

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

NOVEMBER 28, 2017

The meeting was called to order by Chairperson, Reed Ringstad at 6:21 p.m. Members present were Bill Ludwig, Liquor Store Manager; Steve Vaske, Len Gilmore, Jennifer Welling, Administrative Assistant/Zoning Specialist; and Sue Hecht.

There were no minutes presented for approval.

DECEMBER PROMOTIONS

Ludwig reviewed the December promotions which will include a 3-day wine sale in mid-December.

HOLIDAY STORE SCHEDULE

Holiday store hours are:

- Christmas Eve, December 24 ~ 11:00 a.m. – 4:00 p.m.
- Christmas Day, December 25 ~ CLOSED
- New Year's Eve, December 31 ~ 11:00 a.m. – 6:00 p.m.
- New Year's Day, January 1 ~ 11:00 a.m. – 6:00 p.m.

AUDIT SCHEDULE

Ludwig stated that staff will conduct the liquor store audit on December 31, 2017 starting at 6:15 p.m.

2018 WINE CLUB EVENTS

The Board reviewed the past years venue for Wine Club and other liquor store events.

Motion was made by Hecht to set the Wine Club events as follows (subject to change due to availability):

**January – Ron & Judy's
February – Queen Bee's
March – Queen Bee's
March – Mexican Night – Legion
April – Queen Bee's
May – Queen Bee's**

**June – August – No events
September – Ron & Judy's
October – Ron & Judy's
November – Ron & Judy's
December – Ron & Judy's**

All special events will be held at the American Legion. Seconded by Welling and unanimously carried.

PURCHASING & SALES REPORT

Ludwig reported on purchases and sales.

SUNDAY SALES

Sunday sales are occurring right after opening and right before closing and are coming from the overall Saturday sales. Hours of operation may be adjusted after the store has figures for at least one year.

WINE CLUB

Sixty people attended the November Wine Club with 126 bottles sold. The Holiday walk-around was a success and the Board discussed doing it again next year.

STAFFING – WHO’S DOING WHAT

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

DECEMBER WINE CLUB/CUSTOMER APPRECIATION NIGHT

The Board discussed the menu for 100 people:

- Bill – 3 dips & roll ups
- Jennifer – BBQ wieners
- Steve – Sweets
- Reed – BBQ meat balls
- Len – Sweets
- Store – Cheese, crackers, & Cheetos
- Sue – Will not be in attendance

NEXT MEETING

The next meeting is scheduled for Tuesday, January 2, 2018 at 6:15 p.m.

There being no further business, the meeting was adjourned at 7:24 p.m.