



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, September 14, 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>

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

- a. Police Chief Charlie Worley will present the newest member of the Police Department, Reserve Officer Collin Nelson, and proceed with the swearing-in ceremony.

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. August 2026 invoices as described in the Fund Transaction Summary Report in the amount of \$661,745.05. (page 4-5)

8. OLD BUSINESS

- a. Ordinance No. 2026-08, an ordinance of the City of Castle Rock Amending Title 17 of the Castle Rock Municipal Code (CRMC) to create Mobile Food Vendor Regulations, providing for severability, and establishing an effective date, on second read. (page 6-12)
- b. Ordinance No. 2026-09, an ordinance amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2026 for the City of Castle Rock, Washington for the Boat Launch Facility and Swimming Pool Construction funds, on second read. (page 13-15)
- c. Ordinance No. 2026-10, an ordinance amending Castle Rock Municipal Code Chapter 2.92 "Official Posting Places" to exclude the Post Office and include the City's website, on second read. (page 16-17)

d. Agreement with the Cowlitz County Historical Museum and Cowlitz County Historical Society to operate, manage, and staff the Castle Rock Visitor Center through December 31, 2026 with a one-year extension through December 31, 2027. (page 18-24)

9. NEW BUSINESS

- a. Amended Job Descriptions for PW Maintenance and Senior Operator, New Job Description for Public Works Lead (add-on) and corresponding Memorandum of Understanding for adding Public Works Lead duties. (page 25-35)
- b. Cloudpermit renewal proposal for Building, Planning, Code Enforcement and Contractor Registration subscription. Renewal includes a 5% uplift, increasing the annual cost from \$11,000 to \$11,550 for each year in 2027, 2028 and 2029. (page 36-37)
- c. Ordinance No. 2026-11, an ordinance amending the Castle Rock Municipal Code, Title 9A "Criminal Code", to correct the inadvertent removal of the chapter related to Discharge of Fireworks within the city limits of the City of Castle Rock, Washington. (page 38)
- d. Request to name a newly developed private road located at the north end of Front Ave NE. Options include "Riverfront Lane" or "Riverpark Lane". (page 39)
- e. Resolution No. 2026-07, a resolution of the City Council of the City of Castle Rock providing for the disposal of certain property deemed to be surplus to the reasonable foreseeable needs of the City of Castle Rock. (page 40-41)

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.

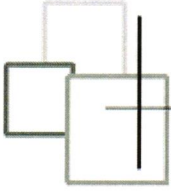
As of this date, 9/14/2026, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures				
<u>Transaction Type</u>	<u>Description & Transactions</u>		<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Payroll	Nacha # 2173018	20,100.00	8/14/2026
	Taxes	ACH	4,510.00	
EOM Payroll	Payroll	Nacha # 2187970	77,396.29	8/31/2026
	Checks	26986 - 26989	3,370.22	
	Benefits	ACH	52,692.08	
	Checks	26990 - 26994	4,405.31	
	Taxes	ACH	44,892.03	
Total Payroll Expenditures			207,365.93	
General Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1227-8/2026		189.72	8/4/2026
Adjustment/EFT	EFT#1228-8/2026		500.00	8/12/2026
Adjustment/EFT	EFT#1229-8/2026		9,185.69	8/25/2026
Adjustment/EFT	EFT#1230-8/2026		36.00	8/26/2026
Claims	Check	57434	103.81	8/13/2026
Claims	Check	57435 - 57437	3,231.37	8/24/2026
Claims	Check	57438 - 57439	3,180.04	8/31/2026
Claims	Check	57440 - 57507	405,312.63	8/31/2026
Total General Expenditures			421,739.26	
TBD Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#			
Claims	Check	2088	32,639.86	8/31/2026
Total Expenditures				
Total General and TBD Expenditures			454,379.12	8/1/2026 - 8/31/2026
Payroll Expenditures			207,365.93	
Grand Total Expenditures			661,745.05	
Fund Transaction Summary Report			661,745.05	
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 - Aug - Sep - City Council

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

Fund Number	Description	Amount
010	General Fund	\$181,289.70
100	Street Fund	\$10,828.72
115	Building Code Account Fund	\$2,625.32
120	Visitor Center Fund	\$1,133.52
130	Library Fund	\$484.05
145	Local Criminal Justice Fund	\$130.04
170	DOT Spoil Site Fund	\$2,132.01
320	Street Construction Capital Fund	\$87,444.26
400	Water/Sewer Operating Fund	\$126,404.60
410	Regional Water System Fund	\$131,538.60
420	Stormwater Management Fund	\$9,669.04
425	Stormwater Capital Reserve Fund	\$680.00
430	Regional Water Capital Improvement	\$8.75
435	Muni Water Capital Improvement	\$53,948.86
470	Muni Sewer Capital Imprv Reserve	\$18,653.29
475	Boat Launch Facility Fund	\$1,874.68
632	Transportation Benefit District Fund	\$32,639.86
634	State Custodial Pass-Thru Fund	\$259.75
Count: 18		\$661,745.05

ORDINANCE NO. 2026-08

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING TITLE 17 OF THE CASTLE ROCK MUNICIPAL CODE (CRMC) TO CREATE MOBILE FOOD VENDOR REGULATIONS, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, mobile food vending is a dynamic industry that promotes entrepreneurship, supports small businesses, and enhances the vibrancy of our local economy; and

WHEREAS, mobile food vendors provide greater consumer access to diverse, affordable, and innovative dining options in our community; and

WHEREAS, the City desires to preserve and protect public health and safety through clear, narrowly-tailored regulations for mobile food vending operations; and

WHEREAS, the City of Castle Rock is partially planning under Washington’s Growth Management Act pursuant to Chapter 36.70A RCW; and

WHEREAS, the Planning Commission held a public hearing on October 21, 2025; and

WHEREAS, the Planning Commission reviewed and updated draft during their May 19, 2026 Planning Commission Meeting; and

WHEREAS, the updated draft contained minor changes and did not require a second public hearing nor a second Department of Commerce review; and

WHEREAS, the Planning Commission recommended that the City Council adopt the proposed regulations; and

WHEREAS, pursuant to RCW 36.70A.106(3)(a), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on July 7, 2025; and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on September 2, 2025, pursuant to WAC 197-11-340(2).

NOW, THEREFORE, the City Council of the City of Castle Rock does ordain as follows;

SECTION 1. Amendments to CRMC Title 17. Chapter 17.16, “Definitions”, and Chapter 17.26, “Table of Permitted Land Uses” of the Castle Rock Municipal Code, are hereby Amended and a new Section 17.48.170, “Mobile Food Vendors” of the Castle Rock Municipal is hereby Adopted to read as shown in **Exhibit A** attached hereto; all other provisions of this Title shall remain unchanged and in full force.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the

section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. Copy of Codes to be On File. Pursuant to RCW 35A.12.140, at least one copy of each code of technical regulations adopted by reference in this Ordinance shall be filed and maintained by the City Clerk for use and examination by the public.

SECTION 4. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

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

Mayor Paul Helenberg

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, Clerk-Treasurer

EXHIBIT A

Add Definition on Mobile Food Vendors to CRMC 17.16 Definitions

Mobile Food Vendors: A business that sells food or beverages from a movable vehicle, cart, or trailer. The unit is not permanently affixed to the ground and is capable of being moved from place to place. This includes food trucks and food carts that typically require health department approval. Vendors that exclusively sell pre-packaged food items (such as ice cream trucks) and are exempt from health department permitting may be excluded from this definition, unless otherwise specified by local regulations.

CRMC 17.26 Table of Permitted Land Uses

Status	Use	R-1	R-2	C-1	C-2	MX	I	PROS
Current	Food cart/stand/mobile sales	X	X	S	S	S	S	S
Proposed	Mobile Food Vendors	P(14)	P(14)	P(14)	P(14)	P(14)	P(14)	P(14)
(14) Requires permission of the property owner, a city business license, and must comply with Gowlitz County health department regulations. See CRMC 17.48.170 for specific mobile food vendor standards.								

New Code Section

CRMC 17.48.170 Mobile Food Vendors

- A. Purpose. The purpose of this chapter is to provide guidance on mobile food vending within the city limits, promote the city's vision and values, allow mobile food vending as a special amenity, and protect the health and welfare of residents and visitors.
- B. Permit Required. An approved permit for use of mobile food facilities must be obtained from the Building and Planning department prior to any mobile food facility operating within city limits. The permit type shall be based on the intended activity:
1. Event Permit – For mobile vendors participating in approved city-sanctioned or private special events.
 2. Site Permit – For vendors seeking to operate at a specific location on a recurring or stand-alone basis (not associated with a special event). Site permits may have more detailed requirements and associated costs.
 3. Seasonal Permit – For mobile vendors operating on a recurring basis in association with seasonal or periodic activities not requiring a City special event permit (e.g., youth sports events, farmers markets, or similar activities on private or institutional property). Seasonal permits may authorize operation for a defined season or series of dates at an approved location.
- C. Application Requirements. The following requirements shall be addressed on forms provided and maintained by the city, and at a minimum shall include:
1. Name, signature, phone number, email contact and current business address of the applicant.
 2. Information on the food vehicle to include year, make, and model of the vehicle and the vehicle or trailer's license plate number, if applicable.
 3. The intended location of the mobile food unit, subject to locational limitations set forth by the city of Castle Rock.
 4. A photo or drawing of the proposed mobile food unit, showing the business name.
 5. An indication of whether awnings are proposed. Awnings shall be no less than eight feet above ground level.
 6. The proposed hours of operation, unless written authorization from all neighbors, shall in no case extend past ten (10) p.m. or begin before six (6) a.m.
 7. Provide proof of license/permit approval within thirty (30) days of permit approval. However, no mobile food unit shall locate or operate within the city

until such applicable city, county and state licenses have been issued as well as approval from the following agencies:

- a. Cowlitz County Health and Human Services Department
 - b. Washington State Department of Labor and Industries
 - c. Other applicable license/permit approvals associated with the proposed business operations
8. Proof of insurance in an amount of \$2,000,000.00 commercial general liability per occurrence combined single limits, \$2,000,000.00 aggregate. Proof of insurance shall designate the City of Castle Rock as a named insured when mobile food units are conducting business on city property, unless such coverage is provided through an approved City special event permit.
9. If operating on private property, written consent from the property owner is required.

D. General Requirements.

1. Operators of mobile food facilities must:
- a. Have a valid business license within the city.
 - b. Have a valid operating permit from the Cowlitz County Health and Human Services Department.
 - c. Operators must pay all appropriate fees set forth by the adopted City fee schedule, any applicable mobile food vendor license or permit fee.
 - d. Mobile food units stationed on public rights-of-way using external signage, bollards, seating, or any other equipment not contained within the unit shall not reduce or obstruct the sidewalk to less than five feet.
 - e. Vendor shall obey any lawful order of a police officer to move to a different permitted location to avoid congestion or obstruction of a public way or to remove the unit entirely from the public way if necessary to avoid such congestion or obstruction.
 - f. No power cable or equipment shall be extended at grade across any city street, alley, or sidewalk.
 - g. Any exterior lighting used by the mobile food unit shall be designed and placed in such a manner that it does not result in glare or light spillage onto other properties or interfere with vehicular traffic. Lighting shall be directed in a downward manner to minimize light pollution.
 - h. Exterior, freestanding signs shall conform to Chapter 17.82
 - i. The food truck shall be kept in good repair, and free of graffiti.
 - j. No portion of the mobile food vending unit may be used as sleeping quarters.

2. Trash and Other Waste:

- a. The mobile food vendor shall leave the site clean each day, including picking up all trash and litter within 100 feet of the mobile food vending unit.
- b. Trash receptacles not intended for customer use shall be screened from public view and securely covered.
- c. The mobile food vendor shall install and maintain an adequate grease trap in the mobile food vending unit.
- d. Grease shall be properly disposed of per adopted Washington State health regulations.
- e. Wastewater generated by the mobile food vending unit shall be disposed of in a proper manner and documented.

E. Allowed Locations.

1. Mobile food vending may be allowed on city-owned properties approved pursuant to either a city contract or a special event permit.
2. Mobile food vending may be allowed in designated curbside food zones as established and on file with the City, vehicles may be parked within one foot of the curb in these designated zones.
3. Mobile food vending units shall be located at least 100 feet from an existing eating and drinking place except when the legal owner of the eating and drinking place provides written permission for the vendor to be located closer. Distance shall be measured using the shortest possible straight line from the closest edge of the mobile food vending unit to the closest edge of the restaurant building. This standard shall not apply to vendors operating under an Event Permit or Seasonal Permit.
4. Prohibited Locations: Mobile food vendors may be allowed within the prohibited areas if approved as part of a special event permit. Unless a special event permit is obtained, mobile food vendors shall be prohibited in the following areas:
 - a. In no instances shall a mobile food vendor block or impede passage of any pedestrian, bike, or street right-of-way.
 - b. Any residential zones or the abutting rights-of-way
 - c. City rights-of-way, unless a right-of-way permit is obtained from the City of Castle Rock
 - d. Private streets

- e. Parking areas, unless it can be demonstrated that minimum parking requirements for the primary use(s) served by the parking area are met on site.

F. Frequency.

1. Mobile food vendors operating under a Site Permit may operate up to one hundred eighty (180) days per calendar year, as approved through the Site Permit, and no more than three (3) consecutive days, unless otherwise authorized by the City. The City may establish site-specific conditions including days of operation, hours, and duration.
2. Mobile food vendors operating under an Event Permit are subject to the dates and locations approved as part of the permitted event.
3. Mobile food vendors operating under a Seasonal Permit may operate on approved dates and locations for the duration of the permitted season or series of events.

G. Revocation. A mobile food vendor, permitted pursuant to this chapter, may have its license revoked, suspended, or denied if the city finds:

1. The vendor has violated or failed to meet the terms of this chapter or other applicable sections of the municipal code or conditions of approval; or
2. The mobile food vending unit operation is detrimental to the surrounding businesses or to the public due to either appearance or conditions of the unit.

ORDINANCE NO. 2026-09

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS AND AUTHORIZING AN INTERFUND LOAN FOR FISCAL YEAR ENDING DECEMBER 31, 2026 FOR THE CITY OF CASTLE ROCK, WASHINGTON FOR THE BOAT LAUNCH FACILITY AND SWIMMING POOL CONSTRUCTION FUNDS

WHEREAS, during the regular council meeting held August 24, 2026, the City of Castle Rock approved an interfund loan in the amount of \$50,000 between the Swimming Pool Construction Fund #300 and the Boat Launch Facility Fund #475; and

WHEREAS, the purpose for this loan is to fund the December 2025 flood cleanup and professional services related the dredging permit; and

WHEREAS, the Boat Launch Facility Fund's annual source of revenue is approximately \$10,000 collected through boat launch parking permits; and

WHEREAS, the flood cleanup costs are anticipated to be reimbursable through FEMA as part of the declared emergency.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock, Washington do ordain as follows:

Section 1. A new interfund loan amount not to exceed \$50,000 is hereby authorized to be made from the Swimming Pool Construction Fund #300 to the Boat Launch Facility Fund #475 during the 2026 fiscal year. Councilmembers expect this loan to be fully repaid within five (5) years, 2031, including interest at 3.69%, per current Washington State Investment Pool rates. Loan repayments shall be made no later than October 30 in 2027, 2028, 2029, 2030, and 2031.

Section 2. That fund amendments be appropriated as designated by the below amounts:

<u>BARS #</u>	<u>Description</u>	<u>Original Appropriation</u>	<u>Change</u>	<u>Amended Appropriation</u>
300-000-000-508-31-00-00	Reserved Ending Cash	150,257	-50,000	100,257
300-000-000-581-10-00-42	Loan Issued to Boat Launch Facility Fund 475	0	+50,000	50,000
475-000-000-381-20-30-00	Interfund Loan Received from Swimming Pool Construction Fund 300	0	+50,000	50,000
475-000-000-575-70-41-00	Professional Services	2,500	+50,000	52,500

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on August 24, 2026, shall be effective immediately upon adoption.

Adopted by the City Council and signed by the Mayor on this ____ day of August 2026.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

City of Castle Rock - Proposed Interfund Loan

Borrower - Boat Launch Fund (475)

Lender - Swimming Pool Construction Fund (300)

Loan Amortization Schedule

Term: 3-year loan at interest rate of 4.39%. Purpose: To pay contractor to clean boat launch ramp after flood emergency in Dec 2025, and professional services specifically for the dredging permit. FEMA/Insurance will provide reimbursement for flood cleanup. Loan will be paid on schedule if reimbursements are not received in time, or early if reimbursements are received. Full payment due by October 31, 2031. Ordinance No. 2026-10; presented August 24, 2026.

\$ 50,000.00 Amount of Loan
 9/1/26 Loan Issued
 360 Basis (Days)
 3 Payments/Years
 3.69% Interest Rate (per LGIP June 2026)

Date	Transaction	Amount	Rate	Days	Interest Calculation	Accrued	Principal Payment	Interest Payment	Interest Balance	Principal Balance	Total Due
09/01/26	Original Loan	50,000.00							-	50,000.00	50,000.00
09/30/27	Payment	12,019.25	3.69%	394	2,019.25	2,019.25	10,000.00	2,019.25	-	40,000.00	40,000.00
09/30/28	Payment	11,500.60	3.69%	366	1,500.60	1,500.60	10,000.00	1,500.60	-	30,000.00	30,000.00
09/30/29	Payment	11,122.38	3.69%	365	1,122.38	1,122.38	10,000.00	1,122.38	(0.01)	20,000.00	20,000.00
09/30/30	Payment	10,748.25	3.69%	365	748.25	748.25	10,000.00	748.25	(0.01)	10,000.00	10,000.00
09/30/31	Payment	10,374.12	3.69%	365	374.13	374.12	10,000.00	374.12	-	-	-
Totals							50,000.00	5,764.60			

Loan Issuance:	Total
420-000-000-381-20-30-00	50,000.00
Interfund Loan Issuance from Swimming Pool Construction Fund 300	
300-000-000-581-10-00-47	50,000.00
Interfund Loan Issuance to Boat Launch Fund 475	

Expenditure (Payments from Boat Launch Fund 475):	9/30/2027	9/30/2028	9/30/2029	9/30/2030	9/30/2031	Total
475-000-000-581-20-00-00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
Interfund Loan Principal to Swimming Pool Construction Fund 300						
475-000-000-581-20-00-01	2,019.25	1,500.60	1,122.38	748.25	374.12	5,764.60
Interfund Loan Interest to Swimming Pool Construction Fund 300						

Revenue (Payments Received in Swimming Pool Construction Fund 300):	9/30/2027	9/30/2028	9/30/2029	9/30/2030	9/30/2031	Total
300-000-000-381-20-47-00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
Interfund Loan Repayment from Boat Launch Fund 475						
300-000-000-381-20-47-01	2,019.25	1,500.60	1,122.38	748.25	374.12	5,764.60
Interfund Loan Interest from Boat Launch Fund 475						

**CITY OF CASTLE ROCK
ORDINANCE NO. 2026-10**

**AN ORDINANCE AMENDING CASTLE ROCK MUNICIPAL CODE CHAPTER 2.92
“OFFICIAL POSTING PLACES” TO EXCLUDE THE POST OFFICE AND INCLUDE
THE CITY’S WEBSITE.**

WHEREAS, Revised Code of Washington Section 35A.12.160 provides that promptly after adoption, the text of each ordinance or a summary of the content of each ordinance shall be published at least once in the city’s official newspaper; and

WHEREAS, Revised Code of Washington Section 35A.12.160 provides that a summary shall mean a brief description which succinctly describes the main points of the ordinance; and

WHEREAS, the publication of the title of an ordinance authorizing the issuance of bonds, notes, or other evidences of indebtedness shall constitute publication of a summary of the ordinance; and

WHEREAS, when the City publishes a summary, the publication shall include a statement that the full text of the ordinance will be mailed upon request; and

WHEREAS, an inadvertent mistake or omission in publishing the text or a summary of the content of an ordinance shall not render the ordinance invalid.

WHEREAS, Revised Code of Washington Section 35A.12.160 also provides that, the City shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming meeting; and

WHEREAS, such procedure may include, but not be limited to, written notification to the City’s official newspaper, publication of a notice in the official newspaper, posting of upcoming council meeting agendas, or such other processes as the city determines will satisfy the intent of the publishing requirement.

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

SECTION 1. Amendment. Castle Rock Municipal Code Section 2.92.010 “Designated”, shall be amended to read as follow:

CRMC 2.92.010 Designated

The following locations shall be the official posting places for City notices:

- A. Castle Rock City Hall (lobby);
~~—Castle Rock Post Office (lobby);~~
- B. Castle Rock’s website - <https://ci.castle-rock.wa.us/index.htm>;
~~—Castle Rock Library~~
- C. 137 Cowlitz St. W, Castle Rock, WA 98611

D. The Daily News (Local Newspaper)

Unless required by law, the designation of the Local Newspaper as an official posting place shall not read as requiring that all notices be placed in the paper.

SECTION 2. AUTHORITY TO MAKE NECESSARY CORRECTIONS. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passing and publication of an approved summary consisting of the title.

PASSED in regular session this ____ day of _____, 2026.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Castle Rock Visitor Center Volunteers Agreement

The Castle Rock Visitor Center Volunteers Agreement (“**Agreement**”) is by and between the City of Castle Rock (“**City**”) and Cowlitz County Historical Museum and Cowlitz County Historical Society (“**Volunteers**”) (each a “**Party**” and together the “**Parties**”), for Volunteers’ operation, management, and staffing of the Castle Rock Visitor Center (“**CRVC**”), 890 Huntington Ave. North, Castle Rock, WA 98611.

Background

1. Dawn Smith from the Castle Rock Community Development Alliance and Cowlitz County Tourism contacted the Cowlitz County Historical Museum (“**CCHM**”) regarding the vacancy at CRVC.
2. CRVC has been unoccupied for its intended purpose for over a year.
3. CCHM, via its partnership with Cowlitz County Historical Society (“**CCHS**”), a 501c3 corporation, is interested in operating, managing, and staffing the Castle Rock Visitor Center.
4. City anticipates the volunteering efforts by Volunteers will result in a public benefit to the City of Castle Rock.

Accordingly, the Parties agree as follows:

Article 1 - Definitions

1.1 Definitions and Defined Terms. As used in this Agreement, as amended from time to time, terms defined in the preamble have their assigned meanings and each of the following terms has the meaning assigned to it;

- (a) “**Funding**” has the meaning assigned to it in Article 3.1.
- (b) “**Operation Expenses**” has the meaning assigned to it in Article 5.2.
- (c) “**Renewal**” has the meaning assigned to it in Article 2.2.
- (d) “**Term**” has the meaning assigned to it in Article 2.1.

Article 2 - Essential Terms

2.1 Term. The term of this Agreement starts on September 15, 2026 and terminates on December 31, 2026 or until initial funds allocated by County Tourism are exhausted, whichever comes first.

2.2 Renewal. Agreement may be renewed by mutual written consent for one (1) year, starting on or after January 1, 2027 and ending on December 31, 2027 or until funds allocated by County Tourism are exhausted, whichever comes first.

2.3 Additional Funding. Should additional funding become available, Parties may extend hours, duration, and dates of CRVC operations.

2.4 Sale Proceeds. All sale proceeds of merchandise in CRVS' current inventory shall be retained by Volunteers and used for the benefit of CRVC operations.

- (a) **Point of Sale Processing.** Point of Sale (POS) processing, if opted by volunteers, shall be the sole responsibility of Volunteers. Operation of POS is dependent on cost of operation and equipment. POS may not be operational in 2026, but is intended to be operational in Spring 2027.

2.5 Effect of Agreement. This Agreement shall only take effect pending approval of Cowlitz County Tourism allocation of funds for the benefit of CRVC operations through Volunteers.

2.6 Good Faith Cooperation. City and Volunteers may do their best, in good faith, to review any improvements or procedures necessary to make CRVC a success and community asset.

2.7 Budget. The Parties have not budgeted funds for this volunteer arrangement.

Article 3 - Volunteer's Representations and Warranties

Volunteers represents and warrants to City as follows:

3.1 Funding. \$15,000 in County Tourism restricted funds may be allocated for the operation of CRVC, through Cowlitz County Lodging Tax funds. County Tourism restricted funds are allocated via a direct grant from Cowlitz County to Volunteers, bypassing the City.

Article 4 - City's Representations and Warranties

City represents and warrants to Volunteers as follows:

4.1 Premises. City owns and is in exclusive control of the Castle Rock Visitor Center, 890 Huntington Ave. North, Castle Rock, WA 98611.

Article 5 - Volunteer's Responsibilities

Throughout the Term of this Agreement, Volunteers shall perform as follows:

5.1 Exclusivity of Funds. Funding for volunteering efforts is dependent on the \$15,000 County Tourism fund, which shall be used only for the Operation Expenses found within this Agreement.

5.2 Operation Expenses. Primary use of the \$15,000 in funds allocated by County Tourism will be used to cover the staffing costs of the CRVC. Some of these funds may be used to cover production costs of exhibit panels and affiliated materials, if there are surplus funds.

5.3 Staffing. At minimum, one (1) staff person is required to staff the CRVC at hours/days/and seasonal dates to be mutually agreed upon and to be determined at a later date.

- (a) Volunteers may work with Goodwill's Senior Community Service Employment Program to include an additional staff person as supplementary support, if available, during open season hours.

5.4 Hired Staff. Staff hired, through CCHS or CCHM, to operate the CRVC will be dedicated to this location. Staff allocated to CCHS and CCHM will not be expected to cover any staffing absences at CRVC, without prior mutually written consent.

5.5 Collaboration. Collaborate, to the best of their abilities, with local stakeholders, volunteers, and members of the community who wish to make the CRVC a successful and thriving point of contact to area visitors. This may include, but not limited to, the CRCDA.

5.6 Site Visits. CCHM Director shall check on the facility and staff on a weekly basis. At least 75% of these visits will be on-site visitation, with no more than 25% as remote check-ins.

5.7 Purpose of Site Visits. Site visits shall address any staffing, supply, scheduling, training, and facility needs.

5.8 Use of Space. Volunteers may use the CRVC space as follows:

- (a) Set up between 2 or 3 (or as space dictates) display pedestals with vitrines to display artifacts supporting local Castle Rock historical interpretations.
- (b) Provide signage and interpretive panels to support exhibits, as permits through LTAC.
- (c) Provide cleaning duties as needed to keep CRVC presentable and clean for public use.

5.9 Tracking Visitation. Track visitation of guests with a sign-in sheet, collecting basic demographic information. Information may be shared with interested parties.

5.10 Notice of Repairs. Notify City in a timely manner of any repairs needed, damage, vandalism, safety issues, or other facility needs.

5.11 Instruction of Staff. Staff shall be instructed to provide to the public:

- (a) Wayfinding support around Castle Rock, Mt. St. Helens, and other points of interest in Cowlitz County, with an emphasis on Castle Rock; and
- (b) Courteous, friendly, and professional reception to guests as a potential first contact with Castle Rock and Cowlitz County; and
- (c) Provide information about Castle Rock and its amenities, parks, resources, shopping, and dining options; and
- (d) As supplement to the above, provide information and encourage visitation to nearby areas in Cowlitz County; and

Article 6 - City's Responsibilities

From the Term of this Agreement, City shall perform as follows:

6.1 Funding. City shall not provide funding for the operation, management, and staffing of CRVC.

6.2 Use of Facilities. Provide Volunteers with access to CRVC, providing the alarm codes and keys.

6.3 Maintenance of Facilities.

- (a) Maintain the grounds of CRVC; and
- (b) Provide facilities maintenance, cleaning, electrical power, water, safety, and heating for CRVC; and
- (c) Maintain the public restroom located within CRVS with scheduled maintenance, cleaning, and restocking; and
- (d) Provide phone and internet services for communications; and
- (e) Provide a person of contact with the CCHM Director for any communication needs.

Article 7 - Miscellaneous

7.1 Administration. The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement. In the event such representative(s) are changed, the Party making the change shall notify the other as soon as possible, not to exceed 30 days.

- (a) CCHS & CCHM Representative: Joseph Govednik, Executive Director
- (b) City of Castle Rock Representative: Carie Cuttonaro, Clerk-Treasurer

7.2 Treatment of Assets and Property. No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement.

7.3 Indemnification. Each Party agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law. Further, Parties agree to save, indemnify, protect, defend, and hold the other party harmless from any such liability.

7.4 Termination. Any Party hereto may terminate this Agreement upon 30 days' notice in writing, either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

- (a) Volunteers may terminate if;

- (i) Cowlitz County Tourism does not approve the allocation of funds for the benefit of CRVC through Volunteers.

7.5 Entire Agreement. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document signed by the party against who such modification is sought to be enforced.

7.6 Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

7.7 Warranty of Authority. Each of the signatories hereto warrants and represents that they are competent and authorized to enter into this Agreement on behalf of the party for whom they purport to sign this Agreement. Each person signing this Agreement also represents and warrants that no other person's signature is needed in order (i) for this Agreement to be binding on such party, or (ii) to release the claims, demands, actions and causes of action that such party is purporting to release.

7.8 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other joint enterprise between the Parties.

7.9 Governing Law and Venue. The Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Cowlitz County.

Approvals on next page.

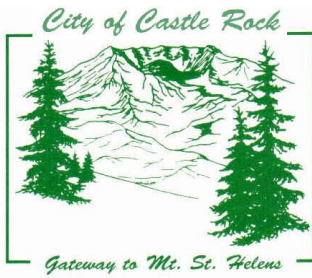
To evidence the parties' agreement to this Agreement, they have executed and delivered it on the date stated in the preamble.

By City of Castle Rock:

Paul Helenberg, Mayor

By Cowlitz County Historical Museum &
Cowlitz County Historical Society

Joseph Govednik,
Museum Director/Executive Director



Position Description

Position Title:	Public Works Maintenance	Position Status:	Regular Full-Time
Supervisor:	Public Works Director	FLSA:	Overtime Eligible
Department:	Public Works	CBA:	Yes/Teamsters

Position Overview

This is a semi-technical, physically demanding position involving the daily maintenance and operation of public works facilities. These facilities include, but are not limited to, streets, water and wastewater systems, parks, buildings, stormwater systems, and treatment facilities. Responsibilities include operating and maintaining equipment, tanks, pumps, and vehicles; monitoring system performance; and completing assigned fieldwork. This position works both independently and in coordination with Public Works Department personnel.

This position participates in a mandatory rotating on-call schedule, supporting the continuous (24/7) operation of public works systems. Responsibilities include both routine and emergency operations and maintenance (O&M) of water and wastewater treatment and distribution systems.

Examples of Job Duties:

- Maintain daily operations and communication with Public Works Director (PWD) and applicable supervisor
- Carry out assigned public works duties and coordinate daily work plans with the Public Works Director (PWD) or Department Lead (DL)
- Perform general public works maintenance, including physically demanding tasks such as digging, raking, lifting, and sweeping for extended periods
- Assist with maintenance and operation of water and wastewater treatment facilities and complete required training
- Operate and maintain equipment and vehicles including, but not limited to, backhoes, dump trucks, pickups, mowers, weed eaters, and hand and power tools
- Monitor, maintain, and operate system tanks, pumps, and related equipment
- Identify and communicate supply, equipment, and capital improvement needs to the PWD or DL
- Assist with budget preparation and departmental planning as assigned
- Maintain accurate daily logs, equipment records, and project documentation
- Participate in a mandatory rotating on-call schedule, responding to after-hours calls, weekends, and holidays, and performing required operations and maintenance (O&M) activities for water and wastewater treatment and distribution systems
- Investigate citizen complaints and take or recommend appropriate corrective action
- Perform maintenance and repair work related to streets, parks, stormwater systems, sewer collection systems, electrical systems, and potable/reuse water systems, including installation of mains and services, pump and lift station installation and maintenance, street repair, and park upkeep
- Perform all other duties as assigned

WORKING ENVIRONMENT:

This position requires extensive outdoor work in all weather conditions, including exposure to snow, ice, rain, heat, and cold. Work involves hazards such as moving equipment, traffic exposure in public rights-of-way, noise, vibration, chemicals, gases, electricity, and high-pressure water or sewer lines. Biological hazards include exposure to pathogens in sewage and sludge.

Duties may require working on slippery, muddy, or uneven surfaces; in trenches, ditches, and confined spaces; or at heights using ladders, boom trucks, or catwalks. Additional hazards include rotating machinery, high-temperature and high-pressure systems, oxygen-deficient atmospheres, and interaction with the public, including potentially dissatisfied individuals or unrestrained animals.

Use of personal protective equipment (PPE) is required. Work may occur during both daytime and nighttime hours and involves frequent driving in varying weather conditions. This position includes participation in a rotating on-call schedule, which may require after-hours response for both routine system operations and emergency situations.

Knowledge, Abilities and Skills:

- Thorough knowledge of the methods, materials, practices, procedures and equipment used in the construction, maintenance and repair of the Wastewater Treatment Plant, the Water Treatment Plant facilities, water distribution system, wastewater collection system and other public works areas such as streets, stormwater, parks, buildings, etc.
- Ability to plan and organize work
- Ability to understand, interpret and effectively carry out written and oral instructions
- Ability to deal professionally and courteously with the public
- Ability to communicate issues in an emergency situation and respond appropriately.
- Strong math and mechanical skills are desirable.
- Uses time wisely and efficiently whether working with a team or alone.

Education & Experience:

- High school diploma or equivalent required
- Ability to learn, troubleshoot, and perform work across multiple public works disciplines
- Valid driver's license with a good driving record required
- Must obtain, within 24 months of hire, a valid Washington State Commercial Driver's License (CDL), Class B with Air Brake and Tanker endorsements
- Must pass a respiratory physical, pre-employment drug/alcohol screening, and background investigation
- Must obtain, within 12 months of hire, the following certifications:
 - Water Distribution Manager OIT
 - Water Treatment Plant Operator OIT
 - Wastewater Treatment Plant Operator OIT
 - Washington State Department of Labor and Industries Traffic Control Flagger Certification
 - First Aid/CPR Certification
- Must obtain, within 36 months of hire:
 - Water Treatment Plant Operator Level 2
 - Water Distribution Manager Level 2
- Length of probationary period is dependent upon successful completion of required qualifications

EQUIPMENT USED

The following is a partial list of equipment used in this position:

- Desktop and laptop computers
- Cellular phone and mobile/portable radio
- Backhoe, skid-steer, crane truck, dump truck, vacuum pump truck, lift truck, trencher
- Jackhammer, tamper, pipe cutter, saws, drill press, chop saw
- Hand and power tools, telemetry equipment, metal detectors, locating/witching equipment
- Various pumps and mechanical systems

PHYSICAL AND MENTAL DEMANDS OF THE JOB

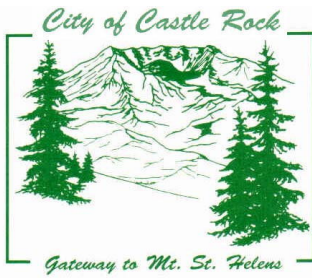
Physical:

This position requires constant standing, walking, and/or sitting while performing heavy manual labor or operating equipment, for up to 10 hours per shift. Frequent lifting and carrying of up to 50 pounds and pushing/pulling forces up to 75 pounds are required. Duties include climbing ladders (up to 30 feet), working at heights, bending, twisting, kneeling, crouching, crawling, and working in confined spaces. The role requires frequent use of hands and arms for handling tools and equipment, as well as exposure to vibration. The ability to apply significant torque (over 100 foot-pounds) is required. Employees must have sufficient vision, hearing, coordination, and depth perception to safely operate equipment and work in hazardous environments. Work is performed outdoors in all weather conditions, during both day and night.

Mental:

Requires constant awareness of surroundings with a strong focus on safety. Ability to work independently with general direction and standardized procedures. Must be capable of maintaining essential systems that operate continuously (24/7). Requires problem-solving, troubleshooting, and basic mathematical skills.

Ability to read, write, and communicate effectively in English. Must be able to complete required State of Washington certification exams. Requires multitasking, adaptability, and the ability to learn and operate various software systems. Occasional interaction with contractors and the public is expected, and the ability to handle multiple priorities is essential.



Position Description

Position Title:	Senior Operator/Public Works Maintenance	Position Status:	Regular Full-Time
Supervisor:	Public Works Director	FLSA:	Overtime Eligible
Department:	Public Works	CBA:	Yes/Teamsters

Position Overview

This is a senior-level, highly technical position responsible for the daily operation, oversight, and maintenance of water and wastewater treatment facilities and associated systems, including water distribution, wastewater collection, and stormwater systems.

This position serves as the lead operator for treatment and utility system operations, ensuring compliance with all City, State, and Federal regulations, and is responsible for system performance, regulatory reporting, and operational decision-making. Responsibilities include directing and coordinating work with Public Works Director (PWD) and personnel on matters related to treatment, distribution, and collection systems, while also performing hands-on fieldwork and general public works maintenance duties.

This position works both independently and in coordination with the Public Works Director (PWD) and/or Department Lead (DL), and provides leadership, training, and technical guidance to other staff in treatment and utility system operations.

This position participates in a mandatory rotating on-call schedule, supporting the continuous (24/7) operation of public works systems. Responsibilities include both routine and emergency operations and maintenance (O&M) of water and wastewater treatment and distribution systems.

Examples of Job Duties:

- Maintain daily operational oversight and communication with the Public Works Director (PWD), Department Lead (DL), and assigned personnel regarding treatment and utility systems
- Plan, coordinate, and direct daily work activities related to water and wastewater treatment and distribution/collection systems
- Serve as operator in responsible charge (ORC) for water and/or wastewater treatment facilities as required
- Ensure treatment processes produce water and wastewater effluent in full compliance with Washington State Department of Health and Department of Ecology regulations and permit requirements
- Perform advanced system monitoring, process control adjustments, laboratory testing, and operational analysis
- Train, mentor, and provide technical guidance to staff in treatment, distribution, and collection system operation
- Assist with and contribute to budget preparation, capital planning, and long-term planning specific to utility systems
- Identify, evaluate, and requisition supplies, equipment, and capital improvements related to treatment and utility systems with PWD approval

- Maintain detailed and accurate operational records, regulatory reports, equipment logs, and daily activity logs
- Coordinate scheduling of maintenance and projects related to treatment plants, lift stations, and distribution/collection infrastructure
- Oversee and perform maintenance of treatment systems, including pumps, tanks, instrumentation, telemetry, and alarm systems
- Ensure proper operation and maintenance of monitoring and control systems
- Respond to and manage emergency calls during off-hours, weekends, and holidays related to water, wastewater, and stormwater systems
- Investigate utility-related citizen complaints and determine or recommend appropriate corrective actions
- Perform and assist with general public works maintenance activities as needed, including physically demanding tasks such as digging, lifting, equipment operation, and repair work
- Perform and oversee maintenance and repair work related to water distribution systems, wastewater collection systems, electrical systems, and stormwater systems, including installation of mains and services and lift station maintenance
- Support and participate in complex system repairs, installations, and upgrades within utility systems
- Perform all other duties as assigned

WORKING ENVIRONMENT:

This position requires considerable outdoor work with exposure to varied weather conditions, including snow, ice, rain, heat and cold. Other hazards include exposure to moving equipment, working in public right-of-way with constant exposure to traffic hazards, noise, vibration from equipment, contact with dissatisfied individuals, unrestrained animals, and exposure to burns, chemicals, gasses, electricity and high-pressure water or sewer lines. Biological hazards include pathogens present in sewage and sludge. Mechanical/physical hazards include rotating equipment (motors and pumps), operating equipment, high temperature and pressure systems, slippery surfaces, and oxygen deficient atmospheres. Personal protective equipment is available for use to minimize exposure to these hazards. The individual may be required to work on slippery, muddy, or wet surfaces, in ditches or trenches, confined spaces, and use equipment such as jackhammers that would produce intense vibrations. This position requires frequent driving in varied weather conditions. This individual may be required to work in confined spaces and areas with potentially hazardous atmosphere or at heights with ladders, boom trucks or on catwalks. Position may require work in both daylight and night time conditions.

Knowledge, Abilities and Skills:

- Thorough and advanced knowledge of the methods, materials, practices, procedures, and equipment used in the operation, maintenance, and repair of water and wastewater treatment facilities and utility systems
- Working knowledge of general public works maintenance practices and equipment
- Strong understanding of regulatory requirements, permitting, and compliance standards for water and wastewater systems
- Ability to plan, organize, prioritize, and direct work activities
- Ability to lead, train, and provide technical guidance to personnel

- Ability to analyze system performance and make operational decisions to maintain compliance and efficiency
- Ability to understand, interpret, and effectively carry out written and oral instructions
- Ability to communicate clearly and respond effectively in emergency situations
- Ability to deal professionally and courteously with the public
- Strong math, mechanical, and biological process knowledge
- Ability to work independently and exercise sound judgment
- Uses time efficiently and manages multiple responsibilities effectively

Education & Experience:

- High school diploma or equivalent required
- Minimum of five (5) years of progressively responsible experience in public works, including significant experience in water and/or wastewater treatment and utility system operations
- Preferred: Minimum of three (3) years of experience as an operator in responsible charge (ORC) at a Group 2 or higher treatment facility
- Valid Washington State driver's license with good driving record required
- Valid Washington State Commercial Driver's License (CDL), Class B with Air Brake and Tanker endorsements required

Required Certifications (current):

- Washington State Wastewater Treatment Plant Operator Group 2 (or higher)
- Washington State Water Treatment Plant Operator Level 3 (or higher)
- Washington State Water Distribution Manager Level 2 (or higher)
- Cross Connection Control Specialist Certification
- Washington Wastewater Collection Personnel Association Specialist Certification
- Washington State Labor & Industries First Aid/CPR Certification
- Washington State Labor & Industries Traffic Control Flagger Certification
- Must pass respiratory physical, drug/alcohol screening, and background investigation

EQUIPMENT USED

The following is a partial list of equipment used in this position:

- Desktop and laptop computers
- Cellular phone and mobile/portable radio
- Backhoe, skid-steer, crane truck, dump truck, vacuum pump truck, lift truck, trencher
- Jackhammer, tamper, pipe cutter, saws, drill press, chop saw
- Hand and power tools, telemetry equipment, metal detectors, locating/witching equipment
- Various pumps and mechanical systems

PHYSICAL AND MENTAL DEMANDS OF THE JOB

Physical:

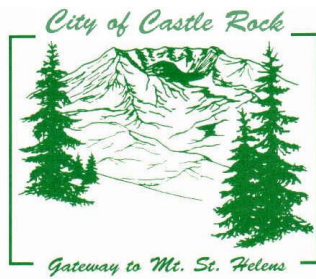
Constant standing, walking and/or sitting while performing heavy, manual labor tasks or operating power tools and heavy equipment, up to 10 hours per shift. Frequent lifting and carrying up to 50 lbs., up to 15 feet; frequent push/pull exerting force up to 75 lbs.; occasional climbing of ladders up to 30 feet; occasional balancing at exposed heights; constant bending/twisting at waist/knees/neck; frequent kneeling/crouching/ crawling and working in confined spaces; constant reaching/handling/grasping and using both hands/arms and fingers; subject to both intense and moderate vibrations from equipment. Ability to loosen and tighten bolts with torques in excess of 100 foot-pounds. Must be able to communicate in English, using two-way radio on occasion. Must possess sight and hearing abilities sufficient to allow for constant attention to safety in working with hazardous tools and equipment, in and around other workers and the public. Must possess good eye, hand and foot coordination in operating

power equipment, tools and vehicles. Must also possess good depth perception in performing mechanical repairs. Requires outside work in all weather conditions; both during daylight and night time hours.

Mental:

Requires constant awareness of surroundings with a strong focus on safety. Ability to work independently with advanced responsibility and decision-making authority related to treatment and utility systems, while also performing general maintenance duties as needed. Must be capable of overseeing and maintaining essential systems that operate continuously (24/7).

Requires strong problem-solving, troubleshooting, and analytical skills, including process control decision-making for water and wastewater systems. Ability to train and guide other employees and balance leadership responsibilities with hands-on fieldwork. Ability to manage multiple priorities and respond effectively to system emergencies is essential.



Position Description

Position Title:	Public Works Lead – Add On	Position Status:	Regular Full-Time
Supervisor:	Public Works Director	FLSA:	Overtime Eligible
Department:	Public Works	CBA:	Yes/Teamsters

Position Overview:

This is a lead-level, skilled position assigned by the Public Works Director and is typically in addition to the employee's primary job classification. This is a semi-technical, physically demanding in-field lead position requiring the ability to schedule, coordinate, and direct personnel performing daily public works operations, maintenance, and project work, while also actively participating in those duties.

Public Works facilities include, but are not limited to, streets, parks, buildings, structures, and stormwater systems, along with general support of water and wastewater systems as directed. Responsibilities include coordinating personnel, equipment, and materials; ensuring completion of assigned work; and performing day-to-day fieldwork.

Under the direction of the Public Works Director, this position provides day-to-day leadership and oversight of Public Works field staff. This position is responsible for organizing work assignments, monitoring progress, ensuring safe work practices, and maintaining communication with the Public Works Director regarding operations, personnel, and project status.

While this position assists with water, wastewater, and treatment facility operations, primary responsibility for those systems, including regulatory compliance, process control, and operational authority, rests with the Senior Operator.

Assignments are carried out with a high degree of independence and are performed at the direction of the Public Works Director, who establishes priorities and reviews work performed. This individual will be required to respond to emergencies, including work on weekends, holidays, or outside normal working hours.

This position participates in a mandatory rotating on-call schedule, supporting after-hours response for general public works operations and assisting utility-related emergencies as directed.

This position does not have authority over administrative functions and does not have authority to hire, terminate, or impose long-term discipline.

In the absence of the Public Works Director, this position may take immediate action to address safety concerns, including temporarily relieving an employee from duty if there is a clear violation of safety policy or an immediate hazard. All such actions must be promptly reported to the Public Works Director or designated official in charge.

This employee will maintain daily communication with the Public Works Director or designated official in charge.

Examples of Job Duties:

- Maintain and oversee daily field operations, assignments, and personnel, and communicate progress, issues, and recommendations to the Public Works Director (PWD)
- Coordinate, assign, and participate in daily public works maintenance and project activities
- Lead and perform general public works work, including physically demanding tasks such as digging, lifting, climbing, and equipment operation
- Provide day-to-day direction, training, and support to department personnel in field operations and project work
- Ensure work is completed safely, efficiently, and in accordance with department policies and procedures

- Assist the PWD in planning, scheduling, and prioritizing daily operations and short-term projects
- Coordinate labor, equipment, and materials needed for assigned work and projects
- Operate and maintain equipment and vehicles used by the Public Works Department
- Monitor work progress and maintain daily logs, equipment records, and project documentation
- Communicate supply, equipment, and capital needs to the PWD
- Assist with budget preparation and operational planning as assigned
- Respond to and assist with emergency calls during off-hours, weekends, and holidays
- Assist the Senior Operator with utility-related work, maintenance, and emergency response as directed
- Investigate citizen complaints and assist in resolving public works-related issues
- Support other City departments with maintenance, logistics, and operational needs as assigned
- Assist in coordinating and supporting safety training, including trench and confined space practices
- Perform all other duties as directed

Working Environment:

This position requires considerable outdoor work with exposure to varied weather conditions, including snow, ice, rain, heat and cold. Other hazards include exposure to moving equipment, working in public right-of-way with constant exposure to traffic hazards, noise, vibration from equipment, contact with dissatisfied individuals, unrestrained animals, and exposure to burns, chemicals, gasses, electricity and high-pressure water or sewer lines. Biological hazards include pathogens present in sewage and sludge. Mechanical/physical hazards include rotating equipment (motors and pumps), operating equipment, high temperature and pressure systems, slippery surfaces, and oxygen deficient atmospheres. Personal protective equipment is available for use to minimize exposure to these hazards. The individual may be required to work on slippery, muddy, or wet surfaces, in ditches or trenches, confined spaces, and use equipment such as jackhammers that would produce intense vibrations. This position requires frequent driving in varied weather conditions. May be required to work in confined spaces and areas with potentially hazardous atmosphere or at heights with ladders, boom trucks or on catwalks. Position may require work in both daylight and night conditions.

Knowledge, Abilities and Skills:

This position requires knowledge of:

- Procedures, practices, methods, materials, and equipment used in general public works construction, maintenance, and repair
- General operation of stormwater, water, and wastewater systems sufficient to support maintenance and assist operations
- Operational characteristics of mechanical equipment, tools, and vehicles used in public works
- Occupational hazards and standard safety precautions in public works work
- WISHA and OSHA standards
- Ability to interpret basic plans, drawings, and specifications
- Operational software used by the Public Works Department

This position requires proficiency in:

- Operation of heavy equipment, trucks, and tools used in public works
- Directing and coordinating work of field personnel
- Communicating effectively with staff, supervisors, and the public
- Responding to emergency situations and on-call duties

This position requires leadership ability to:

- Coordinate and direct day-to-day work of department personnel
- Provide training, guidance, and support to staff
- Communicate effectively and professionally with citizens, staff, and officials
- Identify problems and assist in troubleshooting field and operational issues
- Promote and enforce safe work practices
- Maintain confidentiality, as required

Education & Experience:

- Graduation from high school or equivalent required
- Minimum of three (3) years of progressively responsible experience in public works, including demonstrated field leadership or lead worker experience
- Valid Washington State driver's license with good driving record required
- Must possess or obtain within 24 months a Washington State Commercial Driver's License (CDL), Class B with Air Brake and Tanker endorsements

Certifications:

- Must obtain and maintain necessary certification for current Public Works position.

Equipment Used:

The following is a partial listing of equipment that may be used in the performance of this job:

- Digital Volt Meter, Amp Meter, desktop computer, laptop computer, crane truck, backhoe, skid-steer, vactor pump truck, lift truck, trencher, dump truck, motor vehicles, jackhammer, tamper, power pipe cutter saw, drill press, chop saw, miscellaneous hand and power tools, metal detectors, witching wands, telemetry equipment and various pumps.
- Various types of computers running Windows operating systems.
- Cellular telephone and mobile/portable radio

Physical and Mental Demands of the Job:**Physical:**

Constant standing, walking and/or sitting while performing heavy, manual labor tasks or operating power tools and heavy equipment, up to 10 hours per shift. Frequent lifting and carrying up to 50 lbs., up to 15 feet; frequent push/pull exerting force up to 75 lbs.; occasional climbing of ladders up to 30 feet; occasional balancing at exposed heights; constant bending/twisting at waist/knees/neck; frequent kneeling/crouching/crawling and working in confined spaces; constant reaching/handling/grasping and using both hands/arms and fingers; subject to both intense and moderate vibrations from equipment. Ability to loosen and tighten bolts with torques in excess of 100 foot-pounds. Must be able to communicate in English, using two-way radio on occasion. Must possess sight and hearing abilities sufficient to allow for constant attention to safety in working with hazardous tools and equipment, in and around other workers and the public. Must possess good eye, hand and foot coordination in operating power equipment, tools and vehicles. Requires outside work in all weather conditions; both during daylight and night hours. Must also possess good depth perception in performing mechanical repairs.

Mental:

Constant awareness of work environment with attention to safety. Ability to work independently with standardized instructions. Ability to deal with the demands of maintaining systems that must operate 24 hours per day and 7 days per week. Ability to perform basic mathematical and electrical calculations; use tape measure and measure dimensions. Ability to read and write in English. Complete State of Washington certification tests to obtain required certifications. Constant ability to problem-solve/trouble shoot and perform lead person-type activities as assigned. Must be capable of training (on-the-job) entry level employees. Occasionally dealing with implementing new technologies that may not be fully understood. Frequently working in a capacity that requires instruction in the proper operation of systems. Frequently operating with very complex software with a limited training budget. Frequently instructing and advising plant personnel about complex computer systems. Ability to multi-task. Occasional interaction with outside contractors.

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE

CITY OF CASTLE ROCK – Public Works

AND

CHAUFFEURS, TEAMSTERS AND HELPERS, LOCAL #58
AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

This Memorandum of Understanding (MOU) made and entered into by and between the City of Castle Rock and Chauffeurs, Teamsters and Helpers, Local Union #58 affiliated with the International Brotherhood of Teamsters, as part of the parties' 2025-2027 Collective Bargaining Agreement (CBA), as a result of an updated job description. The parties hereby agree to the following provisions:

1. With respect to Article 6 – Seniority, Recall and Promotion of the current contract, the City and Union agree to add the classification of "Public Works Lead".
2. The "Public Works Lead" is an add-on with a separate job description, added to the current duties of the assigned employee and is assigned by the Public Works Director. As this is an add-on, it is a permanent position for one employee and distinction can be removed and assigned by the Public Works Director to another employee based off just. There shall be no more than one "Public Works Lead" at any given time.
3. With respect to Article 14 – Salaries, Section 1, add "An employee assigned the Public Works Lead classification shall receive ten percent (10%) above the current employees held position base pay (not including longevity, certification or any other added pay) throughout the term of this agreement".

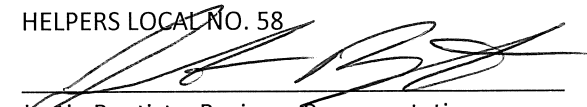
By entering into this MOU, neither party is waiving any inherent collective bargaining rights, either now or in the future. The parties also hereby agree that this MOU should not be accorded any precedential value whatsoever in any future disputes that may arise between the parties except to enforce this MOU.

Dated this _____ day of _____, 2026.

CITY OF CASTLE ROCK

Paul Helenberg, Mayor of Castle Rock

CHAUFFERS, TEAMSTERS AND
HELPERS LOCAL NO. 58



Justin Baptista, Business Representative
Teamsters Local No. 58



Cloudpermit
11911 Freedom Drive, Ste. 720
Reston, Virginia 20190
United States

Renewal Order #: Q-07056-1
Customer #: CUST-0032010
Original Contract #: 00001866
Date: 8/25/2026
Sales Person: Gretchen Cox
Sales Person Email: gretchen.cox@cloudpermit.com
Delivery Method: E-Mail

Ship To
Carie Cuttonaro
Castle Rock - WA - Cowlitz County
141 A Street SW
Castle Rock, Washington 98611
United States
360-274-8181
ccuttonaro@ci.castle-rock.wa.us

Bill To
Castle Rock - WA - Cowlitz County
141 A Street SW
Castle Rock, Washington 98611
United States

Subscription

Product		Year 1	Year 2	Year 3
Building	Annual Total	USD 5,250	USD 5,250	USD 5,250
Planning	Annual Total	USD 3,675	USD 3,675	USD 3,675
Code Enforcement	Annual Total	USD 2,625	USD 2,625	USD 2,625
Contractor Registration	Annual Total	USD 0	USD 0	USD 0
Subscription Total:		USD 11,550	USD 11,550	USD 11,550

Subscription Renewal Start Date: 10/23/2026

Subscription End Date: 10/22/2029

Renewal Term: 3 Years, billable annually.

This renewal contract is renewing the original contract with a start date of 10/10/2023 and an end date of 10/9/2026.

Invoicing: Subscription invoices to be sent annually thirty (30) days prior to subscription start date.

Payment Term: Net 30 days from Invoice Date

All stated prices are exclusive of any taxes.

Customer Name: Castle Rock - WA - Cowlitz County

Signature: _____

Printed Name of Person Signing: _____

Title: _____

Date: _____

Accounts Payable Email: _____

By signing here, the Customer agrees to this Renewal Order Form. The individual signing this Renewal Order Form represents and warrants that he or she has the right and authority to bind the Customer.

Cloudpermit

Signature: _____



Printed Name of Person Signing: Troy Donovan

Title: Team Lead of Customer Success

Date: _____

ORDINANCE NO. 2026-11

**AN ORDINANCE AMENDING THE CASTLE ROCK MUNICIPAL CODE, TITLE 9A
“CRIMINAL CODE”, TO CORRECT THE INADVERTENT REMOVAL OF THE CHAPTER
RELATED TO DISCHARGE OF FIREWORKS WITHIN THE CITY LIMITS OF THE CITY OF
CASTLE ROCK, WASHINGTON.**

WHEREAS, the City recently updated its Criminal Code by repealing and replacing its Title 9 with a more comprehensive Title 9A; and

WHEREAS, the fireworks regulations contained in the previous Title 9 were inadvertently excluded from the updated Title 9A ordinance; and

WHEREAS, restrictions on fireworks have been in place and effective since 2019; and

WHEREAS, this Ordinance corrects the inadvertent exclusion and recodifies the previous fireworks Ordinance 2018-04.

NOW, THEREFORE, the City Council of the City of Castle Rock DO ORDAIN AS FOLLOWS:

Section 1. Chapter 9A.255, “Discharge of Consumer Fireworks – Restrictions” shall be re-added to Title 9A “Criminal Code” of the Castle Rock Municipal Code to read as follows:

Chapter 9A.255 DISCHARGE OF CONSUMER FIREWORKS - RESTRICTIONS

9.255.010 Sales and Purchases of Consumer Fireworks

A. It is legal to sell and purchase consumer fireworks, as that term is defined by state law pursuant to RCW 70.77.136 or as subsequently amended, within the City of Castle Rock pursuant to RCW 70.77 and CRMC 5.32.

9.255.020 Consumer Fireworks – Permitted Use and Discharge

A. Consumer fireworks may only be used or discharged on July 4th, between the hours of 9:00 a.m. and midnight (12:00 a.m.).

B. Consumer fireworks may only be used or discharged on New Year’s Eve between the hours of 6:00 p.m. on December 31st and 1:00 a.m. on January 1st.

Section 2. This Code provision took effect one year after adoption on July 1, 2019 in accordance with RCW 70.77.250(4) and shall be enforceable in accordance with RCW 70.77.250(5).

PASSED by the City Council and signed by the Mayor of the City of Castle Rock, Washington on this ____ day of September, 2026.

Mayor Paul Helenberg

ATTEST/PUBLISHED ON THIS ____ DAY OF _____, 2026:

Clerk-Treasurer

APPROVED AS TO FORM:

Nikki Thompson, City Attorney



RESOLUTION NO. 2026-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE
ROCK PROVIDING FOR THE DISPOSAL OF CERTAIN PROPERTY
DEEMED TO BE SURPLUS TO THE REASONABLE FORESEEABLE
NEEDS OF THE CITY OF CASTLE ROCK**

WHEREAS, certain items of equipment belonging to the City of Castle Rock are obsolete and no longer used by the City; and

WHEREAS, the value, obsolescence and condition of these items of inventory make it impractical to trade the same in on future purchases of new inventory items from the list of assets of the City, and to obtain the maximum return for said inventory items, it would be in the best advantage to the City to dispose of the same in a manner that will be to the best advantage to the City of Castle Rock.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON AS FOLLOWS:

1. Based upon the finding and recommendations of the Chief of Police of said City, the items of inventory belonging to said City as shown on “Exhibit A” (Agenda Item Summary), attached hereto and incorporated herein by this reference, are declared to be surplus to the foreseeable needs of the City.

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said items of inventory.

3. That the Chief of Police is authorized to dispose of items listed on “Exhibit A” (Agenda Item Summary), attached hereto, in a manner that will be to the best advantage to the City of Castle Rock.

APPROVED AND ADOPTED this _____ day of _____, 2026.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Exhibit A

City of Castle Rock

Agenda Item Summary

Item Title

Resolution No. 2026-07, a resolution of the City Council of the City of Castle Rock providing for the disposal of certain property deemed to be surplus to the reasonable foreseeable needs of the City of Castle Rock.

Recommended Action

Approve request.

City Attorney Review

Required

Summary Statement

Surplus Items:

Vehicle #04-1; 2004 Nissan Xterra; VIN 5N1ED28Y94C604968

Vehicle #13-1; 2013 Dodge Charger; VIN 2C3CDXAT5DH722427

Vehicle #14-2; 2014 Ford Explorer; VIN 1FM5K8AR4EGB69170

Staff Contact

Police Chief Charlie Worley

Attachments

1. none