

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

1. Call to order

2. Additions and Deletions

3. Minutes

February 11, 2026

4. Status of Recommendations to City Council

None.

5. Income and Expense

6. Rental

1. Rental Form

7. Exercise Opportunity

8. Building Review

1. Tables

9. Policy

A. Current Policy
B. Proposed Policy

10. Adjournment

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**Event Center Advisory Board
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3. Minutes

February 11, 2026

Files Attached

- Event Center Minutes 2.11.26.pdf

CITY OF VERGAS
 Event Center Advisory Minutes
 Vergas Event Center & Zoom Teleconference
 3:00 P.M. on Wednesday, February 11, 2026

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

None.

Minutes

Motion by Stenger, seconded by Perry, to approve the minutes from January 14, 2026. The motion passed unanimously.

Status of Recommendations to City Council

None.

Income and Expense

A new spreadsheet tracking event rentals and income was presented. It was explained that this document would be regularly updated with new bookings and revenue to give the board visibility into events and income being generated. This spreadsheet is in addition to, not a replacement for, regular financial reports.

Rental

Events to raise awareness

Nustad presented an idea for hosting board game nights for children during winter months when the facility has less activity. The concept, tentatively called "Board Kids," would provide tables with various board games, potentially selling concessions or charging a nominal admission fee. The Lions Club could potentially be involved to help. Stenger and Nustad also discussed reviving the idea of hosting an '80s prom event at the center. This event would showcase the venue's capabilities, allow for promotional photos, and serve as a fundraiser. The target timeframe would be around the same time next year. A radio ad for the Event Center began broadcasting that day on station 104.1.

Rental Form

Stenger reported that he and Nustad are working on updating the rental form to address rate discrepancies. They expect to have a finalized form for the next meeting. Since it's after the first of the year, public notices about rate changes will be required.

Evening Zumba

Nustad informed the board that the evening Zumba group has decided to cancel their sessions due to cost concerns and has relocated. The morning Zumba group will continue to use the Event Center. Nustad noted that evening Zumba brought in \$645 in revenue for 2025. Board members discussed the situation but concluded there wasn't much that could be done. At \$15 per class, the fee was already considered reasonable, especially compared to similar fitness classes in the area that charge the same amount for individual attendance. The board acknowledged that while they would prefer to offer the space at lower rates for community activities, the operational costs and need for revenue made this impractical.

Building Review

Cooler

The board discussed the status of the coolers. Jacoby inquired whether there had been any freezing issues since the previous incident at the Fireman's Banquet. There was uncertainty about whether the coolers are currently running constantly or turned on only before events. The discussion included the energy efficiency of the coolers, with Perry noting that they use relatively little electricity when not frequently opened. The board considered having the coils cleaned as maintenance, with suggestions to ask Brian Perry or possibly the city maintenance employees before considering a professional service, which could cost around \$500. Jacoby expressed hesitation about investing significant money in the coolers if they aren't frequently used.

Stage

Stenger reported that he had received quotes for stairs for the front of the stage. The options include stairs that fold up compactly (to about 8 inches) for storage, with one version on wheels and one without. The board briefly discussed Perry's previous idea about removable railings for safety, though no decisions were made on this feature.

Policy

Stenger explained that after the previous meeting, there was discussion with the city council about policy changes, particularly regarding safety concerns and the process for addressing them. Nustad provided both the current policy and a draft of proposed changes for the board to review.

The board discussed several specific points in the policy document:

1. A suggestion to modify section 5(e) to broaden the city maintenance staff's responsibilities from "setting up chairs for funerals and public hearings" to "event set up and tear down as needed" to avoid potential pushback on non-funeral events.
2. Concerns about the security requirements for events, including inconsistency in application and questions about effectiveness. Perry noted that the security guards have limited authority and questioned their value. Some members suggested exploring the history and origin of the security requirement (possibly dating back to 2001 or earlier) and whether it could be made optional rather than mandatory.

The board decided to postpone making recommendations on the policy until members had more time to review the documents thoroughly.

Adjournment

Motion by Jacoby, seconded by Perry, to adjourn the meeting at 3:30 PM. The motion passed unanimously.

Respectfully submitted,

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

Council Recommendations

None.

Follow Up Actions

- Nustad: Look into getting the coils cleaned in the cooler.
- Nustad: Look into the history and requirements for security at events (including when the requirement started and if it is mandated), and report back to the group.
- Stenger: Obtain and review quotes for stage stairs and decide on purchase.
- Stenger and Nustad: Finalize the updated rental form with possible rate changes and present at next meeting.
- Board: Review the draft policy document (with changes highlighted, if possible) and provide feedback at the next meeting.

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4. Status of Recommendations to City Council

None.

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5. Income and Expense

Files Attached

- 2025-26 Budget for Event Center.pdf
- 3.11.26 VEC ACTIVITY 2026.pdf

2026 INCOME and EXPENSES

	<u>2025</u>	<u>2025 Year</u>	<u>2026</u>	<u>2026 Year</u>	
	<u>Budget</u>	<u>to Date</u>	<u>Budget</u>	<u>to Date</u>	
		<u>12/31/2025</u>		<u>2/27/2026</u>	
Revenue					
Paid by Vergas Property Taxes	32,870.00	25,710.24	26,992.00	0.00	
Rent	12,000.00	13,879.75	12,865.00	1,865.00	\$8,365 projected, \$4500 estimated
Deposits	1,000.00	2,628.20	1,500.00	1,275.00	
Sign Rental	40.00	165.00	30.00	0.00	
Grants/Advertising	0.00	0.00	0.00	0.00	
Refund & Reimbursement	0.00	75,731.00	0.00	3,100.00	Solar Project
Fundraising	0.00	0.00	0.00	0.00	
Contributions & Donations	0.00	347.00	0.00	0.00	
Totals	45,910.00	118,461.19	41,387.00	6,240.00	
Expenses					
Employee Wages	8,000.00	1,785.42	4,940.00	399.66	(5 hours a week)
Deductions	1,600.00	661.02	1,976.00	137.10	
Professional Service	1,500.00	2,212.86	2,231.00	423.94	Cleaning and Security
Office Supplies	100.00	526.40	500.00	84.40	
Operating Supplies	3,000.00	3,566.76	3,165.00	868.71	
Travel, Mtgs, & Schools	0.00	0.00	0.00	0.00	
Repair & Maintenance. Supplies	2,000.00	150.07	2,000.00	30.00	
Internet & Phone	2,110.00	1,501.83	1,800.00	222.00	
License and Permits	1,000.00	25.00	25.00	0.00	Changed from security
Printing & Advertising	4,000.00	2,047.50	2,000.00	225.00	Frazee-Vergas Forum, Radio
Insurance	4,000.00	5,896.00	6,000.00	0.00	14% increase in 2026
Utility Services	8,200.00	5,183.20	4,400.00	1,810.18	
Rubbish Service	1,600.00	1,302.70	1,600.00	423.59	
Repair & Maintenance Service	3,000.00	6,050.78	4,570.00	176.00	
City Share/Assessments	800.00	680.00	680.00	0.00	
Improvements	5,000.00	1,561.90	5,500.00	0.00	Furnance/Air replacement
Refund & Reimbursements	0.00	85,309.75	0.00	75.00	Return deposits/Solar Project
Totals	45,910.00	118,461.19	41,387.00	4,875.58	

Kitchen Fund Balance

\$6,239.62

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		
4.18.26	Memorial Service	\$300.00	\$300.00	
4.28.26	Birthday Party			
5.1.26	Wedding	\$1,570.00		Includes \$70 extra hours for security
5.9.26	Baby Shower	\$250.00	\$250.00	
5.16.26	Bring in Spring Event	\$200.00	\$200.00	
6.6.26	West McDonald Lake Assc.	\$100.00	\$100.00	
6.7.26-9.6.26	Calvary Curch	\$700.00		For the whole season. Will bill each month
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		
9.26.26	Wedding	\$1,570.00		Includes \$70 extra hours for security
10.24.26	CDH Firemans Banquet	\$500.00		
10.31.26	Lions Halloween Party	\$0	\$0	Donation
11.24.26	OTLCA Annual Meeting	\$0	\$0	City Event
		\$8,615.00	\$2,505	

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

Updated 2.25.26

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6. Rental

1. Rental Form

Files Attached

- Draft Rental Form 3.3.26.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:

Name of Organization or Event _____ Name of Contact Person _____

Mailing Address _____ City _____ St _____ Zip _____

Phone Number _____ Email address _____

Date of Event _____

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
(This is from the time you are going to set up until the time you will be finished cleaning up.)
3. The rent to be paid by the Lessee is as follows:

RENTAL PACKAGES

3 Day Rate: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$1,300 + tax and \$300.00 cleaning/damage deposit) Includes recreation room, meeting room, and kitchen for up to 350 people.	Friday 12PM	Sunday 5PM	\$ _____
Day Rate: Full day rental over 8 hours (\$350 + tax and \$300.00 cleaning/damage deposit) Includes recreation room and kitchen for up to 350 people.	Start:	End:	\$ _____
Hourly Rate: Less than 8 hours (\$50/ Hour + tax \$75.00 cleaning/damage deposit) Includes recreation room and kitchen for up to 350 people.	Start:	End:	\$ _____

DO YOU RESIDE IN VERGAS CITY LIMITS? \$500.00 CREDIT ON THE 3 DAY RATE!

ADDITIONAL FEES

Security for bar \$35.00 per hour per guard.	Start:	End:	\$ _____
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SPECIALTY PACKAGES

Meeting Room Only Less than 8 hours (\$25.00/hour + tax and \$50.00 cleaning/damage deposit) Includes use of meeting room and Wi-Fi.	Start:	End:	\$ _____
Exercise Rate Weekdays ONLY (\$15.00/hour) Includes use of recreation room only.	Start:	End:	\$ _____

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

Bar	YES	NO
Liquor Liability Insurance Holder Name <i>(If answered yes to the above)</i>		
<u>Name of Band or DJ</u>		
Contact Information for Band or DJ		
<u>Sound System Needed?</u>	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:

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. All bars 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)

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

- 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.

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.

By: _____

Lessee

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.



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7. Exercise Opportunity

Files Attached

- Exercise Flyer.pdf



Stay Active & Independent for Life (SAIL)

**A Strength, Balance, and Fitness
Class for Adults 65+**

Class Exercise Guide



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8. Building Review

1. Tables

**Event Center Advisory Board
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9. Policy

- A. Current Policy
- B. Proposed Policy

Files Attached

- Old Policy.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