

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

**DECEMBER 2, 2014**

The meeting was called to order by Chairperson, Reed Ringstad at 6:30 p.m. Members present were Bill Ludwig, Liquor Store Manager; Steve Vaske, Sue Hecht, Jeff Thompson, and Jennifer Welling, Administrative Assistant/Zoning Specialist.

**Motion was made by Thompson to approve the minutes of the October 7, 2014 and November 5, 2014 Municipal Off-Sale Liquor Board meetings. Seconded by Vaske and unanimously carried.**

**DECEMBER PROMOTIONS**

Ludwig reviewed the December promotions.

**2014 INVENTORY**

The 2014 inventory will be conducted on Sunday, December 28, 2014.

**HOLIDAY SCHEDULE**

The store's holiday hours are:  
Christmas Eve – Close at 6 pm  
Christmas Day – Closed  
New Year's Day – Closed

**SALES & PURCHASING REPORT**

Ludwig reported on the following:

- Sales down \$500.00 - could be due to closing early on the 10<sup>th</sup> due to a snow storm
- Margins are good
- Profit is up \$500.00

**WINE CLUB**

55 people attended the November Wine Club with 63 bottles sold. The December Wine Club will also be Customer Appreciation Night and the Board members will each bring an appetizer and help. The Board also consented to ordering 2 hot appetizers from Ron & Judy's.

**EMPLOYEE MANUAL**

The manual is back in Ludwig's hands for necessary changes.

**RECIPES**

The recipes have been a huge success. It was suggested to pass some out at Wine Club.

## **MMBA REPORT**

Ludwig will be attending the MMBA Boot Camp in February in Brainerd, MN.

## **STAFFING**

Ludwig discussed staffing and possible solutions with the Policies & Procedures Committee. It was recommended and approved to increase April Mathies' hours from 14 to 32 hours a week to backfill the vacancies.

## **APPRECIATION GIFT**

Ludwig reported that the charms are ordered and will be here for the December Customer Appreciation Wine Club event.

## **PROVIDING COMMUNITY WORTH**

The Board discussed hosting a community worth fundraising event.

**Motion was made by Hecht to set May 14, 2015 as holiday light fundraiser event; this would replace the regular Wine Club event. Seconded by Thompson and unanimously carried.**

It was also noted that it is legal for the Liquor Store to conduct this type of event. The City Council approved that some funds that were transferred from the Liquor Store to the City be used to pay for CodeRED (emergency notification system).

There being no further business, the meeting was adjourned at 7:30 p.m.