

CITY OF VERGAS LIQUOR STORE COMMITTEE
WEDNESDAY, FEBRUARY 10, 2021
8:30:00 pm
Zoom & Event Center Meeting

Present: Mayor Julie Bruhn, Council Member Logan Dahlgren and City Clerk-Treasurer-Liquor Store Manager Julie Lammers.

Requested Meeting Items:

Liquor Store Manager Position
Office Space for Manager

Discussion:

The following items were discussed:

Attached Liquor Store Manager proposal regarding the City Clerk-Treasurer-Liquor Store Manger workload. Reviewed hours and pay of manager. Position would be a working manager replacing employees time currently being worked by parttime workers. This position would be a 40-hour employee with no or little overtime who works all shifts. Reviewed costs of hiring a manger and the income of the liquor store over the past years.

Past proposals of getting a liquor store manager. Lammers stated she could provide working liquor store position and past interview information and contact MMBA for any other resources. Dahlgren questioned who the supervisor of the manager would be? Discussed either having City Clerk-Treasurer or City Council be the direct supervisor and train manger.

Sales of the Liquor Store supports having a manager but may cause general fund transfers to be lower.

Area liquor stores. Possibility and impact of Frazee building and/or hiring a new Liquor Store Manager.

Financial audit information: Committee decided to remove the information regarding financial audit from the proposal. Dahlgren proposed the new manager provide a budget with annual net income in 2021 for 2022.

Discussed office space for manager. If Liquor Store Manager is hired, an office space will need to be provided. The office could be put in the backroom with the following items provided: internet, electrical and heat source and walls. Cost estimate to establish the workspace will need to be provided to the Council.

Motion by Bruhn, seconded by Dahlgren to advise personnel committee and Council to proceed with the posting and hiring of a Liquor Store Manager. Motion passed unanimously.

Meeting adjourned at 9:30 pm

Julie Lammers

City Clerk-Treasurer-Liquor Store Manger

Personnel Recommendations:

Divide Clerk-Treasurer and Liquor Store Manager positions
Recommend to Council hiring a Liquor Store Manger

Council Recommendations:

Council to divide Clerk-Treasurer and Liquor Store Manager positions.
Council to approve hiring a full-time Liquor Store Manager to work under the supervision of the City Clerk-Treasurer.

Follow up Actions:

Lammers provide inventory sheets to committee for 2019 and 2020.
Lammers provide job descriptions and information for interviewing managers from past postings.
Lammers to get cost estimate workspace in the backroom of the Liquor Store.