

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

**NOVEMBER 3, 2015**

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

**Motion was made by Hecht to approve the Consent Agenda. Seconded by Vaske and unanimously carried.**

**MONTHLY PROMOTIONS**

Ludwig reviewed the November promotions.

**FUTURE WINE CLUBS**

Ludwig reported that the next Wine Club will be held on November 12, 2015 with E & J Gallo as the featured vendor. Ludwig will be on vacation so the Liquor Board will be the host. April Mathies and Ann Wendlandt will bring all the products and supplies for the event.

December 3<sup>rd</sup> will be the December Wine Club and Customer Appreciation Night. This event will be discussed further at the next meeting on December 1, 2015. It was decided to give out left over wine bags, wine openers, charms, and coupons.

**2016 BUDGET**

Ludwig explained the proposed 2016 budget in detail. There was a lengthy discussion on increasing the Capital Improvement Fund for future expansion.

**Motion was made by Ringstad to accept the proposed budget for 2016 with \$14,000.00 going into Capital Improvement and \$30,000.00 going into the General Fund. In addition, the City may take additional profits if available over budget. Seconded by Hecht and unanimously carried.**

**STATE AUDITOR'S REPORT**

Ludwig explained the State Auditor's Report.

**SALES & PURCHASING REPORT**

Ludwig reported on the following:

- Year to date sales are up \$91,898.00 or 8.6%
- Profit year to date is up \$20,194.00 or 8.6%

## **MMBA**

Ludwig gave a verbal report on the MMBA activities and meetings.

## **PAST WINE CLUB**

42 persons attended the October Wine Club and 84 bottles were purchased.

## **SERVER/CREDIT CARD MACHINE**

Ludwig reported that RITE is currently working on retrieving data from the current servers and getting date for installation.

## **LIQUOR STORE STAFF TRAINING**

Ludwig and all his staff members attended the Beverage Alcohol Training in Hutchinson with the following cities: Litchfield, Buffalo Lake, and Hutchinson. A Wine Training Seminar followed the training. The staff was paid from 8:00 a.m. to 1:00 p.m.

## **COMMUNITY WORTH EVENT**

There was a lengthy discussion on hosting another City Fundraiser to help promote the Liquor Store value to Paynesville.

**Motion was made by Hecht to do a fundraiser with the City of Paynesville to help expand the current Splash Pad on April 28, 2016 in place of Wine Club. Seconded by Vaske and unanimously carried.**

**Motion was made by Hecht to host the fundraiser at the American Legion because it has the largest available space. Seconded by Vaske and unanimously carried.**

There being no further business, the meeting was adjourned at 8:00 p.m.