



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, July 24, 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>

To join this meeting using your phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 201-632-365 (Press *6 to speak)

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

1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

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

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the July 10, 2023 Regular Council Meeting. (page 3-6)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Resolution No. 2023-02, a resolution amending the fee schedule for certain land use, planning, zoning, environmental and right-of-way permit applications. (page 7-8)
- b. Special Event Permit #2023-0010; AFT Grand National (including Mt St Helens Motorcycle Club's 65th Anniversary & Speed Week); August 10-12, 2023 from 5:00 PM to 10:00 PM. Insurance received. (page 9-17)
- c. Special Event Permit #2023-0016; Mountain Mania; August 19, 2023 from 7:00 AM to 3:00 PM.

Insurance received. (page 18-25)

Street closures include:

- Cowlitz St W from Huntington to Post Office
- Front Ave from A Street SW to Jackson St NW
- 2nd Ave SW from Cowlitz St W to A St SW.

Jackson St NW will remain open.

d. Request to approve out-of-state travel for Public Works Director Dave Vorse and Senior Operator Tyler Stone to attend America in Bloom Symposium in Spartanburg, South Carolina, September 27 - August 1, 2023. Travel is included in the 2023 budget.

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.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:33 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

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

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

c. Changes to Agenda

1. New Business Item c. - Request for "City of Smiles" - repositioned to follow Roll Call.

Don Stagner presented.

Councilmember Kessler made a motion, seconded by Queen to approve adding "City of Smiles" to the readerboard signs at Exit 49 and downtown without posting additional signs at each end of town. Queen withdrew the motion to second. Motion expired due to lack of a second.

Councilmember Rose made a motion, seconded by Queen to approve the making and posting of "City of Smiles" signs for each end of town (Rose to assist with funding) and to add "City of Smiles" to the readerboard signs at Exit 49 and downtown. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

2. Department Reports - Introduction of America in Bloom Advisors - repositioned to follow request for "City of Smiles".

Mayor Helenberg presented.

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.

The introduction of AIB Advisors was repositioned in the agenda to follow the "City of Smiles" request.

Public Works Director Dave Vorse gave a verbal report and presentation.

Executive Director Tracey Hunter and Apprenticeship Training Supervisor Ernie Klimek, representatives of the Evergreen Rural Water of Washington Apprenticeship Program in Water Distribution Management, presented Nakayla Ehrhorn, with a certificate and a letter of completion of the apprenticeship program.

- City Engineer Tom Gower
City Engineer Tom Gower gave a verbal report.

- 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)

1. Councilmember Lee Kessler stated there was confusion regarding the start time and route of the parade on July 13. Previously approved as 6:00 PM and B St SW.

Public Works Director David Vorse provided comment.

Councilmember Kessler made a motion, seconded by Rose to approve changing the approved parade start time to 6:30 PM and remove B St SW from the approved route and replace with C St SW. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

2. Mayor Helenberg guided the Council to examine the Humane Society 2Q23 Report.
Mayor Helenberg gave a verbal report.

- CRCDA Representative

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 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)

Public Works Director David Vorse presented.

Councilmember Kessler made a motion, seconded by Queen to approve pruning of the walnut tree and the removal of the large limb on the north side of the walnut tree. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

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)

Clerk-Treasurer Carie Cuttonaro presented.

Clerk-Treasurer Carie Cuttonaro provided clarification in response to Councilmember Kessler's request.

Councilmember Rose made a motion, seconded by Queen to approve Ordinance No. 2023-06 amending CRMC section 13.06.080. After further discussion, motion carried by roll call vote.

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

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)

Mayor Helnberg and Tom Gower presented.

Councilmember Kessler provided comment.

Councilmember Kessler made a motion, seconded by Queen to approve the Exit 48 Waterline Extension Project Change Order No. 1 for an increase of \$15,532.40. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

c. Request for "City of Smiles" by Don Stagner.

Repositioned in the agenda to be presented after Roll Call.

d. Request to declare public works secretary old desktop computer as surplus. Estimated value is \$750. IT will properly prepare the computer for sale.

Councilmember Kessler made a motion, seconded by Queen to approve the request to declare the public works secretary old desktop computer as surplus. Motion carried by roll call vote.

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

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)

Public Works Director David Vorse presented.

Councilmember Kessler made a motion, seconded by Queen to approve Special Event Permit #2023-0015; All School Reunion. 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 8:17 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

RESOLUTION NO. 2023-03

A RESOLUTION AMENDING A FEE SCHEDULE FOR CERTAIN LAND USE, PLANNING, ZONING,
ENVIRONMENTAL AND RIGHT-OF-WAY PERMIT APPLICATIONS

WHEREAS, a review of fees for certain land use, planning, zoning, environmental and right-of-way permit applications have not been updated since 2018.

NOW, THEREFORE BE IT RESOLVED, that the following fee schedule is amended as denoted below:

LAND USE/PLANNING FEES	
ENVIRONMENTAL REVIEW	FEE AMOUNT
State Environmental Policy Act (SEPA)	
Threshold Determination – DNS/MDNS	\$300(*)
EIS Permit – (Environmental Impact Statement Permit)	\$1,500(*) + Actual Cost/Bond Required
Shoreline	
Appeal (shoreline only)	Actual Cost
Substantial Development Permit (SDP)	\$1,500 (*)
Shoreline Permit	\$1,000(*)
Critical Areas	
Critical Areas Determination Application Fee and Administration Fee	\$250 Application Fee and \$45 Administration Fee
Critical Area Permit Application Fee and Administration Fee	\$500(*) Critical Area Permit Fee and \$45 Administration Fee
LAND USE ACTIONS	
Binding Site Plan	\$2,500 (*)
Boundary Line Adjustment	\$350 (*)
Fee in Lieu of Park Land Dedication	\$2,500/lot
Manufactured Home Park/Subdivision	\$2,500(*)
Recreational Vehicle (RV) Park	\$2,500(*)
Short Plat (Includes Final)	\$1,500 + \$250/lot (*)
Subdivision – Preliminary Plat	\$2,500 + \$250/lot (*)
Subdivision – Plat Time Extension	\$1,000
Subdivision – Final Plat	\$1,500(*)
Vacation of Plat or Public Right of Way	\$100 + Actual Cost
OTHER LAND USE/PLANNING FEES	
Appeals (other than shoreline)	\$750 (*)
Right Of Way Permit (ROW) – Notification	No Fee
Right Of Way Permit (ROW) – Road Cut	\$100
Annexation/Hearing	\$2,500 + \$50/Acre over 10 Acres
Conditional Use Permit	\$500(*)
Special Use Permit	\$350(*)
Temporary Use Permit	\$150
Variance	\$500(*)

Preapplication Conferences/Site Plan Reviews	
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)	Actual Cost of City Staff Time Expended
Preapplication Conference for Land Exchanges (CRMC 18.10.090)	Actual Cost of City Staff Time Expended
Preapplication Conference/Site Plan Reviews for: Binding Site Plans Commercial Uses Duplexes General Land Use Conference Industrial Uses Mobile Home Parks Multi-family structures Recreational Vehicle Parks Short Plats Single Family Dwellings Subdivisions Preapplication Conferences/Site Plan Reviews for which no other fee is listed	\$300 + Actual Cost after the first hour. Actual Cost is the amount invoiced by the meeting participants contracted by the City of Castle Rock. Examples of city contracted participants are, but are not limited to, the Building Official, City Engineer, and City Planner
<u>SIGNS</u>	
The sign fees below are in addition to any fees required through the IBC for installation.	
Electric Signs	Permitted through L&I (In addition to the above & below sign permit fees.)
Political Signs	No Fee
Sandwich Board (portable sidewalk signs)	\$35
Signage; up to 100 square feet	\$55
Signage over 100 square feet	\$55, plus 25¢ for each additional square foot, or fraction thereof
<u>ZONING</u>	
Rezone	\$1,000(*)
Comprehensive Plan Amendment – Map Change	\$1,250(*)
Comprehensive Plan Amendment – Text Change	\$1,250(*)
Zoning Ordinance - Map Change	\$2,500
Zoning Ordinance - Text Change	\$2,500
(*) = Any costs in addition to the application fee, including but not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees will be billed at actual cost.	

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

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2023-0010

Grand National (including MSHMC 65th Anniv & Speed Week) (Mt St Helens Motorcycle Club)

Greg Cronk 360.967.6056 castlerockracepark@gmail.com

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

Comments and Conditions

☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 4/24/2023	no issues
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 4/25/2023	no issues (per email)
☒ Police Charlie Worley, Chief Date: 4/24/2023	Meet with race coordinators to discuss issues with security, parking, traffic and affect the PH10 bridge construction will have on event.
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 4/24/2023	
☐ Parks	
☒ Streets	No parking along PH-10. Need room for vehicles to get over for emergency responders to get over the bridge.
☒ Traffic	Applicant needs to consult with WSDOT.
☐ Other	
☐ Building/Planning, if needed	
Additional Comments: 8/10 - Washington State Speed Week race, 8/11 - MSHMC 65th Anniversary Celebration Party, and 8/12 - AFT Grand National race; we allowed them to do one application for all 3 of these races because the 10th & 11th are leading up to the AFT Grand National race on the 12th. Meeting was held with Police, Public Works, Fire Dept., Finance Dept., and Motorcycle Club to discuss this event.	
☐ Approved ☐ Denied	Primary responsible department signature Date



Special Event Permit

Permit No. 2023-0010City of Castle Rock | Phone: 360.274.8181 | www.ci.castle-rock.wa.usApplication must be made a minimum of 60 days prior to event (30 if a prior annual event)

Contact Information	
Organization/Sponsor <u>SDIRACING</u> <u>Mt. St. Helens M/C</u>	Address/City/State/Zip <u>75 PH-10 Castle Rock, WA 98611</u>
Contact Person <u>Greg Cronk Sr.</u>	Phone <u>360-967-6056</u>
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO	Email <u>CastleRockRacePark@gmail.com</u>
Are there other individuals authorized to act on behalf of the Organization/Sponsor? <u>Elden Hunter 360-431-2632</u>	Address/City/State/Zip (if different from above) <u>120 Fair Lane Castle Rock, WA 98611</u>
	Phone Email
If yes, please provide their name and contact information:	

Event Information		
Event Name <u>WASpeedyWeek, 65th ANNU. AFT Grand National</u>	Date(s) of event <u>Aug 10th 11th 12th</u>	Estimated # of participants for event <u>8000</u>
Start Time <u>5:00 AM</u>	End Time <u>10:00 AM</u>	Estimated # of volunteers for event <u>100</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>2022</u>	
Are participants required to pay a fee? <u>Yes</u>	Are participants to make a donation? <u>NO</u>	
Will this event impede traffic? ☒ YES ☐ NO	Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO	Utilize sidewalks only? ☐ YES ☒ NO
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.) <u>Flat track Racing</u>		

Type of Use	
Type of use requested ☐ Parade ☐ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party ☒ Other <u>Flat Track Racing</u>	
Where is use requested? ☐ Park area*/where? ☐ Private property/where?	☐ Park building*/which one? ☒ Other <u>120 Fair Lane</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 ☒ 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.	

-1-

Received

SCANNED

MAR 20 2023

MAR 08 2023

Initial: CACastle Rock
Finance

City Assistance Requested

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

Insurance Information

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

Agreement

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

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

Applicant Name (please print)	Applicant Signature
Greg Cronk Sr	<i>Greg Cronk Sr</i>
Organization/Title	Date
Mt. St. Helens M/C President	3-8-23

Add additional information on separate sheets as needed.

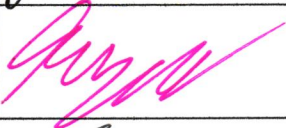
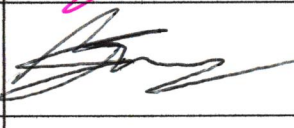
City Use Only

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	

Special Event Signature Collection Sheet

Event: Mt. St. Helens m/c Speedweek AFT Nationals Date: Aug. 10, 11, 12 Time: 9AM to 10PM

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
Denali Heating & AC Melissa Harrison	Melissa Harrison	Denali	125 Mosier Rd	X	
4-CORNERS ORGANICS	Richard C. Munn	50. P.H. 10		X	
4-corners Farm & Garden	Joseph M. Goodrich	4-Cornors St & 6 70 PH 10	70 PH 10	X	
Dollar General		78 PH-10		X	
Four Corners General Station		4808 westside Hwy		X	

Received

MAR 09 2023

Castle Rock
Finance

SCANNED

MAR 20 2023

Initial: CH



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: Mt. St. Helens M/C SDI Racing

Title of Event: WASpeed Week, 65 ANNU. AFT Grand National

Date of Event: Aug 10th 11th 12th 2023

Phone Number: 360-967-6056

Name of Applicant (please print): Greg Cronk Sr

Signature of Applicant: 

Date Signed: 3-8-23

Received

MAR 08 2023

Castle Rock
Finance

SCANNED

MAR 20 2023

Initial: 

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
4/11/23

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 K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME:	MOTORSPORTS	
	PHONE (A/C, No. Ext):	800-348-1839	FAX (A/C, No): 260-459-5118
	E-MAIL ADDRESS:	KK.MOTORSPORTS@KANDKINSURANCE.COM	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	MARKEE INSURANCE COMPANY	38970
INSURED MT ST HELENS' MOTORCYCLE CLUB P.O BOX 555 CASTLE ROCK, WA 98611	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:**

2075523

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

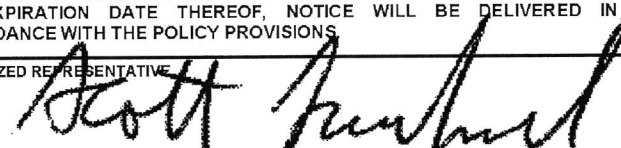
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR Owners & Contractors ☒ E&O \$100,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☒ OTHER: PER EVENT		Y	MKM0500302600	12:01AM 3/04/23	12:01AM 3/04/24	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE 5000000 PRODUCTS-COMP/OP AGG 5000000 BODILY INJ TO PART 1000000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

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

*** PROOF OF COVERAGE ***

*** ADDITIONAL INSURED: SEE ATTACHED ADDENDUM

CERTIFICATE HOLDER**CANCELLATION**

CITY OF CASTLE ROCK 141 A STREET NW CASTLE ROCK WA 98611	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

AGENCY CUSTOMER ID: _____
LOC # _____

ACORDTM

CERTIFICATE: 2075523 DATE ISSUED: 4/11/23
ADDITIONAL REMARKS SCHEDULE Page 1 of 1

AGENCY K & K INSURANCE GROUP, INC.		NAMED INSURED MT ST HELENS' MOTORCYCLE CLUB P.O BOX 555 CASTLE ROCK, WA 98611	
POLICY NUMBER GL MKM0500302600			
CARRIER SEE ACORD 25	NAIC CODE	EFFECTIVE DATE: SEE ACORD 25	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

ADDITIONAL INSURED:

- A. ANY PERSON OR ORGANIZATION ENGAGED IN OPERATING, MANAGING, SANCTIONING, SPONSORING THE COVERED PROGRAM, OR PROVIDING THE PREMISES FOR A COVERED PROGRAM, INCLUDING OFFICIALS OF THE COVERED PROGRAM.
- B. ANY PARTICIPANT, COMPETITION VEHICLE OWNER AND COMPETITON VEHICLE SPONSOR.
- C. ANY "PARTICIPANT" DRIVER BUT ONLY WITH RESPECT TO "BODILY INJURY" OR "PROPERTY DAMAGE" TO PERSONS OTHER THAN ANY OTHER DRIVER.
- D. CITY OF CASTLE ROCK.; CASTLE ROCK FAIRGROUNDS; BUT ONLY WITH RESPECTS TO THE OPERATIONS OF THE NAMED INSURED.

SCANNED

APR 11 2023

Initial: Cyt

Washington State Liquor and Cannabis Board
Olympia, Washington

SPECIAL OCCASION LICENSE

License Number: 090084

In accordance with and subject to the provisions of the Washington State Liquor Control Act and the rules and regulations of the Washington State Liquor and Cannabis Board:

MT ST HELENS MOTORCYCLE CLUB

C/O: GREG CRONK SR

75 PH-10

CASTLE ROCK, WA 98611

is hereby licensed to sell, beer, wine, and spirituous liquor to be consumed on site only at the location, date(s), and time(s) listed below:

CASTLE ROCK RACE PARK - 120 FAIR LANE, CASTLE ROCK

AUGUST 10, 2023

3 PM TO 9 PM

AUGUST 11, 2023

3 PM TO 9 PM

AUGUST 12, 2023

3 PM TO 9 PM

No one under the age of 21 may buy, consume, or possess alcohol at any time.

No one under the age of 21 may enter the enclosed area where alcohol is being served.

You must ask for approved identification from all people who order alcohol.

Per RCW 66.28.090, the licensed premises shall, at all times, be open to any enforcement officer, inspector, or peace officer.

If you have any questions, please contact Customer Service at (360) 664-1600, email: specialoccasions@lcb.wa.gov, or your Enforcement Officer at (253) 471-5200.

Dated in Olympia, Washington on Wednesday, July 12, 2023.

David Postman

Board Chair

SCANNED
+ received

JUL 13 2023

Initial: Clt

Backup parking
in field across st.



Received

JUL 18 2023

Castle Rock
Finance

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2023-0016

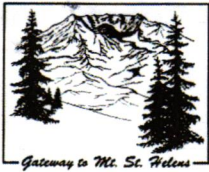
Mountain Mania (CR Chamber)

Jonathon Rodeback - 360.274.8211 castlerockpharmacy@gmail.com

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

Comments and Conditions

☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 7/18/2023	No Issues
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 7/18/2023	No Issues - per email
☒ Police Charlie Worley, Chief Date: 7/18/2023	No issues
☒ Public Works / Engineering Dave Vorse, Public Works Director Date: 7/18/2023	
☐ Parks	
☒ Streets	This will requires street closures. CRPWD will station traffic control devices (barricades, cones and signs) at intersections to be closed. It is the responsibility of the applicant to move these devices into place and then remove them once the event is over. We will provide extra garbage cans throughout the event area. It is the applicant's responsibility to make sure the site is clean of all debris when the event is over.
☐ Traffic	
☒ Other	Applicant has asked about using the sound system. The CRPWD will try to set this up, however, this will require overtime on the part of this department as it will take a staff person to set it up as well as taking it down.
☐ Building/Planning, if needed	
Additional Comments:	
☐ Approved ☐ Denied	Primary responsible department signature _____ Date _____



Special Event Permit

Permit No. 2023-0016

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>Castle Rock Chamber</u>		Address/City/State/Zip	
Contact Person <u>Jonathon Rodeback</u>	Phone	Email	
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO	Address/City/State/Zip (if different from above) <u>117 1st Ave SW</u>		
	Phone <u>360 274 8211</u>	Email <u>castlerockpharmacy@gmail.com</u>	
Are there other individuals authorized to act on behalf of the Organization/Sponsor? <u>Kari Murfitt</u>		☒ YES ☐ NO If yes, please provide their name and contact information:	

Event Information

Event Name <u>Mountain Mania</u>		Date(s) of event <u>August 19th</u>		Estimated # of participants for event <u>800</u>
Start Time <u>7:00</u> AM/PM	End Time <u>3:00</u> AM/PM	Setup Time <u>6:00</u> AM/PM	Takedown Time <u>5:00</u> AM/PM	Estimated # of volunteers for event <u>10</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>August 20th 2022</u>	
Are participants required to pay a fee? <u>yes</u>			Are participants to make a donation? <u>no</u>	
Will this event impede traffic? ☒ YES ☐ NO		Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO		Utilize sidewalks only? ☐ YES ☒ NO
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.				

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
*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.	

Received

SCANNED

-1-

JUL 14 2023

JUL 18 2023

Castle Rock
Finance

Little CA

City Assistance Requested

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

- Street Closure Signs.
- Would like to use the Speakers throughout town.

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

Other - Explain

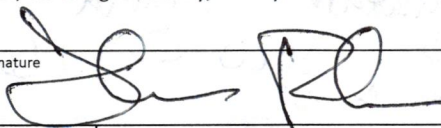
Insurance Information

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) Jonathan Rodeback	Applicant Signature 
Organization/Title Chamber President	Date 07/12/23

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



Received

SCANNED

JUL 14 2023

JUL 18 2023

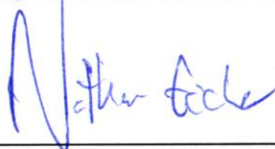
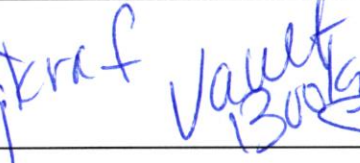
Castle Rock
Finance

Initial: CH

Special Event Signature Collection Sheet

Event: Mountain Mania Date: August 19th Time: 6 AM 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
Camelia Jacki millo		CMGWA	113 1st Avenue Castle Rock	✓	
Jana Gann Knotty Stitches		Knotty Stitches	105 Cowlitz	✓	
Nathan Eiche		Bredfield's Hardware	102 Cowlitz st w	✓	
Sting Hatch		Parwell Farms	32 Cowlitz	✓	
Jenny / Jenny Carro // Eng		Valet Books	20 Cowlitz	✓	
Robin Franz		Oasis	123 Front St SW	✓	
Brenda Fidler		Legally Blonde TOO	132 - SW Front St.	✓	

SCANNED

JUL 18 2023

Initial: Cx

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
Gail Holverson	Gail Holverson	Greener Futures	6 Cowlitz St	✓	
Amy Waypool	Amy Waypool	CR Auto Licensing	2 Cowlitz St.	✓	
Branch Brown		Pastime Saloon	127 Front St	✓	
Jason Vase	Jason Vase	Pollen	101 Front St	✓	



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

Title of Event: Mountain Mania

Date of Event: August 19th 2023

Phone Number: 360 274 8211

Name of Applicant (please print): Jonathon Rodebach

Signature of Applicant: [Handwritten Signature]

Received

JUL 14 2023

Castle Rock
Finance

SCANNED

JUL 18 2023

Initial: CTR

Date Signed: 07/12/23



CERTIFICATE OF LIABILITY INSURANCE

Fax: (360)274-4876

DATE (MM/DD/YYYY)

07/18/2023

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 Nicholson & Associates Insurance, LLC PO Box 310 Castle Rock, WA 98611	CONTACT NAME: Erin Brunelle		
	PHONE (A/C, No, Ext): (360)274-6991	FAX (A/C, No):	
	E-MAIL ADDRESS: erin@nichinsure.com		
INSURED Castle Rock Chamber of Commerce PO Box 72 Castle Rock, WA 98611	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Ohio Security Insurance Company		24082
	INSURER B: Liberty Mutual Insurance Company		24074
	INSURER C:		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 00122012-359327**REVISION NUMBER:** 27

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	X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		BLS63956500	10/11/2022	10/11/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	X UMBRELLA LIAB EXCESS LIAB ☒ CLAIMS-MADE DED ☒ RETENTION \$ 10000	Y		USO63956500	10/11/2022	10/11/2023	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
							PC Oper Aggr \$ 1,000,000
							X PER STATUTE ☐ OTH-ER WASUpGap
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	BLS63956500	10/11/2022	10/11/2023	

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

Certificate Holder is named as Additional Insured with respects to the Mountain Mania Car Show - August 19, 2023.

CERTIFICATE HOLDER**CANCELLATION**

City of Castle Rock P. O. Box 370 Castle Rock, WA 98611	Received JUL 19 2023 Castle Rock 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  (NEB)

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