**Kennewick Office**

7325 W. Deschutes Avenue, Suite A
Kennewick, WA 99336
(509) 783-1574 1-877-861-6687
FAX (509) 737-9702

The American Cancer Society is the nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer through research, education, advocacy and service.

Urgent

Fax

To: Julie / Kittitas County From: Jody O'Connor
Fax: 509-962-~~7777~~ 7679 Pages: 5
Phone: _____ Date: 9/29/10
Re: _____ CC: _____

☐ Urgent ☐ FOR REVIEW ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Message:

ACS Event - Climb to Conquer Cancer

Manastash Ridge

If you would like to be an American Cancer Society Volunteer, please contact the office nearest you. You can make a difference!



September 29, 2010

Board of Commissioners
Kittitas County Commissioners Office
205 W. 5th, Ste 108
Ellensburg, WA 98926

Dear Board Members:

I am writing this memo as a representative for the American Cancer Society, Great West Division.

We are in the final preparation stages of our Climb to Conquer Cancer at Manastash Ridge. It has come to my attention that we were to have submitted our Special Event Application at least 60 days prior to our event.

The event is scheduled to take place at Manastash Ridge on Sunday, October 10th, from 12:00 noon to 5:00 p.m.

I submitted our application, however, was unable to submit it as early as required by Kittitas County Code Chapter 5.20.020. This is due to some challenges in receiving all required information to complete the application. Our non-profit organization assists and supports community volunteers in the planning and implementation of our fundraising events throughout the year, in every State of the U.S. and in 20 other countries worldwide.

Unfortunately, since the major planning is coordinated by local volunteers, it does not always lead to a timely receipt of information that we need to fulfill requirements such as that mentioned above.

Therefore, I am formally requesting that the Kittitas County Board of Commissioners consider our situation, as well as my fortitude in requesting

the information necessary for the application process, and waive the 60-day prior to event requirement.

In addition, I am respectfully requesting that waiver of the \$5,000 cash/bond that is requested per Kittitas County Code Chapter 5.20.100. As shared earlier in this writing, we are a volunteer-based non-profit organization, and do not have budgeted funds for this type of expense. Rest assured, we are going to have over 50 volunteers working to make sure that the Manastash Ridge hiking trail and it's surroundings are left in the same (if not even better) condition as prior to our event.

It is our goal to raise not only funds for Cancer Research, Advocacy, Education and Support Services for those touched by Cancer, but to help those in your community live healthier lives and enjoy More Birthdays.

Thank you for your understanding and support of this worthy cause, and I look forward to hearing from you.

Respectfully,



Jody O'Connor
Community Relationship Manager
Great West Division
American Cancer Society, Inc.
(509) 783-1574 (office)
(509) 378-6931 (cell)

Julie – Here are the answers to your questions re Climb per my volunteers:

1. On-Site Security: This will be provided by Climb To Conquer Cancer Committee members and volunteers. There will be at least 50 of them attending to this.
2. EMS: This will be provided by the following
David Lundy, MD
Liz Whitaker, RN
Laurae Lygre, RN
Linda Lundy, RN
3. Parking Plan: This is multi-faceted as follows:
Parking and Transportation – Bob Crowe will oversee (856-6572) the traffic plans. There will be volunteers helping direct traffic under his guidance.
Ridge Parking Lot (up to 25)
Orrion Fence Line: (up to 50, parked at an angle)
Tractor Company (up to 75), at the corner of Manastash and Cove Rd.
Tractor Company's Ranch: (up to 50 on other side of the road)
Perry Rowe's lot (up to 40, along Cove Rd.)
Ray Pasture (up to 300) at 5450 Cove Rd.

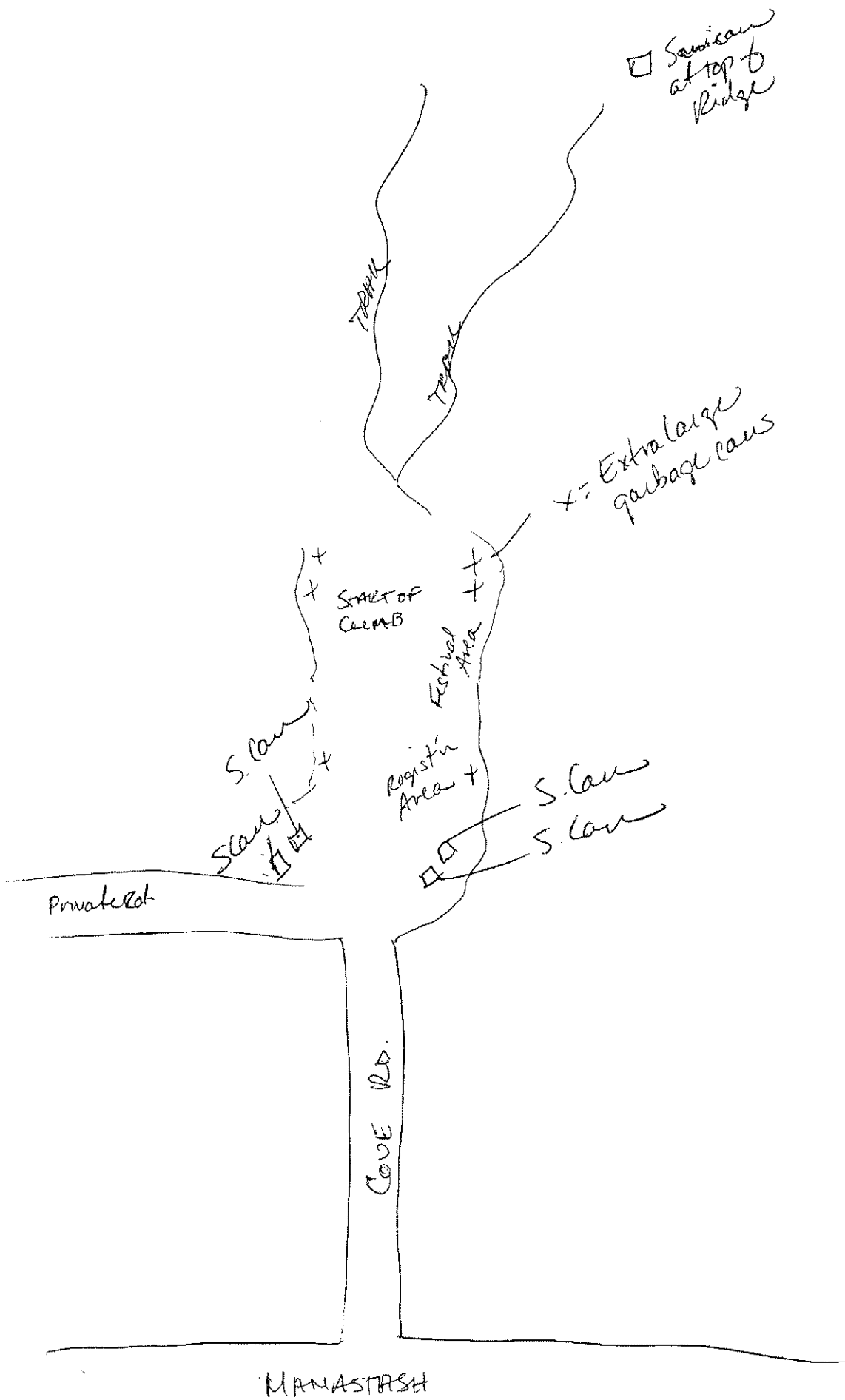
If needed, we will provide the following:

Manastash Grange (up to 100)

Gravel lot across from the State Patrol (up to 200)

4. Sani – Cans: There will be (4) sani-cans across from Ken Hammonds' garden, at the entrance to our registration site, at the base of the trail. There will also be (1) at the top of the Ridge.

In addition, Joan Wood will be providing (6) extra large garbage cans around the festival area, and she will also be responsible for hauling them away following the event.



September 23, 2010

Memo to: Julie Kjorsvik

From: Jody O'Connor, ACS



Julie:


Attached is the Insurance Cert for the Climb to Conquer Cancer. I am currently awaiting receipt of all documentation you have requested (Site security, EMS services, Diagram re Sani-Cans, and written verification of the parking plan, and the traffic plans.

I have been informed by my volunteers that we will not need closure of Cove Road, but that "we will be heavily using the very last ¼ mile of Cove Road.

I need to write something to address possible waiver of fees – to whom should I address this question?

Thank you again for all your assistance in addressing this permit request. I really appreciate it!

Respectfully,


Jody O'Connor
Community Relationship Manager
American Cancer Society
509.783.1574

RECEIVED

SEP 24 2010

1st ___ 2nd ___ 3rd ___
KITITAS COUNTY BOARD OF COMMISSIONERS

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/22/10

PRODUCER

Wachovia Insurance Serv-AT, GA
4401 Northside Pkwy, Suite 400
Atlanta, GA 30327-3078

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

American Cancer Society
Great West Division, Inc.
2255 South Oneida
Denver, CO 80224

INSURERS AFFORDING COVERAGE**NAIC#**

INSURER A: Federal Insurance Co

20281

INSURER B: Pacific Indemnity Co

20346

INSURER C:

INSURER D:

INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	35943463	09/01/10	09/01/11	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$2,500</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$25,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000	MED EXP (Any one person)	\$2,500	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$25,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000
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PERSONAL & ADV INJURY	\$1,000,000																	
GENERAL AGGREGATE	\$25,000,000																	
PRODUCTS - COMP/OP AGG	\$2,000,000																	
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	73563471	09/01/10	09/01/11	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$				
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BODILY INJURY (Per accident)	\$																	
PROPERTY DAMAGE (Per accident)	\$																	
		GARAGE LIABILITY ANY AUTO				<table border="1"><tr><td>AUTO ONLY - EA ACCIDENT</td><td>\$</td></tr><tr><td>OTHER THAN EA ACC</td><td>\$</td></tr><tr><td>AUTO ONLY: AGG</td><td>\$</td></tr></table>	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN EA ACC	\$	AUTO ONLY: AGG	\$						
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B		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? IF yes, describe under SPECIAL PROVISIONS below OTHER	71741355	09/01/10	09/01/11	<table border="1"><tr><td><input checked="" type="checkbox"/> WC STATU-TORY LIMITS</td><td>OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$500,000</td></tr></table>	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTH-ER		E.L. EACH ACCIDENT		\$500,000	E.L. DISEASE - EA EMPLOYEE		\$500,000	E.L. DISEASE - POLICY LIMIT		\$500,000
<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTH-ER																	
E.L. EACH ACCIDENT		\$500,000																
E.L. DISEASE - EA EMPLOYEE		\$500,000																
E.L. DISEASE - POLICY LIMIT		\$500,000																

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is included as Additional Insured, but only with respect to liability arising from the negligence of American Cancer Society, Great West Division, Inc. during Climb to Conquer Cancer at Manastash Ridge at Manastash Ridge, 10 miles Southwest of Ellensburg, WA 98926 on October 10, 2010 from 8:00am to 5:00pm.

CERTIFICATE HOLDER

Kittitas County, WA
Julie Kjorsvik, Clerk of the Board, Commissioner's Office
205 West 5th, Suite 108
Ellensburg, WA 98926

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

For WIS by:

ACORD 25 (2001/08) 1 of 2

#1394030

APB01

© ACORD CORPORATION 1988

SEP 28 2010

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



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

September 23, 2010

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

Re: Climb to Conquer Cancer – Manastash Ridge

Dear Board of County Commissioners:

I have reviewed the application for this Special Event. The application states that there will be security and EMS, but does not provide written verification as stated on the application.

I am aware that the Rotary Club is assisting with traffic control for parking during the event, but would request confirmation on what EMS personnel will be available. My office is not aware of any need for security during the event. Past events have not been a problem for us.

Sincerely,

A handwritten signature in black ink that reads "Gene Dana". The signature is written in a cursive style with a large, stylized "G" and "D".

Gene Dana,
Sheriff

GD:kd

RECEIVED

SEP 24 2010

1st _____ 2nd _____ 3rd _____
KITTITAS COUNTY BOARD OF COMMISSIONERS

State Accredited 1997



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

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

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

September 21, 2010

Board of County Commissioners
205 W. 5th Street
Ellensburg, WA 98926

Re: Climb to Conquer Cancer Special Event Permit

To Whom it May Concern:

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

- An event permit is not required from the Fire Marshal's Office for this event.
- After review of the event permit, I have found no life safety/fire code issues that need to be addressed.

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,

Brenda Larsen
Kittitas County Fire Marshal

Julie Kjorsvik

From: Neil Caulkins
Sent: Monday, September 27, 2010 3:33 PM
To: Julie Kjorsvik
Subject: RE: 13046 | Updated Greg Zempel->Neil Caulkins prSR | Angela Bugni reassigned TT to ...

This seems fine.

From: julie.kjorsvik@co.kittitas.wa.us [mailto:julie.kjorsvik@co.kittitas.wa.us]
Sent: Monday, September 27, 2010 1:35 PM
To: Neil Caulkins
Cc: Julie Kjorsvik; Angela Bugni
Subject: 13046 | Updated Greg Zempel->Neil Caulkins prSR | Angela Bugni reassigned TT to ...

Review of Insurance - Climb to Conquer Cancer Event for 10/10/10

From: Julie Kjorsvik
For: Neil Caulkins
Needed: Date 10/11/2010 5:00pm
Task: Angela Bugni reassigned TT to Neil Caulkins.
Due time was set to 5:00pm. Due date was changed from 10/4/2010 to 10/11/2010.
Category was set to Commissioners.
Angela Bugni 9/27/2010 1:34:38 PM

Resolution:

File(s) uploaded: [View file\(s\) ...](#)

Status: Open

[Update this request](#)

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message id: 38eb45918c56cbbd24bb5715d004a14

Julie Kjorsvik

From: Jerry V. Pettit
Sent: Thursday, September 30, 2010 8:16 AM
To: Julie Kjorsvik
Subject: RE: Waiver Letter Climb to Conquer Cancer Event

It is interesting that they include the grange, since I have heard nothing from anyone regarding permission to use the property.

Jerry Pettit
Kittitas County Auditor
509-962-7557 Office
509-899-3838 Cell

From: Julie Kjorsvik
Sent: Wednesday, September 29, 2010 2:50 PM
To: Reno Allphin; Patti Johnson; Clayton Myers; Gene Dana; Neil Caulkins; Brenda Larsen; Kirk Holmes; Ryan Berge; Deanna J. Panattoni; Jerry V. Pettit
Subject: FW: Waiver Letter Climb to Conquer Cancer Event
Importance: High

FYI – This will be going on the October 5th Commissioner Agenda for action. ☺

Julie Kjorsvik
Clerk of the Board
Kittitas County Board of Commissioners
509-962-7508
509-962-7679 Fax
<http://www.co.kittitas.wa.us/>

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.

From: Jody.OConnor@cancer.org [mailto:Jody.OConnor@cancer.org]
Sent: Wednesday, September 29, 2010 1:52 PM
To: Julie Kjorsvik
Subject: Waiver Letter
Importance: High

Julie - my computer is running again (and I'm smiling again) - so sorry about yet another delay. My sincere apologies.

Attached is the letter requesting that the Board consider waiver of KCC Chapter 5.20.020 (60 day requirement), as well as KCC Chapter 5.20.200 (\$5000 cash or bond).

Also attached are the answers to your questions re parking, sani's, etc. I am awaiting Joan or Mary verification of who the sani's will be provided by - but I believe it is your local provider. The garbage cans will be provided and removed by Joan Wood, Event Chair.

Julie Kjorsvik

From: Jim Van De Venter
Sent: Thursday, September 30, 2010 9:48 AM
To: Kelly Carlson
Cc: Julie Kjorsvik
Subject: RE: Special Event Application - Climb to Conquer Cancer - Manastash Ridge

Public works has no problem with the event.

From: Kelly Carlson
Sent: Thursday, September 30, 2010 9:24 AM
To: Jim Van De Venter
Subject: FW: Special Event Application - Climb to Conquer Cancer - Manastash Ridge

From: Julie Kjorsvik
Sent: Monday, September 20, 2010 9:41 AM
To: Brenda Larsen; Patti Johnson; Kirk Holmes; Kelly Carlson; Gene Dana; Clayton Myers; Deanna J. Panattoni; Jerry V. Pettit; Linda Navarre; James Rivard; Angela Bugni
Cc: Reno Allphin; Ryan Berge
Subject: Special Event Application - Climb to Conquer Cancer - Manastash Ridge

Good morning,

We received a Special Event Application from the American Cancer Society to hold the "Climb to Conquer Cancer at the Manastash Ridge" event on October 10, 2010.

I have responded to Ms. O'Connor with a list of items that she needs to provide in order to process her application (permit fee, waiver to timeline, onsite security, EMS services, traffic control information, location of sani-cans, etc.). I advised her that we need this information as quickly as possible, since the event is only a few weeks away and we need time for departments to review their application.

This will be on the October 5, 2010 Commissioners Agenda. As I receive additional information I will forward it on to you. In the meantime, I would appreciate you reviewing what we currently have now. I would like to get your departments recommendation no later than September 29th. Thank you!

Julie Kjorsvik

Clerk of the Board
Kittitas County Board of Commissioners
509-962-7508
509-962-7679 Fax
<http://www.co.kittitas.wa.us/>

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.

From: bocc@co.kittitas.wa.us [mailto:bocc@co.kittitas.wa.us]
Sent: Monday, September 20, 2010 1:52 AM
To: Julie Kjorsvik
Subject: Message from 60BW-1

Julie Kjorsvik

From: Gene Dana
Sent: Monday, September 27, 2010 12:37 PM
To: Julie Kjorsvik
Subject: RE: Special Event Permit Application

I spoke to Mary Johnson last week and told her NOT to check off security and EMS on the checklist unless they are providing it. I don't have any issues with no security. Having EMS on site would be nice if someone has an medical problem. She said all sorts of cops, doctors and firemen are participating but that might not satisfy the county's concerns.

Kittitas County Sheriff Gene Dana
307 W. Umptanum
Ellensburg, WA. 98926

509-962-7615

From: Julie Kjorsvik
Sent: Monday, September 27, 2010 11:20 AM
To: Gene Dana; Kirk Holmes; Patti Johnson; Linda Navarre; James Rivard; Neil Caulkins
Cc: Ryan Berge; Reno Allphin
Subject: Special Event Permit Application

Good morning,

Here is some additional information I received from the Climb to Conquer Cancer event. I will forward more information on to you as I receive it. ☺

Julie Kjorsvik

Clerk of the Board
Kittitas County Board of Commissioners
509-962-7508
509-962-7679 Fax
<http://www.co.kittitas.wa.us/>

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From: bocc@co.kittitas.wa.us [mailto:bocc@co.kittitas.wa.us]
Sent: Monday, September 27, 2010 3:19 AM
To: Julie Kjorsvik
Subject: Message from 60BW-1

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message id: 38eb45916c6dcbdac24bb8719d004a14



Kennewick Office

7325 W. Deschutes Avenue, Suite A
Kennewick, WA 99336
(509) 783-1574 1-877-861-6687
FAX (509) 737-9702

The American Cancer Society is the nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer through research, education, advocacy and service.

Fax

To:	<u>JULIE KJORSVIK</u>	From:	<u>TODY O'CONNOR</u>
Fax:	<u>509-962-7979</u>	Pages	<u>4 (INCL COVER)</u>
Phone:		Date:	<u>9-23-10</u>
Re:		CC:	

☒ Urgent ☒ FOR REVIEW ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Message:

If you would like to be an American Cancer Society Volunteer, please contact the office nearest you. You can make a difference!

Julie Kjorsvik

From: mary j [maryL72@fairpoint.net]
Sent: Monday, September 27, 2010 9:34 AM
To: Julie Kjorsvik
Subject: more info about CLIMB to CONQUER CANCER

Written verification of the parking plan, and traffic plans.

Parking and Transportation - Bob Crowe, Head Honcho: 856-6572

: Ridge parking lot (25)

2: Orrion fence line (50) - **ANGLE** park

3: Tractor Company (75) - corner of Cove & Manastash

4: Tractor Company's ranch (50) - across road

5: Perry Rowe's lot (40) - along Cove Road

6: Ray pasture (300)- 5450 Cove Road

If needed:

7: Menastash Grange (100)

8: Gravel lot across from state patrol (200)

Sanitation:

There will be 4 sani cans across from Ken Hammonds garden and one at the top of the Ridge. I will also be placing 6 extra large garbage cans around the festival area and hauling them off.

Written verification of Emergency Medical Services

David Lundy MD

Liz Whitacker Nurse

Laurae Lygre Nurse

Linda Lundy Nurse

Julie Kjorsvik

From: mary j [maryL72@fairpoint.net]
Sent: Monday, September 27, 2010 8:57 AM
To: Julie Kjorsvik
Cc: Joan Wood
Subject: Re: CLIMB to CONQUER CANCER

Thank you, Julie.

I don't have your questions about the 10/10/10 American Cancer Society fundraising event directly in front of me, so I'm winging this a bit. If you need more, just ask.

#1 - We do not need Cove Road closed for the event. Thus, the \$200 should not apply

#2 - We do not need on-site security because we have 8-10 Rotarians helping with parking, plus firemen and paramedics hiking the ridge that day, plus 3 nurses on our team, one of whom is married to Dr. Dave Lundy, who will also be volunteering at the event.

#3 - Port-a-potties will be lined up near the festival area on the east side of Cove Road, just past the entrance to Orrion Farms. Another port-o-potty will be driven to the top of the ridge.

#4 - can't remember

Note: Gene Dana was our MC last year, so is very familiar with the event. He indicated that he could be at your meeting to answer any concerns or questions. ~

Respectfully, mary johnson

Julie Kjorsvik

Clerk of the Board
Kittitas County Board of Commissioners
509-962-7508
509-962-7679 Fax
<http://www.co.kittitas.wa.us/>

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message id: 35eb45916c6dcbdac24bb8719d004a14



Kennewick Office

7325 W. Deschutes Avenue, Suite A
Kennewick, WA 99336
(509) 783-1574 1-877-861-6687
FAX (509) 737-9702

The American Cancer Society is the nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer through research, education, advocacy and service.

Fax

To: Julie K. From: Jody O'Connor
Fax: 509-962-7679 Pages: 5 (incl. cover)
Phone: _____ Date: 9-17-10
Re: _____ CC: _____

☒ Urgent ☒ FOR REVIEW ☐ Please Comment ☐ Please Reply ☐ Please Recycle

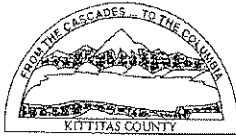
Message:

Insurance Cert for Kittitas Co. has been
requested - will fax next week, when sent
to me.

Thanks Again!

Jody O.

If you would like to be an American Cancer Society Volunteer, please contact the office nearest you. You can make a difference!



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Special Event Application

Thank you for your interest in holding a special event in Kittitas County. Please complete and return the Special Event Application to the Kittitas County Board of Commissioners Office at least **60 days** prior to the first day of the scheduled event. Please include **six** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event:

CLIMB TO CONQUER CANCER - MANASTASH RIDGE

2. Description of event:

Hiking fundraiser on Manastash Ridge to raise
funds for the American Cancer Society.

3. Location of event:

Manastash Ridge

4. Dates of event: October 10, 2010 Hours of operation: 7:00^A - 6:00^P

5. Has the event been produced previously? Yes Dates October 11, 2009

6. Estimated attendance: 300 - 350

7. Name and address of organizer: American Cancer Society

7325 W. Deschutes Ave Ste 1A, Kennewick WA 99336

Phone number(s) 509-783-1574

8. Emergency contact name and phone number: Tony O'Connor

509-783-1574

Please check Yes or No for the following questions -	Yes	No	Notes
Will there be alcohol served at the event?		✓	If yes, a State permit is required from the WA State Liquor Control Board.
Will County staffing be requested at the event? (Sheriff, Fire Marshal, etc.)?		✓	If yes, provide a list of those services being requested and outline their duties. This may be required per County request.
Will you have security on site?	✓		If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?	✓		If yes, please attach written verification.
Will there be music, sound amplification or any other noise impacts?	✓		If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?	✓		Please provide adequate traffic and detour plans. <i>Covered, I believe</i>
Will you have traffic control?	✓		If yes, indicate how the traffic control will be addressed.
Will there be off-site parking needed?	✓		If yes, please provide a parking plan. <i>Donated by land owner</i>
Will there be shuttle buses provided for attendees?		✓	If yes, provide a map of their route.
Will there be tickets sold to attend the event?	✓		If yes, please note the cost of the event. <i>\$10 per person donation</i>
Do you have an informational flyer advertising the event?	✓		If yes, please attach a copy of the information being published.
Will there be food served?	✓		If yes, does the person or organization preparing the food have a food service permit or catering permit? (Please provide the name of the permitted person or organization). <i>PINK CATERING</i> If no, and you intend on serving food, a catering permit will need to be acquired. Please allow 2 weeks to complete the food service permitting process.
Are there bathroom facilities already available?	✓		If no, please provide specific information related to the number of sani-cans provided. Please include the location of sani-cans on the event diagram.
Do you have a plan for garbage and recycling?	✓		If yes, please provide your plan, and indicate if you will need assistance from the County Solid Waste Department. <i>Volunteers / Local Waste Management</i>
Will a temporary structure be erected for this event?		✓	If yes, attach a drawing including the dimensions. <i>*The structure may require inspection prior to the event.</i>
Have you obtained a Certificate of Insurance specifically naming Kittitas County?	✓		A copy of the Certificate of Insurance must be attached to the application.

Copy of Ins will follow, next week

**WRITTEN PERMISSION TO ENTER EVENT SITE – 30 DAYS PRIOR TO
EVENT FOR INSPECTION**

I hereby permit law enforcement and/or County officials to enter the site for which the Application has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

**WRITTEN PERMISSION TO ENTER EVENT SITE – AT THE TIME OF THE
EVENT**

I hereby permit law enforcement and/or County officials to come upon the site for which the Application has been granted for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have read Kittitas County Code, have familiarized myself with County requirements, and have provided a Certificate of Insurance for this event, specifically naming Kittitas County as insured. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event.

I understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.



Signature of applicant/promoter

Signature of property owner

Identify authorized/designated agent(s) who will be in charge at the event (please print):

Manastash "Hike the Ridge"

Sunday, October 10, 2010

**Opening Ceremonies at Noon
Ridge Race at 12:15 pm (Competitive Hikers)**

Casual Hike at 12:30 pm (Casual Hike)

Registration fee \$35

NO DOGS PLEASE

**Register On-line At
www.community.acsevents.org/manastashclimb**

For Additional Information Contact

Committee Chairs

Joan Wood—509.929.2332 or Mary Johnson—509.925.4538

American Cancer Society

Jody O'Connor—509.783.1574

**PINK CATERED EVENTS
509-925-PINK**

07-14-2010

Sending this over as
a FYI - Joan should
be contacting you
for a special events
permit.

Thanks,
Candie

email sent to her
w/ Application
Attach-

Jody O'Connor
jody.oconnor@
cancer.org

7/20/2010
MK

Re-2sue
7-12-10

Kittitas County Public Works
411 N. Ruby Suite #1
Ellensburg, WA 98926

RECEIVED

JUL 14 2010

KITTITAS COUNTY
DEPT OF PUBLICWORKS

To whom it may concern;

We would like to request permission to close then end of Cove Road from Manastash to the parking area for "Hike the Ridge" a Climb to Conquer Cancer fund raising event for the American Cancer Society.

The event is Sunday October 10, 2010. We would like to close the road at 6 a.m. and reopen it about 5 p.m.

We are aware that there is to be no parking along Manastash Road.

Sincerely,

Joan Wood

Co-chair Climb to Conquer Cancer

509-929-2332

woodclan@kvalley.com

June 3, 2010

I am very sorry, but I have misplaced
your response to this request. Could you
please respond again?

Yours apologetically,
