

**SPECIAL MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD  
CITY HALL CONFERENCE ROOM  
JULY 9, 2013  
6:15 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. July Promotions
- IV. OLD BUSINESS
  - A. Sales & Purchasing Report
  - B. Wine Club
  - C. Sign on Wheels
  - D. Beer Camp
  - E. T-Shirts - Update
  - F. Refrigerator – Update
  - G. 2014 Customer Appreciation Day/Staffing
- V. INFORMATIONAL
- VI. ADJOURN

**\*\*\*Please contact Renee Eckerly at 320-243-3714 ext. 227 or  
at [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com) if you can't attend the meeting.\*\*\***

**Voting Members: Jeff Thompson, Jennifer Welling, Steve Vaske, Sue Hecht, and Reed Ringstad. Advisory Member: Bill Ludwig**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Municipal Off-Sale Retail Liquor Board. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Cable Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Liquor Board

Committee/Council Meeting Date: July 9, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the June 6, 2013 Municipal Off-Sale Retail Liquor Board meeting minutes.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the June 6, 2013 Municipal Off-Sale Retail Liquor Board meeting.

**MINUTES  
SPECIAL MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD**

**JUNE 6, 2013**

The meeting was called to order by Chairperson, Reed Ringstad at 6:20 p.m. Members present were Bill Ludwig, Jennifer Welling, Jeff Thompson, and Steve Vaske (6:33 p.m.). Sue Hecht was absent.

**Motion was made by Thompson to approve the minutes from the May 7, 2013 Municipal Off-Sale Retail Liquor Board meeting. Seconded by Hecht and unanimously carried.**

**MAY PROMOTIONS**

Mich Golden Light	12 oz. 24 pack cans	\$16.99
Coors Light	16 oz. 24 pack cans	\$19.99
Adam Nelson Rum	1.75 L	\$15.99
Lord Calvert	1.75 L	\$11.99
Long Lake Wine		\$ 4.99

All sales will run through the 4<sup>th</sup> of July.

**MMBA NEWSLETTER**

**Incident Log** – The Board discussed implementing a daily log and having staff document weather, and any incidents that may occur.

**To Do List** – The Board reviewed the list of things that could be done during “down” times to keep the store looking its best.

**MMBA CONFERENCE REPORT**

Ludwig reported on the MMBA Conference he attended.

**SALES & PURCHASING**

Ludwig reported on the May sales; sales are still ahead of last year, but sluggish and that the weather plays a role in the sales.

**WINE CLUB**

The next Wine Club will be June 27, 2013 at Ron & Judy’s Restaurant. The featured vendor will be Bellboy. The May Wine Club had 48 people and sold 48 products. The Board discussed the 20% off the six bottle order and the continuation of such. It was suggested to give a wine club gift certificate instead of the 20% off. The 20% off will not be offered during the summer months.

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## **PARKING LOT LIGHTING**

It was reported that the lights have been installed and are working. A number of people have commented on the additional lighting

## **CUSTOMER APPRECIATION DAY - ANNUAL OPEN HOUSE**

The annual customer appreciation day was held on Friday, May 24, 2013. It was reported that the day went very well. It was suggested to move up Wine Club one week next year so that both events are not in the same week.

## **VACATION**

Ludwig reported that he will be on vacation next year over Memorial Day.

## **SIGN ON WHEELS**

Ludwig has researched a sign on wheels in the amount of \$641.88 for the panel and letters. Ludwig has asked Jim Stanger about constructing a trailer like structure for the sign at the cost of approximately \$250.00 - \$350.00. It was suggested to talk to other department heads about splitting the cost of the sign so that it could be used for multiple City events.

## **BEER CAMP**

Beer Camp will be held on Thursday, July 18, 2013 at Ron & Judy's Restaurant.

## **WHISKEY NIGHT**

Whiskey Night was held on Thursday, May 16, 2013 at 7:00 p.m. at Ron & Judy's Restaurant.

## **TABLE**

The table has been purchased and will be used at the store for tastings, etc.

## **SHIRTS**

Ludwig has ordered T-shirts for the staff. The Board discussed T-shirts for Beer Camp and Wine Club.

## **REFRIGERATOR**

The refrigerator for left over cheese from Wine Club and staff's lunches has not been bought yet. The Board encouraged Ludwig to get this purchased in the next few days.

## **WINE COOLER**

Ludwig reported that the existing wine cooler that was moved from the previous store has quit. This is an essential piece of equipment and the old one would be traded in for a new one. A quote in the amount of \$3,200.00 from Pelkey Refrigeration, Heating & A/C was reviewed.

**Motion was made by Ringstad to approve the purchase of a new two door cooler in the amount of \$3,200.00 from Pelkey Refrigeration, Heating & A/C and recommend such to the City Council. Seconded by Thompson and unanimously carried.**

### **EMPLOYEE HANDBOOK**

It was reported that the Handbook is at the point where it needs to be reviewed by the City Administrator and then the Liquor Board.

### **NEXT MEETING**

The July meeting will be moved from July 2, 2013 to Tuesday, July 9, 2013 at 6:15 p.m.

There being no further business, the meeting was adjourned at 8:00 p.m.

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