

**Liquor Store /Municipal Bldg./ License Committee  
Liquor Store/Municipal Building/License Meeting  
Vergas Liquor Store-111 Main St  
10:00 AM on Monday, October 21, 2024**

**1.Additions and Deletions**

**2.Minutes**

**3.Municipal Building**

- A. Liquor Store Financial Review
- B. Liquor Store/City Office Building
- C. Employee Review

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**2. Minutes**

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**Files Attached**

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- 09-16-2024 Liquor Store, Municipal Buildings, License Committee meeting.pdf

**City of Vergas**  
**Liquor Store, Municipal Buildings, License Committee Meeting**

The Liquor Store/Municipal Building/License Committee was called to order on Monday, September 16, 2024 at 1:00 pm at 111 Main Street at the Liquor Store Managers Office. Present were Mayor Julie Bruhn, Council Member Dean Haarstick, Liquor Store Manager Kyle Theisen, and Clerk-Treasurer Julie Lammers.

**Municipal Building**

Step Up

Theisen is the point of contact for the Municipal Building rental property currently rented by A Step Up. The following items need to be discussed with them: furnace area needs to be kept clear for 3-5 feet around it for fire code and for fan to work properly; lobby area needs to be locked when they leave when the liquor store is not open; and we are getting a quote for LED lighting and will add a light at the bottom of the stairs.

JoAnn Knuttila, Step Up owner, stated at the September Council meeting she would be requesting work to be done in her rental area, no list of work was provided to either Lammers or Theisen.

Liquor Store

Brainstormed ideas for additional profits and to lower expenses. Discussed changes to the building and costs of building new. Lammers was asked to find estimated value of Municipal Buildings and Thiesen will look into size of building needed to replace the liquor store. Discussed changing one of the full-time employees to parttime; changing both full-time positions to .8-time employees, changing the liquor store manager position to a combination of Liquor Store Manager/Deputy Clerk/Event Center Coordinator. Lammers and Theisen will work together to get financial information for next month's meeting.

**Budget Planning**

Reviewed budget numbers being lower than last year. Lammers had just attended a Clerk's meeting and learned Detroit Lakes is up 3% this year and Frazee has doubled their sales.

**Adjournment**

Scheduled meeting for Monday, October 21, 2024.

The meeting adjourned at 2:40 pm.

Recorded by,  
Julie Lammers CMC  
City Clerk-Treasurer

**Council Recommendations:**

None.

**Follow Up Actions:**

Lammers to get quote from Zitzow Electric regarding changing 2<sup>nd</sup> floor municipal building lights to LED and adding a light fixture to the bottom of the stairs.

Theisen to speak with JoAnn Knuttila regarding the Step-Up items.

Lammers and Theisen to work on financial numbers for employees and building.

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