

City of Scottsbluff, Nebraska

Monday, March 5, 2018

Regular Meeting

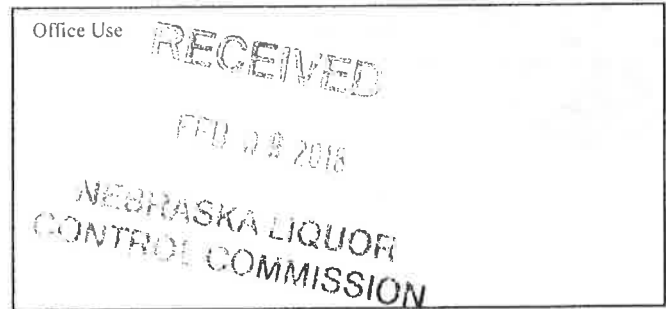
Item Public Inp1

Council to make a recommendation to the Nebraska Liquor Control Commission naming Karla Montelongo as the Liquor License Manager of San Pedro Mexican Restaurant, 23 West 27th Street, Scottsbluff, NE.

Staff Contact: Cindy Dickinson, City Clerk

**MANAGER APPLICATION
INSERT - FORM 3c**

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov



MUST BE:

- ✓ Citizen of the United States. Include copy of US birth certificate, naturalization paper or current US passport
- ✓ Nebraska resident. Include copy of voter registration card or print out document from Secretary of State website
- ✓ Fingerprinted. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application
- ✓ 21 years of age or older

Corporation/LLC information

Name of Corporation/LLC: San Pedro JC, LLC
San Pedro JC, LLC

Premise information

Liquor License Number: 116251 Class Type I (if new application leave blank)
Premise Trade Name/DBA: San Pedro Mexican Restaurant
Premise Street Address: 23 W 27th St
City: Scottsbluff County: Scotts Bluff Zip Code: 69361
Premise Phone Number: (308) 220-3811
Premise Email address: _____

The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. To see authorized officers or members search your license information here.


SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER
(Faxed signatures are acceptable)

Manager's information must be completed below PLEASE PRINT CLEARLY

Last Name: Montelongo First Name: Karla MI: P

Home Address: 1013 Schmid DR

City: Scottsbluff County: Scotts Bluff Zip Code: 69361

Home Phone Number: (308) 225-3734

Driver's License Number & State: _____

Social Security Number: _____

Date Of Birth: 05/02/1994 Place Of Birth: Mexico

Email address: Karla-0502@hotmail.com

Are you married? If yes, complete spouse's information (Even if a spousal affidavit has been submitted)

☒ YES

☐ NO

Spouse's information

Spouses Last Name: Montelongo First Name: Eduardo MI: R

Social Security Number: _____

Driver's License Number & State: _____

Date Of Birth: 03/13/1994 Place Of Birth: Alliance, NE

APPLICANT & SPOUSE MUST LIST RESIDENCE(S) FOR THE PAST TEN (10) YEARS
APPLICANT SPOUSE

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO
Scottsbluff, NE	2009	Present	Scottsbluff, NE	2016	Present
Idaho Falls, ID	2004	2009	Bridgeport, NE	1996	2016

4. List the alcohol related training and/or experience (when and where) of the person making application.

*NLCC Training Certificate Issued: 2015 Name on Certificate: Karla Montelongo

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
Karla P. Montelongo	12/2015	TIPS
Eduardo R. Montelongo	11/2015	TIPS

*For list of NLCC Certified Training Programs see [training](#)

Experience:

Applicant Name / Job Title	Date of Employment:	Name & Location of Business:

5. Have you enclosed form 147 regarding fingerprints?

☒ YES

☐ NO


Memo

To: Nathan Johnson, City Manager
From: Kevin E Spencer, Chief of Police
CC: liquor file
Date: March 1st, 2018
Re: Manager Application for Karla Montelongo, San Pedro LLC, dba: San Pedro Mexican Restaurant, 23 West 27th St. Scottsbluff, NE License number I-116251

This applicant, Karla Montelongo was investigated for suitability as a manager on the San Pedro Mexican Restaurant's liquor license. Nothing was discovered that would prohibit her from holding a manager position under the license. Montelongo reported having only minor traffic offenses in her background, nothing further than what was reported was found.

On February 21st, 2018 Karla Montelongo appeared before the Scottsbluff Liquor Committee in reference to this manager's license. Karla explained that she will be responsible for the alcohol at San Pedro's. Karla explained that her responsibilities will include the inventory and ordering of the alcohol. Karla added that she has attended the TIPS Training December, 2015. Karla added that it's San Pedro's policy to check alcohol customer's identification to ensure legal and consult a manager if uncertain. The Liquor Committee unanimously approved a positive recommendation for Karla.

Respectfully,



Kevin E Spencer, Chief of Police

City of Scottsbluff

City of Scottsbluff
Liquor License Holders Investigatory Board
Regular Meeting
February 21, 2018 - 4:00 p.m.

The City of Scottsbluff Liquor License Holders Investigatory Board met in a regular meeting on Wednesday, February 21, 2018 at 4:00 p.m. in the Meeting Room of City Hall, 2525 Circle Drive, Scottsbluff. A notice of the meeting had been published on February 16, 2018 in the Star Herald, a newspaper published and of general circulation in the city. The notice stated the date, hour and place of the meeting, that the meeting would be open to the public. That anyone with a disability desiring reasonable accommodation to attend the meeting should contact the city clerk's office, and that an agenda of the meeting kept continuously current was available for public inspection at the office of the city clerk in City Hall; provided, the committee could modify the agenda at the meeting if it determined that an emergency so required. A similar notice, together with a copy of the agenda, also had been delivered to each committee member.

1. Roll Call - The following Board Members were present: Mike Halley, Scottsbluff Public Schools; Norman Coley, WNCC; Libby Stobel, City Attorney; Nathan Johnson, City Manager; Police Chief Kevin Spencer; Cindy Dickinson, City Clerk. Also present was Rob Jackson, Nebraska State Patrol. Absent: Bob Scriptor, Racks; Russ Knight, Dietrich Distributing; Kelli Larson, Panhandle Prevention Coalition.
2. Open Meeting Act – Acting Chairman Johnson welcomed everyone in attendance and informed those in attendance that a copy of the Nebraska Open Meetings Act is posted on the west wall for the public's review.
3. Call Meeting to Order - The meeting was called to order and Dickinson recorded the proceedings.
4. There were no changes to the agenda.
5. Approve Minutes of the January 11, 2018 meeting - Motion by Coley, second by Stobel, "to approve the January 11, 2018 Minutes," motion passed unanimously.
6. New Liquor License Manager applications:
 - a) Karla Montelongo as manager of the liquor license for San Pedro Restaurant, 23 West 27th St., Scottsbluff, NE.

Ms. Montelongo explained to the Board that she has applied for permanent residency in the United States, and the process will be completed this summer. This business has always been in the family so she is very familiar with the business and daily routine.

Chief Spencer asked what their process is regarding checking patron's identifications. Ms. Montelongo explained that the process remains the same, to always ask for identification and double check, if there is any question. If an employee fails a compliance check, they are terminated and fined. Their process is included in their personnel manual.

She explained that the alcohol is stored in a locked area. The security cameras are currently not working, however, they are working on replacing the cameras. All of the staff have been trained through the State Patrol TIPS program.

Moved by Halley, seconded by Johnson, “to forward a positive recommendation to the City Council regarding the appointment of Karla Montelongo as manager of the San Pedro Mexican Restaurant Class I liquor license,” motion passed unanimously.

7. Liquor License Compliance Issue:

a) Council review and discussion of failed compliance check at Safeway.

Tim O’Neal, Attorney representative Safeway, joined the meeting via conference call. He explained that he has met with all of the upper management teams with Safeway in his region, to discuss the new process to prevent any further compliance failures.

They have eliminated the “by-pass” system on their cash registers, requiring everyone purchasing alcohol to present identification. The checkers cannot override this function. Mr. O’Neal also met with State Patrol Officer Rob Jackson to discuss methods to prevent the sale of alcohol to minors. Officer Jackson offered information regarding other forms of identification and how to detect fraud. If anything is suspicious regarding an ID, the employee is required to contact the Manager before selling any alcohol.

Chief Spencer asked about the employee who made the sale to a minor. Mr. O’Neal explained that their policy is to give employees a second chance, by retraining and working with the employee, which they have found is very effective.

8. Adjournment:

Moved by Spencer, seconded by Stobel, “to adjourn the meeting at 4:45 p.m.,” motion passed unanimously.

Nathan Johnson, Acting Chairman

Cindy Dickinson, Secretary