



Agenda

Jamestown City Council Full Work Session
7:30 p.m., Police Training Room
Municipal Building
Monday, March 2, 2026

Individual Committee Meetings

<u>Housing</u> -	6:30 p.m., Police Training Room
<u>Finance</u> -	7:00 p.m., Mayor's Conference Room
<u>Public Safety</u> -	7:00 p.m., Police Training Room
<u>Public Works</u> -	7:00 p.m., DOD Conference Room

Standing Committees

Housing Committee

1. General Discussion

Finance Committee

Resolutions

1. WHEREAS, Governor Kathy Hochul released her 30-day amendments to the Executive Budget, which include an additional \$100 million in Temporary Municipal Assistance (TMA) to be allocated in the same manner as in the past two years; and

WHEREAS, these additional investments reflect a recognition that New York's strength begins in its cities, villages, and towns, and that a strong state-local partnership is essential to delivering the services, infrastructure, public safety, and quality of life that residents expect and deserve; and

WHEREAS, local governments across New York continue to face mounting fiscal pressures driven by inflation, increased service demands, infrastructure needs, and rising operational costs, while striving to provide relief to taxpayers amid a rising cost of living; and

WHEREAS, NYCOM Executive Director Barbara Van Epps, along with mayors from across the State, testified at the Local Government Joint Budget Hearing in Albany, advocating for increased unrestricted aid and a strengthened state-local partnership; and

WHEREAS, the additional \$100 million in TMA will offer meaningful assistance to many municipalities statewide, helping to address fiscal challenges and maintain essential services for residents;

NOW, THEREFORE, BE IT RESOLVED, that the City of Jamestown applauds Governor Hochul for recognizing the importance of investing in local governments and for reaffirming her commitment to strengthening New York's cities and villages; and

BE IT FURTHER RESOLVED, that the City of Jamestown urges the New York State Legislature to include, at a minimum, this additional \$100 million in Temporary Municipal Assistance in the adopted state budget; and

BE IT FURTHER RESOLVED, that the City of Jamestown calls upon the Governor and the State Legislature to develop a more permanent and predictable solution for unrestricted municipal aid to ensure long-term fiscal stability for New York's local governments; and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the Governor, the Temporary President of the Senate, the Speaker of the Assembly, and the members of the State Legislature representing the City of Jamestown.

2. RESOLVED, That the Mayor or her authorized representative be, and hereby is authorized to enter into a non-exclusive master project agreement with Ramsay Agriculture, subject to the approval of the Corporation Counsel as to form.
3. WHEREAS, on January 22, 2002 the Jamestown City Council adopted resolution number 200201C03 that effective immediately and until further notice instituted a hiring freeze for the City of Jamestown, and

WHEREAS, on November 20, 2006 the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

WHEREAS, it has become apparent that within the Jamestown Police Department, an effort to effectively manage the city's day-to-day responsibilities in a cost-efficient manner, it is in the City of Jamestown's best interest to lift the hiring freeze for a certain position, now therefore be it

RESOLVED that effective immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

One Clerk II position in the Jamestown Police Department

4. WHEREAS, on January 22, 2002 the Jamestown City Council adopted resolution number 200201C03 that effective immediately and until further notice instituted a hiring freeze for the City of Jamestown, and

WHEREAS, on November 20, 2006 the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

WHEREAS, it has become apparent that within the Department of Public Works an effort to effectively manage the city's day-to-day responsibilities in a cost-efficient manner, it is in the City of Jamestown's best interest to lift the hiring freeze for a certain position, now therefore be it

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One (1) Junior Civil Engineer Position in the Department of Public Works. This position is vacant as the result of a recent employee resignation.

Public Safety

Resolutions

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One Clerk II position in the Jamestown Police Department

Informational Report

1. Special Event – Turn the River Green, to be held on Saturday, March 14, 2026, from 9:00 a.m. until 12:00 p.m. (including set up and tear down). Main Street will be closed from 1st Street to Harrison Street from 9:00 a.m. until 12:00 p.m.
2. Special Event – Memorial Day Parade, to be held on Monday, May 25, 2026, from 9:00 a.m. until 11:00 a.m. (including set up and tear down). The parade route begins at Baker Park and ends at the Lakeview Cemetery.
3. Special Event – St. James Italian Festival, to be held on Saturday, July 11, 2026 from 9:00 a.m. until 7:00 pm. Road closures have not been requested for this event.

Public Works Committee

Resolutions

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One (1) Junior Civil Engineer Position in the Department of Public Works. This position is vacant as the result of a recent employee resignation.

Informational Report

Mayor's Remarks

Executive Session

COUNCIL MEMBERS: PLEASE CONTACT THE COUNCIL PRESIDENT OR CITY CLERK IF UNABLE TO ATTEND THE WORK SESSION AT 7:30.



CITY OF
JAMESTOWN
NEW YORK

Agenda Date: 2/26/2026

Agenda Item: AIM Resolution

STAFF REPORT

DATE: 2/26/2026
TO: Kimberly A. Ecklund, Mayor
FROM: Jennifer John City Clerk/Treasurer
SUBJECT: AIM support resolution

Approved and Forwarded to City Council

Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: NYCOM has contacted municipalities to encourage boards and councils to pass a resolution supporting Governor Hochul's increase of \$100 million in Temporary Municipal Assistance (TMA) to be allocated in the same manner as in the past two years.

BACKGROUND: This initiative is the result of Governor Hochul's 30-day amendments to the Executive Budget which includes the increase in TMA funding. The additional funding is meant to provide relief to municipalities with regard to fiscal pressures driven by a number of factors as laid out in the resolution.

FISCAL IMPACT: Potential increase in funding to the city – amount unknown at this time.

RECOMMENDATION: Approve the resolution.

ATTACHMENT(S): 1. Resolution

**RESOLUTION SUPPORTING INCREASED AID TO MUNICIPALITIES AND
STRENGTHENING NEW YORK'S STATE-LOCAL PARTNERSHIP**

WHEREAS, Governor Kathy Hochul released her 30-day amendments to the Executive Budget, which include an additional \$100 million in Temporary Municipal Assistance (TMA) to be allocated in the same manner as in the past two years; and

WHEREAS, these additional investments reflect a recognition that New York's strength begins in its cities, villages, and towns, and that a strong state-local partnership is essential to delivering the services, infrastructure, public safety, and quality of life that residents expect and deserve; and

WHEREAS, local governments across New York continue to face mounting fiscal pressures driven by inflation, increased service demands, infrastructure needs, and rising operational costs, while striving to provide relief to taxpayers amid a rising cost of living; and

WHEREAS, NYCOM Executive Director Barbara Van Epps, along with mayors from across the State, testified at the Local Government Joint Budget Hearing in Albany, advocating for increased unrestricted aid and a strengthened state-local partnership; and

WHEREAS, the additional \$100 million in TMA will offer meaningful assistance to many municipalities statewide, helping to address fiscal challenges and maintain essential services for residents;

NOW, THEREFORE, BE IT RESOLVED, that the City of Jamestown applauds Governor Hochul for recognizing the importance of investing in local governments and for reaffirming her commitment to strengthening New York's cities and villages; and

BE IT FURTHER RESOLVED, that the City of Jamestown urges the New York State Legislature to include, at a minimum, this additional \$100 million in Temporary Municipal Assistance in the adopted state budget; and

BE IT FURTHER RESOLVED, that the City of Jamestown calls upon the Governor and the State Legislature to develop a more permanent and predictable solution for unrestricted municipal aid to ensure long-term fiscal stability for New York's local governments; and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the Governor, the Temporary President of the Senate, the Speaker of the Assembly, and the members of the State Legislature representing the City of Jamestown.



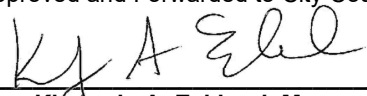
CITY OF
JAMESTOWN
NEW YORK

Agenda Date: _____

Agenda Item: _____

STAFF REPORT

DATE: February 25, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Legal Department
SUBJECT: Master Project Agreement

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: Ramsay Agriculture is in the process of constructing state-of-the-art integrated hydroponic agriculture, renewable biogas production, and organic waste management facilities in Jamestown, New York. Located at 41 Winsor Street and 65 River Street the company seeks to enter into a master project agreement with the City of Jamestown, showing the City's willingness to work with the company and welcome to the community.

BACKGROUND:

FISCAL IMPACT: The agreement is non-exclusive and does not come with any monetary obligation. The purpose of the agreement is for good faith cooperation between the City and Ramsay Agriculture.

RECOMMENDATION: Adopt Resolution and Agreement

ATTACHMENT(S): Resolution and Agreement

BY COUNCIL:

RESOLVED, That the Mayor or her authorized representative be, and hereby is authorized to enter into a non-exclusive master project agreement with Ramsay Agriculture, subject to the approval of the Corporation Counsel as to form.

Master Project Agreement

Ramsay Agriculture

And

City of Jamestown, New York

MASTER PROJECT AGREEMENT

This Master Project Agreement (“MPA” or “Agreement”) is entered into this ___ day of _____, 2026 (the “Effective Date”), by and between Ramsay Agriculture, a Delaware Corporation (“Ramsay”), and the City of Jamestown, New York, (“Jamestown” or “City”). Ramsay and Jamestown are collectively referred to as the “Parties” and individually as a “Party.”

RECITALS

- A. Ramsay Agriculture is in the process of constructing state-of-the-art integrated hydroponic agriculture, renewable biogas production, and organic waste management facilities in Jamestown, New York.
- B. The City of Jamestown supports Ramsay Agriculture’s economic development and revitalization activities, as well as its sustainable and environmentally responsible business model that comports with the City’s green initiatives and New York state laws regarding organic waste management.
- C. The City of Jamestown acting through its departments and in conjunction with the Jamestown Board of Public Utilities (“BPU”), and Ramsay Agriculture intend in good faith to seek to enter into various project agreements (“Project Agreements”) to carry out these initiatives
- D. In order to better effectuate the mutual goals of the Parties with respect to these various projects the Parties desire to establish a cooperative framework and understanding between the Parties.

NOW THEREFORE, in consideration of the mutual promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

ARTICLE 1. SCOPE OF AGREEMENT

- 1.1 The City recognizes that Ramsay Agriculture’s planned construction and operation of state-of-the-art integrated hydroponic agriculture facilities, renewable biogas production facilities, and organic waste management facilities (“Ramsay’s Facilities”) within the City represents a significant opportunity for the City, with the potential to stimulate economic growth, create new employment opportunities, return underutilized properties to productive use, and support the City’s broader objectives of revitalizing key corridors, strengthening local food systems, and advancing clean energy, waste management, and environmental initiatives.
- 1.2 In recognition of the mutual benefits to be realized by each Party, the Parties agree, to the

extent allowed by applicable law, to enter into this non-exclusive Master Project Agreement under which, the Parties will seek to cooperate and facilitate the construction and operation of Ramsay Agriculture's Facilities.

- 1.3 **Project Agreements.** In furtherance of these shared objectives, the Parties agree in good faith to seek to enter into individual project agreements ("Project Agreements") of such type and nature as the Parties mutually agree, as further described in this Master Project Agreement and associated individual Project Agreements. These Project Agreements include but are not limited to the following:
 - 1.3.1 **Power Purchase Agreement.** Ramsay Agriculture and BPU will in good faith seek to enter into a Power Purchase Agreement ("PPA") under which Ramsay Agriculture will sell excess electricity and thermal energy to BPU.
 - 1.3.2 **Removal of Organic Waste Feedstock.** Ramsay Agriculture and the City and/or individual City departments, and schools, will in good faith seek to enter into waste management agreements for Ramsay's removal and disposition of organic waste, and wastewater treatment facility solids and agricultural materials, to be used as feedstock for Ramsay Agriculture's anaerobic digester.
 - 1.3.3 **Renewable Natural Gas.** Ramsay Agriculture and the City will in good faith explore shared business and revenue opportunities involving the production, offtake and sale of renewable natural gas.
 - 1.3.4 **PILOT or Tax Abatements.** Ramsay Agriculture and the City will in good faith seek to enter into economic development agreements enabling Ramsay Agriculture to participate in and fully benefit from any available alternative tax programs or structures, such as payments in lieu of taxes or tax abatements.
 - 1.3.5 **Development of a Microgrid.** Ramsay Agriculture and the City will in good faith explore the feasibility of Ramsay Agriculture's development of a microgrid for the provision of secondary power source for designated City facilities and/or third-party commercial businesses and non-profit enterprises. The specifics of which would be addressed in a Project Agreement.
- 1.4 **Individual Project Agreements Control.** The specific responsibilities and obligations of each Party with respect to any specific project will be as set forth in the applicable individual Project Agreements which will be incorporated into this Master Project Agreement as exhibits. In the event of a conflict between the terms of an individual Project Agreement and this Master Project Agreement the terms of the individual Project Agreement shall control.
- 1.5 **Development of Ordinances and Resolutions.** To the extent consistent with applicable law, the City shall seek to enact ordinances and adopt resolutions to further effectuate the goals of this Master Project Agreement and individual Project Agreements, including the adoption of ordinances implementing the expanded requirements of the New York State

Food Donation and Food Scraps Recycling Law, and the designation of Ramsay Agriculture's digester(s) as a City approved anaerobic digester for purposes of compliance with the ordinance and New York law.

- 1.6 **On-Gong Coordination.** In order to facilitate the success of the various Project Agreements the Parties agree to meet, confer, and coordinate on a regular basis. Such coordination, shall where appropriate, include interdepartmental City participation.
- 1.7 **Use of Contractors or Affiliates.** Ramsay Agriculture may carry out its obligations under this Master Project Agreement and individual Project Agreements utilizing affiliates or contractors.

ARTICLE 2. NO FINANCIAL OBLIGATION; NO FUNDING COMMITMENT

- 2.1 Neither this Master Project Agreement nor any individual Project Agreement shall obligate either Party to expend any funds unless and until Ramsay Agriculture secures any and all necessary financing to perform the obligations contemplated under the relevant Project Agreement.
- 2.2 This Master Project Agreement does not create a financial obligation on either Party except to the extent specifically agreed to in writing by the Parties in an individual Project Agreement.
- 2.3 Except to the extent specified in an individual Project Agreement, this Master Project Agreement does not obligate either Party to pay any compensation to the other Party. Nor shall fees, costs, or charges under a particular Project Agreement be used as a set off for fees, costs, or charges owed under a separate Project Agreement unless specifically agreed by the Parties in writing.

ARTICLE 3. TERM AND RENEWAL

This Agreement shall commence on the Effective Date and unless otherwise terminated by mutual written agreement of the Parties shall remain in effect throughout the duration of the term of the last individual Project Agreement to expire or terminate without renewal.

ARTICLE 4. REPRESENTATIONS, WARRANTIES AND COVENANTS

By execution of this Master Project Agreement, each Party represents and warrants to the other that: (a) the Party is duly organized, validly existing and in good standing under the applicable laws of New York; (b) the Party has full right and authority to enter into and perform this Master Project Agreement in accordance with the terms hereof and thereof; (c) the Party's execution, delivery, and performance of this Master Project Agreement will not conflict with, violate or result in a breach of (i) any applicable law, (ii) any of the terms, conditions or provisions of its charter, bylaws, or other governing documents of such Party, (iii) any material agreement to which it is a party, or (iv) any instrument to which such Party is or may be bound or to which any of its material properties or assets is subject; (d) the Party's execution, delivery and performance of this Master Project

Agreement has been duly authorized by all requisite corporate/municipal action; (e) that the signatories for such Party are authorized to sign this Agreement; and (f) there are no actions, suits, proceedings or investigations pending, or to the knowledge of the Party, threatened against or affecting the Party or any of its properties, assets or businesses in any court or before or by any governmental authority that could, if adversely determined, reasonably be expected to have a material adverse effect on the Party's ability to perform its obligations under this Master Project Agreement.

ARTICLE 5. CONFIDENTIALITY

- 5.1 **Confidential Information.** If either Party provides or has provided confidential or proprietary information ("Confidential Information") whether or not so marked to the other Party, the receiving Party shall not disclose and shall hold such information in confidence and shall afford it the same care and protection that it affords to its own confidential and proprietary information (which in any case shall be not less than reasonable care) to avoid disclosure to or unauthorized use by any third party, except as otherwise provided herein. All Confidential Information shall remain the property of the disclosing Party and shall be used by the receiving Party only for the intended purposes set forth in this Agreement. Except as otherwise required by law, after the receiving Party's need for Confidential Information has expired, or following the termination or expiration of this Agreement, the receiving Party shall, upon written request from the disclosing Party, destroy, delete (provided that any backup copy of Confidential Information that is automatically created and retained by the Party's information technology system shall remain subject to the terms of this Agreement indefinitely), or return to the disclosing Party all Confidential Information, including all copies of such information, and all notes, summaries, or other writings reflecting Confidential Information. The receiving Party shall not reproduce Confidential Information, except to the extent reasonably necessary to perform under this Agreement, or as otherwise may be permitted in writing by the disclosing Party.
- 5.2 **Exceptions.** The foregoing provisions of this Article shall not apply to (i) any required disclosures to any government authority and/or where required by applicable federal or New York law, (ii) any Confidential Information or any provisions of this Agreement which is or becomes publicly available, other than through the Party claiming this exception, or is required to be disclosed by applicable federal or New York law, (iii) Confidential Information that is independently developed by the receiving Party without breach of any obligation of confidentiality; or (iv) Confidential Information that becomes available to the Party claiming this exception without restriction from an unrelated third party, or becomes relevant to the settlement of any dispute or enforcement or defense of either Party's rights under this Agreement, provided that appropriate protective measures shall be taken to preserve the confidentiality of such Confidential Information to the extent permissible in accordance with such settlement or enforcement process. The above notwithstanding, the Parties agree that this Article 5 (Confidentiality) does not restrict Ramsay Agriculture from sharing information related to this Agreement for commercial financing purposes.
- 5.3 **Survival.** The confidentiality provisions in this section shall survive expiration or termination of this Agreement.

ARTICLE 6. NOTICES

All notices, demands, and requests required or permitted to be given under the provisions of this Master Project Agreement shall be (a) in writing, (b) delivered by electronic mail with confirmation of delivery receipt or sent by overnight commercial delivery service or certified mail, return receipt requested. Notice shall be deemed to have been given on the date of the transmission and receipt of facsimile or electronic mail transmissions, or the delivery date set forth in the records of the delivery service or on the return receipt when addressed as follows:

If to Ramsay Agriculture:

Ross Ramsay
Ramsay Agriculture
53 Beech Street
Jamestown, NY 14701
(646) 554-6033
rramsay@ramsayagriculture.com

With a copy to:

Sean A. Stokes
Keller and Heckman
1001 G Street, NW
Suite 500 West
Washington, D.C. 20001
Pho: (202) 434-4193
stokes@khlaw.com

If to City of Jamestown:

ARTICLE 7. MISCELLANEOUS

- 7.1 **Relationship of the Parties.** This Master Project Agreement shall not be construed as creating an association, joint venture, partnership, or employment relationship between the Parties or authorizing either Party to act as the employer of the other Party's employees, and neither Party shall be liable for the payment or performance of any debt, obligations, or liabilities of the other Party, unless expressly set out herein or in an individual Project

Agreement. Each Party covenants that it shall not act in a manner that may be construed to be inconsistent with the foregoing nor otherwise act or purport to act on behalf of the other Party except as may be expressly authorized herein or in writing by the other Party. The Parties in performing any of their obligations hereunder, shall be independent contractors and shall discharge their contractual obligations at their own risk subject, however, to the terms and conditions hereof.

- 7.2 **No Third-Party Beneficiaries.** Nothing in this Master Project Agreement will provide any benefit to any third party or entitle any third party to any claim, cause of action, remedy or right of any kind other than as may specifically be set out in an individual Project Agreement. The above notwithstanding, the Parties may by mutual agreement include third parties in individual Project Agreements.
- 7.3 **Public Announcements.** The Parties shall consult and reach mutual written agreement prior to releasing public announcements on any materials aimed at marketing the joint efforts of the Parties on a particular project.
- 7.4 **Unenforceability.** If any provision of this Master Project Agreement is found by a court of competent jurisdiction to be unenforceable or invalid under applicable federal or New York law, the remainder of this Agreement will remain in full force and effect and it and any related provisions will be interpreted to best accomplish the unenforceable provision's essential purpose. The Parties shall meet in a good faith effort to amend this Master Project Agreement so as to effectuate the goals and purposes of this Master Project Agreement in compliance with applicable law.
- 7.5 **Counterparts.** This Master Project Agreement may be executed by signatures delivered electronically and in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same document.
- 7.6 **Entire Agreement; Amendments.** This Agreement and the Exhibits, and the associated Project Agreements, and any future mutually agreed upon amendments, exhibits, and or updates, constitute the entire agreement between the Parties with respect to the subject matter of this Master Project Agreement, and supersede all previous understandings, commitments, or representations, whether oral or written, concerning the subject matter. Each Party acknowledges that the other Party has not made any representations other than those that are contained herein. This Master Project Agreement may not be amended or modified in any way except by mutual agreement in writing signed by the authorized representatives of the Parties.

[Remainder of page intentionally left blank – signature page follows]

IN WITNESS WHEREOF, each Party has caused this Master Project Agreement to be executed by its duly authorized representative:

**RAMSAY AGRICULTURE
CORPORATION**

CITY OF JAMESTOWN, NY:

By: _____

Name:

Title:

Date:

By: _____

Name:

Title:

Date:



CITY OF
JAMESTOWN
NEW YORK

Agenda Date: _____

Agenda Item: _____

STAFF REPORT

DATE: 02/11/2026

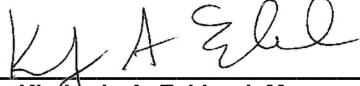
TO: Kimberly A. Ecklund, Mayor

FROM: Scott Forster, Chief of Police

SUBJECT: Resolution to lift the hiring freeze to fill one Clerk II position in the Jamestown Police Department.

ACTION: Resolution Ordinance/Local Law Informational/Report

Approved and Forwarded to City Council



Kimberly A. Ecklund, Mayor

ISSUE STATEMENT: The Jamestown Police Department will have one vacancy for the position of Clerk II in the Records Bureau.

BACKGROUND: It is necessary to fill this position in order to process FOIL requests, review reports, complete paperwork for Court, provide copies of reports to the public, handle the Sex Offender Registry, and submit data to New York State.

Due to a recent resignation, the department will have a vacancy, and the burden to perform these duties will fall on the remaining Clerk II employees in the Records Bureau.

FISCAL IMPACT: The annual starting salary for one Clerk II is \$34,086. The position is funded in the 2026 budget.

RECOMMENDATION: Chief Forster recommends Mayor Ecklund and City Council approve this request.

ATTACHMENT(S): 1. Resolution

BY COUNCIL:

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WHEREAS, on November 20, 2006 the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

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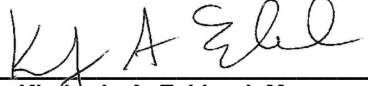
RESOLVED that effective immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

One Clerk II position in the Jamestown Police Department



STAFF REPORT

DATE: February 25, 2026
TO: Kimberly A. Ecklund, Mayor
FROM: Mark Roetzer, Jr., P.E., Acting Director of Public Works
SUBJECT: Lifting Hiring Freeze: Jr. Civil Engineer position

Approved and Forwarded to City Council


Kimberly A. Ecklund, Mayor

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: The Department of Public Works will have one vacancy due to a recent resignation. I am requesting to hire one (1) Jr. Civil Engineer.

BACKGROUND: Recent employee separation requires replacement employee.

FISCAL IMPACT: Funding for this position was included in the 2026 Budget and replaces a separated employee.

RECOMMENDATION: I request that the City Council lift the hiring freeze in order to fill the vacancy.

ATTACHMENT(S): 1. Resolution

BY COUNCIL:

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WHEREAS, on November 20, 2006 the Jamestown City Council adopted resolution number 200611B17 to extend the freeze to any change in employment from Part-Time to Full-Time status, and

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RESOLVED that effective immediately the Jamestown City Council hereby suspends the hiring freeze instituted by resolution number 200201C03 and authorized the filling of the following position due to the essential nature of the position.

One (1) Junior Civil Engineer Position in the Department of Public Works. This position is vacant as the result of a recent employee resignation.

DATE APPLICATION RECEIVED: 02-09-2026

DATE INSURANCE CERTIFICATE RECEIVED:

NAME OF EVENT: TURN THE RIVER GREEN

DATE OF EVENT: 3/14/26

DATE REFERRED TO DEPARTMENT: 02-09-2026

PUBLIC SAFETY COMMITTEE MEETING DATE: 03-02-2026

RECOMMENDATIONS:

DIRECTOR OF PUBLIC SAFETY/POLICE CHIEF (APPROVED) (DENY)

TOTAL COSTS INCURRED BY POLICE DEPARTMENT: \$ 0
ESTIMATED CHARGES FOR POLICE COVERAGE (TO BE BILLED TO SPONSOR) \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DEPUTY FIRE CHIEF (APPROVED) (DENY)

TOTAL COSTS INCURRED BY FIRE DEPARTMENT: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DPW DIRECTOR (APPROVED) (DENY)

TOTAL COSTS INCURRED BY DEPARTMENT OF PUBLIC WORKS: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

PARKS, REC. & CONS. DIRECTOR (APPROVED) (DENY)

ESTIMATED CHARGES FOR CLEAN UP \$ 0
ESTIMATED CHARGES FOR BAND SHELL/BAND WAGON: \$ 0
ESTIMATED CHARGES FOR GARBAGE PICK UP/TRASH CANS: \$ 0
ESTIMATED CHARGES FOR PLACEMENT OF BOLLARDS \$ 0

PERSONNEL COSTS \$ 1,000

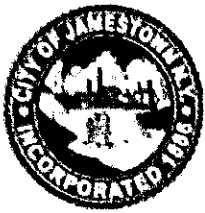
TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 1,000
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

*NO COST TO SPONSOR
City event - DMS*

CITY CLERK (APPROVED) (DENY) _____

MAYOR (APPROVED) (DENY) _____

COMMENTS: _____



CITY OF JAMESTOWN
OFFICE OF THE CITY CLERK/TREASURER

Kenneth E. Egan
City Clerk/Treasurer

Special Events Permit Application

All applications are due (15) days prior to the event
All applications must be filled out completely and physically brought to the City Clerk's office
The Public Safety Committee reserves the right to reject any applications for events less than (30) days from submission.
Applications fees (Non-profit \$100) (For profit \$175 per day)

Name of Event: **Jamestown New York's ST Patrick's Day - Turn the River Green**

Event Sponsor: **City of Jamestown / Collaborative Children's Solutions**

Non-Profit Sponsor For-Profit Sponsor

Date/Day of Event: **Saturday March 14th 2026**

Series of Events - List all dates:

Event Location: **River Walk / Brooklyn Square**

Setup Time Start: **9 00 am**

Breakdown Time Start: **12 00 pm**

Hours of Event Operation: **10:00 am - 12:00 pm**

Estimated Crowd Size: **2,500**

Fee Collected for Attendance? Yes No Donation

Who will be the recipient of the proceeds if collecting donation?

FOR OFFICE USE ONLY:

Application Fee:
Insurance Certificate:

Departments Notified:

Contact Information:

- Minimum of (2) contacts for event
- Both contacts must be readily available and reachable throughout the entire event.

Contact #1	Patrick Smoraldo	Contact #2	Dan Stone
Title	Collaborative Children's Solutions /	Title	City of Jamestown Parks Director
Address	5 Westwood Drive Jamestown NY	Address	143 Steele Street
Phone	716-499-4065	Phone	716-450-8835
Email	ccsolutions716@gmail.com	Email	stone@jamestownny.gov

Could we share the above information online so that the public can easily contact you regarding the event?

Yes No

Vendor Fees, Information & Compliance:

- All vendors must fill out and complete a Special Event Vendor Application.
- Special event vendor license fees apply (Non-profit \$30 per day) (For-profit \$60 per day)
- There is no vendor license fee for any business principally located within the corporate limits of the City of Jamestown

*Please check the boxes next to the type of vendor(s) below who will be participating in the Event

- Food Vendor(s) Carnival or Amusement Ride Vendor(s)
- Non Food Vendor(s) Bounce House Vendor(s)
- Alcohol Vendor(s)

Food Vendor(s)

- All food vendors must obtain a permit from the Chautauqua County Health Department
- Deep fryers must be approved for commercial type use and require a type K portable fire extinguisher
- All food vendors must have type ABC fire extinguisher
- All fire extinguishers must be inspected with the last year
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into storm drains and sewers
- Fuel containers must be of an approved type and properly secured.

Bounce House Vendor(s)

- Additional insurance may be required and must be obtained prior to the event.

Alcohol Vendor(s)

- A copy of the vendor(s) liquor license must be given to the Clerk's office

Fireworks Vendor(s):

- Police & Fire security are mandatory for any event with fireworks display
- A Special Event Vendor Application for fireworks vendor(s) is not required, however, a supplemental Fireworks Display Permit Application must be completed in its entirety for any firework display.
- Fireworks must use "low noise" as requested by the Public Safety Committee to minimize noise disturbance.

Insurance Information:

- Application must be accompanied by the application fee and an insurance certificate in order to process
- Insurance amounts vary depending on the type of event, and event crowd size.
- Insurance amount requirements range from a minimum of \$1,000,000 to \$5,000,000. Additional insurance thresholds and minimums may apply and are required upon request
- Please contact the Clerk's Office for additional information and event insurance requirements
- Aggregate insurance certificate must name "The City of Jamestown".

FOR OFFICE USE ONLY:

Insurance Amount Required for Event

Public Health Information:

- Event sponsor is responsible for garbage maintenance during event and garbage disposal after the event.
- Event sponsor may request trash services or trash cans for event, additional charges will apply
- A \$50 fee will be charged to the event sponsor if city staff need to dispose of any trash left after the event
- Event sponsor is responsible for any costs associated with city staff overtime

Event Sponsor Trash Services & Trash Can Requests

*Please check the appropriate boxes for the trash services requested for the event. Note that additional charges will apply for these services. Additionally, list how many trash cans are requested, if applicable.

Trash Can(s) Requested

No. of Trash Can(s) Requesting

Trash Pickup During Event

Trash Pickup After Event

Desired Location(s) of Trash Cans

Restroom Facilities

On-Site Facilities

Portable Facilities

Accessible/ADA Compliant Facilities

Number of Facilities

Location of Facilities

Smoking in City Parks & Public Lands:

The use of tobacco, tobacco products, electronic cigarettes, and cannabis or herbal cigarettes on real property owned or leased by the City of Jamestown including streets, sidewalks, parks, sporting fields, the Riverwalk System, swimming pools/splash pads and/or playgrounds, picnic facilities, parklets, parking lots, and lawn areas is prohibited.

Public Safety Information:

- Personal consumption of alcoholic beverages is not permitted in city parks. Alcohol can only be sold and consumed if it is approved by the City of Jamestown Public Safety Committee through an approved Special Events Permit Application.
- Smoking is not permitted in city parks or on public lands.
- Fire hydrants must never be blocked.
- A safety lane must be maintained at all times.
- No signage may be placed on any trees or utility poles.
- No advertisements or signs are permitted on any city terrace.
- Event sponsor is responsible for set-up & take down of event.
- Event sponsor is responsible for all maintenance necessary during event.

Police & Traffic Requests:

- The City of Jamestown reserves the right to modify street closings, barricades, and police staffing for all events.
- Event sponsor is responsible for any costs associated with police presence and officer overtime.
- Police officer presence required for closure or blocking of a main, high traffic street.
- All residents and/or property owners affected by a street closing must sign the Street Closure Sign-Off Form.

Police Security

- Requested No. of Officers Requested
- Not Requested Police Traffic Requested

Requested Locations for Officers

Street Closings

*All residents and/or property owners affected by a street closing must be notified prior to the event, and sign-off on the Street Closure Sign-Off Form.

- Yes - Street Closing(s) Required No - Street Closing(s) Necessary

Will the street closing(s) be utilized for a parade, walk, or marathon/run?

- Walk Parade Marathon/Run

*A map of the desired route is required and must be included with application submission.

Brief Description

- *Including requested street closures, time requested for restrictions to street, location of barricades
- *A map with this information is required and must be included with application submission

Main Street to be closed from 1st Street to Harrison from 9am - 12pm on 3/14/26

Event Music:

Will the Event Include Music?

Yes No

Type of Music:

Live Band Live Choir Live Acoustic

Live DJ Recorded Music

Will the use of the bandwagon from the parks department be requested? An additional fee of \$325 is applicable for this usages and request. Please contact the parks department upon approval of the special event application.

Yes - Bandwagon requested No - Bandwagon not needed

Brief Description:

*Including location of music, performer(s), start and end times of performer(s), type(s) of music showcased.

Music w/ speakers & microphone provided by Parks Department on Brick Area on over bank opposite of MA parking lot

Alcohol:

- If alcohol is being served or sold a detailed statement covering the below topics must be submitted.
- Security arrangements
- Number of security personnel on-site
- Methods of checking identifications
- Details of any wristband/ticketing system for guests of legal drinking age.
- Plan for handling medical emergencies related to alcohol consumption.
- Information on how alcohol service area will be controlled and monitored.

Will alcohol be served at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being served at the event, liquor authority approval and a site plan is required. A liquor license can be applied for once the special event permit application is approved by the City of Jamestown Public Safety Committee. In addition, a copy of the liquor license must then be brought to the Clerk's office for record and filing. The liquor license must also be clearly displayed at the event.

Will alcohol be sold at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.


*If alcohol is being sold at the event, you must read & acknowledge the below disclaimer.

Disclaimer:

Please attach a diagram of the designated area to be utilized for the sale of alcohol and the letter from the New York State Liquor Authority informing you they approve of the event. All alcohol sales and distribution must be limited to a self-contained and controlled area. All alcoholic beverages must be served and consumed within this controlled area and will not be permitted to be carried out,

distributed or consumed in the adjacent public spaces. Any violation of this provision will subject the applicant to immediate revocation of its alcohol permit and subsequent notification to the New York State Alcohol Beverage Control Board. It is the responsibility of the event sponsor to adequately enforce this provision of the special event permit issued by the City of Jamestown.

I have read and acknowledge the above information

Signature	Date
	2/8/20

Statement & Additional Information

NO Permit Fee Applied

Electric:

Temporary Electric

For temporary electric you must contact the Board of Public Utilities (BPU)
BPU - Customer Service
92 Steele Street
Jamestown, New York 14701
(716) 661-1660

*Use of electrical outlets on BPU street light poles is prohibited.

Electrical Distribution Panels

For additional information you must contact the parks department.
Parks Department
145 Steele Street
Jamestown, New York 14701
(716) 483-7523

Signature & Payment of Fees:

City of Jamestown / Collaborative Children's Solutions (Event Sponsor), the organizer, sponsor, hereby certifies that the information contained within this application is accurate and complete. Any willful false statements of fact or withholding of information will be grounds for immediate denial or revocation of an events permit. City of Jamestown / Collaborative Children's Solutions (Event Sponsor) the organizer/sponsor shall indemnify, hold harmless, assume liability for, and defend the City of Jamestown, its employees, officers, and

agents from any and all damages, costs and expenses, including but not limited to attorney's fees, court costs and all other sums which the City of Jamestown, its employees, officers and agents may pay or become obligates to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have risen out of the activities described in this special event application and sanctioned by the permit issued by the City of Jamestown or by any act or commission of the

City of Jamestown / Collaborative Children's Solutions (Event Sponsor), the organizer/sponsor, its members, agents, employees, volunteers, officers or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

Signature:

Date:

	2/18/20
---	---------

Print Name:

Patricia M. Smerdus (CCS President)

DATE APPLICATION RECEIVED: 02-09-2026

DATE INSURANCE CERTIFICATE RECEIVED: PENDING

NAME OF EVENT: MEMORIAL DAY PARADE

DATE OF EVENT: 6/25/22

DATE REFERRED TO DEPARTMENT: 02-09-2026

PUBLIC SAFETY COMMITTEE MEETING DATE: 03-02-2026

RECOMMENDATIONS:

DIRECTOR OF PUBLIC SAFETY/POLICE CHIEF (APPROVED) (DENY)

TOTAL COSTS INCURRED BY POLICE DEPARTMENT: \$ 0
ESTIMATED CHARGES FOR POLICE COVERAGE (TO BE BILLED TO SPONSOR) \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DEPUTY FIRE CHIEF (APPROVED) (DENY)

TOTAL COSTS INCURRED BY FIRE DEPARTMENT: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DPW DIRECTOR (APPROVED) (DENY)

TOTAL COSTS INCURRED BY DEPARTMENT OF PUBLIC WORKS: \$ 1000 *sweeping*
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

PARKS, REC. & CONS. DIRECTOR (APPROVED) (DENY)

ESTIMATED CHARGES FOR CLEAN UP \$ 0
ESTIMATED CHARGES FOR BAND SHELL/BAND WAGON: \$ 0
ESTIMATED CHARGES FOR GARBAGE PICK UP/TRASH CANS: \$ 0
ESTIMATED CHARGES FOR PLACEMENT OF BOLLARDS \$ 0

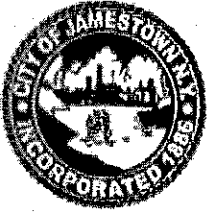
PERSONNEL COSTS \$ 1,000

TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 1,000
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0 *No charge to Sponsor City ext DMS*

CITY CLERK (APPROVED) (DENY) _____

MAYOR (APPROVED) (DENY) _____

COMMENTS: _____



CITY
OF
JAMESTOWN
OFFICE OF THE CITY CLERK/TREASURER

Jennifer R. John
City Clerk/Treasurer

Special Events Permit Application

All applications are due (45) days prior to the event.
All applications must be filled out completely and physically brought to the City Clerk's office.
The Public Safety Committee reserves the right to reject any applications for events less than (30) days from submission.
Applications fees - (Non-profit - \$100) (For profit - \$175 per day)

Name of Event:

2026 Jamestown NY Memorial Day Parade

Event Sponsor:

City of Jamestown / Collaborative Children's Solutions



Non-Profit Sponsor



For-Profit Sponsor

Date/Day of Event:

Monday May 25 2026

Series of Events - List all dates:

Event Location:

Parade Route Begins at Baker Park and ends at Lakeview Cemetery

Setup Time Start:

9:00 am

Breakdown Time Start:

11:00 am

Hours of Event Operation:

10:00 am - 11:00 am

Estimated Crowd Size:

2,000

Fee Collected for Attendance?



Yes



No



Donation

Who will be the recipient of the
proceeds if collecting donation?

FOR OFFICE USE ONLY:

Application Fee:

Departments Notified:

Insurance Certificate:

Contact Information:

- Minimum of (2) contacts for event.
- Both contacts must be readily available and reachable throughout the entire event.

Contact #1:	Patrick Smoraldo
Title:	Collaborative Children's Solutions /
Address:	5 Westwood Drive Jamestown NY
Phone:	716-499-4065
Email:	ccsolutions716@gmail.com

Contact #2:	Dan Stone
Title:	Jamestown NY Parks Department Director
Address:	143 Steele Street
Phone:	716-450-8835
Email:	stone@jamestownny.gov

Could we share the above information online so that the public can easily contact you regarding the event?

Yes No

Vendor Fees, Information & Compliance:

- All vendors must fill out and complete a Special Event Vendor Application.
- Special event vendor license fees apply. (Non-profit \$30 per day) (For-profit \$60 per day)
- There is no vendor license fee for any business principally located within the corporate limits of the City of Jamestown.

*Please check the boxes next to the type of vendor(s) below who will be participating in the Event.

- Food Vendor(s) Carnival or Amusement Ride Vendor(s)
- Non-Food Vendor(s) Bounce House Vendor(s)
- Alcohol Vendor(s)

Food Vendor(s):

- All food vendors must obtain a permit from the Chautauque County Health Department.
- Deep fryers must be approved for commercial type use and require a type K portable fire extinguisher.
- All food vendors must have type ABC fire extinguisher
- All fire extinguishers must be inspected with the last year.
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into storm drains and sewers.
- Fuel containers must be of an approved type and properly secured.

Bounce House Vendor(s):

- Additional insurance may be required and must be obtained prior to the event.

Alcohol Vendor(s):

- A copy of the vendor(s) liquor license must be given to the Clerk's office

Fireworks Vendor(s):

- Police & Fire security are mandatory for any event with fireworks display.
- A Special Event Vendor Application for fireworks vendor(s) is not required, however, a supplemental Fireworks Display Permit Application must be completed in its entirety for any firework display.
- Fireworks must use "low noise" as requested by the Public Safety Committee to minimize noise disturbance.

Insurance Information:

- Application must be accompanied by the application fee and an insurance certificate in order to process.
- Insurance amounts vary depending on the type of event, and event crowd size.
- Insurance amount requirements range from a minimum of \$1,000,000 to \$5,000,000. Additional insurance thresholds and minimums may apply and are required upon request.
- Please contact the Clerk's Office for additional information and event insurance requirements.
- Aggregate insurance certificate must name "The City of Jamestown".

FOR OFFICE USE ONLY:

Insurance Amount Required for Event:

Public Health Information:

- Event sponsor is responsible for garbage maintenance during event and garbage disposal after the event.
- Event sponsor may request trash services or trash cans for event; additional charges will apply.
- A \$50 fee will be charged to the event sponsor if city staff need to dispose of any trash left after the event.
- Event sponsor is responsible for any costs associated with city staff overtime.

Event Sponsor Trash Services & Trash Can Requests:

*Please check the appropriate boxes for the trash services requested for the event. Note that additional charges will apply for these services. Additionally, list how many trash cans are requested, if applicable.

Trash Can(s) Requested

No. of Trash Can(s) Requesting

Trash Pickup During Event

Trash Pickup After Event

Desired Location(s) of Trash Cans:

Restroom Facilities:

On-Site Facilities

Portable Facilities

Accessible/ADA Compliant Facilities

Number of Facilities

Location of Facilities:

Smoking in City Parks & Public Lands:

The use of tobacco, tobacco products, electronic cigarettes, and cannabis or herbal cigarettes on real property owned or leased by the City of Jamestown including streets, sidewalks, parks, sporting fields, the Riverwalk System, swimming pools/splash pads and/or playgrounds, picnic facilities, parklets, parking lots, and lawn areas is prohibited.

Public Safety Information:

- Personal consumption of alcoholic beverages is not permitted in city parks. Alcohol can only be sold and consumed if it is approved by the City of Jamestown Public Safety Committee through an approved Special Events Permit Application.
- Smoking is not permitted in city parks or on public lands.
- Fire hydrants must never be blocked.
- A safety lane must be maintained at all times.
- No signage may be placed on any tress or utility poles.
- No advertisements or signs are permitted on any city terrace.
- Event sponsor is responsible for set-up & take down of event.
- Event sponsor is responsible for all maintenance necessary during event.

Police & Traffic Requests:

- The City of Jamestown reserves the right to modify street closings, barricades, and police staffing for all events.
- Event sponsor is responsible for any costs associated with police presence and officer overtime.
- Police officer presence required for closure or blocking of a main, high traffic street.
- All residents and/or property owners affected by a street closing must sign the Street Closure Sign-Off Form.

Police Security:

- Requested No. of Officers Requested
- Not Requested Police Traffic Requested

Requested Locations for Officers:

Lead car and follow car to start and end the parade. Officers to block intersections along parade route.

Street Closings:

*All residents and/or property owners affected by a street closing must be notified prior to the event, and sign-off on the Street Closure Sign-Off Form.

- Yes - Street Closing(s) Required No - Street Closing(s) Necessary

Will the street closing(s) be utilized for a parade, walk, or marathon/run?

- Walk Parade Marathon/Run

*A map of the desired route is required and must be included with application submission.

Brief Description:

*Including requested street closures, time requested for restrictions to street, location of barricades.

*A map with this information is required and must be included with application submission.

Parade groups will gather in Baker Park beginning at 9am. The parade will begin at 10:00 am with the JPD lead car at the intersection of 4th and Washington. The parade will travel down 4th street to Prendergast Avenue/ left on Prendergast to 6th street/ right on 6th to Lakeview Avenue/parade travels down Lakeview ending at Lakeview and Buffalo street. Those attending the ceremony at Soldiers Circle will travel into the cemetery at the Lakeview entrance and those who have completed the parade will take left onto Buffalo Street and end in the First United Methodist Church on Buffalo and Prendergast Avenue.

Event Music:

Will the Event Include Music?

Yes No

Type of Music:

Live Band Live Choir Live Acoustic

Live DJ Recorded Music

Will the use of the bandwagon from the parks department be requested? An additional fee of \$325 is applicable for this usages and request. Please contact the parks department upon approval of the special event application.

Yes -- Bandwagon requested No -- Bandwagon not needed

Brief Description:

*Including location of music, performer(s), start and end times of performer(s), type(s) of music showcased.

Bandwagon should be set up at Soldiers Circle for the ceremony after the parade.

Alcohol:

- If alcohol is being served or sold a detailed statement covering the below topics must be submitted.
- Security arrangements
- Number of security personnel on-site
- Methods of checking identifications
- Details of any wristband/ticketing system for guests of legal drinking age.
- Plan for handling medical emergencies related to alcohol consumption.
- Information on how alcohol service area will be controlled and monitored.

Will alcohol be served at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being served at the event, liquor authority approval and a site plan is required. A liquor license can be applied for once the special event permit application is approved by the City of Jamestown Public Safety Committee. In addition, a copy of the liquor license must then be brought to the Clerk's office for record and filing. The liquor license must also be clearly displayed at the event.

Will alcohol be sold at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.


*If alcohol is being sold at the event, you must read & acknowledge the below disclaimer.

Disclaimer:

Please attach a diagram of the designated area to be utilized for the sale of alcohol and the letter from the New York State Liquor Authority informing you they approve of the event. All alcohol sales and distribution must be limited to a self-contained and controlled area. All alcoholic beverages must be served and consumed within this controlled area and will not be permitted to be carried out,

distributed or consumed in the adjacent public spaces. Any violation of this provision will subject the applicant to immediate revocation of its alcohol permit and subsequent notification to the New York State Alcohol Beverage Control Board. It is the responsibility of the event sponsor to adequately enforce this provision of the special event permit issued by the City of Jamestown.

I have read and acknowledge the above information.

Signature: 	Date: 2/18/26
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Statement & Additional Information:

No Permit Fee Marked

Electric:

Temporary Electric

For temporary electric you must contact the Board of Public Utilities (BPU).

BPU - Customer Service
92 Steels Street
Jamestown, New York 14701
(716) 661-1660

*Use of electrical outlets on BPU street light poles is prohibited.

Electrical Distribution Panels

For additional information you must contact the parks department.

Parks Department
145 Steele Street
Jamestown, New York 14701
(716) 483-7523

Signature & Payment of Fees:

City of Jamestown / Collaborative Children's Solutions (Event Sponsor), the organizer, sponsor, hereby certifies that the information contained within this application is accurate and complete. Any willful false statements of fact or withholding of information will be grounds for immediate denial or revocation of an events permit. City of Jamestown / Collaborative Children's Solutions (Event Sponsor), the organizer/sponsor shall indemnify, hold harmless, assume liability for, and defend the City of Jamestown, its employees, officers, and

DATE APPLICATION RECEIVED: 02-11-2026

DATE INSURANCE CERTIFICATE RECEIVED: 02-11-2026

NAME OF EVENT: ST. JAMES Italian Festival

DATE OF EVENT: 07-11-2026

DATE REFERRED TO DEPARTMENT: 02-11-2026

PUBLIC SAFETY COMMITTEE MEETING DATE: 03-16-2026

RECOMMENDATIONS:

DIRECTOR OF PUBLIC SAFETY/POLICE CHIEF (APPROVED) (DENY)

TOTAL COSTS INCURRED BY POLICE DEPARTMENT: \$ 0
ESTIMATED CHARGES FOR POLICE COVERAGE (TO BE BILLED TO SPONSOR) \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DEPUTY FIRE CHIEF (APPROVED) (DENY)

TOTAL COSTS INCURRED BY FIRE DEPARTMENT: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

DPW DIRECTOR (APPROVED) (DENY)

TOTAL COSTS INCURRED BY DEPARTMENT OF PUBLIC WORKS: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

PARKS, REC. & CONS. DIRECTOR (APPROVED) (DENY)

ESTIMATED CHARGES FOR CLEAN UP \$ 0
ESTIMATED CHARGES FOR BAND SHELL/BAND WAGON: \$ 0
ESTIMATED CHARGES FOR GARBAGE PICK UP/TRASH CANS: \$ 0
ESTIMATED CHARGES FOR PLACEMENT OF BOLLARDS \$ 0

PERSONNEL COSTS \$ 0

NO Services requested - DMS

TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 0
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

CITY CLERK (APPROVED) (DENY) _____

MAYOR (APPROVED) (DENY) _____

COMMENTS: _____



Special Events Permit Application

All applications are due (45) days prior to the event.

All applications must be filled out completely and physically brought to the City Clerk's office.

The Public Safety Committee reserves the right to reject any applications for events less than (30) days from submission.

Applications fees – (Non-profit – \$100) (For profit – \$175 per day)

Name of Event:

St. James Italian Festival

Event Sponsor:

St. James Roman Catholic Church

Non-Profit Sponsor

For-Profit Sponsor

Date/Day of Event:

07/11/2026

Series of Events – List all dates:

Event Location:

27 Allen Street, Jamestown, NY 14701

Setup Time Start:

9:00am

Breakdown Time Start:

7:00pm

Hours of Event Operation:

11:00 am to 7:00 pm

Estimated Crowd Size:

2,000

Fee Collected for Attendance?

Yes

No

Donation

Who will be the recipient of the proceeds if collecting donation?

St. James Church

FOR OFFICE USE ONLY:

Application Fee:

Departments Notified:

Insurance Certificate:

Contact Information:

- Minimum of (2) contacts for event.
- Both contacts must be readily available and reachable throughout the entire event.

Contact #1:	Sally Donisi
Title:	Festival Chairperson
Address:	27 Allen Street, Jamestown
Phone:	(716) 490-6670
Email:	Sally.Donisi@artonemfg.com

Contact #2:	Doris Pappalardo
Title:	Business Manager
Address:	27 Allen Street, Jamestown
Phone:	(716) 487-0125
Email:	Dpappalardo@cniffamily.org

Could we share the above information online so that the public can easily contact you regarding the event?

Yes No

Vendor Fees, Information & Compliance:

- All vendors must fill out and complete a Special Event Vendor Application.
- Special event vendor license fees apply. (Non-profit \$30 per day) (For-profit \$60 per day)
- There is no vendor license fee for any business principally located within the corporate limits of the City of Jamestown.

*Please check the boxes next to the type of vendor(s) below who will be participating in the Event.

- Food Vendor(s) Carnival or Amusement Ride Vendor(s)
- Non-Food Vendor(s) Bounce House Vendor(s)
- Alcohol Vendor(s)

Food Vendor(s):

- All food vendors must obtain a permit from the Chautauqua County Health Department.
- Deep fryers must be approved for commercial type use and require a type K portable fire extinguisher.
- All food vendors must have type ABC fire extinguisher
- All fire extinguishers must be inspected with the last year.
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into storm drains and sewers.
- Fuel containers must be of an approved type and properly secured.

Bounce House Vendor(s):

- Additional insurance may be required and must be obtained prior to the event.

Alcohol Vendor(s):

- A copy of the vendor(s) liquor license must be given to the Clerk's office.

Fireworks Vendor(s):

- Police & Fire security are mandatory for any event with fireworks display.
- A Special Event Vendor Application for fireworks vendor(s) is not required; however, a supplemental Fireworks Display Permit Application must be completed in its entirety for any firework display.
- Fireworks must use "low noise" as requested by the Public Safety Committee to minimize noise disturbance.

Insurance Information:

- Application must be accompanied by the application fee and an insurance certificate in order to process.
- Insurance amounts vary depending on the type of event, and event crowd size.
- Insurance amount requirements range from a minimum of \$1,000,000 to \$5,000,000. Additional insurance thresholds and minimums may apply and are required upon request.
- Please contact the Clerk's Office for additional information and event insurance requirements.
- Aggregate insurance certificate must name "The City of Jamestown".

FOR OFFICE USE ONLY:

Insurance Amount Required for Event:

Public Health Information:

- Event sponsor is responsible for garbage maintenance during event and garbage disposal after the event.
- Event sponsor may request trash services or trash cans for event; additional charges will apply.
- A \$50 fee will be charged to the event sponsor if city staff need to dispose of any trash left after the event.
- Event sponsor is responsible for any costs associated with city staff overtime.

Event Sponsor Trash Services & Trash Can Requests:

*Please check the appropriate boxes for the trash services requested for the event. Note that additional charges will apply for these services. Additionally, list how many trash cans are requested, if applicable.

Trash Can(s) Requested

No. of Trash Can(s) Requesting

Trash Pickup During Event

Trash Pickup After Event

Desired Location(s) of Trash Cans:

No trash cans needed. We have our own.

Restroom Facilities:

On-Site Facilities

Portable Facilities

Accessible/ADA Compliant Facilities

2

Number of Facilities

Location of Facilities:

In Church and parish hall.

Smoking in City Parks & Public Lands:

The use of tobacco, tobacco products, electronic cigarettes, and cannabis or herbal cigarettes on real property owned or leased by the City of Jamestown including streets, sidewalks, parks, sporting fields, the Riverwalk System, swimming pools/splash pads and/or playgrounds, picnic facilities, parklets, parking lots, and lawn areas is prohibited.

Public Safety Information:

- Personal consumption of alcoholic beverages is not permitted in city parks. Alcohol can only be sold and consumed if it is approved by the City of Jamestown Public Safety Committee through an approved Special Events Permit Application.
- Smoking is not permitted in city parks or on public lands.
- Fire hydrants must never be blocked.
- A safety lane must be maintained at all times.
- No signage may be placed on any tress or utility poles.
- No advertisements or signs are permitted on any city terrace.
- Event sponsor is responsible for set-up & take down of event.
- Event sponsor is responsible for all maintenance necessary during event.

Police & Traffic Requests:

- The City of Jamestown reserves the right to modify street closings, barricades, and police staffing for all events.
- Event sponsor is responsible for any costs associated with police presence and officer overtime.
- Police officer presence required for closure or blocking of a main, high traffic street.
- All residents and/or property owners affected by a street closing must sign the Street Closure Sign-Off Form.

Police Security:

- Requested No. of Officers Requested
- Not Requested Police Traffic Requested

Requested Locations for Officers:

Street Closings:

*All residents and/or property owners affected by a street closing must be notified prior to the event, and sign-off on the Street Closure Sign-Off Form.

- Yes – Street Closing(s) Required No – Street Closing(s) Necessary

Will the street closing(s) be utilized for a parade, walk, or marathon/run?

- Walk Parade Marathon/Run

*A map of the desired route is required and must be included with application submission.

Brief Description:

*Including requested street closures, time requested for restrictions to street, location of barricades.

*A map with this information is required and must be included with application submission.

Event Music:

Will the Event Include Music?

Yes No

Type of Music:

Live Band Live Choir Live Acoustic

Live DJ Recorded Music

Will the use of the bandwagon from the parks department be requested? An additional fee of \$325 is applicable for this usages and request. Please contact the parks department upon approval of the special event application.

Yes – Bandwagon requested No – Bandwagon not needed

Brief Description:

*Including location of music, performer(s), start and end times of performer(s), type(s) of music showcased.

Music is located at the back of the Big Tent, opposite the entrance to the festival. Music will begin around 11:00 am and finish at 7:00 pm.

Alcohol:

- If alcohol is being served or sold a detailed statement covering the below topics must be submitted.
- Security arrangements
- Number of security personnel on-site
- Methods of checking identifications
- Details of any wristband/ticketing system for guests of legal drinking age.
- Plan for handling medical emergencies related to alcohol consumption.
- Information on how alcohol service area will be controlled and monitored.

Will alcohol be served at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.

*If alcohol is being served at the event, liquor authority approval and a site plan is required. A liquor license can be applied for once the special event permit application is approved by the City of Jamestown Public Safety Committee. In addition, a copy of the liquor license must then be brought to the Clerk's office for record and filing. The liquor license must also be clearly displayed at the event.

Will alcohol be sold at the event?

Yes No By an approved Alcohol Vendor/Special Event Vendor Applicant only.


*If alcohol is being sold at the event, you must read & acknowledge the below disclaimer.

Disclaimer:

Please attach a diagram of the designated area to be utilized for the sale of alcohol and the letter from the New York State Liquor Authority informing you they approve of the event. All alcohol sales and distribution must be limited to a self-contained and controlled area. All alcoholic beverages must be served and consumed within this controlled area and will not be permitted to be carried out,

distributed or consumed in the adjacent public spaces. Any violation of this provision will subject the applicant to immediate revocation of its alcohol permit and subsequent notification to the New York State Alcohol Beverage Control Board. It is the responsibility of the event sponsor to adequately enforce this provision of the special event permit issued by the City of Jamestown.

I have read and acknowledge the above information.

Signature: 	Date: 01/30/2026
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Statement & Additional Information:

Electric:

Temporary Electric

For temporary electric you must contact the Board of Public Utilities (BPU).

BPU – Customer Service
92 Steele Street
Jamestown, New York 14701
(716) 661-1660

*Use of electrical outlets on BPU street light poles is prohibited.

Electrical Distribution Panels

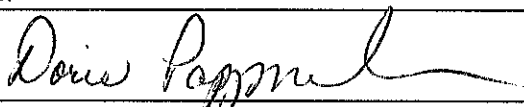
For additional information you must contact the parks department.

Parks Department
145 Steele Street
Jamestown, New York 14701
(716) 483-7523

Signature & Payment of Fees:

St. James Roman Catholic Church (Event Sponsor), the organizer, sponsor, hereby certifies that the information contained within this application is accurate and complete. Any willful false statements of fact or withholding of information will be grounds for immediate denial or revocation of an events permit. St. James Roman Catholic Church (Event Sponsor), the organizer/sponsor shall indemnify, hold harmless, assume liability for, and defend the City of Jamestown, its employees, officers, and

agents from any and all damages, costs and expenses, including but not limited to attorney's fees, court costs and all other sums which the City of Jamestown, its employees, officers and agents may pay or become obligates to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have risen out of the activities described in this special event application and sanctioned by the permit issued by the City of Jamestown or by any act or commission of the St. James Roman Catholic Church (Event Sponsor),, the organizer/sponsor, its members, agents, employees, volunteers, officers or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

Signature: 	Date: 01/30/2026
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Print Name:

Doris Pappalardo
