

**Event Center Advisory Board  
2026 April Meeting Event Center  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
3:00 PM on Wednesday, April 8, 2026**

**1. Call to order**

**2. Additions and Deletions**

**3. Minutes**

March 11, 2026

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

None.

**5. Income and Expense**

**6. Building Review**

1. Tables

**7. Policy**

- A. Current Policy
- B. Proposed Policy

**8. Future of the Board**

**9. Adjournment**

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**Event Center Advisory Board  
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**3. Minutes**

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March 11, 2026

**Files Attached**

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- Event Center Minutes 3.11.26.pdf

CITY OF VERGAS  
 Event Center Advisory Minutes  
 Vergas Event Center & Zoom Teleconference  
 3:00 PM on Wednesday, March 11, 2026

2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
James Stenger, Council Appointment	P	P	P									
Vanessa Perry, Member	A	P	P									
Rachel Nustad, Member	P	P	P									
Robert Jacoby, Member	P	P	P									
Jay Norby, Member	A	P	A									

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

Present via zoom: Jay Norby

**Call to order**

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

**Additions and Deletions**

None.

**Minutes**

Motion by Jacoby, seconded by Perry, to approve the minutes from February 11, 2026. The motion passed unanimously.

**Status of Recommendations to City Council**

None.

**Income and Expense**

Stenger presented the budget year-to-date figures and Nustad provided a summary of all events booked so far. The board discussed various upcoming events including a "Bring in Spring" event and "Kids' Art Camp". There was discussion about whether these events actually rent the building or just hold it in case of rain for \$200. Perry clarified that neither event typically uses the building unless it rains, but they do use the restrooms.

**Rental**

**Rental Form**

Stenger reported that he and Nustad had revised the rental form. The major changes included removing the security requirement from the base rental packages and restructuring the pricing to offer three-day, day, and hourly rates. Security would now be available as an additional fee of \$35 per hour if requested by the renter. However, this change would require the board to recommend that the city council no longer require security at events. Nustad noted concerns about past incidents where security discovered property damage (broken toilets, sinks ripped from walls) that might not have been found until later without security present. Perry raised significant concerns about the current security service, stating that security guards often leave at midnight when bar service ends, despite being supposed to stay an hour after bar close. She questioned the value of requiring security when guards aren't performing their duties effectively and noted that the requirement makes the venue less competitive since other venues don't require security. Jacoby expressed reluctance to change existing policy without clear justification and suggested the board needed more information before making a recommendation. The discussion revealed that most current council members weren't present when the security requirement was originally implemented. Perry suggested researching other venues' security policies and gathering more information before presenting a recommendation to the council. She also noted that security guards have no legal authority and can only call the sheriff if needed.

Jacoby pointed out formatting issues in the rental form, specifically that the day rate should say "8 hours or more" rather than "over 8 hours" to avoid a gap in coverage. The discussion also covered liquor liability insurance requirements, with Perry seeking clarification on what documentation was needed. The board confirmed that bars must provide copies of their liability insurance policies naming the city as a beneficiary. Jacoby suggested adding language about THC products being prohibited on city property by Minnesota state law.

**Exercise Opportunity**

Nustad explained that she had met with someone from the "SAIL" program (Stay Active and Independent for Life), which provides strength and balance fitness classes for adults 65 and older. The instructor wanted to offer classes a couple nights per week during the summer months and requested that the rental fee be waived since the classes would be provided free to participants. Nustad

informed her that any fee waiver would need city council approval, so the instructor plans to present her program directly to the city council. Perry noted the difference between this situation and Zumba classes, which pay rent but also charge participants, while the SAIL program would be entirely free. The board discussed the pros and cons of waiving fees, acknowledging the community benefit while noting ongoing facility costs and the current financial position of the event center. Since the matter would go directly to council for decision, the board did not need to make a recommendation.

### **Building Review**

#### **Tables**

Norby provided an update on the table replacement project. He reported having received bids and indicated that the board would make their decision at their March 30th meeting. He noted they would likely need to purchase additional table racks along with the new tables.

#### **Policy**

Stenger presented both the current policy and proposed policy changes for board review. However, the discussion was tabled due to the unresolved security issues from the rental form discussion and concerns about liquor license compliance. Perry explained that under Minnesota law, a catering liquor license is only valid if the same entity providing alcohol also provides food service. Currently, many events have separate vendors for bar service and catering, which technically violates state law. The board discussed potential solutions, including returning to one-day liquor permits issued by the city or ensuring that alcohol vendors also provide catering services. Perry noted that this legal issue poses greater liability concerns than the security requirement, since events operating under invalid catering licenses would already be breaking the law in case of any incident.

The board agreed to table the policy discussion until the next meeting to allow Nustad to research one-day permit options and determine what legal compliance measures need to be implemented.

#### **Additional Discussion**

Perry asked about planning potential fundraising events to address building improvement needs, noting that the event center currently lacks funding for necessary projects. Nustad agreed to take a leadership role in organizing such events with board support and guidance. The board briefly discussed the success of the recent vendor market, which had an estimated 300-350 attendees. Feedback was positive, though organizers noted that having food options and folding chairs would improve future events.

Jacoby inquired about the solar panel installation timeline. The board learned that a security cage was no longer needed and that the panels should be operational by June 1st, with installation work planned for March through May.

#### **Adjournment**

Motion by Perry, seconded by Jacoby, to adjourn the meeting at 3:41 PM. The motion passed unanimously.

Respectfully submitted,

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

#### **Council Recommendations**

None.

#### **Follow Up Actions**

- Nustad: Research the possibility and requirements of obtaining one-day liquor licenses for event bar service, including restrictions, who can apply, and associated costs, and report findings to the group before next month's meeting.
- Norby: Present bids and make decision on new tables and racks at the lions board meeting on the 30th.
- Nustad: Ensure the SAIL program representative is on the agenda for the upcoming City Council meeting to present and discuss the possibility of waiving fees for the SAIL program classes.
- All members: Consider and prepare to discuss at the next meeting: (a) prioritization of building projects/facility improvements, and (b) fundraising ideas to support these projects.
- Nustad: Prepare recommendations for the next meeting after gathering more information on security practices at comparable venues.

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

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None.

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**5. Income and Expense**

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**Files Attached**

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- 2025-26 Budget for Event Center.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>3/31/2026</u>	
<b>Revenue</b>					
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	3,570.00	\$8,365 projected, \$4500 estimated
Deposits	1,000.00	2,628.20	1,500.00	1,425.00	
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	39,100.00	Solar Project
Contributions & Donations	0.00	347.00	0.00	0.00	
<b>Totals</b>	<b>45,910.00</b>	<b>118,461.19</b>	<b>41,387.00</b>	<b>44,095.00</b>	
<b>Expenses</b>					
Employee Wages	8,000.00	1,785.42	4,940.00	638.40	(5 hours a week)
Deductions	1,600.00	661.02	1,976.00	219.02	
Professional Service	1,500.00	2,212.86	2,231.00	504.63	Cleaning and Security
Office Supplies	100.00	526.40	500.00	84.40	
Operating Supplies	3,000.00	3,566.76	3,165.00	1,183.46	
Travel, Mtgs, & Schools	0.00	0.00	0.00	0.00	
Repair & Maintenance. Supplies	2,000.00	150.07	2,000.00	83.08	
Internet & Phone	2,110.00	1,501.83	1,800.00	371.41	
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	380.00	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	2,129.99	
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	36,510.00	Return deposits/Solar Project
<b>Totals</b>	<b>45,910.00</b>	<b>118,461.19</b>	<b>41,387.00</b>	<b>42,703.98</b>	

Kitchen Fund Balance \$6,239.62

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**6. Building Review**

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1. Tables

**Event Center Advisory Board  
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**7. Policy**

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- A. Current Policy
- B. Proposed Policy

**Files Attached**

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- 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:

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Julie Lammers  
City Clerk-Treasurer

Approved: 04.12.22  
Updates: 01.20.26 Proposed