

AGENDA

Soap Lake City Council

Soap Lake Community & Senior Center

121 2nd Ave SE, Soap Lake, WA 98851

Wednesday, May 1, 2024 @5:30pm

City of Soap Lake, PO Box 1270, 239 2nd Ave SE, Soap Lake, WA 98851, (509)246-1211

The Soap Lake City Council Chambers are handicap accessible. Arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hour advance notice.

The City reserves the right to call an Executive Session anytime during a Council Meeting according to RCW 42.30.110

AGENDA ITEMS

1. CALL TO ORDER 5:30 PM, PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA
 - Regular Council Meeting Minutes – April 17, 2024
 - Claims and Payroll
4. MAYOR'S MESSAGE
5. REPORTS OF CITY OFFICERS
6. REPORTS OF STANDING/SPECIAL COMMITTEES
7. PUBLIC COMMENT
8. OLD BUSINESS
 - A.
9. NEW BUSINESS
 - A. Special Event Permit – Soap Lake Food And Folk Festival
10. NEXT ORDINANCE #1344; NEXT RESOLUTION #1014
11. COMMENTS
12. ADJOURNMENT

Public Comment can be submitted in writing to City Hall drop box or e-mailed no later than noon on the meeting date. If emailing, write "For Public Comment" in the subject line and send to: <https://www.soaplakewa.gov/contact-city-of-soap-lake>

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 17, 2024

CALL TO ORDER

Mayor DuPuy called the regular council meeting to order at 5:30 pm.

ROLL CALL

Council Members Present: Bryson, Carlson, Carson, Gorman, Sharp, Taylor and Woodhouse.

City Staff Members Present: City Attorney Sears, City Planner Kovach and Administrative Assistant Siebert.

AGENDA ITEMS

- **CONSENT AGENDA**
 - A. Regular Council Meeting Minutes – April 3, 2024
 - B. Special Council Meeting Minutes – April 9, 2024
 - C. Claim EFTs & Claims #23185-23205 in the amount of \$150,793.35
 - D. Payroll EFTs & Claims #26451-26462 in the amount of \$28,946.14
- **MAYOR’S MESSAGE**
- **REPORTS OF CITY OFFICERS**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Agreement with Clark Nuber for Phase II Accounting Services – Authorizing Mayor to Sign Agreement
- **NEW BUSINESS**
 - A. Grant County Economic Development Agreement
 - B. For Council Review – Progress Estimate 1 G&O Job Number 22824.01 & 23822.01
 - C. Special Event Permit – Just Believe
 - D. Teamsters’ Agreement for the Police Department and Letter of Agreement for Public Records Officer
- **NEXT ORDINANCE #1344; NEXT RESOLUTION #1014**
- **COMMENTS**
- **ADJOURNMENT**

M/Gorman, S/Bryson; motion to excuse Councilmember Taylor from this evenings’ meeting. **Motion carried unanimously.** Councilmember Taylor was able to join meeting via phone at 5:36 PM

CONSENT AGENDA

M/Gorman, S/Bryson; to accept the consent agenda as presented. **Motion carried unanimously.**

MAYOR'S MESSAGE

Mayor explained that office Staff are using personal vehicles to check the mail. According to chapter 2.92 under personal vehicle use, employees will be paid at the rate of 67 cents per mile. Rates are increasing through Consolidated Disposal Service. The Utility Committee will be looking at total costs to the City and possible rate changes to the garbage service. Sidewalk construction along Daisy Street is finishing up and the lighted crosswalk work will continue through April 22nd. Mayor invited all department heads and Councilmembers to attend AWC training being hosted by the City of Soap Lake.

REPORTS OF CITY OFFICERS

City Planner Kovach – Gave a reminder for the public hearing the project on Main & Daisy on May 8, 2024 at 4:00 PM at the Soap Lake Senior Center. He also said that construction is picking up and inspections are being conducted.

REPORTS OF STANDING/SPECIAL COMMITTEES

The Economic Development Committee in conjunction with the Creative District will be holding a meeting tomorrow from 6-7:30 PM at the Senior Center. Meeting will focus on completing steps to send application to the State.

Utility Committee will be taking a look at the increased rates for garbage service that the City is incurring.

PUBLIC COMMENT

Marcia Neihart, 419 Main Ave W- wondered if the Public Works employees are using vehicles on the weekend, because she sees them driving around town.

Alex Kovach, 323 Hemlock, the Soap Lake Prevention Coalition will be hosting a screening at Masquer's Theater on May 9th from 4-6 PM.

Susan Carson, on behalf of the Chamber, thanked everyone for coming to the Roaring 20's fundraiser. There are some upcoming events: Earth Day this weekend and Suds-n-Sun which still needs volunteers.

OLD BUSINESS

- A. Agreement with Clark Nuber for Phase II Accounting Services- Authorizing the Mayor to Sign Agreement- **M/Gorman, S/Bryson**; motion to authorize the Mayor to sign the agreement between the City of Soap Lake and Clark Nuber for professional services. Councilmembers Woodhouse, Carson and Sharp voted Nay. **Motion passed**. Discussion of Councilmembers revolved around the scope of work that needed to be done and the outline provided by the firm addressing these needs. Council agreed that there is an urgency to complete the scope of work to bring the City into compliance for future audits. Some Councilmembers expressed concern about how the firm was chosen and wanted more transparency in the selection process. The termination clause was discussed as was the method of payment.

NEW BUSINESS

- A. Grant County Economic Development Agreement- **M/Bryson, S/Sharp**; move to accept the agreement and authorize the Mayor to sign. **Motion carried unanimously.**
- B. For Council Review – Progress Estimate 1 G&O Job Number 22824.01 & 23822.01- **M/Gorman, S/Bryson**; move to accept the progress estimate 1, Daisy Street sidewalk phase 1 & Daisy Street pedestrian crossing, City of Soap Lake, Grant County, Washington G&O # 22824.01 & 23822.01. **Motion carried unanimously.** Documents were provided for review and the City did receive the updated, signed progress estimate before the meeting time.
- C. Special Event Permit – Just Believe- **M/Bryson, S/Sharp**; move to approve the special event permit for the Just Believe event. **Motion carried unanimously.** The permit was approved by all department heads. Event will be on June 8th from noon to 7PM.
- D. Teamsters’ Agreement for the Police Department and Letter of Agreement for Public Records Officer 1% Pay for 2024-2026 Time Period- M/Carlson, S/Sharp; move to accept the Labor Agreement between the City of Soap Lake, Washington, and Teamsters Local No. 760 representing the Employees of the Soap Lake Police Department from January 1, 2024 to December 31, 2026 and Letter of Agreement amending the existing terms and conditions of the CBA. Motion carried unanimously. The LOA addresses a 1% pay increase for the Public Records Officer.

Next Ordinance #1344; Next Resolution #1014

COMMENTS

Councilmember Sharp would like the council packets to go out sooner.

Councilmember Bryson asked if the claims & payroll registers could be emailed to councilmembers before the meetings to give councilmembers time to review. She attended a Prevention Coalition event recently at the Wanapum Dam Heritage Center. She said the event was well attended.

ADJOURNMENT

M/Sharp, S/Carson; move to adjourn at 6:34 PM. **Motion carried unanimously.**

Allen DuPuy, Mayor

Jody Siebert, Administrative Assistant

SPECIAL EVENT APPLICATION

APPROVED YES NO



PERMIT NUMBER 2024-

DATE / /

City Of Soap Lake, 239 2ND AVENUE SE, PO Box 1270, Soap Lake WA 98851 (509) 246-1211 brookyo@soaplakewa.gov

SPECIAL EVENT PERMIT APPLICATION

www.soaplakewa.gov

NAME OF EVENT Soap Lake Food & Folk Festival DATE OF EVENT July 13, 2024

SET UP START TIME/DATE 7/13 7am CLEAN UP END TIME/DATE 7/14 11:00am

EVENT START TIME 7/13 9:30 am EVENT END TIME 7/13 10:00 pm

SPONSORING ORGANISATION Friends of the Lower Grand Coulee

EVENT COORDINATOR / PRIMARY CONTACT: Ruthann Tobiason

Mailing Address PO Box 483 City SL State WA Zip 98851

Cell Phone (425) 210-9195 Email Address secretary@friendsofthelowergrandcoulee.org

SECONDARY CONTACT: Kim Anderson

EVENT COORDINATOR / PRIMARY CONTACT:

Mailing Address 78 Ephrata AVE NW City SL State WA Zip

Cell Phone (509) 431-8181 Email Address solawafoodandfolkfest@gmail.com

ALCOHOL BEING SERVED YES NO IF YES INCLUDE A COPY OF WA STATE LIQUOR PERMIT

USE OF CITY PROPERTY YES NO IF YES, ADD LOCATION BELOW

East Beach / Smokiam Park

WILL EVENT INCLUDE FOOD VENDORS YES NO IF YES, SUBMIT A LIST WITH APPLICATION

attached - those that have signed up to date

ANTICIPATED NUMBER OF ATTENDEES 1000 - 2000 over the course of the day

OFFICE USE ONLY - initial and date upon approval or attach memorandum with conditions:

POLICE FIRE

PUBLIC WORKS CITY PLANNER

FOOD VENDOR LIST FAXED TO HEALTH DISTRICT (509) 754-6060

BY: DATE / /

PAYMENT AMOUNT DATE OF PAYMENT / /

RECEIVED MAR 19 2024 By: [Signature]

SPECIAL EVENT APPLICATION

APPROVED YES NO



PERMIT NUMBER 2024-

DATE / /

City Of Soap Lake, 239 2ND AVENUE SE, PO Box 1270, Soap Lake WA 98851 (509) 246-1211 brookyo@soaplakewa.gov

SPECIAL EVENT PERMIT APPLICATION

www.soaplakewa.gov

HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE ANY CITY PROPERTY OR FACILITY IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:

- 1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY, AND HOLD HARMLESS the City of Soap Lake from any and all liability, claims, demands, causes of action, charges, expenses and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. THE INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment, and/or facilities.
3. THE INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules, and requirements including, but not limited to, not admitting more attendees than designated by the Police Department and/or Fire Department as safe for the particular event or facility.
4. THE INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington State law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. THE INDEMNITOR agrees that falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE-DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. I affirm that the information herein is complete and accurate.

APPLICANT

Friends of the Lower Grand Coulee PRINT NAME OF ORGANIZATION / BUSINESS Ruthann Tobiason PRINT NAME OF AUTHORIZED AGENT

Ruthann Tobiason SIGNATURE NAME March 18, 2024 DATE

APPROVAL, DENIAL, OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY OF SOAP LAKE PURSUANT TO SLMC 5.10. Submit completed original and all required attachments; applications must be reviewed and approved before a permit can be issued. Incomplete applications will not be considered for approval.

SPECIAL EVENT APPLICATION

APPROVED YES NO



PERMIT NUMBER 2024-

DATE / /

City Of Soap Lake, 239 2ND AVENUE SE,
PO Box 1270, Soap Lake WA 98851
(509) 246-1211
brookyo@soaplakewa.gov

SPECIAL EVENT PERMIT
SPECIAL REQUEST

www.soaplakewa.gov

APPLICANT SPECIAL REQUESTS / REMARKS

SEE ADDENDUM

APPLICANT

Friends of the Lower Grand Coulee PRINT NAME OF ORGANIZATION / BUSINESS
Ruthann Tolivason PRINT NAME OF AUTHORIZED AGENT

Ruthann Tolivason SIGNATURE NAME
3/18/2024 DATE

Brooky Olson

From: Fire Chief Dist 7 <firechief@gcfd7.org>
Sent: Wednesday, March 20, 2024 9:35 AM
To: Brooky Olson
Subject: Re: City of Soap Lake, Special Event Application - Food & Folk Festival

****EXTERNAL EMAIL****

This email originated from outside Grant County's network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Approved thank you

On Tue, Mar 19, 2024 at 5:19 PM Brooky Olson <bolson@soaplakewa.gov> wrote:

Good afternoon,

Attached you will find a new Special Event Application for the Food and Folk Festival.

Thank you!

Brooky Olson

Clerk/Treasurer

City of Soap Lake

--

Christopher Baker

Fire Chief

Grant County Fire District 7

155 WA-28

PO Box 1449

Soap Lake, Wa 98851

Brooky Olson

From: Ryan Cox
Sent: Tuesday, March 19, 2024 3:33 PM
To: Brooky Olson
Subject: Re: Special Event Application, City of Soap Lake

Approved

Ryan Cox

Police Chief

Soap Lake Police Department

(Physical Address) 223 2nd Ave SE

(Mailing Address) PO Box 1270

Soap Lake, WA 98851

509-246-1122 (office), 509-237-4708 (cell), 509-246-0551 (fax)

Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen –
Winston Churchill

E-MAIL CONFIDENTIALITY NOTICE

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Brooky Olson

From: Brooky Olson
Sent: Wednesday, March 27, 2024 3:49 PM
To: Ruthann Tobiason
Subject: Food & Folk Festival

Hello Ruthann,

I heard back from City Planner Kovach re the Special Event Permit for the Food & Folk Festival. He stated that a portable fire extinguisher or a hose at the gazebo would need to be provided if the hay wall is 10 feet or closer.

A single layer hay wall is limited to 6' in height.

There also may be limitations for allowed uses on Marina's Drive and 1st Ave NE, as you and I had previously discussed, depending on the construction schedule for those roads.

Close coordination will be required and back-up locations planned for the elements located there but Alex did sign off approving your application.

Fire Chief Baker and Police Chief Cox have also approved.

Darrin Fronsman, our Public Works Director will be reviewing the application tomorrow morning.

Once we have his approval, we will be able to add this to the agenda.

I just wanted to keep you posted.

Have a wonderful evening!

Brooky Olson
Clerk/Treasurer
City of Soap Lake

Re: Event related questions

Ruthann Tobiason <secretary@friendsofthelowergrandcoulee.org>

Thu 2/8/2024 10:19 AM

To:Brooky Olson <BrookyO@soaplakewa.gov>

Thank you, Brooky. If it's not too late will you also ask about acceptable ways to mark off vendor spaces? We want to mark corners and assign numbers to vendors, so they know exactly where to place their stuff. Our thoughts include using spray paint (which will disappear when the lawn is mowed), or putting down chalk lines.

Ruthann Tobiason, Secretary
Friends of the Lower Grand Coulee



*Darrin
Please talk to Brooky
or Allen*

On Thu, Feb 8, 2024 at 10:04 AM Brooky Olson <BrookyO@soaplakewa.gov> wrote:

Good morning Ruthann,

I apologize for not responding yesterday, council days are always incredibly busy.

I will go over these items with Darrin and Mayor DuPuy today and we will get back to you as soon as possible.

Have a great day!

~ Brooky Olson
City of Soap Lake

From: Ruthann Tobiason <secretary@friendsofthelowergrandcoulee.org>

Sent: Wednesday, February 7, 2024 3:18 PM

To: Brooky Olson <BrookyO@soaplakewa.gov>

Cc: Peter Sharp <CM6@soaplakewa.gov>

Subject: Event related questions

Hi Brooky,

I'm finally getting around to asking some of my questions. A few of them are for Darrin, and I'm copying Peter in case there's something there he wants to know.

- Are registration fees refundable if the event is cancelled? (Agency permit fee, dumpster rentals, porta potty rentals, electrical hookups, etc.)
- I noticed that the 2022 Hold Harmless event form that is meant for food vendors **doesn't** say there is a charge for electricity but the Special Event Permit application **does**. I'm not asking for a change, just clarification that this is intentional.

10 days
*Change Food Vendor Form
charge electricity*

- There's an access road on the east side of the park (map attached) that is controlled by the Bureau of Reclamation. We are considering placement of porta potties and/or a dumpster on that road. What does Darrin think about that? And, who do I contact at the bureau to find out if that's okay? To Hill - 509-760-7225
- Does every vendor booth have to have a trash bin in front of it, or does that only apply to the food vendors? (?) Food Vendors only
- Does the city provide trash bins and bags? NO

Ruthann Tobiason, Secretary
 Friends of the Lower Grand Coulee

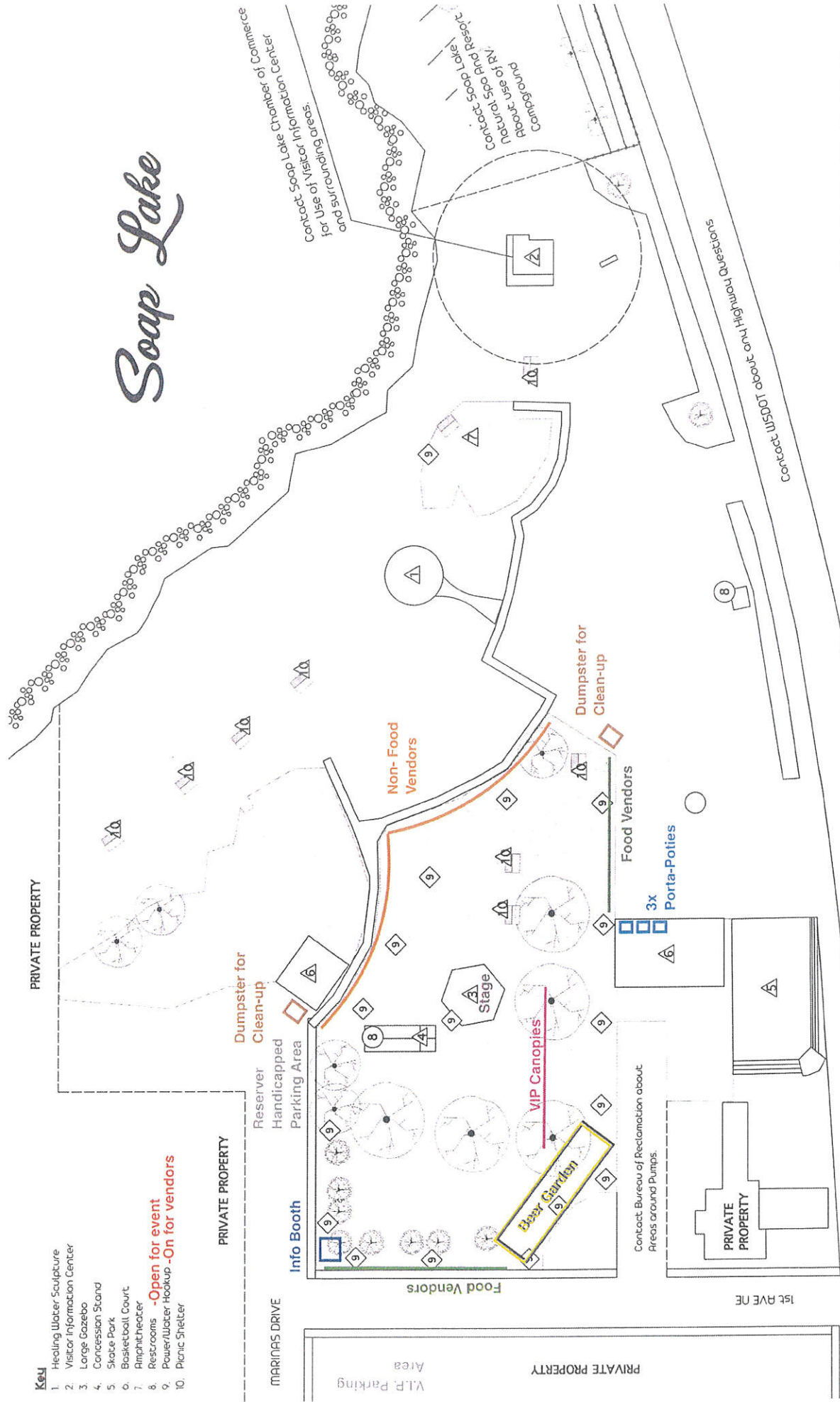


as is -
 City Provides - Portapotties - up to 4/event
 Garbage cans - ^{Dumpsters} can be ordered by City Hall
 OK to place as marked on map

\$80 - \$120 /weekend porta-potties each one. -Basin Septic

Soap Lake

- Key**
1. Healing Water Sculpture
 2. Visitor Information Center
 3. Large Gazebo
 4. Concession Stand
 5. Skate Park
 6. Basketball Court
 7. Amphitheater
 8. Restrooms
 9. Power/Water Hookup
 10. Picnic Shelter
- Open for event**
- On for vendors



Music event questions

Ruthann Tobiason <secretary@friendsofthelowergrandcoulee.org>

Thu 2/22/2024 8:50 AM

To:Brooky Olson <BrookyO@soaplakewa.gov>

Hi Brooky,

How's it going? Seems like the city is busy as usual. I decided to start a new conversation thread related to my questions, because new ones have popped up. Okay?

- what are the acceptable ways to mark off vendor spaces? Can we use spray paint or is chalk preferred?

- how many electrical "posts" are there and about how far apart are they?

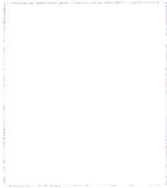
14 x 2 both sides (28)

- related to the above we're trying to estimate the number of spaces available based on a 10x10 footprint per vendor. Our plan is to position them around the perimeter of east beach park (not in the middle).

30 ft apart

Thanks

Ruthann Tobiason, Secretary
[Friends of the Lower Grand Coulee](mailto:secretary@friendsofthelowergrandcoulee.org)



Darin

Soap Lake WA Food and Folk Festival

Preliminary Plan

Coordinating Agency:
 Friends of the Lower Grand Coulee
 PO Box 483
 Soap Lake WA 98851

Primary contact:
 Ruthann Tobiason
 (425) 210-9195
 secretary@friendsofthelowergrandcoulee.org

Secondary contact:
 Kim Anderson
 (509) 431-8181
 solawa.foodandfolkfest@gmail.com

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Event Schedule

Event Venue Setup/ Tear down schedule DRAFT	Activity	Description
7/6/2024	"No parking" notices	Does the city do this in advance of events?
7/12/2024	Dumpsters & porta potties	Dumpsters and porta potties delivered by city
7/12 if possible	locate vendors	Organizers will line out vendor spaces in East Beach part with chalk
7/13, 7:00-9:30am	Vendor set up	
7/13, 7:00-9:30	stage set up	sound equipment delivered and set up

7/13, 5:30-9:30pm	vendors leave	We're asking vendors to remain until 5:30 at minimum
7/13, 10:00-11:00pm	event clean-up	vendors & organizers
7/14, 8:00-11:00 am	final clean-up	vendors & organizers
7/14/2024	Removal of dumpsters & porta potties	removed by city
7/14/2024	Removal of "no parking" notices	removed by city

Performance Schedule

Performance Schedule DRAFT	Type	Activity
9:30 am	opening ceremony	announcements
10:00-11:30	performers	Tejano Skyz
12:00-1:30	performers	TBD
2:00-3:30	performers	Billy Stoops
4:00-5:30	performers	Leif Totusek (optionally, Candala band if we have the sponsorships)
6:00-7:30	performers	Carl Tosten
8:00-9:30	performers	Delta G (allowing time for an encore)

Applicant Special Requests / Remarks

Planned Construction:

We understand that the city is planning to do some work along Marinas Drive and 1st Ave NE. Is the schedule set? Will the entirety of both streets be closed, or will there be at least one lane of access on both of those streets?

Public Event Notices:

Does the city post public event notices around and in the park ahead of the event so access to the site is not blocked?

VIP Parking Area:

The Soap Lake Spa and Resort is allowing us to use their parking lot located on the southeast corner of Marinas Drive and 1st Ave NE. Will this area be blocked by construction?

Handicapped Parking:

We want to dedicate the parking area at the north end of Marinas Drive solely to handicap parking. If the city will allow this, and if the area is not blocked by construction, does the city have temporary handicap parking signs we can place in that location?

Beer Garden:

Hands 'N Paws, a non-profit out of Moses Lake is responsible for the beer garden and will be submitting their permit applications and necessary documentation to the city separately from FLGC. If they are unable to meet permitting requirements and submit their application by the city established deadline there will NOT be a beer garden. More information about Hands 'N Paws can be found here: <https://www.facebook.com/handsnpawsWA/> and www.handsnpawswa.com.

Kindhearted Minis – Special Request:

Kindhearted Minis use miniature therapy horses to enhance the quality of life of those with physical, cognitive, emotional, and behavioral disabilities. They would like to bring a couple ponies to the event and they will be tethered inside their tent. Kindhearted Minis will cleanup afterwards, but if there are still concerns about manure, they will place “poop bags” on the ponies. We have marked the desired location on the map which is north of the Soap Lake Resort near the basketball court and marked as “KH?” on the map. If this is not an acceptable location, please recommend an alternative area.

Sprinklers: Please be sure the sprinklers are turned off the night of the event.

Electrical for the sound system:

The sound system will require one 50 AMP RV type hook up or 4 standard hookups. Is there an RV type hookup among the service posts in the park? If yes, how far away is it from the gazebo.

Gazebo performance space:

We want to place a stack of straw bales on the north side of the gazebo to block the wind from blowing directly on the performance space. Will this be okay? We will remove them during cleanup.

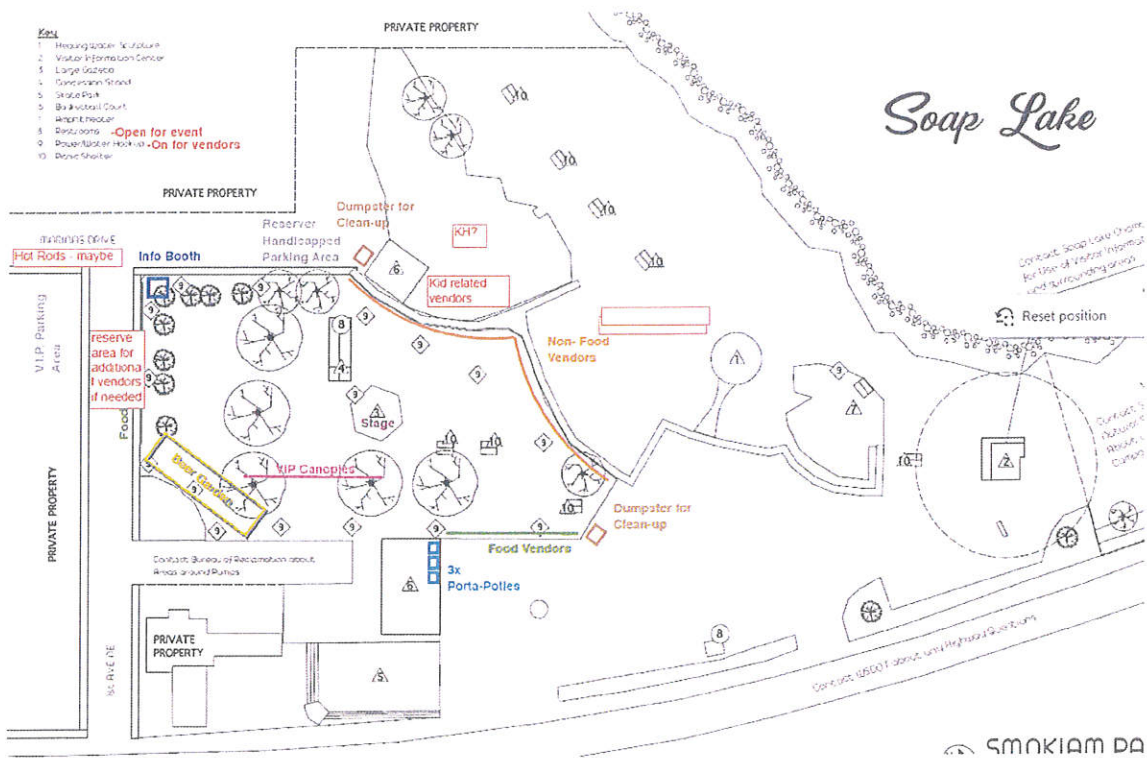
Picnic tables:

Are there movable picnic tables? If yes, we want to move them, so they are nearer to the food vendors. Will the parks department move those for us, or do we need to do that ourselves?

Potential Off-Site Exhibits TBD:

- **Hot Rod/Car Show**
There is a possible opportunity to bring in a few “hot rods” from a local car club and we would like them to park on the east side of Marinas Drive between Main Avenue East and 1st Avenue NE. What are the requirements for setting this up?
- A local RV dealer has expressed an interest. We are looking for a nearby private lot for their use. Let us know if there are any concerns.

EVENT SITE MAP



Estimated Fees

FEE FEES	3 DAYS OR LESS	ADDITIONAL DAY
NOT FOR PROFIT AGENCY PERMIT FEE	\$ 100.00	\$ 25.00
FOR PROFIT AGENCY PERMIT FEE	\$ 200.00	\$ 50.00
GARBAGE DUMPSTER (6 YARD MIN)	\$ 100.00	\$ 50.00
ELECTRICAL OUTLET PER PEDESTAL	\$ 15.00	\$ 15.00
PORTABLE TOILET(S) PER UNIT	\$ 115.00	\$ 25.00
CONCESSION STAND IF AVAILABLE	\$ 150.00	\$ 35.00
PICNIC SHELTER(S) PER UNIT	\$ 15.00	\$ 15.00
COMMERCIAL FOOD TRUCK LICENSE	\$ 200.00	\$ 50.00

Agency permit fee \$100
 Dumpsters qty 2 \$200
 Portable toilets, 4 \$460

Electrical outlets* 2+ \$ 30

Est. Total \$790

*See notes regarding electrical in the Applicant Special Requests/Remarks section.

Vendor Lists

Food:

SL Taco Truck	Miriam & Santos	Taco	509-741-0089
Blackies BBQ	K Black	BBQ	509-750-0456
Porkies Hot Dog	Jackeli Pacheco	large assortment of dogs	509-761-8199

We will fax this list to the health department once finalized.

Sales & non-sales Vendors:

As of March 16 - **this is not final**. We are setting a ceiling of about 38 vendor spaces for now while allowing a "reserve space" in case there is more demand.

Full Name	Phone Number	E-mail	All vendors, please describe what you are offering or selling:
Rosa Mata	(509) 264-4007	rosimata777@gmail.com	Hemp seed oil handcrafted bath products: body soap, body scrub, bath bombs, lotion bars, car/room diffusers, magnesium butter. Shower steamers
Courtney Griffith	(206) 349-8869	courtney.griffith@griffgear3d.com5	3D printed items - planters, animals, fidgets, creatures. Can send pictures if needed!
Cindy Ellis	(509) 770-1663	cindyellis1022@gmail.com	
Karlson Keel	(509) 405-9287	quickistudios@gmail.com	
Deb Baker	(509) 201-8675	debjagla@gmail.com	
Terri Bush	(509) 398-5833	terrib1165@yahoo.com	

Kelli Douke	(509) 771-9960	Theknottybroomstick@gmail.com	
Olga Dotsenko	(509) 237-3776	dots_olya@yahoo.com	
Jodene Peck	(425) 232-4741	Kindheartedminivisits@gmail.com	
Patt Kauffman		pattkauffman@hotmail.com	handmade wreaths
Mary Cobb	(509)431-4186	marycobb01@gmail.com	Landscape artist
Benita Matheson	509-668-6462	littlesister1776@live.com	concrete art
Joshua Chambers	(509)246-0321	trainingcaptain@gcfd7.org	

General Liability Insurance & Additional Insured

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS							
Policy No. NBP2553079E				Effective Date: 11/05/2023 12:01 STANDARD TIME			
LIMITS OF INSURANCE							
Liability and Medical Expenses						\$1,000,000	
Medical Expense (per person)						\$5,000	
Damages To Premises Rented To You (Any One Premises)						\$100,000	
An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.							
LIABILITY DEDUCTIBLE						\$0	
LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY							
<i>Location</i>	<i>Address</i>					<i>Territory</i>	
1	Hawthorne & Rd 20 Nw, Soap Lake, WA 98851					002	
2	219/223 E. Main Avenue, Soap Lake, WA 98851					002	
PREMIUM COMPUTATION							
Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate All Other	Advance Premium Pr/Co All Other	
1	Membership Organization (Business) - Not-for-Profit only	41659	400 Per 1,000 Total Area	0.000	287.214	\$0	\$115
1	Waiver of Rights of Recovery	40956	1 Person Or Organization	0.000	0.000	Included	Included
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	0.000	Included	Included
1	Additional Insured - Designated Person	40950	1 Per Additional Insured	0.000	50.000	\$0	\$50
2	Art / Cultural Organization - Not-for-Profit only	41659	6,883 Per 1,000 Total Area	0.000	266.699	\$0	\$1,836
MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART:						\$345	
TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART:						\$2,001	
(This Premium may be subject to adjustment.) MP - minimum premium							
Coverage Form(s) Part(s) and Endorsement(s) made a part of this policy at time of issue: See Form EOD (01/95)							
THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.							

POLICY NUMBER: NBP2553079E

BUSINESSOWNERS
BP 04 48 01 06

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED PERSON
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Name of Additional Insured Person(s) Or Organization(s):

Effective Date: 11/05/2023
CITY OF SOAP LAKE
PO BOX 1270
SOAP LAKE, WA 98851

Special Event Permit

email checklist

RECORD DATES

Name of Event Soap Lake Food & Folk Festival

Date of Event 7/13/2024

Date of Application Submission 3/19/2024

Public Works: sent 3/19/24 approval received ^{DF} 4-15-24

Fire Chief sent 3/19/24 approval received 3/20/24

Police Chief sent 3/19/24 approval received 3/19/24

City Planner sent 3/19/24 approval received 3/25/24

Added to Agenda AD