



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



|                     |  |                   |            |
|---------------------|--|-------------------|------------|
| <b>Meeting Date</b> | 05/22/2019   | <b>Department</b> | City Clerk |
| <b>Agenda Item</b>  | 4.7 Consider Approval of a Liquor License Renewal for Canton Village |                   |            |
| <b>Est. Cost</b>    | n/a  |                   |            |

|                               |  |
|-------------------------------|--|
| <b>Background Information</b> | <p>This agenda item is the consideration of the City Council to approve a liquor license renewal for Canton Village.</p> <p>The renewal application is attached.</p> <p>This Public Hearing was advertised on June 11, 2019.</p> |
|-------------------------------|--|

|   |  |
|---|--|
| <b>Requested Action</b>                   | 'I move to approve the liquor license renewal for Canton Village.' |
| <b>City Manager and/or Finance Review</b> | The City Manager recommends the above action.                      |
| <b>Council Vote/ Action Taken</b>         |  |
| <b>Departmental Follow-Up</b>             |  |

|                            |                               |                                  |                                |
|----------------------------|-------------------------------|----------------------------------|--------------------------------|
| <b>City Clerk Use Only</b> | 1 <sup>st</sup> Reading _____ | Advertised 05/15/2019 _____      | <b>EFFECTIVE DATE</b><br>_____ |
|                            | 2 <sup>nd</sup> Reading _____ | Advertised _____<br>w/in 15 Days |                                |
|                            | Final to Dept _____           | Updated Book _____               | Online _____                   |

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)  
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)  
 TEL: (207) 624-7220 FAX: (207) 287-3434  
 EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)

| DIVISION USE ONLY |  |
|-------------------|--|
| License No:       |  |
| Class:            | By:  |
| Deposit Date:     |  |
| Amt. Deposited:   |  |
| Cash Ck Mo:       |  |
| Good SOS & DBA:   | YES <input type="checkbox"/> NO <input type="checkbox"/> |

PRESENT LICENSE EXPIRES: 7/19

NEW application:  Yes  No

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection (New Licensees/ Ownership Changes Only) Date : \_\_\_\_\_ Business hours: \_\_\_\_\_

INDICATE TYPE OF PRIVILEGE:  MALT  VINOUS  SPIRITUOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV)  RESTAURANT/LOUNGE (Class XI)  CLASS A LOUNGE (Class X)
- HOTEL (Class I,II,III,IV)  HOTEL, FOOD OPTIONAL (Class I-A)  BED & BREAKFAST (Class V)
- CLUB w/o Catering (Class V)  CLUB with CATERING (Class I)  GOLF COURSE (Class I,II,III,IV)
- TAVERN (Class IV)  QUALIFIED CATERING  OTHER: \_\_\_\_\_

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

|   |  |  |                                   |
|---|--|--|-----------------------------------|
| Corporation Name:<br><u>Cheung Lee Garden Inc</u>             |  | Business Name (D/B/A)<br><u>Canton Village</u>   |                                   |
| APPLICANT(S) --(Sole Proprietor)<br><u>Xiao Jun Qiu</u>       |  | Physical Location:<br><u>428 Water St</u>        |                                   |
| DOB:<br><u>5/8/19</u>   |  | City/Town<br><u>Gardiner</u>                     | State<br><u>ME</u>                |
| DOB:  |  | Zip Code<br><u>04345</u>                         |                                   |
| Address<br><u>21 Maple St</u>                                 |  | Mailing Address<br><u>428 Water St</u>           |                                   |
| City/Town<br><u>Gardiner</u>                                  | State<br><u>ME</u>                       | City/Town<br><u>Gardiner</u>                     | State<br><u>ME</u>                |
| Zip Code<br><u>04345</u>                                      |  | Zip Code<br><u>04345</u>                         |                                   |
| Telephone Number<br><u>646-269-6414</u>                       | Fax Number                               | Business Telephone Number<br><u>207-582-1421</u> | Fax Number<br><u>207-582-6786</u> |
| Federal I.D. #<br><u>01-0444498</u>                           | Seller Certificate #:<br>or Sales Tax #: |  |                                   |
| Email Address:<br>Please Print<br><u>niping75@hotmail.com</u> | Website:<br><u>N/A</u>                   |  |                                   |

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A
- State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 29408<sup>00</sup> LIQUOR \$ 47378<sup>00</sup>
- Is applicant a corporation, limited liability company or limited partnership? YES  NO
- Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you permit dancing or entertainment on the licensed premises? YES  NO



5. Do you own or have any interest in any another Maine Liquor License?  Yes  No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # \_\_\_\_\_ Name of Business \_\_\_\_\_  
 Physical Location \_\_\_\_\_ City / Town \_\_\_\_\_

6. If manager is to be employed, give name: Xue Ping Ni

7. Business records are located at: 428 Water St Gardiner ME 04341

8. Is/are applicants(s) citizens of the United States? YES  NO

9. Is/are applicant(s) residents of the State of Maine? YES  NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

| Full Name (Please Print) | DOB    | Place of Birth |
|--------------------------|--------|----------------|
| Xiao Jun Qiu             | 5/8/71 | China          |
|                          |        |                |
|                          |        |                |

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

|                          |                       |                  |
|--------------------------|-----------------------|------------------|
| Name: <u>21 Maple St</u> | City: <u>Gardiner</u> | State: <u>ME</u> |
| Name: _____              | City: _____           | State: _____     |
| Name: _____              | City: _____           | State: _____     |

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_  
 Offense: \_\_\_\_\_ Location: \_\_\_\_\_  
 Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued? Yes  No  If Yes, give name: \_\_\_\_\_

14. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

15. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner:  
Area Leasing Development - 558 River Road, Chelsea, ME 04330

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) \_\_\_\_\_

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES  NO  Applied for: \_\_\_\_\_

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? \_\_\_\_\_  
 Which of the above is nearest? Church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Gardiner, ME on 6/1, 20 19  
Town/City, State Date

**Please sign in blue ink**

Xiao Jun Qiu  
 Signature of Applicant or Corporate Officer(s)  
Xiao Jun Qiu  
 Print Name

\_\_\_\_\_  
 Signature of Applicant or Corporate Officer(s)  
 \_\_\_\_\_  
 Print Name

**FEE SCHEDULE**

|  |                   |
|--|-------------------|
| <b>FILING FEE: (must be included on all applications)</b> .....  | <b>\$ 10.00</b>   |
| <b>Class I</b> Spirituous, Vinous and Malt .....   | <b>\$ 900.00</b>  |
| <b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.                                    |                   |
| <b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....  | <b>\$1,100.00</b> |
| <b>CLASS I-A:</b> Hotels only that do not serve three meals a day.   |                   |
| <b>Class II</b> Spirituous Only .....  | <b>\$ 550.00</b>  |
| <b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.  |                   |
| <b>Class III</b> Vinous Only .....   | <b>\$ 220.00</b>  |
| <b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.          |                   |
| <b>Class IV</b> Malt Liquor Only .....   | <b>\$ 220.00</b>  |
| <b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.           |                   |
| <b>Class III &amp; IV</b> Malt & Vinous Only .....   | <b>\$ 440.00</b>  |
| <b>CLASS III &amp; IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. |                   |
| <b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....  | <b>\$ 495.00</b>  |
| <b>CLASS V:</b> Clubs without catering privileges.   |                   |
| <b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge .....  | <b>\$2,200.00</b> |
| <b>CLASS X:</b> Class A Lounge   |                   |
| <b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge .....  | <b>\$1,500.00</b> |
| <b>CLASS XI:</b> Restaurant/Lounge; and OTB.   |                   |

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.



All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:  
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Officers  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: \_\_\_\_\_, Maine

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall



notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

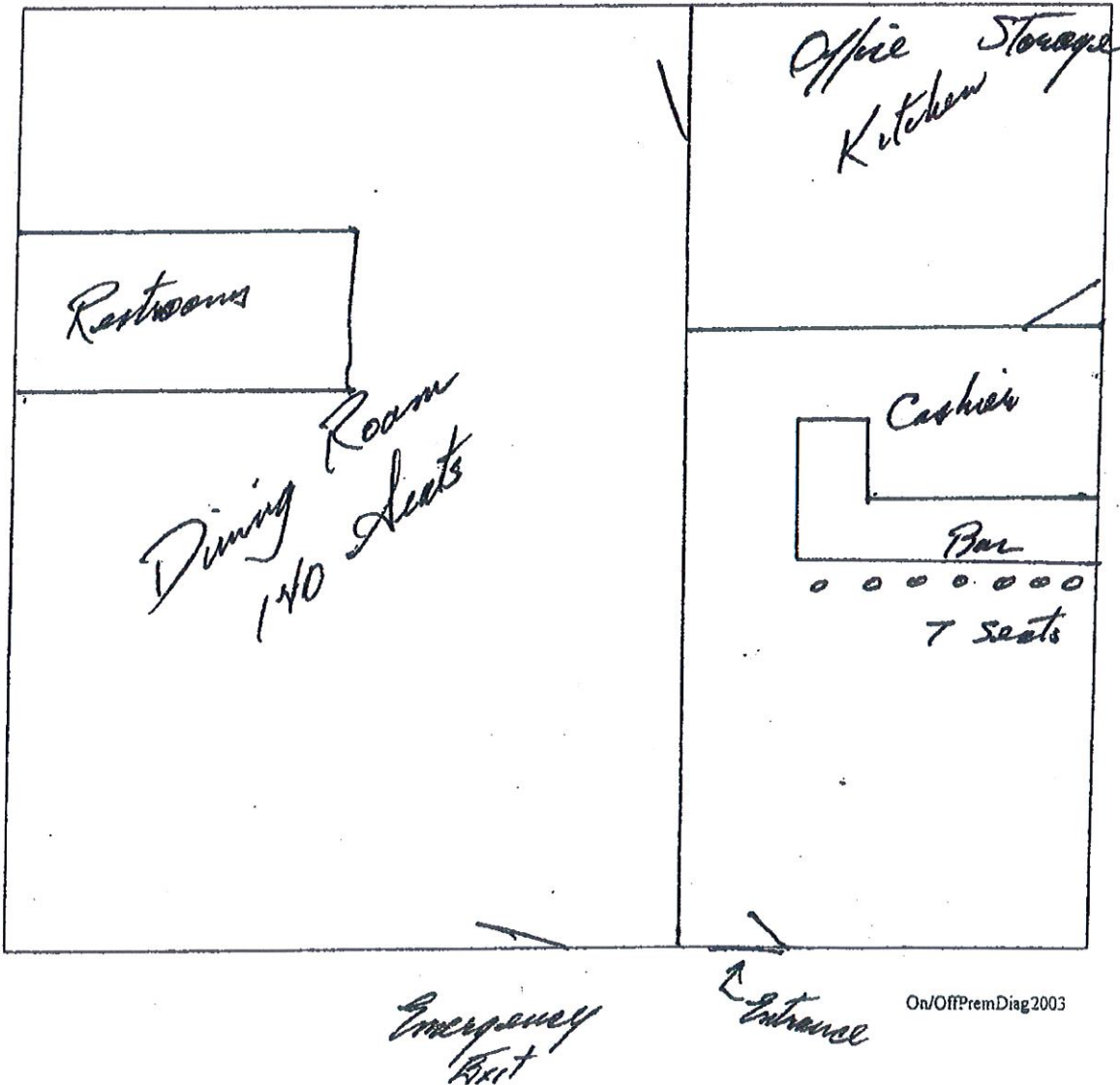
[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]



**SUPPLEMENTAL APPLICATION FORM  
ON-PREMISE DIAGRAM**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?  Yes  No

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

**Signature:**

*Xiao Jun Qiu*

Signature of Owner or Corporate Officer

*6/1/2019*

Date

*Xiao Jun Qiu*

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)



## Kelly Gooldrup

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**From:** Jim Toman  
**Sent:** Monday, June 3, 2019 2:21 PM  
**To:** Kelly Gooldrup; Al Nelson; Christine Landes; Tony Laplante  
**Subject:** RE: Liquor License Renewal - Canton Village

PD is fine with renewal

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Monday, June 3, 2019 12:27 PM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
**Subject:** Liquor License Renewal - Canton Village

Please review the attached liquor license renewal application for Canton Village.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: kgooldrup@gardinermaine.com  
W: www.gardinermaine.com



## Kelly Gooldrup

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**From:** Tony Laplante  
**Sent:** Monday, June 3, 2019 2:13 PM  
**To:** Kelly Gooldrup  
**Subject:** RE: Liquor License Renewal - Canton Village

No concerns

**From:** Kelly Gooldrup  
**Sent:** Monday, June 3, 2019 12:27 PM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
**Subject:** Liquor License Renewal - Canton Village

Please review the attached liquor license renewal application for Canton Village.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: kgooldrup@gardinermaine.com  
W: www.gardinermaine.com





## Kelly Gooldrup

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**From:** Al Nelson  
**Sent:** Monday, June 3, 2019 2:08 PM  
**To:** Kelly Gooldrup; Christine Landes; Jim Toman; Tony Laplante  
**Subject:** RE: Liquor License Renewal - Canton Village

FD has no issues

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Monday, June 3, 2019 12:27 PM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
**Subject:** Liquor License Renewal - Canton Village

Please review the attached liquor license renewal application for Canton Village.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: kgooldrup@gardinermaine.com  
W: www.gardinermaine.com



Date Received: 6/3/19 Received by: RSG

Name of Business/Event/ Board/Committee: Canton Village

Date of Event:

|                            | Minor Special Event | Major Special Event | Liquor License | DBA License | Junk Yard Permit | Other License | Boards & Committees |
|----------------------------|---------------------|---------------------|----------------|-------------|------------------|---------------|---------------------|
| <u>Paid</u>                |                     |                     |                |             |                  |               |                     |
| <u>Email DH &amp; CM</u>   |                     |                     | <u>6/3/19</u>  |             |                  |               |                     |
| <u>Email Gardiner</u>      |                     |                     |                |             |                  |               |                     |
| <u>Main Street</u>         |                     |                     |                |             |                  |               |                     |
| <u>Approved by:</u>        |                     |                     |                |             |                  |               |                     |
| <u>CM</u>                  |                     |                     | <u>CM</u>      |             |                  |               |                     |
| <u>PD</u>                  |                     |                     | <u>6/3/19</u>  |             |                  |               |                     |
| <u>FD</u>                  |                     |                     | <u>6/3/19</u>  |             |                  |               |                     |
| <u>PW&amp;BG</u>           |                     |                     | <u>6/3/19</u>  |             |                  |               |                     |
| <u>CEO</u>                 |                     |                     | <u>KM</u>      |             |                  |               |                     |
| <u>ED</u>                  |                     |                     |                |             |                  |               |                     |
| <u>Add to Agenda</u>       |                     |                     | <u>6/3/19</u>  |             |                  |               |                     |
| <u>Legal Ad to KJ</u>      |                     |                     |                |             |                  |               |                     |
| <u>Add to Events</u>       |                     |                     |                |             |                  |               |                     |
| <u>Calendar</u>            |                     |                     |                |             |                  |               |                     |
| <u>Add to DBA List</u>     |                     |                     |                |             |                  |               |                     |
| <u>Issue License</u>       |                     |                     |                |             |                  |               |                     |
| <u>Notify Applicant of</u> |                     |                     |                |             |                  |               |                     |
| <u>Council Meeting</u>     |                     |                     |                |             |                  |               |                     |
| <u>Notify Applicant of</u> |                     |                     |                |             |                  |               |                     |
| <u>Approval or Denial</u>  |                     |                     |                |             |                  |               |                     |
| <u>Create Oath Sheet</u>   |                     |                     |                |             |                  |               |                     |
| <u>Swear in</u>            |                     |                     |                |             |                  |               |                     |
| <u>Contact Info to</u>     |                     |                     |                |             |                  |               |                     |
| <u>Board/Committee</u>     |                     |                     |                |             |                  |               |                     |
| <u>Update TRIO</u>         |                     |                     |                |             |                  |               |                     |
| <u>Update Website</u>      |                     |                     |                |             |                  |               |                     |

Notes: Added to 6/19/19 Council agenda