

**MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD
AT LIQUOR STORE
JANUARY 5, 2016
6:15 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 4)
 - B. Meeting Schedule (page 5)
 - C. January Promotions/Ads/In-House Events
- IV. OLD BUSINESS
 - A. Sales & Purchasing Report
 - 1. Year End Numbers - Audit
 - B. Wine Club Report
 - C. Community Event Fundraiser
 - D. 2016 Goals/Changes/Event Prices
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, February 2, 2016 at 6:15 p.m.
- VI. ADJOURN

*****Please contact Bill Ludwig at 320-243-3874 or at 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 Municipal Off-Sale Retail Liquor Board 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: January 5, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the October 6, 2015 Municipal Off-Sale Retail Liquor Board meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the October 6, 2015 Municipal Off-Sale Retail Liquor Board meeting.

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

OCTOBER 6, 2015

The meeting was called to order by Chairperson, Reed Ringstad at 6:15 p.m. Members present were Bill Ludwig, Liquor Store Manager; Sue Hecht, and Steve Vaske. Jennifer Welling, Administrative Assistant/Zoning Specialist; and Jeff Thompson were absent.

Motion was made by Hecht to approve the Consent Agenda including the minutes from the July 7, 2015 and September 16, 2014 Municipal Off-Sale Liquor Board meetings. Seconded by Vaske and unanimously carried.

MONTHLY PROMOTIONS

Ludwig reviewed the October promotions.

WINE SALE

Ludwig reported that sales were good and able to move several discontinued wines.

COMMUNITY WORTH EVENT

Ludwig discussed the success of last year's event and asked for thoughts about doing one in 2016. It was discussed to do the event independently and make a donation to the organization when complete.

Motion was made by Hecht to do a Community Fundraiser independently in 2016. Seconded by Ringsted and unanimously carried.

Ludwig will check into ideas or groups to help; possibly the Splash Pad.

LIQUOR STORE STAFF TRAINING

Ludwig reported that the entire staff will go to Hutchinson on Sunday, November 1, 2015 for Beverage Alcohol Training and Wine Seminar. Several other area cities will also be attending the trainings.

SALES & PURCHASING REPORT

Ludwig reported on the following:

- Year to date sales are up \$75,147.00 or 7.2% over 2014
- Year to date profit is up \$16,911.00 or 7.3% over 2014
- Margins are doing better because of purchasing the quantity buys
- Purchased a wine buy with Litchfield, splitting costs and inventory to gain margin and profits; so far it is working
- Top sellers

MMBA

Ludwig reported that in October MMBA is collecting canned goods for the food shelf. The promotion is with Coors. There will be Regional meetings throughout the state in October also.

WINE CLUB

90 people attended the September Wine Club. The next Wine Club will be Thursday, October 22, 2015 and Millner's will be the featured vendor.

SERVER/CREDIT CARD MACHINE

Ludwig reported that the equipment has been ordered and he is waiting for RITE to install it.

There being no further business, the meeting was adjourned at 7:30 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Liquor Board

Committee/Council Meeting Date: January 5, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice Chairperson.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to elect _____ as Chairperson.

A motion to elect _____ as Vice Chairperson.

A motion to elect _____ as Secretary.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Liquor Board

Committee/Council Meeting Date: January 5, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Every year each Committee sets their yearly meeting schedule. Currently the Board meets the first Tuesday of each month at 6:15 p.m.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to set the Municipal Off-Sale Retail Liquor Board meetings for _____.