

# **City of Scottsbluff, Nebraska**

**Monday, December 20, 2021**

**Regular Meeting**

## **Item Public Inp1**

**Council to discuss and consider action on making a recommendation to the Nebraska Liquor Control Commission naming Jessica D. LittleHoop as the Liquor License Manager of Chili's, LLC d/b/a Chili's Grill and Bar, 826 West 36th Street, Scottsbluff, NE.**

**Staff Contact: Kim Wright, 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

Office Use

RECEIVED

NOV 18 2021

NEBRASKA  
LIQUOR CONTROL COMMISSION

**FORM MUST BE COMPLETELY FILLED OUT IN ORDER FOR APPLICATION TO BE PROCESSED**

**MANAGER MUST:**

- ✓ Complete all sections of the application. Be sure it is signed by a **member or corporate officer**, corporate officer or member must be an individual on file with the Liquor Control Commission
- Ⓢ Fingerprints are required. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application.
- ✓ Provide a copy of one of the following: US birth certificate, naturalization papers or current US passport (even if you have provided this before)
- ✓ Be a registered voter in the State of Nebraska, include a copy of voter card or print document from Secretary of State website with application

Spouse who **will not** participate in the business, **spouse must:**

- ✓ Complete the Spousal Affidavit of Non Participation Insert (must be notarized). The non-participating spouse completes the top half; the manager completes the bottom half. **Be sure to complete both halves of this form.**
- Need not answer question #1 of the application

Spouse who **will** participate in the business, the **spouse must:**

- NA • Sign the application
- Fingerprints are required. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application.
- Provide a copy of one of the following: birth certificate, naturalization papers or current US passport (even if you have provided this before)
- Be a registered voter in the state of Nebraska, include a copy of voter card with application
- Spousal Affidavit of Non Participation Insert **not** required



0400

Form 103  
Rev July 2018  
Page 1 of 6



**MANAGER APPLICATION  
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NEBRASKA  
LIQUOR CONTROL COMMISSION

**MUST BE:**

- ✓ 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: Chili's LLC

**Premise information**

Liquor License Number: 117360 Class Type I (if new application leave blank)

Premise Trade Name/DBA: Chili's Grill and Bar

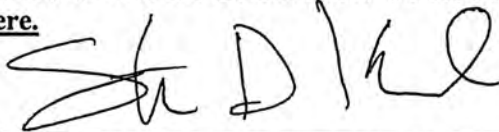
Premise Street Address: 826 West 36<sup>th</sup> Street

City: Scottsbluff County: Scottsbluff Zip Code: 69361

Premise Phone Number: 308-633-1580

Premise Email address: scottsbluff@bighornchilis.com

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: Little Hoop <sup>• spouse</sup> First Name: Jessica MI: D

Home Address: 11608 15th Ave

City: Scottsbluff County: Scottsbluff Zip Code: 69361 <sup>3365</sup>

Home Phone Number: 308-631-3003

Driver's License Number & State: [REDACTED]

Social Security Number: [REDACTED]

Date Of Birth: [REDACTED] Place Of Birth: Cozad, NE

Email address: jessica.littlehoop@outlook.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: Little Hoop First Name: Aaron MI: J

Social Security Number: [REDACTED]

Driver's License Number & State: [REDACTED]

Date Of Birth: [REDACTED] 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	2014	2021 present	Scottsbluff, NE	2014	2021 present
Gering, NE	2012	2014	Gering, NE	2012	2014
Alliance, NE	1993	2012	Alliance, NE	1989	2012



# MANAGER'S LAST TWO EMPLOYERS

YEAR FROM TO	NAME OF EMPLOYER	NAME OF SUPERVISOR	TELEPHONE NUMBER
2019 2021	McDonald's	Donna	308-632-6511
2018 2018	Target	Scott	308-632-6223

## 1. READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY.

Must be completed by both applicant and spouse, unless spouse has filed an affidavit of non-participation.

Has anyone who is a party to this application, or their spouse, EVER been convicted of or plead guilty to any charge. Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law; a violation of a local law, ordinance or resolution. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea, include traffic violations. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name. Commission must be notified of any arrests and/or convictions that may occur after the date of signing this application.

☐ YES ☒ NO

If yes, please explain below or attach a separate page.

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted ( City & State)	Description of Charge	Disposition

## 2. Have you or your spouse ever been approved or made application for a liquor license in Nebraska or any other state?

☐ YES ☒ NO

IF YES, list the name of the premise(s):

## 3. Do you, as a manager, qualify under Nebraska Liquor Control Act (§53-131.01) and do you intend to supervise, in person, the management of the business?

☒ YES ☐ NO



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

\*NLCC Training Certificate Issued: 11/16/21 Name on Certificate: Jessica Little Hoop

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
Jessica Little Hoop	11/2021	ServSafe Alcohol Course

\*For list of NLCC Certified Training Programs see training

Experience:

Applicant Name / Job Title	Date of Employment:	Name & Location of Business:
Jessica Little Hoop/Manager	6/14/2021	Chili's Scottsbluff, NE

5. Have you enclosed form 147 regarding fingerprints?

☒ YES ☐ NO



**PERSONAL OATH AND CONSENT OF INVESTIGATION**

The above individual(s), being first duly sworn upon oath, deposes and states that the undersigned is the applicant and/or spouse of applicant who makes the above and foregoing application that said application has been read and that the contents thereof and all statements contained therein are true. If any false statement is made in any part of this application, the applicant(s) shall be deemed guilty of perjury and subject to penalties provided by law. (Sec §53-131.01) Nebraska Liquor Control Act.

The undersigned applicant hereby consents to an investigation of his/her background including all records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant and spouse waive any rights or causes of action that said applicant or spouse may have against the Nebraska Liquor Control Commission and any other individual disclosing or releasing said information to the Nebraska Liquor Control Commission. If spouse has NO interest directly or indirectly, a spousal affidavit of non-participation may be attached.

The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate, or fraudulent.

**Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

Jessica Little Hoop  
Signature of Manager Applicant

M. L. Little Hoop  
Signature of Spouse

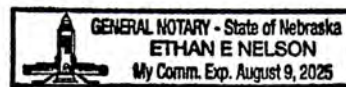
**ACKNOWLEDGEMENT**

State of Nebraska Scotts Bluff  
County of \_\_\_\_\_ The foregoing instrument was acknowledged before me this

17<sup>th</sup> of November, 2021 by Jessica Little Hoop  
date NAME OF PERSON BEING ACKNOWLEDGED

Ethan E Nelson  
Notary Public signature

Affix Seal



In compliance with the ADA, this application is available in other formats for persons with disabilities. A ten day advance period is required in writing to produce the alternate format.



**PRIVACY ACT STATEMENT/  
SUBMISSION OF FINGERPRINTS /  
PAYMENT OF FEES TO NSP-CID**

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](http://www.lcc.nebraska.gov)

Office Use only <b>RECEIVED</b>  NOV 19 2021  Date Stamp HERE ONLY  Do not stamp any of the following pages
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**THIS FORM IS REQUIRED TO BE SIGNED BY EACH PERSON BEING FINGERPRINTED:**  
**DIRECTIONS FOR SUBMITTING FINGERPRINTS AND FEE PAYMENTS:**

- **FAILURE TO FILE FINGERPRINT CARDS AND PAY THE REQUIRED FEE TO THE NEBRASKA STATE PATROL WILL DELAY THE ISSUANCE OF YOUR LIQUOR LICENSE**
- Fee payment of **\$45.25** per person **MUST** be made **DIRECTLY** to the Nebraska State Patrol;  
It is recommended to make payment through the NSP PayPort online system at [www.ne.gov/go/nsp](http://www.ne.gov/go/nsp)  
Or a check made payable to **NSP** can be mailed directly to the following address:  
**\*\*\*Please indicate on your payment who the payment is for (the name of the person being fingerprinted) and the payment is for a Liquor License\*\*\***

The Nebraska State Patrol – CID Division  
4600 Innovation Drive  
Lincoln, NE 68521

- Fingerprints taken at NSP LIVESCAN locations will be forwarded to NSP – CID  
*Applicant(s) will not have cards to include with license application.*
- Fingerprints taken at local law enforcement offices may be released to the applicants;  
*Fingerprint cards should be submitted with the application.*

*Applicant Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating a FBI identification record are set forth in Title 28, CFR, 16.34.*

\*\*\*\*Please Submit this form with your completed application to the Liquor Control Commission\*\*\*\*

Trade Name Chili's Grill and Bar

Name of Person Being Fingerprinted: Jessica Little Hoop

Date of Birth: [REDACTED] Last 4 SSN: [REDACTED]

Date fingerprints were taken: 11-9-2021

Location where fingerprints were taken: Scottsbluff, NE NSP

How was payment made to NSP?

☒ NSP PAYPORT ☐ CASH ☐ CHECK SENT TO NSP CK # \_\_\_\_\_

My fingerprints are already on file with the commission – fingerprints completed for a previous application less than 2 years ago? YES ☐

Jessica Little Hoop

SIGNATURE REQUIRED OF PERSON BEING FINGERPRINTED

FORM 147  
REV JUNE 2021



# Nebraska Secretary of State

## Congratulations!

Your Nebraska Voter Registration Application has been submitted. Your confirmation number is: **0000377582**

The election commissioner or county clerk will, upon receipt of the application for registration, send an acknowledgment of registration to the applicant indicating whether the application is proper or not. You should receive this acknowledgment via mail from your local county official within 10-14 days.

### Personal Information

First Legal Name	JESSICA
Middle Legal Name	D
Last Legal Name	LITTLE HOOP

### Current Address

Address 1	1608 15TH AVE
City	SCOTTSBLUFF
County	Scotts Bluff
State	Nebraska
Zip Code	69361

### Additional Information

No additional information provided

### Contact Information

Email Address	jessica.littlehoop@outlook.com
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**Party Affiliation**

Party Affiliation

Democratic



**SPOUSAL AFFIDAVIT OF  
NON PARTICIPATION INSERT**

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

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☒ I acknowledge that I am the spouse of a liquor license holder. My signature below confirms that I will not have any interest, directly or indirectly in the operation of the business (§53-125(13)) of the Liquor Control Act. I will not tend bar, make sales, serve patrons, stock shelves, write checks, sign invoices, represent myself as the owner or **in any way participate in the day to day operations of this business in any capacity.** The penalty guideline for violation of this affidavit is cancellation of the liquor license.

☐ I acknowledge that I am the applicant of the non-participating spouse of the individual signing below. I understand that my spouse and I are responsible for compliance with the conditions set out above. If, it is determined that my spouse has violated (§53-125(13)) the commission may cancel or revoke the liquor license.

Aaron Little Hoop  
Signature of **NON-PARTICIPATING SPOUSE**

Aaron Little Hoop  
Print Name

State of Nebraska, County of Scotts Bluff

The foregoing instrument was acknowledged before me  
this 17<sup>th</sup> of November, 2021 (date)

by Aaron Little Hoop  
Name of person acknowledged  
(Individual signing document)

Ethan E Nelson  
Notary Public Signature

Jessica Little Hoop  
Signature of **APPLICANT**

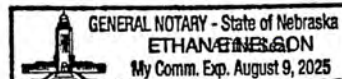
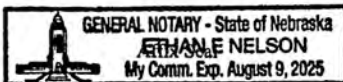
Jessica Little Hoop  
Print Name

State of Nebraska, County of Scotts Bluff

The foregoing instrument was acknowledged before me  
this 17<sup>th</sup> of November, 2021 (date)

by Jessica Little Hoop  
Name of person acknowledged  
(Individual signing document)

Ethan E Nelson  
Notary Public Signature



In compliance with the ADA, this spousal affidavit of non participation is available in other formats for persons with disabilities.  
A ten day advance period is requested in writing to produce the alternate format.

FORM 116  
REV NOV 2016  
Page | 1



# Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied and are knowledgeable about how to serve alcohol responsibly.

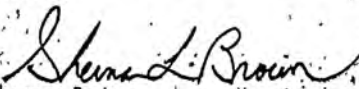
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions

**ServSafe**  
National Restaurant Association

ID # 190640223  
CARD # 21275213

## ServSafe Alcohol® CERTIFICATE

JESSICA LITTLE HOOP

NAME

11/16/2021

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.



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Executive Vice President, National Restaurant Association Solutions  
Sherman Brown

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

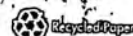
**NOTE:** You can access your score and certification information anytime at [ServSafe.com](http://ServSafe.com).

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org) or 800.765.2122, ext. 6703.

**NATIONAL  
RESTAURANT  
ASSOCIATION**

233 South Wacker Drive  
Suite 3600  
Chicago, IL 60606-6383  
1.800.SERVSAFE  
312.715.1010 in the Chicago area  
[ServSafe.com](http://ServSafe.com)

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# Memo

**To:** Dustin Rief, City Manager  
**From:** Kevin E Spencer, Chief of Police  
**CC:** liquor file  
**Date:** December 17, 2021  
**Re:** Manager application- Jessica D. Little Hoop – Chili's Bar & Grill, License I-117360, 826 W 36<sup>th</sup> Street Scottsbluff, NE 69361

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This applicant, Jessica D. Little Hoop, was investigated for suitability as the Chili's Liquor License manager. Jessica did not report any criminal history. I did find a "No Operator's License" conviction in March of 2016. I called Jessica to discuss this conviction. Jessica told me that she forgot to report it. I discovered nothing that would prohibit her from holding a manager's position under the license.

Thursday, December 16, 2021, Jessica appeared before the Liquor License Holders' Investigatory Board. Jessica explained Chili's rules and procedures as they relate to alcohol sales. Jessica explained that all employees have to complete Chili's alcohol training, adding that she additionally took the "ServSafe Alcohol Training." Jessica said that it is Chili's policy to ask anyone that appears to be under the age of 40 for identification. Jessica said that she is responsible for the beer and alcohol regarding ordering and inventory.

The Liquor License Holders Investigatory Board unanimously approved a positive recommendation to the Nebraska Liquor Commission.

Respectfully,

Kevin E Spencer  
Chief of Police  
City of Scottsbluff



City of Scottsbluff  
Liquor License Holders Investigatory Board  
Regular Meeting  
December 16, 2021 - 4:00 p.m.

The City of Scottsbluff Liquor License Holders Investigatory Board met in a regular meeting on Thursday, December 16, 2021 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 December 12, 2021 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: Dustin Rief, City Manager, Police Chief Kevin Spencer; Kim Wright, City Clerk, Libby Stobel, City Attorney, and Andrea Margheim, Flyover Brewery, Absent: Kelli Larson, Panhandle Prevention Coalition, Norman Coley, WNCC, Matt Huck, Scottsbluff Public Schools and Russ Knight, Chairman.
2. Open Meeting Act – Acting Chairman Spencer 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 Wright recorded the proceedings.
4. There were no changes to the agenda.
5. Approve Minutes of the November 4, 2021 Regular Meeting – Motion by Rief, second by Stobel, to approve the November 4, 2021 Minutes, motion passed unanimously.
6. New Manager Application.
  - a. Jessica LittleHoop, manager applicant, with Chili's, LLC d/b/a Chili's Grill and Bar was present to answer questions.

Police Chief Spencer started discussion by asking what experience Ms. LittleHoop has in the alcohol industry. Ms. LittleHoop stated she has no other experience with alcohol and has been employed with Chili's since June 2021 serving as a Front End House Manager. Mr. Spencer then asked the measures staff takes to prevent underage drinking. Ms. LittleHoop explained they do regular ID checks if a customer looks under 40; she also shadows the servers to make sure they are adhering to policy. She commented they have a manual behind the bar that outlines company procedures and they have modules in place for employees to complete liquor safety and serving classes. These modules are required training when an employee is hired and also need to be renewed after a period of time.

As far as what would happen to an employee if they were to sell to a minor, Ms. LittleHoop explained they would be pulled from the floor and sent home. She



commented she does not have the authority to fire; the general manager would make that decision.

Legal Counsel Stobel asked who does the alcohol ordering for the business. Ms. LittleHoop answered she is the person who does the ordering and all refrigerated liquor is kept in a locked cooler and all overstock is kept in a locked closet, adding only the managers have the keys to open. She also stated there are security cameras throughout the business including where the alcohol is kept.

Committee Member Margheim suggested they keep staff informed of looking at birthdates and distinguishing the different licenses (vertical for minor) as tools to help. In addition they should look at employees being certified through different training opportunities.

City Manager Rief moved, seconded by Committee Member Margheim to send a positive recommendation to City Council naming Jessica D. LittleHoop as the Liquor License Manager of Chili's, LLC d/b/a Chili's Grill & Bar, 826 West 36<sup>th</sup> Street, Scottsbluff, NE. Motion passed unanimously.

7. Liquor License Compliance Violation review and discussion:

a. Big Bats

Jennifer, manager with Big Bats, was present and explained their violation. She informed the committee the employee that sold the alcohol has been terminated. They have also removed the default button from the POS system so the employee has to enter the birthdate of the person purchasing alcohol and a birthdate can only be used once, adding they have cameras throughout the business including over the register. They also have updated all the scanners and if an alcohol purchase is denied, they are required to log it. In addition, all employees are required to take the alcohol training and be certified, but it is a challenge with heavy turnover right now.

b. Flyover Brewery

Andrea Margheim came forward and explained their violation involved a seasoned bartender who looked at the license and authorized the sale anyway. The employee has since been terminated. Ms. Margheim added they have met with all staff and have required them to take the TIPS training again.

c. Route 26 Mart

Mr. Anthony Parra, manager, explained his violation happened on November 6<sup>th</sup> and the employee that authorized the sale has been terminated. He informed the committee all managers take responsible beverage training and they have a POS system that will deny sales to underage and expired licenses. In addition they have multiple signs at registers. He added, the employee looked at the ID, recognized the name and did not scan the license into the system. Because of this, they will be looking at having all employees take alcohol training, but added it is hard with turnover.

8. Other Business



- a. There was no other business to discuss.

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The meeting adjourned at 4:23 p.m. with a motion by Spencer and second by Margheim. Motion passed unanimously.

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Kevin Spencer, acting Chairman

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Kim Wright, Secretary