

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

OCTOBER 24, 2017

The meeting was called to order by Chairperson, Reed Ringstad at 6:18 p.m. Members present were Bill Ludwig, Liquor Store Manager; Steve Vaske, Len Gilmore, and Jennifer Welling, Administrative Assistant/Zoning Specialist. Sue Hecht was absent.

Motion was made by Vaske to approve the minutes from the April 4, 2017 Municipal Off-Sale Liquor Board meeting. Seconded by Ringstad and unanimously carried.

OCTOBER PROMOTIONS

Ludwig reviewed the October promotions.

REVIEW SUMMER SALES

Ludwig reviewed the summer sales figures for the store and they appeared to be strong.

FUTURE PURCHASES

Ludwig reviewed the Capital Improvement Fund and some possible future purchases including coolers and display racks.

2018 BUDGET

Ludwig reviewed the proposed 2018 budget:

- Sales up 2%; projecting the same for 2018
- Profit up with big buys
- Tobacco is up
- Payroll figures increased
- Insurance has decreased
- \$15,000.00 is for GASB (audit)
- Decrease in advertising
- Freight decreased in cost and have better service

NOVEMBER & DECEMBER MEETING SCHEDULE

The November meeting will be held on November 28, 2017 and there will be no December meeting.

PURCHASING & SALES REPORT

Ludwig reported on purchasing and sales.

WINE CLUB

Forty-two people attended the October Wine Club with 43 bottles sold. The November Wine Club will be a walk-around holiday show.

SUNDAY LIQUOR

Sunday sales are occurring right after opening and right before closing and are coming from the overall Saturday sales; which is no surprise.

STAFFING

The store is now fully staffed and training is going well.

There being no further business, the meeting was adjourned at 7:29 p.m.