

Department of Commerce, Community, and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

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Alcoholic Beverage Control Board Meeting Minutes July 1, 2015 Fairbanks, Alaska

Board Members Present:

Bob Klein, Chair Ellen Ganley, Vice Chair Marvin Yoder, Member Bobby Evans, Member Tom Manning, Member (telephonic)

Staff Members Present:

Cynthia Franklin, Director Sarah Oates, Records & Licensing Supervisor

ABC Board Counsel Present:

Harriet Milks, Assistant Attorney General

Call to Order 11:26:59 AM

DIRECTOR BRIEFING

A. Director's Report <u>11:17:39 AM</u> <u>TAB 1</u>

ADMINISTRATION
 11:28:51 AM

Ellen Ganley motions to approve both sets of minutes
Bobby Evans seconds the motion
Motion carries unanimously

A. Approve Minutes of the April 29-30, 2015 Board Meeting <u>TAB 2</u>

B. Approve Minutes of the May 22, 2015 Informal Conferences TAB 3

^{*}Meeting minutes are sixteen minutes fast

PUBLIC TESTIMONY

A. Period of time for public testimony on alcohol issues not on this agenda. Please phone 1-800-315-6338 code 69173#.

B. Written Public Testimony TAB 4

BOARD CONSIDERATION

A. 5385 Bethel Spirits: Bethel Spirits, LLC 12:04:53 PM TAB 5

905 Chief Eddie Hoffman Highway, Ste B; Bethel

License: Package Store

New license application. All statutory requirements have been met.

Pending: State Fire Marshal.

Background investigations: Complete

City of Bethel protests due to public health and public safety concerns. Public objections received.

Director Cynthia Franklin informs the Board that Written Public Testimony tab includes letters of support for license.

Patty Burley, Bethel City Attorney, testifies for Mayor and Vice 12:10:17 PM Mayor and submits letter to the Board dated June 25, 2015. Ana Hoffman, President & CEO of Bethel Native Corporation, 12:32:13 PM testifies and submits map of school and proposed package store. Phil Blumstin, legal counsel for Bethel Spirits, testifies. 12:48:44 PM Board considers City protest and discusses best method to hear 1:01:12 PM public testimony. Marvin Yoder motions to rule that the City of Bethel's protest is 1:19:20 PM arbitrary, capricious, and unreasonable Ellen Ganley seconds the motion Motion carries 3-2 (Bob Klein and Ellen Ganley vote No) Richard Robb, Mayor of Bethel, testifies 1:25:06 PM

held in Bethel.

Ellen Ganley motions to grant the license

Board agrees to table discussion and vote until a public hearing is

Tom Manning seconds the motion

1:27:04 PM

B. 3376 Fairbanks Golf Course: Fairbanks Golf Course, Inc.

1735 Farmer's Loop Road; Fairbanks North Star Borough

License: Beverage Dispensary

Request for Expansion of Premises

Frank Eagle, licensee, testifies

Bob Klein informs licensee that there is no current statutory authority in Title 04 to grant the request.

C. 5329 K & M Distributors: Kwamayne Darion Hopkins

3048 Mountain View Drive, Suite 110; Anchorage

License: Package Store

Pending License Never Issued or Operated

"MJ", friend, on the phone.

Kwamayne Hopkins, applicant, testifies.

Ellen Ganley motions to rescind delegation to the Director

Marvin Yoder seconds the motion

Motion carries unanimously

Marvin Yoder motions to deny the license application

Ellen Ganley seconds the motion

Motion carries unanimously

D. 5401 The Restaurant at Porterhouse Grill:

The Restaurant at Porterhouse Grill, LLC

35590 Sterling Highway; Kenai Peninsula Borough

License: Restaurant / Eating Place

Denial of License Application by Director per AS 04.06.080

and AS 04.11.320(a)(8)

Steven Drolet, applicant, testifies.

Marvin Yoder motions to uphold the Director's decision to deny

the application

Ellen Ganley seconds the motion

Motion carries 3-2 (Bobby Evans and Bob Klein vote No)

TAB 6

TAB 7

TAB 8

1:55:23 PM

2:12:23 PM

2:41:04 PM

E. 4531, 4551, and 4552: Tri-Grill and L.E.D Ultra Lounge & Grill: 3:02:13 PM

TAB 9

Robert Alexander

901 W 6th Avenue; Anchorage

License: Beverage Dispensary & Beverage Dispensary – Duplicates

Marijuana Event on Liquor Licensed Premises

No action taken: Director has authority to act.

REGULATIONS

A. **Recreational Site Licenses** 4:30:43 PM

TAB 10

Ellen Ganley motions to close the regulation file for recreational

site licenses

Marvin Yoder seconds the motion

Motion carries unanimously

INFORMAL CONFERENCES

Α. 1139 Spenard Paradise Inn & Lounge: Hyun Ju & Kyong Teak Song 2:29:20 PM **TAB 11**

3001 Spenard Road; Anchorage

License: Beverage Dispensary - Tourism

Board upheld Municipality of Anchorage renewal protest (due to unpaid taxes) with a 30-day abeyance at April 29, 2015 board

meeting.

Rex Butler, legal counsel for Kwang Teak Song, testifies.

Dennis Elstad, manager, testifies.

Ellen Ganley motions to renew the license.

Bobby Evans **seconds the motion**

Motion carries unanimously

NOTICES OF VIOLATION

Notices of Violation Issued and Licensee Responses

TAB 12

В. 4444 Landsharks: Anderson Bay, Inc. 3:07:32 PM **TAB 13**

121 Egan Drive; Valdez

License: Beverage Dispensary

No Response to NOV; Stock Transfer Required

Board agrees to table until September 15, 2015 meeting.

C. **4006 McKinley Creekside Cabins:** Slinkard & Smith Co., LLC 3:18:48 PM **TAB 14** Mile 224 Parks Highway; Denali Borough License: Restaurant / Eating Place – Public Convenience **Ejected Investigator from Licensed Premises Mid-Inspection** Board agrees to table until September 15, 2015 meeting. D. **743 Moose Lodge #224:** Ketchikan Loyal Order of the Moose 3:23:50 PM **TAB 15** Water Street 742-744; Ketchikan License: Club No Response to NOV NOV rescinded; Advisory Notice sent to licensee; no Board action E. **874 Pipeline Club:** Valdez Motel Corporation 3:16:51 PM **TAB 16** 112 Egan Drive; Valdez **License: Beverage Dispensary – Tourism** No Response to NOV; Stock Transfer Required Board agrees to table until September 15, 2015 meeting. F. **3304 Red Robin:** Gourmet Ventures, Inc. 3:24:34 PM **TAB 17** 1190 N Muldoon Road; Anchorage **License: Beverage Dispensary** No Response to NOV NOV response received; no Board action G. 968 Riverview Quick Stop: Riverview Retail, LLC 3:25:14 PM **TAB 18** 1316 Badger Road; Fairbanks North Star Borough **License: Package Store** No Response to NOV; Stock Transfer Required

Board agrees to table until September 15, 2015 meeting.

H. 5247 Tequila Kitchen Express: Tequila Kitchen Express, LLC 3:33:31 PM TAB 19

2514 E Tudor Road; Anchorage License: Restaurant / Eating Place

No Response to NOV

Board agrees to table until September 15, 2015 meeting.

RENEWAL PROTESTS

Matanuska-Susitna Borough

12:02:15 PM TAB 20

Susan Lee, MSB Planner, informs the Board that protests rescinded Ellen Ganley motions to approve both renewals
Bobby Evans seconds the motion
Motion carries unanimously

A. 301 Del Rois Bar & Liquor: Del Rois Bar, Inc.

Mile 39.5 Old Palmer Highway License: Beverage Dispensary

3 AAC 304.145(d) meeting requirement has been met.

Protest: Delinquent Real Property Taxes owed; other debts owed

B. 302 Del Rois Bar & Liquor: Del Rois Bar, Inc.

Mile 39.5 Old Palmer Highway

License: Package Store

3 AAC 304.145(d) meeting requirement has been met.

Protest: Delinquent Real Property Taxes owed; other debts owed

REINSTATEMENTS & RENEWALS

A. 1563 Northshore Ale House: MSR, Inc. 3:35:33 PM TAB 21

1850 Bogard Road; Mat-Su Borough License: Beverage Dispensary – Tourism

Dan Coffey, legal counsel for MSR, Inc., testifies.

Marvin Yoder motions to reinstate license due to good cause

shown

Ellen Ganley seconds the motion

Ellen Ganley motions to reinstate the license with conditions: immediately refrain from marijuana activity within the building, and file paperwork to accurately reflect the ownership and bring the corporation into good standing.

Marvin Yoder seconds the motion.

Motion carries unanimously

B. 1962 The Silver Fox Inn: Cassandra J. Alley 4:15:40 PM TAB 22

Mile Post 50 Parks Highway; Mat-Su Borough License: Beverage Dispensary – Tourism

Marvin Yoder motions to reinstate the license due to good cause

shown in letter

Ellen Ganley seconds the motion

Motion carries unanimously

EXTENSION REQUESTS

A. 4890 Captain's Choice Motel: Captain's Choice, Inc. 4:17:20 PM TAB 23

108 2nd Avenue North; Haines

License: Beverage Dispensary - Tourism

Extension Request for License Transfer

Laurence Beck, Personal Representative of the Estate, testifies.

Ellen Ganley motions to approve an extension until the

September 15, 2015 meeting

Bobby Evans seconds the motion

Motion carries unanimously

B. 897 The Place Bar & Motel: John R. Young 4:21:40 PM TAB 24

53791 Sparrow Lane; Kenai Peninsula Borough

License: Beverage Dispensary – Tourism

Second Extension Request for License Transfer

Cole Young, Personal Representative of the Estate, testifies.

Ellen Ganley motions to approve an extension until the meeting

in February, 2016

Marvin Yoder seconds the motion

C. 1176 Tundra Lodge & R/V Park: Donald E & Barbara A Abbott 4:25:48 PM TAB 25

Milepost 1315 Alaska Highway; Outside/Unorganized

License: Beverage Dispensary

Second Extension Request for License Transfer

Zane Wilson, legal counsel for Barbara Abbott, testifies.

Ellen Ganley motions to approve an extension until the meeting

in February, 2016

Marvin Yoder seconds the motion

Motion carries unanimously

D. 1804 Yukon Inn: Marlene R Marshall 4:28:20 PM TAB 26

Riverside Drive; Galena

License: Beverage Dispensary

Extension Request for License Transfer

Danielle Gardner, legal counsel for the executor, testifies.

Ellen Ganley motions to approve an extension until the first

meeting after April 1, 2016

Marvin Yoder seconds the motion

Motion carries unanimously

PROTESTS

TAB 27

5367 AK Alchemist: AK Alchemist, LLC **4:08:30 PM**

103 E 4th Avenue; Anchorage License: Restaurant / Eating Place

New license application. All statutory requirements have been met.

Background investigations: Complete

Municipality of Anchorage protests due to denied Administrative Site Plan Review,

protest from the Fire Department, and pending Building Safety approval.

Dan Coffey, legal counsel for MSR, Inc., testifies.

Marvin Yoder motions to table discussion until September 15, 2015 meeting

Ellen Ganley seconds the motion

5390 Baked Alaska Alehouse: Baked Alaska Alehouse, Inc. 4:12:16 PM

3048 Mountain View Drive, Ste 102 & 104; Anchorage

License: Restaurant / Eating Place

New license application. All statutory requirements have been met.

Background investigations: Complete

Municipality of Anchorage protests pending Administrative Site Plan Review by Planning Department.

Records & Licensing Supervisor, Sarah Oates, informs the Board that protest has been lifted.

Marvin Yoder motions to approve the license Ellen Ganley seconds the motion Motion carries unanimously

5384 Club H.A.L.O.: Fantasies on 5th, LLC 4:13:25 PM

1911 E 5th Avenue; Anchorage

License: Beverage Dispensary – Duplicate

New license application. All statutory requirements have been met.

Background investigations: Complete

Municipality of Anchorage protests pending a Conditional Use Permit by

Planning Department.

Travis Gravelle, applicant (along with manager Joe Ramirez), testifies.

Ellen Ganley motions to table discussion until September 15, 2015 meeting Marvin Yoder seconds the motion

Motion carries unanimously

OBJECTIONS
 TAB 28

5393 Bearpaw River Brewing Company: Bearpaw River Brewing Company, LLC 4:33:40 PM

4605 E Palmer-Wasilla Highway, Unit C; Mat-Su Borough

License: Brewery

New license application. All statutory requirements have been met.

Local governing body action: Matanuska-Susitna Borough does not protest

Pending: Department of Environmental Conservation

Background investigations: Pending

State Fire Marshal objects pending final inspection and Certificate of Occupancy

Ellen Ganley motions to approve license with delegation

Bobby Evans seconds the motion

826 Tequila 61: JJT, LLC 4:35:20 PM

445 West 4th Avenue; Anchorage License: Beverage Dispensary

From: Tequila Kitchen, LLC DBA Tequila Kitchen

Transfer of ownership and DBA change. All statutory requirements have been met.

Local governing body action: Pending Municipality of Anchorage

Approvals: Department of Revenue Background investigations: Complete

Department of Labor objects.

Ellen Ganley motions to approve license with delegation Bobby Evans seconds the motion Motion carries unanimously

BEVERAGE DISPENSARY – TOURISM LICENSES

11:49:44 AM TAB 29

Marvin Yoder motions to approve all licenses (with delegation, if necessary)

Ellen Ganley seconds the motion

Motion carries unanimously

175 Bay View Inn Restaurant and Lounge: CNH Holding, LLC

1711 Glacier Avenue; Juneau

License: Beverage Dispensary - Tourism

From: Q Enterprise, Inc. DBA Breakwater Inn Restaurant & Lounge

Transfer of ownership and DBA change. All statutory requirements have been met.

Local governing body action: Pending City & Borough of Juneau Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

4795 Beluga Lake Lodge: Johnson Inn Homer, LLC

204 Ocean Drive Loop; Homer

License: Beverage Dispensary - Tourism

From: Beluga Lake Lodge, Inc.

Transfer of ownership. All statutory requirements have been met.

Local governing body action: Pending City of Homer

Approvals: Department of Labor, Department of Revenue

1402 Best Western Bidarka Inn / Otter Room: Johnson Inn Homer, LLC

575 Sterling Highway; Homer

License: Beverage Dispensary - Tourism

From: Beluga Lake Lodge, Inc. DBA Best Western Bidarka Inn

Transfer of ownership and DBA change. All statutory requirements have been met.

Local governing body action: Pending City of Homer

Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

5381 Clarion Suites Downtown: Pemberly Hotel Group, LP

1110 W 8th Avenue; Anchorage

License: Beverage Dispensary - Tourism

New license application. All statutory requirements have been met.

Local governing body action: Municipality of Anchorage does not protest

Background investigations: Pending

5391 Edgewater Inn: Alvin A White

4871 N Tongass Highway; Ketchikan License: Beverage Dispensary – Tourism

New license application. All statutory requirements have been met.

Local governing body action: City of Ketchikan does not protest

Approvals: Department of Environmental Conservation

Background investigations: Complete

Temporary has been issued.

CONSENT AGENDA

11:41:45 AM TAB 30

Ellen Ganley motions to approve all licenses Marvin Yoder seconds the motion

Motion carries unanimously

416 2 Go Tesoro: AK, Inc.

3600 E Palmer-Wasilla Highway; Mat-Su Borough

License: Package Store

From: Tesoro Northstore Company

Transfer of ownership. All statutory requirements have been met.

Local governing body action: Matanuska-Susitna Borough does not protest

Approvals: Department of Labor, Department of Revenue

5383 Acapulco Mexican Restaurant: Juan A Rodriguez

43543 Sterling Highway; Soldotna

License: Restaurant / Eating Place - Public Convenience

New license application. All statutory requirements have been met.

Local governing body action: City of Soldotna does not protest

Approvals: Department of Environmental Conservation

Background investigations: Complete

Temporary has been issued.

5389 Brickhouse Asian Grill: John K Yee

3311 Spenard Road; Anchorage License: Restaurant / Eating Place

New license application. All statutory requirements have been met.

Local governing body action: Municipality of Anchorage does not protest

Background investigations: Complete

Temporary has been issued.

5394 Celebrity Infinity: Celebrity Cruises, Inc.

Alaskan Waters

License: Common Carrier

New license application. All statutory requirements have been met.

Background investigations: Complete

Temporary has been issued.

5380 Crazy Cow Caribbean Grill: Elvis M Rodriguez-Cordero

171 Muldoon Road, Ste 107; Anchorage

License: Restaurant / Eating Place

New license application. All statutory requirements have been met.

Local governing body action: Municipality of Anchorage does not protest

Background investigations: Complete

Temporary has been issued.

5396 Double Eagle Restaurant: Fairbanks Golf Course, Inc.

1735 Farmer's Loop Road; Fairbanks North Star Borough

License: Golf Course

New license application. All statutory requirements have been met.

Local governing body action: Fairbanks North Star Borough does not protest Approvals: State Fire Marshal, Department of Environmental Conservation

Background investigations: Complete

Temporary has been issued.

5395 Jewel of the Seas: Royal Caribbean Cruises, Ltd.

Alaskan Waters

License: Common Carrier

New license application. All statutory requirements have been met.

Background investigations: Complete

Temporary has been issued.

3399 Joan Mei Family Restaurant: Joan Mei Family Restaurant, LLC

1103 S Nordic Drive; Petersburg License: Restaurant / Eating Place

From: Joan Mei Partnership

Transfer of ownership. All statutory requirements have been met.

Local governing body action: City & Borough of Petersburg does not protest

Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

2124 Los Amigos: 636, LLC

636 28th Avenue (Upstairs); Fairbanks

License: Beverage Dispensary

From: Two Amigos, LLC

Transfer of ownership. All statutory requirements have been met.

Local governing body action: City of Fairbanks does not protest

Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

5405 M/V L'Austral: Compagnie du Ponant, SAS

Alaskan Waters

License: Common Carrier

New license application. All statutory requirements have been met.

Background investigations: Complete

Temporary has been issued.

5382 Odd Man Rush Brewing: Odd Man Rush Brewing, LLC

10930 Mausel Street; Anchorage

License: Brewery

New license application. All statutory requirements have been met.

Local governing body action: Municipality of Anchorage does not protest

Background investigations: Complete

Temporary has been issued.

3315 Old Town Liquor: Old Town Liquor, LLC

607 Mission Street, Ste 101; Ketchikan

License: Package Store From: 602 Dock Street

Transfer of location. All statutory requirements have been met. Local governing body action: City of Ketchikan does not protest

Background investigations: Complete

Temporary has been issued.

1019 Seldovia Liquor Store: Seldovia Sales, LLC

275 Main Street; Seldovia License: Package Store

From: Seldovia Native Association, Inc.; 281 Main Street

Transfer of ownership and location. All statutory requirements have been met.

Local governing body action: City of Seldovia does not protest

Approvals: State Fire Marshal, Department of Labor, Department of Revenue

Background investigations: Complete

The Cookery: The Cookery, LLC

209 & 211 5th Avenue; Seward

License: Restaurant / Eating Place - Public Convenience

New license application. All statutory requirements have been met.

Local governing body action: City of Seward does not protest

Approvals: Department of Environmental Conservation

Background investigations: Complete

Temporary has been issued.

5399 The Sea Bean: The Sea Bean, LLC

225 Fourth Avenue; Seward

License: Restaurant / Eating Place - Public Convenience

New license application. All statutory requirements have been met.

Local governing body action: City of Seward does not protest

Approvals: Department of Environmental Conservation

Background investigations: Complete

Temporary has been issued.

4535 TJ Seggy's: TLS, Inc.

20470 Sterling Highway; Kenai Peninsula Borough

License: Package Store

From: Terri Segesser (55%) and John Segesser (45%) To: Terri Segesser (50%) and John Segesser (50%)

Transfer of controlling interest. All statutory requirements have been met.

Local governing body action: Kenai Peninsula Borough does not protest

Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

END OF CONSENT AGENDA

DELEGATED CONSENT AGENDA

11:44:49 AM TAB 31

Bobby Evans motions to approve all licenses with delegation
Marvin Yoder seconds the motion
Motion carries unanimously

5409 Alaska Coffee Roasting Co.: Alaska Sea Charter, Inc.

4001 Geist Road, Ste 2; Anchorage License: Restaurant / Eating Place

New license application. All statutory requirements have been met. Local governing body action: Pending Fairbanks North Star Borough

Approvals: Department of Environmental Conservation

Pending: State Fire Marshal

Background investigations: Pending

5387 Denali Brewing Company: Twister Creek, LLC

37083 South Talkeetna Spur Road; Mat-Su Borough

License: Distillery

New license application. All statutory requirements have been met.

Local governing body action: Matanuska-Susitna Borough does not protest Pending: State Fire Marshal, Department of Environmental Conservation

3596 Eddie's Sports Bar: Rockdance, Inc.

3600 Old Seward Highway; Anchorage

License: Beverage Dispensary

From: Edward Mike James (50%) and Patricia Ann James (50%)

To: Timothy Dudley (48%) and Darolyn Raskin (48%)

Transfer of controlling interest. All statutory requirements have been met.

Local governing body action: Pending Municipality of Anchorage

Approvals: Department of Labor, Department of Revenue

Background investigations: Pending

4317 Eddie's Sports Bar: Rockdance, Inc.

6300 Old Seward Highway; Anchorage License: Beverage Dispensary – Duplicate

From: Edward Mike James (50%) and Patricia Ann James (50%)

To: Timothy Dudley (48%) and Darolyn Raskin (48%)

Transfer of controlling interest. All statutory requirements have been met.

Local governing body action: Pending Municipality of Anchorage

Approvals: Department of Labor, Department of Revenue

Background investigations: Pending

3882 Haines Brewing Company: Haines Brewing Company, Inc.

327 Main Street; Haines

License: Brewery

From: 108 Whitefang Way

Transfer of location. All statutory requirements have been met.

Local governing body action: City & Borough of Haines does not protest

Approvals: Department of Environmental Conservation

Pending: State Fire Marshal

Background investigations: Complete

5392 Inga's Galley: AK Inga's Galley, LLC

104 N Nordic Drive; Petersburg License: Restaurant / Eating Place

New license application. All statutory requirements have been met.

Local governing body action: Pending City & Borough of Petersburg

Pending: Department of Environmental Conservation

5182 Port Chilkoot Distillery: Port Chilkoot Distillery, LLC

34 Blacksmith Street; Haines

License: Distillery

From: Sean Copeland (50%) and Heather Shade (50%) To: Sean Copeland (25%) and Heather Shade (75%)

Transfer of controlling interest. All statutory requirements have been met.

Local governing body action: Pending City & Borough of Haines Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

5283 Shobu: Young Chul Kim

351 Muldoon Road, Ste C; Anchorage License: Restaurant / Eating Place

From: 2210 E Northern Lights Blvd, Ste 110; DBA Tempura Inn

Transfer of location and DBA change. All statutory requirements have been met.

Local governing body action: Pending Municipality of Anchorage

Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

3198 The Marlin: Full Moon, Inc.

3412 College Road; Fairbanks North Star Borough

License: Beverage Dispensary

From: Sharon Mensik (50%) and Rick Mensik (50%) to Rick Mensik (100%)

Transfer of controlling interest. All statutory requirements have been met. Local governing body action: Fairbanks North Star Borough does not protest

Pending: Department of Labor, Department of Revenue

Background investigations: Complete

1038 The Wheelhouse: Johnson Inn Valdez, LLC

100 Harbor Drive; Valdez License: Beverage Dispensary

From: Kodiak Inn, Inc.

Transfer of ownership. All statutory requirements have been met.

Local governing body action: Pending City of Valdez

Approvals: Department of Labor, Department of Revenue

Background investigations: Complete

END OF DELEGATED CONSENT AGENDA

FIRST & SECOND WAIVERS

11:48:37 AM TAB 32

Ellen Ganley motions to approve all licenses Marvin Yoder seconds the motion Motion carries unanimously

4292 Clearwater Lodge: Clearwater Ventures, Inc.

7028 Remington Road; Outside/Unorganized

License: Beverage Dispensary

First Waiver

NEXT ABC BOARD MEETING

4:36:19 PM

Next meeting will be held in Kotzebue on Tuesday, September 15, 2015.

Bethel hearing will be held in Bethel on Thursday, October 22, 2015.

Adjourn

4:51:17 PM

Minutes reviewed and approved by:

Cynthia A. Franklin, Director

Date

Sarah D. Oates, Records & Licensing Supervisor

Date