

**SPECIAL MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD  
IN CITY HALL COUNCIL CHAMBERS  
DECEMBER 2, 2014  
6:30 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. December Promotions
  - B. 2014 Audit
  - C. Holiday Schedule
- IV. OLD BUSINESS
  - A. Sales & Purchasing - Report
  - B. Wine Club – Report
    - 1. December Wine Club – Board Duties:
      - a. Appetizers - What? – Who can bring what?
      - b. Who can help?
  - C. Employee Manual - Update
  - D. Recipes - Update
  - E. MMBA – Report
  - F. Staffing – Update
  - G. Appreciation Gift - Update
  - H. Providing Community Worth Ideas
    - 1. City Holiday Lights
    - 2. Splash Pad
    - 3. Code Red Notification System (Public Safety)
- V. INFORMATIONAL
- VI. ADJOURN

**\*\*\*Please contact Bill Ludwig at 320-243-3874 or at [liquor@paynesvillemn.com](mailto:liquor@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: December 2, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the October 7, 2014 Municipal Off-Sale Retail Liquor Board meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the October 7, 2014 Municipal Off-Sale Retail Liquor Board meeting.

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

**OCTOBER 7, 2014**

The meeting was called to order by Chairperson, Reed Ringstad at 6:23 p.m. Members present were Bill Ludwig, Liquor Store Manager; Jennifer Welling, Administrative Assistant/Zoning Specialist; Sue Hecht, and Jeff Thompson. Steve Vaske was absent.

**Motion was made by Welling to approve the minutes from the September 2, 2014 Municipal Off-Sale Retail Liquor Board meeting. Seconded by Thompson and unanimously carried.**

**NOVEMBER MEETING DATE CHANGE**

The November meeting will be moved to Wednesday, November 5, 2014 at 6:15 p.m. due to Election Day.

**OCTOBER PROMOTIONS**

Ludwig reviewed the October promotions.

**SALES & PURCHASING REPORT**

Ludwig reported on the following:

- Year to date sales are up \$61,163.00 or 6.3%
- Year to date profit is up \$14,730.00 or 6.8%

**WINE CLUB**

The next Wine Club is scheduled for October 23, 2014 and Millner Winery will be the featured vendor. The November Wine Club will be hosted by the Liquor Board.

**EMPLOYEE MANUAL**

Staff is working on making the changes to the manual that the Policies & Procedures Committee had made. The revised manual will then go back to the Policies & Procedures for approval prior to going to the City Council.

**SIGN/BILLBOARD**

Ludwig has heard nothing from Franklin Signs. It was suggested to have the City Council designate a location for a future sign.

**RECIPES**

The Board reviewed recipe holder ideas and locations for them to be put. The Board wants the recipes to be started by October 15, 2014.

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### **LIQUOR STORE CLERK POSITION**

The City received two applications and will be researching staffing options.

### **MMBA REPORT**

Ludwig reported on the MMBA meetings. Providing community worth was discussed and Ludwig will check on the legality of this. This item will be put back on a future agenda.

### **APPRECIATION GIFT**

The Board discussed a possible appreciation gift to be handed out at the Wine Club Appreciation Night in December. Suggestions included coasters, wine glass charms, and wine glasses. Ludwig will research costs of such.

### **LIQUOR STORE LOCATION**

The former Credit Union building was discussed noting that this is not the best location for a Liquor Store. The Board made suggestions on improving the current location:

- Increase lighting in the beer cave
- Change/increase storage room shelving

Ludwig will make a list of things that need to be done and bring it back to a future meeting.

### **INFORMATIONAL**

Ludwig stated that September and October are considered catch-up months for the store. 2-for's will be discussed on a future agenda.

There being no further business, the meeting was adjourned at 8:09 p.m.

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