



# Agenda

**Jamestown City Council Full Work Session**  
**7:30 p.m., Police Training Room**  
**Municipal Building**  
**Monday, March 16, 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. RESOLVED, that the Jamestown City Council accepts the following Policy for the City of Jamestown: City of Jamestown Credit Card Policy.
  - The full credit card policy can be found in the attached staff report.
2. RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with W.B. Mason, Erie, PA for a one year contract for Janitorial Supplies and Paper Products 2026 to be paid by the operating budgets of the DPW, Parks Department, Police Departments, and Fire Department as allocated by each department, for a total bid amount of Fourteen Thousand, Seven Hundred Twenty-Three Dollars and Thirty-Nine Cents (\$14,723.39) subject to the approval of the Corporation Counsel as to form.
3. RESOLVED, that the Jamestown Police Department be, and hereby is, authorized to purchase Apricot case management software for Project Crossroads from Bonterra Tech LLC, 10801-2 Mopac Expressway, Ste 300, Austin, Texas 78759 for a total purchase price of Twenty-Two Thousand, Three Hundred Dollars and No Cents (\$22,300.00).

The software will be purchased with funds provided in the 2025/2026 DCJS STRIVE grant.

4. RESOLVED, That Fire Investigators Adam Akin, Andrew Caruso, Ryan Saunders, Jesus Garcia, Emily Webster, and Detective Courtney Schauman be and they are hereby authorized to attend the International Association of Arson Investigators Annual Fire/Arson Investigation Seminar, to be held at The Saratoga Springs City Center, 522 Broadway, Saratoga Springs, New York, 12866 beginning Wednesday, May 6, 2026 and concluding on Friday, May 8, 2026, with fees and expenses paid pursuant to Section 77-b of the General Municipal Laws of the State of New York.
5. RESOLVED, That Fire Lieutenants Russell A. Ferraloro and Jacob R. Sigular be hereby authorized to attend the New York State Office of Fire Prevention and Control - First Line Supervisors Training Program, as conducted by the Fire Department of the City of New York, with classes to be held at the City of New York's Fire Academy in Queens, New York, beginning June 1, 2026 and concluding June 26, 2026, with fees and expenses paid by the State of New York, Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control.
6. RESOLVED, that the Jamestown Police Department be, and hereby is, authorized to enter into a purchase agreement with Axon Enterprise, Inc., 17800 N. 85th St., Scottsdale, AZ 85255 for twenty-five (25) Taser 10 devices. The total purchase price is \$129,660.00. The Tasers will be partially purchased with previously approved funds from the LETECH grant in the amount of Sixty-Six Thousand, Four Hundred Ninety-Nine Dollars and Sixty Cents (\$66,499.60). The remaining balance of Sixty-Three Thousand, One Hundred Sixty Dollars and Forty Cents (\$63,160.40) will be paid over the subsequent four years (2027 through 2030) at Fifteen Thousand, Seven Hundred Ninety Dollars and Ten Cents (\$15,790.10) per year.
7. RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase ) one new 1550 Front Mower for the Parks Department, from LandPro Equipment LLX, 1756 Lindquist Drive, Falconer, NY 14733, via Sourcewell Grounds Maint 112626-DAC (PG NB CG 70), for a total amount not to exceed Eighteen Thousand, Nine Hundred Eighty-One Dollars and Fourteen Cents (\$18,981.14) to be paid from account H.9551.0400.0019, including the trade allowance of Eight Thousand, Five Hundred Sixty Dollars and Ninety-Nine Cents (\$8,560.99) subject to approval of the Corporation Counsel as to form.
8. RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one 2027 Freightliner 114SD Cab and Chassis to replace truck #16, for the DPW Streets Division, from Fleet Maintenance, Inc. 67 Ransier Dr., West Seneca, NY 14224, per Sourcewell Contract# 032824-DAI in the amount not to exceed One Hundred Fifty-Two Thousand, Three Hundred Twenty-Seven Dollars and Thirty-Two Cents (\$152,327.32) to be paid from NYS CHIPs monies, subject to approval of the Corporation Counsel as to form.

9. RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one new John Deere Zero Turn Mower for the Parks Department, from LandPro Equipment LLC, 1756 Lindquist Drive, Falconer, NY 14733, via Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) for a total amount not to exceed Six Thousand, Three Hundred Five Dollars and Fifty Cents (\$6,305.50) to be paid from the H.9551.0400.0019 Capital Account, which includes the trade allowance of Five Thousand, Four Hundred One Dollars and Fifty-Eight Cents (\$5,401.58) subject to approval of the Corporation Counsel as to form.
10. RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one 2026 Multiquip V305EK Walk Behind Roller for the DPW Streets Division, from Admar Construction Equipment & Supplies, 1394 Military Rd., Tonawanda, NY 14217, per Sourcewell Multiquip Contract # 020923, in the amount not to exceed Fourteen Thousand, Four Hundred Twenty-Four Dollars and Ninety Cents (\$14,424.90) to be paid from the H.9551.0400.0019 Capital Account, subject to approval of the Corporation Counsel as to form.
11. RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with S. Tabone Construction Co., Inc. 3712 Straight Road, Fredonia, NY 14063 for Concrete Work: Street Reconstruction 2026: Catlin Avenue

2675 SF Flatwork 4" @ \$14.50 SF

1875 SF Flatwork 6" @ \$15.50 SF

700 LF In-Kind Includes 18" wide street repair @ \$97.00 LF

100 SY Brick Pavement Repair @ \$240.00 SY

5 CY Additional Excavation @ \$0.00

700 SF/2" Lift Purchase and place, Warm Mix Asphalt (WMA) 12.5mm binder @ \$12.00 SF

1 Lump Sum Landscape Restoration @ \$9,000.00

for a total bid amount of One Hundred Seventy-Seven Thousand, One Hundred Fifty Dollars and No Cents (\$177,150.00) subject to the approval of the Corporation Counsel as to form.

- The project will be funded through CHIPs funds.

12. RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase Dump Body, Frame and Salt Spreader Equipment, to replace DPW dump truck number #16, for the Streets Division of the Department of Public Works, from Henderson Products, Inc., 22686 Fisher Road, Watertown, NY 13601, per NPPGov Contract #PS22170, paid from NYS CHIPs monies for a total amount not to exceed One Hundred Thirty-Nine Thousand, One Hundred Thirty-Six Dollars and Ten Cents (\$139,136.10) subject to approval of the Corporation Counsel as to form.

## **Public Safety**

### **Resolutions**

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  - The software will be purchased with funds provided in the 2025/2026 DCJS STRIVE grant.
  - This resolution also appears on the Finance Agenda.
  
2. RESOLVED, That Fire Investigators Adam Akin, Andrew Caruso, Ryan Saunders, Jesus Garcia, Emily Webster, and Detective Courtney Schauman be and they are hereby authorized to attend the International Association of Arson Investigators Annual Fire/Arson Investigation Seminar, to be held at The Saratoga Springs City Center, 522 Broadway, Saratoga Springs, New York, 12866 beginning Wednesday, May 6, 2026 and concluding on Friday, May 8, 2026, with fees and expenses paid pursuant to Section 77-b of the General Municipal Laws of the State of New York.
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  - This resolution also appears on the Finance Agenda.

## **Informational Report**

5. Special Event – Roll and Read, to be held on Friday, May 29, 2026, from 8:30 a.m. until 12:30 p.m. at various locations around downtown Jamestown, road closures are not required for this event.
6. Special Event – Jamestown Juneteenth Celebration, to be held from Friday, June 19, 2026, to Sunday, June 21, 2026 from 8:00 a.m. until 10:00 a.m. (including set up and tear down), at Jackson Taylor Park.
7. Special Event – World Series of Wheels Car Show, to be held on Saturday, July 25, 2026 (rain date, Sunday, July 26, 2026), from 9:00 a.m. until 4:00 p.m. (including set up and tear down), at Bergman Park.
8. Special Event – Hispanic Heritage Festival, to be held on Saturday, September 19, 2026 from 1:00 p.m. until 7:00 pm., at Jackson Taylor Park. Lafayette Street will be closed from W. 10<sup>th</sup> Street to W. 11<sup>th</sup> Street.

## **Public Works Committee**

### **Resolutions**

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### **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.***



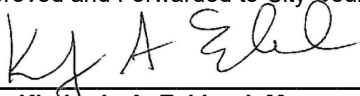
CITY OF  
**JAMESTOWN**  
NEW YORK

Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

**STAFF REPORT**

**DATE:** March 11, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Ericka Thomas, Comptroller  
**SUBJECT:** City of Jamestown Credit Card Policy and Acknowledgment

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** The City of Jamestown currently does not have a written policy regarding the issuance and use of the city’s various credit card accounts.

**BACKGROUND:** As a best practice, employer’s will implement credit card policies to ensure those using the employer’s credit card accounts understand the responsibilities associated with the accounts.

**FISCAL IMPACT:**

**RECOMMENDATION:** Approval of the City of Jamestown Credit Card Policy.

**ATTACHMENT(S):**  
1. Resolution  
2. City of Jamestown Credit Card Policy

BY COUNCIL:

RESOLVED, that the Jamestown City Council accepts the following Policy for the City of Jamestown: City of Jamestown Credit Card Policy.

## **City of Jamestown credit card policy (effective 03/2026)**

This company credit card policy helps you set up guidelines for employees who have the right to hold a company card. Feel free to modify this policy based on your organization's specific needs.

### **Policy brief & purpose**

City of Jamestown may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who hold company credit cards will use them properly and will know their limitations and responsibilities.

### **Scope**

This policy applies to all employees who are eligible to use a city credit card. It also applies to employees who have the right to approve the use of a city credit card for their team members.

### **Policy elements**

Here we outline our general rules about City of Jamestown credit cards.

### **How does a company credit card work?**

Usually, the City of Jamestown will take out a credit card in your name. You'll be able to use it for business-related expenses and the city will pay the card bills.

### **Employee credit card agreement**

When the City of Jamestown gives you a credit card, you'll need to sign and abide by a credit card agreement. This is to acknowledge that the credit card belongs to the City of Jamestown and that the city can process and investigate charges as we see fit. It'll also refer to your responsibilities and the consequences for incorrect use.

Apart from the agreement, you can consult this policy every time you need more information about the use of your city credit card.

### **Who can hold a company credit card?**

City of Jamestown credit cards may be given to:

- Department and Acting Department Heads
- Supervisors
- Department Managers
- Sometimes, employees who don't hold a city credit card need to pay for large business-related expenses (e.g. plane tickets for work travel). In these cases, please ask your manager/supervisor for approval and ask Comptroller to pay with the city credit card on your behalf. Alternatively, you can pay for the charge yourself and expense it via the city's expense reimbursement procedure.
- The Comptroller has the right to withdraw a City of Jamestown credit card from an employee at any point.

## What expenses are allowed on a company credit card?

You can use a City of Jamestown credit card to pay for work-related expenses only. This includes:

- *Expenses for on-line purchases for day-to-day supplies/materials requirements*
- *Accommodation during work-related travel*
- *Legal document expenses*
- *Air or other transportation fees including the tolls, parking etc.*
- *Other minor or per diem expenses that have been approved by your Department Head (e.g. meals, business material)*
- *Training and educational material approved by your Department Head*

Sometimes, we may issue credit cards that can be used for a specific purpose only (e.g. payment for gas).

You must not use the City of Jamestown credit card for non-authorized or personal expenses. Never withdraw cash using the City of Jamestown credit card. You are also not allowed to purchase large amounts of alcohol, or any drugs, weapons, pornography or incur charges for other adult entertainment.

### Exceptions

You may apply for an exception if absolutely necessary. Inform the Comptroller and your Department Head about the expense you want to make – you might receive authorization in special cases.

### The limits of the company credit card

The card limits depend on your seniority level, your department and the frequency or type of the expenses you incur. You'll usually see your card's limits on the employee agreement, but, as a general rule, the credit card limits are:

- \$12,000
- \$5,000
- \$3,000

The Comptroller adjust these limits based on your job's specific needs. If you aren't sure about the limits of your city credit card, ask the Comptroller.

### Your responsibilities

If you have a City of Jamestown credit card, we expect you to:

1. **Protect it to the best of your ability.** Don't leave it unattended or give it to unauthorized people (e.g. friends, family, colleagues) even just to hold.
2. **Report it stolen or lost as soon as possible.** If, for example, there's a break-in at your home and your city card is taken, you need to file a police report and call the Comptroller immediately.

3. **Use it only for approved reasons.** Follow the instructions in this policy and the employee card agreement, and don't use the card for personal or unauthorized expenses, even if you intend to compensate the charges later.
4. **Document all expenses and send monthly credit card reports.** Please keep receipts and submit documentation with the date and purpose of the expense. Receipts should be turned in monthly along with the itemized list of charges provided by the Finance department.
5. If you're responsible for authorizing and approving credit card invoices, please do so within the time limits to avoid late fees.
6. **Use of City of Jamestown credit card policy**

When you're using the city credit card, you should:

- Confirm that the particular expense is allowed under this policy.
- Mind the credit card limit so you can plan business expenses properly.
- Keep the credit card number and physical card secure.
- Use the card sensibly and avoid unnecessary expenses even if they're allowed under this policy.

### **Violating this policy**

We expect you to comply with this city credit card policy and the employee agreement and we may need to take action if you violate them.

Credit card(s) issued:

Key2business last 4 digits of card number: \_\_\_\_\_

Home Depot last 4 digits of card number: \_\_\_\_\_

Wex last 4 digits of card number: \_\_\_\_\_

## Sample Credit Card Policy & Agreement

By issuing you a credit card, we are demonstrating our trust in you. You are empowered as a responsible agent to safeguard our assets. Your signature below is verification that you have read and agree to comply with the following responsibilities. It also acknowledges that you have received card ending last 4 digits -XXXX.

- 1). I understand the card is for organization approved purchases only and I agree not to charge personal purchases.
- 2). Improper use of this card can be considered misappropriation of funds. This may result in disciplinary action up to and including termination of employment.
- 3). If the card is lost or stolen, I will immediately notify the bank. I will confirm the telephone call by written correspondence to the program administrator.
- 4). I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
- 5). The card is issued in my name. I will not allow any other person to use the card. I am responsible for any and all charges against the card.
- 6). All charges will be billed directly to and paid directly by our organization. The bank cannot accept any monies from me directly; therefore, any personal charges billed to the organization could be considered misappropriation of funds.
- 7). As the card is not my own, I understand that I may be required to comply with internal control procedures designed to protect assets. This may include being asked to produce the card to validate its existence and account number. I will be required to produce receipts and statements to audit its use.
- 8). I will receive a monthly statement, which will report all activity during the statement period. Since I am responsible for all charges (but not payment) on the card, I will work with the program administrator to resolve any charge discrepancies.
- 9). To meet IRS and our organization's standards, original corresponding receipts will accompany each credit card statement and include in that documentation the following substantiation requirements: business purpose for the expense, names or titles if paying for others, dates of travel.
- 10). I understand a credit card is not automatically provided to all employees or volunteers. Assignment is based on my need to purchase materials for the organization and/or to provide for organization travel. My card may be revoked based on change of assignment, need or violation of this agreement. I understand that the card is not an entitlement nor reflective of title or position.

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Cardholder Signature

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Comptroller Signature

Date

---

Cardholder Printed Name

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Comptroller Printed Name

Date



CITY OF  
**JAMESTOWN**  
NEW YORK

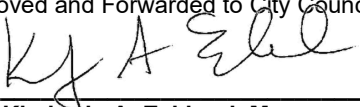
Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

## STAFF REPORT

**DATE:** March 11, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Mark Roetzer, Public Works Director  
**SUBJECT:** Janitorial Supplies and Paper Products 2026

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

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**ISSUE STATEMENT:** W.B. Mason Erie, PA, was the low bidder of bids opened on 3/11/26 for the subject project.

**BACKGROUND:** Staff has reviewed the bid and are recommending to award.

**FISCAL IMPACT:** \$14,723.39 for one year. Paid by the operations budgets of the DPW, Parks Dept., Police Dept., and Fire Dept. as allocated to each department.

**RECOMMENDATION:** Award the bid.

**ATTACHMENT(S):** Resolution  
Bid Tabulation

BY COUNCIL:

RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with W.B. Mason, Erie, PA for a one year contract for Janitorial Supplies and Paper Products 2026 to be paid by the operating budgets of the DPW, Parks Department, Police Departments, and Fire Department as allocated by each department, for a total bid amount of Fourteen Thousand, Seven Hundred Twenty-Three Dollars and Thirty-Nine Cents (\$14,723.39) subject to the approval of the Corporation Counsel as to form.

**JANITORIAL SUPPLIES AND PAPER PRODUCTS 2026**

PAGE 1

Bid Opening: Wednesday March 11, 2026, 9:30 AM



Opened By: Dana Forness

Witnessed By: Mark Roetzer

**BID TABULATION**

				BIDDERS									
				W. B. Mason		Head to Heals Safety Supplies		Grape Vine Laundry & Linens		Val Pro Sanitary Products		OBAS Auto Parts Inc	
ITEM NO.	QUANTITY	UNIT	DESCRIPTION	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1	CASE	Drain Away drain & sewer opener (6 - gal/case)	55.6	\$55.60	313.2	\$313.20	39.77	\$39.77	105.92	\$105.92		
2	1	CASE	FASTDRAW #4 - "PH7Q Dual" Neutral PH Disinfectant, Detergent & Deodorant (4-2L-Case)	94.7468	\$94.75	270.03	\$270.03	129.63	\$129.63	148.63	\$148.63		
3	12	CASE	37x55 XX-Heavy 60 Gallon Black Can liner. 100 per case. Low D - -1.3 ml Black Roll	25	\$300.00	41.76	\$501.12	34.48	\$413.76	41.25	\$495.00		
4	131	CASE	Folded Paper Towels, Multifold, 9 x 9 9/20, Natural, 250 Towels/PK, 16 Packs/Case	15.99	\$2,094.69	29.63	\$3,881.53	22.44	\$2,939.64	23.81	\$3,119.11		
5	3	CASE	Gem Urinal Screen, Lasts 30 Days, Orange, Mango Fragrance, 12/Box, (1 box per case)	21.744	\$65.23	31.85	\$95.55	24	\$72.00	24.89	\$74.67		
6	4	CASE	38x60 - 60 Gallon Natural Can Liner - 17 Mic - 25 rolls per case/8 rolls per case.(200 per case)	29.73	\$118.92	46.7	\$186.80	38.1	\$152.40	36.91	\$147.64		
7	8	CASE	JOB Antiseptic Pour Top Gallon Soap - 4 Gallons per case.	37.2	\$297.60	80.58	\$644.64	42.5	\$340.00	50.92	\$407.36		
8	96	CASE	JRT - Heavenly Soft Superior 2 Ply Bath Tissue - 9" x 525' - 12 Rolls/ Case	15.4224	\$1,480.55	34.3	\$3,292.80	43.86	\$4,210.56	23.36	\$2,242.56		
9	1	CASE	Black Can Liners - 10-15 gal - 24x32 - Low Density - Medium - 1 Mil - 500/Case	40.39	\$40.39	83.35	\$83.35	35.71	\$35.71	25.99	\$25.99		
10	3	EACH	JSS Primo Car & Truck Wash - Highly concentrated foaming detergent - 5 Gallons	40.7	\$122.10	68.14	\$204.42	47.49	\$142.47	91.48	\$274.44		
11	1	CASE	Kling - Thickened, 9% hydrochloric acid toilet bowl cleaner - Hospital Disinfectant Cleaner for	23.85	\$23.85	59.91	\$59.91	28.82	\$28.82	39.26	\$39.26		
12	1	CASE	TILLY - Pink Lotion Hand Dishwashing Detergent - Gallons 4/Case	15.72	\$15.72	58.56	\$58.56	44.95	\$44.95	43.27	\$43.27		
13	9	CASE	GoJo Orange Luxury Antibacterial Soap - 5162-04 - 1250ml - 4 per case	80.38	\$723.42	101.33	\$911.97	93.35	\$840.15	91.01	\$819.09		
14	32	CASE	Right Choice Center-Pull Roll Towels - 2-ply, 7.3x10" - 600 sheets per Roll. 6 Rolls per case.	20.17	\$645.44	40.93	\$1,309.76	24.68	\$789.76	25.57	\$818.24		
15	6	EACH	BATH TISSUE 2 PLY SINGLE ROLL 500-SHT 4.0 X 3.0 - 96 count	35.6	\$213.60	60.27	\$361.62	40.28	\$241.68	38.67	\$232.02		
16	3	CASE	Vista Clear - Foaming Glass Cleaner. 12 - 19 oz cans per case.	34.15	\$102.45	58.85	\$176.55	39.14	\$117.42	37.14	\$111.42		
17	7	CASE	Champion Spray Disinfectant - Quaternary spray disinfectant. 12 - 16.5 oz Aerosol cans per case.	29.76	\$208.32	63.36	\$443.52	49.05	\$343.35	44.77	\$313.39		
18	4	CASE	Foaming Disinfectant- Foaming Quaternary Disinfectant Cleaner. 12 - 17 oz cans per case.	27.8092	\$111.24	59.43	\$237.72	50.57	\$202.28	41.02	\$164.08		
19	4	CASE	Medium-Duty Green Scrubbie Sponge (20 per Case)	17.31	\$69.24	11.91	\$47.64	34.71	\$138.84	55.56	\$222.24		
20	4	CASE	Pure Bright Bleach - 6 gallons per case.	20.88	\$83.52	42.09	\$168.36	24.15	\$96.60	23.09	\$92.36		
21	1	EACH	BA824 - Showroom Car & Truck Wash (5 Gallon Pail)	40.7	\$40.70	85.76	\$85.76	47.79	\$47.79	75.59	\$75.59		
22	1	EACH	Renature Vintage 2-Ply Bath Tissue Single rolls - 96ct	35.6	\$35.60	62.77	\$62.77	81.53	\$81.53	51.13	\$51.13		
23	10	CASE	Black Can Liners - 32 Gal - 33x39 - Low Density - Heavy - 1.3 Mil - Flat Packed - 100/Case	11.65	\$116.50	45.23	\$452.30	29.39	\$293.90	21.53	\$215.30		
24	13	CASE	BOL MAID - 9% HCl Disinfectant Toilet Bowl Cleaner - Ready to Use - 12 Qts/Case	27.68	\$359.84	35.83	\$465.79	28.82	\$374.66	39.26	\$510.38		
25	2	CASE	FASTDRAW #1 -PH7 ULTRA" - Daily Floor Cleaner Concentrate - Green Earth Fast Draw (4-2L-Case)	43.2731	\$86.55	270.03	\$540.06	127.33	\$254.66	143.99	\$287.98		
26	35	CASE	Right Choice Natural Hardwound Roll Towel - 7-7/ 8 x 800' - 6 rolls per case.	19.44	\$680.40	45.97	\$1,608.95	26.18	\$916.30	27.16	\$950.60		
27	1	EACH	Hospital Gown Rags - 50lb box	52.36	\$52.36	122.28	\$122.28	130.8	\$130.80	72.45	\$72.45		
28	5	EACH	Hospital Pad 3x3	3.52	\$17.60	10.72	\$53.60	4.5	\$22.50	38	\$190.00		
29	2	CASE	Duraview Super Scrub - with a blend of surfactants and synthetic scrubbers (4/2L/Case)	67.72	\$135.44	119.02	\$238.04	106.25	\$212.50	86.4	\$172.80		
30	2	CASE	JSS Walnut Scrub - Magic Hand Soap - Walnut Scrub with Scrubbers - 1 Gallon (3.55L) - 4/Case	53.48	\$106.96	202.49	\$404.98	191.8	\$383.60	180	\$360.00		
31	1	EACH	JSS Primo Car & Truck Wash - Highly concentrated foaming detergent - 30 Gallon Drum	194.8527	\$194.85	461.93	\$461.93	284.94	\$284.94	75.59	\$75.59		
32	2	CASE	Lemon Furniture Polish - Natural Lemon Oil Furniture Polish - Aerosol - RTU - 12/Case. 19 oz. Can.	47.34	\$94.68	64.48	\$128.96	61.33	\$122.66	41.69	\$83.38		
33	1	CASE	Tork 290095 Advanced White Soft Hand Roll Towel 1-Ply, 7.7x900 - 6 Rolls per Case	72.02	\$72.02	101.59	\$101.59	86.39	\$86.39	87.34	\$87.34		
34	6	CASE	Tork JRT 9" 2-Ply Toilet Tissue - 6 per case - (Tork # 12021502).	45.96	\$275.76	58.06	\$348.36	54.24	\$325.44	56.17	\$337.02		
35	5	CASE	Kimberly Clark 75190 - Shop Towels, POP-UP Box, 1-Ply, 9 x 12, Blue, 200/Box, 8 Boxes/Carton	105.51	\$527.55	145.25	\$726.25	142	\$710.00	134.93	\$674.65		
36	1	CASE	Kimberly-Clark Professional - Scott Coreless JRT Jr. Bathroom Tissue. 2 ply - 1,150 ft roll - 12/case	67.2	\$67.20	104.81	\$104.81	125.1	\$125.10	78.08	\$78.08		
37	37	CASE	Right Choice 9" JRT Toilet Tissue 700' - 2-Ply White - 12 rolls per case.	14.987	\$554.52	62.13	\$2,298.81	27.15	\$1,004.55	25.75	\$952.75		
38	3	CASE	M-95 Acid Bowl Cleaner - 12 qt per case.	23.85	\$71.55	39.08	\$117.24	28.82	\$86.46	39.52	\$118.56		
39	1	CASE	Stainless Steel Cleaner - Oil Based - 12 - 16 oz cans per case.	42.77	\$42.77	77.71	\$77.71	61.33	\$61.33	51.97	\$51.97		
40	2	CASE	Boardwalk Medium Duty Scour Pad, 6 x 9, Green, 20/CS	6.9	\$13.80	16.96	\$33.92	24.68	\$49.36	14.84	\$29.68		
41	2	CASE	Wave 3D Urinal Deodorizer Screen, Green, Cucumber Melon Fragrance,10 Screens/Box	19.64	\$39.28	160.79	\$321.58	22.57	\$45.14	24.14	\$48.28		
42	2	CASE	Morsoft Universal Roll Towels, 1-Ply, 8" x 800 ft, Brown, 6 Rolls/Case	19.44	\$38.88	47.39	\$94.78	26.18	\$52.36	27.16	\$54.32		
43	6	CASE	Tork® Multipurpose Paper Wiper, 2-Ply, 9 x 10.25, White, 110/Box, 18 Boxes/Case	50.63	\$303.78	51.8	\$310.80	80.5	\$483.00	62.76	\$376.56		
44	1	EACH	NeutraPac - Portion Pac #404 - Floor Conditioner. 108 pacs per box	80.7084	\$80.71	164.02	\$164.02	201.25	\$201.25	59.84	\$59.84		
45	4	EACH	Claire Stainless Steel Wipes - Cleaner/Polish Wipes -Oil based - 6 tubs per case - 40 wipes per tub	6.3533	\$25.41	80.44	\$321.76	98.75	\$395.00	11.57	\$46.28		
46	1	CASE	Spartan Green Solutions All Purpose Cleaner - 4 gallons per case	33.92	\$33.92	74.23	\$74.23	76.71	\$76.71	81.75	\$81.75		



18	4	CASE	Foaming Disinfectant- Foaming Quaternary Disinfectant Cleaner. 12 - 17 oz cans per case.	57.88	\$231.52								
19	4	CASE	Medium-Duty Green Scrubbie Sponge (20 per Case)	26.99	\$107.96								
20	4	CASE	Pure Bright Bleach - 6 gallons per case.	38.99	\$155.96								
21	1	EACH	BA824 - Showroom Car & Truck Wash (5 Gallon Pail)	91.5	\$91.50								
22	1	EACH	Renature Vintage 2-Ply Bath Tissue Single rolls - 96ct	65.25	\$65.25								
23	10	CASE	Black Can Liners - 32 Gal - 33x39 - Low Density - Heavy - 1.3 Mil - Flat Packed - 100/Case	34.88	\$348.80								
24	13	CASE	BOL MAID - 9% HCl Disinfectant Toilet Bowl Cleaner - Ready to Use - 12 Qts/Case	49.99	\$649.87								
25	2	CASE	FASTDRAW #1 -PH7 ULTRA" - Daily Floor Cleaner Concentrate - Green Earth Fast Draw (4-2L-Case)	177.04	\$354.08								
26	35	CASE	Right Choice Natural Hardwound Roll Towel - 7-7/ 8 x 800' - 6 rolls per case.	46.99	\$1,644.65								
27	1	EACH	Hospital Gown Rags - 50lb box	47.68	\$47.68								
28	5	EACH	Hospital Pad 3x3	75	\$375.00								
29	2	CASE	Duraview Super Scrub - with a blend of surfactants and synthetic scrubbers (4/2L/Case)	96.5	\$193.00								
30	2	CASE	JSS Walnut Scrub - Magic Hand Soap - Walnut Scrub with Scrubbers - 1 Gallon (3.55L) - 4/Case	125	\$250.00								
31	1	EACH	JSS Primo Car & Truck Wash - Highly concentrated foaming detergent - 30 Gallon Drum	788	\$788.00								
32	2	CASE	Lemon Furniture Polish - Natural Lemon Oil Furniture Polish - Aerosol - RTU - 12/Case. 19 oz. Can.	73.8	\$147.60								
33	1	CASE	Tork 290095 Advanced White Soft Hand Roll Towel 1-Ply, 7.7x900 - 6 Rolls per Case	103.98	\$103.98								
34	6	CASE	Tork JRT 9" 2-Ply Toilet Tissue - 6 per case - (Tork # 12021502).	66.48	\$398.88								
35	5	CASE	Kimberly Clark 75190 - Shop Towels, POP-UP Box, 1-Ply, 9 x 12, Blue, 200/Box, 8 Boxes/Case	149	\$745.00								
36	1	CASE	Kimberly-Clark Professional - Scott Coreless JRT Jr. Bathroom Tissue. 2 ply - 1,150 ft roll - 12/case	132	\$132.00								
37	37	CASE	Right Choice 9" JRT Toilet Tissue 700' - 2-Ply White - 12 rolls per case.	43.44	\$1,607.28								
38	3	CASE	M-95 Acid Bowl Cleaner - 12 qt per case.	79.99	\$239.97								
39	1	CASE	Stainless Steel Cleaner - Oil Based - 12 - 16 oz cans per case.	81.5	\$81.50								
40	2	CASE	Boardwalk Medium Duty Scour Pad, 6 x 9, Green, 20/CS	13.33	\$26.66								
41	2	CASE	Wave 3D Urinal Deodorizer Screen, Green, Cucumber Melon Fragrance,10 Screens/Box	43.5	\$87.00								
42	2	CASE	Morsoft Universal Roll Towels, 1-Ply, 8" x 800 ft, Brown, 6 Rolls/Case	44	\$88.00								
43	6	CASE	Tork® Multipurpose Paper Wiper, 2-Ply, 9 x 10.25, White, 110/Box, 18 Boxes/Case	75	\$450.00								
44	1	EACH	NeutraPac - Portion Pac #404 - Floor Conditioner. 108 pacs per box	394	\$394.00								
45	4	EACH	Claire Stainless Steel Wipes - Cleaner/Polish Wipes -Oil based - 6 tubs per case - 40 wipes per tub	85.99	\$343.96								
46	1	CASE	Spartan Green Solutions All Purpose Cleaner - 4 gallons per case	78.99	\$78.99								
47	4	CASE	Foaming Dye & Fragrance Free Luxury Hand Soap - Clear - 6/1000ml per case	79.5	\$318.00								
48	2	CASE	Foaming Luxury Hand Soap - 1000 ml - 6 per case. Green Seal Certified.	71.5	\$143.00								
49	4	CASE	DS408 Maxim Neutral Disinfectant - Fresh Scent - 4 gallon/Case (RED)	82.3	\$329.20								
50	4	CASE	GC 542 - GREEN All-Purpose Green Cleaner (4 Gal/Case)	82.5	\$330.00								
51	1	CASE	Nitrile Powder-free Gloves, X-Large, 100 gloves per box/10 boxes per case. 3.1 mil	51.88	\$51.88								
52	9	CASE	Black Can Liners - 60 gal - 38x58 - Low Density - Heavy - 1.3 Mil - Flat packed - 100/Case	47.99	\$431.91								
53	1	CASE	Total Solutions Drain Away - 12/Quarts/Case	97.5	\$97.50								
54	2	CASE	Rest Stop - Acid Free Virucidal, Bowl Cleaner, Restroom Cleaner, Disinfectant, Deodorant. 12 qt/case	53.32	\$106.64								
55	2	CASE	Simoniz Pearl White Antimicrobial, Antiseptic Lotion Hand Soap - 1 gal, 4/Case	59.99	\$119.98								
56	1	CASE	Gel-it-OUT - Heavy Duty Gel Graffiti/Vandal Mark Remover. 12 aerosol cans per case.	97.5	\$97.50								
57	1	CASE	Unbelievable Graffiti Off - 6 qts/Case	99.88	\$99.88								
58	2	CASE	Urinal Pucks Blue with DSL organisms - Fresh Scent - 50 blocks - 17/8 in. x 50g	71.25	\$142.50								
59	1	CASE	Pink Mild Cleansing Pink Lotion Soap - Lt. Floral Scent - 4 Gallons per Case.	51.25	\$51.25								
60	2	CASE	Vinyl Powder-free Gloves, X-Large, 100 gloves per box/10 boxes per case. 3.2 mil	46.77	\$93.54								
61	1	CASE	Large Blue Vinyl Glove - Powder Free - 10 boxes/100 gloves per box - 3.2 mil	49.99	\$49.99								
62	1	CASE	X-Large Blue Vinyl Glove - Powder Free - 10 boxes/100 gloves per box - 3.2 mil	49.99	\$49.99								
63	60	CASE	Black Can Liners - 60 Gal - 38x58 - Low Density - Super Heavy - 2 Mil - Flat Packed - 100/Case	57.99	\$3,479.40								
64	2	CASE	Nittany premium hand towel 6 rolls x 800' per case	91.5	\$183.00								
65	6	CASE	Toilet paper roll, jumbo core Manufacturer #12021502 - 1,600 ft, 6 per case	63.99	\$383.94								
66	10	EACH	Lysol Disinfecting Wipes Bundle 80 Count (4 pk)	51.99	\$519.90								
67	50	EACH	Kimberly -Clark 75130 SCOTT shop towel roll, 55 Count (pack of 1)	122.99	\$6,149.50								
68	2	EACH	Bounty Paper Towels Quick Size, White, 16 rolls per package	53.99	\$107.98								
69	3	EACH	Bounty Paper Napkins, White, 400 Count	55.99	\$167.97								
			<b>TOTAL</b>		<b>\$37,878.93</b>								
			<b>NON-COLLUSIVE BIDDING CERTIFICATE</b>	<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>NO</b>		<b>YES</b>	

\*\*\*INCOMPLETE BID\*\*\*    \*\*\*INCOMPLETE BID\*\*\*    \*\*\*INCOMPLETE BID\*\*\*    \*\*\*INCOMPLETE BID\*\*\*



**STAFF REPORT**

**DATE:** 03/11/2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Scott Forster, Chief of Police

**SUBJECT:** Resolution to purchase Apricot case management software for Project Crossroads using funds from the STRIVE grant

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ISSUE STATEMENT:** Mayor Ecklund and City Council previously approved funding through the Division of Criminal Justice Services' STRIVE grant program.

Chief Forster would like to purchase Apricot case management software for the Project Crossroads Domestic Violence Unit in the amount of \$22,300.00 using funds from this grant.

**BACKGROUND:** It would be advantageous for Project Crossroads to obtain this software. This program will allow them to uncover insights through advanced reporting and analytics; save staff time with automated, online intake; utilize its built-in communication tools; and employ the software's preset workflows and automated alerts

**FISCAL IMPACT:** The City of Jamestown will not have to contribute any funds in order to purchase this equipment.

**RECOMMENDATION:** Chief Forster requests that Mayor Ecklund and City Council authorize this purchase from Bonterra Tech LLC, 10801-2 Mopac Expressway, Ste 300, Austin, Texas 78759.

**ATTACHMENT(S):**  
1. Resolution  
2. Quotes from Bonterra Tech LLC

BY COUNCIL:

RESOLVED, that the Jamestown Police Department be, and hereby is, authorized to purchase Apricot case management software for Project Crossroads from Bonterra Tech LLC, 10801-2 Mopac Expressway, Ste 300, Austin, Texas 78759 for a total purchase price of Twenty-Two Thousand, Three Hundred Dollars and No Cents (\$22,300.00).

- The software will be purchased with funds provided in the 2025/2026 DCJS STRIVE grant.

**BONTERRA ORDER FORM**

Jamestown Police Department/Project Crossroads  
 201 East 2nd Street  
 Jamestown, NY, 14701

**Bonterra Tech LLC**  
 10801-2 N Mopac Expressway, Ste. 300  
 Austin, Texas 78759

**This Order Form ("Order")** is entered into and effective as of the last signature date ("Order Effective Date") by and between the Customer named above and Bonterra Tech LLC. The Parties hereby agree as follows:

**TERMS & CONDITIONS**

**A. AGREEMENT**

This Order is subject to the Bonterra Tech Online Master Subscription and Services Agreement ("Agreement") found at <https://www.bonterratech.com/legal>, unless there is a version of the Agreement attached hereto, in which case such version shall control and govern.

Capitalized terms not otherwise defined in this Order have the meaning ascribed to them in the Agreement.

**B. SERVICE DESCRIPTIONS**

The description(s) for the Services ordered in the Fee Tables below can be found at the following links:

<https://www.bonterratech.com/legal/product-terms-conditions>

If Services have been ordered, then the Services Statement of Work (SOW) is incorporated into this Order.

**C. INVOICING**

Fees listed under "SUBSCRIPTIONS & RECURRING SERVICES" are invoiced upon the execution of this Order, then on a(n) Annual basis thereafter.

Fees Listed under "PROFESSIONAL SERVICES FEES" are invoiced either monthly based on time and material spent on such services ("T&M"), or one-half (50%) of the fees upon the execution of this Order and the other half upon Go-Live or ten (10) business days after the completion of such services, whichever occurs first ("50-50").

Invoices shall be paid pursuant to the terms of the Agreement. All prices are quoted in USD.

**D. SPECIAL TERMS AND CONDITIONS:**

(a) Upon termination of this Agreement, Bonterra will provide one (1) SQL export at no additional cost. Delivery will occur via secure file transfer within approximately two to three weeks following receipt of Customer's complete written request.

(b) Bonterra will configure automated SQL exports at Customer's preferred cadence (e.g., nightly, weekly) for a one-time setup fee of \$2,500.

(c) If Customer has not configured recurring exports under subsection (b), additional one-time SQL exports are available for a flat fee of \$2,500 per export.

(d) All exports provided under this section are delivered in raw SQL format. Data transformation, report recreation, consulting, and custom development services are not included.

**Fee Schedule**

Customer will pay the following amounts for the Services in accordance with the terms of the Agreement:

Year 1						
Subscriptions & Recurring Services:						
Product	Product Description	Start Date	End Date	Quantity	Unit Price	Net Total
Impact Management Enterprise	The Impact Management Enterprise subscription is priced per user and includes: - Unlimited Sites - 2 Administrative User Assignments - Maximum of 10 GB of Storage - Up to 5,000 Text Messages per Month - Unlimited Emails	3/1/2026	2/28/2027	10.00	\$990.00	\$9,900.00

**Year 1 Cost \$9,900.00**

Professional Service Fees:						
Product	Product Description	Start Date	Billing Frequency	Quantity	Unit Price	Net Total
Apricot Enterprise Implementation	Fifteen (15) week Professional Services engagement to implement one program	3/1/2026	One Time 50-50	1.00	\$12,400.00	\$12,400.00

**Bonterra Order Q-341462**

	in Impact Management Enterprise					
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**Services Cost      \$12,400.00**

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**Total Contract Value\*      \$22,300.00**

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\*The fees stated herein do not include applicable taxes; any applicable taxes will be applied at the time of invoicing.

**This Order and terms herein are agreed to and accepted upon signature of Customer, or upon Customer's remittance to Bonterra of a purchase order with the Quote/Order Number written above.**

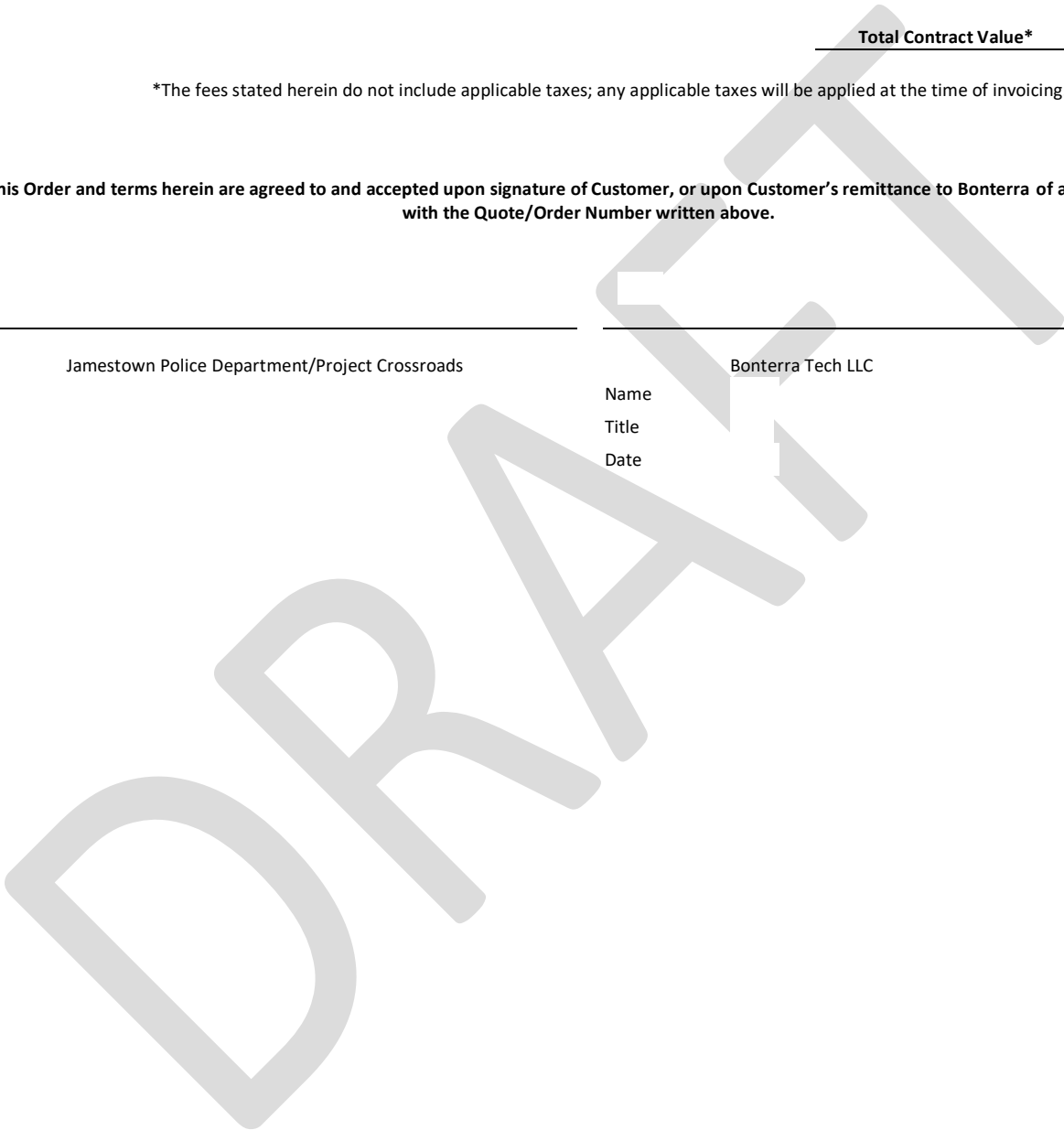
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Jamestown Police Department/Project Crossroads

Bonterra Tech LLC

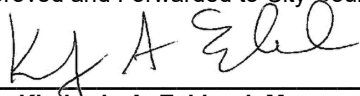
Name  
Title  
Date

Name  
Title  
Date





**STAFF REPORT**

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**DATE:** March 10, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Ryan J. Roush, Interim Fire Chief  
**SUBJECT:** Travel Request – Annual Fire Investigation Seminar

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** NFPA Standards require fire department or law enforcement members tasked with duties as fire investigators to obtain highly specialized training to determine the cause and origin of fires. The International Association of Arson Investigators (IAAI) offers NFPA-compliant training courses designed to provide fire investigators with the appropriate knowledge, skills, and abilities to meet these standards. This year’s IAAI course offering is in Saratoga Springs, New York, and is scheduled to begin on Wednesday, May 6, 2026, and conclude on Friday, May 8, 2026.

**BACKGROUND:** New York State GML Section 204(d) requires the Chief Officer of the Fire Department to determine (or cause to be determined) the cause and origin of each fire that the fire department is called upon to suppress. To meet the requirements set forth in the law, JFD utilizes a team of highly trained members to make cause and origin determinations for certain types of fires, especially fires of a complex nature, where the cause is not immediately identifiable. In cases where a crime (involving fire) may have been committed, our members may be called upon to provide expert testimony in the event litigation is brought to bear against a suspected arsonist. Therefore, it is imperative that all fire investigators in the employment of Jamestown Fire Department have appropriate, specialized training to meet the job performance requirements set forth in NFPA Standards 921 and 1033. The Fire Investigation Team currently has six (6) members in need of additional training in cause and origin, to meet the NFPA Standards listed above.

**FISCAL IMPACT:** Not expected to exceed \$4200.00. Total costs are inclusive of course and residential fees. All textbooks, supplies, and a laptop computer (as needed) will be provided by the student or furnished by IAAI. A city vehicle will be used for travel to and from the event’s location in Saratoga Springs, NY.

**RECOMMENDATION:** Staff respectfully requests the Mayor and City Council to authorize Fire Investigators Adam Akin, Andrew Caruso, Ryan Saunders, Jesus Garcia, Emily Webster, and Detective Courtney Schauman travel to and attend the Annual Fire/Arson Investigation Seminar, to be held at The Saratoga Hilton in Saratoga Springs, New York, beginning Wednesday, May 6, 2026, and concluding Friday, May 8, 2026.

**ATTACHMENT(S):**

- 1. Suggested resolution
- 2. NYS Office of Fire Prevention and Control Fire Investigator Requirements
- 3. International Association of Arson Investigators – Course Flyer

BY COUNCIL:

RESOLVED, That Fire Investigators Adam Akin, Andrew Caruso, Ryan Saunders, Jesus Garcia, Emily Webster, and Detective Courtney Schauman be and they are hereby authorized to attend the International Association of Arson Investigators Annual Fire/Arson Investigation Seminar, to be held at The Saratoga Springs City Center, 522 Broadway, Saratoga Springs, New York, 12866 beginning Wednesday, May 6, 2026 and concluding on Friday, May 8, 2026, with fees and expenses paid pursuant to Section 77-b of the General Municipal Laws of the State of New York.



NYS IAAI  
 PO Box 451  
 Cornwall on Hudson NY 12520

Invoice No. **26**

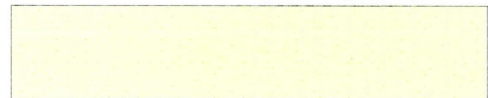
# INVOICE

<b>Customer</b>	Jamestown Fire Department		
<b>Name</b>	Attn: Lt Andrew Caruso		
<b>Address</b>	200 Spring St		
<b>City</b>	Jamestown	<b>State</b> NY	<b>ZIP</b> 14701
<b>Phone</b>	716-483-7599		

<b>Misc</b>	
<b>Date</b>	3/10/2026
<b>Account</b>	2644
<b>Rep</b>	Ric Giampaolo

Qty	Description	Unit Price	TOTAL
5	NYS IAAI membership renewals for: Andrew Caruso, Jesus Garcia, Ryan Saunders Courtney Schauman, Emily Webster	\$ 35.00	\$ 175.00
1	NYS IAAI new membership for Adam Akin	\$40.00	\$ 40.00
6	2026 NYS IAAI Spring Seminar registrations for: Adam Akin, Andrew Caruso, Jesus Garcia Ryan Saunders, Courtney Schauman, Emily Webster	\$ 300.00	\$ 1,800.00
<p><b>* Payment must be received before May 1, 2026 *</b></p> <p>Thank you, we appreciate your membership!</p> <p>This invoice may be paid by credit card  or electronic check on our secure website:  <a href="http://nyfireinvestigators.org">nyfireinvestigators.org</a></p>			
		SubTotal	\$ 2,015.00
		Shipping	N/A
		Tax Rate(s)	N/A
			N/A
		<b>TOTAL</b>	<b>\$ 2,015.00</b>

<b>Payment</b>	Check
<b>Comments</b>	Please remit payment to: NYS IAAI PO Box 451 Cornwall on Hudson NY 12520



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# NYS Office of Fire Prevention and Control Requirements

## Fire Investigator

**Designed For:** Designated fire investigator personnel.

**Required Fire Service Training:**

- Fire Investigation (01-01-0043);
- Fifty (50) hours of documented fire investigation field activity.

**Note:**

*A total of fifty (50) hours of fire investigation field activity must be documented and occur after the completion date of the required course. A maximum of five (5) hours of field activity per incident will be accepted toward the total. Fire investigation field activity should involve skills associated with scene examination, documenting the scene, evidence collection/preservation, interview, post-incident investigation, and presentations. We recommend experience includes investigation of both accidental and intentional fire incidents.*

*To maintain fire investigator certification candidates must annually perform and document twelve (12) hours of tested training relating to fire investigation, AND twelve (12) hours of fire investigation field activity. For purposes of documentation, a maximum of five (5) hours of field activity per incident will be accepted. It is the candidate's responsibility to maintain documentation supporting completion of the in-service training requirements.*



## Location

Saratoga Springs City Center  
522 Broadway  
Saratoga Springs, NY 12866

## Summary

Thanks to gracious training support from our sponsors, we are presenting eighteen hours of tested training on May 6th, 7th, and 8th, 2026.

## Description

### Wednesday

#### **Complex Fire Scene Investigations**

*Jason Mardirosian, IAAI-CFI, CI, ECT / NAFI-CFEI, CFII*

- Sponsored lunch

#### **Ridgeway Ave Case Study - ATF/Rochester Arson Task Force**

*ATF Special Agent Stacey Hull, IAAI-CFI*

- **NYS IAAI General Membership Meeting**
- Sponsored networking event

### Thursday

#### **Fire Dynamics for the Fire Investigator with HOT (hands-on training)**

*Jamie Lord, PE, IAAI-CFI*

- Sponsored lunch
- Sponsored social event

### Friday

#### **FIU Case Study Insurance Fraud/Arson Investigation**

*Justin Niederhofer, Orleans County Emergency Management*

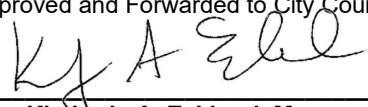
#### **The History of Fire Investigation in New York**

*Jerry Nalis, Technical Fire Services*



**STAFF REPORT**

**DATE:** March 10, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Ryan J. Roush, Interim Fire Chief  
**SUBJECT:** Request for travel authorization – First Line Supervisor’s Training Program

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** As members of a career firefighting organization, newly promoted line supervisors are given various roles and responsibilities which differ greatly from their former duties as line firefighters. Training and education to meet the challenges of these duties and foster development as future fire service leaders is both encouraged and mandatory. Specialized training of this type is currently offered by the Fire Academy of the City of New York. First Line Supervisors Training Program is scheduled to begin on Monday, June 1, 2026, and conclude on Friday, June 26, 2026.

**BACKGROUND:** Since 1986, the New York State Office of Fire Prevention and Control (OFPC) has required all career fire officers to attend the First Line Supervisors Training Program (FLSTP) conducted by the Fire Department of the City of New York. These requirements are set forth under General Municipal Law (GML) 209-x, Section 1. Presently, JFD has two (2) members in need of this highly specialized training.

**FISCAL IMPACT:** No costs expected. All tuition, travel, lodging, and meal allowances are provided by the City of New York Fire Department and reimbursed by the New York State Office of Fire Prevention and Control.

**RECOMMENDATION:** Staff respectfully requests that the Mayor and City Council authorize Fire Lieutenants Russell Ferraloro and Jacob Sigular to travel and attend FLSTP on the dates listed above.

**ATTACHMENT(S):**

1. Suggested Resolution
2. Excerpt from New York State Homeland Security and Emergency Services, Office of Fire Prevention and Control

BY COUNCIL:

RESOLVED, That Fire Lieutenants Russell A. Ferraloro and Jacob R. Sigular be hereby authorized to attend the New York State Office of Fire Prevention and Control - First Line Supervisors Training Program, as conducted by the Fire Department of the City of New York, with classes to be held at the City of New York's Fire Academy in Queens, New York, beginning June 1, 2026 and concluding June 26, 2026, with fees and expenses paid by the State of New York, Department of Homeland Security and Emergency Services, Office of Fire Prevention and Control.

## NYS Certifications

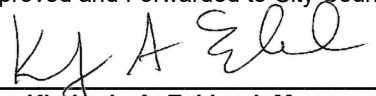
NYS Certification in the areas listed below serves to recognize the attainment of prescribed levels of training in specific disciplines, as established by the Minimum Standards for Firefighting Personnel in the State of New York, through the completion of NYS Fire or Code Enforcement training.

Pursuant to General Municipal Law (GML) 209-w, career firefighters in fire departments employing six or more career firefighters are required to attain the New York State Firefighter certification within the timeframe established by the Minimum Standard (section 426.5) and meet the annual in-service training requirements included within section 426.7. Pursuant to GML 209-x, career fire officers, upon promotion to a first line supervisory position, are required to attend the First Line Supervisors Training Program (FLSTP) conducted by the Fire Department of The City of New York (FDNY), which includes completion of the requirements of the NYS Fire Officer I certification.



**STAFF REPORT**

**DATE:** 03/11/2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Scott Forster, Chief of Police  
**SUBJECT:** Resolution to Purchase Tasers

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** Approval is needed for the purchase of twenty-five Tasers.

**BACKGROUND:** The Jamestown Police Department was recently informed that our Tasers would be obsolete within the next six months. Chief Forster has received a quote from Axon to purchase twenty-five new Axon Taser 10 devices in the amount of \$129,660.00. This quote also includes Taser Instructor training for each year, as well as holsters, cartridges, battery packs and magazines.

**FISCAL IMPACT:** In 2026, the Jamestown Police Department will utilize \$66,499.60 in LETECH grant funds, which was previously approved by the Mayor and City Council. Chief Forster is asking the City of Jamestown to fund the rest of the purchase. The cost will be \$15,790.10 per year over the subsequent four years (2027 through 2030). Each payment will be due in the month of September.

**RECOMMENDATION:** Approval to purchase twenty-five (25) Taser 10 devices from Axon Enterprise, Inc., 17800 N. 85<sup>th</sup> St., Scottsdale, AZ 85255.

**ATTACHMENT(S):** 1. Resolution  
2. Quote

BY COUNCIL:

RESOLVED, that the Jamestown Police Department be, and hereby is, authorized to enter into a purchase agreement with Axon Enterprise, Inc., 17800 N. 85<sup>th</sup> St., Scottsdale, AZ 85255 for twenty-five (25) Taser 10 devices. The total purchase price is \$129,660.00. The Tasers will be partially purchased with previously approved funds from the LETECH grant in the amount of Sixty-Six Thousand, Four Hundred Ninety-Nine Dollars and Sixty Cents (\$66,499.60). The remaining balance of Sixty-Three Thousand, One Hundred Sixty Dollars and Forty Cents (\$63,160.40) will be paid over the subsequent four years (2027 through 2030) at Fifteen Thousand, Seven Hundred Ninety Dollars and Ten Cents (\$15,790.10) per year.



Axon Enterprise, Inc.  
 17800 N 85th St  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic:(800) 978-2737  
 International: +1.800.978.2737

Q-819594-46092AT

Issued: 03/11/2026

Quote Expiration: 03/27/2027

Estimated Contract Start Date: 10/01/2026

Account Number: 115309

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Jamestown City Police Dept. - NY 201 E 2nd St Jamestown, NY 14701-5400 USA	Jamestown City Police Dept. - NY 201 E 2nd St Jamestown NY 14701-5400 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Allie Taylor Phone: 6036308705 Email: alltaylor@axon.com Fax:	Steve Bentley Phone: (716) 483-7537 Email: bentleys@jpdny.com Fax: (716) 483-7722

**Quote Summary**

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$129,660.00</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$129,660.00</b>

**Discount Summary**

Average Savings Per Year	\$10,005.97
<b>TOTAL SAVINGS</b>	<b>\$50,029.85</b>

**Payment Summary**

<b>Date</b>	<b>Subtotal</b>	<b>Tax</b>	<b>Total</b>
Sep 2026	\$66,499.60	\$0.00	\$66,499.60
Sep 2027	\$15,790.10	\$0.00	\$15,790.10
Sep 2028	\$15,790.10	\$0.00	\$15,790.10
Sep 2029	\$15,790.10	\$0.00	\$15,790.10
Sep 2030	\$15,790.10	\$0.00	\$15,790.10
<b>Total</b>	<b>\$129,660.00</b>	<b>\$0.00</b>	<b>\$129,660.00</b>

Quote Unbundled Price: \$179,675.00  
 Quote List Price: \$140,960.00  
 Quote Subtotal: \$129,660.00

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	60	\$116.80	\$90.99	\$86.44	\$129,660.00	\$0.00	\$129,660.00
<b>A la Carte Services</b>									
102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5			\$895.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>							<b>\$129,660.00</b>	<b>\$0.00</b>	<b>\$129,660.00</b>

**Delivery Schedule**

**Hardware**

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
TASER 10 CERTIFICATION STANDARD PLAN	100122	AXON VR - HEADSET - BATTERY	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100126	AXON VR - TACTICAL BAG	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	25	2	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100396	AXON TASER 10 - MAGAZINE - INERT RED	25	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100399	AXON TASER 10 - CARTRIDGE - LIVE	380	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	180	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100401	AXON TASER 10 - CARTRIDGE - INERT	250	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100591	AXON TASER - CLEANING KIT	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	25	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	100748	AXON VR - CONTROLLER - TASER 10	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	2	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	2	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	101751	AXON VR - HEADSET - HTC FOCUS VISION	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	25	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	25	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	102186	AXON TASER 10 - COMMAND BOX	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	20018	AXON TASER - BATTERY PACK - TACTICAL	25	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	20018	AXON TASER - BATTERY PACK - TACTICAL	3	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	09/01/2026
TASER 10 CERTIFICATION STANDARD PLAN	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	09/01/2026

## Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
TASER 10 CERTIFICATION STANDARD PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	130	1	09/01/2027
TASER 10 CERTIFICATION STANDARD PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	09/01/2028
TASER 10 CERTIFICATION STANDARD PLAN	101012	AXON VR - TAP REFRESH 1 - TASER CONTROLLER	1	1	03/01/2029
TASER 10 CERTIFICATION STANDARD PLAN	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	03/01/2029
TASER 10 CERTIFICATION STANDARD PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	130	1	09/01/2029
TASER 10 CERTIFICATION STANDARD PLAN	100400	AXON TASER 10 - CARTRIDGE - HALT	120	1	09/01/2030

## Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 10 CERTIFICATION STANDARD PLAN	101180	AXON TASER - DATA SCIENCE PROGRAM	25	10/01/2026	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	101703	AXON VR - USER ACCESS - TASER SKILLS	25	10/01/2026	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	20248	AXON TASER - EVIDENCE.COM LICENSE	25	10/01/2026	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	20248	AXON TASER - EVIDENCE.COM LICENSE	1	10/01/2026	09/30/2031

## Services

Bundle	Item	Description	QTY
TASER 10 CERTIFICATION STANDARD PLAN	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	25
TASER 10 CERTIFICATION STANDARD PLAN	101193	AXON TASER - ON DEMAND CERTIFICATION	25
A la Carte	102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5

## Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 10 CERTIFICATION STANDARD PLAN	100197	AXON VR - EXT WARRANTY - HEADSET	1	09/01/2027	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	25	09/01/2027	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	101007	AXON VR - EXT WARRANTY - TASER CONTROLLER	1	09/01/2027	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	25	09/01/2027	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	3	09/01/2027	09/30/2031
TASER 10 CERTIFICATION STANDARD PLAN	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	09/01/2027	09/30/2031

## Shipping Locations

Location Number	Street	City	State	Zip	Country
1	201 E 2nd St	Jamestown	NY	14701-5400	USA
2	201 E 2nd St	Jamestown	NY	14701-5400	USA

## Payment Details

### Sep 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5	\$0.00	\$0.00	\$0.00
Annual Payment 1	C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	\$66,499.60	\$0.00	\$66,499.60
<b>Total</b>				<b>\$66,499.60</b>	<b>\$0.00</b>	<b>\$66,499.60</b>

### Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	\$0.00	\$0.00	\$0.00
<b>Total</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Sep 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5	\$0.00	\$0.00	\$0.00
Annual Payment 2	C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	\$15,790.10	\$0.00	\$15,790.10
<b>Total</b>				<b>\$15,790.10</b>	<b>\$0.00</b>	<b>\$15,790.10</b>

### Sep 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5	\$0.00	\$0.00	\$0.00
Annual Payment 3	C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	\$15,790.10	\$0.00	\$15,790.10
<b>Total</b>				<b>\$15,790.10</b>	<b>\$0.00</b>	<b>\$15,790.10</b>

### Sep 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5	\$0.00	\$0.00	\$0.00
Annual Payment 4	C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	\$15,790.10	\$0.00	\$15,790.10
<b>Total</b>				<b>\$15,790.10</b>	<b>\$0.00</b>	<b>\$15,790.10</b>

### Sep 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	102601	TASER INSTRUCTOR SCHOOL (2-DAY) (PER STUDENT)	5	\$0.00	\$0.00	\$0.00
Annual Payment 5	C00032	TASER 10 CERTIFICATION STANDARD PLAN	25	\$15,790.10	\$0.00	\$15,790.10
<b>Total</b>				<b>\$15,790.10</b>	<b>\$0.00</b>	<b>\$15,790.10</b>

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

## Exceptions to Standard Terms and Conditions

### Rewrite Estimates

**Estimated Amounts and Contract Terminations.** Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

### Refresh Shipment Timing

**Technology Assurance Plan (TAP) Refresh Prior to Renewal.** For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

### Shipment Timing

**Shipment Variance.** Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

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Signature

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Date Signed

3/11/2026





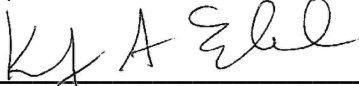
CITY OF  
**JAMESTOWN**  
NEW YORK

Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

## STAFF REPORT

**DATE:** March 9, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Christopher Hackett, Fleet Manager  
**SUBJECT:** Resolutions to approve the purchase of a replacement Parks Mower

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

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**ISSUE STATEMENT:** Approval is needed for the purchase of a new 1550 Front Mower for the Bergman Park

**BACKGROUND:** One of the Parks front mowers is a 2018 mower with over 1802 hours on it. This machine is used at Bergman Park daily during the summer months. This machine is in need of many costly repairs to keep it reliable and mowing all summer.

**FISCAL IMPACT:** The cost of the new replacement mower is \$27,542.13 minus the Trade Allowance of \$8,560.99.00 Leaving a balance of \$18,981.14 to be paid from the H.9551.0400.0019 account

**RECOMMENDATION:** Approval to purchase a new 2026 John Deere 1550 Commercial Front Mower to replace an existing mower number 243, from LandPro Equipment LLC., 1756 Lindquist Drive., Falconer, NY 14733 via Sourcewell Grounds Maint 112624-DAC (PG NB CG 70)

**ATTACHMENT(S):**

1. Resolution
2. Quote
3. Pictures

BY COUNCIL:

RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one new John Deere Gator for the Parks Department, from LandPro Equipment LLC, 1756 Lindquist Drive, Falconer, NY 14733, via Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) for a total amount not to exceed Six Thousand, Three Hundred Five Dollars and Fifty Cents (\$6,305.50) to be paid from the H.9551.0400.0019 Capital Account, which includes the trade allowance of Five Thousand, Four Hundred One Dollars and Fifty-Eight Cents (\$5,401.58) subject to approval of the Corporation Counsel as to form.



**Customer:**

**Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.**

**A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.**

Vendor: Deere & Company

2000 John Deere Run

Cary, NC 27513-2789 US

FED ID: 36-2382580

UEID: FNSWEDARMK53

Signature on all LOIs and POs with a signature line

Contract name or number; or JD Quote ID

Sold to street address

Ship to street address (no PO box)

Bill to contact name and phone number

Bill to address

Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**For any questions, please contact:**

Jayne Conti

LandPro Equipment LLC

1756 Lindquist Drive

FALCONER, NY 14733

Work Phone: (716) 450-1496

Cell Phone: (716) 450-1496

Email: [jconti@landproequip.com](mailto:jconti@landproequip.com)



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513-2789 US  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Jayme Conti  
LandPro Equipment LLC  
1756 Lindquist Drive FALCONER, NY 14733

**Prepared For**

JAMESTOWN DPW  
1505 WASHINGTON ST  
JAMESTOWN, NY 147013063  
(716) 483-7559  
HACKETT@JAMESTOWNNY.GOV

**Prepared By**

Jayme Conti  
LandPro Equipment LLC  
1756 Lindquist Drive  
FALCONER, NY 14733  
(716) 450-1496  
jconti@landproequip.com

**Quote Id** 1719785

**Creation Date** 06-Mar-2026

**Expiration Date** 05-Apr-2026

### Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
<b>New 2026 John Deere 1550 TerrainCut™ Commercial Front Mower (Less Mower Deck) 240DTC</b> <b>Contract:</b> NY State Landscaping Grounds PC69683 (PG XN CG 22)	\$29,232.00	\$22,508.64	1	\$22,508.64
<b>New John Deere 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck 034STC</b> <b>Contract:</b> NY State Landscaping Grounds PC69683 (PG XN CG 22)	\$6,537.00	\$5,033.49	1	\$5,033.49
<b>Equipment Total</b>				<b>\$27,542.13</b>

Trade In Summary	Extended
<b>2018 John Deere 1550</b>	<b>\$8,560.99</b>
Final Trade Allowance	\$8,560.99

Quote Summary	
Total Selling Price	\$27,542.13
Total Trade-In Allowance	(\$8,560.99)
Trade Difference	\$18,981.14
<b>Sub-total</b>	<b>\$18,981.14</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



**LANDPRO**  
EQUIPMENT



**Balance Due**

**\$18,981.14**

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment

Quote # 1719785  
 Customer JAMESTOWN DPW

<b>New 2026 John Deere 1550 TerrainCut™ Commercial Front Mower (Less Mower Deck) 240DTC</b>		QTY In Group : 1
Hours	0	Suggested List \$29,232.00
Serial Number	1TC1550DCST130008	Selling Price
Stock Number	588404	\$22,508.64
Contract	NY State Landscaping Grounds PC69683 (PG XN CG 22)	Discount Amount
PUK Parent Serial #	---	(\$6,723.36)

## Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
240DTC	1550 TerrainCut™ Commercial Front Mower (Less Mower Deck)	1	\$25,474.00	23.0%	(\$5,859.02)	\$19,614.98

## Base / Options

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
2012	2012 Air Ride Suspension Seat	1	\$341.00	23.0%	(\$78.43)	\$262.57
001A	001A United States and Canada	1	\$0.00	23.0%	\$0.00	\$0.00
1019	1019 23x10.50-12 4PR Turf Driv	1	\$0.00	23.0%	\$0.00	\$0.00
183N	183N JDLink™ M Modem	1	\$0.00	23.0%	\$0.00	\$0.00
1191	1191 Four Wheel Drive (Full Ti	1	\$3,417.00	23.0%	(\$785.91)	\$2,631.09
<b>Total Base / Options</b>			<b>\$29,232.00</b>		<b>(\$6,723.36)</b>	<b>\$22,508.64</b>
<b>Selling Price Subtotal</b>						<b>\$22,508.64</b>
<b>Total Selling Price</b>			<b>\$29,232.00</b>		<b>(\$6,723.36)</b>	<b>\$22,508.64</b>



**New John Deere 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck 034STC**

QTY In Group : 1

Hours	0	Suggested List	\$6,537.00
Serial Number		Selling Price	
Stock Number	588431		\$5,033.49
Contract	NY State Landscaping Grounds PC69683 (PG XN CG 22)	Discount Amount	
PUK Parent Serial #	---		(\$1,503.51)

**Equipment Summary**

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
034STC	72 In. 7-Iron PRO Commercial Side Discharge Mower Deck	1	\$6,537.00	23.0%	(\$1,503.51)	\$5,033.49

**Base / Options**

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
001A	001A United States and Canada	1	\$0.00	23.0%	\$0.00	\$0.00
<b>Total Base / Options</b>			<b>\$6,537.00</b>		<b>(\$1,503.51)</b>	<b>\$5,033.49</b>
<b>Selling Price Subtotal</b>						<b>\$5,033.49</b>
<b>Total Selling Price</b>			<b>\$6,537.00</b>		<b>(\$1,503.51)</b>	<b>\$5,033.49</b>



## Trade-Ins

### 2018 John Deere 1550

---

Trade-In Notes	---	
Serial Number	1TC1550DHJS040147	
Stock Number		
Hour Meter	1802.0	
<b>Description</b>		<b>Net Trade Value</b>
2018 John Deere 1550		\$8,560.99
<hr/>		
Pay Off		\$0.00
<b>Total</b>		<b>\$8,560.99</b>

Existing Mower




Proposed New Mower





**STAFF REPORT**

**DATE:** March 10, 202  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Christopher Hackett, Fleet Manager  
**SUBJECT:** Resolution to approve the replacement of 1 of DPW Dump/plow/salt trucks

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** Approval is needed for the purchase of 1 new 2027 Freightliner 144SD cab and chassis to install a new Dump Body and Plow frame and salt spreader equipment on for the Streets Division.

**BACKGROUND:** One of the DPW's Dump/Plow/Salt trucks #16 is a 2009 International Dump truck. It is in need of replacement due to the age of the truck and the extensive number of repairs needed. This truck has become unreliable and is in constant need of repairs to keep it operating. This truck has out lived its useful life as we purchased this truck 17 years ago and it has been a front-line salt spreader its whole life.

**FISCAL IMPACT:** The cost of the new replacement truck Cab and Chassis is \$152,327.32 to be paid from NYS Chips monies.

**RECOMMENDATION:** Approval to purchase a new 2027 Freightliner 114SD Cab and Chassis to replace truck #16, from Fleet Maintenance, Inc. 67 Ransier Dr. West Seneca, NY 14224 via Sourcwell Contract# 032824-DAI

**ATTACHMENT(S):**  
1. Resolution  
2. Quote  
3. Pictures

BY COUNCIL:

RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one 2027 Freightliner 114SD Cab and Chassis to replace truck #16, for the DPW Streets Division, from Fleet Maintenance, Inc. 67 Ransier Dr., West Seneca, NY 14224, per Sourcewell Contract# 032824-DAI in the amount not to exceed One Hundred Fifty-Two Thousand, Three Hundred Twenty-Seven Dollars and Thirty-Two Cents (\$152,327.32) to be paid from NYS CHIPs monies, subject to approval of the Corporation Counsel as to form.

Fleet Maintenance, Inc.  
 67 Ransier Dr  
 West Seneca, NY 14224  
 (716) 675-9220  
 2/23/2026



The pricing proposal below is based on Daimler Trucks North America **Sourcewell Contract# 032824-DAI**

City of Jamestown  
 Chris Hackett  
 716-483-7584  
**Sourcewell Member# 41689**

**Model Year 2027 Freightliner 114SD +**  
 Includes: Cummins X12 430HP Engine  
 Allison 4500RDS Transmission  
 Meritor 20,000# Steer Axle  
 Meritor 30,000# Single Drive Axle

Chassis pre-discounted price - includes base vehicle plus option content selected	\$	202,123.00
Sourcewell Contract Discount 31.12%	\$	62,900.68
<b>Sourcewell Member Discounted Price</b>	\$	<b>139,222.32</b>

**Non-Discountable Items**

Carb-compliant base warranty X12	\$	1,990.00
GHG24 Surcharge - Cummins	\$	450.00
Cummins tariff charge	\$	205.00
Steel, Aluminum, and China tariff impact fee	\$	3,250.00
Model year 2027 escalator	\$	3,750.00
Standard destination charge	\$	3,375.00
NYS Heavy Vehicle Inspection	\$	20.00
Title Fees	\$	65.00

**Sourcewell Member Final Selling Price \$ 152,327.32**

Sourcewell Member \_\_\_\_\_  
PRINTED

Sourcewell Member \_\_\_\_\_  
SIGNED

Date \_\_\_\_\_

\*\*\*Payment is due NET30 upon delivery and acceptance of chassis to dealership or upfitter, whichever comes first. A fee of 1% will be applied monthly to all late payments. NYS DMV title work will be released upon payment in full.

#16 – Cab and Chassis





CITY OF  
**JAMESTOWN**  
NEW YORK

Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

## STAFF REPORT

Approved and Forwarded to City Council

Handwritten signature of Kimberly A. Ecklund in black ink.

Kimberly A. Ecklund, Mayor

**DATE:** March 9, 2026

**TO:** Kimberly A. Ecklund, Mayor

**FROM:** Christopher Hackett, Fleet Manager

**SUBJECT:** Resolution to approve the purchase of a new John Deere Mower for Parks Department

**ACTION:**  Resolution  Ordinance/Local Law  Informational/Report

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**ISSUE STATEMENT:** Approval is needed for the purchase of 1 new John Deere zero turn mower for the Parks Department for the mowing crew

**BACKGROUND:** One of the Parks Department's current parks zero turn mowers is a 2021 John Deere. This machine has 682 hours on it and is used by the Parks dept mowing crew that is responsible for mowing all the unmanned parks and city owned property. This is a front-line mower that is currently being given a favorable trade amount that offsets the replacement cost and helps keep operating costs down and reliability up.

**FISCAL IMPACT:** The cost of the new John Deere zero turn is \$11,707.08 minus the trade allowance of \$5,401.58 Leaving a balance of \$6,305.50 to be paid from the H.9551.0400.0019 Capital Account

**RECOMMENDATION:** Approval to purchase a new John Deere Zero Turn Mower from LandPro Equipment LLC., 1756 Lindquist Drive., Falconer, NY 14733 via Sourcewell Grounds Maint 112624-DAC  
(PG NB CG 70)

**ATTACHMENT(S):**

1. Resolution
2. Quote
3. Pictures

BY COUNCIL:

RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one new John Deere Zero Turn Mower for the Parks Department, from LandPro Equipment LLC, 1756 Lindquist Drive, Falconer, NY 14733, via Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) for a total amount not to exceed Six Thousand, Three Hundred Five Dollars and Fifty Cents (\$6,305.50) to be paid from the H.9551.0400.0019 Capital Account, which includes the trade allowance of Five Thousand, Four Hundred One Dollars and Fifty-Eight Cents (\$5,401.58) subject to approval of the Corporation Counsel as to form.



**Customer:**

**Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.**

**A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.**

Vendor: Deere & Company

2000 John Deere Run

Cary, NC 27513-2789 US

FED ID: 36-2382580

UEID: FNSWEDARMK53

Signature on all LOIs and POs with a signature line

Contract name or number; or JD Quote ID

Sold to street address

Ship to street address (no PO box)

Bill to contact name and phone number

Bill to address

Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**For any questions, please contact:**

Jayne Conti

LandPro Equipment LLC

1756 Lindquist Drive

FALCONER, NY 14733

Work Phone: (716) 450-1496

Cell Phone: (716) 450-1496

Email: [jconti@landproequip.com](mailto:jconti@landproequip.com)



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513-2789 US  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Jayme Conti  
LandPro Equipment LLC  
1756 Lindquist Drive FALCONER, NY 14733

**Prepared For**

JAMESTOWN DPW  
1505 WASHINGTON ST  
JAMESTOWN, NY 147013063  
(716) 483-7559  
HACKETT@JAMESTOWNNY.GOV

**Prepared By**

Jayme Conti  
LandPro Equipment LLC  
1756 Lindquist Drive  
FALCONER, NY 14733  
(716) 450-1496  
jconti@landproequip.com

**Quote Id** 1719785

**Creation Date** 06-Mar-2026

**Expiration Date** 05-Apr-2026

**Quote Summary**

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
New 2026 John Deere Z930M ZTrak 216ETC	\$15,204.00	\$11,707.08	1	\$11,707.08

**Contract:** NY State Landscaping Grounds PC69683 (PG XN CG 22)

<b>Equipment Total</b>				<b>\$11,707.08</b>
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Trade In Summary	Extended
2021 John Deere Z930R	\$5,401.58
Final Trade Allowance	\$5,401.58

Quote Summary	
Total Selling Price	\$11,707.08
Total Trade-In Allowance	(\$5,401.58)
Trade Difference	\$6,305.50
<b>Sub-total</b>	<b>\$6,305.50</b>
<b>Balance Due</b>	<b>\$6,305.50</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



## Selling Equipment

Quote # 1719785  
 Customer JAMESTOWN DPW

### New 2026 John Deere Z930M ZTrak 216ETC

QTY In Group : 1

Hours	0	Suggested List
Serial Number	1TC930MCEST150965	\$15,204.00
Stock Number	581739	Selling Price
Contract	NY State Landscaping Grounds PC69683 (PG XN CG 22)	\$11,707.08
PUK Parent Serial #	- - -	Discount Amount
		(\$3,496.92)

### Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
216ETC	Z930M ZTrak	1	\$14,609.00	23.0%	(\$3,360.07)	\$11,248.93

### Base / Options

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
001A	001A United States /Canada	1	\$0.00	23.0%	\$0.00	\$0.00
2093	2093 Fully Adjustable Suspensi	1	\$595.00	23.0%	(\$136.85)	\$458.15
1504	1504 60 In. Side Discharge Mow	1	\$0.00	23.0%	\$0.00	\$0.00
1036	1036 24x12x12 Pneumatic Turf	1	\$0.00	23.0%	\$0.00	\$0.00

<b>Total Base / Options</b>			<b>\$15,204.00</b>		<b>(\$3,496.92)</b>	<b>\$11,707.08</b>
<b>Selling Price Subtotal</b>						<b>\$11,707.08</b>
<b>Total Selling Price</b>			<b>\$15,204.00</b>		<b>(\$3,496.92)</b>	<b>\$11,707.08</b>



## Trade-Ins

### 2021 John Deere Z930R

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Trade-In Notes	---	
Serial Number	1TC930RCLMT090534	
Stock Number		
Hour Meter	682.0	
<b>Description</b>		<b>Net Trade Value</b>
2021 John Deere Z930R		\$5,401.58

---

Pay Off		\$0.00
<b>Total</b>		<b>\$5,401.58</b>

Existing Zero Turn Mower



Proposed New Zero Turn Mower





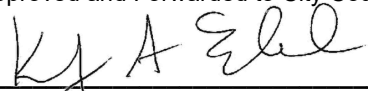
CITY OF  
**JAMESTOWN**  
NEW YORK

Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

**STAFF REPORT**

**DATE:** March 10, 2025  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Christopher Hackett, Fleet Manager  
**SUBJECT:** Resolution to approve the replacement of 1 Walk Behind roller for the DPW

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** Approval is needed for the purchase of 1 new Multiquip V305EK Walk behind roller for the Streets Division.

**BACKGROUND:** The DPW streets division is in need of a new Walk behind roller. The current roller is a Multiquip V304EH and is going on 12 yrs old. It has been replaced by a newer model and is becoming difficult to find some of the parts for our current model. This piece of equipment is used everyday the patch crew goes out to repair potholes in the roads and used for small road repairs.

**FISCAL IMPACT:** The cost of the new Walk behind roller is \$14,424.90 to be paid from used equipment sales monies in the H.9551.0400.0019 Capital Account

**RECOMMENDATION:** Approval to purchase a new 2026 Multiquip V305EK Walk behind roller to replace the current one from Admar Construction Equipment & Supplies. 1394 Military Rd. Tonawanda, NY 14217 Per Sourcewell Multiquip Contract # 020923-MTQ

**ATTACHMENT(S):**  
1. Resolution  
2. Quotes  
3. Pictures

BY COUNCIL:

RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase one 2026 Multiquip V305EK Walk Behind Roller for the DPW Streets Division, from Admar Construction Equipment & Supplies, 1394 Military Rd., Tonawanda, NY 14217, per Sourcewell Multiquip Contract # 020923, in the amount not to exceed Fourteen Thousand, Four Hundred Twenty-Four Dollars and Ninety Cents (\$14,424.90) to be paid from the H.9551.0400.0019 Capital Account, subject to approval of the Corporation Counsel as to form.



MULTIQUIP INC.  
 6141 KATELLA AVE, SUITE 200  
 CYPRESS, CA 90630  
 PH: 800-421-1244 / 310-537-3700 FAX: 310-537-3927

# Quotation

**Sold-to** ( 419661 )  
 Sourcewell  
 Multiquip Contract # 020923-MTQ  
 PO Box 219  
 STAPLES MN 56479

**Ship-to** ( 419661 )  
 Sourcewell  
 Multiquip Contract # 020923-MTQ  
 202 12TH ST NE  
 STAPLES MN 56479-2438

**Document Information**

**Quotation #** 20994024 **QT** **Date** 12/16/2025  
**P.O. #** **Date**  
**Estimated Ship** 12/22/2025  
**Requested Ship** 12/16/2025  
**Carrier No** 408847 MQ LTL  
**Entered by** JWOOTEN  
**Order Reason** P22 ORDR-Sourcewell  
**Currency** USD  
**Delivery** PPC Prepay/Charge Frt  
**Payment Terms** Net 30  
 Within 30 days without deduction

=====  
**Availability is subject to stock on hand at the time purchase order is received.**  
**Quote is valid for 30 days from issue date.**

Item	Material	Plant	B/O	Order Qty	Gross Price EA	Net Price EA	Total Value
0010	V305EK Walk-Behind Roller Kohler 14.0HP 29"wide	A112	1	1.000	19,697.00	13,787.90	13,787.90
<b>Items total</b>							13,787.90
<b>Taxable amount</b>							13,787.90
<b>Total amount</b>							<b>13,787.90</b>
Sourcewell Member # 41689 - City of Jamestown Multiquip Sourcewell Contract #020923-MTQ Reference QT 20993968						<b>Add \$637.00 for Freight</b>	

Existing Walk Behind Roller



Proposed New Roller





CITY OF  
**JAMESTOWN**  
NEW YORK

Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

## STAFF REPORT

**DATE:** March 11, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Mark Roetzer, Public Works Director  
**SUBJECT:** Catlin Avenue Concrete Work 2026

Approved and Forwarded to City Council

A handwritten signature in black ink, appearing to read "Kimberly A. Ecklund".

Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution  Ordinance/Local Law  Informational/Report

---

**ISSUE STATEMENT:** S. Tabone Construction Fredonia, NY was the low bidder of bids opened on 3/11/26 for the subject project.

**BACKGROUND:** Staff has reviewed the bid and are recommending to award. This is planned to be finished in June 2026.

**FISCAL IMPACT:** \$177,150.00 to be paid out of CHIPS funds.

**RECOMMENDATION:** Award the bid.

**ATTACHMENT(S):** Resolution  
Bid Tabulation

BY COUNCIL:

RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with S. Tabone Construction Co., Inc. 3712 Straight Road, Fredonia, NY 14063 for Concrete Work: Street Reconstruction 2026: Catlin Avenue

2675 SF Flatwork 4" @ \$14.50 SF

1875 SF Flatwork 6" @ \$15.50 SF

700 LF In-Kind Includes 18" wide street repair @ \$97.00 LF

100 SY Brick Pavement Repair @ \$240.00 SY

5 CY Additional Excavation @ \$0.00

700 SF/2" Lift Purchase and place, Warm Mix Asphalt (WMA) 12.5mm binder @ \$12.00 SF

1 Lump Sum Landscape Restoration @ \$9,000.00

for a total bid amount of One Hundred Seventy-Seven Thousand, One Hundred Fifty Dollars and No Cents (\$177,150.00) subject to the approval of the Corporation Counsel as to form.

- The project will be funded through CHIPs funds.

**CATLIN STREET  
Street Reconstruction 2026**

**Bid Opening: Wednesday March 11, 2026, 10:30 AM**



**Opened By:** Dana Forness

**Witnessed By:** Mark Roetzer

**BID TABULATION**

				BIDDERS							
				Premier Concrete and Landscaping of WNY		Signature Sealcoating & Striping Service Inc.		S. Tabone Construction Co., INC		Winning Tree, LLC	
Item No.	Quantity	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	2675	SF	4" Flatwork	\$21.00	\$56,175.00	\$15.50	\$41,462.50	\$14.50	\$38,787.50	\$14.75	\$39,456.25
2	1875	SF	6" Flatwork	\$23.00	\$43,125.00	\$16.25	\$30,468.75	\$15.50	\$29,062.50	\$15.75	\$29,531.25
3	700	LF	Curb & Gutter: In Kind Includes 18" wide street repair	\$90.00	\$63,000.00	\$115.00	\$80,500.00	\$97.00	\$67,900.00	\$85.00	\$59,500.00
4	100	SY	Brick Pavement Repair	\$200.00	\$20,000.00	\$270.00	\$27,000.00	\$240.00	\$24,000.00	\$190.00	\$19,000.00
5	5	CY	Additional Excavation	\$2,000.00	\$10,000.00	\$100.00	\$500.00	\$0.00	\$0.00	\$150.00	\$750.00
6	700	SF/ 2"Lift	Purchase and place, Warm Mix Asphalt (WMA) 12.5mm binder	\$20.00	\$14,000.00	\$15.00	\$10,500.00	\$12.00	\$8,400.00	\$9.25	\$6,475.00
7	1	LUMP SUM	Landscape Restoration	\$20,000.00	\$20,000.00	\$8,000.00	\$8,000.00	\$9,000.00	\$9,000.00	\$8,850.00	\$8,850.00
<b>TOTAL</b>					<b>\$226,300.00</b>		<b>\$198,431.25</b>		<b>\$177,150.00</b>		<b>\$163,562.50</b>
Non-Collusive Bidding Certificate				Yes or No		Yes or No		Yes or No		Yes or No	
Bid Security				Yes or No		Yes or No		Yes or No		Yes or No	




CITY OF  
**JAMESTOWN**  
NEW YORK

Agenda Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

### STAFF REPORT

**DATE:** March 10, 2026  
**TO:** Kimberly A. Ecklund, Mayor  
**FROM:** Christopher Hackett, Fleet Manager  
**SUBJECT:** Resolution to approve the replacement of 1 of DPW Dump/plow/salt trucks

Approved and Forwarded to City Council  
  
\_\_\_\_\_  
Kimberly A. Ecklund, Mayor

**ACTION:**  Resolution       Ordinance/Local Law       Informational/Report

**ISSUE STATEMENT:** Approval is needed for the purchase of 1 new Dump Body and Plow frame and salt spreader equipment for the Streets Division.

**BACKGROUND:** One of the DPW's Dump/Plow/Salt trucks #16 is a 2009 International Dump truck. It is in need of replacement due to the age of the truck and the extensive number of repairs needed. This truck has become unreliable and is in constant need of repairs to keep it operating. This truck has out lived its useful life as we purchased this truck 17 years ago and it has been a front-line salt spreader its whole life.

**FISCAL IMPACT:** The cost of the new replacement truck body and equipment is \$139,136.10 to be paid from NYS Chips monies.

**RECOMMENDATION:** Approval to purchase a new Dump/Plow/Salt body and equipment to replace truck #16, from Henderson Products, INC. 22686 Fisher Road. Watertown, NY 13601 per NPPGov Contract # PS22170

**ATTACHMENT(S):**  
1. Resolution  
2. Quote  
3. Pictures

BY COUNCIL:

RESOLVED that the Mayor and Mark Roetzer, Jr., P.E., Acting Director of Public Works and Acting Director of Parks, Recreation & Conservation, be and they hereby are authorized and directed to purchase Dump Body, Frame and Salt Spreader Equipment, to replace DPW dump truck number #16, for the Streets Division of the Department of Public Works, from Henderson Products, Inc., 22686 Fisher Road, Watertown, NY 13601, per NPPGov Contract #PS22170, paid from NYS CHIPs monies for a total amount not to exceed One Hundred Thirty-Nine Thousand, One Hundred Thirty-Six Dollars and Ten Cents (\$139,136.10) subject to approval of the Corporation Counsel as to form.



A proposal for  
**CITY OF JAMESTOWN, DPW, NY**  
**1505 WASHINGTON STREET**  
**JAMESTOWN, NY 14701**

**Quote # SF-2026-01808 Revision # 2**

**Feb 24, 2026**

**Quotation valid until: May 25, 2026**

**This document outlines a comprehensive truck package, comprising the following equipment. The listed equipment is designed to be installed and operated as an integrated system, ensuring full compatibility and optimal performance.**

**Front Plow**

**Plow Hitch**

**MuniBody**

**Prewet System**

**Chassis**

**Installation**

**NPPGov Contract Number: PS22170**

Quote prepared by: Bill Tooley

## Package Model - PACKAGE

### PLOW

Plow Style	Reversible RSP/OWP
Plow Profile	Integral Shield
Plow Moldboard Modifications	Dual Mailbox Cuts
Plow Trip Type	Torsion Trip Edge
Plow Height	42 inch
Plow Length	11 foot
Plow Moldboard Material Type	201 Stainless Steel
Plow Moldboard Material Thickness	10 Gauge
Plow Moldboard Paint	Back of Moldboard Yellow
Plow Cutting Edge type	Standard
Plow Cutting Edge Description	Standard 5/8 X 8 Cutting Edge
Plow Pushframe type	Standard Pushframe
Plow Pushframe Width	Standard Width
Plow Reversing Cylinders	4" x 2" Nitrided Reversing Cylinders
Cushion Valve	Cushion Valve (Standard)
Cylinder Hose Kit	Cylinder Hose Kit (Standard)
Plow Running Gear Shape	No Running Gear
Plow Running Gear	No Running Gear
Plow Hitch Type	Pin Hitch
Plow Hitch Width	30.5"
Plow Deflector	Rubber Deflector Logo Ship Loose
Plow Sight Marker	36" Poly Plow Marker (Ship Loose)
Parking Jack	No Parking Jack
Moldboard Shoes	No Moldboard Shoe
Curb Guards	Wrap Around Curb Guard, Pair
Moldboard Bottom Angle Gussets	Standard Gussets
Blade Saver	No Blade Saver

### HITCH

Truck Side Hitch Type	Low Profile
Hitch Family	Basic Hitch
Lift Cylinder	4"x2" Nitrided Cylinder
Hitch Width	30.5"
Hitch Connection Type	Pin Hitch
Hitch Mounting Hardware	Bumper To Frame Mount

### MUNIBODY

Rear Profile	Muni Standard Straight Rear
Side Slope Angle to Conveyor	22 Degree Sloped Sides
Muni Body Length of Hopper	12' Body Length
Muni Side Profile	Sloped Sides
Side Height	Sloped 60 to 48 inch side height
Headsheet Height	60 inch Headsheet
Rear Bolster Height	Rear Bolster Flush with Sides

Discharge Location	<b>Front Center Discharge Only</b>
Conveyor Style	<b>Chain Conveyor System</b>
Conveyor Detail	<b>Double Bar Pintle Chain D667K (Bar Every Link)</b>
Underbody Pan Material	<b>201 Stainless Steel Underbody Pans</b>
Underbody Pan Style	<b>Full Length</b>
Underbody Pans Yes or No	<b>Yes</b>
Front Conveyor Motor	<b>Front Conveyor Motor 4.9 CIR Gerotor</b>
Granular Sensor	<b>Front Conveyor Motor Sensor Closed Loop Granular</b>
Conveyor Drive Mount Location	<b>Conveyor Drive Mounted in the Front</b>
Conveyor Primary Drive Direction	<b>Chain Drive to the Front</b>
Conveyor Cover for Summer Use	<b>Conveyor Cover: 3/16" AR</b>
Hopper Steel Types	<b>201 Stainless Steel Hopper (Sides and Ends)</b>
Outer Longsill Steel Type	<b>201 Stainless Steel</b>
Tailgate Brace Steel Type	<b>201 Stainless Steel</b>
Tailgate Sheet Steel Type	<b>7 Gauge 201 Stainless Steel</b>
Bolster Material	<b>1/4 Inch 201 Stainless Steel</b>
Conveyor Floor Steel Type	<b>1/4 Inch AR 400 Abrasion Resistant Steel</b>
Top Rail Material	<b>7 Gauge 201 Stainless Steel</b>
Side Steel Type	<b>7 Gauge 201 Stainless Steel</b>
Headsheet Steel	<b>7 Gauge 201 Stainless Steel</b>
Longsill Construction	<b>Longsill Const:7Ga In/10Ga Out</b>
Feedgate or Coal Chute Options in Tailgate	<b>Rr Feedgate/Coalchute: None</b>
High Lift Tailgate	<b>Standard Tailgate (No High Lift)</b>
Tailgate Bottom	<b>Muni Tailgate Tapered Bottom</b>
Tailgate Release Valve	<b>Upfitter Supplied Tailgate Valve</b>
Tailgate Latch Jaw Grease	<b>No</b>
Tailgate Top Pivot Hardware Size	<b>1-1/4" Pins with 1" Plates Non-Greaseable</b>
Tailgate Lifting Options	<b>Tailgate Lift Loop,Outside</b>
Hoist Type	<b>Internal Doghouse with Trunion Mount Hoist</b>
Rear Hinge Cover	<b>No</b>
Rear Hinge Size	<b>Rear Hinge:8" X 6" X 1/2" Hd</b>
Rear Hinge Lubrication	<b>Rear Hinge with Greaseless Composite Bushings</b>
Hydraulic Reservoir	<b>No Hydraulic Reservoir or Supplied with Hydraulics</b>
Cradle Attribute	<b>Cradle: Standard Width</b>
Hoist Options Attribute	<b>Muni Double Acting Hoist</b>
Front Spinner Mount	<b>Front Spinner Mount for Frame Height &lt; 43 inches</b>
Front Spinner Type	<b>Front Spinner Adjustable Baffles 304 Stainless steel</b>
Front Spinner Disc Steel Type	<b>304SS Spinner Disc</b>
Front Spinner Motor	<b>Eaton Front Spinner Motor</b>
Rear Berm Chute Required	<b>No</b>

Driver's Side Fender Options  
Passenger's Side Fender or Platform

Fender or Platform Steel Choice  
Poly Liquid Tank Installation  
Light Hole Options  
Rear Marker Light Options  
Light Pack Options  
Weld On Light Boxes Required  
Top Grate Screens Yes or No  
Side Ladder Required  
Side Ladder Type  
Side Ladder Install  
Grab Handles Required  
Sideboards Required  
Cabshield  
Tarp Rail Required?  
Rubber Mount Pads  
Vibrator Mount Pad  
Paint Preparation

**Special Request**

Rear Body Profile: Straight

**Driver's Side Full Length Dirt Shedding Fender  
Passenger's Side Full Length Dirt Shedding  
Fender**

**Fender or Platform 201 Stainless Steel  
No Liquid Tanks Installed  
Three Obround Light Holes Per Side  
Standard 2.5 Inch Plus Obround at Top  
Installer Supplied Lights and Harness  
No  
No  
Yes  
Fold Down Ladder 201 Stainless Steel  
Shipped Loose  
No  
No  
Yes  
No  
No  
No  
Wash and Prime Mild Parts**

FLUSH REAR AND ADD 8 INCH BOLT ON ASPHALT LIP

**PWS**

Control Console Type  
Prewet Type  
Material Type/Support Frame  
Application  
Muni Tank Vent Hose  
Flush Kit  
Manual Slurry/PWS Selector Valve  
Tank Float Switch  
Air Bleed Kit  
Muni Slurry System  
Spray Nozzle Type  
Spreader Spinner Chute  
Prewet Function

**Special Request**

Muni Body

**No Control Console  
Electric Prewet  
Prewet System for Muni Body  
Muni Body  
Muni Tank Vent Hose,2 Tank, Installed  
Flush kit  
No Manual Valve  
No Float Switch  
No Air Bleed Kit  
Muni Body Without Slurry Tube  
Variable Displacement Hose Nozzle  
Muni Prewet For Front Spinner  
Electric Prewet System w/Flowmeter (3gpm)**

LOW LIQUID INDICATOR (FLOAT)

**CHASSIS**

Chassis Supplier  
Order Type  
Chassis Make  
Chassis Model  
Chassis Model Year  
Chassis Axle Quantity

**Chassis Info To Be Determined  
Turnkey Install  
Freightliner  
108SD  
Model Year 2027  
Single Axle**

## INSTALLATION

USC Paint Location	<b>Not Required For Job</b>
Chassis Delivery To Henderson	<b>Truck Dealer/Customer Delivers</b>
USC Build Facility	<b>USC-NY</b>
Installation Order Type	<b>Turnkey Install</b>
Liquid Type	<b>Muni/Tub/BBMaxx Prewet System</b>
Spreader Type	<b>No Spreader Installed</b>
Dump Body Type	<b>MuniBody II (22/35 Degree)</b>
Scraper Type	<b>No Underbody Scraper</b>
Wing Type	<b>No Wing Plow</b>
Front Plow Type	<b>Reversible Plow</b>
Hitch Type	<b>Low Profile</b>
Completed Truck Delivery	<b>Henderson Delivers (161-250 Miles)</b>
Hooklift	<b>No Job Specific Hooklift</b>
Non-Henderson Equipment	<b>No Non-Henderson Equipment</b>
Plow Portion Hitch	<b>Plow Attachment 30.5in Pin</b>
Hitch Mount Style	<b>Hitch Kit Included with Hitch/Not Required</b>
Front Bumper	<b>OEM Bumper Cut And Split</b>
Front Tow Hooks	<b>Tow Hooks Not Required</b>
Plow Markers	<b>Factory Supplied and Installed at USC</b>
Plow Rubber Deflector	<b>Rubber Deflector Shipped Loose to Customer</b>
Plow Jack Install	<b>Plow Jack Not Required</b>
MuniBody Rear Profile	<b>Straight Rear Muni Body</b>
MuniBody Floor Length	<b>12' MuniBody Floor Length</b>
Sideboards	<b>Sideboards Not Required</b>
Dump Body Vibrator	<b>Vibrator Not Required on Job</b>
Shovel Holder Location 1	<b>Driver Side Body</b>
Shovel Holder Style	<b>Stainless Steel Spring Loaded Shovel Holder</b>
Shovel Holder Quantity	<b>1 Henderson Upfit Supplied Shovel Holder</b>
Ladder 1 Style	<b>Fold Down Side Ladder</b>
Ladder 1 Location	<b>Driver Side Front</b>
Ladder Quantity	<b>1 Ladder</b>
Ladder(s)	<b>Supplied By Factory And Installed At Henderson Upfit</b>
Grab Handles	<b>Grab Handle Not Required</b>
Steps	<b>No Steps Required</b>
Asphalt Lip	<b>No Asphalt Lip Required</b>
Cabshield Install	<b>Cabshield Supplied By Factory, Weld To Body At Henderson Upfit</b>
Pressure Protection Valve	<b>In Line Air Valve (All Chassis)</b>
Tailgate Release Type	<b>Henderson Upfit Supplied Manual Air Over Air Release</b>
Tailgate Style	<b>Standard Tailgate</b>
MuniBody Chute Style	<b>Standard Factory Chute Install</b>
MuniBody Discharge Type	<b>Muni Front Discharge Only</b>
MuniBody Material	<b>Stainless Steel Muni Body</b>

MuniBody Hoist Type  
Munibody Cylinder Type  
Spreader Tie Down Winch System  
Body Liner  
Rubber Mounting Pads  
Tarp Brand  
Liquid Drive Configuration  
Liquid Controls

Feedback Sensor  
Flush Kit  
Liquid Selector Valve Required  
Slurry Tube  
Prewet Discharge Location  
Rear Mudflap Mounting  
Rear Mudflap Material  
Rear Center Mudflap Mounting  
Front Center Mudflap Mounting  
Front Mudflap Mounting  
Front Mudflap Material  
Poly Fenders  
Pintle Plate  
Pintle Plate ICC Lights  
Reflective Tape  
Lube System  
Miscellaneous D-Ring Quantity  
Exhaust Elbows  
Automatic Tire Chains  
Pusher Axle  
Toolbox  
Trailer Plug 1  
Gladhands  
Rear Tow Hook  
PDP Mount Location  
Misc Electrical Supplies  
GPS System  
Pavement Temp Sensor  
USC Light Package  
Grille Light(s)  
Camera Wash Kit  
Camera 2 Location  
Camera 1 Location  
Camera Type/Monitor  
Camera Quantity  
Camera System  
Wiper(s)

**Tele Trunnion Hoist Internal Doghouse**  
**Double Acting Hoist Cylinder**  
**No Spreader Tie Down Winches Required**  
**Body Liner Not Required**  
**No Rubber Mounting Pads Required**  
**Tarp Not Required**  
**Electric Drive, Factory Installed**  
**Supplied By Henderson Upfit, Included With Hydraulic Package**  
**Supplied By Factory**  
**Supplied By Factory Henderson Upfit Installed**  
**Not Required**  
**Not Required**  
**Front Or Rear**  
**Swinging Stainless Steel Mount**  
**Rubber Rear Mudflap With Logo**  
**Not Required On Job**  
**Front Center Mudflap Not Required**  
**Frame Mounted Stainless Steel Anti-Sail**  
**Rubber Front Mudflap With Logo**  
**Not Required**  
**No Pintle Plate Or Cover**  
**ICC 3 Light Bar**  
**Henderson Logo Reflective Tape, 60' Linear**  
**No Lube System Required**  
**Not Required**  
**Exhaust Elbow Not Required**  
**OnSpot Chains**  
**Pusher Axle Not Required**  
**Not Required**  
**Not Required For Job**  
**Glad Hands Not Required**  
**Remount OEM**  
**PDP Mounted On Back Wall**  
**Misc Electrical Supplies Required**  
**GPS System Not Required**  
**Not Required**  
**Not Required**  
**2 Whelen TIR3 Amber/Green Strobes**  
**Camera Wash Kit Not Required**  
**Cabshield Mounted**  
**Drivers Side Bolster Rear Facing**  
**Camera Type Not Required**  
**2 Hydraulic Supplied Cameras**  
**Camera System Included In Hydraulic Package**  
**Wiper Not Required**

Switchbox  
License Plate Lights

Brake Controller  
Body Up Switch/Light  
Back Up Alarm  
Roof Beacon Light  
Worklight 3 Location  
Worklight 3 Type  
Worklight 2 Location  
Worklight 2 Type  
Worklight 1 Location  
Worklight 1 Type  
Worklight Quantity  
Roof Spotlight  
Mirrors  
Driving Lights  
Plow Lights Brackets

Plow Lights  
Dump Body Rear Lighting  
Dump Body Light Box  
Position 3 from Bottom Strobe Color  
Rear Bolster Light Position 3 from Bottom  
Rear Bolster Light Position 2 from Bottom  
Rear Bolster Light Position 1 from Bottom  
Dump Body Side Bolster Lighting  
Bolster Rear Side Strobe  
Cabshield Front Light Quantity  
Cabshield Rear Facing Light Quantity  
Cabshield Side Facing Strobe Color  
Cabshield Side Facing Light QTY  
Cabshield Front Strobe Light Color  
Cabshield Beacon Light  
Hydraulic System Source  
Hydraulic System Manufacturer  
Control Mount Location  
Hydraulic Control Type  
PTO Type  
Reservoir Type  
Hydraulic Package  
Total Number of Quick Coupler Pairs Required

**No Switch Box Necessary**  
**Henderson Upfit Supplied License Plate Light**  
**Grey Housing**  
**Brake Controller Not Required**  
**Proximity Switch/Bracket/Harness**  
**Chassis Supplied Alarm**  
**Not Required**  
**On Rear Of Body**  
**Flood Light, ABL, 1000 Lumen, LED**  
**On Rear Of Body**  
**Flood Light, ABL, 1000 Lumen, LED**  
**Front Spinner**  
**Flood Light, ABL, 1000 Lumen, LED**  
**Quantity 3 Worklights**  
**Not Required**  
**Not Required**  
**Driving Lights Not Required**  
**Stainless Steel, Freightliner, Western Star/Other,**  
**Pair**  
**ABL, Heated**  
**3 Each Side**  
**Not Required**  
**Green/Amber combo Strobe**  
**Strobe**

**Backup**

**Stop/Tail/Turn**

**2.5" Red/6" Obround Combination**  
**Green/Amber combo Strobe**  
**2 Forward Facing Light Holes**  
**No Rear Facing Lights**  
**Green/Amber Combo Strobe**  
**Side Facing Light Pair**  
**Green/Amber Combo Strobe**  
**Cabshield Beacon Light Not Required**  
**Henderson Supplied Hydraulic System**  
**Force America**  
**Floor Plate/Pedestal Mount Control**  
**Air Controls**  
**Included In Hydraulics**  
**30 Gallon Reservoir/Enclosure, Stainless Steel**  
**Full Hydraulic Package**  
**7 Pair QD Couplers**

Quick Coupler Upgrade  
Return Filter  
Low Oil Indicator  
High Temperature Oil Shutdown  
Low Oil Shutdown  
Valve Enclosure Mount Location  
Valve Enclosure Size  
Valve Enclosure Supplier  
Valve Type  
Plow Pressure Relief Valve  
Stainless Steel Tubing  
Body Paint Type  
Clear Coat Finish  
Undercoat  
Touch Up Paint

**Special Request**

No Asphalt Lip Required On Job

**Special Request**

Wrk Lit1 Loc:Front Spinner

**Special Request**

Wrk Lit2 Loc:On Rear Of Body

**Special Request**

Grille Lights 2 Whelen Tir3

Amber/Green Strobes

**Special Request**

Bolster Side Green/Amber Combo  
Strobe

**Special Request**

Hydraulic System Manufacturer:  
Force America

**Stainless Steel QD Couplers  
Supplied By Henderson Upfit  
Supplied With Hydraulic Package  
High Temp Oil Shutdown Not Required  
Included With Hydraulic Package  
Driver Side Valve enclosure, Frame Mount  
Supplied With Equipment  
Valve Enclosure Henderson Supplied  
Add-A-Fold Sections  
No Plow Pressure Relief Valve  
SS Lines to Front and Rear of Truck  
No Henderson Upfit Paint Required  
No Clear Coat Finish Required  
No Undercoat Required  
No Additional Touch Up Paint**

8 INCH ASPHALT LIP INSTALLED AT FACTORY

SPINNER LIGHT ON ITS OWN SWITCH

BOTH REAR BODY WORK LIGHTS ON SAME SWITCH

GRILL STROBES ON OWN SWITCH

ALL DUMP BODY AND CABSHIELD STROBES ON SAME  
SWITCH

FORCE AMERICA QT001-2072229-5

ADD-A-FOLD VALVES

HOT SHIFT TANS MOUNT PTO/PUMP

AIR PLOW CONTROLS

SSC6100 SPREADER/LIQUID CONTROLLER

LOW OIL SHUTDOWN AND INDICATOR

**Original Package Price:** \$161,101.00

**Total Package with applicable NPPGov Discount:** \$136,107.10

**Freight:** \$3,029.00

**Package (s):** 1

**Total:** \$139,136.10

Due to the volatility in material costs and chassis delays, pricing is subject to change at time of manufacturing and/or upfit.

Henderson offers a deposit program with additional discounts. Please contact your Henderson sales representative for more details.

All terms and conditions apply. Terms of Sale Document available at [http://www.hendersonproducts.com/assets/Terms\\_of\\_sale.pdf](http://www.hendersonproducts.com/assets/Terms_of_sale.pdf)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Quote notes:**

#16 – Existing Salt Truck



Proposed Salt Truck



DATE APPLICATION RECEIVED: 02-27-2026

DATE INSURANCE CERTIFICATE RECEIVED: 02-27-2026

NAME OF EVENT: ROLL AND READ

DATE OF EVENT: 05-29-2026

DATE REFERRED TO DEPARTMENT: 02-27-2026

PUBLIC SAFETY COMMITTEE MEETING DATE:

RECOMMENDATIONS:

POLICE CHIEF (APPROVED) X (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) X (DENY) \_\_\_\_\_

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

DPW DIRECTOR (APPROVED) X (DENY) \_\_\_\_\_

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

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

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

CITY CLERK (APPROVED) (DENY) \_\_\_\_\_

MAYOR (APPROVED) (DENY) \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Do Not Advertise Or Announce Events Prior To Approval By City



City of Jamestown
Office of Administrative Services
http://www.jamestownny.net
Phone: (716) 483-7612

200 East Third Street
Jamestown, NY 14701
Fax: (716) 483-7502



APPROVED

SPECIAL EVENTS PERMIT APPLICATION

All Applications Are Due 30 Days Prior To Event

All Applications Must Be Complete and Approved 14 Days Prior to Event

Application Fee: Nonprofit \$100/For Profit \$175 Per Day

For applications submitted less than 30 days before event, Nonprofit \$125/For Profit \$200/day

We reserve the right to reject applications for events less than 14 days from submission

A. EVENT INFORMATION

Name of Event: Roll and Read
Sponsor: Jamestown Community Learning Council
Location: various downtown businesses
Date/day of Event: 05/29/2026
Hours of Operation: 4 hrs
Estimated Crowd Size: 50 people (in small walking groups)

B. CONTACT INFORMATION

1. Name: Krista Camarata
Address: P.O. Box 129 Jamestown NY 14702
2. Name: Amanda Telford
Address: P.O. Box 129 Jamestown NY 14702

Can this information be published on the web so that the public can reach you about your event? [ ] Yes [ ] No

C. VENDOR INFORMATION

Event will include: INDIVIDUAL VENDOR APPLICATION AND FEES REQUIRED
[ ] Food Vendors [ ] Non-Food Vendors [ ] Alcohol Vendor
[ ] Carnival or Amusement Rides. Name of Company:
[ ] Fireworks: Name of Company:

For Fireworks: POLICE SECURITY REQUIRED & YOU MUST COMPLETE A FIREWORKS PERMIT

Application MUST be accompanied by the Application Fee and Insurance Certificate in the amount of One Million Dollars (\$1,000,000) Per Occurrence, One Million Dollars (\$1,000,000) Aggregate.
Insurance Certificate MUST name THE CITY OF JAMESTOWN.

Notes: FOR OFFICE USE ONLY: DO NOT WRITE IN THIS BOX
Application Fee
2127104 Insurance Certificate
2127124 Departments Notified

**D. Public Health**

Trash Cans:  Yes  No

How many: 0 Location: \_\_\_\_\_

Trash Pickup During Event:  Yes  No  
Event sponsor is responsible for staff overtime.

Bathroom Facilities:  On Site  Portable  
 Accessible/ADA Compliant

Number: 0 Location: \_\_\_\_\_

**E. POLICE AND TRAFFIC REQUESTS**

City Retains Final Authority for Street Closing/Barricades and Police Staffing

Police Security:  Yes  No Number: \_\_\_\_\_ Location: \_\_\_\_\_

Police Traffic:  Yes  No Number: \_\_\_\_\_ Location: \_\_\_\_\_  
Note: Event organizer is responsible for police costs and overtime.

Street Closings:  Yes  No If Yes, street closure sign-off form will be required.

If this for  Parade or  Run/Walk include map of desired route for parade/run/walk.

Describe streets to be closed, time of close/open, and location of barricades. Please attach map.

NONE

**F. ADDITIONAL INFORMATION ABOUT YOUR EVENT**

Will the event include music?  Yes  No  
If Yes,  Live or  Recorded? Details: \_\_\_\_\_

Where will the music be located? \_\_\_\_\_

Will the band wagon be requested from the Parks Department?  Yes  No (Additional Charges May Apply.)

Will an amplifier be used for music, speakers or otherwise at the event?  Yes  No

Will alcohol be served?  Yes  No If Yes, Liquor Authority Approval and Site Plan Required

Will alcohol be sold?  Yes  No If Yes, See Below

**IF YES, PLEASE ATTACH A DIAGRAM OF THE DESIGNATED AREA TO BE UTILIZED FOR THE SALE OF ALCOHOL AND THE LETTER FROM THE N.Y.S. LIQUOR AUTHORITY INFORMING YOU THEY APPROVE OF THE EVENT. ALL ALCOHOL SALES AND DISTRIBUTION MUST BE LIMITED TO A SELF-CONTAINED AND CONTROLLED AREA, IN WHICH PROOF OF LEGAL AGE CAN AND MUST BE DOCUMENTED PRIOR TO ENTRY INTO THE ALCOHOL 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 NYS 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.**

For access to electric distribution panels in downtown area, contact:  
Jamestown Renaissance Corporation, 301 E. 2<sup>nd</sup> St., Suite 301, 716-664-2477

For other temporary electric service, contact:  
BPU Customer Service, 92 Steele Street, 716-661-1660

**Use of electrical outlets on BPU Street Light Poles will not be permitted.**

**H. RESTRICTIONS**

1. Fire hydrants, cross streets/alleys and store fronts shall not be blocked by any vehicle or concession at any time.
2. Fuel Containers must be of an approved type and properly secured.
3. Deep fryers must be approved commercial type and require a Type K portable extinguisher. All food vendors must have Type ABC fire extinguisher. All fire extinguishers must be inspected within last year. A Safety Lane must be maintained at all times.
4. No grease or substance of any kind can be discharged upon the streets, sidewalks, or into the storm drains and sewers.
5. No signage may be placed on trees or utility poles.

**I. SIGNATURE AND FEES**

Jamestown Community Learning Council \_\_\_\_\_, 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. JCLC \_\_\_\_\_, 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 arisen 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 omission of the JCLC \_\_\_\_\_, 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: \_\_\_\_\_

Print Name: Krista Camarata

**For Office Use**

Approximate cost of this event (only the application fee is due at this time)

\$ ~~\_\_\_\_\_~~ Application Fee  
~~\_\_\_\_\_~~ for food vendors  
~~\_\_\_\_\_~~ for non-food vendors  
~~\_\_\_\_\_~~ for Parks/trash/stage  
~~\_\_\_\_\_~~ for Police security/traffic  
~~\_\_\_\_\_~~ APPROXIMATE TOTAL

Checks may be made out to City of Jamestown.

DATE APPLICATION RECEIVED: 01-30-2026

DATE INSURANCE CERTIFICATE RECEIVED:

NAME OF EVENT: JAMESTOWN JUNETEENTH CELEBRATION

DATE OF EVENT: 06-19-2026 - 06-21-2026

DATE REFERRED TO DEPARTMENT: 02-11-2026

PUBLIC SAFETY COMMITTEE MEETING DATE:

RECOMMENDATIONS:

POLICE CHIEF (APPROVED) X (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) X (DENY) \_\_\_\_\_

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

DPW DIRECTOR (APPROVED) X (DENY) \_\_\_\_\_

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

PARKS, REC. & CONS. DIRECTOR (APPROVED) X (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 \$ 600-800

TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 600-800  
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

City sponsored  
Event - no charge  
DMS

CITY CLERK (APPROVED) (DENY) \_\_\_\_\_

MAYOR (APPROVED) (DENY) \_\_\_\_\_

COMMENTS: \_\_\_\_\_



**CITY  
OF  
JAMESTOWN**  
OFFICE OF THE CITY CLERK/TREASURER

Jennifer R. Williams  
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:

Jamestown Juneteenth Celebration

Event Sponsor:

Jamestown uneteenth Planning Committee. (Regina Brackman)



Non-Profit Sponsor



For-Profit Sponsor

Date/Day of Event:

~~04/28/2026~~ 6/19/26 - 6/21/26

Series of Events – List all dates:

Friday June 19th, 2026 Flag Rasing Cerememy and Groovin in the ParkLive Ba

Event Location:

Taylor Jackson Park - Lafayette Street - Jamestown NY

Setup Time Start:

8:00am

Breakdown Time Start:

9:00am

Hours of Event Operation:

8:00 am - 10:00 PM

Estimated Crowd Size:

250

Fee Collected for Attendance?



Yes



No



Donation

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

Any proceeds will go towards the cost of the Festival and the Juneteenth Scholar

**FOR OFFICE USE ONLY:**

Application Fee:

Departments Notified:

Insurance Certificate:

## Contact Information:

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

Contact #1:	Regina Brackman	Contact #2:	Marcella Keith
Title:	Juneteenth Planning Chair	Title:	Juneteenth Planning Treasure
Address:	11 Genesee Street Jamestown NY 14701	Address:	16 Richmond Place Jamestown NT 14701
Phone:	(716) 499-5849	Phone:	(717) 951-9157
Email:	brackmanregina@yahoo.com	Email:	lynncella@yahoo.com

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:

Through out the park, Not sure of the number previously used. Will need pick up between the hours of 3 PM and 9:PM on Saturday June 20th and Sunday June 21st :between the hours of 12 PM and 6:00 PM

### Restroom Facilities:

On-Site Facilities

Portable Facilities

Accessible/ADA Compliant Facilities

Number of Facilities

### Location of Facilities:

We would need both bathrooms available we also will be using the Concession Stand for this event.

### 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.

Street Closure for Friday June 19th, is to be determined. If the event is held at the Winter Garden Plaza street closure will be requested. The closure would be for North Main Street between 4th and 3rd Street. I can ammend this request once I know if the Winter Garden Plaza will be used.

At Jackson Taylor park no road closure just traffic posting to remind driver to monitor speed.

## Event Music:

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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.

All performers will be under the large Pavillion - Friday June 19th - tentative Live Band from 6:00 PM to 9:00 PM. Saturday June 20th between the hours of 12:00 PM to 9:00 PM. Various activities are being planned throughout the day. Sunday June 21st from 9:00 AM to 6:00 PM. Sunday Morning Worship Service at 9:00 PM, 2:00 PM Juneteenth.

## Alcohol:

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- 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:

	01/28/2026
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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:**

Jamestown uneteenth Planning Committee (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. Jamestown uneteenth Planning Committee (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 **Jamestown uneteenth Planning Committee** (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:

	01/28/2026
--	------------

Print Name:

Regina Brackman - Jamestown Juneteenth Planning Chair
---

DATE APPLICATION RECEIVED: 02-25-2026

DATE INSURANCE CERTIFICATE RECEIVED:

NAME OF EVENT: WORLD SERIES OF WHEELS CAR SHOW

DATE OF EVENT: 07-25-2026, RAIN DATE 07-26-2026

DATE REFERRED TO DEPARTMENT: 02-26-2026

PUBLIC SAFETY COMMITTEE MEETING DATE:

RECOMMENDATIONS:

POLICE CHIEF (APPROVED) X (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) X (DENY) \_\_\_\_\_

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

DPW DIRECTOR (APPROVED) X (DENY) \_\_\_\_\_

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

PARKS, REC. & CONS. DIRECTOR (APPROVED) X (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 \$ 300

TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 300  
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

*City Sponsored event.*

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:

WORLD SERIES OF WHEELS CAR SHOW

Event Sponsor:

BARB RUTH WORLD SERIES COMMITTEE

Non-Profit Sponsor

For-Profit Sponsor

Date/Day of Event:

JULY 25, 2026 - RAIN DATE 7/26/26

Series of Events – List all dates:

Event Location:

BERGMAN PARK

Setup Time Start:

0900 AM

Breakdown Time Start:

~~1100 AM~~ 4:00 PM

Hours of Event Operation:

1100 AM - 4 PM

Estimated Crowd Size:

Fee Collected for Attendance?

Yes

No

Donation

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

BARB RUTH WORLD SERIES COMMITTEE

**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.

<p>Contact #1:</p> <p>Title: <u>KETH EKLUND</u></p> <p>Address: <u>CAR SHOW CHAIRMAN</u></p> <p>Phone: <u>33 HARRIS AVE Jmst</u></p> <p>Email: <u>716 664 1398</u></p> <p><u>sumcan23@gmail.com</u></p>	<p>Contact #2:</p> <p>Title: <u>Kim EKLUND</u></p> <p>Address: <u>PRESIDENT</u></p> <p>Phone: <u>33 HARRIS AVE Jmst</u></p> <p>Email: <u>716 664 6405</u></p> <p><u>KIMBERLYEKLUND@YAHOO.COM</u></p>
---	--

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 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.

**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:

<i>Scott Kellard</i>	<i>Feb 14, 2026</i>
----------------------	---------------------

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:**

BZWS COMMITTEE (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. BZWS COMMITTEE (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 Brews Committee (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:

<i>Keith Ecklund</i>	<i>Jul 14, 2024</i>
----------------------	---------------------

Print Name:

<i>KEITH ECKLUND</i>
----------------------

DATE APPLICATION RECEIVED: 01-30-2026  
DATE INSURANCE CERTIFICATE RECEIVED:  
NAME OF EVENT: HISPANIC HERITAGE FESTIVAL  
DATE OF EVENT: 09-19-2026  
DATE REFERRED TO DEPARTMENT: 02-11-2026  
PUBLIC SAFETY COMMITTEE MEETING DATE:  
RECOMMENDATIONS:

POLICE CHIEF (APPROVED) X (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) X (DENY) \_\_\_\_\_

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

DPW DIRECTOR (APPROVED) X (DENY) \_\_\_\_\_

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

PARKS, REC. & CONS. DIRECTOR (APPROVED) X (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 \$ 300

TOTAL COSTS INCURRED BY PARKS DEPARTMENT: \$ 300  
ESTIMATED COST TO BE BILLED TO SPONSOR: \$ 0

*City Sponsored event  
No charges - pms*

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:

Hispanic Heritage Festival

Event Sponsor:

City of Jamestown



Non-Profit Sponsor



For-Profit Sponsor

Date/Day of Event:

September 19, 2026

Series of Events – List all dates:

Event Location:

Jackson Taylor Park

Setup Time Start:

1pm

Breakdown Time Start:

7pm

Hours of Event Operation:

3pm to 7pm

Estimated Crowd Size:

150 to 200

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:



## Special Events Permit Application Information Sheet

Please adhere to the following guidelines and stipulations when submitting your special events permit application.  
Non-compliance will result in the rejection of your application and delays in processing.

### Submission Requirements

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#### Payment & Insurance Certificates:

- Include permit fee and an insurance certificate naming the "City of Jamestown" as an additional insured for \$1,000,000 to \$5,000,000 based upon event type and crowd size. Additional insurance thresholds and minimums may apply and are required upon request.
- Submit these documents with your completed application to the Clerk's Office.

#### Complete Applications:

- Ensure all fields in the application are filled out completely.
- Incomplete applications will be returned and not processed until resubmitted in complete form.

#### Street Closures:

- If a street(s) closure is requested, a Street Closure Sign Off Form must be submitted with signatures of every business/neighbor impacted by the closure.

### Alcohol Sales & Distribution Requirements

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#### Diagram & Details:

- Obtain a New York State Liquor Authority license/permit. Once the special event permit application has been approved by the City of Jamestown Public Safety Committee, a copy of the license/permit must then be brought to the Clerk's office for record and filing.
- Include a diagram showing the dedicated space for alcohol consumption (alcohol-controlled area), noting all entrance & exit points.
- Provide a detailed statement covering:
  - 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.

### Firework Display Requirements

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#### Security & Permits:

- Police & Fire security is mandatory if fireworks will be displayed at the event.
- Complete and return a supplemental Firework Display Permit Application to the Clerk's office
- Use "low noise" fireworks as requested by the City of Jamestown Public Safety Committee to minimize noise disturbances.

### Vendor Permit Requirements

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#### Vendor Submissions:

- Each vendor (excluding fireworks vendors) must submit a Special Event Vendor Application accompanied by permit fee, if applicable, up to (1) week prior to event.

### Application Processing & Next Steps

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#### Priority & Approval:

- Priority is given to those who submit complete applications first.
- All completed applications must be approved by the Public Safety Committee.
- Please refrain from event advertising or announcement prior to approval by the City of Jamestown Public Safety Committee.
- Once approved, please reach out to the parks department for coordination and event preparation plans.

We look forward to working together to ensure your event is a success!

## Contact Information:

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

Contact #1:

Title:	Carmen Perez
Title:	Committee Member
Address:	
Phone:	716 499-0127
Email:	JTHispanicheritage@gmail.com

Contact #2:

Title:	Yanira Castellano
Title:	Committee Member
Address:	
Phone:	716 450-1567
Email:	JTHispanicheritage@gmail.com

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

Yes  No \*Names and email can be shared.

## 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:

*If they are not already there, we would like a few trash cans near the pavillion and near the road where food trucks will be located.*

### Restroom Facilities:

On-Site Facilities

Portable Facilities

Accessible/ADA Compliant Facilities

Number of Facilities

### Location of Facilities:

*In the Concession Stand area.*

### 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.

Requesting closing West 11<sup>th</sup> street to LaFayette  
and LaFayette to West 10<sup>th</sup> Street.

## Event Music:

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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.

The committee will be contracting a band that will play from 3-7pm. The DJ will be playing between sets and during breaks. The band will play Spanish and English music.

## Alcohol:

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- 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:

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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

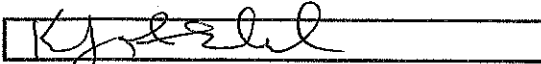
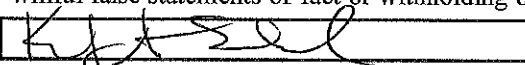
\*Use of electrical outlets on BPU street light poles is prohibited.

#### 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:

 (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.  (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 (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:

 - MAYOR	12/16/2025
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Print Name:

KIMBERLY A. ECKLUND
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**CITY OF JAMESTOWN**  
OFFICE OF THE CITY CLERK/TREASURER

**Jennifer R. Williams**  
City Clerk/Treasurer

## Street Closure Sign-Off Form

All residents and/or property owners affected by the street closing must be notified prior to the event.

Use additional sheets as needed.

Photo copied signatures are not acceptable.

All signatures must be original, in ink and dated for the specific event.

We the undersigned, as residents and/or property owners on 1001 Washington Street (Street) agree to the proposed street closings for the special event known as Hispanic Heritage Festival (Event) on Sat. Sept. 19, 2026 (Event Date) between the hours of 3pm (Event Time) and 7pm (Event Time). A fire lane will be maintained for emergencies.

### Proposed Street Closings:

<u>West 11th street</u>	between	<u>LaFayette</u>	and	<u>West 10th street</u>
	to		to	
	between		and	
	between		and	

Signature:

Print Name:

Address/Business Name:

<u>Samantha McAulay</u>	<u>Samantha McAulay</u>	<u>1001 Washington St. Jamestown NY</u> <u>Dave Warren CDSP</u>

Comments:



**CITY  
OF  
JAMESTOWN**  
OFFICE OF THE CITY CLERK/TREASURER

**Jennifer R. Williams**  
City Clerk/Treasurer

## Special Event Vendor Application

Applications are due (30) days prior to the start date of the special event.  
Permits will be returned to the event sponsor for distribution to vendors.

Name:

Address:

Phone:

### Type of Vendor:

<input type="checkbox"/> Non-Profit Organization	Days at \$30 (per day): <input type="text"/>	Total: \$ <input type="text"/>
<input type="checkbox"/> For-Profit Organization	Days at \$60 (per day): <input type="text"/>	Total: \$ <input type="text"/>
<input type="checkbox"/> City Based Vendor		

Dates:

Hours of Operation:

Types of Goods Sold:

Tax ID No./Social Security Number:

### Notes:

- Fire hydrants, cross streets/alleys and store fronts shall not be blocked by any vehicle or concession at any time.
- Fuel containers must be of an approved type and properly secured.
- Deep fryers must be approved commercial type and require a type K portable extinguisher.
- All food vendors must have type ABC fire extinguisher.
- All fire extinguishers must be inspected within the last year.
- A safety lane must be maintained at all time.
- No grease or substance of any kind can be discharged upon the streets, sidewalks, or into the storm drains and sewers.
- No signage may be placed on trees or utility poles.

Name of Event:

Vendor's Signature:

Sponsor's Signature:

Return Application & Fees to Event Sponsor:

### FOR OFFICE USE ONLY:

Permit Number: <input type="text"/>	Number of Days: <input type="text"/>	Issued By: <input type="text"/>
Date Issued: <input type="text"/>	Amount Received: <input type="text"/>	