

LIQUOR CONTROL COMMISSION

4:30 P.M.

Wednesday, February 14, 2024

Present: Dustin Goutermont
Jim FitzGerald
Ward Danielson

Excused: Ben Bautch
Bradley Rowlee

Han Taylor- Liquor Store Manager
Lana Fralich, City Administrator

Goutermont called the meeting to order at 4:30 p.m.

Welcomed the new member, Ward Danielson.

Board Chair Appointment- Motion by FitzGerald, second Danielson to appoint Dustin Goutermont as Board Chair. MOTION CARRIED.

Alternate Board Chair Appointment – Motion by Goutermont, second Danielson to appoint Jim FitzGerald as Alternate Board Chair. MOTION CARRIED.

Approval of Agenda – Motion by FitzGerald, second Goutermont to approve Agenda as presented. MOTION CARRIED.

Approval of the minutes – Motion by FitzGerald, second Goutermont to approve the minutes of the November 15, 2023 regular meeting. MOTION CARRIED.

Communications – None at this time.

Manager's Report – Taylor reports there has been equipment issues with coolers, ATM machine, and pizza ovens. There will be new ADA doors at lounge and reunion hall. There was lengthy discussion on responsibility of Liquor Store staffing collecting money for events being held by another entity, liquor store being an option for event sign-up, liability, and staff time. Motion by FitzGerald, second Danielson that sign-up sheets will be allowed at the Liquor Store for 3rd party sponsored events, but no money will be collected by Liquor Store staff or stored at the Liquor Store, if an event is not a city-sponsored event. MOTION CARRIED. There was discussion on timing of information discussed at Board meetings and notification to staff, so accurate information is presented. Taylor will complete a list of needed improvements over the next 1, 3, & 5 years and may utilize Sourcewell for quotes and bidding.

Reunion Hall- Multiple events are scheduled, discussion regarding booking procedure with same requirements and fees for everyone, charges for re-occurring meetings, alcohol at the reunion hall, and when police are required to be present.

OLD BUSINESS-

Liquor Store Hiring- Interviews will be held soon to hire part-time bartenders. There was discussion on filling the Head Part-Time Bartender position, working with the Union, the potential to provide single insured benefits, similar to the Part-Time Assistant Librarian position, requiring 32-hour work week, vacation/sick benefits at a reduced accrual, setting a schedule to have more consistency in coverage, adding responsibilities to this position, and how adding benefits may make this position more attractive to retain and attract quality employees, and financial support for the position. Motion by Danielson, second FitzGerald to recommend to Council and Personnel Committee to recreate the Head Part-Time Bartender position, with 32 hours a week, employee-only insurance coverage (no family coverage), vacation/sick benefits at a reduced rate, and other benefits that are the same as the Part-time Assistant Librarian, in an effort to provide stability and consistent coverage, and attract/retain employees. MOTION CARRIED.

Wi-fi Data Rack- New data rack is being installed that will provide stronger wi-fi hotspots and reliable wi-fi.

Vending Blue Chips- Taylor has spoken with other municipalities in the State regarding dispensing of drink chips, the cost of a vending machine to distribute chips, the potential of a new POS system to track chip sales, the use of chips by employees, and placing a value on the chip. Taylor will create a policy regarding use of chips and lottery for employees. There was a discussion on collection of tips and compliance with public gratuity, which Fralich will confirm with Auditor.

POS and Credit Card System- Taylor has received training on the current POS system, is researching alternate POS systems that would provide better tracking, ease of use, improve customer service, and be more current with POS trends.

ATM- ATM is currently down and a new machine is needed. There was discussion on the importance of an ATM, working with local banks, maintenance of the machine, and the priority of getting it replaced. Motion by Danielson, second FitzGerald to obtain quotes from local banks to provide and maintain atm machine at the lounge and accept the best quote. MOTION CARRIED.

Meeting Times- There was a discussion regarding holding meetings monthly in an effort to provide more support to new manager while making necessary changes at the Lounge. Motion by Danielson, second FitzGerald to begin meeting monthly on the first Wednesday following the first City Council meeting at 12:30 p.m. MOTION CARRIED.

NEW BUSINESS - None at this time.

Motion by Danielson, second FitzGerald to adjourn at 6:05 p.m. MOTION CARRIED.

Minutes taken by Lisa Christenson