

**SPECIAL MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD  
AT LIQUOR STORE  
SEPTEMBER 20 2017  
6:15 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. September Promotions
  - B. Review Summer
  - C. Future Purchases
  - D. 2018 Budget
- IV. OLD BUSINESS
  - A. Purchasing Report
  - B. Sales Report
  - C. Wine Club
  - D. Sunday Liquor
  - E. Staffing
- V. INFORMATIONAL
  - A. Next Meeting – Tuesday, October 3, 2017 at 6:15 p.m.
- 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: 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: September 20, 2017

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the April 4, 2017 Municipal Off-Sale Retail Liquor Board meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the April 4, 2017 Municipal Off-Sale Retail Liquor Board meeting.

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

**APRIL 4, 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, and Len Gilmore. Jennifer Welling, Administrative Assistant/Zoning Specialist; and Sue Hecht were absent.

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

**APRIL PROMOTIONS**

Ludwig reviewed the April promotions.

**PURCHASING & SALES REPORT**

Ludwig reported that because of great cost pricing, purchasing is up. Year to date sales are up \$2,500.00.

**WINE CLUB**

Sixty people attended the March Wine Club at Queen Bee's with 88 bottles sold.

**GIFT CARDS**

Ludwig reported that the cards are ordered and should arrive any day.

**STAFFING**

Ludwig reported that the ad is running again, as there were not many applicants.

**COMPUTER SOFTWARE**

Ludwig and RITE are setting up a day the week of April 0<sup>th</sup> to get the needed updates installed.

**LEGISLATIVE UPDATE**

There was nothing new to report.

**APRIL WINE/ART EVENT**

Jeff Thompson and Ludwig are working together to pair wine and local artists.

**NEXT MEETING**

The Board cancelled the May 2<sup>nd</sup> meeting due to MMBA's Annual Conference.

There being no further business, the meeting was adjourned at 6:45 p.m.