



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, July 13, 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](tel:+16467493112) Access Code: 201-632-365 (Press *6 to speak)

New to GoToMeeting? Get the app now and be ready: <https://global.gotomeeting.com/install/201632365>

1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

- a. Joseph Govednik, Cowlitz County Historical Museum Director, presenting a possible future for the Castle Rock Visitor Center.

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. June 22, 2026 Regular Council Meeting Minutes (page 3-5)
- b. June 2026 invoices as described in the Fund Transaction Summary Report in the amount of \$595,107.36. (page 6-7)
- c. Access and Utility Easement granted by the Mt St Helens Motorcycle Club. Auditor's File Number (AFN) 3790864, recorded on 6/2/2026. (page 8-12)
- d. Access and Utility Easement granted by the Mt St Helens Motorcycle Club. Auditor's File Number (AFN) 3791928, recorded on 6/23/2026. (page 13-17)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Special Event Permit #2026-0007; Stuff the Bus School Supply Drive - Greater Castle Rock Chamber of Commerce; August 1 from 11:00 AM to 4:00 PM. Insurance has been received. (page 18-24)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

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

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

Mayor Helenberg led a moment of silence in honor of Ken Campbell.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Earl Queen, Lee Kessler, Roz de Greeve, and Dennis Ehrhorn.

Councilmember Ellen Rose arrived at 7:33 PM.

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

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. Mike Berndt

Mike Berndt introduced Sally Burn and Summer Catlin who gave a presentation on their inclusive playground project. A playground communication board supports children who have complex communication needs.

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- Police Chief Charlie Worley
- Public Works Director Tyler Stone
Public Works Director Tyler Stone gave a verbal report.
- City Engineer Tom Gower
City Engineer Tom Gower gave a verbal report.
- 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

a. To take public testimony on the City's Six-Year Transportation Plan for fiscal years 2027-2032.

Mayor Helenberg closed the Regular Council Meeting at 7:45 PM and opened the Public Hearing at 7:45 PM.

City Engineer Tom Gower presented.

There was no public comment.

Mayor Helenberg closed the Public Hearing at 7:51 PM and reopened the Regular Council Meeting at 7:51 PM.

7. CONSENT AGENDA

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

a. June 8, 2026 Regular Council Meeting Minutes

b.

Supplemental Agreement Number 2 for easements related to the Huntington Avenue - River Front Trail Pedestrian Lighting - SRRTS Phase 2 Project in the amount of \$5,000, increasing the total amount to \$66,400. Agreement signed by Public Works Director on June 8, 2026 within the Procurement Policy authorization limits.

8. OLD BUSINESS

9. NEW BUSINESS

a. Resolution No. 2026-05, a resolution relating to the Six-Year Transportation Improvement Plan.

Councilmember Kessler made a motion, seconded by Queen, to approve Resolution No. 2026-05. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

b. Gibbs & Olson, Inc. Authorization No. 2026-001 for Dougherty Sewer Force Main Extension, in the amount of \$45,000.

City Engineer Tom Gower presented.

Councilmember Ehrhorn made a motion, seconded by de Greeve, to approve Authorization No. 2026-001. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

c. Castle Rock Boy Scout Troop #313 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 Queen made a motion, seconded by de Greeve, to approve the Castle Rock Boy Scout Troop #313's permit application. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

d. Special Event Permit #2026-0005; Castle Rock Fair Parade; July 16, 2026 at 6:30 PM. Insurance will be provided. Street closure request includes:

- Huntington Ave S

- Cowlitz St W
- 2nd Ave SW
- C St SW
- Front Ave S

Councilmember Queen made a motion, seconded by Rose, to approve Special Event Permit #2026-0005. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

e. Special Event Permit #2026-0002; TT Motorcycle Events - Mt St Helens Motorcycle Club; July 11, August 8, September 6 and October 3 from 3:00 PM to 10:00 PM. Requesting a one-hour grace period ending at 11:00 PM to allow for unforeseen delays. Insurance has been received.

Councilmember de Greeve made a motion, seconded by Queen, to approve Special Event Permit #2026-0002, including a one-hour grace period ending at 11:00 PM. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

f. Special Event Permit #2026-0003; ST Motorcycle Events - Mt St Helens Motorcycle Club; July 10, July 25, August 22, September 5 and September 19 from 3:00 PM to 10:00 PM. Requesting a one-hour grace period ending at 11:00 PM to allow for unforeseen delays. Insurance has been received.

Councilmember de Greeve made a motion, seconded by Queen, to approve Special Event Permit #2026-0003, including a one-hour grace period ending at 11:00 PM. 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 8:01 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

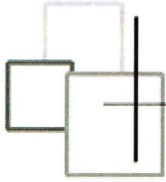
As of this date, 7/13/2026, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures				
<u>Transaction Type</u>	<u>Description & Transactions</u>		<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Payroll	Nacha # 2106476	19,300.00	6/15/2026
	Taxes	ACH	4,510.00	
EOM Payroll	Payroll	Nacha # 2120923	72,109.58	6/30/2026
	Checks	26965 - 26970	6,103.08	
	Benefits	ACH	48,458.14	
	Checks	26971 - 26974	4,093.44	
	Taxes	ACH	44,603.08	
Total Payroll Expenditures			199,177.32	
General Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1216 - 6/2026		500.00	6/4/2026
Adjustment/EFT	EFT#1217 - 6/2026		186.00	6/1/2026
Adjustment/EFT	EFT#1219 - 6/2026		7,628.70	6/24/2026
Adjustment/EFT	EFT#1220-6/2026		199.02	6/30/2026
Claims	Check	57273 57275	810.38	6/16/2026
Claims	Check	57276 - 57279	2,900.77	6/24/2026
Claims	Check	57280 57281	741.21	6/30/2026
Claims	Check	57282 57348	382,963.96	6/30/2026
Claims	Check	-		
Total General Expenditures			395,930.04	
TBD Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#			
Claims	Check	-		
Total Expenditures				
Total General and TBD Expenditures			395,930.04	6/1/2026 - 6/30/2026
Payroll Expenditures			199,177.32	
Grand Total Expenditures			595,107.36	
Fund Transaction Summary Report			595,107.36	
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 - Jun - Jul - City Council

System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$158,697.34
100	Street Fund	\$8,916.58
115	Building Code Account Fund	\$3,148.76
120	Visitor Center Fund	\$463.67
130	Library Fund	\$428.24
145	Local Criminal Justice Fund	\$127.71
170	DOT Spoil Site Fund	\$2,490.92
320	Street Construction Capital Fund	\$220,493.07
400	Water/Sewer Operating Fund	\$116,779.06
410	Regional Water System Fund	\$26,435.92
420	Stormwater Management Fund	\$8,747.54
425	Stormwater Capital Reserve Fund	\$1,460.00
430	Regional Water Capital Improvement	\$18.38
435	Muni Water Capital Improvement	\$42,006.24
470	Muni Sewer Capital Imprv Reserve	\$3,581.46
475	Boat Launch Facility Fund	\$663.88
634	State Custodial Pass-Thru Fund	\$648.59
	Count: 17	\$595,107.36

When Recorded Return To:

City of Castle Rock

PO Box 370

Castle Rock, WA 98611

3790864

06/02/2026 01:50:07 PM Pages: 5
Easement CASTLE ROCK CITY OF 307.50
Cowlitz County Washington



WASHINGTON STATE COUNTY AUDITOR/RECORDER'S
INDEXING FORM (Cover Sheet)
RCW 65.04

Please print or type information

Document Title(s) (or, transactions contained therein): Access and Utility Easement
Reference Number(s) of Documents assigned or released: ☐ Additional reference #'s on page ☐ of document.
Grantor(s) (Last name first, then first name and initials): Mount St. Helens Motorcycle Club ☐ Additional Grantor(s) on page ☐ of document.
Grantee(s) (Last name first, then first name and initials): City of Castle Rock ☐ Additional Grantee(s) on page ☐ of document.
Legal Description (abbreviated: i.e. lot, block, plat or section, township, range): ☒ Additional legal description on page ☐ 4 of document.
Assessor's Property Tax Parcel/Account Number(s): Parcel #309320100 ☐ Assessor Tax # not yet assigned.
The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

EXEMPT
6/2/2026 BL

When recorded return to:

The City of Castle Rock
141 A Street SW
P. O. Box 370
Castle Rock, WA 98611

ACCESS AND UTILITY EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS that **MOUNT ST. HELENS MOTORCYCLE CLUB, a Washington non-profit corporation**, GRANTOR(S), for and in consideration of One Dollar (\$1.00) and valuable consideration, grant and convey unto the **CITY OF CASTLE ROCK**, a municipal corporation (GRANTEE), the right to build, construct, operate, maintain and repair utility pipelines and associated appurtenances of such size and material as deemed necessary, upon and across the following described property situated in Cowlitz County, State of Washington to-wit:

Please see attached Exhibit A (legal description) and Exhibit B (easement drawing).

Also, the right, power and authority of the GRANTEE to go upon said property for the purpose of constructing, operating, maintaining and repairing said facilities. The right herein granted shall continue and be vested in the said GRANTEE perpetually as long as needed for, and useful in connection with the utility systems.

GRANTOR reserves the right to use the surface of the land for walkways, landscaping, parking, and other uses undertaken by the GRANTOR that are not inconsistent and do not interfere with the use of the subject EASEMENT area by the GRANTEE. No building or utility shall be placed upon, under, or within the property subject to this easement during its term without the written permission of the GRANTEE.

It is hereby granted to said GRANTEE, the right of ingress and egress to construct, maintain and repair said utilities at all times, doing as little damage to adjoining properties as possible, and GRANTEE shall restore said premises to its original condition insofar as is practicable. GRANTOR acknowledges that they have the right and authority to convey this easement to GRANTEE.

IN WITNESS WHEREOF, the said Grantor has hereunto set their hand this 7th day of May, 2026.

Executed this 7th day of May, 2026

Joseph M. Rasmussen
Signature

JOE RASMUSSEN
Name (print or type)

STATE OF WASHINGTON)
COUNTY OF COWLITZ) ss
)

I, the undersigned, a Notary Public in and for the State of Washington, residing at Castle Rock, WA. do

hereby certify that on this 7th day of May 2026,
personally appeared before me Joseph Rasmussen and _____

_____ to me known to be the individual described in and who executed the within instrument, and acknowledged to me that he/she signed and sealed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and official seal the day and year in this certificate first written above.

Dated:

Mallory Spencer
Notary name printed or typed: Mallory Spencer
Notary Public in and for the State of Washington
Residing at Castle Rock, WA.

My appointment expires: 5/18/20

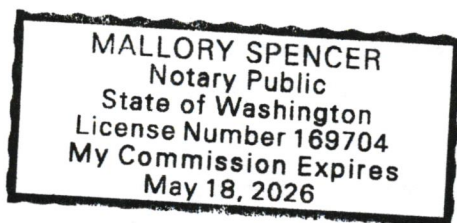


EXHIBIT A

A VARIABLE WIDTH ACCESS AND UTILITY EASEMENT, over, across, and through a portion of real property conveyed to **MOUNT ST. HELENS MOTORCYCLE CLUB, a Washington non-profit corporation**, under that certain Statutory Warranty Deed recorded under Cowlitz County Auditor's File Number (AFN) 940311012, records of Cowlitz County, and identified as LOT 1 of that certain City of Castle Rock Boundary Line Adjustment Survey, CR BLA 2016-01, recorded under AFN 3541845, record of said county, located in Section 10, Township 9 North, Range 2 West, Willamette Meridian, Cowlitz County, Washington, further described as follows:

BEGINNING AT a 5/8-inch rebar with plastic cap, on the northerly line of that certain property conveyed to Sound Placement Services, a Washington Limited Liability Company, under that certain Cowlitz County Auditor's File Number (AFN) 3541737, and also shown on said Boundary Line Adjustment Survey AFN 3541845 as a monument common for LOT 1 and LOT 3 on the easterly margin of Westside Highway;

thence North 17°09'09" West, coincident with said easterly margin of Westside Highway, a distance of 925.42 feet to a curve to the right of said margin;

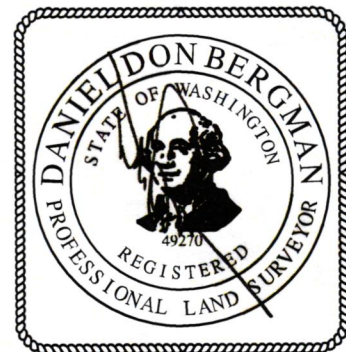
thence a distance of 84.61 along said curve to the right, having a radius of 113.92 feet, through a central angle of 42°33'09", and whose chord bears North 38°25'44" East, 82.68 feet to a point on said easterly margin that lies 60.00 feet perpendicular to said Westside Highway centerline;

thence South 17°09'09" West, leaving said easterly margin and parallel with said centerline, a distance of 1002.46 feet to the said northerly line of Sound Placement Services LOT 3;

thence North 72°50'51" West, coincident with said northerly line of LOT 3, a distance of 30.00 feet to the **POINT OF BEGINNING**;

CONTAINING 29,349 square feet, more or less;

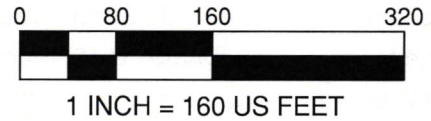
SUBJECT TO AND TOGETHER WITH easements, covenants, conditions, restrictions, and reservation, if any, affecting title which may appear in the public record, including those shown on the face of any recorded plat or survey.



CN=Daniel D Bergman,
dnQualifier=A01410C000001
936E4B77AA00030D4A,
O=Unaffiliated, C=US
2026.03.20 11:11:08-07'00'

UTILITY ACCESS EASEMENT

$\Delta = 42^{\circ}33'09''$
 $R = 113.92'$
 $L = 84.61'$
 $LC = N38^{\circ}25'44''E, 82.68'$



LEGEND

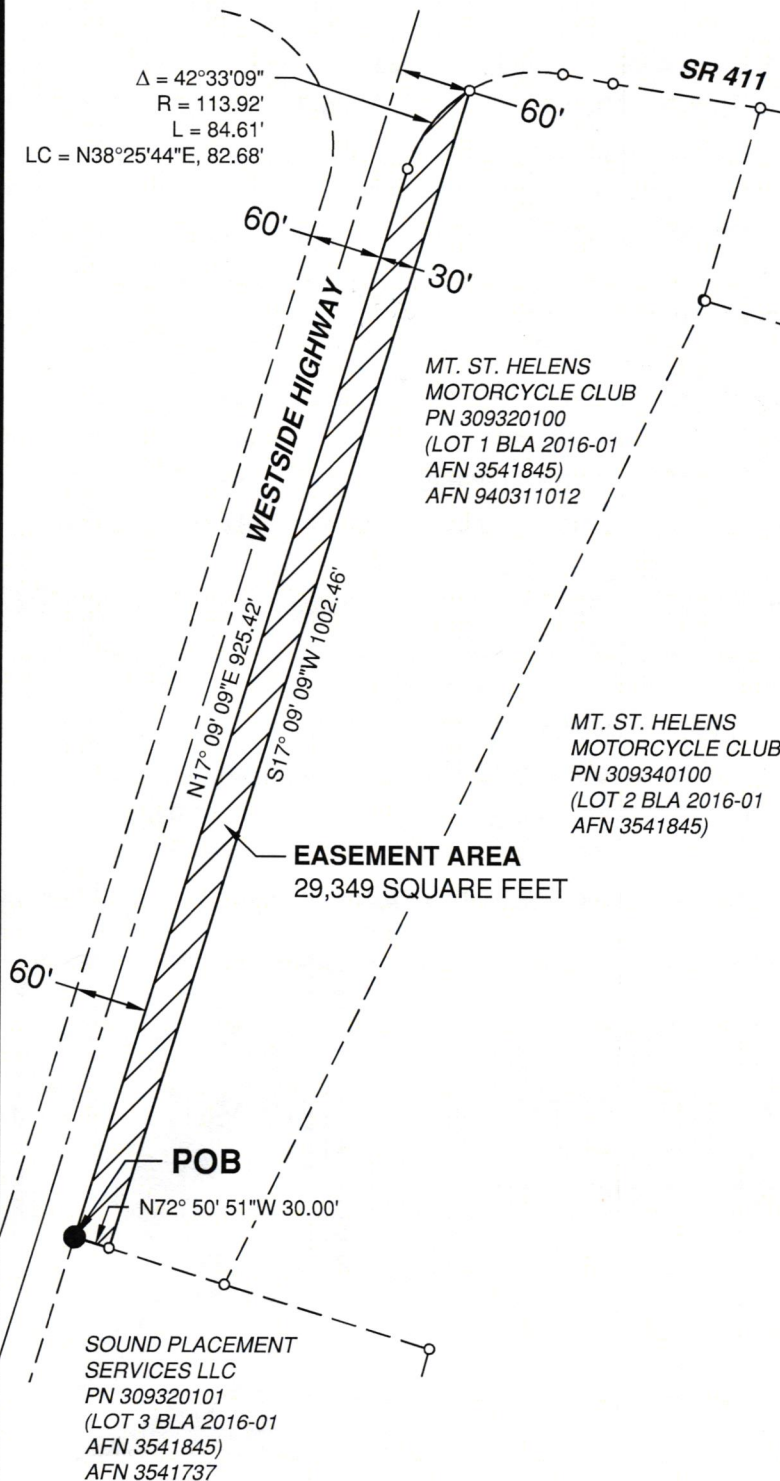
● Rebar & Cap AFN 3541845

○ Calculated point

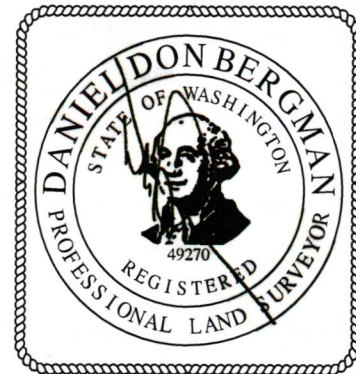
AFN Assessor's File Number

ROS Record of Survey

PN Parcel Number



MT. ST. HELENS
 MOTORCYCLE CLUB
 PN 309340100
 (LOT 2 BLA 2016-01
 AFN 3541845)



CN=Daniel D Bergman,
 dnQualifier=A01410C000001
 936E4B77AA00030D4A,
 O=Unaffiliated, C=US
 2026.03.20 11:10:47-07'00'



EXHIBIT B - SKETCH
 (SKETCH TO ACCOMPANY LEGAL DESCRIPTION)

When Recorded Return To:

City of Castle Rock

PO Box 370

Castle Rock, WA 98611

3791928

06/23/2026 07:59:54 AM Pages: 5
Easement CITY OF CASTLE ROCK 307.50
Cowlitz County Washington



WASHINGTON STATE COUNTY AUDITOR/RECORDER'S
INDEXING FORM (Cover Sheet)
RCW 65.04

Please print or type information

Document Title(s) (or, transactions contained therein): Access and Utility Easement
Reference Number(s) of Documents assigned or released: ☐ Additional reference #'s on page of document.
Grantor(s) (Last name first, then first name and initials): Mount St. Helens Motorcycle Club ☐ Additional Grantor(s) on page of document.
Grantee(s) (Last name first, then first name and initials): City of Castle Rock ☐ Additional Grantee(s) on page of document.
Legal Description (abbreviated: i.e. lot, block, plat or section, township, range): 10-9N-2W ☒ Additional legal description on page 4 of document.
Assessor's Property Tax Parcel/Account Number(s): Parcel #309320100 ☐ Assessor Tax # not yet assigned.
The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

EXEMPT
6/23/2026 BC

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Castle Rock, WA 98611

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Please see attached Exhibit A (legal description) and Exhibit B (easement drawing).

Also, the right, power and authority of the GRANTEE to go upon said property for the purpose of constructing, operating, maintaining and repairing said facilities. The right herein granted shall continue and be vested in the said GRANTEE perpetually as long as needed for, and useful in connection with the utility systems.

GRANTOR reserves the right to use the surface of the land for walkways, landscaping, parking, and other uses undertaken by the GRANTOR that are not inconsistent and do not interfere with the use of the subject EASEMENT area by the GRANTEE. No building or utility shall be placed upon, under, or within the property subject to this easement during its term without the written permission of the GRANTEE.

It is hereby granted to said GRANTEE, the right of ingress and egress to construct, maintain and repair said utilities at all times, doing as little damage to adjoining properties as possible, and GRANTEE shall restore said premises to its original condition insofar as is practicable. GRANTOR acknowledges that they have the right and authority to convey this easement to GRANTEE.

IN WITNESS WHEREOF, the said Grantor has hereunto set their hand this 22nd day of June, 2026.

Executed this 22nd day of June, 2026

Joseph M. Rasmussen
Signature

Joe Rasmussen
Name (print or type)

STATE OF WASHINGTON)
COUNTY OF COWLITZ) ss
)

I, the undersigned, a Notary Public in and for the State of Washington, residing at Castle Rock, WA do hereby certify that on this 22nd day of June 2026, personally appeared before me Joseph Rasmussen and _____ to me known to be the individual described in and who executed the within instrument, and acknowledged to me that he/she signed and sealed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and official seal the day and year in this certificate first written above.

Dated:

Carie M. Cuttonaro

Notary name printed or typed: Carie M Cuttonaro
Notary Public in and for the State of Washington
Residing at Castle Rock, WA

My appointment expires: 7-04-27



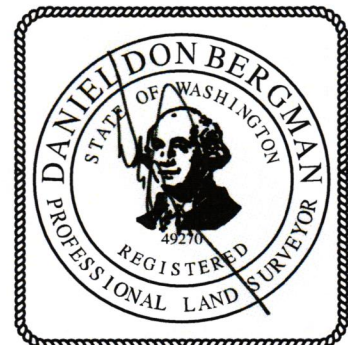
EXHIBIT A

A VARIABLE WIDTH ACCESS AND UTILITY EASEMENT, over, across, and through a portion of real property conveyed to **MOUNT ST. HELENS MOTORCYCLE CLUB, a Washington non-profit corporation**, under that certain Statutory Warranty Deed recorded under Cowlitz County Auditor's File Number (AFN) 940311012, records of Cowlitz County, and identified as LOT 1 of that certain City of Castle Rock Boundary Line Adjustment Survey, CR BLA 2016-01, recorded under AFN 3541845, record of said county, located in Section 10, Township 9 North, Range 2 West, Willamette Meridian, Cowlitz County, Washington, further described as follows:

BEGINNING AT a 5/8-inch rebar with plastic cap from said survey, on the northerly line of said LOT 1 and the southerly margin of SR 411, also known as P.H.10, at the easterly end of the transitional curve between the West Side Highway right of way and the SR 411 right of way;
thence South 79°41'06" East, coincident with said southerly margin of SR 411, a distance of 42.49 feet to a 5/8-inch rebar with plastic cap from said survey;
thence South 80°44'19" East, coincident with said southerly margin of SR 411, a distance of 15.95 feet;
thence South 09°15'41" West, leaving said southerly margin, a distance of 30.00 feet;
thence North 80°44'19" West, parallel with said southerly margin, a distance of 16.23 feet;
thence North 79°41'06" West, parallel with said southerly margin, a distance of 34.41 feet;
thence South 55°39'55" West, a distance of 132.05 feet to the easterly margin of that certain utility and access easement recorded under AFN 3790864;
thence North 17°09'09" East, coincident with said easterly margin of AFN 3790864, a distance of 96.04 feet to said transitional curve;
thence coincident with said transitional curve, a distance of 80.74 feet along a non-tangent curve to the right, having a radius of 113.92 feet, through a central angle of 40°36'36", and whose chord bears North 80°00'36" East a distance of 79.06 feet to the **POINT OF BEGINNING**;

CONTAINING 7,188 square feet, more or less;

SUBJECT TO AND TOGETHER WITH easements, covenants, conditions, restrictions, and reservation, if any, affecting title which may appear in the public record, including those shown on the face of any recorded plat or survey.



CN=Daniel D Bergman,
dnQualifier=A01410C00000
1936E4B77AA00030D4A,
O=Unaffiliated, C=US
2026.06.03 09:34:39-07'00'

[illegible]

EXHIBIT B - SKETCH

Page 17 of 24

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2026-0007

Stuff the Bus School Supply Drive (CR Chamber)

Robin Frazier, 360.560.2639 & Kari Murffit, 360.749.9878

Reviewed by: (mark "X" & date upon review)

Comments and Conditions

☒ Finance CeLina Hart, Lead Deputy Clerk Date: 7/1/2026	No Issue
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 7/6/2026	No Issue
☒ Police Charlie Worley, Chief Date: 7/8/2026	signed by Mike Berndt-Interim Chief
☒ Public Works / Engineering Tyler Stone, PW Director Date: 7/6/2026	No issues.
☐ Parks	
☐ Streets	
☐ Traffic	
☐ Other	
☐ Building/Planning, if needed	
Additional Comments:	
☐ Approved ☐ Denied	Primary responsible department signature _____ Date _____



Special Event Permit

Permit No. **2026-0007**

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 Castle Rock Chamber	Address/City/State/Zip P.O. Box 72 Castle Rock WA 98611	
Contact Person Kari Moffit / Twin Fir Tree	Phone 360 560 2639	Email
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) 123 Front Ave S.W. Castle Rock WA 98611	
	Phone 360 560 2639	Email dasiscastlerock@gmail.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: Kari Moffit 360-749-9878		

Event Information

Event Name Stubb the Bus School Supply Drive		Date of event 8-1-26	Estimated # of participants for event 100+
Start Time 11:00 AM	End Time 4:00 PM	Setup Time 8:00 AM	Takedown time 5:00 PM
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? N/A	
Are participants required to pay a fee? NO		Are participants to make a donation? yes School Supplies	
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. Block off one block of Front Ave S.W. Kids Games - Kid Food Kid vendor - Bus for supply drive			

Type of Use

Type of use requested ☐ Parade ☒ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☒ Block Party	
Where is use requested? ☐ Park area*/where? ☐ Park building*/which one? ☒ Other Block of SW Front Ave.	
*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

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JUN 30 2026

Initial: **CM**

City Assistance Requested

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

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) <i>Robin Frazier / Kari Moffit</i>	Applicant Signature <i>[Signature]</i>
Organization/Title <i>Greater Castle Rock Chamber of Commerce</i>	Date <i>6-8-26</i>

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

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JUN 30 2026

Initial: *CA*

Special Event Signature Collection Sheet

Event: Stuff the Bus Date: 8-1-26 Time: 11 am to 4 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
Robin Frazee	R. Frazee	the Oasis	123 Front Ave	X	
Matt McPherson	[Signature]	Blue Flamingo	109 Front Avenue	✓	
[Signature]	Brenda Frazee	legally Blonde too	132 Front Ave	✓	

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JUN 30 2026

Initial: CX



SCANNED

JUN 30 2026

Initial: CA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Nicholson & Associates Insurance, LLC PO Box 310 Castle Rock, WA 98611	CONTACT NAME: Marie Hancock
	PHONE (A/C, No, Ext): (360)274-6991 FAX (A/C, No):
	E-MAIL ADDRESS: marie@nichinsure.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Ohio Security Insurance Company 24082
	INSURER B: Ohio Casualty Insurance Company 24074
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

INSURED Castle Rock Chamber of Commerce PO Box 72 Castle Rock, WA 98611-0072

COVERAGES

CERTIFICATE NUMBER: 00122012-0

REVISION NUMBER: 36

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		BLS63956500	10/11/2025	10/11/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☒ RETENTION \$ 10,000 ☐ OCCUR ☐ CLAIMS-MADE		USO63956500	10/11/2025	10/11/2026	EACH OCCURRENCE \$ AGGREGATE \$ PC Oper Aggr \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N/A		BLS63956500	10/11/2025	10/11/2026	☒ PER STATUTE ☐ OTH-ER WASpGap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Stuff the Bus August 1st, 2026

Certificate Holder is included as additional insured as their interest may appear when required by written contract subject to policy terms, conditions and exclusions.

CERTIFICATE HOLDER

CANCELLATION

City of Castle Rock P. O. Box 307 Castle Rock, WA 98611 SCANNED JUN 30 2026 Initial: [Signature]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [Signature: Marie Stoo] (NMS)
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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: greater castle Rock chambers

Title of Event: Stuff the Bus School Supply Drive

Date of Event: 8-1-26

Phone Number: 360 560 2639 -

Name of Applicant (please print): Rubin Frazier

Signature of Applicant: R. Frazier

Date Signed: 6-8-26

SCANNED

JUN 30 2026

Initial: CF