

**MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD
AT LIQUOR STORE
APRIL 4, 2017
6:15 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. April Promotions
- IV. OLD BUSINESS
 - A. Purchasing Report
 - B. Sales Report
 - C. Wine Club Report
 - D. Gift Cards - Update
 - E. Staffing - Update
 - F. Computer Software - RITE – Update
 - G. Legislative – Update
 - H. April – Wine/Art Event – Update
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, May 2, 2017 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: Len Gilmore, 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: April 4, 2017

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the March 7, 2017 Municipal Off-Sale Retail Liquor Board meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the March 7, 2017 Municipal Off-Sale Retail Liquor Board meeting.

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

MARCH 7, 2017

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

Motion was made by Hecht to approve the minutes from the February 7, 2017 Municipal Off-Sale Liquor Board meeting. Seconded by Vaske and unanimously carried.

MARCH PROMOTIONS

Ludwig reviewed the March promotions.

COMPUTER SOFTWARE

Ludwig reported that there is a need to upgrade the Microsoft license through Rite for the Liquor Store computers in the amount of \$2,009.25. This will be brought to Council for approval.

MN WINES

Ludwig reported that some of the Glacial Ridge wines are going bad and having to be destroyed. Ludwig is hoping to get credit back for them. The Board suggested to pull all remaining Glacial Ridge wines from the shelves to keep customers from buying bad wine in the future.

PURCHASING REPORT

Ludwig reported on another source of power buying with a network of stores.

SALES REPORT

Ludwig reported the following for February:

- Sales are down for the year
- Profit is down for the year
- In 2016 both the 1st and 2nd of January were on a Friday and Saturday
- In 2016 there were two more selling days
- Year to date down 53 customers compared to last year at this same time.

WINE CLUB

Ludwig reported that 40 people attended the February Wine Club at Queen Bee's with 70 bottles sold.

GIFT CARDS

Ludwig reported that he is proceeding with getting gift cards. Rite is giving the store a \$700.00 savings on the credit card installation due to Ludwig promoting Rite to other cities.

STAFFING

Ludwig will need additional staffing and is currently advertising for such. Management and staff are willing to work Sundays; therefore, staffing Sundays should not be an issue.

SUNDAY LIQUOR

Ludwig reported that Sunday Liquor has passed and presented the law language that is ready to be signed. Ludwig wants the Board's recommendation to allow Sunday sales from 11:00 a.m. to 6:00 p.m. to gather data and try it for a year because "why send customers somewhere else." There was some discussion on if it would be profitable to be open on Sundays and the staffing for such.

Motion was made by Gilmore to allow Sunday liquor sales from 11:00 a.m. to 6:00 p.m. and to gather data on Sunday sales for a year and recommend such to the City Council. Seconded by Hecht and unanimously carried.

NEXT MEETING

The next meeting will be Tuesday, April 4, 2017 at 6:15 p.m.

There being no further business, the meeting was adjourned at 7:11 p.m.