

**SPECIAL ROSEAU CITY COUNCIL MEETING
TUESDAY – SEPTEMBER 17TH, 2013 5:00 P.M.
ROSEAU CITY CENTER COUNCIL CHAMBERS
121 Center Street East, Suite 201 Roseau, MN 56751**

A Special meeting of the Roseau City Council was held on the above date, time and place. Members present were Mayor Jeff Pelowski, Council members Pat Novacek, Don Ross, Curt Ireland and Linda Vatnsdal. Absent none. Others present were City Attorney Pat Moren, Community Development Coordinator Todd Peterson, Erica Reese, Bryan Erickson and Tara Brewer.

Mayor Pelowski called the meeting to order and the Pledge of Allegiance was said.

Pursuant to due call and notice a special meeting of the Roseau City Council was held on the above date, time and place. The purpose of the meeting was to interview applicants for the Liquor Store Manager position. Each candidate was asked the following questions

- Describe your background and experience, how does your experience or education qualify you for the Liquor Store Manager position?
- This position is responsible for all aspects of management and physical operation of the Liquor Store including the need to perform physical labor on a regular basis and the ability to work nights/weekends as workload demands warrant, do you believe that you are able to perform all of the essential functions of the position with or without reasonable accommodation?
- What special knowledge, skills and abilities do you think a Liquor Store Manager should possess?
- Please summarize what you know about, or your experience in, retail merchandizing in general and as it would pertain to the successful operation of the Roseau Municipal Liquor Store?
- The Roseau Liquor Store utilizes a point-of-sale (POS) cash register and inventory system. A point-of-sale system can be a powerful tool for tracking inventory, sales and maximizing profits, please talk about your experience in using point-of-sale systems effectively.
- Losses from both shoplifting and employee theft can quickly erase profits from a retail store. How would you handle theft and what is your past experience in minimizing inventory and/or cash losses from theft?
- Have you visited the Roseau Municipal Liquor Store? If so, what are your impressions of the store and how would you propose to improve its operation and profitability? If not, why not?
- As the Liquor Store Manager you will have charge over various part-time clerks, please summarize your experience in hiring, training, encouraging and managing subordinates.
- Liquor Stores operate under very strict liquor laws for the sale and distribution of alcohol, what is your experience and knowledge of what is and is not allowed under State liquor laws? If your knowledge is limited, how would you propose to gain the requisite knowledge to keep the store operating within legal bounds and please give an example of how you have acquired specific industry knowledge in the past?
- Why are you interested in the Roseau Liquor Store Manager position, and what are your goals for this opportunity if it is offered to you?
- In closing, please give us three reasons why we should hire you?
- Do you have any questions for us about the position or the city?

The City Council proceeded to interview Erica Reese, Bryan Erickson, and Tara Brewer individually. Each applicant was asked the basic twelve questions, plus follow up questions.

The City Council discussed the overall qualifications of all applicants and proceeded to set a Special Meeting date for September 24, 2013 to make an offer to hire a new Liquor Store Manager.

Council member Linda Vatnsdal motioned, Council member Don Ross seconded, and it was carried by unanimous vote that there was no further business, therefore the meeting be adjourned.

ATTEST:

Community Development Coordinator

Mayor