

Tuesday, May 7, 2024  
City Council Workshop - Hybrid (In-Person & Electronic)

5:30 P.M.  
City Council Workshop - Hybrid (In-Person & Electronic)

In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Workshop may be viewed at: Live Stream on City of College Place, Washington YouTube at [https://www.youtube.com/channel/UCbx3qrqzLDL\\_05NusReSI-g/featured](https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured)  
Zoom Attendee Link: <https://us06web.zoom.us/j/84652509575>

Or you may call this number to listen: 1-669-900-9128 ID# 846 5250 9575 Phone controls: \*6 - toggle mute/un-mute and \*9 - raise hand

## 1. Opening Items.

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|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| Subject :  | 1.01 Call To Order                                                    |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 1. Opening Items.                                                     |
| Access :   | Public                                                                |
| Type :     | Procedural                                                            |

## Public Content

Mayor Hernández will call the workshop to order.

|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| Subject :  | 1.02 Roll Call                                                        |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 1. Opening Items.                                                     |
| Access :   | Public                                                                |
| Type :     | Procedural                                                            |

## Public Content

Mayor Norma L. Hernández

Paul T. Jessup,

Michael Cleveland,

Tito Espinoza Jr.,

Council Members Loren Peterson,

Melodie Williams,  
Heather Schermann,  
Monica Boyle

Administrator, Mike Rizzitiello;  
City Attorney, Rea Culwell;  
Finance Director, Brian Carleton;  
Public Works Director, Robert McAndrews;

Staff Police Chief, Troy Tomaras;  
Fire Chief, David Winter;  
Community Development Director, Jon Rickard;  
HR Manager, Shawn Doering;  
City Clerk, Sherri St. Clair

Subject : 1.03 Pledge of Allegiance  
Meeting : May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic)  
Category : 1. Opening Items.  
Access : Public  
Type : Procedural

Public Content

"Ipledge allegianceto the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject : 1.04 Public Comment -  
Meeting : May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic)  
Category : 1. Opening Items.  
Access : Public  
Type : Information

Public Content

**Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.**

**Meeting Protocol for Public Comment:**

When submitting public comments, include the following information regardless of the manner you are using: (Note that there are deadlines for written comments to be included in the meeting documents.)

- Your Name
- Your Address

**Written** Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

**Verbal** Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.

**Telephone and Virtual Comments:**

Any member of the public who desires to make a public comment at the City Council meeting by telephone or remote access, shall provide at least 24 hours notice (excluding weekends and holidays) prior to the start of the meeting at which the member of the public wants to make a comment, notify the City Clerk or designee in writing or by direct verbal communication of their desire to make a comment. Those notice shall include the member's first and last name, address or place of residence, and the topic or topics the comment will touch upon.

- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (\*9 to raise hand, \*6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

**Once recognized, you will have five minutes to speak on any subject that is under the control of the Council.**

## 2. Workshop Topics.

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|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| Subject :  | 2.01 Recycling Survey Results - Mr. Rizzitiello                       |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 2. Workshop Topics.                                                   |
| Access :   | Public                                                                |
| Type :     | Discussion, Information                                               |

## Public Content

### Historical Perspective:

Basin Disposal used to offer city customers the option to Recycle until Resolution #18-008 adopted March 27th, 2018 by the College Place City Council which suspended the program since items were not truly being recycled due to the China National Sword Policy.

### Information for Consideration:

The market for certain recyclable items has come back to a limited degree although it is quite volatile. If Basin Disposal were to bring back curbside recycling it would take a council action and the only way they would do it would be if it was mandatory for customers due to volatility and sunk cost of labor and equipment. Last workshop, the Council directed a survey be conducted. The survey received 178 responses. A interactive data board detailing results is located here: [https://www.surveymonkey.com/results/SM-6jRpAu9xNNqSIM7ANicrlg\\_3D\\_3D/](https://www.surveymonkey.com/results/SM-6jRpAu9xNNqSIM7ANicrlg_3D_3D/)

Key takeaways from the survey based upon results:

- Over 88% of respondents would use curbside recycling weekly if offered.
- Top items residents want to recycle include Carboard (93%), Aluminum Cans (81%), and Plastic Containers (84%)
- About 61% of respondents would be willing to pay \$9 a month for recycling
- Over 51% of respondents view offering curb side recycling in the community as essential

Decision points are as follows:

- Either offer curb-side recycling
- Create a centralized recycling depot for residents to drop off recyclables and then Basin hauls it (cheaper and not compulsory, still getting costing on this - City of Pasco, Mesa, West Richland, and others do this. <https://basindisposal.com/basin-disposal-recycling/>)
- Nothing

## File Attachments

[Recycling\\_Survey\\_2024\\_Summary.pdf \(177 KB\)](#)

[RecycleDepotWebsite.pdf \(521 KB\)](#)

[Res\\_SuspendRecycleServices.pdf \(85 KB\)](#)

[UB ARticle.pdf \(103 KB\)](#)

[Survey\\_Dashboard.url \(0 KB\)](#)

[SentimentAnalysis.JPG \(26 KB\)](#)

|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| Subject :  | 2.02 Reservoir 4 Project Update - Mr. McAndrews                       |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 2. Workshop Topics.                                                   |
| Access :   | Public                                                                |
| Type :     | Information                                                           |

## Public Content

### Historical Perspective:

The City and JUB Engineers are working on design for a water tower (reservoir) to be built on the bluff just northeast of the Police gun range on City owned property that has always been zoned public use. The Water System Plan (WSP) identifies a storage deficiency that this tower will take care of.

### Information for Consideration:

City staff and JUB Engineers will give a presentation about the project and provide an update.

## File Attachments

[Council\\_20240507.pdf \(1,575 KB\)](#)



|            |                                                                                        |
|------------|----------------------------------------------------------------------------------------|
| Subject :  | 2.03 Regulating Camping and Storage of Personal Items on Public Property - Ms. Culwell |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic)                  |
| Category : | 2. Workshop Topics.                                                                    |
| Access :   | Public                                                                                 |
| Type :     | Discussion                                                                             |

## Public Content

### **Historical Perspective:**

While many local governments, the City of Walla Walla included, specifically regulate sitting, lying, camping or storage of personal property on city property and in city right of ways, (anti-camping ordinances) the College Place does not do so directly. College Place regulates unwanted use of City property by way of prohibiting use of City parks after hours and by trespassing individuals from City property (and citing with the crime of trespass if the individual refuses to leave or returns prior to the expiration of the trespass notice). The City regulates activities on right of ways through its nuisance regulations (prohibits property storage, blocking, causing/likely to cause damage, etc).

In September of 2022, the federal Ninth Circuit Court of Appeals issued the *Johnson v. City of Grants Pass* decision which generally held that "when a [city] attempts to punish as a criminal offense the life-sustaining act of sleeping in public with bedding when a person has nowhere else to go" it is a violation of the federal constitutional right to be free from cruel and unusual punishment. In response to this case, staff was asked to provide a comprehensive memo to council regarding homelessness, public safety, and temporary housing availability. With this content is a Legal Memorandum dated January 5, 2023 with additional content dated April 27, 2023. In May of 2023, Council and staff discussed homelessness, the unhoused using city property, and public safety and whether to more specifically regulate camping in public places. At the time, based upon the information provided by law enforcement and city administration, the City financially supported the Walla Walla Sleep Center where, law enforcement could refer or transfer a person needing shelter rather than arrest and charge a person for trespass. Council requested staff continue to monitor use of City property for living and camping by those experiencing homelessness.

Council received a comprehensive presentation from the Sleep Center and staff anticipates Council will deliberate on City financial support for the Sleep Center at the next regular Council Meeting.

Staff, including City Police Department, believe having local regulation of camping and storing of personal property on City property and City right of ways would provide a valuable tool in community safety. This coupled with the City's support of the Sleep Center, which strives to engage clients with needed services.

The proposed regulation is modeled on the City of Walla Walla's anti-camping code.

Staff requests direction on finalizing the code for enactment.

### **Information for Consideration:**

CPPD officers have seen an uptick in evidence of illegal drug use on public property and right of ways. It is common knowledge that in some areas where unhoused congregate experience increase incidents of criminal activity, including unhoused being victims of the crimes that occur, in addition to damage to property and the environment and existence of sanitary health hazards.

Passing a new law regulating camping and storage of personal property on City property would codify the City's current practice of offering a trespasser the option of a place to sleep. It could also provide tools for the City to set up temporary housing and property storage and to set and implement rules for use of the temporary housing and property storage. Such a law would provide detailed guidance not only to the City's police force, but also to the unhoused and governmental and community based homelessness prevention advocates in hopes of striking a balance between public safety and providing basic needs to those in our community.

The Grants Pass has appealed the 9th Circuit's decision to the US Supreme Court. On January 12, 2024, the Supreme Court accepted the appeal and scheduled oral arguments for April 22, 2024. It is expected that a decision will be issued in August of 2024. City Attorney agrees with legal scholars who unanimously believe the Supreme Court will not agree with the 9th Circuit.

Those same legal scholars are equally divided on the nuances of the decision, from it providing cities with little guidance on if and how to regulate homelessness to upending established caselaw on the meaning and applicability of cruel and unusual punishment.

A draft City code amendment is provided with this material.

**File Attachments**

[Camping and Storage of Personal Property Prohibition - Proposed City Code Chapter 9.30.pdf \(98 KB\)](#)

|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| Subject :  | 2.04 Community Events Update - Ms. St. Clair                          |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 2. Workshop Topics.                                                   |
| Access :   | Public                                                                |
| Type :     | Information                                                           |

**Public Content**

**Information for Consideration:**

**Spring Block Party**

The City's Spring Block Party will take place on May 19, 2024 from 1:00 PM to 6:00 PM on South College Avenue between 4th Street and Whitman Drive. This event will feature 50+ vendors, live entertainment, and activities for the kids. The City will be accepting vendor applications for this event until May 12, 2024. For vendor applications, please visit:[https://www.cpwa.us/residents/events/block\\_party.php](https://www.cpwa.us/residents/events/block_party.php)

**College Place Farmers and Artisan Market**

The College Place Farmers and Artisan Market opening day is May 30, 2024. Due to construction at Lions Park, the College Place Farmers Market will be held in Kiwanis Park located at SE 3rd Street next to Davis Elementary School for the 2024 season. The season starts May 30, 2024 and runs through September 26, 2024 on Thursday's from 4:00 PM to 7:00 PM. Come to the Market every Thursday and enjoy live music, farm fresh produce, and support local small businesses. The Market will also feature special event/activities days. The Walla Walla County Health Department will be hosting the Kids Club again this year so bring your kids to sign up and they will receive a free \$2 Kids Club Cash to shop for fresh produce every market day. The College Place Farmers Market also accepts SNAP EBT. Customers can use their EBT card at the City booth to purchase SNAP tokens to spend at the market, and in addition to the tokens, customers can receive up to \$25 in SNAP Market Match per day. Market Match can be used to purchase fresh produce such as fruit, vegetables, herbs, mushrooms, seeds, and edible plants. Furthermore, approved vendors also accept WIC and Senior Farmers Market Nutrition

Program (SFMNP) funds. The College Place Farmers Market will be accepting applications all season long. Membership applications will be accepted through June 30, 2024. For vendor applications, please visit:[https://www.cpwa.us/residents/events/farmers\\_and\\_artisans\\_market.php](https://www.cpwa.us/residents/events/farmers_and_artisans_market.php)

**College Place Freedom Festival**

The College Place Freedom Festival will be on Sunday June 30, 2024 from 6:00 PM to 10:00 PM at the College Place High School Campus located at 1755 S. College Avenue. This event will feature many vendors, live music by the Diego Ramiro Band, and a Columbia REA sponsored firework show at 10:00 PM. Vendor applications will be available soon. Here is the link to the College Place Freedom Festival page:[https://www.cpwa.us/residents/events/freedom\\_festival.php](https://www.cpwa.us/residents/events/freedom_festival.php).

**Movies in the Park**

This year's Movies in the Park schedule is June 22nd, July 13th, August 3rd, and August 24th. All movies will be shown at Kiwanis Park at sundown. Here is the link to the Movies in the Park event page:[https://www.cpwa.us/residents/events/movies\\_in\\_the\\_park.php](https://www.cpwa.us/residents/events/movies_in_the_park.php).

**Sponsorships**

If you would like to get involved in sponsoring City events, there are several different sponsorship opportunities available from sponsoring a Movies in the Park movie to a day activity at the College Place Farmers Market. For more information and the 2024 sponsorship brochure, please visit:[https://www.cpwa.us/residents/events/sponsorship\\_packages.php](https://www.cpwa.us/residents/events/sponsorship_packages.php).

**Volunteers**

If you would like to get involved by volunteering to help with City events, please visit<https://www.cpwa.us/residents/volunteer.php>.

**File Attachments**

- [2024\\_Upcoming\\_Events.pdf \(7,042 KB\)](#)
- [2024 CPFM Poster.pdf \(8,112 KB\)](#)
- [2024 Block Party Flyer 1.pdf \(13,145 KB\)](#)
- [2024\\_Block\\_Party\\_Vendor\\_Application\\_Fillable.pdf \(340 KB\)](#)
- [2024\\_CPFM\\_Vendor\\_Handbook.pdf \(1,304 KB\)](#)
- [2024\\_CPFM\\_Vendor\\_Application\\_Fillable.pdf \(355 KB\)](#)
- [SNAP MM Sign English.pdf \(145 KB\)](#)
- [2023\\_Currency\\_Info\\_Sheet.pdf \(392 KB\)](#)
- [2024\\_City\\_Event\\_Sponsorship\\_Packet\\_Fillable.pdf \(18,870 KB\)](#)

**3. Closing Items.**

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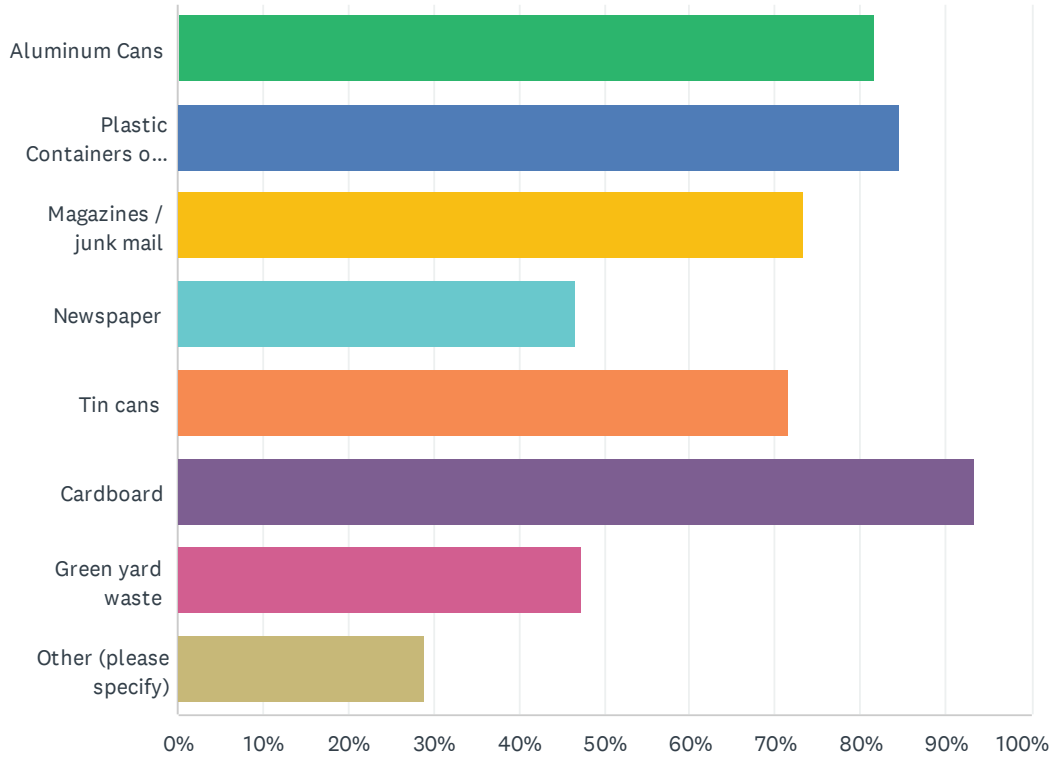
|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| Subject :  | 3.01 Good of the Order                                                |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 3. Closing Items.                                                     |
| Access :   | Public                                                                |
| Type :     | Discussion, Information                                               |
| Subject :  | 3.02 Conclusion                                                       |
| Meeting :  | May 7, 2024 - City Council Workshop - Hybrid (In-Person & Electronic) |
| Category : | 3. Closing Items.                                                     |
| Access :   | Public                                                                |
| Type :     | Procedural                                                            |

# Public Content

Mayor Hernández will conclude the workshop.

## Q1 What traditional materials does your household want to recycle? Check all that apply.

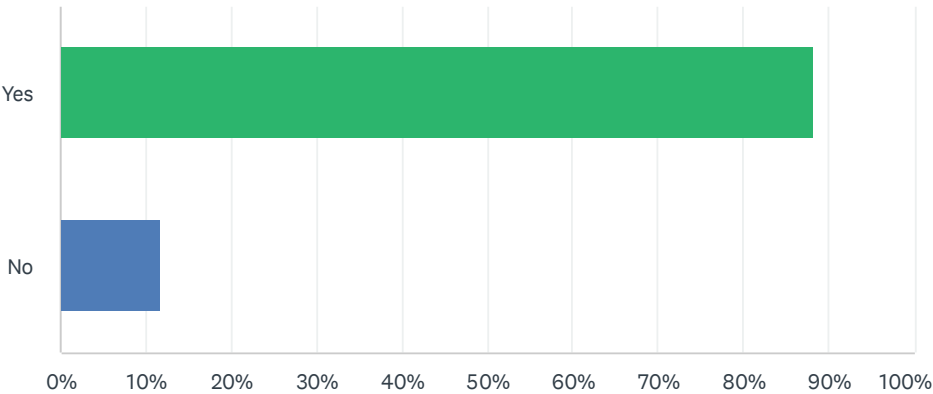
Answered: 169 Skipped: 9



| ANSWER CHOICES                | RESPONSES |     |
|-------------------------------|-----------|-----|
| Aluminum Cans                 | 81.66%    | 138 |
| Plastic Containers or bottles | 84.62%    | 143 |
| Magazines / junk mail         | 73.37%    | 124 |
| Newspaper                     | 46.75%    | 79  |
| Tin cans                      | 71.60%    | 121 |
| Cardboard                     | 93.49%    | 158 |
| Green yard waste              | 47.34%    | 80  |
| Other (please specify)        | 28.99%    | 49  |
| Total Respondents: 169        |           |     |

Q2 Would you recycle if curbside recycling was offered in the City on a weekly basis?

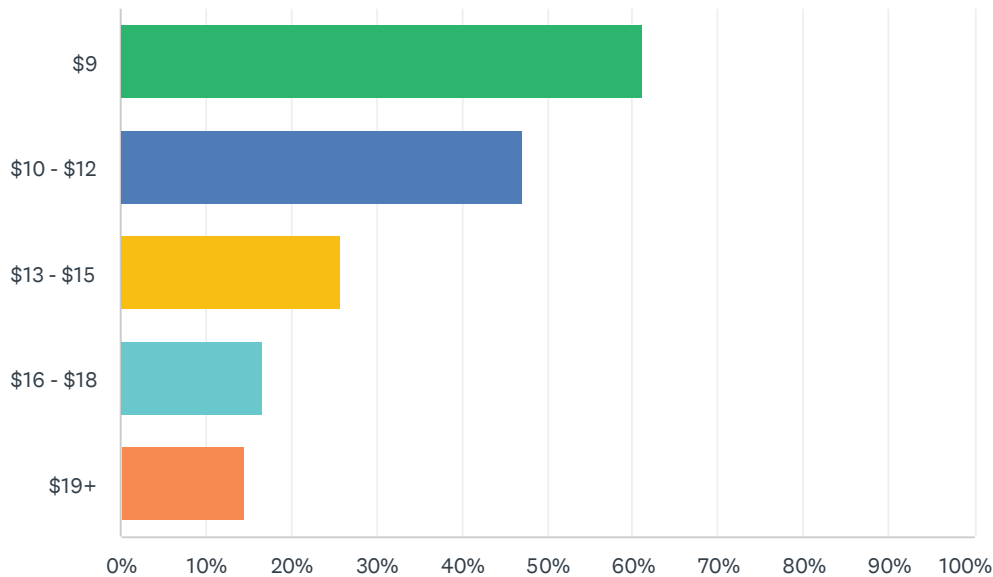
Answered: 178 Skipped: 0



| ANSWER CHOICES |  | RESPONSES |     |
|----------------|--|-----------|-----|
| Yes            |  | 88.20%    | 157 |
| No             |  | 11.80%    | 21  |
| TOTAL          |  |           | 178 |

Q3 I would be willing to pay any of the following monthly fee for curb-side recycling collection:

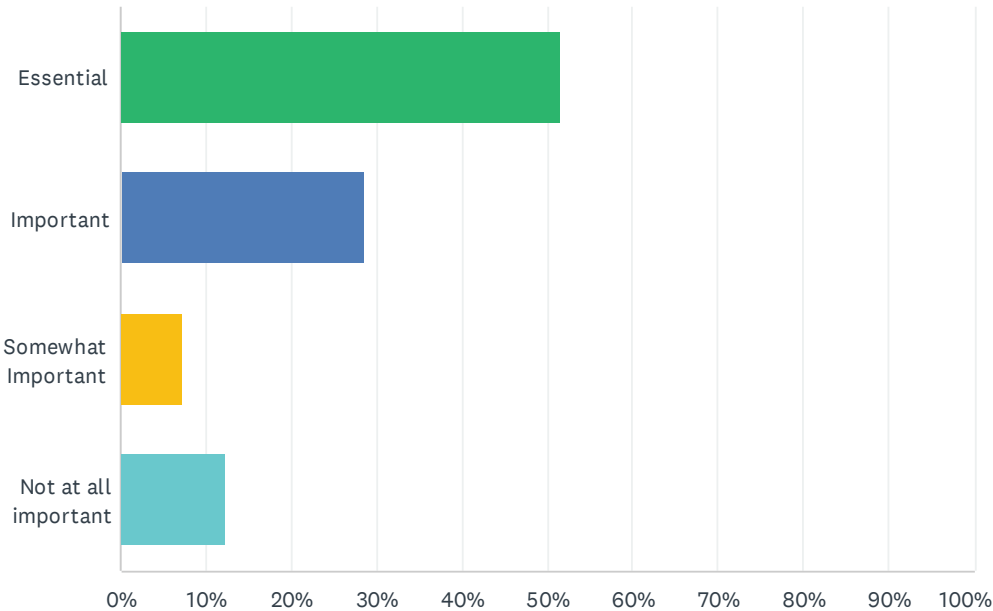
Answered: 144    Skipped: 34



| ANSWER CHOICES         | RESPONSES |    |
|------------------------|-----------|----|
| \$9                    | 61.11%    | 88 |
| \$10 - \$12            | 47.22%    | 68 |
| \$13 - \$15            | 25.69%    | 37 |
| \$16 - \$18            | 16.67%    | 24 |
| \$19+                  | 14.58%    | 21 |
| Total Respondents: 144 |           |    |

Q4 How important do you think it is to have community-wide curb side recycling service available to College Place residents?

Answered: 178    Skipped: 0

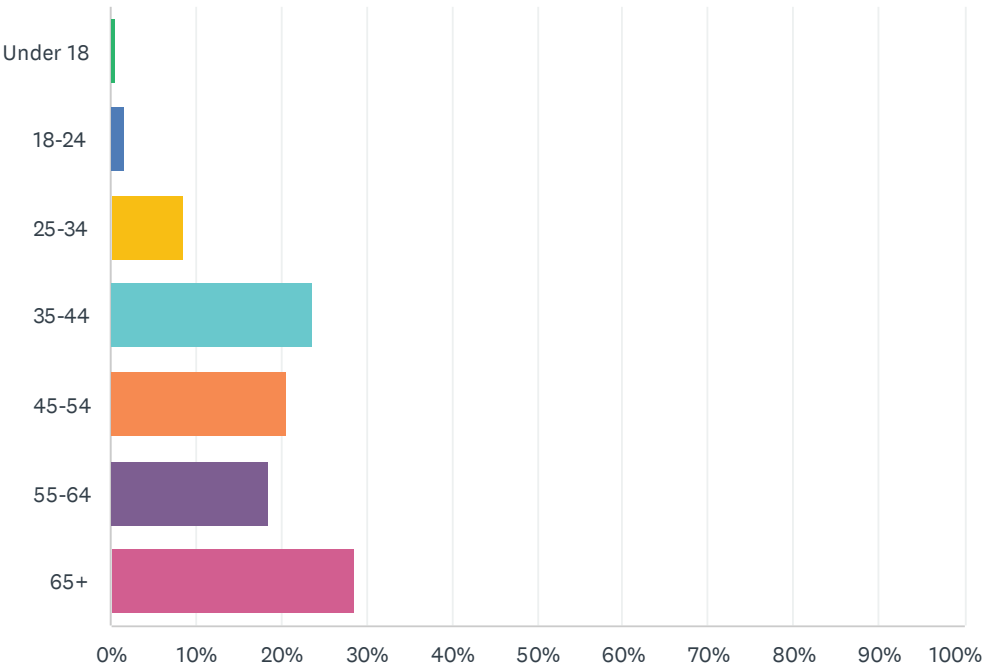


| ANSWER CHOICES       | RESPONSES |     |
|----------------------|-----------|-----|
| Essential            | 51.69%    | 92  |
| Important            | 28.65%    | 51  |
| Somewhat Important   | 7.30%     | 13  |
| Not at all important | 12.36%    | 22  |
| TOTAL                |           | 178 |



Q5 Please select your age category

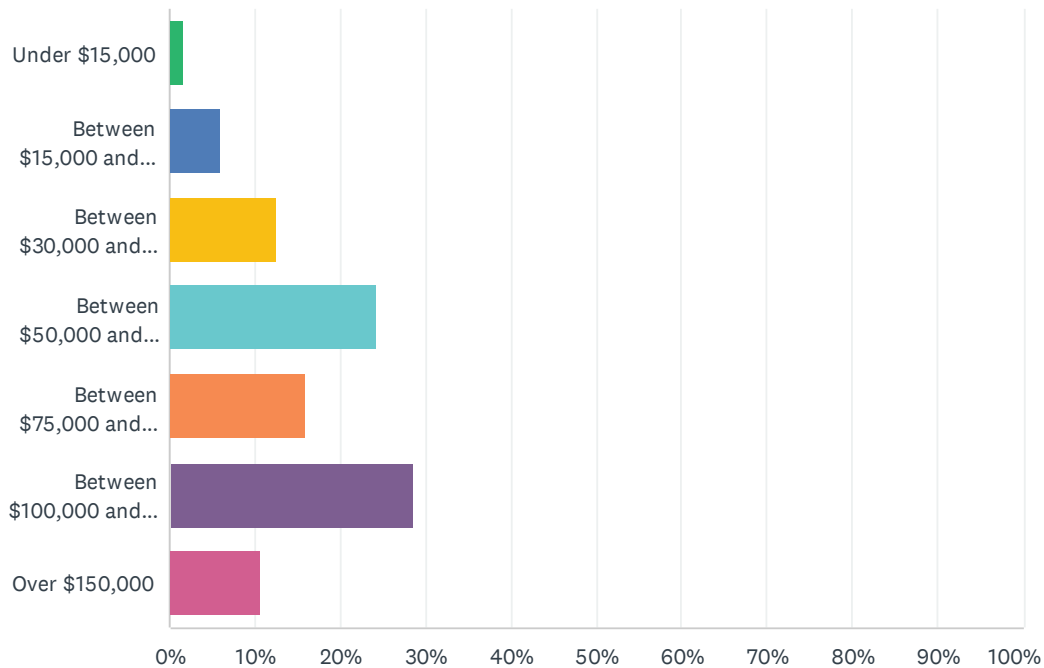
Answered: 178    Skipped: 0



| ANSWER CHOICES         | RESPONSES |    |
|------------------------|-----------|----|
| Under 18               | 0.56%     | 1  |
| 18-24                  | 1.69%     | 3  |
| 25-34                  | 8.43%     | 15 |
| 35-44                  | 23.60%    | 42 |
| 45-54                  | 20.79%    | 37 |
| 55-64                  | 18.54%    | 33 |
| 65+                    | 28.65%    | 51 |
| Total Respondents: 178 |           |    |

## Q6 What is your household annual income?

Answered: 168   Skipped: 10



| ANSWER CHOICES                  | RESPONSES |     |
|---------------------------------|-----------|-----|
| Under \$15,000                  | 1.79%     | 3   |
| Between \$15,000 and \$29,999   | 5.95%     | 10  |
| Between \$30,000 and \$49,999   | 12.50%    | 21  |
| Between \$50,000 and \$74,999   | 24.40%    | 41  |
| Between \$75,000 and \$99,999   | 16.07%    | 27  |
| Between \$100,000 and \$150,000 | 28.57%    | 48  |
| Over \$150,000                  | 10.71%    | 18  |
| TOTAL                           |           | 168 |

## Q7 Additional Comments:

Answered: 65   Skipped: 113



Payment Portal  
(<https://www.secured-server.biz/BasinDisposal/HP/>)

Log In (<https://www.secured-server.biz/BasinDisposal/HP/>)  
**Basin Disposal Recycling**  
Pay By Phone

888.880.0086



We want to make recycling as easy as possible for our communities. That's why we've provided recycling drop containers all over the area. Just take your materials to the drop-box nearest your neighborhood.

Our Drop Boxes are conveniently located at these current locations:

**Pasco:**

- Virgie Robinson Elementary at 125 S Wehe Ave
- Grange Hall at Rd. 64 and Court St.
- Stevens Middle School at 1120 N 22nd Ave
- On the corner of 5th & Octave St
- Soccer Field at Court St. and Rd. 48
- Ochoa Middle School at 1801 E. Sheppard
- Community U. U. Church at 2819 Sylvester St.
- McLoughlin School at Argent and Rd. 84

**Merrill's Corner**

- Glade and Eltopia West Rd

**Basin City**

- Glade North (R-170)

**City of Mesa**

(https://basindisposal.com)

- Main St. across from the grocery

**Payment Portal****City of Connell**

(https://www.secured-

- 2 cardboard only (see below for details) [server.biz/BasinDisposal/HP/](https://www.secured-server.biz/BasinDisposal/HP/)

**Prosser**Log In (<https://www.secured-server.biz/BasinDisposal/HP/>)

- Transfer station at Sherman & Wine Country Rd

**Pay By Phone****Benton City**

888.880.0086

- Transfer station - 7th Ave & Dinah Ln

**West Richland**

- 40th & Van Geisen -behind Exxon

**Visit any drop-box center to recycle the following:**

- **Newspaper** – bundle and tie newspaper or place into brown paper bags. Include advertising insert.
- **Aluminum and steel (“tin”) cans** – Rinse and crush cans. For steel cans, remove and tuck lids into can, then crimp edges.
- **Mixed paper** – office paper or mail. There is no need to remove all staples, paper clips, sticky notes, or adhesive labels. White paper can be included with other types and grades of paper.
- **Cardboard** – break down and flatten corrugated cardboard boxes. Basin Disposal collects cardboard from businesses in Benton and Franklin counties including West Richland and Benton City and Prosser.



Pay By Phone

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888.880.0086



Phone: 509.547.2476

***City of College Place, Washington***  
**RESOLUTION NO. 18-008**

**A RESOLUTION REGARDING THE SUSPENSION OF THE VOLUNTARY CURBSIDE RECYCLING PROGRAM WITHIN THE CITY OF COLLEGE PLACE:**

**Whereas,** the City of College Place has allowed voluntary curbside recycling for its residents;  
and

**Whereas,** the commodity markets for recyclable materials have become unaffordable and unsustainable; and

**Whereas,** the quality of the recyclable material collected has become so strict the cost of compliance has become unaffordable; and

**Whereas,** the majority of the recyclable material is being landfilled and not wanting the public to be deceived;

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of College Place, Washington, as follows:

The voluntary recycling program in the City of College Place is suspended as of \_\_\_\_\_, 2018 until such time as the market prices make the cost of recycling affordable.

**PASSED** by the City Council of the City of College Place, Washington, this 27<sup>th</sup> day of March 2018.

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Harvey R. Crowder, Mayor

Attest:

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Lisa R. Neissl, City Clerk

[https://www.union-bulletin.com/news/local/governments/recycling-survey-for-college-place-residents-to-gauge-preferences/article\\_fad02f2e-027a-11ef-bdee-f7c9857236f7.html](https://www.union-bulletin.com/news/local/governments/recycling-survey-for-college-place-residents-to-gauge-preferences/article_fad02f2e-027a-11ef-bdee-f7c9857236f7.html)

## Recycling survey for College Place residents to gauge preferences

Walla Walla Union-Bulletin

Apr 25, 2024

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College Place residents can respond to a city survey about recycling preferences during the next week or two.

The city shared the survey on Facebook on Wednesday, April 24, and alerted residents to it in the newsletter sent with utility billings, City Administrator Mike Rizzitiello said.

Rizzitiello said the city has been getting inquiries from residents about recycling.

Based on cost factors, a recycling program in College Place would mean BDI customers in the city would be paying an additional fee for the service, he said.

The survey is meant to gauge the overall desire for recycling, what materials people would like to recycle and the price point people are willing to pay, he said.

The survey is available at [tinyurl.com/2nt4pwd5](https://tinyurl.com/2nt4pwd5).

---

Kate Smith



How people feel:



14%



41%



44%



Positive: 14%



Neutral: 41%



Negative: 44%



Undetected: 2%

# City of College Place Reservoir No. 4 Update

Council Workshop Presentation

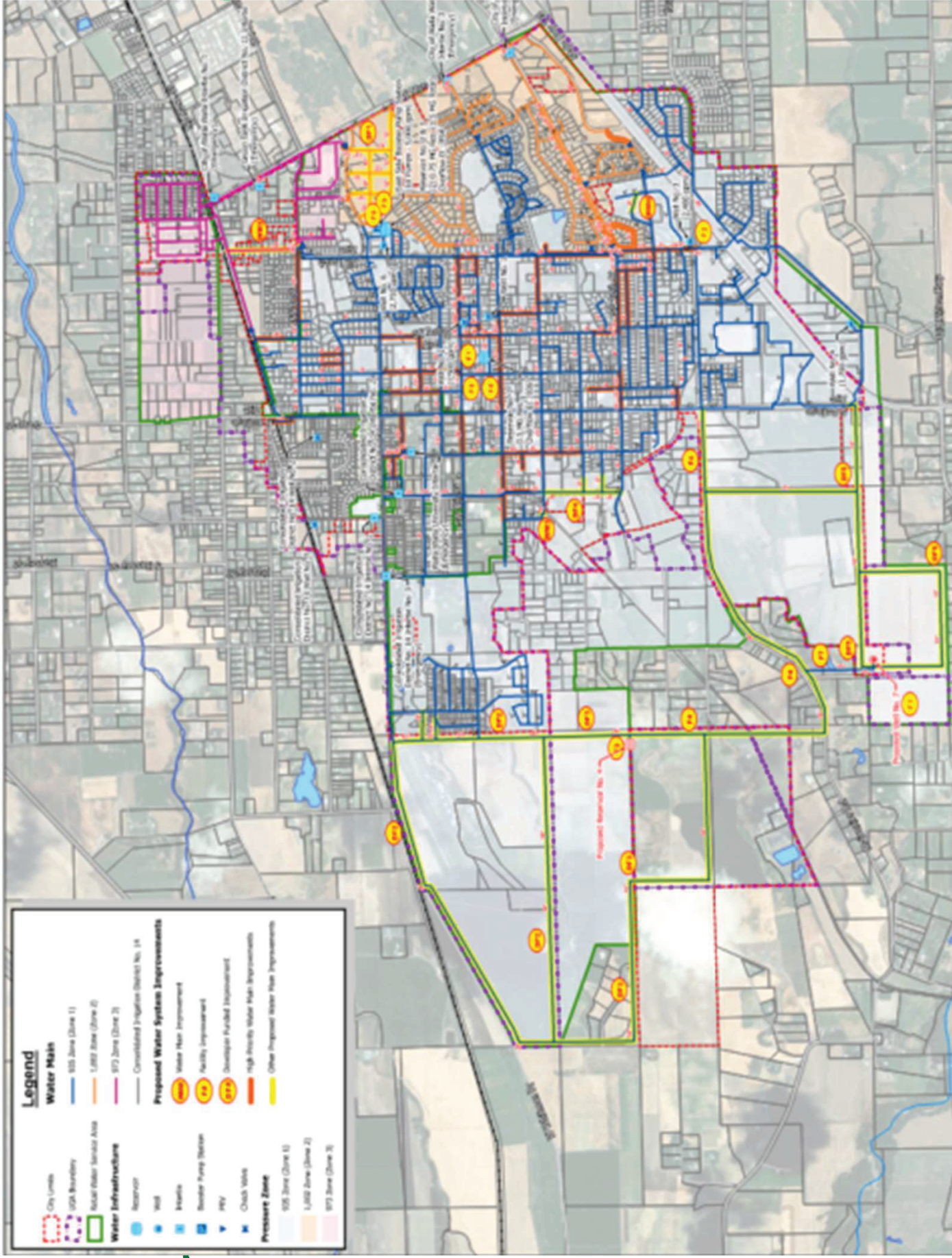
May 7, 2024

# Agenda

- Project need
- Project location
- Planning efforts
- Funding
- Status update
- Proposed schedule

# Project Need

- Water system currently has 2.0 MG of storage capacity (0.5 in Z1, 1.5 in Z 2/3)
- 2021 Water System Plan identified existing storage deficiency of 0.6 MG.
- CIP Project identified to construct new Reservoir No. 4 on west side of Zone 2 and Transmission Main to connect to system
  - Redundancy when existing tank offline
  - Limit water level fluctuations in Reservoir No. 1
  - More fire flow capability
  - Near area of future growth

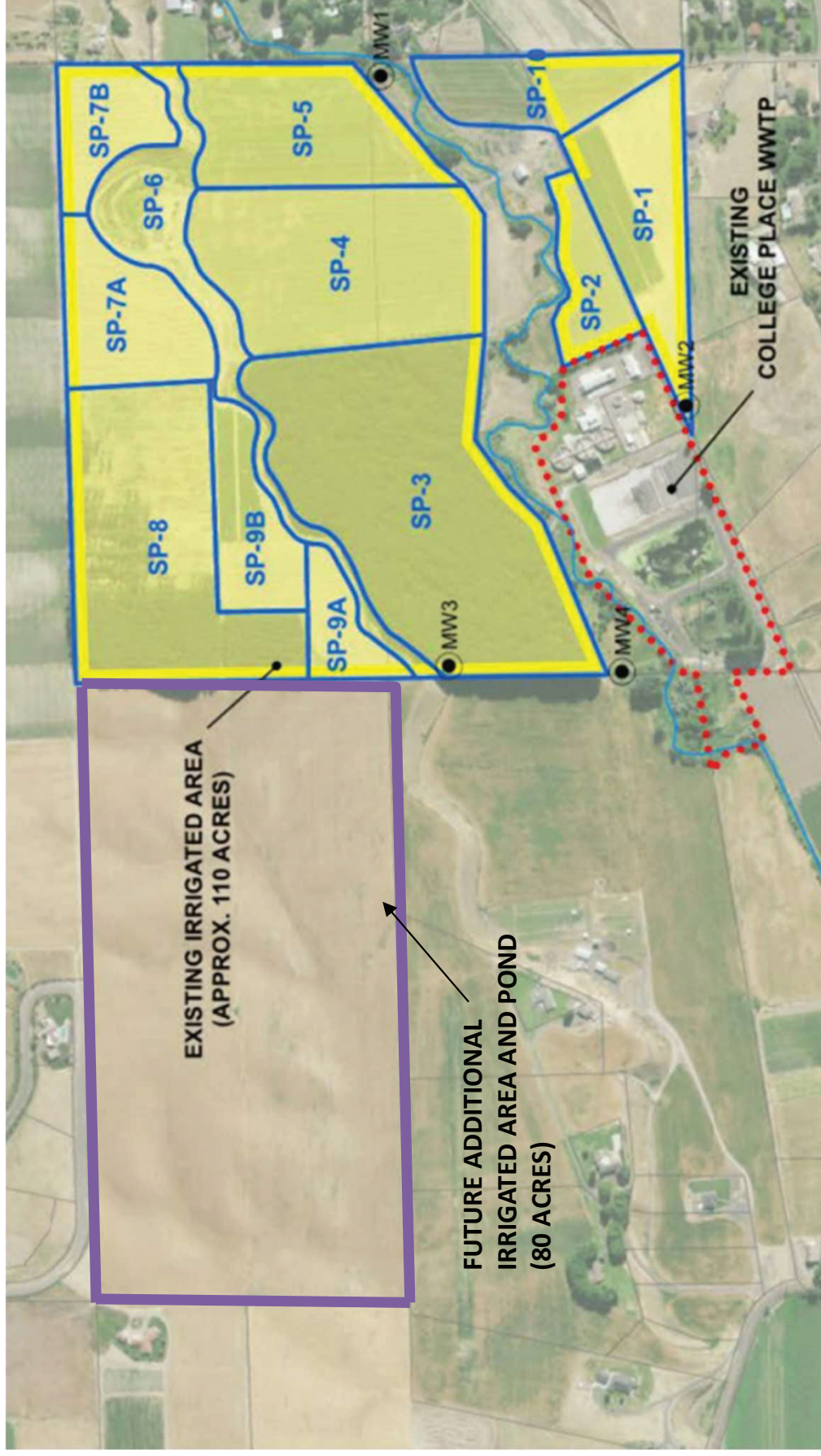


# Location

- City-owned property on bluff above shooting range
- Minimize disruption to WWTP land application area.
- Minimize height of tank to reduce cost
- Meet setback requirements



# WWTP Spray Fields





SP-7B

4.6 Acres

Buffer  
Area (50')

Image © 2024 Airbus

College Place Police Department Gun Range

243 ft



# SP-7B Revised

3.8 Acres

Fresh Irrigation  
(purple)

Water  
Tank

Buffer  
Area (50')

College Place Police Department Gun Range

Image © 2024 Airbus

# Planning

- Increased size to 1.0 MG to accommodate potential growth near Martin Airfield.
- Coordination with Well 7 (RH2) and Mojonnier Road Reconstruction (PBS)

# Funding

- Opinion of probable cost is \$17,930,000.
- PWTF loan is funding design.
- Applied for \$10M construction funding from WDOH – on the draft offer list.
- Appears likely to get \$5M grant from USACE.

# Status

- Project Report approved by WDOH
- Working on 90% design. Will submit to WDOH for review in Summer 2024.
- Beginning permitting in May – SEPA.

# Schedule

- Advertise for bids this fall/winter, depending on status of Mojonner Road project.
- Construct in 2025.

# Questions, Comments?





# CITY OF COLLEGE PLACE

More information at  
[WWW.CPWA.US](http://WWW.CPWA.US)



## Upcoming Events

*Spring and Summer Fun in College Place!*



**Thursdays  
4-7PM**

Kiwanis Park  
on SE 3rd Street  
OPENING DAY: MAY 30TH!



**Sunday May 19th  
1-6PM**

South College Avenue  
4th Street to Whitman Drive



**Sunday, June 30th  
6-10PM**

College Place High School  
1755 S College Ave



**Saturdays  
June 22nd July 13th  
August 3rd August 24th**

Kiwanis Park  
on SE 3rd Street  
Movies start at sundown



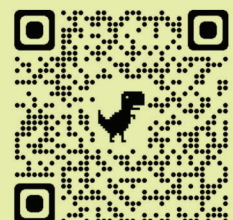


# College Place **FARMERS MARKET**

**Thursdays 4-7PM**  
**Kiwanis Park**  
**on SE 3rd Street**

**OPENING DAY: MAY 30TH!**

Scan for  
more info







*Spring*

# **BLOCK PARTY**

COLLEGE PLACE, WA

**SUNDAY MAY 19TH, 2024**

**1:00-6:00PM**

**SOUTH COLLEGE AVENUE  
4TH STREET TO WHITMAN DRIVE**



Vendor  
Application

**FAMILY FUN | FOOD | MUSIC**



[areid@cpwa.us](mailto:areid@cpwa.us)

509.394.8511





# 2024 Spring Block Party Vendor Application

Sunday, May 19<sup>th</sup> 1-6 PM  
College Avenue,  
Between 4<sup>th</sup> St. and Whitman Dr.

## VENDOR INFORMATION

Business/Organization Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone # : \_\_\_\_\_

Phone # on event day, if different: \_\_\_\_\_

U.B.I. # (Business License) \_\_\_\_\_ ☐ NA

\*You must have a valid business license in order to sell taxable items at Block Party

## Provide a description of your booth and what you plan to sell or do for activity:

There is not electricity available at this venue. If your participation relies on access to electricity and you are unable to provide your own power source, please reach out to the Events

Coordinator: [areid@cpwa.us](mailto:areid@cpwa.us)

Please complete all pages of this form and email to [areid@cpwa.us](mailto:areid@cpwa.us) or drop-off/mail to: **City of College Place, 625 S. College Ave, College Place, WA. 99324**

## VENDOR FEES

**Vendor Fees are due before May 17<sup>th</sup>, 2024**

Interested in selling at the College Place Farmers Market and becoming a CPFM Member Vendor?  
Reach out to the Market Manager at [cpfm@cpwa.us](mailto:cpfm@cpwa.us).

| Vendor Fee:                               |                |                          |
|-------------------------------------------|----------------|--------------------------|
| *CPFM MEMBER* Standard Booth (10' x 10')  | <b>\$10.00</b> | <input type="checkbox"/> |
| *CPFM MEMBER* Oversized Booth (10' x 20') | <b>\$15.00</b> | <input type="checkbox"/> |
| Standard Booth (10' x 10')                | <b>\$20.00</b> | <input type="checkbox"/> |
| Oversized Booth (10' x 20')               | <b>\$30.00</b> | <input type="checkbox"/> |
| Non-Profit or Youth Vendor (10' x 10')    | <b>\$5</b>     | <input type="checkbox"/> |
| Non-Profit or Youth Vendor (10' x 20')    | <b>\$10</b>    | <input type="checkbox"/> |
| WWU Student Group (Provide school email)  | <b>\$0</b>     | <input type="checkbox"/> |

## PAYMENT INFORMATION

**How would you like to pay?**

- ☐ Check Enclosed or Mailed (Payable to City of College Place)
- ☐ Email Invoice - Includes Online Payment Option
- ☐ Mail Invoice - Includes Online Payment Option
- ☐ Credit/Debit Card Via phone (Call 509-394-8510)
- ☐ Other:

*I hereby release and forever discharge the City of College Place, Washington, Walla Walla University, and all volunteers from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the College Place Spring Block Party. All of the aforementioned entities shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect of the vendor, or any of their guests. Vendors assume all liability for booth and products sold. By signing this application form applicant agrees to abide by all policies and rules, and all amended policies and rules for individual events, set forth in this application. Please check with the Walla Walla County Department of Health pertaining to prepared food regulations.*

*I hereby grant the City of College Place permission to publish my name, Business/Organization's name, and likeness in any City of College Place publication for promoting and advertising the event. I hereby grant permission to be photographed, voluntarily and without compensation, by the City of College Place, understanding that the same, along with my name, is intended for publication by print, television, video, motion picture, and social media.*

☐ I have read and agree to the Event Policies and Guidelines

Signature \_\_\_\_\_ Date \_\_\_\_\_

# EVENT POLICIES AND GUIDELINES

## Set-Up

Set up can begin as early as 11:00 AM and MUST be complete no later than 12:45 PM. All vendor vehicles must be out of the event area and parked in a designated lot no later than 12:30 PM. Best practice is to unload at your designated spot, park your vehicle, then set-up in order to avoid traffic congestion.

## Take-Down

Take down can begin at 6:00PM. Vendors must remain open for business during the entire 1:00 to 6:00 PM event time. No early breakdowns. Best practice is to break-down, then bring in your vehicle to load up to avoid traffic congestion.

## Booth Space

Booth assignments will be made based upon the needs of the event. Returning vendors and CPFM Member Vendors will receive first priority in considering space availability.

Vendors are required to maintain their individual space in a clean, safe, and sanitary manner. Each vendor is responsible for complete clean-up of their space at the close of the Event, including hauling away any trash that is generated in or around the booth and cleaning up any product debris left on the ground.

## Canopies

All vendors who wish to erect canopies (highly recommended), including umbrellas, at the Event are required to have their canopies sufficiently and safely anchored to the ground with a minimum of 25 lbs per leg, from the time the canopy is put up to the time it is taken down. Vendors must supply their own weights. Any vendor unable to properly anchor their canopy will not be allowed to use the canopy.

## Amenities

Walla Walla University restrooms will be open, see map for locations, and additional hand washing stations will be located in the food vendor area.

Detailed set up and parking instructions and maps will be provided the Friday before the event.

## Alcohol

In partnership with Walla Walla University, Spring Block Party is an Alcohol-Free Event.

## Licenses and Permits

Vendors are responsible for obtaining their food handlers certification, business license, Health Department permits, ect. And should have copies with them at the event. Contact the Washington State Department of Health for food service related questions.





# 2024 College Place Farmers Market Vendor Handbook



# Contents

|                                          |        |
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| Market Overview                          | Pg. 2  |
| Who Can Sell What                        | Pg. 3  |
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| Market Policies and Guidelines           | Pg. 7  |
| Licenses, Permits & Special Requirements | Pg. 12 |
| Currencies                               | Pg. 14 |
| Vendor Checklists                        | Pg. 18 |
| Product Regulations                      | Pg. 19 |
| Sponsorships                             | Pg. 22 |

***Please read this handbook carefully before signing your application.  
Keep this copy for your records. Failure to observe these policies may result in  
charges or termination of your application/permit to sell***

## College Place Farmers and Artisan Market

The College Place Farmers and Artisan Market (CPFM) is a community farmers market in the beautiful City of College Place, WA. While fostering a communal space to celebrate our diverse and region, the goals of the Farmers Markets are to provide an outlet for local farming families to directly sell their locally grown products and to provide farm-fresh food for consumers.

### Market Manager

Athen Reid

cpfm@cpwa.us

Office: 509-394-8511

Market Cell: 509-386-4394

### Market Location

The 2024 CPFM is located at the College Place Kiwanis Park on SE 3<sup>rd</sup> Street.

### Mailing Address

College Place City Hall

625 S College Avenue.

College Place, WA 99324

### Market Schedule

Every Thursday from 4pm-7pm beginning May 30<sup>th</sup>, 2024. The last market day is September 26<sup>th</sup>, 2024. There is no market July 4<sup>th</sup>, 2024.

### Accommodations

If you require any ADA accommodations or have concerns about accessibility, please contact the Market Manager.

### Operations

CPFM is a program of the City of College Place. Market operations are managed by the Market Manager and staff. The Market Manager has the responsibility of interpreting and enforcing CPFM Rules and Policies and has the authority to grant exceptions on a case-by-case basis.

## Washington State Farmers Market Association (WSFMA)

The College Place Farmers and Artisan Market is a member of the Washington State Farmers Market Association. WSFMA is a 501(c)3 nonprofit organization working with over 110 member farmers markets to bring local, healthy food to communities and direct sales to farmers, artisans and other small businesses throughout Washington. We're here to share the know-how, training, and peer support farmers markets need to thrive. WSFMA strives to support and promote vibrant and sustainable farmers markets in Washington State through member services, education, and advocacy. The CPFM Policies and guidelines are structured in conjunction with the ROOTS Guidelines of the WSFMA.

Find more information on WSFMA at <https://wafarmersmarkets.org>

## Who Can Sell What at the Market

CPFM reserves the right to prohibit anyone from selling or any product from being sold.

See Page 17 for full definitions and regulations.

- **Producers:** Farmers, Processors, Produce Resellers
- **Prepared food vendors:** Made and eaten at market
- **Artisans/crafters**



## What is NOT allowed at CPFM?

Member Markets are not allowed to have the following vendors selling in their market, unless said vendor falls within an 'Exception'. These items are restricted from being sold in a WSFMA Market because the products are either not produced, processed, or created in Washington State by the vendor. However, vendors who are not allowed to sell at WSFMA Markets are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- No Commercial or Imported Items
- No Second Hand Items (Exception: vendors who take a second hand item and recycle that item into a new use)
- No Out-of-State Processing, except boarder counties
- No Franchises
- No Non-Owner Operated Businesses

## Goods & Services Encouraged at the Market

|                    |                   |                      |
|--------------------|-------------------|----------------------|
| Artisan Foods      | Dairy & Eggs      | Fibers               |
| Flowers & Plants   | Fruits & Berries  | Grains               |
| Herbs              | Meat, Fish & Fowl | Nuts & Seeds         |
| Specialty Products | Vegetables        | Handcrafted Products |

## Who is otherwise allowed to have a booth at CPFM?

- Non-profit/ community/ government organizations
- Sponsors. (See Page XXXX)

### Non-Profits

Non-Profit Organizations are allowed to have a booth at the market on a limited basis, to provide information to residents about their organization and services. The organization must complete a vendor application stating the intention of the booth. The Market Manager will schedule each approved non-profit booth in a manner to offer fair opportunity for others, while limiting this type of booth to no more than two or three per market day.

### Youth Entrepreneur

CPFMM offers a discounted daily booth rate to youth entrepreneurs. Youth entrepreneurs must follow the same guidelines as the adult vendor population. Youth Vendors shall adhere to the following:

- Be the grower or producer of items for sale
- Complete Vendor Application Form
- Actively sell their goods and items without the assistance of a parent and/or chaperone where possible.
- Have an adult chaperone present at the Market or be supervised by a parent and/or guardian.
- Follow all state and county licensing and permitting policies. (Business, food worker, etc)

**Parents/Guardians:** Review the current Vendor Handbook with your interested youth vendor(s). This Handbook generally applies to Youth Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Youth Vendor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette. By signing the registration form, youth vendors and their parents agree to CPFMM policies as set forth by the City of College Place.

## VENDOR FEES AND APPLICATION

**DEADLINE: Applications not received by April 30<sup>th</sup>, 2024 will incur a \$15 late application fee and be considered on a first come basis and in relation to the needs of the Market. Membership application closes June 30<sup>th</sup>, 2024.**

### **\*Membership fees and late fees are non-refundable\***

In the event of market cancellation, pre-paid daily fees will be returned.

In the event of a vendor cancellation, the pre-paid daily fee will be returned *only* if notified by 5PM the Tuesday before a Market Thursday. Special circumstances are at the discretion of the market manager.

### **Membership Vendors:**

Vendors who commit to attendance at a **minimum** of 8 planned market dates can become a member vendor and receive member benefits! At least 8 dates must be selected at time of application. Membership fee is \$50.00 annually. (Note: The annual membership fee will be dedicated to marketing promotion of the CPFM and Member Vendors.)

Member benefits include:

- Reserved booth space – Booth preference and reserved space each day selected on vendor application. *(If you should choose to attend a date not originally planned, the Market Manager will make every effort to place you in the same location; however, we are unable to guarantee locations for those additional dates.)*
- Reduced daily and electrical fees
- 50% discount on vendor fees for ALL City events.
- Dedicated Social Media Post and Social Media Interactions

### **Non-Member (Daily) Market Vendors:**

Vendors unable to commit to attendance of at least 8 market dates are not eligible for member rates. Daily booth fees may be paid each Market day, or be pre-paid. You do not have to select dates to pre-pay.



## Absences

All vendors must notify the Market Manager no later than Tuesday at 5:00 pm if they are going to be absent that Thursday market day. *Failure to notify Market Manager within the specified time will result in the forfeiture of your pre-paid fees for that day.*

## Market Cancellation

In the event of severe weather/heat, or official weather advisory for College Place, the Market will be cancelled for that week. Daily vendor fees for that day will be returned if pre-paid.

## MEMBER VENDOR FEES:

| Annual Membership Fee                                                 | Amount  |
|-----------------------------------------------------------------------|---------|
| 2024 CPMF Member                                                      | \$50.00 |
| <b>Booth Fee – Per Day:</b>                                           |         |
| Standard Booth (10' x 10')                                            | \$10.00 |
| Oversized Booth (10' x 20')                                           | \$15.00 |
| <b>Additions:</b>                                                     |         |
| Standard Electrical (2 outlets)                                       | \$5.00  |
| Oversized Electrical (30 or 50 AMP (limited availability)             | \$7.00  |
| Late Fee – Application received after April 30th, 2024 (one-time fee) | \$15.00 |

## NON-MEMBER VENDOR DAILY FEES

|                                                                       |         |
|-----------------------------------------------------------------------|---------|
| <b>Booth Fee – Per Day:</b>                                           |         |
| Standard Booth (10' x 10')                                            | \$20.00 |
| Oversized Booth (10' x 20')                                           | \$30.00 |
| Youth (<18) Vendor Booth (10' x 10')                                  | \$5.00  |
| Non-Profit Booth (10' x 10')                                          | \$5.00  |
| <b>Additions:</b>                                                     |         |
| Standard Electrical (2 outlets)                                       | \$7.00  |
| Oversized Electrical (30 or 50 AMP (limited availability)             | \$10.00 |
| Late Fee – Application received after April 30th, 2024 (one-time fee) | \$15.00 |

## MARKET POLICIES + GUIDELINES

### Setup

2:00 PM to 3:45 PM. Vehicles must be out of the market area by 3:30PM. Booths must be set up and ready to sell at 3:45 PM. Vendors arriving after 3:30PM may be turned away. Vendors are to unload their vehicle and park *before* setting up, as to not create extra vehicle traffic in the market space.

### Clean-up

7:00PM-8:00PM. Vendors will load up unsold merchandise; clean area/space/stall used, and vacate the Farmers Market site within one (1) hour after the Market is closed. Any exceptions must be cleared with the Market Manager.

### Vendor Vehicles and Loading/Unloading

It is best practice to unload at your designated spot and then park your vehicle *before* setting up. This minimizes traffic/congestion in the market area during set-up. All vehicles must be off of the grass and outside of the vendor area by 3:30PM, unless otherwise cleared by the market manager (e.g. ADA accommodation, vehicular display, etc)

***Vendors are required to stay until closing*** unless they have received permission from the Market Manager 48 hours in *advance*. Vendors who sell-out early must post a sign letting customers know they have sold-out and should not leave their booths and possessions unattended.

### Electrical

Standard electrical connections and some 30 and 50 amp connections are available for an additional fee. **(Supply is limited.)** Please note electrical requirement on application. (Electric supply is not guaranteed. Acquiring a quiet, personal generator is suggested)

### Equipment

Vendors are responsible for providing their own tables, shade structures, displays, and everything within the space. The City of College Place does not have equipment for rent. Producer vehicles, tables, displays, and overhead shades must be stable, maintained and used in a safe manner.

**Tables and displays** must have smooth edges, remain stable when loaded with product, and free of hazards (Nails, staples, splinters)

**Shade and Canopies** must be tied down or weighted. All vendors who wish to erect canopies on the Farmers Market site are required to have their canopies sufficiently and safely weighted (25+lbs per leg) to the ground from the time their canopy is put up to the time it is taken down. Tarp poles must not obstruct traffic flow and care must be taken when setting up or taking down displays. Legs must be firmly locked into place on the shades. Any vendor who fails to properly weight their canopy legs will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy.

### **Insurance**

The City of College Place does not insure the contents of the vendor booths. See page 14 for more information on insurance.

### **Signage**

All vendors must post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a first offense warning. The second offense will result in a \$10 fine.

### **Pricing Signage**

Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard. This should include if items are sold individually, in specific quantities, by weight, etc.

### **Vendor Music**

Vendors may play individual music in their booth space, but should be aware of the volume and your neighbor's ability to transact business without any audio interference. *Vendor music must not interfere with the live music performance at the market.*

## Space Assignment

The Market Manager will give priority to vendors based on membership status, tenure, product type(s), and those in good standing the previous season.

- Non-Member Vendors are assigned at the discretion of the Market Manager. Assignments are made in attempt to balance the needs of the market, i.e. supplying customers with a complete, competitive selection of produce available in season, with the needs of new vendors applying to CPFM without overloading the market with particular products.
- Market Assignments are based on:
  - i) Available space in the market
  - ii) The need for a specific product and the ability to produce it
  - iii) Booth space requested.
  - iv) Vendor performance at the market including:
    - (1) Good product quality, display and signage
    - (2) Ability to follow CPFM rules and Market Manager's directions at market. (i.e. punctuality, clean up at end of day, prompt notification when canceling, etc.)
- Market fees are to be paid in full and on time in order to remain in good standing.

Note: We will try our best to satisfy participants' booth requests. We will do our best to give returning, long- time vendors room to expand without closing the market to new vendors.

## Sales Reporting

Vendors are required to turn in sales reports for each market day.

Reports may be placed in the sales report folders at the Market Information Booth or sent directly to the Market Manager at [cpfm@cpwa.us](mailto:cpfm@cpwa.us) or by phone/text at 509-386-4394. Reports are due the day of the market and must be submitted no later than the following **Friday**. **Your reported figures are anonymous and confidential.**

CPFM has a responsibility to the City to track gross market sales. Each Market participant is expected to cooperate with sales monitoring activity by Market management. Reported gross sales figures are strictly

confidential. They are used only by CPMF to determine the Market's OVERALL success and comply with USDA reporting requirements for SNAP/EBT eligibility. Your reported figures are anonymous and confidential via a numbering system. They are totaled with all other vendor sales to provide a bottom line for the Market.

### **Absences**

Vendors must notify the Market Manager no later than Tuesday at 5:00 pm if they are going to be absent that Thursday market day. *Failure to notify Market Manager within the specified time will result in the forfeiture of any pre-paid fees for that day.*

### **Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language, behavior or conduct considered to be harmful to the normal operation of the Market will be grounds for termination of vendor's permit to sell. Illicit activities that take place at the Market or any other Market will be grounds for immediate expulsion from the Market.

### **Smoking:**

Smoking is not allowed within 25 feet of vendor sales areas, on school grounds, or within a City Park.

### **Children:**

Vendors need to keep a watchful eye on their children at all times during the Market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a guardian with them. The Market cannot take responsibility for their safety or whereabouts.

### **Sampling**

Special Health Department guidelines and regulations must be followed by vendors for food demonstration and sampling. Please consult with the Walla Walla County Health Department regarding these regulations.



## **Quality of Products**

CPFM is a not wholesale market or an outlet for excess produce from large producers. The market was established to provide a space for local family farms to sell their produce, processed foods, and baked goods to the community at retail pricing. CPFM reserves the right to establish a minimum pricing policy in order to protect the sales of participating farmers. Vendors are expected to bring quality produce to market. Seconds or “culls” are not allowed.

## **Pricing**

Pricing of goods sold at the Market is the responsibility of the individual vendor. Vendors are expected to sell their goods at retail pricing. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. Vendors that sell their produce at a reduced rate - below fair retail rate - will be regarded as dumping their products. The first violation will result in a verbal and/or written notice from the Market Manager. The second violation will result in a \$50 fine. The third violation will result in dismissal from the market for the remainder of the year.

## **Scales**

Scales must be in good working order and certified annually by the WA State Department of Agriculture, Weights and Measures Division. Said certification may be requested to be seen by the Market Manager. In addition, vendors using a scale at point of sale while at the market must also have a small scale endorsement listed on their WA business license. More information is available [here](#).

## **Licensing and Permits**

It is the responsibility of the vendor to ensure they are in full compliance with required licenses and permits needed for their business. See the following section: Licenses, Permits, and Special Requirements,

## **Market Cancellation**

In the event of severe weather/heat, or official weather advisory for College Place, the Market will be cancelled for that week. Pre-paid daily vendor fees for that day will be returned or transferred to a different date.

## LICENSES, PERMITS AND SPECIAL REQUIREMENTS

### **Taxes:**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors who are required by law to have a Washington State Master Business License Number must supply this number on their application to sell at the Market.

### **Insurance:**

CPFM is not responsible for loss of property, damage, or injury occurring in or caused by materials within vendor booth space

- a) **Vehicles:** All vendors must show proof of current automobile insurance for vehicles used within your vendor space.
- b) **Liability:** Vendors are encouraged, but not required, to carry their own general liability insurance for booth space and its contents.

### **Permits and Licenses**

All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the vendor's Washington State tax number, and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License or Department of Fisheries Wholesale License. When applicable, sellers of plants, bulbs or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture.

### **Organic Products**

If a product is labeled "organic," it must be certified as required by Federal Law. Please provide a copy to the market manager. Verbal or written declarations of organic status not certified or verified, will result in termination of vendor's application/permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

### **Processed Foods**

Must be licensed by the Department of Agriculture as a Food Processor. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings. Beekeepers who process their own honey do not need a Food Processor's license.

### **Labeling**

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include 1) The name of the product 2) Company name 3) Address (if not found in the phonebook) 4) Net weight on bottom 1/3 of label and 5) Ingredients listed in decreasing order of predominance.

### **Scales**

Scales must be in good working order and certified annually by the WA State Department of Agriculture, Weights and Measures Division. Said certification may be requested to be seen by the Market Manager. In addition, vendors using a scale at point of sale while at the market must also have a small scale endorsement listed on their WA business license. More information is available [here](#).

### **Food Handler's Permits**

All prepared foods and baked goods vendors must have a current Walla Walla County Health Department Food Handler's Permit.

## **DO I NEED A BUSINESS LICENSE?**

Visit <https://dor.wa.gov/taxes-rates/retail-sales-tax#WhatExemp> for more details on what is considered taxable and/or exempt.

Register with the Department of Revenue and get a business license if you meet any of the following conditions:

- Your business requires [city](#) and [state](#) endorsements.
- You are doing business using a name other than your full name legal name.

- You plan to [hire employees](#) within the next 90 days.
- You sell a product or provide a service that requires the [collection of sales tax](#).
- Your gross income is \$12,000 per year or more.
- Your business is required to pay [taxes or fees](#) to the Department of Revenue.
- You are a buyer or processor of specialty wood products.
- Your business meets [Nexus threshold](#) reporting requirements.

### **What items are considered taxable?**

Prepared food and non-food items that are considered tangible property (e.g. housewares, flowers, crafted items, woodwork, clothing, smoothies, hot food, jewelry, etc)

### **What is considered tax exempt?**

The tax levied by RCW [82.08.020](#) does not apply to sales of food and food ingredients. "Food and food ingredients" means substances, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that are sold for ingestion or chewing by humans and are consumed for their taste or nutritional value. "Food and food ingredients" does not include alcoholic beverages.

## **CURRENCIES**

### **Cash**

Cash is the most reliable form of payment! Make sure to have small bills for change.

### **Debit/Credit Card**

Debit & Credit Cards are a popular form of payment. It is the vendor's responsibility to accept card payment and obtain the technology to do so.

### **Personal Check**

It is up to the vendor to accept personal checks as payment or not.

## FOOD ACCESS CURRENCIES

The College Place Farmers & Artisan Market (CPFM) accepts Supplemental Nutrition Assistance Program (SNAP-EBT, or food stamps) and participates in the SNAP Market Match program to match customers' EBT funds. Our goal, with you as partners, is to provide an additional revenue source for vendors while offering fresh, local foods to low-income families who receive these benefits. The CPFM also accepts Kids Cash distributed by the Walla Walla County Department of Community Health.

For program consistency and clarity for customers, CPFM requires that *all* vendors with eligible products participate in the SNAP, SNAP Market Match, and Kids Club Cash programs, and sign the corresponding agreement. **Here's how it works:**

Each applicable vendor will be supplied with a market bank bag containing an invoice at the beginning of each market day, and signs to tell shoppers which Food Access Currencies they accept.

1. As customers pay with SNAP tokens and SNAP Market Match bucks throughout the day, keep them in this bag. **Do not give change for purchases made with tokens or SNAP Market Match bucks.**
2. At the end of the market, count the SNAP tokens and SNAP Market Match, and fill out the supplied invoice. Indicate the number of SNAP tokens and the number of SNAP Market Match separately.
3. Bring the invoice and the bag with SNAP tokens and SNAP Market Match to the Market Manager's booth. We will confirm the SNAP token and SNAP Market Match counts, sign the invoice, and give you the vendor copy for your records.
4. The invoice will be submitted to the City of College Place Finance Department, where it will be processed for reimbursement. Reimbursements are issued by the Accounts Payable Department through EFT (Direct deposit). In order to receive payment, each vendor must have completed a "W-9" form and "Nvoice Pay Direct Deposit Form. If you have not completed this form or are unsure, please contact the Farmers Market Manager

### **SNAP and SNAP Market Match:**

1. Customers purchase SNAP tokens at the Information booth with their SNAP-EBT card;

2. SNAP tokens are in \$1 increments; SNAP Market Match Bucks are in \$1 increments;
3. For every \$1 in SNAP tokens purchased, customers will receive a \$1 SNAP Market Match certificate (direct match) up to \$30;
4. Customers spend the \$1 SNAP tokens and \$1 SNAP Market Match like cash to purchase eligible food products. SNAP Market Match can only be used to purchase fresh fruits and vegetables, mushrooms, fresh herbs, edible plant starts, and frozen, canned, or dried produce with no added fats, salts, or sugars. SNAP tokens can be used to purchase any foods that are NOT ready-to-eat and NOT hot food items.

### **Kids Club Cash**

Kids Cash is distributed by the Walla Walla County Department of Community Health. Kids Cash is distributed in \$2 increments. Kids may use this currency to purchase fruit, vegetables, herbs, mushrooms, and vegetables starts. Do not give change for purchases made with Kids Cash.

### **Farmers Market Nutrition Program (FMNP)**

There are 2 FMNP programs: WIC and Senior. These benefits are like debit card payment, except the vendor accepts it via scanning the shopper's QR code. It is the responsibility of the vendor to complete the FMNP Grower Application in order to accept FMNP. I highly encourage enrolling in this program as many CPFM shoppers use it!



Use **SNAP Tokens** on These Items ONLY:

|                                                                                  |                                                                                                             |                                                                                                                    |                                                                                                                   |                                                                                                                      |                                                                                                    |                                                                                                         |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
|  | <b>FRUIT</b>                                                                                                | <b>VEGETABLES/<br/>HERBS</b>                                                                                       | <b>PLANTS THAT<br/>GROW FOOD</b>                                                                                  | <b>FOOD SEEDS</b>                                                                                                    | <b>BREAD</b>                                                                                       | <b>DAIRY</b>                                                                                            |
|                                                                                  |                            |                                   |                                  |                                    |                 |                      |
|                                                                                  | <b>BAKED<br/>GOODS</b><br> | <b>JAMS &amp;<br/>JELLIES</b><br> | <b>SYRUP &amp;<br/>HONEY</b><br> | <b>MEAT/FISH/<br/>POULTRY</b><br> | <b>NUTS</b><br> | <b>MUSHROOMS</b><br> |

Use **SNAP Market Match Dollars** on These Items ONLY:

|                                                                                  |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <b>FRESH FRUIT</b>                                                                | <b>FRESH<br/>VEGETABLES/<br/>HERBS</b>                                            | <b>MUSHROOMS</b>                                                                  | <b>PLANTS<br/>THAT GROW<br/>FOOD</b>                                               | <b>FOOD<br/>SEEDS</b>                                                               |
|                                                                                  |  |  |  |  |  |
|                                                                                  |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |

Use **WIC FMNP** on These Items ONLY:

|                                                                                    |                                                                                     |                                                                                     |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <b>FRESH FRUIT</b>                                                                  | <b>FRESH<br/>VEGETABLES/<br/>HERBS</b>                                              |
|                                                                                    |  |  |
|                                                                                    |                                                                                     |                                                                                     |

Use **Senior FMNP** on These Items ONLY:

|                                                                                    |                                                                                     |                                                                                     |                                                                                     |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <b>FRESH FRUIT</b>                                                                  | <b>FRESH<br/>VEGETABLES/<br/>HERBS</b>                                              | <b>HONEY</b>                                                                        |
|                                                                                    |  |  |  |
|                                                                                    |                                                                                     |                                                                                     |                                                                                     |

Use **Kids Cash** on These Items ONLY:

|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                      |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  | <b>FRESH FRUIT</b>                                                                  | <b>FRESH<br/>VEGETABLES/<br/>HERBS</b>                                              | <b>MUSHROOMS</b>                                                                    | <b>PLANTS<br/>THAT GROW<br/>FOOD</b>                                                 |
|                                                                                    |  |  |  |  |
|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                      |

No Change given for any currencies

## PRE-SEASON VENDOR CHECKLIST

- ✓ Submit Vendor Application, Permit to Sell, and fees by April 30<sup>th</sup>, 2024 (Late Fee begins May 1<sup>st</sup>)
- ✓ Submit copy of insurances to Market Manager (MM) if applicable (Vehicle, liability, etc.) by opening day.
- ✓ Acquire/renew special permits and licenses if applicable by opening day (Business license, scale, food workers, egg/nursery/dairy, etc.) and submit copies to Market Manager by opening day.
- ✓ Complete Food Access Currencies form if you accept SNAP/EBT, SNAP Market Match, WIC Farmers Market Nutrition Program (FMNP), Senior FMNP, or Kids Cash.
- ✓ Complete W-9 tax form and Nvoice Pay Direct Deposit form for Food Access Currency reimbursement. 2023 forms are still valid if on file.
- ✓ Gather appropriate equipment (Tables, canopies, canopy weights, displays, signage)
- ✓ Have cash prepared for change and/or machines ready to accept cards.

## MARKET DAY VENDOR CHECKLIST

On Market day, use this checklist to help remind you of some of the basic market operation rules and policies. All rules previously listed also apply.

- ✓ Set up where assigned by the Market Manager
- ✓ Unload and remove vehicle **before** 3:30PM
- ✓ Park in assigned vendor area to allow adequate parking for customers
- ✓ Ensure booth presentation and signage is clean, clear, and visible
  - Signage includes the name and location of the business
  - All product prices are posted
  - Product claims are truthful/verified
- ✓ Any scales used are certified and “legal for trade”
- ✓ Maintain Booth
  - Do not leave booth unattended
  - Keep space in safe, clean and sanitary manner
  - Keep products and displays within booth confines
  - Children are to be supervised at all times

- ✓ **25+ lbs. canopy weights on each leg** if a canopy is used
- ✓ Vendor conducts themselves in a courteous manner, including not smoking
- ✓ Clean up space between 7pm and 8pm. No earlier than 7pm.
- ✓ Complete sales report and turn in to Market Manager at end of market or via text/email by the following Friday at Noon.

## PRODUCT REGULATIONS

Products not covered under these guidelines will be given individual consideration by the Market Manager. All vendors must obtain any required licenses and/or permits required by the State of Washington and Walla Walla County Health Department.

### 1. Fresh Farm Products:

- a) Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats and fish. Also included in this category are fresh flowers, nursery stock, and plants. CPFM will allow the sale of Controlled Atmosphere (CA) or cold stored fruit and vegetables. The grower is responsible for full disclosure to the consumer using proper signage indicating that their product is not from that growing season.
- b) All fresh farm products must be grown or produced in Washington State or counties which border the state. All products must be grown or produced by the seller. Farmers must be able to prove they grow the products on land they own or lease. Vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers may sell Fresh Farm Products from this category
- c) In compliance with The Food Safety Modernization Act (FSMA), Vendors must display the business street address (or P.O. Box), of the farm where the produce was grown. (e.g. employee apparel, signage, packaging, business cards, receipts, etc)
- d) The vendor must propagate all plants and flowers from seed, cuttings or plugs, bulbs or plant division. All finished products offered for sale must have been grown by the vendor and have been under the vendor's control for a minimum of sixty (60) days.
- e) The vendor's application for a permit to sell shall state what is grown by vendor and what products will be sold at the Farmers Market. Any producer who sells produce that is not his or her own production while claiming that it is will be permanently expelled from the Market.

### 2. Value-added Farm Foods:

- a) Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats or fish, dried fruit, flours, and salad dressings.

- b) All value added farm foods must be made from products/ingredients, *a majority of which are grown and produced by the seller*. Value added farm foods must be produced by the vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses required by the State of Washington, City of College Place and Walla Walla County Health Department and made in accordance to their specifications. Vendors must be an active owner and operator of the operation and may not be operating the business under a franchise agreement.
- c) The vendor's application for a permit to sell shall state what is grown by the vendor and what products the vendor will sell at the Farmers Market.

### 3. Hand-Crafted Products:

- a) Crafters are persons or entities who craft with their own hands the products they offer for sale. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter.
- b) Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their craft products in Washington, or in counties which border the State of Washington.

### 4. Processed Foods:

- a) Processors are persons or entities offering fresh food products (such as meats, seafood\*, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., hand filleted fish, smoked or butchered meats, handmade candies, etc.). Includes juices, wines, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take-home desserts, not prepared on site.
- b) Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. It is expected that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from the farmers market.
- c) All processed foods must have the proper permits and licenses required by the City of College Place, Walla Walla County Health Dept. and/ or the Washington State Dept. of Agriculture.
- d) Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

\* In the case of Seafood vendors, product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska, and British Columbia.

## **5. Prepared Foods:**

- a) Consists of freshly made foods available for sale and immediate consumption on-site.
- b) Vendor must be active owner/operator of the business and may not be operating under a franchise agreement.
- c) When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients and using ingredients grown and/or produced in Washington State and by participating market farmers. Vendor must have all required state, county and local food permits. The application for a permit to sell shall state what is grown/processed or prepared by the vendor and what will be sold at the Farmers Market.

## **6. Sale of Alcoholic Beverages**

- a) The Washington State Farmers Market Association (WSFMA) passed its own rules governing the sale of alcoholic beverages at its member markets. WSFMA member guidelines state that “Alcoholic beverages must be made entirely from ingredients grown in Washington or from grapes grown in a recognized Washington appellation, except for certain additives required for processing, but which cannot be produced in the State of Washington, not amounting to more than 4% of the total volume of the beverage.”
- b) Wineries and breweries must obtain approval from the Washington State Liquor Control Board prior to selling at the CPFM. For information on selling Washington wine at farmers markets in Washington State, please visit the Washington State Liquor Control Board at <http://liq.wa.gov>.
- c) Wineries and breweries must provide proof of Commercial General Liability Insurance (minimum \$1million per occurrence & \$2million general aggregate) and list CPFM as additional insured.

## **7. Other:**

- a) Vendors selling goods that do not fit into any of the above categories. These applications will be considered on an individual basis. Limit of one vendor per type/category of non-hand crafted items. Note that imported or secondhand items (unless recycled into a new use), and those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement are not allowed.



## SPONSORSHIPS



### 2024 CPFM Sponsorship Packages

| Sponsorship Benefit                                                              | Full Season Sponsor<br>\$2,000 | 1 Month Sponsor<br>\$500+ | Activity* Sponsor | Day Sponsor<br>\$100+ |
|----------------------------------------------------------------------------------|--------------------------------|---------------------------|-------------------|-----------------------|
| Recognition during Market                                                        | Entire Season                  | Entire Month              | Day of            | Day of                |
| Join us with a special reserved market space!<br>(Sponsor provides canopy/table) | Entire Season                  | Entire Month              | Day of            | Day of                |
| Your name/logo featured in Weekly CPFM Social Media                              | Entire Season                  | Entire Month              | Day of            | Day of                |
| End of Season Recognition in the College Place Utilities Newsletter              | ✓                              | ✓                         | ✓                 | ✓                     |
| Personal Shout-out on digital reader board at City Hall                          | Entire Season                  | Entire Month              |                   |                       |
| Your name/logo on Market Fliers                                                  | ✓                              |                           |                   |                       |
| Your banner hung at Market<br>(Sponsor provides banner)                          | ✓                              |                           |                   |                       |

\*Coordinate with manager to discuss your activity ideas!



## THANK YOU, 2023 CPFM SPONSORS!

BAKER



BOYER



**ELSOM ROOFING, INC**  
"Your Roofing & Gutter Specialist"  
(509) 525-9477



**WILLIAMS**  
TEAM HOMES  
CLAIRE ENGAN



Sustainable**Living**Center



**holiday**  
by ATRIA  
SENIOR LIVING

PARK PLAZA



**BLUE ZONES PROJECT®**

# SNAP Market Match Makes Getting Fresh and Local Produce a SNAP!



Check with your local market for their daily match amount.

Find a list of participating farmers markets at:  
[doh.wa.gov/SNAPMarketMatch](http://doh.wa.gov/SNAPMarketMatch)

## Here's how it works:



**Go** to the farmers market information tent.



**Swipe** your EBT card for the amount you want to spend at the market.



**Match** your EBT dollars with SNAP Market Match.



**Shop** for fresh produce, seeds, and plant starts.

## Redeem SNAP Market Match dollars for:





# Eligible Foods – SNAP, SNAP Market Match, WIC/Senior FMNP, & Kids Cash.



Use **SNAP Tokens** on These Items ONLY:

|  |                        |                               |                              |                               |                 |                      |
|--|------------------------|-------------------------------|------------------------------|-------------------------------|-----------------|----------------------|
|  | <b>FRUIT</b>           | <b>VEGETABLES/ HERBS</b>      | <b>PLANTS THAT GROW FOOD</b> | <b>FOOD SEEDS</b>             | <b>BREAD</b>    | <b>DAIRY</b>         |
|  |                        |                               |                              |                               |                 |                      |
|  | <b>BAKED GOODS</b><br> | <b>JAMS &amp; JELLIES</b><br> | <b>SYRUP &amp; HONEY</b><br> | <b>MEAT/FISH/ POULTRY</b><br> | <b>NUTS</b><br> | <b>MUSHROOMS</b><br> |

Use **SNAP Market Match Dollars** on These Items ONLY:

|  |                    |                                |                  |                              |                   |
|--|--------------------|--------------------------------|------------------|------------------------------|-------------------|
|  | <b>FRESH FRUIT</b> | <b>FRESH VEGETABLES/ HERBS</b> | <b>MUSHROOMS</b> | <b>PLANTS THAT GROW FOOD</b> | <b>FOOD SEEDS</b> |
|  |                    |                                |                  |                              |                   |
|  |                    |                                |                  |                              |                   |

Use **WIC FMNP** on These Items ONLY:

|  |                    |                                |
|--|--------------------|--------------------------------|
|  | <b>FRESH FRUIT</b> | <b>FRESH VEGETABLES/ HERBS</b> |
|  |                    |                                |
|  |                    |                                |

Use **Senior FMNP** on These Items ONLY:

|  |                    |                                |              |
|--|--------------------|--------------------------------|--------------|
|  | <b>FRESH FRUIT</b> | <b>FRESH VEGETABLES/ HERBS</b> | <b>HONEY</b> |
|  |                    |                                |              |
|  |                    |                                |              |

Use **Kids Cash** on These Items ONLY:

|  |                    |                                |                  |                              |
|--|--------------------|--------------------------------|------------------|------------------------------|
|  | <b>FRESH FRUIT</b> | <b>FRESH VEGETABLES/ HERBS</b> | <b>MUSHROOMS</b> | <b>PLANTS THAT GROW FOOD</b> |
|  |                    |                                |                  |                              |
|  |                    |                                |                  |                              |

No Change given for any currencies

# 2024 Community Events Sponsorship Catalog



# Let's Grow Together

The City of College strives toward building our community connections through free, family friendly events. These events are designed to bring our diverse citizens together and build a sense of togetherness and pride within our City.

These events would not be possible without the support and partnership of local businesses and organizations like you. You are invited to collaborate with us and promote your organization or business in conjunction with the City of College Place events.

This sponsorship packet includes many exciting events planned for our entire community to enjoy. By taking advantage of the sponsorship opportunities, your business will be able to maximize exposure to citizens of College Place and the surrounding valley. Our combined success yields engaged citizens, strong families, and healthy communities. Please join us in this venture!



**BRAND  
EXPOSURE**



**COMMUNITY  
CONNECTIONS**



**CUSTOMER  
ENGAGEMENT**



MAY  
**19**

SPRING BLOCK PARTY



FARMERS AND  
ARTISAN MARKET  
**THURSDAYS**

MAY 30 - SEPTEMBER 26  
4-7PM



JUNE

**30**

FREEDOM FESTIVAL

MOVIES IN  
THE PARK

JUNE 22  
JULY 13  
AUGUST 3  
AUGUST 24

OCTOBER

**31**

TRUNK-OR-TREAT

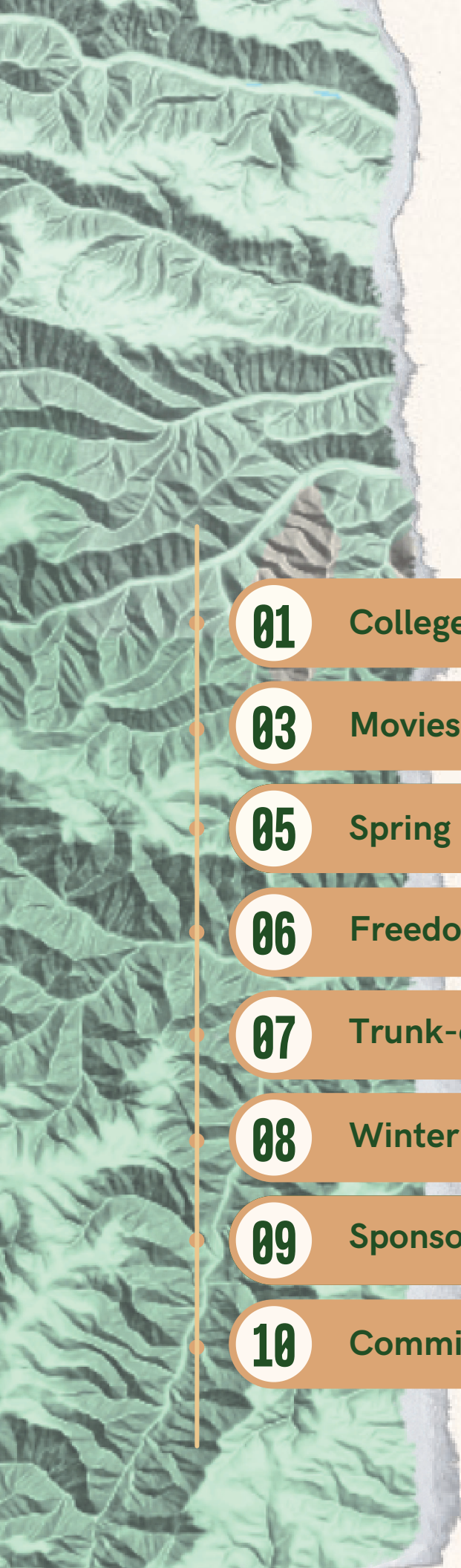
DECEMBER



**5**

WINTER FEST AND  
LIGHTED PARADE





# CONTENT

01

College Place Farmers Market

03

Movies in the Park

05

Spring Block Party

06

Freedom Festival

07

Trunk-or-Treat

08

Winter Fest and Lighted Parade

09

Sponsorship Packages

10

Committment Form



**THURSDAYS 4-7PM**  
**KIWANIS PARK**  
ON SE 3RD STREET  
MAY 30 - SEPTEMBER 26



**Follow  
CPFM!**

Hundreds of community members shop the College Place Farmers Market each week for the fresh food, local produce, handmade goods, and the live entertainment.

Your sponsorships helps diversify our market, promote food accessibility, and host safe, family friendly activities!







# 2024 CPFM Sponsorship Packages

## Sponsorship Benefit

**Full Season  
Sponsor  
\$2,000**

**1 Month  
Sponsor  
\$500+**

**Activity\*  
Sponsor**

**Day  
Sponsor  
\$100+**

Recognition during Market

Entire  
Season

Entire  
Month

Day of

Day of

Join us with a special  
reserved market space!  
(Sponsor provides canopy/table)

Entire  
Season

Entire  
Month

Day of

Day of

Your name/logo featured in  
Weekly CPFM Social Media

Entire  
Season

Entire  
Month

Day of

Day of

End of Season Recognition in  
the College Place Utilities  
Newsletter



Personal Shout-out on  
digital reader board at City  
Hall

Entire  
Season

Entire  
Month

Your name/logo on Market  
Fliers



Your banner hung at Market  
(Sponsor provides banner)



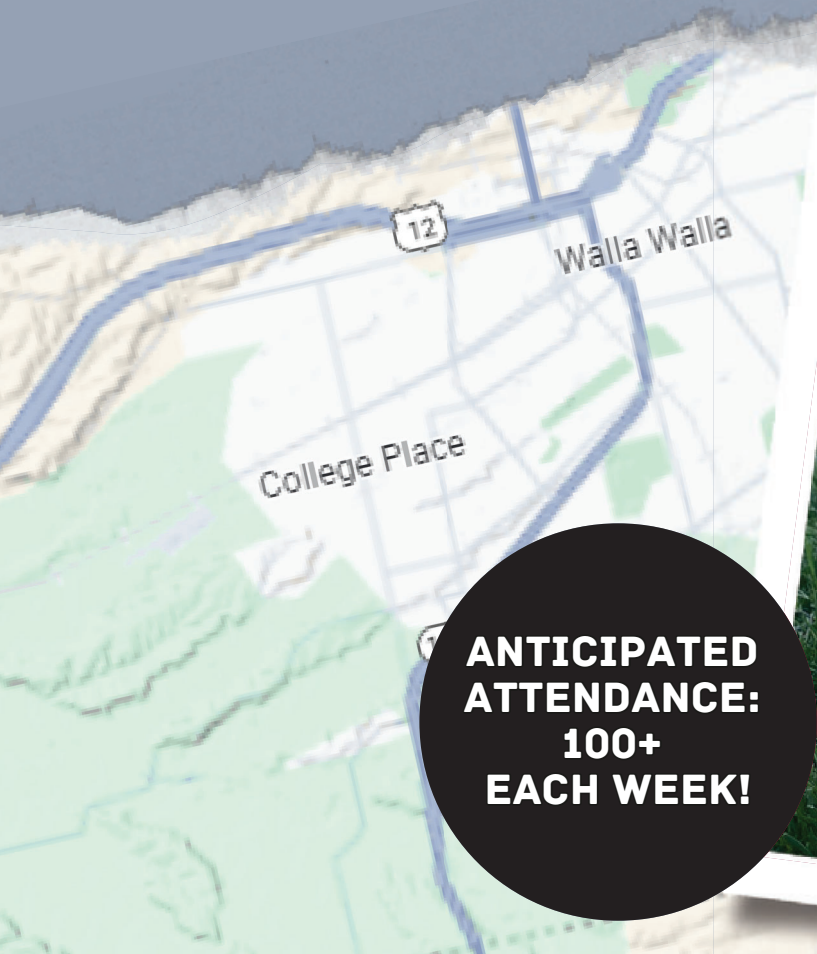
**\*Coordinate with manager to discuss your activity ideas!**

# **Movies in the Park!**

**Featuring: YOU!**

## **KIWANIS PARK AT SUNDOWN**

**JUNE 22   JULY 13  
AUGUST 3   AUGUST 24**



**ANTICIPATED  
ATTENDANCE:  
100+  
EACH WEEK!**





# Sponsorship Levels

## SPONSOR BENEFITS

INDIVIDUAL SHOUTOUT ON CITY HALL READER BOARD AND SOCIAL MEDIA PAGES

YOUR NAME/LOGO ON EVENT MARKETING

YOU CHOOSE THE MOVIE!

JOIN US WITH A RESERVED BOOTH SPACE ON MOVIE NIGHT!  
(SPONSOR PROVIDES CANOPY/TABLE)

YOUR NAME/ BANNER DISPLAYED AT MOVIE NIGHT!  
(SPONSOR PROVIDES BANNER)

Season Title Sponsor  
\$2,000



ALL 4 MOVIES!

ALL 4 MOVIES!

ALL 4 MOVIES!

ALL 4 MOVIES!

Single Movie Sponsor  
\$500

1 MOVIE

1 MOVIE

1 MOVIE

1 MOVIE

Single Popcorn Sponsor  
\$300

1 MOVIE

1 MOVIE



A stylized map of College Place, WA, showing major roads like Highway 12 and Highway 125, and surrounding areas like Walla Walla, Langdon, and Sunnyside. The map is overlaid with a green watercolor wash.

# Spring **BLOCK PARTY**

COLLEGE PLACE, WA

A cluster of pink roses with green leaves and small orange buds, positioned on the left side of the text box.

Be a part of the newest  
event in College Place!

An afternoon of  
multicultural fun in the sun  
for the whole community!  
South College Avenue is  
lined with vendors,  
activities, food, and live  
entertainment! This isn't  
your average  
neighborhood block party.







COLLEGE PLACE  
FIRE DEPT.

# College Place **FREEDOM FESTIVAL**

College Place High School  
Sunday, June 30th, 2024  
6-10PM

Anticipated  
Attendance:  
2,000+

**Celebrate Independance Day with the whole family at the College Place Freedom Festival on June 30th. An evening of food, local vendors, live concert, and Kid Zone activities! Your sponsorship helps the Freedom Festival become bigger and better each year!**



# College Place **TRUNK -OR- TREAT**



**3-6PM**  
**Thursday, October 31**  
**City Hall Parking Lot**  
**625 S College Ave**

This is one SWEET event!  
Princesses and superheroes  
flock to gather treats from the  
decorated trunks of community  
partners! Your sponsorship  
fosters a safe, family friendly  
night to be remembered!  
Anticipated Attendance: 3,000+

# Winter Fest



& LIGHTED PARADE

**4-7PM  
THURSDAY,  
DECEMBER 5TH**

**Winter Fest  
Bazaar,  
Carolers, Santa  
Meet & Greet,  
Lighted Parade,  
and Fireworks!**



Milton-Freewater



# City Event Sponsorship Packages

Spring Block Party, Freedom Festival,  
Trunk-or-Treat, and Winter Fest

## Sponsorship Benefits

Title  
Sponsor  
\$5,000+

Diamond  
Sponsor  
\$2,500+

Platinum  
Sponsor  
\$1,000+

Gold  
Sponsor  
\$500+

End of Season Recognition in  
the College Place Utilities  
Newsletter. (3,600+ recipients)



Sponsor Recognition from  
Entertainment Stage



Your Name, Logo, and Website  
Link on the City's Events Site



Your Banner Hung at Event  
(Sponsor provides banner)



Join us with a special reserved  
booth space!  
(Sponsor provides canopy/table)



Individual Shout-out on City  
Social Media Pages (5)  
(7,000+ followers)



Individual Shout-out on digital  
reader board at City Hall



Invitation to Speak on Stage  
During event



Your Name/Logo Featured on Event  
Marketing



VIP Reserved Parking at Event







# CITY OF COLLEGE PLACE

## 2024 EVENT SPONSORSHIP COMMITMENT

Company Name \_\_\_\_\_

Point of Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Event(s) for Sponsorship**  
(Example: "Freedom Festival")

**Sponsorship Amount**  
(Example: \$2,500)

|  |               |
|--|---------------|
|  |               |
|  |               |
|  |               |
|  |               |
|  | <b>Total:</b> |

Notes:

# Payment Information

## Method of Payment

- ☐ Check Enclosed (Payable to City of College Place)
- ☐ Email Invoice - Includes Online Payment Option
- ☐ Mail Invoice - Includes Online Payment Option
- ☐ Credit/Debit Card Via phone (Call 509-394-8510)
- ☐ Other:

---

Authorized Signature for Sponsor

Date

---

Printed Name and Title

---

Authorized Signature for City of College Place

Date

---

Printed Name and Title

Please return completed form to the Events Coordinator at [areid@cpwa.us](mailto:areid@cpwa.us)  
or to College Place City Hall:

College Place Events  
625 S College Ave.  
College Place, WA 99324

**For more information contact the Events Coordinator at  
[areid@cpwa.us](mailto:areid@cpwa.us) or 509-394-8511**

The City of College Place agrees to provide benefits corresponding to the level of sponsorship. The sponsor agrees to release, indemnify, defend, and hold harmless the City of College Place, its elected and appointed officials, agents, employees and volunteers, from any and all claims, losses, damages, or injuries caused by or resulting from the sponsor's acts or omissions, except for any portion caused by the City of College Place's sole negligence. College Place does not guarantee any benefit or profit to the sponsor or any person who participates or partakes in the City of College Place events.