

**MUNICIPAL OFF-SALE RETAIL LIQUOR BOARD
AT LIQUOR STORE
AUGUST 7, 2018
6:15 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. August Promotions/Sales
 - B. K – 9 Fundraiser
- IV. OLD BUSINESS
 - A. Sales & Purchasing Report
 - B. Sunday Sales Report
 - C. Wine Club Report
 - D. MMBA Report
 - E. On-Going Projects Report
- V. INFORMATIONAL
- 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: August 7, 2018

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the April 3, 2018 Municipal Off-Sale Retail Liquor Board meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from April 3, 2018 Municipal Off-Sale Retail Liquor Board meeting.

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

APRIL 3, 2018

The meeting was called to order by Chairperson, Reed Ringstad at 6:27 p.m. Members present were Bill Ludwig, Liquor Store Manager; Len Gilmore (6:41 p.m.), Steve Vaske, and Jennifer Welling, Administrative Assistant/Zoning Specialist. Sue Hecht was absent.

Motion was made by Welling to approve the minutes from the January 29, 2018 and February 13, 2018 Municipal Off-Sale Liquor Board meetings. Seconded by Vaske and unanimously carried.

APRIL PROMOTIONS/SALES

Ludwig reviewed the April specials.

LOCATION OF EVENTS

The Board discussed its events and locations for such. Fees, professionalism, and overall working together were highlighted. The Board will continue to watch this.

CUSTOMER APPRECIATION DAY

Liquor Store Customer Appreciation Day will be Friday, May 25, 2018. Tastings, prizes, and discounts will be available at the store.

PURCHASING & SALES REPORT

Ludwig reviewed the following:

- Sales up \$13,017.00 or 4.7%
- Profit is up \$8,012.00 or 12.7%
- Sunday sales are averaging 87 customers with \$488.00 in profit.

EQUIPMENT

The coolers will be here tomorrow and the shelving will be ready to be picked up next week.

MEXICAN NIGHT EVENT

The event was attended by 83 persons; well attended with good food and many new items to taste. Changes for the next event like this would be the need for at least 2 more additional persons to help, make sure food is served on full-size plates, and confirm menu with the price quote.

WINE CLUB

41 persons attended the March Wine Club with 43 bottles sold. The Board will continue to watch the decrease in numbers and the cause for such; location, time, date, etc.

MMBA REPORT

Ludwig gave a brief MMBA report. He and other MMBA members continue to visit other municipal liquors throughout the state. The MMBA Conference will be held April 29- May 2 in Alexandria, MN.

2018 GOALS

Goals to include:

- Group buys
- Signage within the store
- Storage

There being no further business, the meeting was adjourned at 7:27 p.m.