



# **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

Kirk Holmes, Director

## **MEMORANDUM**

**TO: Board of County Commissioners**

**FROM: Road Forman (Ryan Berge)**

**DATE: 07/10/16**

**SUBJECT: West Star Open Roping**

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I have reviewed the Special Event Application from Scott and Jo Repp, the Coordinators for the West Star Open Roping which is scheduled for August 29, 2016. This event will not obstruct, interfere or require the closure and free use of any public road for this I recommend approving this event.

Ryan Berge  
Road Foreman  
Public Works



## Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

June 27, 2016

Kittitas County Board of Commissioners  
205 W 5<sup>th</sup> Ave Suite 103  
Ellensburg, WA 98926

Subject: Special Event Application

Dear Board of County Commissioners,

Kittitas County Solid Waste has reviewed the Special Event application for the WestStar Open Roping Event. The event staff has a recycling and garbage plan that meets our satisfaction.

Please contact me at [509] 962-7577 if you have any questions.

Thank you,

*Clinton Van de Venter*

Clinton Van de Venter  
Household & Hazardous Waste Supervisor  
Kittitas County Solid Waste

## Mandy Buchholz

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**From:** no-reply\_ServiceRequests@co.kittitas.wa.us  
**Sent:** Tuesday, June 28, 2016 8:27 AM  
**To:** Mandy Buchholz  
**Subject:** Prosecutor Service Request | 33423 | Special Event Application - WestStar Open Roping 2016

Mandy Buchholz,

Thank you for submitting a service request. We hope the service was completed to your satisfaction. If you'd like to leave feedback, please use our [feedback form](#).

We have closed this request. If you need anything else, please submit another request or [renew this request](#).

Note: This email was sent from an unmonitored account. Please do not reply to this email. To respond, please update your service request on CAMAS using the link below.

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## Request #33423 - Special Event Application - WestStar Open Roping 2016

### Initial request:

Good Morning, Our office received a Special Event application from Scott & Jo Repp, to host the WestStar Open Roping to be held on Monday August 29, 2016. I plan to place this request on the July 19, 2016 Agenda for the Boards consideration. Please submit your departments recommendations to me no later than July 11, 2016. If there are still outstanding issues, please indicate those in writing as well. For specific questions regarding the event I would ask that you contact the applicant directly. Again, thank you and have a great rest of your week!

### Latest update:

I reviewed the insurance certificate and recommend approval of this event application.

Christopher Horner 6/27/2016 12:00:00 AM

### Status:

Closed

### Assigned to:

Christopher Horner

### Priority:

Soon

### Due date:

7/11/2016 5:00:00 PM

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Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42.56 RCW and to archiving and review.

message id: 38eb45916c6dcdbdac24bb8719d004a14



GENE DANA, SHERIFF  
**KITTITAS COUNTY SHERIFF'S OFFICE**  
307 W. Umptanum Rd ♦ Ellensburg, WA 98926  
(509) 962-7525 ♦ (509) 674-2584  
FAX (509) 962-7599

June 27, 2016

Board of County Commissioners  
Kittitas County Courthouse  
205 West 5<sup>th</sup> Ave., Room 108  
Ellensburg, WA 98926

Re: Special Event Application – WestStar Open Roping Event  
on August 29, 2016

Dear Board of County Commissioners:

The Kittitas County Sheriff's Office is not impacted by this event. Historically it has been well managed and there have been no problems.

Therefore, I support approving this Special Event application.

Sincerely,

A handwritten signature in black ink that reads "Gene Dana". The signature is written in a cursive, flowing style.

Gene Dana,  
Sheriff

GD:kd



## Memo

**To:** Kittitas County Board of County Commissioners

**From:** Kittitas County Public Health Department, Holly Myers, Environmental Health Supervisor

**Date:** July 6, 2016

**RE:** 2016 West Star Best of the Best Open Roping

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If the information stated in the application by the organization for the “WestStar Open Roping” event is true, accurate, and there is stewardship in following through with such statements then the applicant, Scott Repp, has at this time met all the requirements of the Kittitas County Public Health Department including:

- Food Safety and Service to be provided by Paradise Rose Catering Co. Caterer must apply for permits at least 2 weeks prior to the event.  
Since heat and maintaining cool food temperatures has been noted on past inspections, please have food set up in an area where shade is offered and there is covering over food service and prep areas.
- Bathroom Facilities – compliance met with fixed facilities and additional port-a-potties (one for every 50 people).

Please feel free to contact me if you have any questions or concerns.

Holly R Myers,  
Environmental Health Supervisor, Kittitas County Public Health Department

CC: Kittitas County Board of Commissioners  
Julie Kjorsvik, Kittitas County Board of Commissioners Clerk  
Mandy Buchholz, Kittitas County Board of Commissioners Deputy Clerk



## KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

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July 7, 2016

Board of County Commissioners  
205 W. 5<sup>th</sup> Street  
Ellensburg, WA 98926

Re: Weststar Best of the Best Roping Event

To Whom It May Concern:

In regard to the above mentioned project, I have the following comments:

- An event permit is required from the Fire Marshal's Office. A site plan indicating parking area, concessions, bathrooms, etc., shall be provided to this office a minimum of two weeks prior to the event. The applicant needs to contact this office and schedule an inspection the week prior to the event. At the time of the inspection, any additional requirements will be noted and completed prior to the event.
- Fire extinguishers shall be located in each vendor unit, at the bleacher area and any other buildings in which the public will have entry.

The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. If you have further comments or questions, please do not hesitate to contact me at 509-962-7000.

Sincerely,

Josh Hink  
Kittitas County Interim Fire Marshal