



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, July 10, 2023
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

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
 1. Introduction of AIB (America in Bloom) Advisors.
 2. City of Castle Rock received "Gold" award for water treatment optimization.
 3. Recognition of Nakayla Ehrhorn - completed the Evergreen Rural Water of Washington Apprenticeship Program in Water Distribution Management.
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
 1. Humane Society 2Q23 Report (page 3)
 2. Castle Rock Community Potluck (page 4)
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the June 26, 2023 Regular Council Meeting. (page 5-7)
- b. Approve the June 2023 invoices as described in the Fund Transaction Summary Report in the

amount of \$1,175,511.08. (page 8-9)

8. OLD BUSINESS

- a. Request for trimming and possible removal of walnut tree located on the east side of 414 Front Ave SW along Huntington Ave S. (page 10-13)

9. NEW BUSINESS

- a. Ordinance No. 2023-06; an ordinance amending City of Castle Rock, Washington Municipal Code, Section 13.06.080 Combined Billing Due Date - Delinquency - Notice of Disconnection. (page 14-19)
- b. Request to approve Exit 48 Waterline Extension Project Change Order No. 1 for an increase of \$15,532.40. The existing bridge impact barriers extended past the bridge abutment and required a field adjustment and additional materials to avoid coring through the impact barrier. Original contract of \$1,464,999.00 would increase to \$1,480,531.40. (page 20-23)
- c. Request for "City of Smiles" by Don Stagner.
- d. Request to declare public works secretary old desktop computer as surplus. Estimated value is \$750. IT will properly prepare the computer for sale.
- e. Special Event Permit #2023-0015; All School Reunion; August 19, 2023 at 11:00 AM. Street closure request includes Front Ave SW between A St SW and Cowlitz St W. (page 24-39)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>3Q23</u>	<u>4Q23</u>	<u>1Q24</u>	<u>2Q24</u>
July 10	October 09	January 08	April 08
July 24	October 23	January 22	April 22
August 14	November 13	February 12	May 13
August 28	November 27	February 26	Tuesday, May 28
September 11	December 11	March 11	June 10
September 25	Wednesday, December 27	March 25	June 24

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.

Humane Society of Cowlitz County

PO Box 172 Longview WA, 98632

City of Castle Rock Quarterly Activity 2023

Type of Call	April	May	June	Quarter	YTD
Complaints	3	2	4	9	22
Rescued	0	0	0	0	0
Cruelty	0	0	0	0	0
Unfounded	0	0	0	0	0
Injured	0	1	0	1	1
Return to Owner	0	0	0	0	1
GOA	2	1	0	3	3
Patrol Hours	6	3	7	16	36
Notice Warning	0	0	1	1	6
Citations	0	0	0	0	5
Court Time	0	0	0	0	0
DOA	0	0	0	0	0
After-Hours Calls	0	1	0	1	5
After-Hours Responses	0	0	0	0	0
Door Tags	0	0	0	0	1
Follow Ups	0	0	0	0	1
Bites	0	0	0	0	0
Officers Impound in Field	8	1	0	9	10
Shelter Intake Front Desk	3	3	1	7	11
Total Castle Rock Animal Intake	11	3	1	15	20
Spay Neuter Clinic	0	6	2	8	11
CCP-TNR Program	0	0	0	0	1
Low Income Vaccine Clinic	1	0	2	3	12
Number of Licenses Sold	5	1	2	8	25
Revenue from Above Number Sold	\$175.00	\$35.00	\$50.00	\$260.00	\$ 635.00

Castle Rock Community Potluck

July 11, 2023

6:00 PM The “ROCK” Pavilion

North County Recreation Complex
5140 Westside Hwy, Castle Rock, WA 98611



Join your neighbors as the America in Bloom Advisors, **Barbara** and **Connie**; complete their 2023 tour of Castle Rock.

Please bring a SALAD, SIDE or DESSERT.

BBQ Chicken, Hamburgers and Hot Dogs, drinks, and table service provided.

Your Hosts: City of Castle Rock and Castle Rock Community Development Alliance (Castle Rock Blooms Committee). Questions, email: castlerockblooms@hotmail.com or message us here.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:32 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 Simonsen was absent.

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 - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley requested to surplus radios that are older and no longer useful to the Police Department, as they utilize a different system now.

Councilmember Kessler made a motion, seconded by Queen to approve the Police Department's request to surplus the older radios that are no longer useful to the Police Department. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

Police Chief Charlie Worley gave a verbal report.

- Public Works Director Dave Vorse

- City Engineer Tom Gower

City Engineer Tom Gower gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

1. Expenditure, Revenue, Cash & Investments Reports (page 3-7)

2. 2024 Budget

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

- a. Approve the minutes of the June 12, 2023 Regular Council Meeting. (page 8-10)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Request for trimming and possible removal of walnut tree located on the east side of 414 Front Ave SW along Huntington Ave S. (page 11-13)

Public Works Director Dave Vorse presented.

Councilmember Rose provided comment.

Mayor Helenberg provided comment.

Councilmember Kessler provided comment.

Councilmember Queen provided comment.

Police Chief Charlie Worley provided comment.

City Attorney Frank Randolph provided comment.

Councilmember Rose made a motion, seconded by Kessler to request Public Works Director Dave Vorse meet with the property owner/requester to put together a plan and subsequent recommendation regarding the care and/or possible removal of the walnut tree. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

- b. Postage machine lease agreement with FP Mailing Solutions; \$194.37 (including tax) per quarter on a 63 month term with first six months free. (Current agreement with Pitney Bowes is \$333.20 (including tax) per quarter). (page 14)

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Lee made a motion, seconded by Rose to approve the postage machine lease agreement with FP Mailing Solutions. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

- c. Washington State Department of Transportation (WSDOT) requests approval of a temporary nighttime noise exemption for pavement repair on existing pavement that has been damaged due to various reasons. Impact on traffic would be minimized during nighttime hours. (page 15-18)

Public Works Director Dave Vorse provided comment.

Mayor Helenberg provided comment.

Councilmember Kessler provided comment.

Councilmember Kessler made a motion, seconded by Rose to approve WSDOT's request for a temporary nighttime noise exemption for pavement repair. Motion carried by roll call vote.

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

d. Special Event Permit #2023-0014; Monster Trucks Most Wanted - Mt St Helens Motorcycle Club; July 21 and July 22, 2023 from 6:00 PM to 10:00 PM. Insurance has been received. (page 19-28)

Councilmember Lee made a motion, seconded by Queen to approve Special Event Permit #2023-0014; Monster Trucks Most Wanted.

After further discussion, motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

e. 2023 Joint Agency Pavement Overlay Project contract with Cowlitz County. Lakeside was awarded the bid. If all work is completed, total cost to City is \$49,500 not including sales tax. (page 29-221)

Public Works Director Dave Vorse presented.

Councilmember Kessler made a motion, seconded by Rose to approve the 2023 Joint Agency Pavement Overlay Project contract with Cowlitz County. Motion carried by roll call vote.

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

10. OTHER BUSINESS

Cowlitz County Commissioner Rick Dahl provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:06 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 7/10/2023, 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# 1005-6/2023	6,812.25	6/23/2023
Adjustment/EFT	EFT# 1006-6/2023	178.91	6/5/2023
Adjustment/EFT	EFT# 1007-6/2023	330.59	6/1/2023
Adjustment/EFT	EFT# 1008-6/2023	693.84	6/1/2023
Adjustment/EFT	EFT# 1009-6/2023	691.32	6/1/2023
Adjustment/EFT	Voided Check # 54348 - Wrong Vendor	(1,720.33)	5/31/2023
Claims	Check 54392	1,720.33	5/31/2023
Claims	Check 54393	1,057.80	6/13/2023
Claims	Check 54394	2,645.23	6/15/2023
Claims	Check 54395 - 54397	460.97	6/21/2023
Claims	Check 54398	1,336.20	6/22/2023
Claims	Check 54399	1,056.63	6/30/2023
Claims	Check 54400 - 54453	956,594.75	6/30/2023
		<u>971,858.49</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1002295	21,550.00	6/15/2023
Mid-Month Draw	Taxes	5,480.00	6/15/2023
EOM Payroll	Nacha # 1017208	67,008.32	6/30/2023
EOM Payroll	Checks 26451 - 26471	81,634.99	6/30/2023
EOM Payroll	Taxes	27,979.28	6/30/2023
Uniform Allowance	Checks	-	
Uniform Allowance	Taxes	-	
Accrued - Quarterly Payroll Tax - L&I		-	
Accrued - Quarterly Payroll Tax - ESD		-	
Accrued - Quarterly Payroll Tax - PFML		-	
Accrued - Quarterly Payroll Tax - WA CARES		-	
		<u>203,652.59</u>	

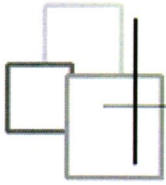
TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#	-	
Adjustment/EFT	EFT#	-	
Claims	Check	-	
Claims	Check	-	
		<u>-</u>	
		<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures		1,175,511.08	6/1/2023 - 6/30/2023
Fund Transaction Summary Report		<u>1,175,511.08</u>	
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: 2023 - Jun - Jul - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$128,585.70
100	Street Fund	\$9,132.57
115	Building Code Account Fund	\$1,168.18
120	Visitor Center Fund	\$804.58
130	Library Fund	\$360.53
145	Local Criminal Justice Fund	\$7,221.01
170	DOT Spoil Site Fund	\$14,475.54
320	Street Construction Capital Fund	\$1,156.87
400	Water/Sewer Operating Fund	\$119,845.41
410	Regional Water System Fund	\$32,062.01
420	Stormwater Management Fund	\$9,897.45
435	Muni Water Capital Improvement	\$816,878.05
470	Muni Sewer Capital Imprv Reserve	\$32,048.77
475	Boat Launch Facility Fund	\$696.61
631	Utility Deposit Fund	\$120.00
634	State Custodial Pass-Thru Fund	\$1,057.80
	Count: 16	\$1,175,511.08

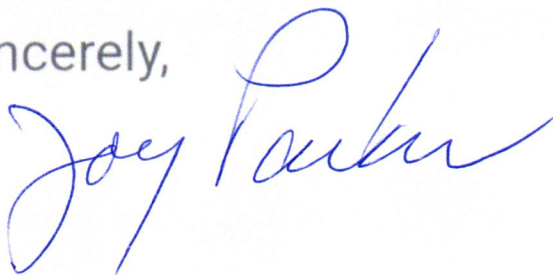
Joy Parker
414 Front Ave SW
360.259.9850

I am writing to address the walnut tree growing beyond a safe size. The year round mess is concerning to not only my family but to anyone traveling down Huntington Ave S.

If the city will allow a vehicle and flaggers on Huntington in the near future. I wish to remove branches growing over my garage.

At some point I would like to discuss removal of the tree completely. That would allow me to plant 2 or 3 Liquidamber sweetgum trees that would be less messy and beautify the street with vivid color changes thru the seasons.

Sincerely,



Received

KA

JAN 01 2023

Castle Rock
Finance







ORDINANCE NO. 2023-06

AN ORDINANCE AMENDING CITY OF CASTLE ROCK, WASHINGTON MUNICIPAL CODE, SECTION 13.06.080
COMBINED BILLING DUE DATE – DELINQUENCY – NOTICE OF DISCONNECTION

WHEREAS, the Washington State Legislature has passed ESHB 1329, an act relating to preventing utility shutoffs for nonpayment during extreme heat; and adding a new section to chapter 35.21 RCW; and

WHEREAS, chapter 35.21 RCW provides that a city or town, including a code city, that owns or operates an electric or water utility may not effect, due to lack of payment, an involuntary termination of utility service to any residential user, including tenants of metered apartment buildings and residents of mobile homes, on any day for which the national weather service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located; and

WHEREAS, the Castle Rock City Council wishes to amend the billing procedures and incorporate the effects of ESHB 1329.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Castle Rock, Washington that Castle Rock Municipal Code, Section 13.06.080 is amended as follows:

Section 13.06.080 Combined billing due date – Delinquency – Notice of disconnection.
Monthly ~~C~~combined billings for water, sewer and stormwater service will be issued and mailed on the last business day of the month and is due and payable by the close of business on the 24th of the month ("due date and time"). ~~a monthly basis and are due and payable 20 days after the date of the bill ("due date")~~. As of the due date and time, any account with a remaining balance due greater than \$11.00 will be considered delinquent and the following action will be taken:

A. ~~On the twenty-fifth day following the billing date, a~~ rebilling fee as established by resolution of the city council shall be assessed ~~to all delinquent accounts with balances exceeding \$11.00. In addition, and~~ a "delinquent account/shutoff notice" will be mailed to the person or persons billed for such service at the address shown in the city's billing records of the city's intent to discontinue service if payment is not made by the due date provided on the notice. Those customers having a residual balance of \$11.00 or less will not receive this notice; however, residual balances will be rebilled and are payable with the next monthly billing cycle. Government agencies are excluded from the delinquent collection process.

Exception: If the ~~24th twenty-fifth day~~ is a non-business day, on a weekend, or holiday, the due date and time, and the issuance of delinquent account/shutoff notices s will be processed on the next ~~regular~~ business day.

Note: Close of Business is defined in Castle Rock Municipal Code Chapter 2.40 – Office Hours.

B. In the event that the occupant/customer is not the property owner, a copy of the delinquent account/shutoff notice will be mailed by first class mail to the property owner of

record, or their agent. This will serve as the owner's notice of the city's intent to discontinue services due to nonpayment of the account. Verification of recorded property ownership will be through the Cowlitz County assessor's office.

C. If the customer disputes the amount due on the account, the customer shall have 10 days from the date of the delinquent account/shutoff notice within which to file a written request to have the account reviewed by the clerk-treasurer or the clerk-treasurer's designee. The request shall state the reasons why the customer believes the amount to be in error and shall provide any supporting evidence. Any customer seeking timely review of a utility bill in writing shall be heard before discontinuance of utility services. The decision of the clerk-treasurer or the clerk-treasurer's designee shall be final. Following the results of the appeal, if the customer owes the city any money, the customer shall pay the amount due within the time ordered by the clerk-treasurer or the clerk-treasurer's designee. If the amount is not paid, utility service shall be discontinued.

D. As of the second Tuesday of the month following the delinquent account/shutoff notice, accounts that have a past-due balance greater than \$11.00, but less than or equal to \$50.00 will be charged a delinquency administration fee as established by resolution of the city council. Accounts that have a past-due balance greater than \$50.00 will be charged a disconnect/reconnect fee as established by resolution of the city council and services will be disconnected.

Exception: Per 35.21 RCW, if the National Weather Service has issued or has announce that it intends to issue a heat-related alert, such as an excess heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located, and that alert is active on the day of the scheduled disconnection, the disconnection will be delayed. The notice of disconnection will include language informing the customer that beginning on disconnect day, the disconnect date will be delayed until the first Tuesday, Wednesday or Thursday in which the alert has been lifted. Delayed disconnections would only apply to customers that continue to have a past-due balance, and the disconnect/reconnect fee shall be charged on the date of processing. Paid accounts would no longer be processed for disconnection nor charged the disconnect/reconnect fee. Examples below:

Example 1: Past-due balance greater than \$50.00 remains and the scheduled final due date is 8/14 (Monday). 8/15 (Tuesday), a heat-related alert is in effect. Disconnection will be delayed. 8/17 (Thursday), heat-related alert is no longer in effect. Disconnection would occur 8/17 (Thursday).

Example 2: Past-due balance greater than \$50.00 remains and the scheduled final due date is 8/14 (Monday). 8/15 (Tuesday), a heat-related alert is in effect. Disconnection will be delayed. 8/18 (Friday), heat-related alert is no longer in effect. Disconnection would occur 8/22 (Tuesday).

E. Customers disconnected for nonpayment will be reconnected within 24 hours of notification of receipt of payment of their past-due balance along with all related fees. Customers disconnected for nonpayment and requesting reconnection of utility services after regular business hours will be assessed the cost of all city personnel overtime expenses incurred as a

result of providing this service. Those costs, along with all other charges, must be paid prior to reconnection.

Exception: Per 35.21 RCW, a residential user at whose dwelling utility service has been disconnected for lack of payment may request that services are reconnected on any day for which the national weather service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located. The account must be in active status to request reconnection of service. Accounts that were previously closed are not eligible to request reconnection under this exception.

Upon receipt of a request made pursuant to (E; Exception) of this section, the account holder must enter into a payment plan prior to reconnection of service. A repayment plan will be designed both to pay the past due bill by the following May 15, or as soon as possible after May 15, if needed to maintain monthly payments that are no greater than six percent (6%) of the household monthly income, and to pay for continued utility services. The plan may not require monthly payments in excess of six percent (6%) of the monthly household income, however, an account holder may agree to pay a higher percentage during this period. The payment plan would not be considered in default unless the monthly payment during this period is less than six percent (6%) of the household monthly income. If assistance payments are received by the account holder following implementation of the plan, the account holder shall contact the City to reformulate the plan.

If the payment plan is in default, services will be disconnected and a disconnect/reconnect fee as established by resolution of the city council will be charged.

F. Disconnection of service will be considered a lien on the property in accordance with RCW 35.21.290. Disconnection for nonpayment shall not occur on a day preceding a weekend or holiday, or when it would not be practical to restore services on the following day.

The effective date of this ordinance shall be July 23, 2023.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

ORDINANCE NO. 2023-06

AN ORDINANCE AMENDING CITY OF CASTLE ROCK, WASHINGTON MUNICIPAL CODE, SECTION 13.06.080
COMBINED BILLING DUE DATE – DELINQUENCY – NOTICE OF DISCONNECTION

WHEREAS, the Washington State Legislature has passed ESHB 1329, an act relating to preventing utility shutoffs for nonpayment during extreme heat; and adding a new section to chapter 35.21 RCW; and

WHEREAS, chapter 35.21 RCW provides that a city or town, including a code city, that owns or operates an electric or water utility may not effect, due to lack of payment, an involuntary termination of utility service to any residential user, including tenants of metered apartment buildings and residents of mobile homes, on any day for which the national weather service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located; and

WHEREAS, the Castle Rock City Council wishes to amend the billing procedures and incorporate the effects of ESHB 1329.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Castle Rock, Washington that Castle Rock Municipal Code, Section 13.06.080 is amended as follows:

Section 13.06.080 Combined billing due date – Delinquency – Notice of disconnection.
Monthly combined billings for water, sewer and stormwater service will be issued and mailed on the last business day of the month and is due and payable by the close of business on the 24th of the month ("due date and time"). As of the due date and time, any account with a remaining balance due greater than \$11.00 will be considered delinquent and the following action will be taken:

A. A rebilling fee as established by resolution of the city council shall be assessed and a "delinquent account/shutoff notice" will be mailed to the person or persons billed for such service at the address shown in the city's billing records of the city's intent to discontinue service if payment is not made by the due date provided on the notice. Those customers having a residual balance of \$11.00 or less will not receive this notice, however, residual balances will be rebilled and are payable with the next monthly billing cycle. Government agencies are excluded from the delinquent collection process.

Exception: If the 24th is a non-business day, the due date and time, and the issuance of delinquent account/shutoff notices will be processed on the next business day.

Note: Close of Business is defined in Castle Rock Municipal Code Chapter 2.40 – Office Hours.

B. In the event that the occupant/customer is not the property owner, a copy of the delinquent account/shutoff notice will be mailed by first class mail to the property owner of record, or their agent. This will serve as the owner's notice of the city's intent to discontinue

services due to nonpayment of the account. Verification of recorded property ownership will be through the Cowlitz County assessor's office.

C. If the customer disputes the amount due on the account, the customer shall have 10 days from the date of the delinquent account/shutoff notice within which to file a written request to have the account reviewed by the clerk-treasurer or the clerk-treasurer's designee. The request shall state the reasons why the customer believes the amount to be in error and shall provide any supporting evidence. Any customer seeking timely review of a utility bill in writing shall be heard before discontinuance of utility services. The decision of the clerk-treasurer or the clerk-treasurer's designee shall be final. Following the results of the appeal, if the customer owes the city any money, the customer shall pay the amount due within the time ordered by the clerk-treasurer or the clerk-treasurer's designee. If the amount is not paid, utility service shall be discontinued.

D. As of the second Tuesday of the month following the delinquent account/shutoff notice, accounts that have a past-due balance greater than \$11.00, but less than or equal to \$50.00 will be charged a delinquency administration fee as established by resolution of the city council. Accounts that have a past-due balance greater than \$50.00 will be charged a disconnect/reconnect fee as established by resolution of the city council and services will be disconnected.

Exception: Per 35.21 RCW, if the National Weather Service has issued or has announce that it intends to issue a heat-related alert, such as an excess heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located, and that alert is active on the day of the scheduled disconnection, the disconnection will be delayed. The notice of disconnection will include language informing the customer that beginning on disconnect day, the disconnect date will be delayed until the first Tuesday, Wednesday or Thursday in which the alert has been lifted. Delayed disconnections would only apply to customers that continue to have a past-due balance, and the disconnect/reconnect fee shall be charged on the date of processing. Paid accounts would no longer be processed for disconnection nor charged the disconnect/reconnect fee. Examples below:

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E. Customers disconnected for nonpayment will be reconnected within 24 hours of notification of receipt of payment of their past-due balance along with all related fees. Customers disconnected for nonpayment and requesting reconnection of utility services after regular business hours will be assessed the cost of all city personnel overtime expenses incurred as a

result of providing this service. Those costs, along with all other charges, must be paid prior to reconnection.

Exception: Per 35.21 RCW, a residential user at whose dwelling utility service has been disconnected for lack of payment may request that services are reconnected on any day for which the national weather service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located. The account must be in active status to request reconnection of service. Accounts that were previously closed are not eligible to request reconnection under this exception.

Upon receipt of a request made pursuant to (E; Exception) of this section, the account holder must enter into a payment plan prior to reconnection of service. A repayment plan will be designed both to pay the past due bill by the following May 15, or as soon as possible after May 15, if needed to maintain monthly payments that are no greater than six percent (6%) of the household monthly income, and to pay for continued utility services. The plan may not require monthly payments in excess of six percent (6%) of the monthly household income, however, an account holder may agree to pay a higher percentage during this period. The payment plan would not be considered in default unless the monthly payment during this period is less than six percent (6%) of the household monthly income. If assistance payments are received by the account holder following implementation of the plan, the account holder shall contact the City to reformulate the plan.

If the payment plan is in default, services will be disconnected and a disconnect/reconnect fee as established by resolution of the city council will be charged.

F. Disconnection of service will be considered a lien on the property in accordance with RCW [35.21.290](#). Disconnection for nonpayment shall not occur on a day preceding a weekend or holiday, or when it would not be practical to restore services on the following day.

The effective date of this ordinance shall be July 23, 2023.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: CITY OF CASTLE ROCK – EXIT 48 WATERLINE EXTENSION

DATE OF ISSUANCE: June 30, 2023

OWNER: City of Castle Rock, WashingtonOWNER's Contract No. N/ACONTRACTOR: Tapani, Inc.ENGINEER Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Revisions to the pipe transition from DI water main to TR Flex water main on the west and east sides of the City's bridge spanning the BNSF railroad tracks.

Reason for Change Order: Ex. bridge impact barriers extended past the bridge abutment and required a field adjustment and additional TR Flex water main, insulation, and jacketing to avoid coring through the impact barrier.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change) Contractor Change Order Request #1.0 documentation.

CHANGE IN CONTRACT PRICE: Original Contract Price Subtotal: \$1,357,375.00 Sales Tax: \$107,624.00 <u>\$1,464,999.00</u>	CHANGE IN CONTRACT TIMES: Original Contract Times Substantial Completion: <u>100</u> Physical Completion: <u>110</u> days or dates
Net changes from previous Change Order No. <u>N/A</u> to No. <u>1</u> <u>\$0</u>	Net changes from previous Change Order No. <u>N/A</u> to No. <u>1</u> <u>0</u> days
Contract Price prior to this Change Order Subtotal: \$1,357,375.00 Sales Tax: \$107,624.00 Total: <u>\$1,464,999.00</u>	Contract Times prior to this Change Order Substantial Completion: <u>100</u> Ready for final payment: <u>110</u> days or dates
Net Increase of this Change Order Subtotal: \$14,381.85 Sales Tax: \$1,150.55 Total: <u>\$15,532.40</u>	Net Increase (decrease) of this Change Order <u>0</u> days
Contract Price with all approved Change Orders Subtotal: \$1,371,756.85 Sales Tax: \$108,774.55 Total: <u>\$1,480,531.40</u>	Contract Times with all approved Change Orders Substantial Completion: <u>100</u> Ready for final payment: <u>110</u> days or dates

RECOMMENDED:

By: 
Engineer (Authorized Signature)Date: July 5, 2023

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: Brandon Farmer
Contractor (Authorized Signature)Date: July 5, 2023

Digitally signed by Brandon Farmer
DN: cn=US, e=BrandonF@Tapani.com,
ou=Tapani, ou=Tapani Inc., cn=Brandon
Farmer
Date: 2023.07.05 15:22:07-0700



Tapani Inc.

Page 1 of 1

Main Office
PO Box 1900 •
1904 SE 6th Place
Battle Ground, WA 98604
360.687.1148 • 360.687.7968 FAX

Change Order Request #1.0

To: Ryan Walters Project Engineer Gibbs & Olson Phone: (360) 425-0991 Email: rwalters@gibbs-olson.com	From: Brandon Farmer Project Manager Tapani Inc. Phone: (360) 216-5159 Email: BrandonF@Tapani.com
--	--

Tapani Project #: 235523
Project: Exit 48 Waterline

Below is the detail for our proposal to complete the following changes in contract work:

- Pending Change Order: **1.0 – RFI-05 – DI Pipe Change**
- **Proposed Scope of Work:** This proposal covers the pipe material, labor, equipment, and trucking change for the revised DI pipe transition. This covers approximately 3 additional crew hours for each side of the bridge for the additional work. Aggregate, paving, and flagging is not included in this change and will be paid via the original unit price bid items.

	Status	Change (in Days)	Quantity	UM	Unit Price	Amount
1. RFI-05 – DI Pipe Change	Pending	0	1.00	LS	\$14,381.85	\$14,381.85
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Total \$14,381.85

Submitted By:

Approved By:

06/30/2023

Brandon Farmer, Tapani

Date

Ryan Walters, Gibbs & Olson

Date

Force Account/ Change Order Worksheet							
Date:	6/27/2023	 TAPANI INC. Corporate Office PO Box 1900 Battle Ground, WA 98604 360.687.1148					
Project Name:	Exit 48 Waterline						
Contract #	0130-5023						
Job #	235523						
C.O. #	CO #1.0						
Description: RFI-05 - DI Pipe Change This proposal covers the pipe material, labor, equipment, and trucking change for the revised DI pipe transition. This covers approximately 2 additional crew hours for each side of the bridge for the additional work. Aggregate, paving, and flagging is not included in this change and will be paid via the original unit price bid items. This also does not include bell restraints, if you would like them included please inform Tapani.							
LABOR							
Class	Name/Description	Straight Time		Overtime		Unit	Total
		Hours	Rate	Hours	Rate		
Foreman		6	\$ 97.25		\$ 145.88	HRS	\$ 583.50
Pipelayer		6	\$ 83.70		\$ 125.55	HRS	\$ 502.21
Power Equipment Operator		6	\$ 95.72		\$ 143.58	HRS	\$ 574.31
Power Equipment Operator		6	\$ 95.72		\$ 143.58	HRS	\$ 574.31
Labor Sub Total						\$	2,234.33
Labor Overhead & Profit 31%						\$	692.64
Labor Total						\$	2,926.97
EQUIPMENT							
Equipment #	Equipment Description	Operated		Standby		Unit	Total
		Units	Rate	Units	Rate		
5240044	Crew Truck	6	\$ 35.80		\$ 5.36	HRS	\$ 214.80
1120087	Caterpillar 321D LCR Excavator	6	\$ 123.17		\$ 36.65	HRS	\$ 739.02
1520063	Caterpillar 926M Loader	6	\$ 90.66		\$ 35.45	HRS	\$ 543.96
Equipment Sub Total						\$	1,497.78
Equipment Overhead & Profit 21%						\$	314.53
Equipment Total						\$	1,812.31
MATERIAL							
Material Description		Unit Rate			Quantity	Unit	Total
HD Fowler - Pipe Material		\$ 7,969.06			1	LSU	\$ 7,969.06
							\$ -
							\$ -
							\$ -
							\$ -
Material Sub Total						\$	7,969.06
Material Overhead & Profit 21%						\$	1,673.50
Material Total						\$	9,642.56
SUBCONTRACTORS							
Subcontractor Description		Unit Rate			Quantity	Unit	Total
Trucking		\$ 165.00			4	HRS	\$ -
							\$ -
							\$ -
							\$ -
Sub Contractors Sub Total						\$	-
Subcontractor Overhead & Profit 12%						\$	-
Subcontractor Total						\$	-
OTHER							
Description		Unit Rate			Quantity	Unit	Total
							\$ -
							\$ -
							\$ -
							\$ -
Other Sub Total						\$	-
Other Overhead & Profit 21%						\$	-
Other Total						\$	-
Stipulations This proposal is based on the usual cost elements such as labor, material, and normal markups and does not include all costs for additional changes in the sequence of work, delays, disruptions, rescheduling, extended overhead, overtime (unless specified), acceleration, and/or impact costs; and the right is expressly reserved to make claim for any and all (if any) of these related items prior to final completion of this contract. Please consider this language official "notice" as defined in subcontract and/or main contract.							
					Sub Total	\$	14,381.85
Accepted by: _____					General Liability Insurance 0.0000%	\$	-
Date: _____					Bond 0.0%	\$	-
					Total Amount	\$	14,381.85
This Change increases the time to complete the project by:						Day(s)	



Tapani Inc.

Page 1 of 1

PO Box 1900 •
1904 SE 6th Place
Battle Ground, WA 98604
360.687.1148 • 360.687.7968 FAX

Request for Information # 05

Project Name: Exit 48 Waterline

Tapani Inc. Project #:235523

TO: Ryan Walters, P.E.
Gibbs & Olson
Project Manager

FROM: Brandon Farmer
Tapani Inc
Project Manager

PHONE: 360-430-2674

PHONE: 360-216-5159

EMAIL: Rwalters@gibbs-olson.com

EMAIL: BrandonF@Tapani.com

Subject: DI Pipe Location

Question: DI Pipe Location

Date Sent: 05/19/2023

On drawing sheet W2 and W3 the location of the 45 looks to be too far into the bridge area based on survey and the attached photographs. Tapani has concerns that the transition needs to be moved back between 20' to 30' on each side of the bridge.

Please advise.

Response RYAN WALTERS, P.E.

Date Answered: 5-23-2023

AS DISCUSSED ON-SITE (5/23/2023), CONTRACTOR SHALL ADJUST THE LOCATION OF THE PROPOSED 45-DEG. BENDS (MJ), SLEEVES, ETC. AS REQ'D TO INSTALL THE WATERMAIN AS SHOWN ON THE PLANS ATTACHED TO THIS RFI. CONTRACTOR SHALL REMOVE THE GUARDRAILS CLOSEST TO THE BRIDGE IMPACT BARRIERS (CONC. BARRIERS) AND INSTALL THE 12-INCH WATER MAIN AT A 45-DEG. ANGLE FROM HUNTINGTON AVE S. TO THE EXTERIOR SIDE OF THE IMPACT BARRIER. WATER MAIN SHALL BE BURIED WITH 3-FEET OF COVER (MIN.) AND CENTERLINE OF WATER MAIN SHALL ALIGN WITH THE BRIDGE HANGERS AS DETAILED ON THE PLANS. CONTRACTOR SHALL INSTALL CSTC/CSBC TO ENSURE 3-FEET OF COVER OVER THE WATER MAIN AND ARMOR THE AREA WITH QUARRY SPALLS. ANY EXPOSED DI WATER MAIN SHALL BE INSULATED PREFERABLY WITH THE SAME INSULATION PROPOSED ACROSS THE BRIDGE OR AN ACCEPTABLE ALTERNATIVE. DI WATER MAIN AND FITTINGS SHALL BE RESTRAINED JOINT AND FIELD LOCK GASKETS ARE ALSO REQUIRED.



Special Event Permit

Permit No. 2023-0015

City of Castle Rock | Phone: 360.274.8181 | www.ci.castle-rock.wa.us

Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor <u>The Oasis Restaurant + Bar</u>		Address/City/State/Zip <u>123 Front Ave SW</u>	
Contact Person <u>Robin Frazier</u>	Phone <u>360 560 2639</u>	Email <u>Oasis castleRock@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? ☐ YES ☒ NO If yes, please provide their name and contact information: <u>Attached outside seating + Bar service Band 3-8pm</u>			

Event Information

Event Name <u>all School Reunion</u>		Date(s) of event <u>8-19-23</u>		Estimated # of participants for event <u>175</u>	
Start Time <u>11:00 AM</u>	End Time <u>10:00 PM</u>	Setup Time <u>10:00 AM</u>	Takedown Time <u>11:15 AM</u>	Estimated # of volunteers for event <u>all employees (19)</u>	
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>7-24-21</u>	
Are participants required to pay a fee? <u>no</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>Beer garden - Oasis Restaurant Food served outside - Band 3-8pm</u>					

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? ☐ Park building*/which one? ☐ Private property/where? ☒ Other <u>Front Ave SW</u>
*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 <u>3 10x10 tent</u> ☐ 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

Received

-1-

JUN 14 2023

JUN 15 2023

2023-0015-SEP

Castle Rock
Finance

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Finance

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain 1 Street closure 1 Block Closure each end of the Block	Police Department (example: traffic, patrol, security) - Explain
	Other - Explain

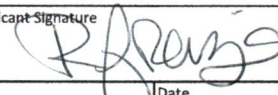
Insurance Information

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

Agreement

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

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

Applicant Name (please print) Robin Frazier	Applicant Signature 
Organization/Title The Oasis Restaurant + Bar / owner	Date 6-14-21

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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-2-

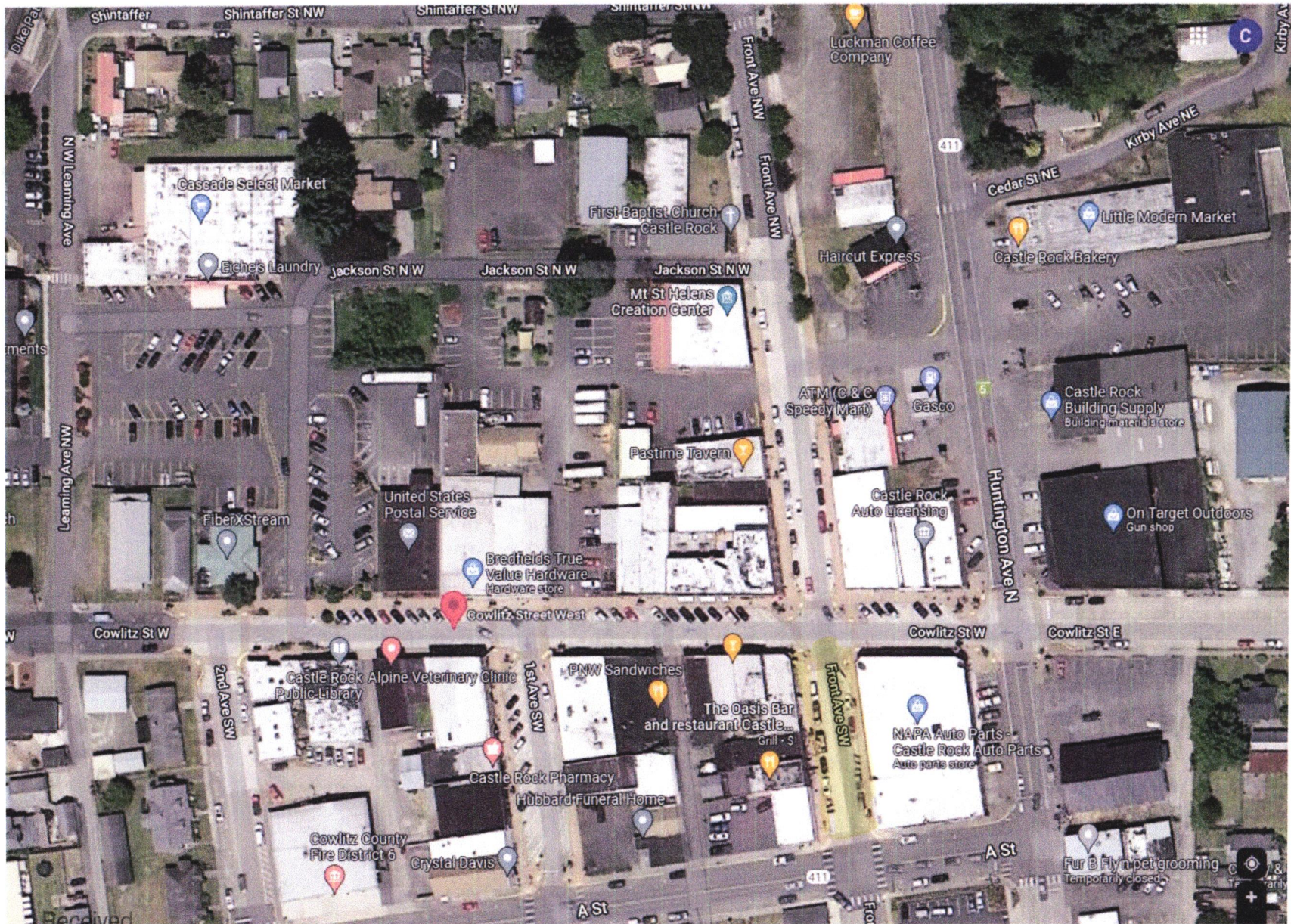
JUN 14 2023

JUN 15 2023

2023-0015-SEP

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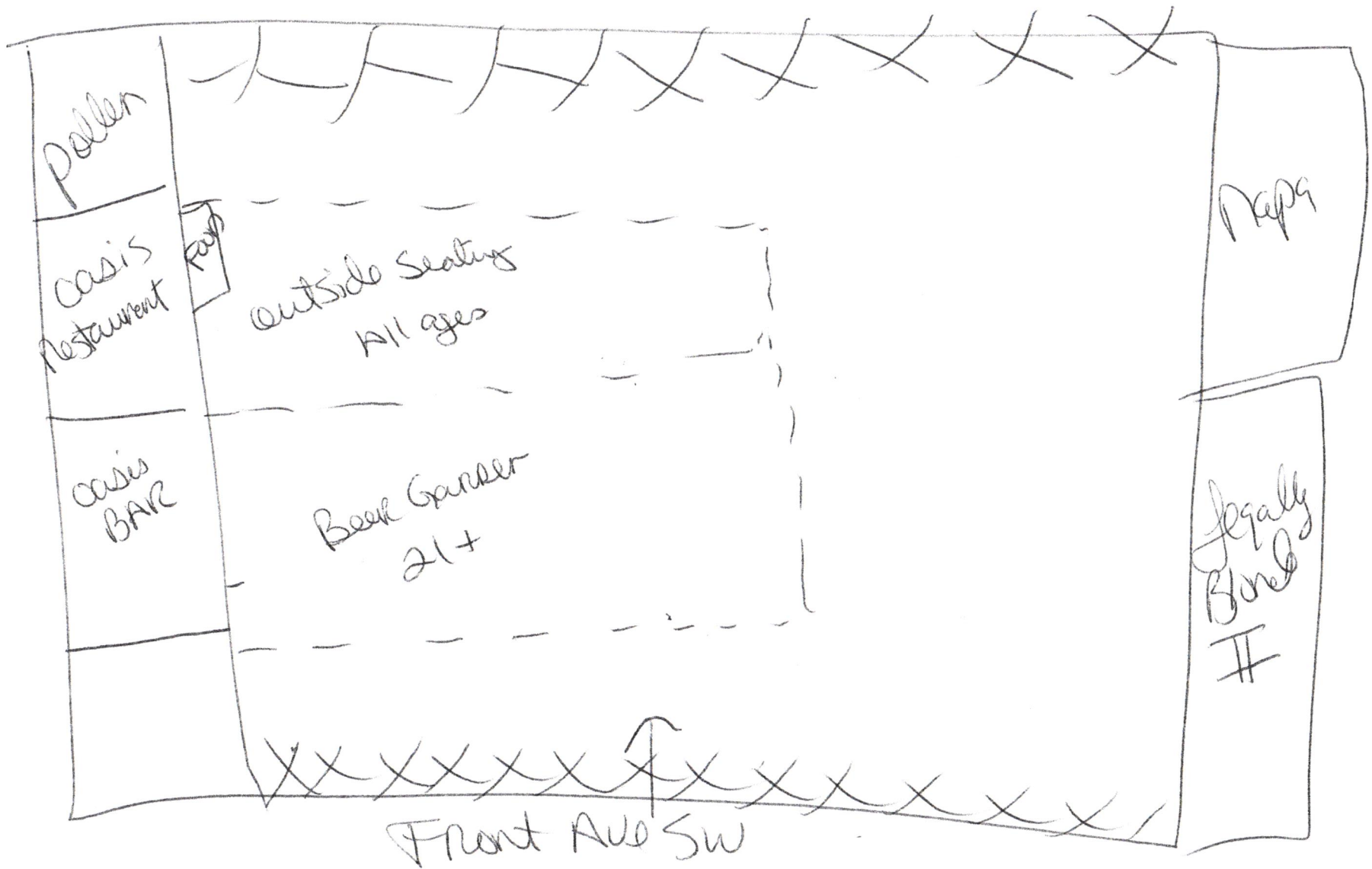
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A Streetsw open as usual



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JUN 15 2023

Castle Rock
Finance

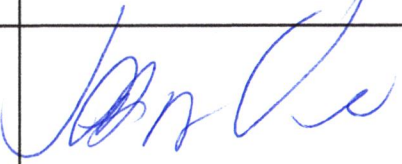
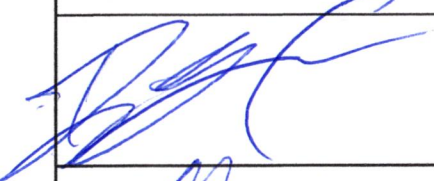
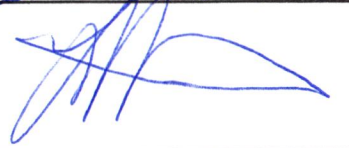
Cowlitz Street West open as usual

all school reunion

Special Event Signature Collection Sheet

Event: ~~8-19-23~~ Date: 8-19-23 Time: 11:00 AM to 9:00 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 LaBarr		Napa	105 Huntington	X	
Jason Vafe		pollen	101 Front Street SW.	X	
	Brenda Fisher	Legally Blonde Too	132 Front St.	X	
	Jason Vafe	Oasis	123 Front St.	✓	
Received					
JUN 15 2023					



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: The Oasis Bar

Title of Event: All School Reunion

Date of Event: 8-19-23

Phone Number: 360-560-2639

Name of Applicant (please print): Rdon Frazier

Signature of Applicant: R. Frazier

Date Signed: 6-14-23

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JUN 15 2023
Castle Rock
Finance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/15/2023

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	Sandin Insurance Group PO Box 23369 Portland, OR 97281 License #: CA 0G94457	CONTACT NAME: Andrew Pettygrove PHONE (A/C, No, Ext): (503)899-9632 FAX (A/C, No): (503)926-9193 E-MAIL ADDRESS: andrew@teamsandin.com
INSURED	The Oasis Bar LLC DBA The Oasis Bar PO Box 898 Castle Rock, WA 98611	INSURER(S) AFFORDING COVERAGE INSURER A: Associated Industries Insurance Company, Inc. INSURER B: Scottsdale Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 00003111-21491

REVISION NUMBER: 6

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 ☒ Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		AES1223030 01	05/03/2023	05/03/2024	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 \$ 2,000,000 Liquor Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			AES1223030 01	05/03/2023	05/03/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	Y		XS58744	05/03/2023	05/03/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AES1223030 01	05/03/2023	05/03/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Premise Location: 111 & 123 Front Ave SW, Castle Rock, WA 98611

City of Castle Rock is listed as an additional insured - city/state - CG2012

Event Date: August 19th, 2023

CERTIFICATE HOLDER

CANCELLATION

Received
City of Castle Rock
141 "A" Street SW, PO Box 370
Castle Rock, WA 98611
Finance

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

Andrew Pettygrove

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

The City of Castle Rock, t's officers, directors, employees and agents

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Received

41

JUN 15 2023

2023-0015-5 E

Castle Rock
Finance

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2023-0015

All School Reunion (The Oasis Restaurant & Bar)

Robin Frazier 360.560.2639

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

Comments and Conditions

☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 6/16/2023	No Issues
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 6/16/2023	No Issues
☒ Police Charlie Worley, Chief Date: 6/20/2023	No Issues
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 6/22/2023	
☐ Parks	
☒ Streets	Will provide road closure equipment for the applicant to put out and put away after the event.
☐ Traffic	
☐ Other	
☐ Building/Planning, if needed	
Additional Comments: Robin is aware she needs approval from liquor board and is waiting to hear back from them. 6/16/2023 Robin emailed - Robin heard back from liquor board, email from them is attached.	
☐ Approved ☐ Denied	Primary responsible department signature _____ Date _____



Karlene Akesson <kakesson@ci.castle-rock.wa.us>

Fwd: Oasis 352431

2 messages

robin frazier <oasiscastlerock@gmail.com>
 To: Karlene Akesson <kakesson@ci.castle-rock.wa.us>

Fri, Jun 16, 2023 at 2:35 PM

liquor board approval

----- Forwarded message -----

From: **Gruginski, Stephen (LCB)** <stephen.gruginski@lcb.wa.gov>
 Date: Fri, Jun 16, 2023 at 2:32 PM
 Subject: Fwd: Oasis 352431
 To: robin frazier <oasiscastlerock@gmail.com>

From: Gruginski, Stephen (LCB)
Sent: Thursday, June 15, 2023 7:33:35 AM
To: robin frazier <robinwaliezer@icloud.com>
Subject: RE: Oasis 352431

Thank you for the notice on your event, you've met the requirement under WAC [314-03-100](#).

WAC 314-03-100**What types of activities on a licensed premises require notice to the board?**

Liquor licensees must notify their local enforcement office in writing at least five days prior to conducting the following activities unless the licensee has received an exception from their enforcement officer:

- (1) Male/female dance reviews, subject to the provision of WAC [314-11-050](#);
- (2) Live boxing or wrestling;
- (3) Contests or games where patrons are part of the entertainment;
- (4) Hours of operation in between 2:00 a.m. and 6:00 a.m. for licensees that sell liquor for on-premises consumption;
- (5) Closing the business to the general public for a private party; and
- (6) Outside service for one-time events such as a holiday celebration where liquor service and consumption is planned to extend to an area of the premises that does not have board approval for liquor service. The licensee must have leasehold rights to the area where alcohol service and consumption is planned.

There has been some changes to the requirements in WAC [314-03-205](#) regarding outdoor alcohol service. The requirements also apply to Licensees holding "one-time" events such as yours (I've highlighted some of the verbiage as the WAC is fairly wordy).

WAC 314-03-205**Temporary rules for outdoor alcohol service by on-premises licensees.**

(1) As authorized in section 2(8), chapter 48, Laws of 2021, the temporary rules for outdoor alcohol service described in this section are effective until July 1, 2023, unless extended by law. These rules create a temporary exception to the requirements in WAC 314-03-200. These rules apply to all on-premises licensees.

(2) For ongoing outdoor alcohol service located in privately owned spaces, a licensee must request approval from the board's licensing division and meet the following requirements:

(a) The licensee must have legal authority to use the outdoor alcohol service area including, but not limited to, ownership or leasehold rights;

(b) The licensee must have a building that provides indoor dining or production in order to qualify for an outdoor alcohol service area;

(c) The outdoor alcohol service area must be (i) contiguous to the licensed business, or (ii) located on the same property or parcel of land as the licensed business;

(d) The outdoor alcohol service area must have an attendant, wait staff, or server dedicated to the area when patrons are present;

(e) Interior access to the licensed premises from the outdoor alcohol service area is not required. However, unless there is (i) interior access to the licensed premises from the outdoor alcohol service area, or (ii) an unobstructed direct line of sight from inside the licensed premises to the outdoor alcohol service area, an employee with a mandatory alcohol server training (MAST) permit under chapter 314-17 WAC must be present in the outdoor alcohol service area at all times that patrons are present, in order to monitor alcohol consumption. This requirement is in addition to the requirement in (d) of this subsection that the outdoor alcohol service area must have an attendant, wait staff, or server dedicated to the area when patrons are present;

(f) The same food service offered inside the licensed premises must also be offered in the outdoor alcohol service area;

(g) The outdoor alcohol service area must be enclosed with a permanent or movable barrier a minimum of 42 inches in height. The board may grant limited exceptions to the required 42 inch high barrier for outdoor alcohol service areas if the licensee has permanent boundaries for the outdoor alcohol service area;

(h) Openings into and out of the outdoor alcohol service area cannot exceed 10 feet. If there is more than one opening along one side, the total combined opening may not exceed 10 feet; and

(i) Licensees must comply with local building codes, local health jurisdiction requirements, department of labor and industries requirements, and any other applicable laws and rules.

(3) For ongoing outdoor alcohol service located in public spaces, a licensee must request approval from the board's licensing division and meet the following requirements:

(a) The licensed business must have a permit from their local jurisdiction allowing the business to use the public space as a service area, such as a sidewalk cafe permit or other similar outdoor area permit authorized by local regulation;

(b) The licensee must have a building that provides indoor dining or production in order to qualify for an outdoor alcohol service area;

(c)(i) Except as provided in (c)(ii) of this subsection, the outdoor alcohol service area must be enclosed with a permanent or movable barrier a minimum of 42 inches in height. Openings into and out of the outdoor alcohol service area cannot exceed 10 feet. If there is more than one opening along one side, the total combined opening may not exceed 10 feet;

(ii) Licensees with outdoor alcohol service areas contiguous to the licensed premises may use a permanent demarcation of the designated alcohol service area for continued enforcement of the boundaries, instead of a permanent or movable barrier a minimum of 42 inches in height. If a permanent demarcation is used, the permanent demarcation must be at all boundaries of the outdoor alcohol service area, must be at least six inches in diameter, and must be placed no more than 10 feet apart;

(d) The outdoor alcohol service area must have an attendant, wait staff, or server dedicated to the area when patrons are present;

(e) The same food service offered inside the licensed premises must also be offered in the outdoor alcohol service area; and

(f) Licensees must comply with local building codes, local health jurisdiction requirements, department of labor and industries requirements, and any other applicable laws and rules.

(4) For multiple licensees to share an outdoor alcohol service area, the licensees must request approval from the board's licensing division and meet the following requirements:

(a) The licensees' property parcels or buildings must be located in direct physical proximity to one another. For the purposes of this subsection, "direct physical proximity" means that the property parcels or buildings are physically connected or touching each other along a boundary or at a point;

(b)(i) If the shared outdoor alcohol service area is located on public space, the licensees sharing the space must meet all of the requirements in subsection (3) of this section and shared use of the outdoor service area must be authorized by the licensees' local jurisdiction permits; or

(ii) If the shared outdoor alcohol service area is located in a privately owned space, the licensees sharing the space must meet all of the requirements in subsection (2) of this section and must have legal authority to share use of the outdoor service area including, but not limited to, ownership or leasehold rights;

(c) The licensees must maintain separate storage of products and separate financial records for the shared outdoor alcohol service area. If licensees share any point of sale system, the licensees must keep complete documentation and records for the shared point of sale system showing clear separation as to what sales items and categories belong to each respective licensee;

(d) The licensees must use distinctly marked glassware or serving containers in the shared outdoor alcohol service area to identify the source of any alcohol product being consumed. The distinctive markings may be either permanent or temporary. Any temporary markings must remain on the glassware or serving containers through the duration of use by the customer;

(e) The licensees must complete an operating plan for the shared outdoor alcohol service area. The operating plan should demonstrate in general how responsibility for the outdoor alcohol service area is shared among the licensees. Licensees are required to submit the operating plan to the board's licensing division at the time of application or alteration and must keep documentation of an up-to-date plan available for inspection on premises; and

(f) Consistent with WAC **314-11-065**, a licensee may not permit the removal of alcohol in an open container from the shared outdoor alcohol service area, except to reenter the licensed premises where the alcohol was purchased. Signage prohibiting the removal of alcohol in an open container must be visible to patrons in the shared outdoor alcohol service area.

(5) If multiple licensees use a shared outdoor alcohol service area as described in subsection (4) of this section, all participating licensees are jointly responsible for any violation or enforcement issues unless it can be demonstrated that the violation or enforcement issue was due to one or more licensee's specific conduct or action, in which case the violation or enforcement action applies only to those identified licensees.

(6) The definitions in this subsection apply throughout this section unless the context clearly requires otherwise.

(a) "Alcohol service" means service of liquor as defined in RCW **66.04.010**.

(b) "Contiguous" means touching along a boundary or at a point.

(c) "Sidewalk cafe" means a designated seating area on the sidewalk, curb space, or other public space where a business provides table service and seating for their patrons during business hours.

(7) This section expires July 1, 2023, pursuant to section 2(11), chapter 48, Laws of 2021, unless extended by law.

Officer Stephen Gruginski

Washington State Liquor and Cannabis Board

Enforcement & Education Division

1025 E Union Ave SE

Olympia, WA 98501

Ph: 360-688-8566

www.lcb.wa.gov

From: robin frazier <robinwaliezer@icloud.com>
Sent: Wednesday, June 14, 2023 3:40 PM
To: Gruginski, Stephen (LCB) <stephen.gruginski@lcb.wa.gov>
Subject: Oasis 352431

External Email

Event map

Special Event Permit

City of Castle Rock | Phone: 360.379.8283 | www.ci.castlerock.wa.us
Application must be made a minimum of 60 days prior to event (30 if a prior annual event)

Permit No. _____

Contact Information

Organization: Thomas Restaurant Address: 123 Front Ave SW
 Contact Name: Robert Plazens Phone: 360 500 2639 Email: oasis.castlerock@gmail.com

Is contact person, and you, authorized to sign this permit on behalf of the organization? ☒ YES ☐ NO

Do you have other individuals authorized to sign on behalf of the organization? ☐ YES ☒ NO If yes, please provide their names and contact information.

Event Information

Event Name: All School Reunion Date of Event: 7-24-21 Estimated # of people for event: 5
 Start Time: AM / PM End Time: AM / PM Duration: AM / PM Estimated # of attendees for event: all employees (19)

Is this an annual event? ☐ YES ☒ NO* Application fee for non-annual events required regardless of event. *Application fee for annual events required regardless of event.

Event date(s) (month/year): 7-24-21

Are participants authorized to use a tent? ☐ YES ☒ NO

Will this event generate traffic, parking, and other issues? ☐ YES ☒ NO

Will this event generate noise? ☐ YES ☒ NO

Will this event generate other issues? ☐ YES ☒ NO

Type of Use

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

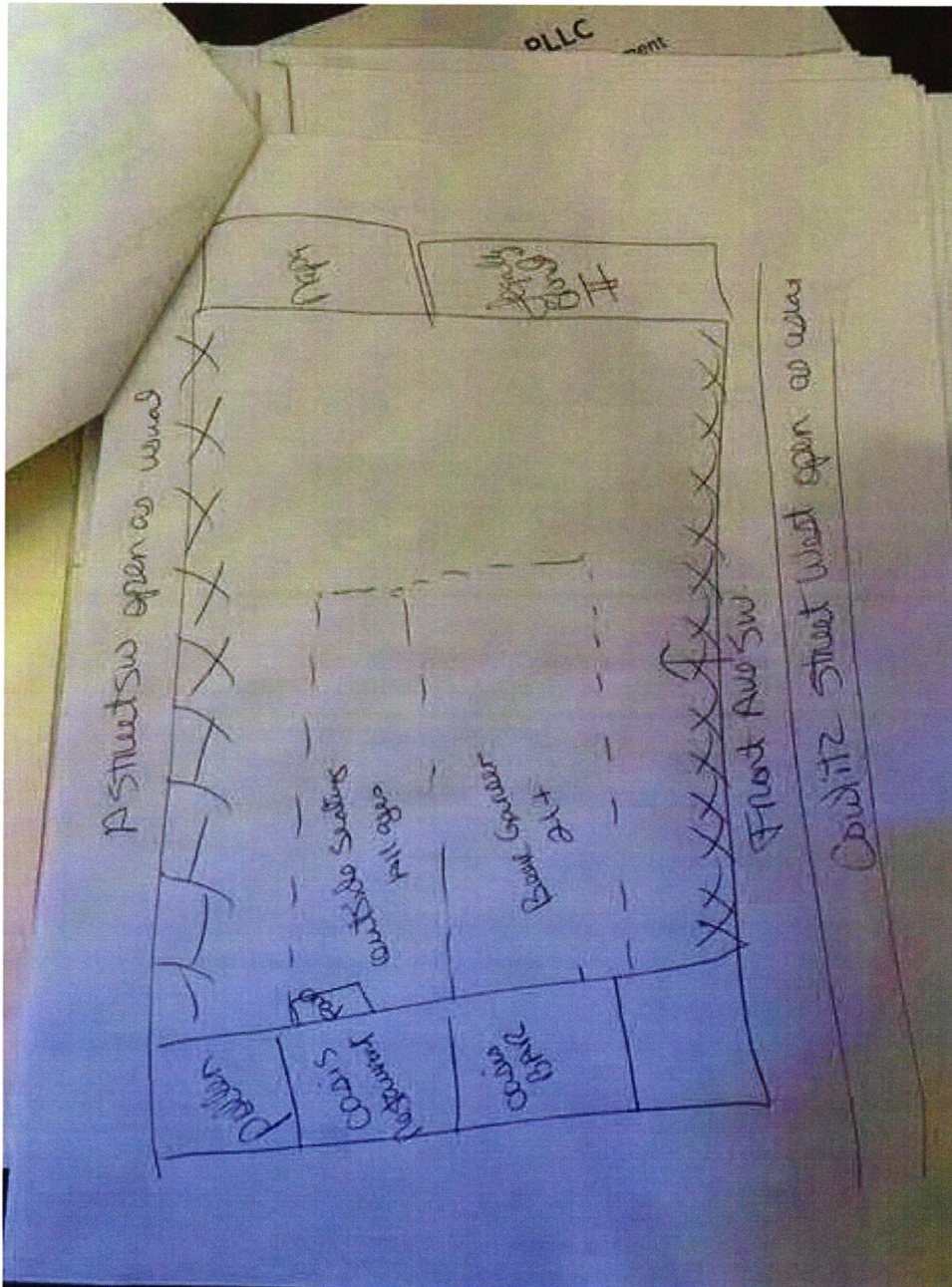
Where is use requested?
☐ Park area? (where?) ☐ Park building? (which one?)
☐ Private property? (where?) ☐ Other: Front Ave SW

*Notes: If planning to use a park area or building, please contact the Public Works Department at 360.379.8283 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 structures/tents. Number and location: 3 10x10 tent
☐ 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.





Sent from my iPhone

Karlene Akesson <kakesson@ci.castle-rock.wa.us>
To: robin frazier <oasiscastlerock@gmail.com>

Fri, Jun 16, 2023 at 2:42 PM

Received. Thank you! 😊

[Quoted text hidden]

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Karlene Akesson, Deputy Clerk
City of Castle Rock
PO Box 370
Castle Rock, WA 98611
Phone: 360-274-8181