CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, June 8, 2026
7:30 PM

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

AGENDA

To join this meeting from your computer, tablet or smartphone: https://global.gotomeeting.com/join/201632365
To join this meeting using your phone: +1 (646) 749-3112 **Access Code:** 201-632-365 (*Press *6 to speak)*
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1. CALL TO ORDER

a. Pledge of Allegiance

b. Roll Call

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- Police Chief Charlie Worley
- Public Works Director Tyler Stone
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

a. May 11, 2026 Regular Council Meeting Minutes (page 3-5)

b. May 26, 2026 Regular Council Meeting Minutes (page 6-7)

c. May 2026 invoices as described in the Fund Transaction Summary Report in the amount of $617,198.07. (page 8-9)

8. OLD BUSINESS

a. Continue Library Discussion

9. NEW BUSINESS

a. Ordinance No. 2026-06, an ordinance of the City of Castle Rock, Washington, repealing and replacing Ordinance No. 2026-02 related to Cat Neuter Programs to correct a numbering error in drafting. (page 10-12)

b. Request to approve an Interlocal Agreement with Cowlitz County to receive funding in the amount of $365,500 from the Distressed County Public Facilities Fund for the Dougherty Sewer Force Main Extension Project. (page 13-29)

c. Special Event Permit #2026-0004; Northwest Bike Week LLC, Andrew Kiggins - Northwest Bike Week; July 9 - July 12, 2026. Insurance has not been received. (page 30-38)

d. Special Event Permit #2026-0006; AMP Live Events - Monster X Tour; June 27, 2026. Insurance has not been received. (page 39-49)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

2Q26	3Q26	4Q26	1Q27
~~April 13~~	July 13	October 12	January 11
~~April 27~~	July 27	October 26	January 25
~~May 11~~	August 10	November 09	February 08
~~Tuesday, May 26~~	August 24	November 23	February 22
~~June 08~~	September 14	December 14	March 08
June 22	September 28	December 28	March 22

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 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 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.

CASTLE ROCK City Council **Regular Council Meeting**

May 11, 2026

1. CALL TO ORDER

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, Roz de Greeve, and Ellen Rose. Councilmember Kessler was absent. Councilmember Ehrhorn was excused.

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

c. Changes to Agenda

Added item under New Business - Access & Utility Easement granted by the Mt. St. Helens Motorcycle Club.

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Tana Morehead, Public Affairs Specialist, Small Business Administration - informed council of low interest loans for the purpose of disaster loans, specifically the flood event that occurred in December 2025.

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report.

- Public Works Director Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

a. April 13, 2026 Special Council Meeting Minutes

b. April 13, 2026 Regular Council Meeting Minutes

c. April 27, 2026 Regular Council Meeting Minutes

d. April 2026 invoices as described in the Fund Transaction Summary Report in the amount of $491,858.40.

8. OLD BUSINESS

9. NEW BUSINESS

a. Bid Tab Results & Award - Pleasant Hill Rd Reconstruction - Construction Phase

Councilmember Queen made a motion, seconded by Rose, to award the Pleasant Hill Rd Reconstruction project to Advanced Excavating Specialists. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

b. Castle Rock Eagles has advised the City of their intent to sell fireworks in 2026, per CRMC 5.32 (c). Completed permit application including insurance, fee and landowner permission has been received.

Councilmember Rose made a motion, seconded by Queen, to approve the Castle Rock Eagles' intent to sell fireworks. Motion carried by roll call vote. Councilmembers Queen, de Greeve, and Rose voted 'Aye'.

c. Castle Rock Lions Club has advised the City of their intent to sell fireworks in 2026, per CRMC 5.32 (c). Completed permit application including insurance, fee and landowner permission has been received.

Councilmember Rose made a motion, seconded by Queen, to approve the Castle Rock Lions Club intent to sell fireworks. Motion carried by roll call vote. Councilmembers Queen, de Greeve, and Rose voted 'Aye'.

d. ***Added Item***
Access & Utility Easement granted by the Mt. St. Helens Motorcycle Club.

Councilmember Rose made a motion, seconded by de Greeve, to approve the Access & Utility Easement. Motion carried by roll call vote. Councilmembers Queen, de Greeve, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

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

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

CASTLE ROCK City Council **Regular Council Meeting**

May 26, 2026

1. CALL TO ORDER

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, Roz de Greeve, Dennis Ehrhorn, and Ellen Rose.

Staff present: Police Chief Charlie Worley, Public Works Director Tyler Stone, and Clerk-Treasurer Carie Cuttonaro.

Mayor Helenberg led a moment of silence in honor of those lost and injured in the Nippon Dynawave tank rupture tragedy.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Tyler Stone
    - 2025 Annual Drinking Water Quality Report

Public Works Director Tyler Stone gave a verbal report.

- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a report.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

a. Continue Library Discussion

After discussion, this item was requested to continue on the next agenda.

9. NEW BUSINESS

a. Request to hire a temporary Police Officer for two weeks this summer.

Police Chief Charlie Worley presented.
Councilmember Rose made a motion, seconded by Kessler, to approve hiring a temporary Police Officer for up to three weeks this summer. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:50 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 6/08/2026, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures

Transaction Type	Description & Transactions		Amount	Payment Date
Mid-Month Draw	Payroll	Nacha # 2075014	19,300.00	5/15/2026
	Taxes	ACH	4,702.76	
EOM Payroll	Payroll	Nacha # 2088276	70,831.98	5/29/2026
	Checks	26958 - 26961	4,620.95	
	Benefits	ACH	48,362.06	
	Checks	269.62 - 26964	3,135.06	
	Taxes	ACH	43,735.55	
		Total Payroll Expenditures	**194,688.36**	

General Expenditures

Transaction Type	Description		Amount	Payment Date
Adjustment/EFT	EFT#1213 - 5/2026		131.84	5/4/2026
Adjustment/EFT	EFT#1214 - 5/2026		7,371.46	5/22/2026
Claims	Check	57204 57207	3,225.62	5/20/2026
Claims	Check	57208 - 57210	373.48	5/21/2026
Claims	Check	57211	56,666.90	5/26/2026
Claims	Check	57212	1,679.46	5/28/2026
Claims	Check	57213 - 57272	353,060.95	5/28/2026
		Total General Expenditures	**422,509.71**	

TBD Expenditures

Transaction Type	Description		Amount	Payment Date
Adjustment/EFT	EFT#			
Claims	Check	-		

Total Expenditures

	Amount	Payment Date
Total General and TBD Expenditures	**422,509.71**	**5/1/2026 - 5/28/2026**
Payroll Expenditures	**194,688.36**	
Grand Total Expenditures	**617,198.07**	
Fund Transaction Summary Report	**617,198.07**	
Balance Check (s/b -0-)	**-**	

Earl Queen, Audit Committee Member

Roz de Greeve, Audit Committee Member

Ellen Rose, Audit Committee Member

Fund Transaction Summary

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

Fund Number	Description	Amount
010	General Fund	$164,982.91
100	Street Fund	$11,221.56
115	Building Code Account Fund	$2,214.98
120	Visitor Center Fund	$554.05
130	Library Fund	$434.42
145	Local Criminal Justice Fund	$7,631.92
170	DOT Spoil Site Fund	$2,735.29
185	Police Vehicle Replacement Fund	$7,915.95
320	Street Construction Capital Fund	$9,480.61
400	Water/Sewer Operating Fund	$184,739.29
410	Regional Water System Fund	$23,505.30
420	Stormwater Management Fund	$8,116.53
425	Stormwater Capital Reserve Fund	$2,537.50
435	Muni Water Capital Improvement	$186,241.47
470	Muni Sewer Capital Imprv Reserve	$3,555.96
475	Boat Launch Facility Fund	$926.65
634	State Custodial Pass-Thru Fund	$403.68
	Count: 17	**$617,198.07**

ORDINANCE NO. 2026-06

AN ORDINANCE OF THE CITY OF CASTLE ROCK, WASHINGTON, REPEALING AND REPLACING ORDINANCE NO. 2026-02 RELATED TO CAT NEUTER PROGRAMS TO CORRECT A NUMBERING ERROR IN DRAFTING.

WHEREAS, the City of Castle Rock regulates the licensing of dogs and the impoundment and disposition of animals under Chapter 6.06 of the Castle Rock Municipal Code; and

WHEREAS, the City seeks to reduce shelter overcrowding, improve public health outcomes, and humanely manage community cat populations through the implementation of a spay-neuter release program; and

WHEREAS, Trap-Neuter-Return (TNR) and Shelter-Neuter-Return (SNR) programs are widely recognized as effective, humane approaches to managing community cats; and

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

Section 1.

Addition of New Section 6.06.205 – Impoundment and disposition of cats (Spay-Neuter Release Program).

6.06.205 Impoundment and Disposition of Cats

A. The purpose of this section is to reduce shelter crowding, improve public health outcomes, and humanely manage community cat populations by authorizing the implementation of a Trap-Neuter-Return (TNR) or Shelter-Neuter-Return (SNR) program. This approach allows for the sterilization, vaccination, and return of healthy, community cats to the locations where they were found, rather than subjecting them to standard impoundment or holding periods.

B. Notwithstanding any other provision of this chapter, the Animal Shelter or its authorized agents may forego the standard stray hold period for cats that meet the following criteria:

1. The cat appears healthy, is of appropriate age and condition to undergo sterilization surgery, and shows no signs of ownership (e.g., collar, microchip, or other identifiable markings). These cats may be returned to field after they serve the required stray hold period.
2. The cat was impounded or received as a stray from within the jurisdiction's boundaries.
3. The cat is assessed as suitable for return under the Shelter-Neuter-Return or Trap-Neuter-Return program.
4. Eligible cats may be sterilized, vaccinated against rabies and other core diseases, ear-tipped for identification, and returned to the approximate location where they were found, unless relocation is deemed necessary for public health or safety reasons.

5. Exceptions. The stray hold exemption shall not apply to:
    a. Cats with verified ownership, microchips, or other traceable identification.
    b. Cats that are visibly ill, injured.
    c. Cats determined by Animal Control to present a public safety risk or nuisance that cannot reasonably be mitigated.
6. Recordkeeping and Reporting. The Animal Shelter shall maintain accurate records of all cats processed under this section, including:
    a. Location of intake and return.
    b. Medical treatments administered (sterilization, vaccinations, etc.).
    c. Any exceptions applied under subsection (C).

    An annual report summarizing outcomes under this section shall be made available to the jurisdiction on a monthly or quarterly basis.

C. Coordination with Animal Control and Public Communication. The Animal Shelter shall coordinate with Animal Control officers and community partners to educate the public about the Shelter-Neuter-Return program, promote responsible pet ownership, and reduce community cat population growth through humane, sustainable methods.

Section 3. Corrections. Upon approval of the city attorney, the city clerk and the codifiers of this ordinance are authorized to make necessary technical corrections to this ordinance, including, without limitation, the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section/subsection numbering.

Section 4. Severability. If any provision of this Ordinance is found to be invalid or unconstitutional, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

Section 5. Publication. This Ordinance shall be published by an approved summary consisting of the title. A summary of this Ordinance may be published in lieu of the entire ordinance, as authorized by State Law.

Section 6. Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as required by law.

PASSED by the City Council of the City of Castle Rock, Washington, at a regular meeting thereof this ___ day of _____, 2026.

APPROVED:

_____

Paul Helenberg, Mayor

ATTEST:

_____

Carie Cuttonaro, Clerk-Treasurer

APPROVED AS TO FORM:

_____

Nikki Thompson, City Attorney

INTERLOCAL GRANT AGREEMENT FOR AWARD OF FUNDS FOR PUBLIC FACILITIES FINANCING ASSISTANCE UNDER CHAPTER 82.14 RCW

This Interlocal Grant Agreement (the "**Agreement**") is made and entered into pursuant to Chapter 39.34 RCW, the "Interlocal Cooperation Act," by and between the City of Castle Rock, a municipal corporation organized under the laws of the State of Washington, acting by and through its City Council (the "**Grantee**"), and Cowlitz County, Washington, a political subdivision of the State of Washington, acting by and through its Board of Commissioners (the "**County**), on the date stated below.

RECITALS

1. The County imposes, in addition to other taxes authorized by law, a nine one-hundredths of one percent (0.09%) tax of the selling price in the case of sales tax or value of the article used in the case of a use tax as allowed by RCW 82.14.370 and Cowlitz County Code 3.21.

2. The moneys collected as described above are deposited into the County treasury in a special revenue fund recognized as the Distressed County Public Facilities Fund for financing public facilities in Cowlitz County.

3. The Grantee submitted an application for grants of up to $365,500 in funds from the Distressed County Public Facilities Fund for year 2026 for Dougherty Sewer Force Main Extension, the "**Project**". The application is attached as Exhibit 1 and incorporated as part of **Attachment A – Scope of Work for Project**.

4. The County reviewed the application, and the Board of County Commissioners decided to award a grant from the Distressed County Public Facilities Fund for the Project.

5. The Grantee represents and certifies that it is qualified to receive funds for a "public facility" under RCW 82.14.370, and that it is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or work set forth in this Agreement.

   Now therefore, in consideration of the mutual covenants contained herein, the Grantee and the County agree as follows:

AGREEMENT

1. **Incorporation of Recitals**. The above Recitals are hereby incorporated into the substantive provisions of this Agreement.

2. **Purpose of Interlocal Grant Agreement**. The purpose of this Agreement is to set forth the terms and conditions by which the County will provide the Grantee with a grant award to be used to pay or reimburse necessary expenditures incurred for the Project.

3. **Term**. This Agreement shall take effect on upon execution of this agreement and terminate on March 31, 2027.

4. **Scope of Eligible Expenditures.** Grant funds may only be used to pay or reimburse eligible expenditures consistent with and as detailed in **Attachment A - Scope of Work for Project**.

5. **Grant Amount**. The Grantee is awarded a total of $365,500.

6. **Budget**. The Grant Award shall be expended by the Grantee as set forth in **Attachment B -Budget**.

7. **Grantee Responsibilities.** The Grantee agrees to administer the grant proceeds consistent with this Agreement. The Grantee shall provide the County with certification using the form of **Attachment C** that grant funds were used for eligible expenditures. The Grantee shall use the grant invoice template **Attachment D** to request payment from the County.

8. **Reporting Requirements**. In addition to the responsibilities outlined herein and in **Attachment A - Scope of Work for Project**, at least once a quarter, and at the conclusion of either the grant expenditure or the grant contract period, the Grantee shall provide a report on the progress made to date on the Project, using such forms and meeting such requirements as determined by the County. Such reports shall be provided by the Grantee to the County electronically to the County's Project Manager identified herein.

9. **Access to and Maintenance of Records**. The Grantee shall maintain internal controls, accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County, for a period of six (6) years to ensure proper accounting for all grant funds and compliance with this Agreement. The Grantee acknowledges that records may be subject to disclosure under the Public Records Act, Chapter 42.56 RCW.

   The Grantee agrees that the County or any duly authorized representatives shall have at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Grantee which are related to this Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

10. **Termination.** The following provisions apply regarding termination of this Agreement:
    a. **Termination for Loss of Funding.** The County shall have the right to terminate this Agreement upon advance written notice if the funds relied upon for the grant

award are terminated, suspended, or otherwise lost or impaired in whole or in part.

b. **Termination for Convenience.** Either party may terminate this Agreement for convenience upon giving the other party at least 30 days' advance written notice. In that event, the Grantee will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.

c. **Termination for Default.** If either party defaults in its performance under this Agreement, the nondefaulting party may give the defaulting party written notice that it has 30 days in which to cure the default. If the default is not cured within 30 days of notice, the nondefaulting party may terminate this Agreement. In the event of such a termination, the nondefaulting party shall have all rights and remedies available to it under the law.

However, if a notice of termination for default has been issued and it is later determined for any reason that the Grantee was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Convenience paragraph hereof.

11. **Termination Procedure**. The following provisions apply in the event that this Agreement is terminated:
    a. The Grantee shall cease to perform hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
    b. The Grantee shall provide the County with an accounting of authorized services provided through the effective date of termination.

12. **Conflict of Interest.** Grantee designees, agents, members, officers, employees, consultants, and any other public official who exercise or who has exercised any functions or responsibilities with respect to the Project during his or her tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the Project, are barred from any interest, direct or indirect, in any grant or proceeds of the Project, or benefit there from, which is part of this Agreement at any time during or after such person's tenure.

13. **Governing Laws.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any dispute regarding or arising out of this Agreement shall be Cowlitz County Superior Court.

14. **Personnel**. The Grantee will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Grantee shall be responsible for all applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Grantee shall be covered by Industrial Insurance in full compliance with Title 51 RCW. The Grantee shall defend and indemnify the County, and their officials, officers, employees, and agents from and against all claims arising from any

actual or alleged violation of the Grantee's duties under this section or applicable law. Solely for the purposes of this indemnification provision, the Grantee expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The Grantee's duty to defend and indemnify shall survive the termination of this Agreement.

15. **Contract Representatives**. The parties' designated representatives shall be responsible for the administration of this Agreement and for receiving notices given in connection with this Agreement. The following are designated as the representatives of the parties:

For the County:
Name: Shawn Roewe
Title: Finance Manager
Department: Office of Administrative Services
Address: 207 4th Ave. N. #308
Kelso, WA 98626
Telephone: (360) 577-3064
E-mail: shawnroewe@cowlitzwa.gov

For the Grantee:
Name: Tyler Stone
Title: Public Works Director
Address: P.O. Box 370
Castle Rock, WA 98611
Telephone: 360-274-7478
Email: tstone@ci.castle-rock.wa.us

16. **Notices**. Any notice required or permitted to be made under this Agreement may be given personally, by facsimile, or by first-class, registered or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day.

17. **Indemnification**. To the fullest extent permitted by the law, the Grantee shall indemnify, defend, and hold harmless Cowlitz County and the officials, officers, employees, and agents of each of them, from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the acts, errors or omissions of the Grantee, its subcontractors, third parties, Cowlitz County, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease, or

death, or to injury to or destruction of property, including the loss of use resulting therefrom. The Grantee's duty to indemnify, defend, and hold harmless includes but is not limited to claims by the Grantee's or any subcontractor's officers, employees, or agents. The Grantee's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of Cowlitz County, or its officials, officers, employees, and agents. Solely for the purposes of this indemnification provision, the Grantee expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties.

18. **Survival of Indemnity Obligations**. The parties agree all indemnity obligations shall survive the completion, expiration or termination of this Agreement.

19. **Compliance with Laws**. The Grantee and its officials, officers, employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, regulations, rules, and policies. The County shall have no obligation to ensure such compliance.

20. **Permissible Use Warranty**. The Grantee warrants that its planned and actual uses of the grant award herein constitute permissible uses for sales and use tax funds for public facilities in rural counties consistent with RCW 82.14.370. This section shall survive termination of this Agreement.

21. **Relationship of the Parties**. This Agreement, and the Grantee's and the County's activities under it, shall not be construed as creating any kind of partnership or joint venture, nor shall it be construed as creating any kind of independent contractor, agency or employment relationship between the Grantee and the County.

22. **No Third-Party Rights**. This Agreement is entered into by the parties solely for their own benefit and it creates or grants no rights of any kind to any other party.

23. **Assignment**. The Grantee shall not assign any of its rights or delegate any of its duties under this Agreement without the prior express written consent of the County, which may be granted or refused at the County's sole discretion.

24. **Waiver**. No term or condition of this Agreement shall be deemed waived unless such waiver is expressly agreed to in writing by the party granting the waiver. In addition, waiver of any breach of this Agreement shall not be deemed a waiver of any prior or subsequent breach.

25. **Amendment**. This Agreement can only be amended in writing, and only upon execution by both parties.

26. **Entire Agreement**. The parties acknowledge that this Agreement is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral

or written representations or understandings not incorporated into this Agreement are specifically excluded.

27. **Headings**. The headings in this Agreement are for convenience only and shall not be deemed to affect the meaning of its provisions.

28. **Severability**. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the remaining provisions that can be given effect without the invalid provision, provided that the underlying intent of the parties can still be given effect.

29. **Signature Authority**. Each person signing this Agreement on behalf of a party warrants that he or she has full authority to sign this Agreement on that party's behalf.

30. **Counterparts**. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be deemed one agreement. Each counterpart may be executed and delivered by facsimile to the other party.

31. **Attachments**. The following attachments are incorporated into this Agreement by reference.
    a. Attachment A – Scope of Work for Project
    b. Attachment B – Budget
    c. Attachment C – Certification Form
    d. Attachment D – Invoice Form

IN WITNESS WHEREOF, the parties have executed this Agreement on this __ day of , 20 .

RECIPIENT:	BOARD OF COUNTY COMMISSIONERS OF COWLITZ COUNTY, WASHINGTON
_____	_____
Signature	Richard R. Dahl, Chairman
_____	_____
Print name:	Steven L. Ferrell, Commissioner
_____	_____
Title:	Steve Rader, Commissioner
CONTRACT HAS BEEN APPROVED AS TO FORM BY COWLITZ COUNTY PROSECUTING ATTORNEY	ATTEST:
	_____
	Kelly Grayson, Clerk of the Board
	Date _____

ATTACHMENT A - SCOPE OF WORK FOR PROJECT

The Grantee is to complete Dougherty Sewer Force Main Extension project.

1. The Project shall:

   Complete the following to Dougherty Sewer Force Main Extension project:

   - The project involves a 6-in sewer force main approximately 800 feet along USDOT right-of-way near I-5, Exit 49, in Castle Rock.
   - Extend the pressure zone, bypass the residential neighborhood, and connect directly to the main sewer system on Huntington Avenue.
   - Obtain USDOT right-of-way permit

   a. Project shall comply with all City required procurement processes
   b. Project shall commence in 2026 and complete by March 31, 2027

2. **Performance monitoring.** The County will monitor the Grantee's performance by tracking work progress, reviewing payment requests for applicable costs, and ensuring that all requirements under this Agreement are met. Substandard performance as determined solely by the County constitutes noncompliance with this Agreement.

   If action to correct substandard performance is not taken by the Grantee within 30 days after being notified by the County, then the County may terminate the Agreement as described herein.

ATTACHMENT B - BUDGET

1. **Budget**. The County shall reimburse the Grantee in an amount not to exceed $365,500. Unspent grant proceeds will be reallocated at the discretion of the County.
2. **Payment**. Subject to Section 1, the County shall reimburse the Grantee for costs and expenses necessary to perform activities described in the Scope of Work for Project. The Grantee shall ensure that requests for reimbursements are based on billings supported by appropriate documentation of costs and expenses actually incurred. Additionally, the Grantee shall ensure that monthly invoices include receipts, reports, and other detailed documentation of charges.
3. **Invoices.** The Grantee shall submit invoices using the County's form, or such other form as approved by the County. Consideration for services shall be payable upon receipt of properly completed invoices which shall be submitted to the County Contract Representative within this Agreement, by the Grantee, not more often than monthly. The invoices shall describe and document to the County's satisfaction a description of the work performed, activities accomplished, the progress of the Project, and fees. The final invoice must be received by the County no later than the 30 calendar days following the end of this Agreement.
4. **Duplication.** The Grantee assures that work performed and invoiced does not duplicate work to be charged to the County and State of Washington under any other contract or agreement with the Grantee.
5. **Advance Payment.** The County shall not make any payments in advance or in anticipation of the delivery of services to be provided pursuant to this Agreement.
6. **Authorized Services.** The County shall pay the Grantee only for authorized services provided in accordance with this Agreement. If this Agreement is terminated for any reason, the County shall pay only for services authorized and provided through the date of termination
7. **Recovery of Costs Claimed in Error.** If the Grantee claims and the County reimburses for expenditures under this Agreement which the County later finds were one (1) claimed in error or two (2) not allowable costs under the terms of the Agreement, the County shall recover those costs and the Grantee shall fully cooperate with the recovery.

ATTACHMENT C - CERTIFICATION

I, Tyler Stone am the Public Works Director of the City of Castle Rock and I certify that:

1. I have authority and approval from the governing body on behalf of the Grantee to accept proceeds from the County per Agreement for the Project by and between the County and Grantee.
2. I certify the use of funds submitted for reimbursement or payment under this Agreement were used only to cover those costs that:
    a. Are necessary expenditures incurred in support of the Project
    b. Were incurred during the period that begins in June 2026 through March 31, 2027.
3. I understand the Grantee receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts and such documentation shall be produced to the County upon request and may be subject to audit by the State Auditor.

I hereby certify that I have read the above certification, and that the information and my statements provided herein by me are true and correct to the best of my knowledge, and by my signature on this document acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any of the information in this document could subject me to punishment under federal, civil liability and/or in criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code Sec. 1001, et seq. And punishment under Federal law.

Printed Name	Signature
Title	Date

ATTCHMENT D – INVOICE TEMPLATE

INVOICE _____

DATE _____

BILL TO:

Cowlitz County

Office of Administrative Services

207 N. 4th Avenue, Room 308

Kelso, WA 98626

1. Amount Billed this invoice $
   Description: (attach supporting documentation)

2. Amount previously Billed $
3. Amount not yet Billed $

Total contract agreement (items 1-3) $

Exhibit 1

Application

Rural County Public Facility Fund Application

SECTION 1: APPLICANT

Project Title	Dougherty Sewer Force Main Extension
Applicant	City of Castle Rock
Contact Person	Tyler Stone
Title	Public Works Director
Mailing Address	City of Castle Rock
	PO Box 370
	Castle Rock, WA 98611
Capital Facilities Plan where Project is Listed	Castle Rock Capital Facility Plan
Telephone	(360) 274-7478
E-mail	tstone@ci.castle-rock.wa.us
Federal Tax I.D.:	91-6001409

Signature of Authorized Official:

3/17/26
Date

SECTION 2: PROJECT ELIGIBILITY
Money collected under RCW 82.14.370 shall be used on public facilities and for economic development purposes. Select the type of public facility that applies to your project:

- ☐ Bridge
- ☐ Road
- ☐ Railroad
- ☒ Sanitary sewer facility
- ☐ Water facility
- ☐ Natural gas
- ☐ Structures
- ☐ Electricity
- ☐ Storm sewer facility
- ☐ Commercial infrastructure
- ☐ Buildings
- ☐ Earth stabilization
- ☐ Port facilities
- ☐ Telecommunications infrastructure
- ☐ Transportation infrastructure
- ☐ Economic Development Office

Is the project currently listed in one or more of the following plans (check all that apply):
- ☐ Comprehensive Economic Development Strategy Report
- ☐ County's Capital Facilities Plan
- ☒ Your agency comprehensive or capital facilities plan
- ☐ Other; please specify: _____

1

SECTION 3: PROJECT BUDGET ESTIMATES

What is the estimated budget for this project? Indicate whether the budget is based on preliminary estimates, engineers' estimates, feasibility studies or public bids; include administration, design and construction costs.

$___365,500__**Engineers Opinion of Probable Cost**

Will rural county public facility funds be used to leverage other funds? No

Source	Status	Date	Amount
Federal _____	_____	_____	$_____
State _____	_____	_____	$_____
Local/Public_____	_____	_____	$_____
Private _____	_____	_____	$_____
Total Resources: _____	_____	_____	$_____

RURAL COUNTY PUBLIC FACILITY FUNDS REQUESTED

$ ___365,500_____

The Board has developed a self-sustaining program to make funds available for economic development even after the County is no longer eligible to receive the sales tax rebate. **Therefore, the Board of Commissioners will give favorable attention to projects that propose to treat County funds as a short-term loan**.

Amount of request that will be treated as a loan $ _0_____

The City of Castle Rock Public Works Department has a strong track record of successfully managing and delivering infrastructure projects. City staff will oversee the project and coordinate with contractors to ensure the project is completed efficiently and cost-effectively. Their experience will help maximize the impact of rural county public facility funds.

If a loan is proposed, please provide the following details:

a) State Investment Board interest rate will be applied
- term of loan (in years) _____
- # of payments _____
- date payments would start _____

SECTION 5: PROJECT SUMMARY

a) Type, size, location and use of public facility.

The project involves a 6-inch sewer force main approximately 800 feet along WSDOT right-of-way near I-5, Exit 49, in Castle Rock. The existing sewer force main currently pumps into a manhole and flows by gravity through a residential area. The proposed line will extend the pressure zone, bypass the residential neighborhood, and connect directly to the main sewer system on Huntington Avenue. This sewer line conveys wastewater from the east side of Castle Rock, improves system reliability, and increases capacity to support current and future residential, commercial, and recreational development.

b) Indicate why the rural county public facility funds are necessary for the project to succeed.

Castle Rock has been focused on supporting safe, sustainable growth and creating an environment where people want to live, work, and invest. Significant development is planned along the east side of the city, including residential, commercial, and recreational opportunities. However, the existing sewer system in this area is at maximum capacity, limiting safe expansion and posing risks to current residents. Realigning the sewer force main will remove a major development constraint on the east side of Castle Rock, allowing planned commercial and residential projects to proceed and supporting long-term job creation in the community. It is crucial to provide this sewer infrastructure to protect neighborhoods, support rural development, and accommodate new businesses and housing. The realignment and extension of this sewer line is essential for the continued growth and success of Castle Rock.

c) Is the project ready to proceed? If the project is not ready to proceed, describe what must be completed before the project is ready and estimate a start date.

With county commitment of these funds, design can begin immediately, and construction can be completed in early 2027.

d) If applicable, list all permits and environmental reviews required and give their current status (applied for, permit issued, etc.)

WSDOT right-of-way permit will be required but has not been applied for.

e) Estimate the date for project completion.

The estimated completion date is March 2027.

f) Does this proposed project duplicate existing capacity in the community-either public or private?

No, this project does not duplicate existing capacity. The current sewer line is at maximum capacity and runs through a residential area. Extending the line along WSDOT right-of-way bypasses homes, increases system reliability, and provides needed capacity for future development on the east side of Castle Rock.

SECTION 6: PROJECT GOALS

Describe how your public facility project meets the goals identified in R.C.W. 82.14.370, as amended, namely financing of public facilities serving economic develop purposes in rural counties. **"Economic development purposes"** is defined in the statute as "those purposes that facilitate the creation or retention of businesses and jobs in a county." Check and discuss any or all that apply, specifically:

☒ Promote the ongoing operation of business in rural distressed areas;

The sewer extension provides reliable infrastructure for the east side of Castle Rock, allowing existing businesses and services to operate safely and efficiently.

☒ Promote the expansion of existing business in rural distressed areas;

By increasing sewer flow capacity, the project enables existing businesses to expand, adding new facilities or increasing service capacity, directly supporting and encouraging business growth in these areas.

☒ Attract new businesses to rural distressed areas;

Extending the sewer line removes a major financial barrier for new developers who could not otherwise afford the bypass work. This increases the feasibility of new investment, attracting restaurants, lodging, retail, and other enterprises to the area.

☒ Assist in the development of new businesses from within rural distressed areas;

With the current sewer flow at maximum capacity, local developers face barriers to starting new businesses. This project provides critical infrastructure, enabling new development and fostering economic growth in Castle Rock.

☒ Provide family wage jobs to the citizens of rural distressed areas.

Specifically identify the number and type of family wage jobs that will be created or retained as a result of your project:

☒ Construction No. of jobs: 6

☒ Permanent full time No. of jobs: 120 (45-60 Family wage jobs)

☒ Permanent part-time No. of jobs: 40-70

☒ Seasonal No. of jobs: 10-25

☒ Promote the development of communities of excellence in rural distressed areas;

SECTION 8: PROJECT TIME LINE	Estimated Completion Date (month - year)
Preliminary Engineering Report	June 2026
Environmental Review(s)	N/A
All Required Permits Obtained	September 2026
Land/Right-of-Way Acquisition	N/A
Prepare Bid Documents	October 2026
Award Construction Contract(s)	December 2026
Begin Construction – Shovel ready	February 2027
Project Operational	March 2027

DUE NOT LATER THAN: March 17, 2026 @ 4:30 p.m.
SUBMIT AN ELECTRONIC ORIGINAL AND FIVE (5) PAPER COPIES TO:

Cowlitz County, Office of Administrative Services
shawnroewe@cowlitzwa.gov
Attn: Shawn Roewe
207 Fourth Avenue North #308
Kelso, WA 98626
Telephone: (360) 577-3065, ext. #6984

Review / Authorization

Primary Responsible Department: Finance **Permit No. 2026-0004**

Northwest Bike Week

Andrew Kiggins 360.751.8692 kiggins.andrew.m@gmail.com

Reviewed by: (mark "X" & date upon review)	**Comments and Conditions**
[X] Finance CeLina Hart, Lead Deputy Clerk Date: 5/13/2026	no issues
[X] Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 5/13/2026	no issues
[x] Police Charlie Worley, Chief Date: 5/18/2026	No issues as long as the questions that were asked are taken care of and approved.
[X] Public Works / Engineering Tyler Stone, Public Works Director Date: 5/26/2026	No issues
[ ] Parks	
[ ] Streets	
[ ] Traffic	
[ ] Other	
[ ] Building/Planning, if needed	

Additional Comments:

- I spoke with Andrew and he said they are waiting on insurance and have let them know that they need to email the Certificate of Liability to me prior to the event.

- He said that they have contracted with Medix and they will be there.
- They are still finalizing with a security company, they intend to have 10 security guards, as well as crowd control monitors/event volunteers. I did let him know that they will need to tell us what security company they end up using prior to the event.

[ ] Approved [ ] Denied	Primary responsible department signature Date

Special Event Permit

Permit No. 2026-0004

City of Castle Rock | Phone: 360.274.8181 | www.ci.castle-rock.wa.us
Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor	Address/City/State/Zip	
North West Bike Week	2817 Douglas St Longview, WA 98632	
Contact Person	**Phone**	**Email**
Andrew Kiggins	360-751-8692	kiggins.andrew.m@gmail.com
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO	Address/City/State/Zip (if different from above)	
	Phone	**Email**

Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☐ YES ☐ NO If yes, please provide their name and contact information:

Event Information

Event Name	Date(s) of event	Estimated # of participants for event
North West Bike Week	07/09/26 - 07/12/26	5K - 10K over duration

Start Time	End Time	Setup Time	Takedown Time	Estimated # of volunteers for event
11 AM / PM	11 AM / PM	7/08/26 8 AM / PM	7/12/26 5 AM / PM	20

Is this an annual event? ☒ YES ☐ NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.

Have you previously requested a permit for such activity? No — If yes, approximate date?

Are participants required to pay a fee? NO — Are participants to make a donation? NO

Will this event: impede traffic? ☒ YES ☐ NO — Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO — Utilize sidewalks only? ☐ YES ☒ NO

Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.

Motorcycle rally

Type of Use

Type of use requested
☐ Parade ☐ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party
☒ Other

Where is use requested?
☐ Park area*/where?
☒ Private property/where? Castle Rock flat track
☐ Park building*/which one?
☐ Other

*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.

Please check all that apply to this event:
☐ Requesting closure/impediment of a street or public right-of-way. **(Please attach a map and mark location.)**
☒ Requesting to erect structure(s)/tent(s). Number and location Castle Rock flat track field 25+
☒ Planning to serve food/drink. If yes, including alcohol beverages? ☒ YES ☐ NO
☐ This event involves political or religious activity intended primarily for the communication or expression of ideas.
☐ Participants will be required to pay a fee.
☐ Participants will be asked to make a donation.

Permit holders are responsible for cleanup of debris in connection with their activities.

SCANNED & emailed packet
MAY 13 2026
Initial: CA

RECEIVED MAY 06 2026

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain	Police Department (example: traffic, patrol, security) - Explain
	Other - Explain

Insurance Information

The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. *After reviewing this application*, the City will determine whether you must obtain liability insurance.

Agreement

Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.

Applicant Name (please print)	Applicant Signature
Andrew Kiggins	
Organization/Title	**Date**
Northwest Bike Week LLC, Director	5/4/26

Add additional information on separate sheets as needed.

City Use Only

Other permits required in conjunction with this permit:
☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other:_____

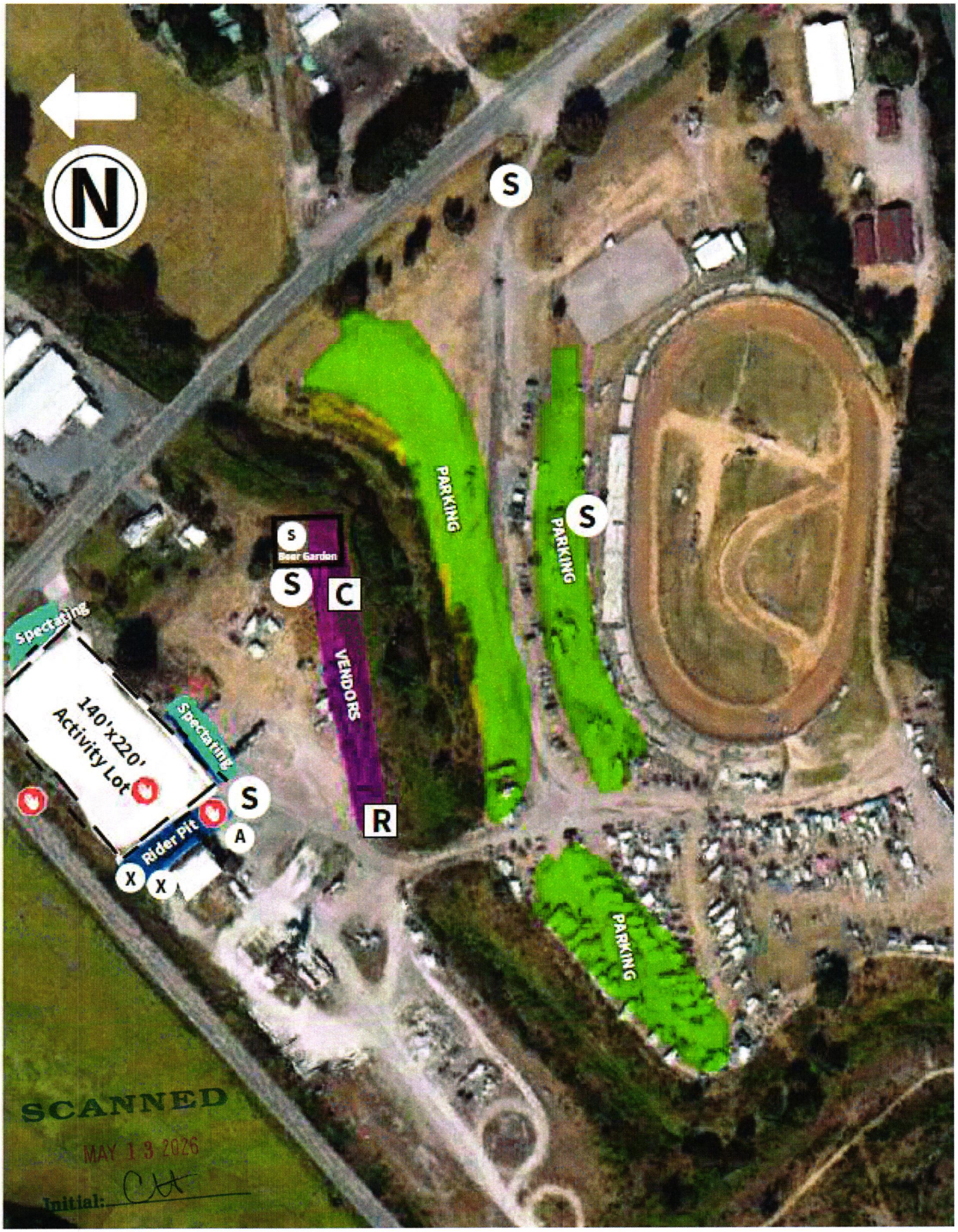
Fees/Payments/Refunds

	Fee(s)	Initial(s)	Date(s)
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
Admission Tax(es)			
Additional Costs			
TOTAL PAID			
TOTAL REFUND / DUE			

Proof of insurance required? ☐ Yes ☐ No

Bond Required? ☐ Yes ☐ No

2026-0004



X – Fire Extinguisher; **A** – Ambulance; **S** – Security; **R** – Restrooms; **C** – Concession; **Hand** – Do Not Enter

2026-0004

To Whom It May Concern,

This letter is to confirm that the Mt. St. Helens Motorcycle Club is officially working in partnership with Northwest Bike Week LLC, for the 2026 Northwest Bike Week event taking place July 9th-12th, 2026.

Northwest Bike Week is intended to be a community-focused motorcycle event that brings together riders, vendors, families, and visitors from throughout the Pacific Northwest. The event will include organized activities, entertainment, vendors, and related motorcycle culture attractions.

We appreciate the City of Castle Rock's continued support and cooperation as we work together to create a safe, professional, and positive event for the community and its visitors.

If you have any questions or require additional information, please feel free to reach out.

Sincerely,

Joseph M. Rasmussen Pres. Mt. St. Helens M/C

SCANNED

MAY 13 2026

Initial: CA

RECEIVED MAY 06 2026

RECEIVED MAY 11 2026

2026-0004

Special Event Signature Collection Sheet

Event: NorthWest Bike Week Date: July 9-12 Time: 11am to 11pm

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Melissa Harrison ~~Denali Heating~~	Melissa Harrison	Denali Heating	125 Mosier Rd	X	
Tracy Cattlin	Tracy Cattlin	4 Corners Organics	50 PH 10	X	
Joe Godinho	Joseph M Godinho	4-Corners Farm & Garden	70 PH 10	X	
Megan Peng	Megan Peng	Dollar General	75 PH 10	X	
Terrie Ripley	Terrie Ripley	4 Corners General Station	4858 Westside Hwy	X	
Angelina Metaw	Angelina Metaw	neighbor	71 PH 10	X	

RECEIVED MAY 11 2026

SCANNED MAY 13 2026

Initial: CK

2026-0004

Gateway to Mt. St. Helens

WAIVER of LIABILITY

HOLD HARMLESS - Applicant shall defend, indemnify and hold harmless the City of Castle Rock, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the applicant, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by applicant, participant, or member of the public, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Castle Rock.

Organization: Northwest Bike Week LLC

Title of Event: Northwest Bike Week

Date of Event: 7/9-7/12, 2026

Phone Number: 360 751 8692

Name of Applicant (please print): Andrew Kiggins

Signature of Applicant:

Date Signed: 5/4/26

SCANNED

RECEIVED MAY 06 2026

MAY 13 2026

Initial:

Outlook

RE: Northwest Bike Week

From Bill LeMonds <chief@cowlitz6fire.org>
Date Wed 5/13/2026 11:02 AM
To City Hall Finance <finance@ci.castle-rock.wa.us>

No issues

Bill

From: City Hall Finance <finance@ci.castle-rock.wa.us>
Sent: Wednesday, May 13, 2026 10:06 AM
To: Bill Lemonds <blemonds@cowlitz6fire.org>; Tyler Stone <tstone@ci.castle-rock.wa.us>; Charlie Worley <cworley@crpolice.org>; Mike Berndt <mberndt@crpolice.org>
Subject: Northwest Bike Week

Hi everyone,
Attached you will find the information for the special event permit application for the Northwest Bike Week event. If you could please review and approve/deny/add your comments no later than 6/1/2026, because I need it to be included on the 6/8/2026 Council Meeting Agenda. I have spoken with Andrew about the Certificate of Liability, and he is working on getting his insurance company to finalize and email it over to me. I also asked the following questions:

1 - Will you be contracting with a medic company for the event? Yes, they will be using Medix.

2 - What security company will you be using and how many will there be? They are still finalizing with a security company, but they plan on having 10 security guards as well as crowd control monitors/event volunteers. I let him know that as soon as they get this finalized to reach out and let me know so I can forward that information on.

3 - Will you still be requesting the use of the downtown area for any events? They aren't going to be doing any of the events downtown this year, and everything they do will be up on the motorcycle clubs' property.

If there are any further questions for Andrew, you are welcome to email me with them, and I can send out one email with everyone's questions, or his contact information is included on the application.
Please let me know if you have any questions.

To find the Special Event Authorization Form go to:
Network->Citywide folder->Special Event folder->AWAITING DEPARTMENT APPROVALS – IN PROCESS folder – 2026-0004 – Northwest Bike Week LLC – 2026-0004 - Special Event Authorization Form
**Bill– you may respond back to me on this email, letting me know if you are good with this or if you have any questions or concerns.

Thank you,

CeLina Hart
Lead Deputy Clerk
City of Castle Rock
PO Box 370
141 A St SW
Castle Rock, WA 98611
Monday - Thursday 7:30am - 5:00pm
Direct: 360.967.6016
Office: 360.274.8181 ext. 301
chart@ci.castle-rock.wa.us
www.ci.castle-rock.wa.us

****For faster response, please email all invoices to finance@ci.castle-rock.wa.us****

Review / Authorization

Primary Responsible Department: Finance **Permit No. 2026-0006**

Monster X Tour (AMP Live Events, LLC)

Kendra Dugger, 541.223.8709, kendra@monsterxtour.com; Tony Maderazzo, 602.531.3334, tony@monsterxtour.com

Reviewed by:(mark "X" & date upon review)	**Comments and Conditions**
[X] Finance CeLina Hart, Lead Deputy Clerk Date: 5/27/2026	no issues
[x] Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 5/28/2026	No issues
[X] Police Charlie Worley, Chief Date: 6/3/2026	
[X] Public Works / Engineering Tyler Stone, Public Works Director Date: 5/27/2026	No issues
[ ] Parks	
[ ] Streets	
[ ] Traffic	
[ ] Other	
[ ] Building/Planning, if needed	n/a

Additional Comments:
--I did let her know that COI & Liquor Permit Approval would need to be turned in no later than 7 days prior to the event--
*They are currently working with their insurance company to get the Certificate of Liability sent over.
*Currently working on their Liquor Permit and will get that sent over if they have approval in time, per conversation with Kendra, I have added the general location to the map of where they plan on having it set up if they do get approval in time. If they don't get approval in time then they won't be selling it.
*Included is an email from the Mt St Helens Motorcylce Club President, Joe Rasmussen, stating they give permission for the event to be on their property. As well as emails, regarding security and EMT services.

[ ] Approved [ ] Denied	Primary responsible department signature Date

Special Event Permit

Permit No. 2026-0006

City of Castle Rock | Phone: 360.274.8181 | www.ci.castle-rock.wa.us
Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor: AMP Live Events LLC	Address/City/State/Zip: 13260 N. 94th Dr. unit 203 peoria Az 85381
Contact Person: Tony Maderazzo	Phone: 602-531-3334 / Email: Tony@monsterxtour.com
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO	Address/City/State/Zip (if different from above): same as ↑
	Phone: Kendra 5412238709 / Email: kendra@monsterxtour.com

Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☒ YES ☐ NO If yes, please provide their name and contact information:
Ron Leach Kendra Dugan
Danny Torgerson Stefanie Price

Event Information

Event Name: Monster X Tour		Date(s) of event: June 27th 2026	Estimated # of participants for event: 750
Start Time: 10 AM/PM	End Time: 10 AM/PM	Setup Time: day before 8 AM/PM	Takedown Time: day after 8 AM/PM / Estimated # of volunteers for event: Ø

Is this an annual event? ☒ YES ☐ NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.

Have you previously requested a permit for such activity? Not locally - no — If yes, approximate date? NA

Are participants required to pay a fee? Yes — Are participants to make a donation? NO

Will this event impede traffic? ☐ YES ☒ NO — Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO — Utilize sidewalks only? ☒ YES ☐ NO

Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.

attach map w/ information (will attach @ later time)

Type of Use

Type of use requested
☐ Parade ☐ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party
☒ Other Monster Truck Show

Where is use requested?
☐ Park area*/where? NA ☐ Park building*/which one? NA
☐ Private property/where? NA ☐ Other NA

*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.

Please check all that apply to this event:
☐ Requesting closure/impediment of a street or public right-of-way. **(Please attach a map and mark location.)**
☐ Requesting to erect structure(s)/tent(s). Number and location
☒ Planning to serve food/drink. If yes, including alcohol beverages? ☒ YES ☐ NO
☐ This event involves political or religious activity intended primarily for the communication or expression of ideas.
☒ Participants will be required to pay a fee.
☐ Participants will be asked to make a donation.

Permit holders are responsible for cleanup of debris in connection with their activities.

SCANNED
a emailed
MAY 27 2026
Initial: CA

RECEIVED MAY 19 2026

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain	Police Department (example: traffic, patrol, security) - Explain
NA	NA
	Other - Explain NA

Insurance Information

The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. *After reviewing this application*, the City will determine whether you must obtain liability insurance.

Agreement

Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.

Applicant Name (please print)	Applicant Signature
Tony Maderazzo	Tony Maderazzo
Organization/Title	Date
AMP Live Events LLC - COO	5/19/26

Add additional information on separate sheets as needed.

City Use Only

Other permits required in conjunction with this permit:
☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other:_____

Fees/Payments/Refunds

	Fee(s)	Initial(s)	Date(s)
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
Admission Tax(es)			
Additional Costs			
TOTAL PAID			
TOTAL REFUND / DUE			

Proof of insurance required? ☐ Yes ☐ No

Bond Required? ☐ Yes ☐ No

2026-0006

Special Event Signature Collection Sheet

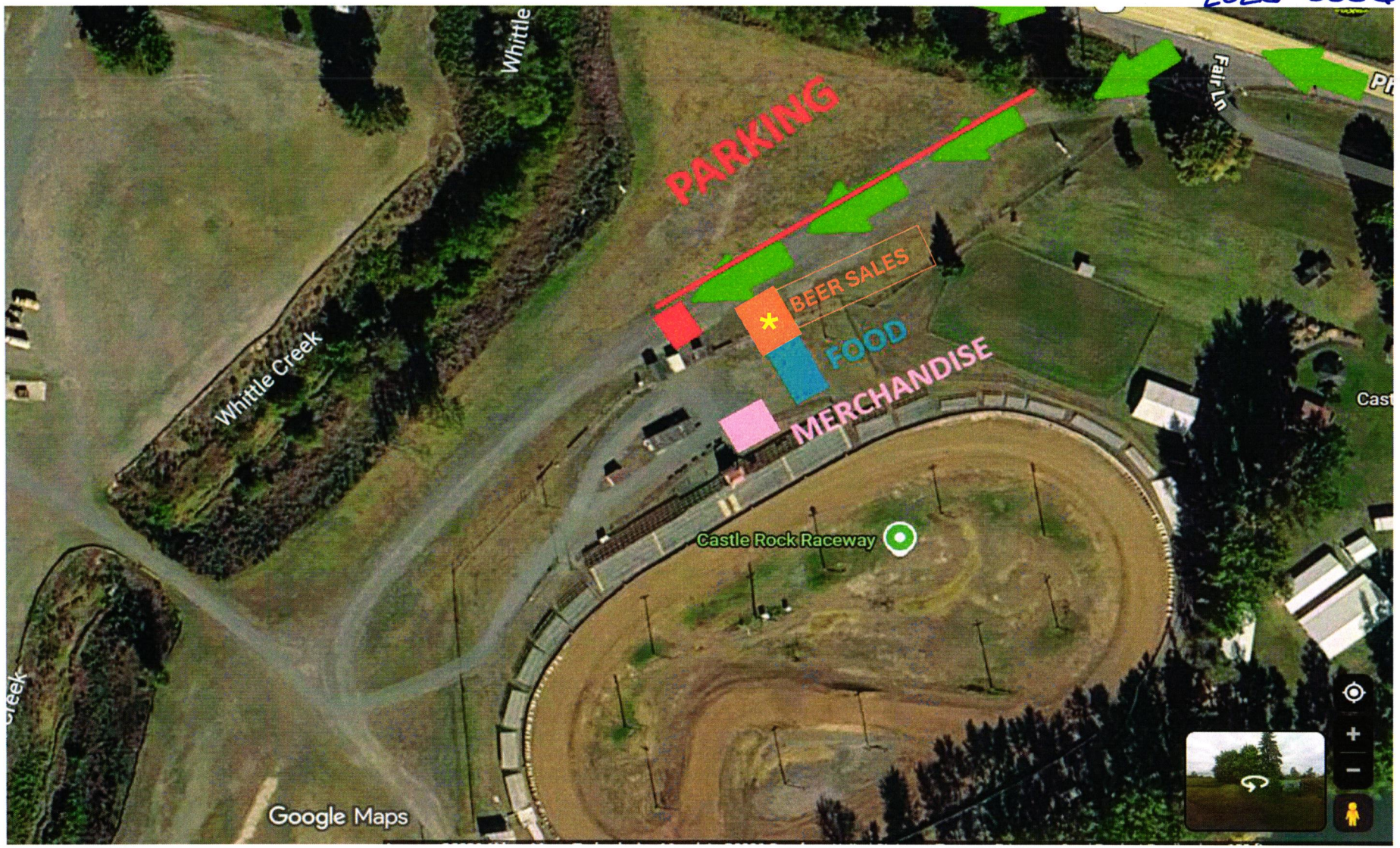
Event: Monster Trucks Date: 6/27/2026 Time: 10 Am to 8 pm ?

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
4 Corners General Station	Terrie Ripley Terrie Ripley		4858 westside Hwy	✓	
Melissa Harrison	Melissa Harrison	Denali Heating + A/C	125 Mosier Rd C Rock	✓	
Ryan Moore	Ryan Moore	4-corners Organics	50 p.h. 10. castle Rock	✓	
Evelynn Sparks	Evelynn Sparks	4 corners feed	70 PH 10 Castle Rock	✓	
Valorie Doss	Valorie Doss	Dollar General	78 PH 10 Castle Rock	✓	
Angelina McLean	[illegible]	Nizgamor	71 PH 10 CASTLE ROCK	✓	

RECEIVED MAY 26 2026

2026-00006



*Alcohol, most likely beer only, will be sold if an alcohol permit is obtained in time. They are still working on it and will let us know if it gets approved or not. If it is approved, Kendra said it would be set up next to the concessions stand, I have added this to the map.

2026-0006

Gateway to Mt. St. Helens

WAIVER of LIABILITY

HOLD HARMLESS - Applicant shall defend, indemnify and hold harmless the City of Castle Rock, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the applicant, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by applicant, participant, or member of the public, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Castle Rock.

Organization: AMP Live Events LLC

Title of Event: Monster X Tour

Date of Event: 06-27-26

Phone Number: 602-531-3334

Name of Applicant (please print): Tony Maderazzo

Signature of Applicant: Tony Maddiazzo

Date Signed: 05/19/26

RECEIVED MAY 19 2026

Outlook

Fwd: Monster truck show

From Ron Leach <americanthunder@gmail.com>
Date Wed 5/27/2026 9:56 AM
To chart@ci.castle-rock.wa.us <chart@ci.castle-rock.wa.us>; Kendra Dugger <kendra@monsterxtour.com>; Joe Rasmussen <joe.rasmussen@budclary.com>

This is a forward of the email Joe just sent to me
Let me know if we need anything else

RON LEACH
541-990-4090 Cell

---------- Forwarded message ---------
From: **Joe Rasmussen** <joe.rasmussen@budclary.com>
Date: Wed, May 27, 2026, 9:44 AM
Subject: Re: Monster truck show
To: Ron Leach <americanthunder@gmail.com>

*Mt. St. Helens Motorcycle Club President, Approval.

Not sure why they would ask me of that. No problem. Yes, the race track is going to allow you to have a monster truck show on the 27th of june. Joe

Joe Rasmussen
Parts Codger
Bud Clary Auto Group

p: (360) 423-1700 ext 10140
e: joe.rasmussen@budclary.com

PO BOX 127
1030 Commerce Ave.
Longview, WA 98632

www.budclary.com

From: Ron Leach <americanthunder@gmail.com>
Sent: Wednesday, May 27, 2026 9:35 AM

To: Joe Rasmussen <joe.rasmussen@budclary.com>
Cc: chart@ci.castle-rock.wa.us <chart@ci.castle-rock.wa.us>; Kendra Dugger <kendra@monsterxtour.com>
Subject: Monster truck show

Joe, Celine at the city needs confirmation from you that our event is proceeding
A simple reply all to this email will suffice

RON LEACH
541-990-4090 Cell

Outlook

RE: Monster X Tour (Monster Truck Show at Motorcycle Track)

From Bill LeMonds <chief@cowlitz6fire.org>
Date Wed 5/27/2026 11:31 AM
To City Hall Finance <finance@ci.castle-rock.wa.us>; Tyler Stone <tstone@ci.castle-rock.wa.us>; Charlie Worley <cworley@crpolice.org>; Mike Berndt <mberndt@crpolice.org>

Fire Department doesn't have any issues with the event except that we can't guarantee coverage. This is the first we have heard of the event.

Bill

From: City Hall Finance <finance@ci.castle-rock.wa.us>
Sent: Wednesday, May 27, 2026 10:55 AM
To: Tyler Stone <tstone@ci.castle-rock.wa.us>; Bill LeMonds <chief@cowlitz6fire.org>; Charlie Worley <cworley@crpolice.org>; Mike Berndt <mberndt@crpolice.org>
Subject: Monster X Tour (Monster Truck Show at Motorcycle Track)

Hi everyone,

Attached you will find the information for the special event permit application for the Monster X Tour event. If you could please review and approve/deny/add your comments no later than 6/2/2026, because I need it to be included on the 6/8/2026 Council Meeting Agenda. I have spoken with Kendra about the Certificate of Liability and Liquor Permit, and she is working on getting them and will make sure they are emailed to us at least 7 days prior to the event per our communication. I also asked the following questions:

1 - Will you be contracting with a medic company for the event? EMT will be hired by the local station as soon as the signed contract is returned. Bill - if this is through you guys can you please confirm this?

2 - What security company will you be using and how many will there be? They utilize their own staff for security, there is an email included in the packet that states where they will have them placed.

If there are any further questions for Kendra, you are welcome to email me with them, and I can send out one email with everyone's questions, or their contact information is included on the application. Kendra seems to be the one that is handling most of the communication, so you may have better luck reaching out to her first if you try someone.

SCANNED
MAY 28 2026
Initial: CH

Please let me know if you have any questions.

Outlook

Regarding EMT Services

Re: Special Event Permit Packet - City of Castle Rock

From Kendra Dugger <kendra@monsterxtour.com>
Date Wed 5/27/2026 2:56 PM
To CeLina Hart <chart@ci.castle-rock.wa.us>
Cc Ron Leach <americanthunder@gmail.com>; Tony Maderazzo <tony@monsterxtour.com>

CeLina,

No ma'am. Production for this market has not begun yet. I'd imagine that the Chief will hear from someone soon!

I believe the tickets have been put into que, but not released yet. When those go up for sale the production team will begin, just in case there are changes in between now and then.

(After speaking with my production team they are wrapping up an event in June and headed to your market! Should be within a few days!)

Let me know if you have any questions!

Thank you,

Kendra Dugger
MONSTER X TOUR
C: 541.223.8709
O: 888.760.3222
www.MonsterTruckTour.com

On Wed, May 27, 2026 at 2:41 PM CeLina Hart <chart@ci.castle-rock.wa.us> wrote:

> Hi Kendra,

Do you have the name of the local station you are working with for the EMT services? I spoke with our Fire Chief, and he said that they hadn't heard anything.

Thank you,

CeLina Hart
Lead Deputy Clerk
City of Castle Rock
PO Box 370
141 A St SW
Castle Rock, WA 98611
Monday - Thursday 7:30am - 5:00pm
Direct: 360.967.6016
Office: 360.274.8181 ext. 301
chart@ci.castle-rock.wa.us
www.ci.castle-rock.wa.us

****For faster response, please email all invoices to finance@ci.castle-rock.wa.us****

From: Kendra Dugger <kendra@monsterxtour.com>
Sent: Friday, May 22, 2026 1:30 PM

To: CeLina Hart <chart@ci.castle-rock.wa.us>
Cc: Ron Leach <americanthunder@gmail.com>; Tony Maderazzo <tony@monsterxtour.com>
Subject: Re: Special Event Permit Packet - City of Castle Rock

CeLina,

I have attached a map per your request.

AMP will provide staff for the Concessions booth, Front gate, back gate, and floor. - Security
We will have (2) attendants to run the front and back gates at the event for security.
EMT will be hired from the local station as soon as the signed contract is returned. - EMT

Event TIMES are still TBD. We will likely have a show around 12 pm and another around 7 pm. With the pit party gates open 1 hour prior to each event.

We are gathering signatures now. They should reach you the first part of next week, if not sooner.
Rec'd

Please let me know if you have any questions or require additional information.

Thank you,

Kendra Dugger
MONSTER X TOUR
C: 541.223.8709
O: 888.760.3222
www.MonsterTruckTour.com