



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, August 8, 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)

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - 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 Carrie Cuttonaro
1. Primary Election - Library Excess Levy update

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 July 11, 2022 Regular Council Meeting. (page 3-5)
- b. Approve the minutes of the July 12, 2022 Special Council Meeting - Council Retreat. (page 6)
- c. Approve the minutes of the July 25, 2022 Regular Council Meeting. (page 7-8)
- d. Approve the July 2022 invoices as described in the Fund Transaction Summary Report in the amount of \$424,156.45. (page 9-10)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Kevin Stone, 130 Shintaffer St NW, requests a utility adjustment for the June/July billing in the amount of \$1,012.74. Request meets ordinance provisions; staff recommends approval. (page 11-12)
- b. Special Event Permit #2022-0023; CRCDA - Music at the Park; August 13, 2022 between 1:00 PM and 8:00 PM. Includes street closure. Insurance has been received. (page 13-18)
- c. Special Event Permit #2022-0025; Castle Rock Chamber of Commerce - Mountain Mania; August 20, 2022 between 9:00 AM and 3:00 PM. Includes multiple street closures. Insurance has not been received. (page 19-26)
- d. Request to expend \$40,000 from lodging tax dollars to assist the YAF (Youth Athletic Facility) grant for improvements at North County Recreation Association to promote tourism.

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, Lee Kessler, Earl Queen, and Ellen Rose. Councilmember Paul Simonsen arrived at 7:32 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

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

Mayor Helenberg requested a moment of silence for Bob Covington and George Comstock.

- CRCDA Representative Nancy Chennault

Mayor Helenberg provided verbal report.

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Queen made a motion, seconded by Rose to approve the Consent Agenda as

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

- a. Approve the minutes of the June 13, 2022 Regular Council Meeting. (page 3-5)
- b. Approve the minutes of the June 27, 2022 Regular Council Meeting. (page 6-8)
- c. Approve the June 2022 invoices as described in the Fund Transaction Summary Report, in the amount of \$402,935.53. (page 9-10)

8. OLD BUSINESS

- a. Ordinance No. 2022-06, an ordinance deeming Fund 415 Regional Sewer System Fund as obsolete, on second reading. (page 11)

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

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. (page 12-13)

Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2022-04. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- 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. (page 14-25)

Councilmembers Paul Simonsen and Lee Kessler provided comment.
Public Works Director Dave Vorse provided comment.
Mahala Ray, event producer, provided a response.

Councilmember Queen made a motion, seconded by Lee to approve Special Event Permit #2022-0002 contingent on insurance. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- 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. (page 26)

City Engineer Tom Gower presented.
Councilmember Ellen Rose provided comment.
Public Works Director Dave Vorse provided a response.

Councilmember Rose made a motion, seconded by Queen to approve Amendment #1 to Gibbs & Olson, Inc. Authorization No. 2022-001. 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 8:00 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the special meeting of the Castle Rock City Council to order at 1:05 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, and Earl Queen.

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

2. RETREAT BUSINESS

a. Discussion of a variety of goal setting items, with the intent to establish objectives and direction for the remainder of 2022 and priorities for development of the 2023 fiscal budget.

Topics of discussion included: 2023 capital expenditures, parking issues, staffing, crime, reserve program, land development progress, water main replacement status, easement for raw water line, sediment issues, transportation projects, park structures, and waste water treatment plant pumps status.

No final action was taken.

3. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 2:49 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: 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

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report and requested approval for Officer Jeff Gann to travel out of state for training at TaserCon in January 2023.

Councilmember Rose made a motion, seconded by Lee to approve out-of-state travel for training. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

- 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

Mayor Helenberg gave a verbal report.

1. 2Q22 Humane Society Report (page 3)

- CRCD A Representative Nancy Chennault
Mayor Helenberg gave a verbal report.

1. Proven Winners® designated Gardens at Visitor Center as a Signature Garden. (page 4-6)

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

9. NEW BUSINESS

- a. Public Works Department requests to purchase a 2004 Kubota RTV from the Cowlitz County Mosquito Control District in the amount of \$5,000.

Public Works Director Dave Vorse presented.

Councilmember Rose made a motion, seconded by Queen to approve the Public Works Department purchase of a 2004 Kubota RTV. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

- b. Request to replace wastewater grinder pump for the Westside Pump Station, in the amount of \$20,000.00.

Public Works Director Dave Vorse presented.

Councilmember Lee made a motion, seconded by Rose to approve request to replace wastewater grinder pump for the Westside Pump Station. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

- c. Salary Comparison for Elected Officials. (page 7)

Mayor Helenberg presented.

10. OTHER BUSINESS

11. ADJOURNMENT

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

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 8/8/2022, 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#934-7/2022	8,026.59	7/25/2022
Adjustment/EFT	EFT#935-7/2022	146.48	7/5/2022
Claims	Check 53471 - 53473	286.88	7/14/2022
Claims	Check 53474 - 53480	2,662.49	7/26/2022
Claims	Check 53481	38.79	7/28/2022
Claims	Check 53482 - 53483	6,016.43	7/29/2022
Claims	Checks 53484 - 53556	228,159.53	7/29/2022
		<u>245,337.19</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 704488	22,400.00	7/15/2022
Mid-Month Draw	Taxes	5,600.00	7/15/2022
EOM Payroll	Nacha # 714533	64,447.53	7/29/2022
EOM Payroll	Checks 26264 - 26278	56,098.43	7/29/2022
EOM Payroll	Taxes	25,997.08	7/29/2022
Accrued - Quarterly Payroll Tax		4,276.22	
		<u>178,819.26</u>	

TBD Expenditures

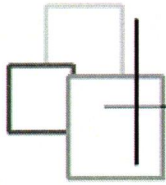
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT		-	
Claims	Check	-	
		<u>-</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	424,156.45	7/1/2022 - 7/29/2022
Fund Transaction Summary Report	424,156.45	
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 - Jul - August - City Council

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

Fund Number	Description	Amount
010	General Fund	\$135,344.90
100	Street Fund	\$11,946.82
115	Building Code Account Fund	\$3,697.67
120	Visitor Center Fund	\$849.22
130	Library Fund	\$338.79
140	Criminal Justice Fund	\$142.50
145	Local Criminal Justice Fund	\$7,142.54
170	DOT Spoil Site Fund	\$6,303.42
180	Public Works Vehicle Replacement	\$8,000.00
320	Street Construction Capital Fund	\$47,066.41
400	Water/Sewer Operating Fund	\$140,406.34
410	Regional Water System Fund	\$26,347.32
420	Stormwater Management Fund	\$11,474.17
430	Regional Water Capital Improvement	\$134.75
435	Muni Water Capital Improvement	\$23,643.48
475	Boat Launch Facility Fund	\$840.73
631	Utility Deposit Fund	\$196.03
634	State Custodial Pass-Thru Fund	\$281.36
	Count: 18	\$424,156.45



CITY OF CASTLE ROCK
WATER UTILITY
ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME: KEVIN STONE CONTACT #: [REDACTED]
SERVICE ADDRESS: 130 Shintaffer St NW ACCT #: 2693.1

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on 7-14-22; date leak repaired: 7-13-22
The following is being provided as proof of the leak and also of the repair:

- ☒ Receipts for the repair costs
☒ Pictures of the break/leak and pictures of the repair
☐ Other: _____

Please describe in full; location of leak and steps taken to make the repair:

Service line feeding 134 Shintaffer located outside
132 (in ground). Poly pipe ruptured. Repaired w/coupling
and hose clamps
Signed: Kevin C Stone Date: 7-14-22
(You may continue on the back of the form if needed.)

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY:

FINANCE STAFF SIGNATURE: Debra Hart

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES ☒ NO ☐ INITIAL: DN

LEAK VERIFIED BY: PM DATE: 6/23/2022

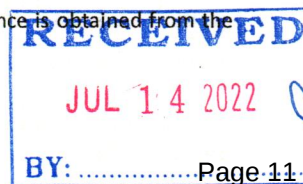
REPAIR VERIFIED BY: AK DATE: 7/19/2022

ADJUSTMENT AMOUNT: \$1,012.74

COMMENTS: 2 Billing Cycles

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.

AKESON/LEAK ADJUSTMENT REQUEST FORM (2018)



WD # 16304296

Hired leak detection company to locate.

Review / Authorization

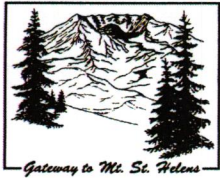
Primary Responsible Department: Finance

Permit No. 2022-0023

Music in the Park (CRCDA)

Nancy Chennault 360.703.8174; Dawn Smith 360.749.6799 nancy@theplantstation.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: 7/6/2022	No Issues
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 7/11/2022	No Issues
☒ Police Charlie Worley, Chief Date: 7/11/2022	No issues
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 7/12/2022	
☒ Parks	Extra garbage cans will be provided for the event. We will make sure electrical power is available for the event.
☒ Streets	Will require street closure. Traffic Control devices will be set at intersections. Applicant is responsible for placement and removal. No "No blocking driveway" signs will be placed. It is against the law to block a driveway, therefore, signs are not necessary.
☐ Traffic	
☐ Other	
☐ All items addressed?	
Additional Comments: Per Nancy, CRCDA is going to add this event to their insurance we are still waiting on the Certificate of Liability 7/25/2022 - We received insurance but it was for the wrong amounts, I emailed them (and their insurance agent) to let them know they needed to update the amounts per occurrence.	
☐ Approved ☐ Denied	Primary responsible department signature _____ Date _____



Special Event Permit

Permit No. **2022-0023**

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 Castle Rock Community Alliance		Address/City/State/Zip P.O. Box 931	
Contact Person Nancy G. Chennault	Phone 360-703-8174	Email nancy@theplantstation.com	
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO		Address/City/State/Zip (if different from above) 953 Sandy Beach Rd. CR	
		Phone Same	Email Same
Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☒ YES ☐ NO If yes, please provide their name and contact information: DAWN SMITH 360-749-6799			

Event Information

Event Name 'Music in the Park' - Gateway Park		Date(s) of event Aug 13, 2022	Estimated # of participants for event 200
Start Time 1 AM/PM ☒	End Time 8 AM/PM ☒	Setup Time 12 N AM/PM ☒	Takedown Time 8:30 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. 1ST ONE		Estimated # of volunteers for event 6-8	
Have you previously requested a permit for such activity? NO		If yes, approximate date?	
Are participants required to pay a fee? NO		Are participants to make a donation? Free Will	
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. Close Front Ave NW @ beginning of one-way. Leave access to North Trailhead parking and Mallory			

Type of Use

Type of use requested ☐ Parade ☒ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party ☒ Other Music and Vendor tents	Where is use requested? ☒ Park area*/where? Gateway Park ☐ Park building*/which one? ☐ Private property/where? ☒ Other Front Ave along park lawn
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*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 **possibly tent at picnic shelter location**
- ☒ Planning to serve food/drink. If yes, including alcohol beverages? ☐ YES ☒ NO
- ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas.
- ☐ Participants will be required to pay a fee.
- ☒ Participants will be asked to make a donation.

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

Received

JUL 05 2022

Castle Rock
Finance

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain close street and signs on Barr 'Please don't block driveways'	Police Department (example: traffic, patrol, security) - Explain
Building/Planning Division (example: electrical, temporary structures) - Explain	Other - Explain

Insurance Information

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

Agreement

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

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

Applicant Name (please print) Nancy G. Chennault	Applicant Signature NANCY G. CHENNAULT
Organization/Title CRCDA / Castle Rock Blooms Volunteer Coordinator	Date 7-5-22

Add additional information on separate sheets as needed.

City Use Only

Other permits required in conjunction with this permit:

☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other: _____

Fees/Payments/Refunds

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

Proof of insurance required? ☐ Yes ☐ No	Bond Required? ☐ Yes ☐ No
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North
Trailhead
Parking

CLOSED



ONE WAY

MALLOY

GATEWAY
PARK

HUNTINGTON

Received

JUL 05 2022

Castle Rock
Finance

BARRST

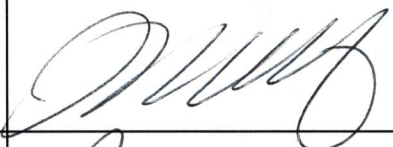
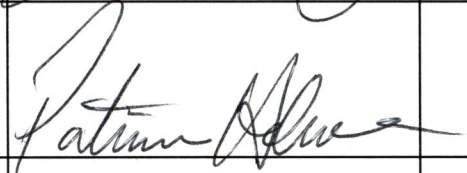
BARRST?

DENTAL
CLINIC

Special Event Signature Collection Sheet

Event: Music Date: 8-13-22 Time: 1pm to 8pm

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
Jennifer Engstrom			415 NW Front	X	
Patricia Holmes			385 Front Ave	X	
Received					
JUL 05 2022					

Castle Rock
Finance



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: Castle Rock Community Development Alliance

Title of Event: "Music in the Park"

Date of Event: August 13, 2022

Phone Number: 360-703-8174

Name of Applicant (please print): NANCY G. CHENNAULT

Signature of Applicant: Nancy G. Chennault

Date Signed: 7-5-22

Received

JUL 05 2022

Castle Rock
Finance

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2022-0025

Mountain Mania (Chamber)

Jonathon Rodeback - 801.318.6238 - contact@castlerockchamber.com

Ryan Greene - 360.907.6725 - rgreene@crschools.org

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

Comments and Conditions

☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 7/27/2022	No Issues
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 7/28/2022	No Issues - Per email
☒ Police Charlie Worley, Chief Date: 7/27/2022	No Issues
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 8/4/2022	No Issues
☒ Parks	Extra garbage cans will be provided for the event. We will make sure electrical power is available for the event.
☒ Streets	Will require street closure. Traffic Control devices will be set at intersections. Applicant is responsible for placement and removal.
☐ Traffic	No Issues
☐ Other	No Issues
☐ Building/Planning, if needed	No Issues
Additional Comments: Per conversation with Jana Gann, they won't be blocking off Jackson St NW even though it was listed on the application. We haven't received Certificate of Liability showing City of Castle Rock as an additional insured for this event.	
☐ Approved ☐ Denied	Primary responsible department signature Date



Special Event Permit

Permit No. 2022-0025

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>Castle Rock Chamber of Commerce</u>		Address/City/State/Zip <u>PO Box 72 Castle Rock, WA 98611</u>	
Contact Person <u>Jonathon Rodeback</u>	Phone <u>801-318-6238</u>	Email <u>contact@castlerockchamber.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 <u>801-318-6238</u> Email	
Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☒ YES ☐ NO If yes, please provide their name and contact information: <u>Ryan Greene, 360-907-6725, rgreen@crschools.org</u>			

Event Information

Event Name <u>Mountain Mania</u>		Date(s) of event <u>8/20/2022</u>		Estimated # of participants for event <u>250</u>	
Start Time <u>9</u> AM / PM	End Time <u>3</u> AM / PM	Setup Time AM / PM	Takedown Time AM / PM	Estimated # of volunteers for event	
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>No</u>				If yes, approximate date?	
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.)					

Type of Use

Type of use requested ☐ Parade ☒ Street Closure ☐ Street Sale ☒ Athletic Run/Walk ☐ Block Party ☐ Other	
Where is use requested? ☒ Park area*/where? <u>Dail / Downtown St</u> ☐ Park building*/which one? ☐ Private property/where? ☐ 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 ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas. ☒ Participants will be required to pay a fee. ☐ Participants will be asked to make a donation.	
Permit holders are responsible for cleanup of debris in connection with their activities.	

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~~Close Jackson (C Street Front Ave)~~ - Per Jana not closing.

Front Ave (Jackson - Ast)

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain

Cowlitz (Huntington to Second Ave)
First Ave (W Cowlitz to A St)

Police Department (example: traffic, patrol, security) - Explain

Other - Explain

Possible electrical

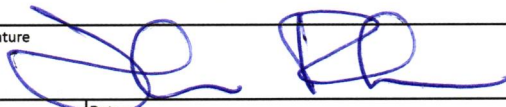
Insurance Information

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) Jonathan Rodeback	Applicant Signature 
Organization/Title Castle Rock Chamber	Date 07/19/22

Add additional information on separate sheets as needed.

City Use Only

Other permits required in conjunction with this permit:

☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other: _____

Fees/Payments/Refunds

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

Proof of insurance required? ☐ Yes ☐ No Bond Required? ☐ Yes ☐ No

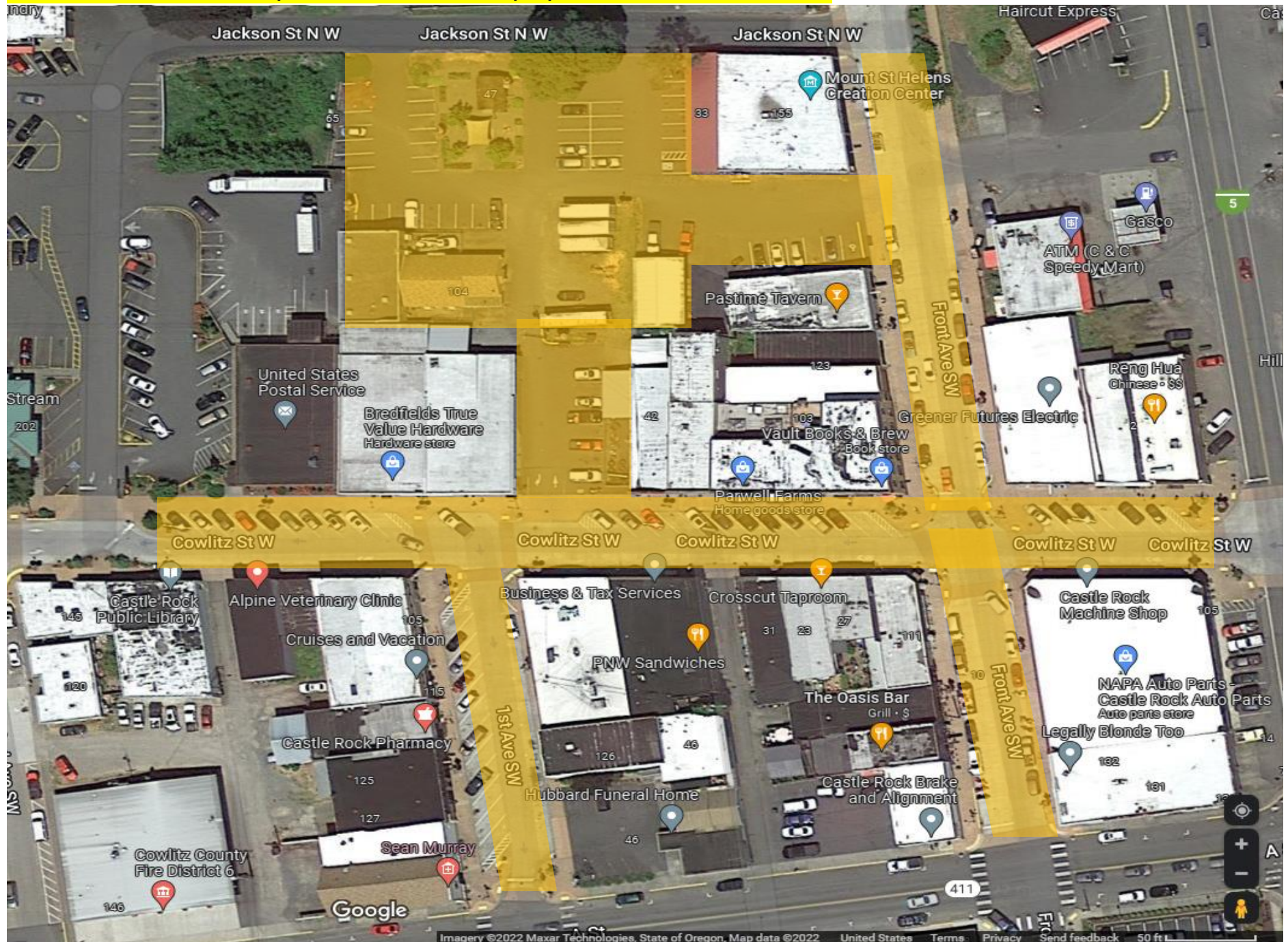
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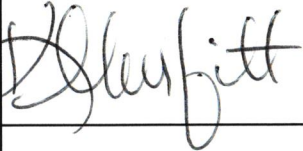
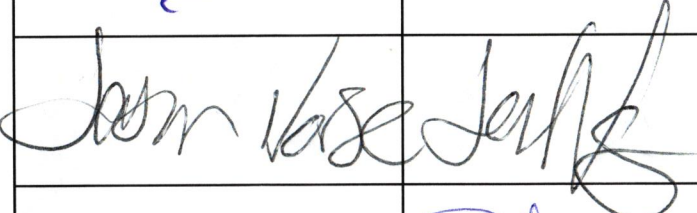
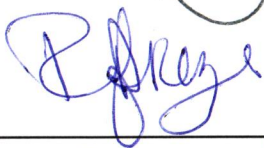
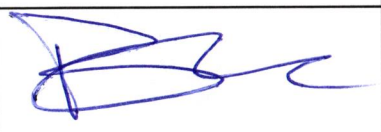
Jackson St NW – Per Jana not part of the street closure, people will still be able to access it.



Special Event Signature Collection Sheet

Event: Mentam Maria Date: 08/20/22 Time: 9 AM to 3 PM

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

Name	Signature	Business	Address	In Favor	Not in Favor
Patrick LeBauer		NAPA	105 Huntington Ave S	X	
Tammy Brossard		CRAL	2 Cowditz St W	X	
Hari Marfitt		GFE + Storefront	6 Cowditz	X	
Brandy Brown		Pastime		X	
John Vase		Pollen	101 front	X	
Robin Fournier		Oasis	123 Front	X	
	Brenda Fisher	Legally Blonde Tea	132 front	X	

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Special Event Signature Collection Sheet

Event: _____ Date: _____ Time: _____ to _____

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
Becca Ward		PNW Sandwiches	41 cowlitz st w	X	
Jana Gann		Knotty Stitches	105 cowlitz	X	

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Need Signatures

- Bred fields ^{ok via phone call w/ Jana}
- Vault Books + Brew ^{Jana Shultz}
- Crosscut - Mary
- Parwell - Stratford



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: Castle Rock Chamber of Commerce

Title of Event: Mountain Mania

Date of Event: 8/20/2022

Phone Number: 801-318-6238

Name of Applicant (please print): Jonathon Kodeback

Signature of Applicant: [Signature]

Date Signed: 07/20/22

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