



# CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, February 9, 2026  
7:30 PM

**Location**  
Castle Rock Senior Center  
222 Second Ave SW  
Castle Rock, WA 98611

## AGENDA

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### 1. CALL TO ORDER

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- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

### 2. PROCLAMATIONS & PRESENTATIONS

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### 3. CITIZEN COMMENTS - maximum 3 minutes

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### 4. DEPARTMENT REPORTS

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- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

### 5. COUNCIL AND AD HOC COMMITTEE REPORTS

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- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

### 6. PUBLIC HEARINGS

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### 7. CONSENT AGENDA

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- a. January 26, 2026 Regular Council Meeting Minutes (page 3-5)
- b. January 2026 invoices as described in the Fund Transaction Summary Report in the amount of \$752,889.04. (page 6-7)

### 8. OLD BUSINESS

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- a. Ordinance No. 2026-01, an ordinance of the City of Castle Rock adopting a new Chapter 5.10, "Peddler and Solicitation Activities", of the Castle Rock Municipal Code (CRMC) to create soliciting licensing requirements, providing for severability, and establishing an effective date, on second reading. (page 8-15)

### 9. NEW BUSINESS

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- a. Annual Spring Clean-Up Event April 25, 2026; CRCDA requests City sponsorship to print forms and flyers. If not able to print in-house, request to pay costs of printing forms and flyers not to exceed \$550 including tax.
- b. Request to approve out-of-state travel, as required by CRMC 2.96.010, for Corporal David Yeager to attend the NRL Hunter Match in La Grande, OR, April 17 - April 19, 2026. (page 16-25)
- c. Professional Services Agreement with Summit Law Group to provide labor and employment advice and counsel. Services to be billed on a time and materials basis. (page 26-30)

**10. OTHER BUSINESS**

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**11. ADJOURNMENT**

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**NEXT REGULAR COUNCIL MEETINGS:**

<u>1Q26</u>	<u>2Q26</u>	<u>3Q26</u>	<u>4Q26</u>
January 12	April 13	July 13	October 12
January 26	April 27	July 27	October 26
February 09	May 11	August 10	November 09
February 23	Tuesday, May 26	August 24	November 23
March 09	June 08	September 14	December 14
March 23	June 22	September 28	December 28

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [https://www.ascr.usda.gov/sites/default/files/Complain\\_combined\\_6\\_8\\_12\\_508\\_0.pdf](https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf) or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to [program.intake@usda.gov](mailto:program.intake@usda.gov) or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

**1. CALL TO ORDER**

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Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:31 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Earl Queen, Lee Kessler, and Roz de Greeve. Councilmember Ellen Rose arrived at 7:34 PM.

Staff present: Police Chief Charlie Worley, City Attorney Nikki Thompson, Public Works Director Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

Selection of Mayor Pro-Tem was added.

**2. PROCLAMATIONS & PRESENTATIONS**

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**3. CITIZEN COMMENTS - maximum 3 minutes**

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**4. DEPARTMENT REPORTS**

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- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

**5. COUNCIL AND AD HOC COMMITTEE REPORTS**

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- Mayor / Mayor Pro-Tempore / Councilmembers

1. 2025 Committee and Departmental Appointments

- CRCDA Representative

**6. PUBLIC HEARINGS**

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**7. CONSENT AGENDA**

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Councilmember Kessler made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

- a. December 8, 2025 Regular Council Meeting Minutes

b. January 12, 2026 Regular Council Meeting Minutes

c. Approve the December 2025 Open Period invoices as described in the Fund Transaction Summary Report in the amount of \$38,398.69.

## **8. OLD BUSINESS**

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a. Workshop that was previously scheduled for January 26, 2026 at 6:30 PM to continue discussion of the Castle Rock Library has been rescheduled for Monday, February 23, 2026 at 6:30 PM.

## **9. NEW BUSINESS**

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a. Professional Services Agreement with Kimley-Horn to provide on-call planning services during 2026 on a time and materials basis, not to exceed \$130,000.

Councilmember Kessler made a motion, seconded by Rose, to approve the Professional Services Agreement with Kimley-Horn. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

b. Ordinance No. 2026-01, an ordinance of the City of Castle Rock adopting a new Chapter 5.10, "Peddler and Solicitation Activities", of the Castle Rock Municipal Code (CRMC) to create soliciting licensing requirements, providing for severability, and establishing an effective date.

Councilmember Kessler presented.

Councilmember Rose made a motion, seconded by Kessler, to approve Ordinance No. 2026-01. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

c. Resolution No. 2026-03, a resolution of the City Council of the City of Castle Rock adopting Purchasing Policies and Procedures.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Kessler made a motion, seconded by Queen, to approve Resolution No. 2026-03. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

d. \*\*\*Added Item\*\*\* Council approval of Councilmember Lee Kessler's appointment to Mayor Pro-Tem.

Councilmember Rose made a motion, seconded by de Greeve, to approve Councilmember Kessler's appointment to Mayor Pro-Tem. Motion carried by roll call vote. Councilmembers Queen, de Greeve, and Rose voted 'Aye'. Councilmember Kessler abstained.

## **10. OTHER BUSINESS**

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## **11. ADJOURNMENT**

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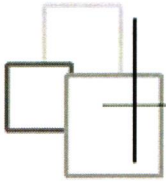
There being no further business, Mayor Helenberg adjourned the meeting at 7:45 PM.

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Mayor Paul Helenberg

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Clerk-Treasurer Carie Cuttonaro



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2026 - Jan - Feb - City Council  
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$307,776.77
100	Street Fund	\$21,429.83
115	Building Code Account Fund	\$2,097.67
120	Visitor Center Fund	\$1,346.36
130	Library Fund	\$6,584.19
145	Local Criminal Justice Fund	\$1,590.35
170	DOT Spoil Site Fund	\$5,936.21
185	Police Vehicle Replacement Fund	\$4,362.55
320	Street Construction Capital Fund	\$12,363.37
400	Water/Sewer Operating Fund	\$242,644.37
410	Regional Water System Fund	\$62,242.16
420	Stormwater Management Fund	\$64,583.55
425	Stormwater Capital Reserve Fund	\$6,900.77
435	Muni Water Capital Improvement	\$367.50
475	Boat Launch Facility Fund	\$6,343.08
632	Transportation Benefit District Fund	\$5,018.00
634	State Custodial Pass-Thru Fund	\$1,302.31
	<b>Count: 17</b>	<b>\$752,889.04</b>

As of this date, 2/9/2026, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

<b>Payroll Expenditures</b>			
<u>Transaction Type</u>	<u>Description &amp; Transactions</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Payroll	Nacha # 1947741	21,850.00
	Taxes	ACH	5,100.00
EOM Payroll	Payroll	Nacha # 1961559	78,290.45
		26922 - 26923	1,342.74
	Benefits	ACH	53,781.99
		26924 - 26926	3,496.91
	Taxes	ACH	45,269.32
	Volunteers LNI	ACH	153.23
Termination/Final Payroll	Payroll	Nacha # 1938378	681.93
Uniform Allowance	Payroll	26910 - 26921	9,475.01
	Taxes	ACH	1,661.42
<b>Total Payroll Expenditures</b>		<b>221,103.00</b>	

<b>General Expenditures</b>			
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1183 - 1/2026	223.60	1/5/2026
Adjustment/EFT	EFT#1185 - 1/2026	282,175.00	1/15/2026
Adjustment/EFT	EFT#1186 - 1/2026	1,572.00	1/15/2026
Adjustment/EFT	EFT#1187 - 1/2006	7,114.55	1/24/2026
Claims	Check	56900 - 56902	5,472.99
Claims	Check	56903 - 56817	133.76
Claims	Check	56904 - 56966	230,076.14
<b>Total General Expenditures</b>		<b>526,768.04</b>	

<b>TBD Expenditures</b>			
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1184 - 1/2026	5,018.00	1/15/2026
<b>Total TBD Expenditures</b>		<b>5,018.00</b>	

<b>Total Expenditures</b>			
	<u>Amount</u>	<u>Payment Date</u>	
<b>Total General and TBD Expenditures</b>	<b>531,786.04</b>	<b>12/1/2025</b>	<b>12/31/2025</b>
<b>Payroll Expenditures</b>	<b>221,103.00</b>		
<b>Grand Total Expenditures</b>	<b>752,889.04</b>		
<b>Fund Transaction Summary Report</b>	<b>752,889.04</b>		
<b>Balance Check (s/b -0-)</b>	<b>-</b>		

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Earl Queen, Audit Committee Member

\_\_\_\_\_  
Roz de Greeve, Audit Committee Member

\_\_\_\_\_  
Ellen Rose, Audit Committee Member

**ORDINANCE NO. 2026-01**

**AN ORDINANCE OF THE CITY OF CASTLE ROCK ADOPTING A NEW CHAPTER 5.10, “PEDDLER AND SOLICITATION ACTIVITIES”, OF THE CASTLE ROCK MUNICIPAL CODE (CRMC) TO CREATE SOLICITATION LICENSING REQUIREMENTS, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds that door-to-door solicitation, peddling, and transient sales activities occur within the community and may impact residents’ privacy, safety, and the quiet enjoyment of their homes; and

**WHEREAS**, the City Council recognizes the need to establish reasonable time, place, and manner regulations to protect residents from fraudulent, unsafe, or intrusive solicitation practices while preserving the rights of legitimate businesses, charitable organizations, and individuals engaging in lawful commerce; and

**WHEREAS**, the City Council desires to adopt clear guidelines for registration, permitting, conduct, identification, and operating hours for solicitors and peddlers in order to promote public safety and reduce the potential for deceptive practices; and

**WHEREAS**, courts have recognized that municipalities may impose content-neutral regulations on solicitation and peddling to protect residents from crime, nuisance, and unwelcome intrusions, provided such rules do not unreasonably burden constitutionally protected activities; and

**WHEREAS**, Council finds that adopting updated solicitor and peddler regulations is in the best interest of the public health, safety, and general welfare of the community.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CASTLE ROCK DO ORDAIN AS FOLLOWS:**

**SECTION 1. CHAPTER 5.10 ADOPTED.** Chapter 5.10, “Peddler and Solicitation Activities”, of the Castle Rock Municipal Code is hereby Adopted as shown in **Exhibit A**.

**SECTION 2. SEVERABILITY – CONSTRUCTION.** If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Castle Rock Municipal Code, the provisions of this ordinance shall control.

**SECTION 3. AUTHORITY TO MAKE NECESSARY CORRECTIONS.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect five days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Carie Cuttonaro, Clerk-Treasurer

\_\_\_\_\_  
Nikki Thompson, City Attorney

**EXHIBIT A**  
**Chapter 5.10**  
**PEDDLER AND SOLICITATION ACTIVITIES**

Sections:

- 5.10.010 Definition of peddler and solicitor.**
- 5.10.020 Permit required – Exemptions.**
- 5.10.030 Permit – Application.**
- 5.10.040 Investigation of applicant – Issuance and denial of permit.**
- 5.10.050 Permit – Exhibition.**
- 5.10.060 Permit – Expiration.**
- 5.10.070 Permit – Revocation.**
- 5.10.080 Right of appeal.**
- 5.10.090 Loud noises or speaking devices.**
- 5.10.100 Use of streets.**
- 5.10.110 Hours and notice.**
- 5.10.120 Records.**
- 5.10.130 Unlawful to peddle or solicit on posted premises.**
- 5.10.140 Violation – Penalty.**

**5.10.010 Definition of peddler and solicitor.**

A peddler and/or solicitor are interchangeable labels and each is defined as follows:

A. All persons, both principals and agents, as well as employers and employees, who shall sell, offer for, or expose for sale, or who shall trade, deal or traffic in any personal property or services in the City by going from house to house or from place to place or by indiscriminately approaching individuals.

B. Sales by sample or for future delivery, and executory contracts of sale by solicitors or peddlers are embraced within subsection A of this section.

C. Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares, merchandise, or anything of value, stands in a

doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business.

**5.10.020 Permit required – Exemptions.**

A. No person, corporation, partnership, or other organization shall engage in the business or activity of peddling or soliciting within the City limits without first obtaining a permit as provided in this chapter. If an individual is acting as an agent for or employed by an individual, corporation, partnership, or other organization, both the individual and the employer or principal for whom the individual is peddling must obtain a permit as provided in this chapter.

B. The following persons are eligible for an exemption to the permit requirements and/or fee provisions of this chapter as stated below:

1. Farmers who peddle agricultural, horticultural or farm products which they have actually grown, harvested or produced;
2. Any person who is specifically requested to call upon another for the purpose of displaying goods, literature or giving information about any article, service or product;
3. Charitable, religious, or nonprofit organizations or corporations which have received tax exempt status under [26 U.S.C. 501\(c\)\(3\)](#) or other similar civic, charitable, or nonprofit organizations;
4. Newspaper carriers; provided, however, that any such person must first apply for an exemption on forms to be furnished by the Castle Rock police department. Upon determination by the Castle Rock police department that such person is exempt from the permit requirements of this chapter, a special permit shall be issued which must be carried by the person at all times the person is engaging in peddling in the City;
5. Bona fide candidates, campaign workers, and political committees campaigning on behalf of candidates or on ballot issues and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency;
6. Pursuant to RCW [73.04.050](#), every honorably discharged soldier, sailor or marine of the military or naval service of the United States, who is a resident of this state, shall not have to pay a fee for the permit.

**5.10.030 Permit – Application.**

A. Applicants for a permit under this chapter shall file with the Castle Rock police department a sworn application in writing on a form to be furnished by the Castle Rock police department.

B. Individuals who are employed by or acting as an agent for another individual, corporation, partnership, or other organization shall provide the following information on the application:

1. Name, date of birth and description of the applicant;

2. Address and telephone number;
3. A brief description of the nature of the business and the goods or services to be sold;
4. If employed or acting as an agent, the name and address of the employer or principal, together with a description of the exact relationship with the principal or employer;
5. If a vehicle is to be used, a description of the same, including the license number;
6. A photograph of the applicant, taken within 60 days immediately prior to the date of filing the application, which picture shall be two inches by two inches, showing the head and shoulders of the applicant in a clear and distinguishing manner;
7. A statement as to whether or not the applicant has been convicted of any crime within the past 10 years, including misdemeanors or violations of any municipal ordinance, the nature of the offense, and the punishment or penalty assessed therefor; and
8. Such other information as may be required by the Castle Rock police department.

C. Any individual, corporation, partnership, or other organization which acts as the principal or employer for individual peddlers shall provide the following information on the application:

1. The applicant's name, address and telephone number, and the names and addresses of all individuals who are employed by or acting as an agent for the applicant;
2. If a corporation, the names, addresses and telephone numbers of the corporation's board of directors, principal officers, and registered agent; provided, however, that the Castle Rock police department may waive any portion of this requirement when disclosure would be unduly burdensome;
3. If a partnership, the names, addresses and telephone numbers of the partners;
4. A list of any criminal convictions during the past 10 years for the applicant, any owners of the business and, if a corporation, the board of directors and officers;
5. The name, address, and telephone numbers (business and home) of the individual, as applicable, acting as the manager for the applicant;
6. A list of all other cities, towns, and counties where the applicant has obtained a peddler's permit or similar permit within the past five years; and
7. Such other information as may be required by the Castle Rock police department.

**5.10.040 Investigation of applicant – Issuance and denial of permit.**

A. The Castle Rock police department shall determine the accuracy of the information contained in the application and conduct a criminal history background investigation of the applicant.

B. If, as a result of the investigation, the character and business responsibility of the applicant are found to be satisfactory, the City shall issue the permit to the applicant. The City shall deny the applicant the permit if the applicant has:

1. Committed any act consisting of fraud or misrepresentation;
2. Committed any act which, if committed by a permit holder, would be grounds for suspension or revocation of a permit;
3. Within the previous 10 years, been convicted of a misdemeanor or felony directly relating to the occupation of peddler, including, but not limited to, those misdemeanors and felonies involving moral turpitude, fraud or misrepresentation;
4. Been refused a permit under the provisions of this chapter; provided, however, that any applicant denied a permit under the provisions of this chapter may reapply if and when the reasons for denial no longer exist; or
5. Made any false or misleading statement in the application.

C. The denial of a permit to an individual, corporation, partnership or other organization which serves as the employer or principal for individual peddlers shall be a sufficient basis to deny a permit to the individual applicants who are employed by or acting as an agent for the applicant.

**5.10.050 Permit – Exhibition.**

Peddlers are required to exhibit their permit at the request of any citizen or police officer.

**5.10.060 Permit – Expiration.**

All permits issued pursuant to this chapter are nontransferable and shall be valid for the calendar year in which issued. License fees shall not be prorated for any portion of the year. At the termination of that calendar year, December 31st, the applicant must reapply for an additional, separate permit via the process outlined in this chapter if continuation of peddler activities is desired.

**5.10.070 Permit – Revocation.**

A. Permits issued pursuant to this chapter may be revoked by the City after notice and hearing for any of the following causes:

1. Fraud, misrepresentation, or false statement contained in the application for permit;
2. Fraud, misrepresentation, or false statement made in the course of carrying on the business as peddler;
3. A violation of this chapter;

4. Conviction after submission of the application for a peddler's permit of a felony or misdemeanor directly relating to the occupation of peddler, including, but not limited to, those misdemeanors and felonies involving moral turpitude, fraud, or misrepresentation; or

5. Conducting the business of peddling in any unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, and general welfare of the public.

B. The revocation of any permit held by an individual, corporation, partnership or other organization which serves as the employer or principal for individual peddlers shall constitute a basis for revoking the permits issued to individual applicants who are employed by or acting as agents for such individual, corporation, partnership, or organization.

C. The revocation of a permit for three or more persons who are employees or agents of an individual, corporation, partnership or organization shall constitute a basis for revoking the permit issued to the employer or principal, as well as the permits issued to all other employees or agents of that employer or principal.

D. Notice of the hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of hearing. In addition, it shall state that the peddler's permit shall be suspended pending the outcome of said hearing. Such notice shall be mailed, postage prepaid, to the permit holder at his or her last known address at least 10 days prior to the date set for hearing. If the permit holder is an individual, corporation, partnership or organization which employs or serves as the principal for individual permit holders, the notice shall also be mailed to the individual permit holders thereof.

#### **5.10.080 Right of appeal.**

Any person aggrieved by the action of the City in the denial of an application for permit or in the decision to revoke a permit as provided in this chapter shall have the right to appeal to the City hearing examiner.

#### **5.10.090 Loud noises or speaking devices.**

No peddler, nor any person on the peddler's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud-speaking radio or sound-amplifying system, upon any of the streets, alleys, parks or other public places of the City or upon any private premises in the City where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks or other public places for the purpose of attracting attention to any goods, wares or merchandise which such peddler proposes to sell.

#### **5.10.100 Use of streets.**

No peddler shall have any exclusive right to any location in the public streets or public places, nor be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For the purpose of this section, the judgment of a police officer, exercised in good faith, shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.

**5.10.110 Hours and notice.**

A. All peddlers shall notify the City at least two hours before any peddling activities are to be conducted. If peddling activities will take place on a Friday, Saturday, or Sunday the peddler shall notify the City that such activities are going to occur by close of business on the Thursday prior.

B. No person shall engage in the business of peddler between the hours of 4:00 p.m. and 10:00 a.m. of any day.

**5.10.120 Records.**

The City shall maintain a record for each permit issued and record the reports of violations therein.

**5.10.130 Unlawful to peddle or solicit on posted premises.**

It is unlawful for any uninvited peddler to ring the bell, or knock on the door, or otherwise attempt to gain admittance for the purpose of peddling or soliciting at any residence or dwelling at which a sign bearing the words “No Peddlers or Solicitors” (or words of similar import indicating that peddlers or solicitors are not wanted on said premises) is painted, affixed, or otherwise exposed to public view.

**5.10.140 Violation – Penalty.**

A. Any violation of this chapter constitutes a Class 1 civil infraction, as defined in CRMC Chapter 1.16. Each day of continued violation constitutes a separate infraction.

B. Nothing in this chapter limits the right of the Castle Rock police department to pursue other lawful, criminal, civil or equitable remedies to abate, discontinue, correct, or discourage unlawful acts under or in violation of this chapter.

**TO:** Mayor and City Council Members

**FROM:** Chief Worley, Castle Rock Police Department

**DATE:** January 26, 2026

**SUBJECT:** AUTHORIZATION FOR CPL. YEAGER, AS PART OF THE LC SWAT SNIPER TEAM, TO ATTEND AN NRL HUNTER ADVANCED TRAINING

**RECOMMENDATION:**

That the City Council authorize the travel and training expenses for Cpl. David Yeager as a member of the LC SWAT Sniper Team to attend the NRL Hunter Match for advanced operational training.

**EXECUTIVE SUMMARY:**

The Police Department requests approval to send Cpl. Yeager as a member of the LC SWAT Sniper Team to the upcoming NRL Hunter event. This training creates a unique opportunity for the officers to train in a high-fidelity environment that closely mirrors real-world critical incidents.

To maximize fiscal responsibility, the officers will participate as **Range Officers (ROs)** as well as competitors. By volunteering their time to run the event, the team has secured a waiver of all registration fees, significantly reducing the cost to the City while gaining additional hours of observational training.

**BACKGROUND & OPERATIONAL JUSTIFICATION:**

Standard marksmanship training is often conducted on flat, static ranges. While necessary, this does not fully replicate the complex environments officers face during high-risk callouts. This specific training event utilizes a "Locate, Range, Engage" methodology that is directly applicable to public safety operations:

- **Locate (Threat Detection):** Officers must locate hidden targets in complex terrain under time constraints. This reinforces the visual search skills required during large-area containment and rural suspect searches, improving the safety of the community and the officers.
- **Range (Precision & Decision Making):** Participants must accurately estimate distance and environmental conditions without relying solely on electronics, which can fail. This ensures accuracy and accountability in all conditions.
- **Engage (Stability & Safety):** The course requires engagement from improvised positions (natural terrain, obstacles) rather than comfortable benches. This directly

correlates to the stability required during barricade incidents where officers must maintain precise overwatch to ensure public safety.

**FISCAL IMPACT:**

The Department has taken steps to minimize the financial impact of this specialized training. By serving as Range Officers, the team effectively waives **100% of the registration fees**.

The total estimated cost for the deployment is **\$3,160.00**, which will be covered by the existing department budget.

Expense Category	Description	Cost
Registration	Waived due to Range Officer duties (Savings of ~\$300/officer)	\$0.00
Personnel (Overtime)	40 Hours Total (Approx. \$60/hr). Includes shift coverage and training on scheduled days off.	\$2,400.00
Lodging	3 Nights (Includes estimated taxes)	~\$560.00
Per Diem	Meals (Breakfast/Lunch provided by host; dinner only)	<\$200.00
<b>TOTAL REQUEST</b>		<b>~\$3,160.00</b>

**BENEFITS TO THE CITY:**

1. **Liability Reduction:** High-level training reduces the risk of error during critical incidents. This event provides stress-inoculation and complex problem-solving scenarios that are difficult to replicate locally.
2. **Cost Efficiency:** Accessing national-level training venues usually incurs high registration costs. The "Range Officer" program allows the City to access this training for only the cost of travel and personnel time.
3. **Enhanced Capability:** Officers will return with up-to-date knowledge on equipment, wind reading, and deployment tactics used by the nation's top precision shooters, ensuring our department maintains industry-leading standards.

**CONCLUSION:**

Participation in this event ensures the LC SWAT Sniper Team maintains the highest state of operational readiness. It provides essential skills for resolution of critical incidents while demonstrating fiscal prudence through the waiver of registration fees.

**APPROVED BY:**

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Chief Worley, Chief of Police



[HunterRegistration](#) [OpenRO: Approved](#)

**[Blue Mountain Big Game Hunter](#)**

[Apr 17-19, 2026](#)

[La Grande, OR](#)

[Already RO](#) [Already RO](#)

[Copy Link to MatchRO Scoring](#)

[Overview](#) [Participants](#) [Squads](#) [Stages](#) [Scores](#) [Summary](#)

[Match Director](#)

[Contact](#)



[Nate Savage](#)

## Overview

Join us for an exhilarating experience set against the breathtaking backdrop of Eastern Oregon's expansive landscapes. This event is designed for passionate marksmen and women seeking to test their skills in realistic hunting scenarios over varied terrain.

Participants will navigate a series of competitive stages that simulate real-world hunting situations, testing their precision and adaptability across various distances and shooting positions.

- **Fun Side Stages:** On Friday, April 17, enjoy an array of engaging side stages that promise to add excitement and variety to your experience. These fun challenges will allow competitors to showcase their skills in a relaxed environment before the main event.
- **Physical Activity:** Competitors should be prepared for extensive walking, as the course layout requires traversing rugged terrain and potentially long distances between stages. Proper physical conditioning will enhance your experience and performance. If you don't like back country hunting find another match to attend ☹. If there are any physical concerns, please reach out ahead of time so that we can try to accommodate.

- **Weather Considerations:** April in Eastern Oregon can be unpredictable, with temperatures ranging from 30°F to 60°F. Participants should prepare for a mix of sunshine and possible rain or snow. We recommend dressing in layers to accommodate changing weather conditions including:
  - **Base Layer:** Moisture-wicking fabric to keep you dry.
  - **Insulating Layer:** Fleece or wool for warmth.
  - **Outer Layer:** Waterproof and wind-resistant jacket.
  - **Footwear:** Sturdy, comfortable hiking boots suitable for variable terrain.
- **Culinary Experience:** Saturday April 18th, we will provide a selection of snacks and lunch to keep you energized. Sunday, after a day of competition, join us for a banquet dinner featuring delicious, locally sourced cuisine. This is a fantastic opportunity to relax, celebrate achievements, and connect with fellow participants.
- **Parking and Logistics:** Please note that parking will require a walk to the main event area, so be prepared for a short hike upon arrival. We recommend arriving early to ensure ample time to reach the event venue and settle in before the competition begins. Spaces are limited, so be sure to register early to secure your spot in this unique event. Detailed information regarding registration fees, competition rules, and accommodations will be available at [www.NRLhunter.org](http://www.NRLhunter.org). Prepare for a day of skill, challenge, and enjoyment in the heart of Eastern Oregon's wilderness. We look forward to seeing you on the range!

No refunds will be available but if you need to sell your slot just keep us in the loop and we can adjust as needed.

### ***RANGE OFFICERS***

If interested in RO'ing please email [savageoutdooradventures1@gmail.com](mailto:savageoutdooradventures1@gmail.com) RO spots are not guaranteed and if you are not chosen you will need to secure a spot for the match to compete.

### ***Social***

If you'd like to tag us on social media, we welcome you to use the hashtags ***#NRLH#NRLHunter #EveryEthicalEdge***.

–

We're looking forward to hosting you and helping you gain every ethical edge

### **FRIDAY, April 17th**

- 6:30 AM RO competitor safety briefing
- 7:00 AM ROs shoot for points amongst

All hunters and are eligible for prizes.

- Lunch Provided for ROs who are shooting
- 12:00 PM Hunter check in, Weigh-in, Velocity, Zero Rifle.
- 1PM-5PM Vendors and side matches.

### **SATURDAY, April 18th**

- 6:30AM – Hunter Safety Briefing
- 7:00AM – Hunters to Stages
- 7:30AM – Intended time to begin hunting steel (12 Stages)
- Lunch Provided
- 3PM – Intended time of Day 1 completion (this will vary)
- 5PM – Community Gathering at Bud Jackson's Eatery and Taps.
- Address to Restaurant: 2209 Adams Ave, La Grande, OR 97850

### **SUNDAY, April 19th**

- 6:45AM – Hunters on stages
- 7:00AM – Intended time to begin hunting steel (8 Stages)
- Snacks Provided (encouraged to bring your own snacks as well)
- 1:00PM – Intended time of Day 2 completion (this will vary)
- Awards begin immediately after match completion. Meal Provided.
- Location of Awards: TBA

### **AIRPORT**

Closest airports are Boise Idaho (3 hours from La Grande)

Pasco Washington (2 hours from La Grande)

### **LODGING**

- Hampton Inn and Suites by Hilton
- Best Western Plus Rama Inn & Suites
- Americas Best Value Sandmann Inn

### **CAMPING**

- Grande Ronde Hot Springs RV Resort – Yurts – Cabins
- Onsite camping TBD

## NRL Hunter: Eastern Oregon Itinerary

Get ready for an immersive backcountry hunting simulation. This event features rugged terrain, unpredictable weather, and 20 competitive stages designed to test your precision and adaptability.

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### Friday, April 17: Check-In & Side Matches

- **06:30 AM:** RO Competitor Safety Briefing
- **07:00 AM:** ROs shoot for points (Lunch provided for ROs)
- **12:00 PM:** Hunter Check-in, Weigh-in, Velocity, and Rifle Zero
- **01:00 PM – 05:00 PM:** Vendor displays and Fun Side Matches

### Saturday, April 18: Match Day 1 (12 Stages)

- **06:30 AM:** Hunter Safety Briefing
- **07:00 AM:** Hunters move to stages
- **07:30 AM:** Competition begins (Lunch provided)
- **03:00 PM:** Estimated Day 1 completion
- **05:00 PM:** Community Gathering
  - *Location:* Bud Jackson's Eatery and Taps (La Grande, OR)

### Sunday, April 19: Match Day 2 & Awards (8 Stages)

- **06:45 AM:** Hunters move to stages
  - **07:00 AM:** Competition begins (Snacks provided)
  - **01:00 PM:** Estimated match completion
  - **Post-Match:** Awards Ceremony and Banquet Dinner (Locally sourced cuisine)
    - *Location:* TBA
- 

## Quick Logistics

- **Gear Prep:** Expect temperatures between **30°F and 60°F**. Dress in moisture-wicking layers and waterproof outer gear. Sturdy hiking boots are mandatory for rugged terrain.
- **Travel:** Closest airports are **Pasco, WA (2 hrs)** or **Boise, ID (3 hrs)**.
- **Physicality:** Prepare for extensive walking/hiking. Parking is a short hike from the main event area.



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February 4, 2026

Sent via DocuSign to: [ccuttonaro@ci.castle-rock.wa.us](mailto:ccuttonaro@ci.castle-rock.wa.us)

Carie Cuttonaro  
141 A Street SW  
Castle Rock, WA 98611

**Re: Engagement Letter**

Dear Ms. Cuttonaro:

Thank you for hiring Summit Law Group for the purpose of providing labor and employment advice and counsel. We will represent your interests vigorously and do our very best to be prompt, thoughtful and practical in everything we do on your behalf.

If you have not yet had an opportunity to view the background of Summit Law Group, please take a moment to visit our website ([www.summitlaw.com](http://www.summitlaw.com)). Summit Law Group was founded on the principle that a modern law firm should be focused on its customers, not its lawyers. We designed Summit to be leaner, more efficient and more customer-responsive than traditional law firms. We want to form productive working partnerships with our customers, delivering a better product at greater value.

***Fee Arrangements.*** We will build a working partnership with you to enable you to maintain control over the scope and cost of your legal work. We are especially interested in fee arrangements that provide incentives for us to be cost effective and that reward us for superior results. Unless we agree otherwise, however, we will charge for our services by the billable hour. We encourage you to consider and suggest other ways of measuring the value of our services during the course of our relationship. Whether you choose to be billed by the hour, or some other fee arrangement, we, unlike any other law firm we know of in the country, invite you to pay in accordance with your perception of the value of our legal services. To that end, within 30 days of our invoice, you are free to adjust our billed amount—upward or downward—based on your perception of the value that you have received.

At present, my current hourly rate applicable to this engagement is set forth in the Appendix. The billing rates and contact information for the Summit team members who are expected to work on this engagement are included in the Appendix to this letter.

Unless otherwise agreed in writing, we will provide you with full itemized electronic billing information on a monthly basis, including people working on your engagement, their hours and rates and a detailed description of services performed. Payment of our bill is due upon receipt of our invoice and bills not paid within thirty (30) days of the date of the invoice will accrue interest

Carie Cuttonaro  
February 4, 2026  
Page 2

at a rate of 1% per month. We do not charge for telephone, photocopying, computerized legal research, local travel, or other costs that are properly part of our cost of doing business. We charge our actual costs for out-of-town travel and meals, working meals, and other vendor expenses (e.g., for high volume photocopying, courier and messenger services and other extraordinary expenses). We also charge for certain third-party vendor expenses related to document processing and discovery, electronic or otherwise (which may include the use of artificial intelligence). Our billings are monthly, unless otherwise agreed.

Attached to this letter is an Appendix that includes additional terms of this engagement. Together, this letter and the Appendix constitutes the agreement between you and us regarding our professional services. If the terms of our representation as described above and in the Appendix are acceptable, please date and sign this letter where indicated below and return it to me via mail, facsimile or electronic mail. This agreement will take effect on the date of your signature or when we first perform services, whichever is earlier.

Sincerely,  
SUMMIT LAW GROUP, PLLC  
*/s/ Kelsey E. Papst*  
Kelsey E. Papst

AGREED AND ACCEPTED:

Carie Cuttonaro

By \_\_\_\_\_  
Dated \_\_\_\_\_

**APPENDIX TO ENGAGEMENT LETTER OF  
SUMMIT LAW GROUP, PLLC**

The term “you” below refers to the client in this engagement. If the client is an entity, then we have addressed the accompanying engagement letter to the client’s authorized representative, but the term “you” below refers to the entity client.

**IDENTITY OF CLIENT.**

In representing a client which is an entity, we do not thereby also separately represent affiliates or other constituents of the entity, nor do we separately represent the owners, officers, directors, founders, managers, members, partners, fiduciaries, or employees of the entity in their individual capacities or with respect to their individual affairs. We will rely upon you to inform them of this fact where appropriate. Unless we agree otherwise in writing, we do not by virtue of our representation of you also represent any entity that controls you, is controlled by you or is under common control with you. We will look to the addressee of the engagement letter for our instructions on behalf of the entity, unless you inform us otherwise in writing.

**SCOPE OF ENGAGEMENT.**

The scope of this engagement is described in the accompanying engagement letter. The scope of our engagement may change if you ask us to provide different or additional services and we agree in writing to provide them or we actually proceed to provide them and bill you for them. If our engagement changes, the terms set out in the accompanying engagement letter and this Appendix will apply to the changed engagement, unless we enter into a further agreement modifying this one. Our engagement may be terminated by either one of us upon written notice to the other.

**SUMMIT TEAM ASSIGNED TO THIS ENGAGEMENT.**

At Summit Law Group, we assign a team to your engagement. Your team includes the individual(s) listed below:

<b>Professional</b>	<b>Direct Dial</b>	<b>Email</b>	<b>Hourly Rate</b>
Kelsey E. Papst, Attorney	206.676.7011	<i>kelseyp@summitlaw.com</i>	\$425

We may in the future add other professionals to your team depending on the time and experience required by your matters, which may include contract personnel with appropriate credentials to complete certain work under our supervision. We will charge you for the time of these individuals at rates established by us based on their experience and expertise, the same as we do for our employees and partners.

**BILLING AND PAYMENT.**

We review and make changes to our hourly rates from time to time, usually on an annual basis. Changes may or may not apply across the board to all timekeepers.

Our preferred methods of payment are via check or ACH. Information on both of those payments options are below:

**Payment by Check:**

Summit Law Group, PLLC  
Attn: Billing  
315 Fifth Avenue S., Suite 1000  
Seattle, WA 98104-2682

**Payment by ACH:**

Account Name – Summit Law Group  
Account # – 002000520  
ABA Routing # – 125008013  
Bank – Commerce Bank of Washington

Timely payment in full is a condition to our continuing provision of services. You agree that we may suspend or terminate our services and may withdraw from this engagement in the event our fees and other charges are not timely paid, subject to applicable rules governing attorney withdrawal. In extreme cases, we may pursue recovery of unpaid fees through collection actions or litigation. If our engagement is terminated by either you or us for any reason, you will remain obligated to pay us all fees and other charges properly incurred up to the termination date.

Although on occasion we will in good faith attempt to estimate in advance the fees and costs of an engagement, we are not bound by any such estimate unless agreed in writing. Also, we are not obligated to revise, amend or correct any such estimate if subsequent developments make it inaccurate.

If we have more than one client in this engagement, then each is jointly and severally obligated to pay us unless we agree otherwise in writing. Any outside arrangements you may have for allocation, reimbursement, insurance, indemnification or the like will not relieve you of your obligation to pay amounts due.

**CONFLICT CHECK.**

At the beginning of each engagement we conduct a review of potential conflicts of interest to ensure compliance with the Rules of Professional Conduct, using names that you have provided. As we move forward, please be sure to immediately provide us with any new or different names of adverse or interested parties so that we may update our conflict check.

**COMMUNICATIONS WITH SUMMIT.**

Our communications with you may include legal advice and information that is protected by the attorney-client privilege, the work product doctrine, or other protections from disclosure. To maintain these privileges and protections, both you and Summit must take reasonable measures to safeguard the confidentiality of our communications. Please be aware that if you reveal information to a third party, including by communicating with us on an email system accessible by a third party or on a mobile device that you do not control, protections of privilege and

confidentiality may be lost. You should also be aware that there may be circumstances in which we have an independent ethical duty to reveal privileged information.

**FRAUD PREVENTION.**

During the course of our engagement, there may be a need or desire to arrange for the electronic transfer of funds to Summit or to other parties. In the event that you receive a request for a funds transfer, wire transaction, or other matter involving your financial accounts or your account at Summit, please confirm the legitimacy of the request verbally with a known contact at Summit before you proceed with the transaction.

**OWNERSHIP AND RETURN OF FILES.**

By executing our engagement letter, you agree that the files generated or accumulated as a result of our representation belong to Summit Law Group. If you desire an electronic copy of the files at the conclusion of our representation, you will be provided with an electronic copy of the files. Under our document retention policy, we normally destroy client records, including electronic records, seven years after the conclusion of a matter unless other arrangements are made or the nature of the matter requires a longer retention period. E-mails that are duplicative, routine or otherwise not part of the client file may be destroyed before the end of the seven-year period, without prior notice to you.

**DISPUTE RESOLUTION AND ARBITRATION.**

If you become dissatisfied with any aspect of our relationship, including the quality or adequacy of our representation, you agree to bring that to our attention, and we each agree to negotiate in good faith to resolve the matter. If we cannot reach agreement, we each agree to comply with any mandatory dispute resolution procedures that apply to any such dispute. If such applicable mandatory dispute resolution procedures have been completed or waived, and a dispute still exists between us, we each agree that the dispute will be submitted for mediation under the rules of JAMS. If such mediation fails, and a dispute still exists between us, we each agree that the dispute will be submitted to binding arbitration under the rules of JAMS. In arbitration, there is no right to a trial by jury and the arbitrator's legal and factual determinations are generally not subject to appellate review.

By signing this agreement, you acknowledge that the agreement to arbitrate results in a waiver of your right to a court or jury trial for any fee dispute or malpractice claim. This also means that you are giving up your right to discovery and appeal. If you later refuse to submit to arbitration after agreeing to do so, you may be ordered to arbitrate pursuant to the provisions of Washington law. You acknowledge that before signing this agreement and agreeing to binding arbitration, you are entitled to, and have been given, a reasonable opportunity to seek the advice of independent counsel.