

**Personnel Committee
March Personnel Meeting
Vergas Event Center
2:00 PM on Tuesday, February 23, 2021**

- 1. Liquor Store Manager Position**
- 2. Evaluation - Maintenance Operator Matt Engebretson**

Closed Meeting at 2:30 pm

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1. Liquor Store Manager Position

Files Attached

- 02-10-21 Liquor Store Committee MInutes.pdf
- JOB DESCRIPTION - LIQUOR STORE MANAGER (Autosaved).pdf
- Liquor Store Manager Calculator Test.pdf
- Vergas Liquor Store Manager - Product Knowledge.pdf
- Liquor Store Proposal (1).pdf

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.

City of Vergas

Job Description

POSITION TITLE:	Liquor Store Manager
DEPARTMENT:	Municipal Liquor Store
SUPERVISION RECEIVED:	City Council/City Clerk-Treasurer
SUPERVISION EXERCISED:	Part time Clerks
FLSA STATUS:	Full Time, Non-exempt
Date of Latest Revision:	November, 2013

Position Summary:

Plans, organizes and supervises daily operations of departments of the municipal liquor store. Responsible for inventory, purchasing, handling money/deposits, and record keeping. General management of operations including reviewing distributors and overseeing human resource functions of the liquor store employees.

Essential Functions of the Position

The listed examples may not include all duties performed.

1. Management:

Assumes overall management of off-sale municipal liquor facility. Demonstrates by personal example the desired standards of conduct and work performance and promotes teamwork through communication, motivation and cooperation.

2. Administration:

Balances cash drawers, prepares daily reports and requisition forms, deposits receipts at bank, and submits paperwork to City Council. Follows up on transactions, invoices, deliveries, and Non-Sufficient Funds. Evaluates costs and pricing to ensure profitability. Works with auditor, insurance agent, and Council concerning inventory and yearly sales. Keeps informed on liquor industry practices and makes sure employees are aware of safety and legal issues.

3. Human Resource:

Responsible for recruiting, interviewing and making hiring suggestions to the Council. Makes work schedule and monitors time cards for accuracy before submitting to Clerk. Trains, motivates, and evaluates staff and directs changes as needed.

4. Inventory:

Meets sales reps and makes decisions regarding new products and supplies. Purchases products for cost efficiency through vendor selection and makes decision on pricing of merchandise. Unloads and shelves product, places product to improve merchandising techniques. Takes regular physical inventory and maintains records.

5. Facility Maintenance:

Supervises & participates in the cleaning, repair, and upkeep of the interior, exterior, parking lot and grounds of liquor store building. Organizes storerooms, off-sale area, coolers, and office, and checks bathrooms daily. Keeps the facilities in a clean and orderly manner by performing routine maintenance work and general appearance upkeep.

6. Internet:

Update Liquor Store Facebook page. Promote the City of Vergas in a positive professional manner. Create and carry out marketing plan.

Examples of Performance Criteria

- Knowledge of liquor store operations including; inventory control, pricing, ordering, invoicing, entertainment and liquor laws.
- Skill in operating and trouble shooting equipment, including cash registers and bar related equipment.
- Ability to serve customers in a friendly and efficient manner.
- Ability to handle money and make correct change.
- Communicates with City Council on events, procedures, and issues related to the department and follows City policies.
- Ability to establish and maintain cooperative working relationship with staff.
- Identifies, assigns, and performs other duties and responsibilities as apparent or assigned.
- Proficiency at reading, interpreting, and communicating procedures and policies.
- Responsible to work overtime, fill in for absences, or be on call as necessary.

Minimum Requirements

- High school diploma or equivalent
- Ability to read, write, and speak English and do math computations.
- Three years related work experience, preferably in the operations of a municipal liquor store or retail sales business.
- Minimum one year supervisory experience.
- Knowledge of municipal and state liquor laws.
- Knowledge of Word and Excel,.

Desirable Qualifications

- Additional experience working in a municipal on-/off-sale liquor store
- Additional ability, training, and/or experience in supervisory activities.
- Additional customer service and/or entertainment experience
- History of safe work habits and clean driving record

Special Working Conditions

Work is light to medium, involving walking, standing, sitting, and sometimes lifting and carrying objects weighing over 25 pounds. Duties require ability to stand for long periods of time, manual dexterity, ability to hear and ability to stoop or kneel. Noise level is usually moderate, but can become loud. Employee is frequently exposed to temperatures around 34 degrees when in the cooler stocking shelves. Flexibility is required to work a varied schedule including nights, weekends, and some holidays.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

SCORE: _____

NAME: _____

CALCULATOR
TESTING

Directions

Perform each of the following arithmetic calculations using a calculator.

Addition:

1)	23.95	2)	635.32	3)	400.00	4)	637.18
	134.63		92.14		23.83		10.86
	1.79		1.47		237.59		9.57
	54.76		654.39		1.26		84.39
	44.03		19.73		239.47		103.75
	8259.78		6081.63		60.54		630.42
	801.45		0.52		25.16		0.5
	266.52		239.76		504.42		237.79
	226.79		49.62		892.38		42.16
	8.26		78.13		6.25		1026.43
	33.09		963.14		36.41		2.84
	<u>0.65</u>		<u>67.00</u>		<u>17.69</u>		<u>69.74</u>

**Addition &
Multiplication**

5)	756.28	6)	70.29	7)
	20.69		61.75	
	39.29		875.96	
	632.18		26.53	
	184.22		188.56	
	<u>35.16</u>		<u>558.74</u>	
	x		x	
	<u>9.875%</u>		<u>7.375%</u>	

Subtraction:

8)	364.85	9)	1647.95	
	<u>-10%</u>		<u>-15%</u>	<u> </u>

10) Liquor Tax is 2.5% and Sales Tax is 7.375% in Otter Tail County. If someone purchases a bottle of brandy for \$19.99 and a bottle of Coke for \$2.49. What is the total of their purchase?

Product Knowledge Quiz

Employees Name: _____

1. Explain the difference between an Asti Spumante, Sparkling Wine and Champagne. (3 pts)
2. What is the difference between a White Zinfandel and a White Merlot? (2 pts.)
3. What countries were these wines traditionally from? (6 pts)

Sangiovese	_____	Crianza	_____
Beaujolais	_____	Malbec	_____
Shiraz	_____	Bordeaux	_____
4. Name two types of single malt scotch. (2 pts)
5. Name two types of blended scotch (2 pts)
6. Name two types of imported vodka (2 pts)
7. Name two types of domestic vodka (2 pts)
8. Name two beers that come from Minnesota (2 pts)
9. Name two types of micro brew beers (2 pts)
10. Name two types of import beers (2 pts)

11. Name two types of non-alcoholic beers (2 pts)

12. Name two coffee flavored liqueurs. (2 pts)

13. Name two cream liqueurs (2 pts)

14. Name a gluten free beer (1 pt)

15. Name a gluten free alcohol (1 pts)

16. What are the following made from: (15 pts) five points each

Vodka _____

Rum _____

Whiskey _____

Liquor Store Manager Proposal

Background:

- Currently the City Clerk also serves in the role as the Liquor Store Manager. This was established in September 2016 to assume the dual role. The salary was increased \$5.00 an hour in February 2017.
- The Liquor Store has had significant increase in sales, as summarized below, requiring increased inventory management and fiscal responsibilities. This has made the dual role especially challenging and doesn't allow the time to look at efficiencies and improvements, conduct broader marketing & promotions to enhance sales, and give attention to day to day management needs.

	2016	2017	2018	2019	2020
Sales	\$509,898.00	\$528,623.00	\$590,936.00	\$598,425.00	\$735,923.14
Cost of Goods Sold	\$393,365.00	\$394,104.00	\$443,491.00	\$447,799.00	\$520,709.25
Gross Profit	\$116,533.00	\$134,519.00	\$147,445.00	\$150,626.00	\$215,213.89
Operating Expenses	\$111,059.00	\$104,471.00	\$97,980.00	\$103,539.00	\$169,863.70
Operating Income	\$5,420.00	\$31,998.00	\$52,481.00	\$46,380.00	\$ 73,165.91
Transfer to General City Fund	\$0	\$5,000	\$10,000	\$40,000	\$30,000.00
Liquor Store Fund Balance	\$5,420.00	\$26,988.00	\$42,481.00	\$6,380.00	\$17,888.18

*There may be anomalies in 2020 related to covid-19

* Data source audited fiscal data. 2020 not audited.

- There are 6 part time employee's covering 80 hours of weekly operations. There have been ongoing issues with staff turnover; 2 in 2018, 4 in 2019, and 2 in 2020. During 2020, covid-19 had resulted in increased employee absenteeism due to quarantine needs of self or family. Gaps in staff coverage and turn over significantly impacts time needed for liquor store staffing. When short staffed, the City Clerk frequently covers. In the last year this entailed 71.5 overtime hours at an additional salary cost of \$3,635.17. On a day to day basis, the management of the Liquor Store is taking increasing time, which is impacting city responsibilities where aspects of record management and timeliness are hindered.

Proposal:

- Establish a Liquor Store Manager by converting an employee position. This would be a working Manager also functioning as an employee. Salary of a Liquor Store employee is in the range of \$10.60- \$13.50 an hour. Prior to 2017, the Vergas Liquor Store Manager made \$15.07 and \$16.04 an hour. Based on information from the MMBA (Minnesota Municipal Beverage Association) an average salary of a Liquor Store Manager in a smaller community is \$18.00 an hour. This variance in salary from staff to manager would range from \$7.60- \$10.50 an hour. This would be further off set by the additional \$5.00 currently paid the City Clerk for Liquor Store Duties (\$10,400.00 annually) and overtime hours paid in 2020 in the amount of \$3,635.00.

The overall cost of a Liquor Store Manager to the City would be \$43,907.00 based on benefits and a salary of \$18.00 an hour. There is \$10,400 savings from the \$5.00 an hour additional salary to the City Clerk which brings salary impact down to \$33,507.00. This is further off set by the wage already paid to an employee in the range of \$22,048.00- \$28,080 for full time work; reflecting cost impact in the range of \$5,427.00 -\$11,459.00

*This doesn't factor in the overtime paid in 2020 in the amount of \$3635.17, which would vary each year, but would eliminate overtime cost of city clerk, highest paid city employee, doing liquor store duties.

Impact Considerations:

There may be reduced funds available for transfer into the City General Fund, which has occurred annually in varied amounts, as outlined in presented data.

If a decreased liquor store profit would occur, this would impact funds available for salary. However, based on the last 3 years this does not translate into an issue, but the potential exists. Would anticipate improved profit with a manager focused on Liquor Store business.

Options:

1. Immediately proceed to hire a Liquor Store Manager to allow time to recruit and hire a highly qualified person and allow for a complete orientation and training before independent in the role. As previously noted, based on a 3-year period, the average annual turnover is 2.7.
2. Wait to hire a Liquor Store Manager with the next Liquor Store employee vacancy and at this time convert the position to Liquor Store Manager and begin the recruitment and hiring process.

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2. Evaluation - Maintenance Operator Matt Engebretson

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Files Attached

- VERGAS JOB DESCRIPTION - Maintenance Operator (002).pdf

City of Vergas**Job Description**

POSITION TITLE:	Maintenance Operator
DEPARTMENT:	Parks/Streets/Water/Sewer
SUPERVISION RECEIVED:	City Council
DIRECTION & OVERSIGHT:	Utility Superintendent (day to day operations)
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time not to exceed 32 hours
 Date of Latest Revision:	 02/14/2019

Position Summary:

Maintains all City property and buildings under the direction and guidance of the Utility Superintendent.

Essential Functions of the Position

The list of typical duties performed include, but not be limited to the following:

Performs a variety of maintenance and repair work as needed on city buildings and property.

Conducts all business with the public on behalf of the City in a courteous and respectful manner.

Inspects city property for hazards; maintains and repairs equipment including park areas.

Plants and cares for City owned flower gardens and planters.

Maintains park shelters and bathrooms including cleaning, painting, plumbing, repairing and emptying trashcans.

Performs general maintenance, cleaning and repair work; on city property, park facilities and grounds, picnic shelters; including lawn mowers, payloaders, pick ups, and other equipment.

Installs and removes Christmas decorations on Main Street and other various city properties.

Responds to citizen concerns by answering questions and providing information and assistance.

Assists other City departments as needed.

Sewers:

Inspects and locates sewer lines for digging or sewer connection permits.

Assists in repairing sewer line breaks.

Assists in the operation and maintenance of sewer distribution system; including repair and maintenance of mains, manholes, hydrants, valves and associated equipment.

Ponds:

Maintains the area around ponds; including mowing and rodent control.

Maintains the operation of ponds under direction and guidance of the Utility Superintendent.

Water:

Installs, cleans, repairs and reads water meters. Turn water off/on resulting from repairs or unpaid bills.

Repairs or replaces water meters and shut-offs; including logging all repair work on equipment and performing pressure tests on lines and assisting in repairing water lines.

Assists in the operation and maintenance of water distribution system; including repairs and maintenance of water mains, manholes, hydrants, valves and associated equipment.

Streets:

Assists with the general repair and patching of streets; including filling cracks, painting cross walks and curbs and care of signs.

Removes snow from City owned streets and sidewalks; sanding and salting streets when necessary and shoveling snow away from Event Center, Liquor Store, Clerk's office, shop, lift stations and treatment plant.

Minimum Requirements

High school diploma or GED.

Possession of a valid Minnesota Commercial Driver's license (CDL) Class B with air brake endorsement or the ability to obtain one within ninety (90) days of employment.

Able to be on call as needed. Position is Monday-Friday as needed with rotating weekend shifts. Position will not exceed 32 hours per week.

KNOWLEDGE, SKILLS & ABILITIES

Considerable knowledge of tools, methods, operations and materials used in municipal maintenance operations.

Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with municipal maintenance operations.

Knowledge of federal and state laws, municipal ordinances, and regulatory requirements applicable to facilities and systems.

Skills in building and grounds maintenance including carpentry, plumbing, concrete work, welding, basic electrical, painting and staining, and dry wall.

Physical ability to perform manual labor for extended periods of time; at times under adverse weather conditions.

Ability to analyze repair and maintenance problems and determine appropriate solutions.

Working ability to communicate effectively with City staff and the general public.

Working ability to operate and maintain a wide variety of maintenance equipment.

Working ability to maintain accurate records.

Knowledge of procedures, policies and practices of water and sewer maintenance.

Ability to make minor operating adjustments and to recognize operation deficiencies of assigned equipment.

Ability to follow oral and written instructions.

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