODUCTION: To outline policy and procedures regarding the oversight, use, safety, and maintenance of the Vergas Event Center.

POLICY:

1. The Vergas Event Center is available for rent as outlined in the City Event Center Rental Agreement. Rental inquiries and the rental agreement are available at the City of Vergas Office and the Vergas Municipal Liquor Store. The rental agreement must be completed prior to any scheduled rental.
2. The Vergas Event Center offers a meeting room space with smart technology. Use of the smart room is as outlined in the City of Vergas policy; Vergas Event Center Smart Room Use Policy requires reservations and completion of Vergas Event Center Rental Agreement.
3. Any untoward incident or accident requires the completion of the city incident report, which is to be filed with the City Office within 24 hours. If the incident or accident occurs on the weekend, reports must be received in the City Office immediately on Monday morning. Any incident resulting in significant damage to the Event Center or injury to anyone in attendance at an event; requires an immediate phone call to the City Clerk. If a city employee is injured, the City Clerk must complete the Supervisor's Report of Injury Report and ensure treatment has been provided and conduct further review to address future action needs and/or policy change needs.

RESPONSIBILITIES:

1. Event Center Advisory Board provides oversight and guidance to the City of Vergas regarding Event Center policy, use, safety, maintenance, budget, and action needs.
2. City Clerk-Treasurer:
 - a. Provides administrative oversight of the event center and provides day-to-day direction, management of the rentals, response to safety issues, complaints and concerns, and addresses any disputes or incidents that may occur.
3. City Deputy Clerk:
 - a. Responds to rental inquiries and provides information regarding availability, policy and completion of a rental agreement.
 - b. Schedules events upon the completion of a rental agreement.
 - c. Provides tours of the Event Center.
 - d. Receives completed Event Center rental agreements, rental deposits and rental payments, and return of deposits.
 - e. Schedules Event Center security and verify proof of liquor liability insurance with patrons scheduling an event that involves the offering of alcohol.
 - f. Provide patrons with the Event Center entry code; logging who code was given to and date.
 - g. Provides information regarding rental of sign, takes payments, schedules and updates posts in accordance with the Event Center Sign Policy.
 - h. Prepares and reviews the Event Center budget with the Event Center Advisory Board.

- i. Provides a summary of Event Center activities to the Event Center Advisory Board and brings recommendations for action and policy.
4. Liquor Store Staff
- a. In absence of the City Deputy Clerk-Treasurer, Liquor Store employees will provide patrons with the Event Center Agreement form, take payments, and provide the Event Center entry code; logging who the code was given to and date.
5. City Maintenance Staff
- a. Provides general maintenance and repair of the Event Center, which includes the indoors and outdoors, and completes the laundry needs of mop heads, towels, etc. This includes but is not limited to changing furnace filters and emptying ashtrays.
 - b. Maintains the maintenance logs for fire extinguishers, smoke alarms, carbon dioxide alarms, and all annual inspections; as well as the physical care and conditions of items in the event center.
 - c. Unlocks the doors prior to Event Center events when keyless entry is not being used.
 - d. Sets up meeting room for Council and other meetings as indicated.
 - e. Sets up Chairs for funerals and public hearings and when necessary, takes down chairs.
 - f. Provides seasonal landscaping, such as mowing of lawn and snow removal of sidewalk and parking lot.
6. Cleaning Service
- a. Cleaning of the Event Center is through a cleaning service contractor that reports to the City Clerk-Treasurer.
 - b. If Event Center needs additional cleaning, the City Utilities Department will provide.
7. Security Service
- a. Security of the event center is through a contract with a security service that reports to the City Clerk-Treasurer.
 - b. The Security Service ensures no alcohol is brought in or taken out of the Event Center, other than the organization with liquor liability insurance.
 - c. Monitors and intervenes when underage drinking.
 - d. Monitors and intervenes if any disruptions, i.e., fight, and contacts the Otter Tail County Sheriff's Department (218) 998-8555 for back-up needs.

Adopted this 20th day of January, 2026 by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

Approved: 04.12.22
Updates: 01.20.26 Proposed