



## **KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS**

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### **MEMORANDUM**

**TO: Board of County Commissioners**

**CC:**

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

**DATE: 8/26/15**

**SUBJECT: Pedals & Vines: Experience the Yakima River Canyon**

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I have reviewed the Special Event Application from Jill Scheffer, the Coordinator for the Pedals & Vines: Experience the Yakima River Canyon which is scheduled for September 26th, 2015. I do not for see any issues on our part that would cause problems besides parking but I spoke with Jill in regards to the location and she informed me that contestants would be parking there vehicles in the McCabe park and not alongside the traveled roadway.

I recommend approving this event based upon the following criteria:

- 1) Local Advertisement in the Daily Record/Radio/physical posting two weeks in advance to inform the traveling public of upcoming event in order to give them the choice to plan a different route during this time period.



# 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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August 27, 2015

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

Re: Pedals and Vines-

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



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

August 20, 2015

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

Re: Special Event Application – Pedals & Vines: Experience the Yakima  
River Canyon

Dear Board of County Commissioners:

I have reviewed the application for the Pedals and Vines: Experience the  
Yakima River Canyon Event Application to be held on September 26, 2015.

I have no issues or concerns regarding this event. I recommend approving the  
event application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gene Dana".

Gene Dana,  
Sheriff



## Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

August 24, 2015

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 Pedals and Vines events. The event staff has a recycling and garbage plan that meets our satisfaction for the events.

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

Thank you.

Cordially,

A handwritten signature in blue ink, appearing to read "Reno L Allphin", with a long, sweeping underline.

Reno L Allphin  
Solid Waste Specialist  
Kittitas County Solid Waste

## Mandy Buchholz

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**From:** no-reply\_ServiceRequests@co.kittitas.wa.us  
**Sent:** Monday, August 24, 2015 9:25 AM  
**To:** Mandy Buchholz  
**Subject:** Prosecutor Service Request | 31505 | Special Event Application - Pedals & Vines Yakima River Canyon (Ins.Rev.)

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 #31505 - Special Event Application - Pedals & Vines Yakima River Canyon (Ins.Rev.)

### Initial request:

Good Afternoon Our office received a Special Event application from Forterra (Jill Scheffer) for the Pedals & Vines: Experience the Yakima River Canyon Event on 9.26.2015. I would like to place this item on the September 1, 2015 Commissioners Agenda for the Boards consideration. Please submit your departments recommendations to me no later than August 28, 2015. 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. Thank you and have a good evening. ?

### Latest update:

Neil Caulkins 8/24/2015 12:00:00 AM

### Resolution:

Seems fine.

### Status:

Closed

### Assigned to:

Neil Caulkins

### Priority:

Soon

### Due date:

8/25/2015 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



## Memo

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

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

**Date:** August 27, 2015

**RE:** Pedals and Vines: Experience the Yakima River Canyon

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If the information stated in the application by the organization for the “Pedals and Vines” event is true, accurate, and there is stewardship in following through with such statements then the applicant, Jill Scheffer, has at this time met all the requirements of the Kittitas County Public Health Department (KCPHD) including:

- Food Safety and Service – the meal served by a caterer that is permitted through KCPHD
- Bathroom Facilities – use of fixed facilities at the destination of the event
- Garbage Disposal – Plan is sufficient for collection and disposal of solid waste material

At this time I do not foresee any issue arising that would otherwise cause or prevent the applicant from meeting Kittitas County Public Health requirements.

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

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 Office Of The Treasurer**  
**Brett Wachsmith, Treasurer**  
205 W 5th Avenue, Suite 102  
Ellensburg, Wa 98926  
Phone (509) 962-7535 Fax (509) 933-8212

Cash Receipts

Receipt Number: 2015-6063 Date: 08/13/2015

Received From: MANDY BUCHHOLZ - DEPUTY CLERK OF THE BOARD-M

Check Amount: \$200.00

Cash Amount: \$0.00

Eft Amount: \$0.00

Total Amount: \$200.00

Deputy: CECILIAR Receipt Type: CHK

Template:

Comments:

CSR 2015-4113

PEDALS AND VINES: EXPERIENCE THE YAKIMA RIVER CANYON

<u>FundCode</u>	<u>GlCode</u>	<u>Description</u>	<u>Amount</u>
001	1632171	SPECIAL EVENTS FEE	\$200.00
Total Amount:			\$200.00

Kittitas County Treasurer's Office

Submitted By: CECILIA RAHME

## **Mandy Buchholz**

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**From:** Mandy Buchholz  
**Sent:** Friday, August 21, 2015 12:53 PM  
**To:** Jill Scheffer (jscheffer@forterra.org)  
**Subject:** Agenda Date  
**Attachments:** 2851\_001.pdf

Hi Jill,

Attached is the notice of Agenda date for Pedals & Vines.

See you then. ☺

**Mandy Buchholz (Robinson)**  
**Deputy Clerk of the Board**

**Kittitas County Commissioners Office**  
**205 West Fifth Street Suite #108**  
**Ellensburg, WA 98926**  
**509-962-7508 Phone**  
**509-962-7679 Fax**  
**mandy.buchholz@co.kittitas.wa.us**  
**<http://www.co.kittitas.wa.us/>**

**"Do not go where the path may lead, go instead where there is no path and leave a trail." Ralph Waldo Emerson**

**From:** no\_reply@co.kittitas.wa.us [mailto:no\_reply@co.kittitas.wa.us]  
**Sent:** Friday, August 21, 2015 10:55 AM  
**To:** Mandy Buchholz  
**Subject:** Attached Image





Kittitas County, Washington

## BOARD OF COUNTY COMMISSIONERS

District One  
Paul Jewell

District Two  
Gary Berndt

District Three  
Obie O'Brien

August 20, 2015

Jill Scheffer  
409 North Pine  
Ellensburg, WA 98926

*Re: Event Application – Pedals & Vines*

Dear Ms. Scheffer,

Thank you for your Event Application, Certificate of Ins. & Permit Fee for the Pedals & Vines: Experience the Yakima River Canyon.

I will be placing your Event request on the Tuesday September 1, 2015 Commissioners Agenda at 10:00 a.m. for the Board's consideration. However, I would ask that either you or a member of your committee be in attendance at the **Commissioners Agenda Study Session on Monday August 31, 2015 at 10:30 a.m.** in the Commissioners Auditorium (Room 109 – Kittitas County Courthouse) to answer any questions the Board may have.

In the meantime, if you have any questions please feel free to contact our office at your convenience. Thank you.

Sincerely,

Mandy Buchholz  
Deputy Clerk of the Board