



108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2105  
Hearing Impaired: 711

## MEMORANDUM

Liquor License Hearing - Tuesday, September 12, 2023, 1:30pm

**TO:** The Hearings Officer  
**FROM:** Natalie Kiel, Business License Specialist  
**DATE:** September 5, 2023

**AGENDA ITEM 4.E:** For Possible Action: Discussion and possible action regarding an application to approve a change of liquor manager to Package Liquor License (LIQUOR-004773-2020) to Donna Allen for Maverik, Inc dba Maverik #560 located at 3922 Hwy 50 E, Carson City, NV 89706.

**Recommendation:** To approve an application to change the liquor manager to Donna Allen for the Package Liquor License for Maverik, Inc dba Maverik #560 at 3922 Hwy 50 E, Carson City, NV 89706 subject to the following approval:

1. The applicant must sign a sworn affidavit consistent with Carson City Municipal Code (CCMC) 4.13.060 regarding a server training course.
2. The holder of the liquor license must maintain on the premises, evidence of employee server training certification for all employees that serve or sell alcohol.

Per Carson City Municipal Code (CCMC) 4.13, all liquor license requests are to be reviewed by the Hearings Officer. The Hearings Officer may grant or deny the application for a liquor license or place conditions on a license to ensure compliance with the Municipal Code.

The subject request is for Maverik, Inc dba Maverik #560 to change the liquor manager to Donna Allen on the existing Package Liquor License. The business is located at 3922 Hwy 50 E, Carson City, NV 89706, license number LIQUOR-004773-2020.

The Sheriff's Office did a background investigation and did not find any disqualifying information based on CCMC 4.13.125.

It was not applicable to have the health department review the application for a change in liquor manager.



# CARSON CITY LICENSE APPLICATION

Business License #: **BL-000779-2020**  
 Liquor License #: 004773-2020  
 Submittal Date: July 6, 2023

Please type or print in black ink; Incomplete or illegible applications will not be accepted. Applications must bear an original signature

<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Location/Mailing	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Change of Corporate Officer	<input checked="" type="checkbox"/> Other	
Type of License(s)	<input type="checkbox"/> Business	<input type="checkbox"/> Short-Term	<input type="checkbox"/> Gaming	<input checked="" type="checkbox"/> Liquor	
Type of Entity	<input type="checkbox"/> Sole Proprietor	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Non-Profit

Entity Name <b>Maverik, Inc</b>	Business Opening Date currently open		
Business Name (DBA) <b>Maverik, Inc #560</b>	EIN # 83-019702		
Business Address <b>3922 Highway 50 East</b>	City <b>Carson City</b>	State <b>Nevada</b>	Zip Code <b>89701</b>
Mailing Address <b>185 S. State Street, #800</b>	City <b>Salt Lake City</b>	State <b>Utah</b>	Zip Code <b>84111</b>
Corporate Phone <b>801-936-5557</b>	Business Phone <b>775-885-2700</b>	Cellular Phone <b>801-688-4521</b>	Business Fax
E-mail Address <b>licensing@maverik.com</b>	Business Website <b>www.maverik.com</b>		

Owner(s), Manager(s), or other Principal(s) attach additional pages if required

Last, First, MI <b>Maggelet, Charles, Edward</b>	Percent Owned <b>1.7%</b>	Title <b>President, CEO and Chairman of the Board</b>
Residence Address (Street) <b>4 East Dartmoor Lane</b>	City, State, Zip <b>Salt Lake City, Utah 84103</b>	Residence Telephone
Last, First, MI <b>Hancock, David, Brit</b>	Percent Owned <b>0</b>	Title <b>Chief Legal Counsel</b>
Residence Address (Street) <b>7723 Quick Silver Drive</b>	City, State, Zip <b>Salt Lake City, UT 84121</b>	Residence Telephone
Last, First, MI <b>Crystal Maggelet</b>	Percent Owned <b>65.2%</b>	Title <b>Director</b>
Residence Address (Street) <b>4 East Dartmoor Lane</b>	City, State, Zip <b>Salt Lake City, UT 84103</b>	Residence Telephone
Liquor Manager (If applicable) <b>Donna Allen</b>	<input type="checkbox"/> On-Site <input checked="" type="checkbox"/> Off-Site	Contact Phone Number <b>775-885-2700</b>
Residence Address (Street) <b>163 Dyer Ct.</b>	City, State, Zip <b>Carson City, NV 89706</b>	

Describe in detail the activity of your business  
 Gas Station/Convenience Store selling diesel, gasoline, food, snacks, drinks, alcohol and tobacco products

Type of Liquor License Applying for (If applicable)

<input type="checkbox"/> Tavern/Bar	<input type="checkbox"/> Dining Room w/Beer and Wine Only	<input checked="" type="checkbox"/> Packaged Liquor	<input type="checkbox"/> Dining Room w/Hard Liquor	<input type="checkbox"/> Combo (On-Premise & Pkg)	<input type="checkbox"/> General Wholesale
<input type="checkbox"/> Catering	<input type="checkbox"/> Additional Wet Bars	Will there be an Interim Management Agreement? <b>IS n/a/</b>			
List number of slot machines (If applicable)		List number of table games (If applicable)			
<input type="checkbox"/> 1 cent	<input type="checkbox"/> Multi	<input type="checkbox"/> Craps	<input type="checkbox"/> Baccarat		
<input type="checkbox"/> 5 cent	<input type="checkbox"/> Poker	<input type="checkbox"/> Roulette	<input type="checkbox"/> Race Book		
<input type="checkbox"/> 25 cent	<input type="checkbox"/> Mega Buck	<input type="checkbox"/> Twenty-One	<input type="checkbox"/> Sports Book		
<input type="checkbox"/> 1.00		<input type="checkbox"/> Keno	<input type="checkbox"/> Poker		

If this application is for a change of business name, location, or ownership, list the previous name, address, and owner below:  
 Update of Liquor Manager from Beiinda Madsen to Donna Allen

**RECEIVED**  
**JUL 12 2023**  
**CARSON CITY BUSINESS LICENSES**

Carson City Liquor License Application  
License # 004772-2020

#12 Cont.

Call Tyler Ryan  
2269 West 600 North

0 % ownership  
Kaysville, UT 84037

CFO/Treasurer & EVP

Hillam John Dinsdale  
EVP  
686 Springwood Drive

0% ownership  
Farmington, UT 84025

Chief Commodities/Tran. &

Westergard Allen  
1717 Walnut Springs Dr

0% ownership  
Allen, TX 75013

Director

McIlvaine Charles  
57 Nearwater Lane

0% ownership  
Darien, CO

Director

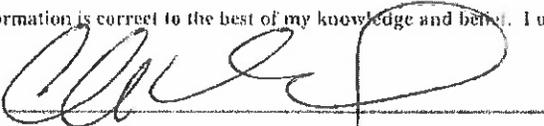
Please answer this section if your business is located in Carson City. If you are unsure of your answer or are installing signage, contact the Planning Division at (775) 887-2180

Is your business location zoned for this type of business yes	Has a Special Use Permit been obtained for this business location yes
Will you be installing any outdoor signs no	Are there any existing signs of the property yes
Will there be any outside storage (If yes, please explain items being stored and how being screened) no	
Will any commercial vehicles be used for this business (If yes, please describe size, type, and location of storage) no	
Please list the quantities, types, and storage location of any chemicals or hazardous materials that will be used for this business 2 Underground Storage Tanks to hold fuel are already operational on the property	

I, the undersigned understand that I cannot operate my business until my license is actually issued by this office indicating approval by all necessary city departments

- If any changes are made after completing said license application this office must be notified immediately and an updated is required.
- A business license, liquor license, and/or gaming license are issued to a given owner at a SPECIFIC LOCATION and are NON-TRANSFERRABLE to a different owner or different location.
- Non-payment of annual and quarterly business license, liquor license, and/or gaming license fees by the due date will result in applied penalties and is grounds for the revocation of the license.
- Any exception to any of the above is considered a violation of the Carson City Municipal Code and is subject to citation.

I hereby certify that the above information is correct to the best of my knowledge and belief. I understand that failure to complete this form truthfully is an act of perjury.

Applicant's Signature  Date 7/10/2023

FEE STRUCTURE	FEE	LICENSE TOTAL FEES
Business License Fee		Business License Annual Fee:
Square Footage		Business License Pro-rated Fee:
Number of Employees		Business License Application/Update Fee:
Health Fee		Liquor License Annual Fee:
Number of Rental Units		Liquor License Pro-rated Fee:
Number of Coin Operated Machines		Liquor License Application Fee:
Number of Slot Machines		Liquor License Investigation Fee:
TOTAL FEES DUE:		Gaming License Quarterly Fee:
Payment Type		Gaming License Application Fee:
Received By	Date	Fictitious Name Fee:
Applicant Fingerprinted	By	Health Pre-Inspection Fee:

PAID

#75  
7-12-23



**Carson City Business License Division**  
108 E. Proctor St.  
Carson City, Nevada 89701  
(775) 887-2105

**CARSON CITY LIQUOR LICENSE**

**RULES & REGULATIONS REGARDING LIQUOR LICENSES**

I/we, Charles E. Maggelet, Donna Allen  
(Print applicant A's name) (Print applicant B's name)  
\_\_\_\_\_, the undersigned, understand that:  
(Print applicant C's name)

- I/we cannot sell alcohol until the Carson City Liquor Board, consisting of the Board of Supervisors and the Carson City Sheriff, approves my/our liquor license OR there is a temporary management agreement with the present owner of the establishment (who has a valid liquor license) on file with the Carson City Business License Division.
- I/we may not take control of or transfer ownership of said business before my/our liquor license is approved OR a management agreement is on file with the Carson City Business License Division.
- Taking control of or transferring ownership of said business before my/our liquor license is approved could hinder my/our chances of getting a liquor license.
- If any changes are made after completing said liquor license application (i.e., change of business name, location, nature of business, partner or corporate officer change, etc.) the Carson City Business License Division MUST be notified and a new liquor license application MUST be completed BEFORE the change occurs.
- If I am/we are issued a liquor license, the fees for said liquor license MUST be paid on or before the 1<sup>st</sup> day of July. If the annual liquor license fees are not paid by the 1<sup>st</sup> day of July, a 50% penalty charge will be assessed, without exception, and this delinquency becomes grounds for revocation of the liquor license.
- I/we also understand that if my/our liquor license is revoked by the Liquor Board, I/we cannot reapply for a new liquor license for 6 (six) months from the date of the board's action. I/we also understand that after reapplying, I/we MUST have the unanimous approval of all members of the Liquor Board.
- A liquor license is issued to a given owner at a specific location and is non-transferable to a different owner or different location. A new liquor license application must be filed for ANY change.
- The application fee and the investigation fee, paid at the time of application for a liquor license, are non-refundable.

*I/We have read and fully understand the above and have received a copy thereof.*

\_\_\_\_\_  
Applicant A's signature

\_\_\_\_\_  
Applicant B's signature

\_\_\_\_\_  
Applicant C's signature

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date



**Carson City Business License Division**  
 108 E. Proctor St.  
 Carson City, Nevada 89701  
 (775) 887-2105

**CARSON CITY LIQUOR LICENSE**

**APPLICANT'S AUTHORITY TO RELEASE INFORMATION**

Having made application for a Carson City Liquor License, I wish Carson City to be informed as to my personal history and finances to help in determining my suitability for a liquor license.

For this specific purpose I hereby authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privileged nature. Such information is to be released to any duly authorized agent of Carson City, upon presentation of this waiver or a photocopy of this waiver, whether in person or by mail, fax, or other method of conveyance.

This waiver is valid for a period of eighteen (18) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original, even though it does not contain an original of my signature.

Examples of types of information I am requesting that you provide include, but are not limited to:

Arrests, detentions, field contacts, field interview cards, officer's records, jail/custody booking records, traffic citations, traffic accident information, district attorney's records, court records and reports, probation and parole reports and records, laboratory reports and results, any other criminal justice records, reports or information received, employment history, including: dates of employment, rate of pay, job title, dependability, honesty, attitude towards the job, attitude towards fellow employees, and reasons for leaving; education history and records and any other such information you may have concerning my criminal justice history, employment history, medical history and educational history, or any personal knowledge you may have concerning my qualifications and suitability.

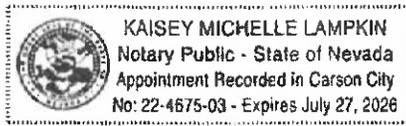
I hereby release you as the custodian of such records, and any law enforcement agency, criminal justice agency, school, college, university, or other educational institution, military organization, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment, including all officers, agents, employees, related personnel, both individually and collectively, from any and all liability for damage of whatever kind which may at any time result to me, my heirs, family, or associates, because of compliance with this authorization and request to release information or any attempt to comply with it.

Full Name (Print): Donna Allen  
 Address (Print): 163 Dyer Ct., Carson City, NV 89706  
 Telephone: (W) (775) 220-0987 (H) (775) 885-2500  
 Signature: *Donna Allen* Date: 07/12/23

State of Nevada  
 County of Carson City

This instrument was acknowledged before me on July 12 2023 by Donna Allen

*Kaisey Lampkin*  
 Signature of Notarial Officer





Ken Furlong  
Sheriff

775-887-2500  
Fax: 775-887-2026

11 E. Musser St.  
Carson City, NV 89701

To: Liquor Board

From: Carson City Sheriff's Office

Re: Liquor Manager Application  
Maverik, Inc.  
Allen, Donna Carol

The Sheriff's Office has conducted a background investigation on the above applicant as the liquor manager for the Maverik convenience store and gas station.

- Background of premises: Ms. Allen has applied as the liquor manager for the Maverik store located at 3922 Hwy 50 E. Maverik has been operating at this location since early 2017 and has had minimal calls for service, mostly relating to larceny.
- Financial arrangements: There is no change in ownership and no financial arrangements associated with this application. Ms. Allen is employed as the Store director.
- Method of operation: Maverik operates as a convenience store and gas station and is open 24 hours a day. The location sells food, drinks, tobacco, packaged beer, wine, and hard liquor and a variety of convenience store items. This Maverik store employs 23 persons and Ms. Allen works at this location full time.
- Results of backgrounds: Although Ms. Allen failed to list her arrest and conviction history from 1999 and 2000, no other disqualifying information was found based on CCMC 4.13.125.

By Elizabeth Martin

Elizabeth Martin  
Administrative Assistant  
Investigations Division

Date August 24, 2023

Recommend Approval

Do Not Recommend Approval

Ken Furlong  
Ken Furlong  
Sheriff

Date 8/24/23