

**SPECIAL MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD
AT LIQUOR STORE
TUESDAY, OCTOBER 24, 2017
6:15 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. October Promotions
 - B. Review Summer
 - C. Future Purchases
 - D. 2018 Budget
 - E. November & December Meeting Schedule – November 7, 2017 & December 5, 2017
- IV. OLD BUSINESS
 - A. Purchasing Report
 - B. Sales Report (page 3)
 - C. Wine Club
 - D. Sunday Liquor
 - E. Staffing
- V. INFORMATIONAL
 - A. Next Meeting – Tuesday, November 7, 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: October 24, 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 0th 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 2nd meeting due to MMBA's Annual Conference.

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

Consolidated Z Report

For batches closed between 9/1/2017 and 10/2/2017

Number of Registers 2 All Regs Closed? FALSE
 Number of Batches 75 EDC Closed? TRUE

Effective month of Sept 2017

Cash In		Misc.		Department Sales			
Opening Total	\$40,000.00	Total Sales	\$124,031.02	<u>Department Name</u>	<u>Cost</u>	<u>Sales</u>	<u>% of Sales</u>
Sales	\$124,654.93	Total Tended	\$157,511.50	Beer	\$50,341.74	\$64,292.22	51.82 %
Neg. Transactions	(\$623.91)	Total Change	(\$22,554.68)	Club	\$0.00	\$273.00	0.22 %
Tax	\$10,890.80	Over / Short	(\$13.65)	Deposits	\$0.00	\$0.00	0.00 %
Shipping	\$0.00	Cost of Goods	\$95,480.06	Energy Drinks	\$77.77	\$117.68	0.09 %
Debit Surcharge	\$0.00	Profit	\$28,585.96	Gift Card Sales	\$0.00	\$35.00	0.03 %
Cash Back Fee	\$0.00	Commission	\$0.00	Ice and Water	\$636.09	\$1,235.73	1.00 %
Paid on Layaway	\$0.00	Discounts	\$3,307.72	Liquor	\$25,789.16	\$33,681.79	27.15 %
Paid to Account	\$0.00	Discount Qty	1516	Lott Scr Payout	\$0.00	(\$370.00)	-0.30 %
Deposit Made	\$0.00	Product Count	11753	Lottery Scratch Tickets	\$1,144.40	\$1,211.00	0.98 %
Voucher	\$35.00	Not Scanned	0	Misc	\$2,079.54	\$2,909.28	2.34 %
Total	\$174,956.82	Transaction Count	5572	Online Lotto	\$404.46	\$428.00	0.34 %
		Avg. Transaction	\$22.25	Online Lotto Payout	(\$45.60)	(\$48.00)	-0.04 %
		Ave. Units Per Trans	2.13	Pop	\$520.12	\$672.72	0.54 %
Cash Out		Largest Transaction	\$548.75	Tobacco	\$5,854.25	\$7,053.96	5.69 %
Paid Out	\$0.00	No Sales	239	Wine	\$8,678.15	\$12,573.64	10.13 %
Dropped	\$0.00	Cancel Transaction	55				
Layaway Closed	\$0.00	Item Corrections	74				
Paid on Account	\$0.00	Returns (15)	\$0.00				
Deposit Redeemed	\$0.00	Post Voids (4)	\$0.00				
Closing Total	\$174,943.17	Neg. Dollar Items	(\$422.00)				
Total	\$174,943.17	Manual Inventory Adjustments	\$0.00				
		Unique Customers	0				
		Trans w/ Customer	0				

Tender Information

Tender Type	Open	Shift	Close	Over/Short
Cash	\$40,000.00	\$42,114.86	\$84,962.29	\$2,847.43
Check	\$0.00	\$6,936.70	\$4,075.62	(\$2,861.08)
Credit Cards	\$0.00	\$85,895.26	\$85,895.26	\$0.00
Gift Cards	\$0.00	\$10.00	\$10.00	\$0.00
Offline Credit Card	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$40,000.00	\$134,956.82	\$174,943.17	(\$13.65)

Credit Card Detail

Card Name	Count	Amount
American Express	84	\$2,360.32
DISCOVER	78	\$2,167.96
MASTERCARD	744	\$22,416.63
VISA	2107	\$58,950.35
Total		\$85,895.26

Discounts By Reason Code

<u>Reason code</u>	<u>Qty</u>	<u>Total</u>	<u>% Sales</u>
15% Coupon	8	\$15.99	0.01 %
15% Discount Craft Beer	15	\$28.95	0.02 %
25%	1	\$7.00	0.01 %
Coded Beer	98	\$552.36	0.44 %
Daily's 4 pk Disc	55	\$13.20	0.01 %
Discontinued Item	55	\$285.00	0.23 %
Quantity Discount	424	\$817.38	0.65 %
Quantity Discounts	78	\$138.34	0.11 %
Sale Price	407	\$844.00	0.67 %
Senior Wednesday Discount	166	\$285.25	0.23 %
Wine Bags 4 Bottles	14	\$13.90	0.01 %
Wine Club	18	\$39.15	0.03 %
Wine sale	43	\$97.34	0.08 %
Wine Tuesday Discount	89	\$110.65	0.09 %
Woodbridge	45	\$59.21	0.05 %
Total	1516	\$3,307.72	

Tax Collected

<u>Tax Name</u>	<u>Amount</u>
MN Liquor Tax	\$10,363.46
MN Sales Tax	\$527.34
Total	\$10,890.80

Taxable Sales

<u>Description</u>	<u>Amount</u>
MN Liquor Tax	\$110,551.61
MN Sales Tax	\$7,666.96
Non Taxable	\$5,816.46
Tax Exempt	\$30.99

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