



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, July 11, 2022
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

3. CITIZEN COMMENTS - please limit to 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the June 13, 2022 Regular Council Meeting.
- b. Approve the minutes of the June 27, 2022 Regular Council Meeting.
- c. Approve the June 2022 invoices as described in the Fund Transaction Summary Report, in the amount of \$402,935.53.

8. OLD BUSINESS

- a. Ordinance No. 2022-06, an ordinance deeming Fund 415 Regional Sewer System Fund as obsolete, on second reading.

9. NEW BUSINESS

a. Resolution No. 2022-04, a resolution of the City Council of the City of Castle Rock has, by resolution determined to ask qualified voters of the City of Castle Rock, Washington, to fund by special excess levy the furnishing of public library services to the citizens of Castle Rock and will submit the following question: Whether or not a special excess levy on real property shall be had for the purpose of funding library services to the citizen of Castle Rock during the year 2023.

b. Special Event Permit #2022-0002; Mt. St. Helens Motorcycle Club & The One Motorcycle Show LLC AFT Grand National TT; August 12th, 13th, and 14th, 2022 (Friday - Sunday) between 12:00 PM and 10:00 PM.

c. Amendment #1 to Gibbs & Olson, Inc. Authorization No. 2022-001 for Sanitary Sewer Cleaning & Inspection - Phase 3, in the amount of \$35,000, increasing the total to \$215,000.00.

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>3Q22</u>	<u>4Q22</u>	<u>1Q23</u>	<u>2Q23</u>
July 11	October 10	January 09	April 10
July 25	October 24	January 23	April 24
August 08	November 14	February 13	May 08
August 22	November 28	February 27	May 22
September 12	December 12	March 13	June 12
September 26	Tuesday, December 27	March 27	June 26

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.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Earl Queen, Paul Simonsen, and Ellen Rose. Councilmember Lee Kessler arrived at 7:35 PM.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - please limit to 3 minutes

Flo Paget requested an update on the bridge replacement for the PH10 Bridge. The current known schedule was clarified by Mayor Helenberg.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
Public Works Director Dave Vorse gave verbal report.
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Lee made a motion, seconded by Rose to approve the Consent Agenda with the correction to the May Expenditure amount changed to \$477,641.40. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- a. Approve the minutes of the May 23, 2022 Regular Council Meeting.
- b. Approve the May 2022 invoices as described in the Fund Transaction Summary Report, in the amount of \$470,107.45.

8. OLD BUSINESS

- a. Discussion regarding second readings on ordinances and resolutions.

Several individuals provided public comment.

Councilmembers Art Lee and Lee Kessler provided responses.

Mayor Helenberg provided a response.

By consensus, Council chose to follow the code as written.

9. NEW BUSINESS

- a. Request to extend Apprenticeship position as full-time Public Works Maintenance position through December 31, 2022.

Councilmember Kessler made a motion, seconded by Queen to approve extending the Apprenticeship position for Public Works Maintenance position through December 31, 2022.

Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- b. Police Department drone program.

Police Chief Charlie Worley provided comment.

Captain Brandon McNew, Longview Police Department, presented.

Councilmembers Art Lee and Lee Kessler provided comment.

Several individuals provided public comment.

Councilmember Kessler made a motion, seconded by Rose to approve Police Department to purchase up to four drones. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- c. Special Event Permit #2022-0019; Castle Rock Fair Parade; July 14, 2022 at 6:30 PM. Insurance has not been received.

Councilmember Lee made a motion, seconded by Queen to approve Special Event Permit #2022-0019 Castle Rock Fair Parade contingent on proof of insurance. Motion carried by roll call vote.

Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:27 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

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

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Earl Queen, Paul Simonsen, and Ellen Rose. Councilmember Lee Kessler was excused.

Staff present: City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - please limit to 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

1. Status Update: In-office Credit Card Transactions

2. Revenue, Expense, Cash & Investment Reports (page 3-8)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

a. To take public testimony on the City's Six-Year Transportation Plan for fiscal years 2023-2028. (page 9-16)

Mayor Helenberg closed the regular council meeting at 7:34 PM and opened the public hearing.

City Engineer Tom Gower presented.

Councilmembers Art Lee and Ellen Rose provided comment.

Public Works Director Dave Vorse provided comment.

Larry Crosby provided public comment.

Mayor Helenberg closed the public hearing at 7:42 PM and reopened the regular council meeting.

7. CONSENT AGENDA

8. OLD BUSINESS

9. NEW BUSINESS

a. Resolution No. 2022-05, a resolution relating to the Six-Year Transportation Improvement Plan. (page 17)

Councilmember Lee made a motion, seconded by Queen to approve Resolution No. 2022-05.

Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

b. TIB Supplemental Agreement #7 for Complete Streets, in the amount of \$1,100 for additional electrical design and agency coordination. This increases the current agreement from \$73,400 to \$74,500. (page 18-)

City Engineer Tom Gower presented.

Public Works Director Dave Vorse provided comment.

Councilmember Lee made a motion, seconded by Queen to approve TIB Supplemental Agreement #7 for Complete Streets, in the amount of \$1,100 for additional electrical design and agency coordination. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

c. Ordinance No. 2022-06, an ordinance deeming Fund 415 Regional Sewer System Fund as obsolete. (page 19)

Clerk-Treasurer Carie Cuttonaro provided comment.

Councilmember Lee made a motion, seconded by Rose to approve Ordinance No. 2022-06, on first reading. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

d. Resolution No. 2022-06, a resolution relating to the adoption of the 2022 Hazard Mitigation Plan. (page 20)

Councilmember Lee made a motion, seconded by Queen to approve Resolution No. 2022-06.

Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

e. Special Event Permit #2022-0020; The Oasis - Bike Night; August 11, 2022 between 4:00 PM and 10:00 PM. (page 21-27)

Councilmember Queen made a motion, seconded by Rose to approve Special Event Permit #2022-0020, The Oasis - Bike Night, August 11, 2022 between 4:00 PM and 10:00 PM. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

f. Engineering proposal for the Six Rivers Regional Trail System, Phase 2 Improvements project, in the amount of \$49,900. (page 28-67)

City Engineer Tom Gower presented.

Public Works Director Dave Vorse provided comment.

Councilmember Lee made a motion, seconded by Queen to approve engineering proposal for the Six Rivers Regional Trail System Phase 2 Improvements project, in the amount of \$49,900. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:55 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 7/11/2022, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#926-6/2022	6,854.24	6/24/2022
Adjustment/EFT	EFT#928-6/2022	645.05	6/1/2022
Adjustment/EFT	EFT#929-6/2022	1,016.19	6/1/2022
Adjustment/EFT	EFT#930-6/2022	1,049.81	6/1/2022
Adjustment/EFT	EFT#931-6/2022	144.23	6/3/2022
Claims	Check 53406 - 53407	1,965.37	6/22/2022
Claims	Check 53408	166.18	6/30/2022
Claims	Check 53409	1,677.94	6/30/2022
Claims	Checks 53410 - 53470	204,661.76	6/30/2022
		<u>218,180.77</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 673892	20,900.00	6/15/2022
Mid-Month Draw	Taxes	5,360.00	6/15/2022
EOM Payroll	Nacha # 690621	63,462.78	6/30/2022
EOM Payroll	Checks 26245 - 26263	68,477.27	6/30/2022
EOM Payroll	Taxes	26,067.89	6/30/2022
Accrued - Quarterly Payroll Tax		-	
		<u>184,267.94</u>	

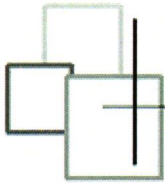
TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT		-	
Claims	Check 2057	486.82	6/30/2022
		<u>486.82</u>	
Grand Total Expenditures		402,935.53	6/1/2022 - 6/30/2022
Fund Transaction Summary Report		402,935.53	
Balance Check (s/b -0-)		-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2022 - Jun - July - City Council

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

Fund Number	Description	Amount
010	General Fund	\$130,394.08
100	Street Fund	\$7,981.29
115	Building Code Account Fund	\$3,184.94
120	Visitor Center Fund	\$623.88
130	Library Fund	\$365.41
145	Local Criminal Justice Fund	\$1,191.65
170	DOT Spoil Site Fund	\$4,135.14
320	Street Construction Capital Fund	\$12,873.70
400	Water/Sewer Operating Fund	\$194,922.47
410	Regional Water System Fund	\$26,771.54
420	Stormwater Management Fund	\$8,334.71
425	Stormwater Capital Reserve Fund	\$147.33
430	Regional Water Capital Improvement	\$18.38
435	Muni Water Capital Improvement	\$8,926.11
475	Boat Launch Facility Fund	\$1,708.85
632	Transportation Benefit District Fund	\$486.82
634	State Custodial Pass-Thru Fund	\$869.23
	Count: 17	\$402,935.53

ORDINANCE NO. 2022-06

AN ORDINANCE DEEMING FUND 415 REGIONAL SEWER SYSTEM FUND AS OBSOLETE

WHEREAS, Fund 400 Water Sewer Operating Fund was the sole revenue source for Fund 415 Regional Sewer System Fund; and

WHEREAS, in 2022, proceeds from Fund 415 Regional Sewer System Fund were combined into Fund 400 Water Sewer Operating Fund.

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

Section 1. There are no further obligations for Fund 415 Regional Sewer System Fund.

Section 2. That Fund 415 Regional Sewer System Fund is deemed to be obsolete and will be dissolved.

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on June 27, 2022 shall be effective five days after publication in the City of Castle Rock designated newspaper of record.

ADOPTED by the City Council and signed by the Mayor on this ____ day of _____, 2022.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

RESOLUTION NO. 2022-04

THE CITY COUNCIL OF THE CITY OF CASTLE ROCK HAS, BY RESOLUTION DETERMINED TO ASK QUALIFIED VOTERS OF THE CITY OF CASTLE ROCK, WASHINGTON, TO FUND BY SPECIAL EXCESS LEVY THE FURNISHING OF PUBLIC LIBRARY SERVICES TO THE CITIZENS OF CASTLE ROCK AND WILL SUBMIT THE FOLLOWING QUESTION: WHETHER OR NOT A SPECIAL EXCESS LEVY ON REAL PROPERTY SHALL BE HAD FOR THE PURPOSE OF FUNDING LIBRARY SERVICES TO THE CITIZENS OF CASTLE ROCK DURING THE YEAR 2023.

WHEREAS, the expected revenues coming to the General Fund of the City of Castle Rock during the year 2023 are inadequate to absorb the expenses of furnishing public library services to the citizens of Castle Rock without impairing the obligation of labor and other contracts, and at the same time provide the other essential services to the citizens which are supported by the General Fund; and

WHEREAS, no other funds are available to defray the costs and expenses of the operation and maintenance of the library; and

WHEREAS, to adequately fund the furnishing of library services during the year 2023, the monies will have to come from a source other than General Fund; and

WHEREAS, it is desirable and necessary to raise the required funds by an excess levy if approved by the voters of the City of Castle Rock at the General Election held on November 8, 2022, and if passed, levied in 2022 for collection in 2023.

NOW, THEREFORE, the City Council of the City of Castle Rock do hereby resolve:

1. That the following proposition be placed on the ballot of the election to be held November 8, 2022, to wit:

PROPOSITION NO. 1

The Castle Rock City Council adopted Resolution No. 2022-04 concerning a proposition to fund public library services by special excess levy. The proposition authorizes the City of Castle Rock, Washington, to levy an excess property tax in the year of 2022 for collection in 2023 of \$0.30 per \$1,000 of full assessed value for a total assessment of \$68,496.53. The excess levy would fund maintenance and operations of the library. Should this proposition be:

Approved _____ Rejected _____

2. The City Clerk-Treasurer is authorized and directed to present a duplicate of this Resolution to the Cowlitz County Auditor, as supervisor of elections, no later than August 2, 2022, which is ninety-eight days prior to the November 8, 2022 General Election; to request said officer to submit the above proposition to the qualified voters of the City of Castle Rock at an election to be called on November 8, 2022, and to take all actions and do all things necessary to cause the ballot proposition described above to be submitted properly to the qualified electors of the city at the General Election held on November 8, 2022.

ADOPTED by the City Council of the City of Castle Rock and signed by the Mayor on this ____ day of _____, 2022.

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

Date of Publication: _____

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2022-0002

AFT Grand National TT (Mt St Helens Motorcylce Club)

Greg Cronk 360.967.6056; Eldon Hunter 360.431.2632; castlerockracepark@gmail.com

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

Comments and Conditions

☐ Building Department Dave Johnson, Building Official Date:	N/A
☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 7/1/2022	Celina responded to Dave and Charlie's notes on 7/1/2022
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 3/17/2022	No Issues
☒ Police Charlie Worley, Chief Date: 4/13/2022	Application looks like police for traffic control. We do not have man power. Do they have security planned and if so to what extent. Yes, they will have extensive security starting the day before the event and going through the day after (Thurs-Mon). Security Hours are as follows: Thursday August 11 - 3 Event Guards - 12pm to 11:59pm Friday August 12 - 4 Overnight Guards 12am to 8am; 7 Event Guards - 8am to 11:59pm Saturday August 13 - 4 Overnight Guards 12am to 8am; 7 Event Guards - 8am to 3pm; 15 Event Guards - 3pm to 11:59pm Sunday August 14 - 4 Overnight Guards 12am to 8am; 7 Event Guards - 8am to 11:59pm Monday August 15 - 3 Overnight Guards - 12am to 8am Need more clarification of alcohol sales. Will there be a beer garden? Will alcohol be allowed in by patrons or only purchased within the site. Per Mahala, One Motorcycle Show representative, said Yes there will be a beer garden and patrons are only able to purchase alcohol on-site in the beer garden.
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 4/14/2022	
☐ Parks	
☒ Streets	Where are they providing parking for 6,000 attendees? Revised map was given to show overflow parking
☒ Traffic	WSDOT may need to be consulted regarding any traffic revisions or delays to SR 411.
☐ Other	
Additional Comments: DATE OF EVENT HAS CHANGED TO AUGUST 12,13,&14 They have submitted for their Special Occassion License with the Liquor Control Board to be able to service alcohol and are just waiting for their response (application is included). They are also in the process of obtaining a Cert of Ins and said it will have \$5 million minimums as per American Flat Track standards. As soon as they have both of these items complete, Mahala will make sure the City receives copies.	
☐ Approved ☐ Denied	Primary responsible department signature _____ Date _____



Special Event Permit

Permit No. 2022-0002

City of Castle Rock | Phone: 360.274.8181 | Fax: 360.274.4876 | 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 <u>Mt. St. Helens M/C</u> <u>The One Motorcycle Show LLC</u>	Address/City/State/Zip <u>1642 NESandy Blvd.</u> <u>Portland, OR 97232</u>	
Contact Person <u>Thor Dreak</u>	Phone <u>503-806-9217</u>	Email <u>CASTLE ROCK RACE PARK @</u> <u>GMAIL.COM</u>
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO	Address/City/State/Zip (if different from above) Phone Email	
Are there other individuals authorized to act on behalf of the Organization/Sponsor? <u>Greg Cronk Sr 360-967-6056</u> ☒ YES ☐ NO If yes, please provide their name and contact information: <u>Eldon Hunter 360-431-2632</u>		

Event Information

Event Name <u>AFT Grand National TT</u>		Date(s) of event <u>Aug. 11-12-13, 2022</u>	Estimated # of participants for event <u>6000</u>
Start Time <u>12:00</u> AM/PM ☒ AM ☐ PM	End Time <u>10:00</u> AM/PM ☒ AM ☐ PM	Setup Time <u>9:00</u> AM/PM ☒ AM ☐ PM	Takedown Time <u>10:00</u> AM/PM ☒ AM ☐ 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? <u>Yes</u>		If yes, approximate date? <u>Sept 2014</u>	
Are participants required to pay a fee? <u>Yes</u>		Are participants to make a donation? <u>NO</u>	
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. <u>Flat Track Racing Site plan To be determined</u>			

Type of Use

Type of use requested ☐ Parade ☐ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party ☒ Other <u>Flat track Racing</u>	Where is use requested? ☐ Park area*/where? _____ ☒ Private property/where? <u>120 Fair Ln</u> <u>CASTLE ROCK, WA 98611</u> ☐ Park building*/which one? _____ ☐ Other _____
*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.	
Please check all that apply to this event: ☐ Requesting closure/impediment of a street or public right-of-way. (Please attach a map and mark location.) ☐ Requesting to erect structure(s)/tent(s). Number and location _____ ☒ Planning to serve food/drink. If yes, including alcohol beverages? ☒ YES ☐ NO <u>Alcohol Permit + Third Party vendor</u> ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas. <u>Will Sam at H when</u> ☒ Participants will be required to pay a fee. <u>Review of</u> ☐ Participants will be asked to make a donation.	
Permit holders are responsible for cleanup of debris in connection with their activities.	

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain NONE	Police Department (example: traffic, patrol, security) - Explain Traffic
Building/Planning Division (example: electrical, temporary structures) - Explain NONE	Other - Explain NONE

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

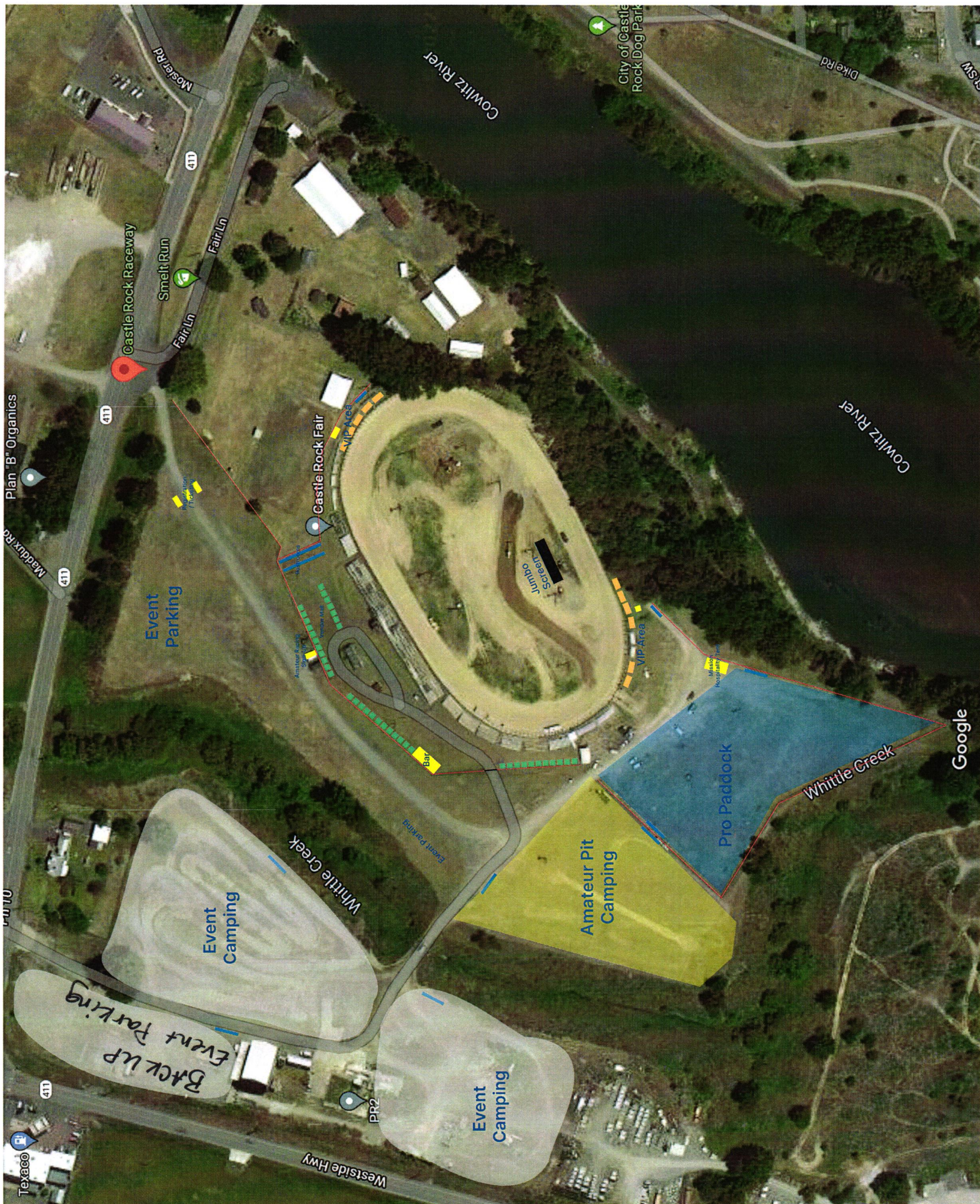
Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the 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) Greg Crowk Sr	Applicant Signature
Organization/Title MSHMC President	Date 1-29-22

Add additional information on separate sheets as needed.

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	



Received 4/1/2022



Received

JUN 01 2022

Castle Rock
Finance

Special Event Signature Collection Sheet

Event: AFT Grand National TT @ Date: 8-11, 12, 13, 2022 Time: 12:00 PM to 10:00 PM
Castle Rock Race Park

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

Name	Signature	Business	Address	In Favor	Not in Favor
Melissa Harrison	Melissa Harrison	Denah Heating & Air Conditioning	125 Mosier Rd	☒	☐
Joan M. Moore	Joan M. Moore	4 corners ORGANICS	50 PH 10	☒	☐
Joe Godinho	Joseph M. Godinho	4 corner Farm & Feed	70 PH 10	☒	☐
Lacey Chambers	Lacey Chambers	Dollar General	78 PH 10	☒	☐
Heather Perkins	Heather Perkins	Four Corners General Station	4358 Westside Hwy	☒	☐
Sara McLamie	Sara McLamie	Residential House	71 PH 10	☒	☐



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: MSHMC/The One Motorcycle Show LLC

Title of Event: AFT Grand National TT

Date of Event: Aug 11-12-13, 2022

Phone Number: 360 967-6056

Name of Applicant (please print): Greg Crowk Sr President

Signature of Applicant: 

Date Signed: 1-29-22



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/12/2021

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 DUNCAN & ASSOCIATES INC - SUNSET PO BOX 1458 OLYMPIA WA 98507		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: WESTERN WORLD INSURANCE COMPANY</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: WESTERN WORLD INSURANCE COMPANY		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: WESTERN WORLD INSURANCE COMPANY																	
INSURER B:																	
INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	
INSURED MT ST HELENS' MOTORCYCLE CLUB PO BOX 555 CASTLE ROCK WA 98611																	

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

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 AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR 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 ☐ PRO-JECT ☐ LOC OTHER:	X		NPP8833126	03/04/2022	03/04/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ INCLUDED
							\$
	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) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below						☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

MOTORCYCLE CLUB & DIRT TRACK

CERTIFICATE HOLDER
CANCELLATION

CASTLE ROCK FAIR BOARD CITY OF CASTLE ROCK PO BOX 370 CASTLE ROCK WA 98611	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
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

NW Charities
4604 S. 16th Drive
Ridgefield, WA 98642

June 28, 2022

WSLCB
Via Overnight Delivery

RE: Special Occasion License – Castle Rock Flat Track MotoCross Nationals

Dear WSLCB:

Enclosed please find a SOL application, diagram and check for \$180 for a three day special occasion license.

In addition to the dates / times shown on the application, we also propose to sell alcohol at this event of the following additional day/times:

Sunday, 08/14/2022 11 AM – 11 PM

Thank you for your attention to this application.

Respectfully,

Sean Guard



**Washington State
Liquor and Cannabis Board**

Licensing and Regulation
PO Box 43085
Olympia WA 98504-3085
Phone (360) 664-1600
Fax: (360) 753-2710

For Office Use Only

License No.: _____

Date: ____ / ____ / ____

Amount Rec'd: \$ _____

Initials: _____

Application for Special Occasion License for a Nonprofit Society or Organization

A Special Occasion License allows a nonprofit society or organization to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified event. You may request to sell spirits, beer and wine in original, unopened containers for off-premises consumption in combination with this privilege. For more information about Special Occasion Licenses, please visit our [FAQ Page](#).

Applications must be submitted at least 45 days before the event. The Liquor and Cannabis Board may not be able to process your application in time for your event if you do not apply at least 45 days before the event.

The fee for each Special Occasion License is **\$60.00 per day, per alcohol service area**. Special Occasion License holders are limited to 12 single-day events per calendar year.

1. Organization Information

Society or Organization's Name: (as it appears on your tax documents) <u>NW Charities</u>				
<u>4604 S, 16th Dr</u>	<u>Ridgefield</u>	<u>WA</u>	<u>98642</u>	<u>Clark</u>
Organization's Street Address	City	State	Zip Code	County
Organization's 9-digit UBI #, or Tax ID#: <u>604-476-6462</u>	Previous Special Occasion license number: _____			<u>092062</u>
Nonprofit Contact Name: (must be at least 21 yrs old) <u>Sean Guard</u>				
Date of Birth: <u>08/10/1962</u> / ____ / ____ (mm/dd/yyyy)		Email*: <u>seanguard@comcast.net</u>		
*Approved special occasion license will be emailed to this address				
Phone No.: <u>(360) 903-3000</u>	Driver's License #: _____		<u>GUARDSJ380NS</u>	

2. Event Information

Name of Event: <u>Castle Rock Flat Track MotoCross Nationals</u>	
Describe the nature of the event: <u>Beer Garden within the National MotoCross Races</u> (i.e. Fundraiser, Beer Garden, Dinner Box/Swag Pick-up, Auction)	
Do you intend to sell spirits, beer, and/or wine for off-premises consumption: ☐ Yes ☒ No	
Do you intend to auction alcohol? ☐ Yes ☒ No If yes, will the auction be: ☐ in-person silent ☐ live ☐ virtual (select all that apply)	
Name of premises where event will be held: <u>Castle Rock Fairgrounds</u> - <u>This is being corrected, it is on MSHMC property.</u>	
Address: <u>120 Fairlane</u>	
City: <u>Castle Rock</u>	State: <u>WA</u> County: <u>Cowlitz</u> Zip Code: <u>98611</u>
Inside City Limits? ☒ Yes ☐ No	On Tribal land? ☐ Yes ☐ No On Port Authority land? ☐ Yes ☒ No
Estimated number of people attending the event: <u>4,000</u>	Estimated number of attendees under age 21: <u>500?</u>

Date(s) alcohol will be sold	Time(s) alcohol will START being sold	Time(s) alcohol will STOP being sold*
08/12/2022/____/____	11 ☒ A.M. ☐ P.M.	11 ☐ A.M. ☒ P.M.
08/13/2022/____/____	11 ☒ A.M. ☐ P.M.	11 ☐ A.M. ☒ P.M.

*Alcohol may not be consumed after 2:00 AM

If you have more than two event dates, please attach a list of all additional dates and times along with this application.

3. Outdoor Alcohol Service

When alcohol is served outdoors, it must be served in an enclosed area.

Will alcohol be served outdoors? ☒ Yes ☐ No – If no, proceed to Section 4

If yes, attach a site map clearly indicating alcohol service areas. [CLICK HERE](#) for site map examples and instructions.

If yes, are you asking that minors be allowed in the enclosed service area? ☐ Yes ☒ No

If yes, this application will take **60 days to process** and you must attach a completed [Special Occasion All Ages Outdoor Event Addendum](#).

4. Venues Requiring Authorization

Is the event being held on church or school property, a military facility, or a liquor licensed premises*? ☐ Yes ☐ No

If yes, have an appropriate official or manager from the venue sign the below authorization:

I am an official or manager of the venue and I authorize the sale of liquor at this event.

Name

Title

Phone Number

Signature

Date

*The liquor from a liquor licensed premises where a special occasion event is being held is specifically prohibited from the event area during the event.

5. Wineries, Breweries, Distilleries, and Spirits Distributors

Are you receiving donated alcohol from a winery, brewery, distillery, or spirits distributor? ☐ Yes ☒ No

If yes, from who? _____

If yes, please attach a copy of your 501(c)(3) or (6) determination letter with this application. Only certified 501(c)(3) and (6) organizations registered by the IRS may receive donated product from a winery, brewery, distillery, or spirits distributor. Visit our [FAQ Page](#) for more information about donations.

Are any wineries, breweries, or distilleries going to be present at your event? ☐ Yes ☒ No

If yes, name(s) of participating winery, brewery or distillery: _____

6. Use of Event Proceeds

It is illegal for a third party (e.g. a promoter) to run an event on your behalf in exchange for a percentage of the profits. Allowing a third party to receive part of the proceeds may prevent your nonprofit from obtaining Special Occasion Licenses. Misrepresentation of facts may also be cause for denial (RCW 66.24.010).

☒ I affirm and understand that all proceeds from alcohol sales at this event will only be retained by the non-profit organization submitting this application.

The fee for each Special Occasion License is **\$60.00 per day, per alcohol service area**. Special Occasion License holders are limited to 12 single-day events per calendar year.

Mail your completed application and check made payable to WSLCB to:

WSLCB
PO Box 43085
Olympia, WA 98504-3085

Or overnight to:

WSLCB
1025 Union Ave SE
Olympia, WA 98501-1539

I certify that all of the information provided in this application is true and correct.

X

06/28/2022

Signature of nonprofit organization member

Date

Sean Guard

President

Print Name

Title

Remember to attach:

- ☐ Payment payable to WSLCB
- ☐ A site map, if you are serving alcohol outdoors
- ☐ The Special Occasion All Ages Outdoor Event Addendum, if you are requesting minors have access to the enclosed service area at an outdoor event
- ☐ A copy of your 501(c)(3) or (6) determination letter, if you are receiving donated product from a winery, brewery, distillery, or spirits distributor.

**AMENDMENT NO. 1
CITY OF CASTLE ROCK
NOTICE OF AUTHORIZATION NO. 2022 -001
SANITARY SEWER CLEANING & INSPECTION - PHASE 3**

This Amendment No. 1 modifies Authorization 2022-001 for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and the City of Castle Rock (Client) executed on March 14, 2022, for a Project referred to as Sanitary Sewer Cleaning & Inspection – Phase 3.

The following modifications are made to the Agreement and all other terms and conditions in the original Agreement remain in full force and effect:

The Scope of Work of the Original Agreement and the Total Agreement amount are modified to include the following:

1. The Engineer's Scope of Work is modified to include:
 - a. Performing cleaning and video inspection of approximately 4,200 linear feet of additional gravity sewer pipeline as requested by the Client.
 - b. Providing additional Engineer representative onsite time to coordinate the work between the pipe cleaning and video inspection subconsultant, WSDOT and Client staff;
 - c. Providing heavy cleaning of pipeline sections when needed;

The Engineer's budget is increased by \$35,000 to provide compensation for the above identified additional scope of work.

Original Agreement Amount	\$180,000.00
<u>Amendment No. 1 Amount.....</u>	<u>\$35,000.00</u>
The new Total Agreement Amount including Amendment No. 1	\$215,000.00

IN WITNESS, WHEREOF this Amendment No. 1 is made and executed this _____ day of July 2022.

For: CITY OF CASTLE ROCK

For: GIBBS & OLSON, INC.

By: _____
Paul Helenberg, Mayor
City of Castle Rock
141 A Street SW
Castle Rock, WA 98611

By:  _____
Richard A. Gushman, President
Gibbs & Olson, Inc.
PO Box 400
Longview, WA 98632