

## BATAVIA CITY COUNCIL CONFERENCE MEETING

City Hall - Council Board Room  
One Batavia City Centre  
April 24, 2023 at 7:00 p.m.

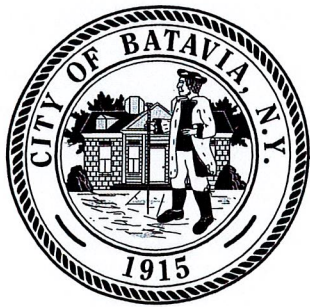
### AGENDA

- I. Call to Order
- II. Invocation – Councilmember Jankowski
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
  - a. Memorial Day Parade – 5/29/23
  - b. GLOW OUT Parade & Festival – 6/9/23
  - c. UNNC / RRH Foundation Lemonade Stand – 6/15/23
  - d. GO ART Music & Art Festival – 7/1/23
  - e. Kiwanis 5K Road Race – 7/4/23
  - f. GLOW YMCA 5K – 8/3/23
- VII. Council President Report
  - a. Announcement of the next City Council Meeting to be held on Monday, May 8, 2023 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre
- VIII. Presentations
  - a. Healthy Neighborhoods Program – Genesee County Health Department
  - b. Privacy Shields Donation – David Culver
- IX. Appointment of Council Member Bialkowski And Richmond to The Audit Committee
- X. Re-Appointment of Patti Pacino to The Batavia Business Improvement District Board
- XI. Purchase And Sale Agreement of 11 City Centre
- XII. Residency Waiver – Fire Chief
- XIII. Surplus of Police Vehicles

XIV. Adjournment

XV. Executive Session.....Employment Matters





## *MEMORANDUM*

**To:** Rachael Tabelski, City Manager  
**From:** Heidi J. Parker, Clerk-Treasurer  
**Date:** 4/18/23  
**Subject:** **Event Summary**

Below please find the summary for the events to be reviewed by City Council on April 24, 2023:

### **Memorial Day Parade – 5/29/23**

Estimated cost from BOM is \$1,690.56. There were no costs from the other departments.

### **GLOW OUT Parade and Festival – 6/9/23**

Estimated cost from BOM is \$390.84 and from police is \$543. There were no costs from the other departments.

### **UMMC / RRH Foundation Lemonade Stand – 6/15/23**

There were no costs from the departments.

### **GO ART Music & Art Festival – 7/1/23**

Estimated cost from BOM is \$781.68. There were no costs from the other departments.

### **Kiwanis 5K Road Race – 7/4/23**

Estimated cost from PD is \$540.00. There were no costs from the other departments.

### **GLOW YMCA 5K – 8/3/23**

Estimated cost from PD is \$776.00. There were no costs from the other departments.

**\*\*NOTE** – Event sponsors are responsible for costs that may be incurred because of their event and have been made aware of estimated costs, if any. For final approval, all applicants must submit a certificate of liability insurance to the Clerk's Office prior to the event date.



City of Batavia  
Batavia, New York 14020  
(585) 345-6300

Official Use Only:

2023-23  
Event Application #:

Event Application Fee - \$25.00 (non-refundable)  
(A separate permit must be issued for each item requested)

N/A

Event Sponsor City of Batavia  
 Type of Event Memorial Day Parade  
 Day and Date of Event Monday May 29th, 2023  
 Time of Event (don't include set up time here - just actual event time) 9:30am - 10:30am  
 Location of Event Eastowne Plaza & Alva Place Parking Lot  
 Details of Event (be as specific as possible!) Annual parade honoring Veterans and first responders.

Contact Information:

Primary contact:

Secondary contact:

Name Bob Bialkowski  
 Phone # 585-343-4471  
 Mailing address One Batavia City Centre 14020  
 E-mail address bbwsk@yaho.com

Name Krista Galdun  
 Phone # 585-345-6333  
 Mailing address Same as primary  
 E-mail address kgaldun@batavianewyork.com

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: www.batavianewyork.com

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with **Liquor Legal**.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? \_\_\_\_\_

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***

**EVENT INFORMATION (required):**

Set up date: May 29th, 2023

Set up time: 8:30am

Tear down date: N/A

Tear down time: N/A

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: May 29th, 2023 Start time: 8:30am

End time: 11:00 am

Estimated crowd size: 3000

# of Vendors/Displays N/A

**WILL THE EVENT INCLUDE:**

- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
- Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
- Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

\_\_\_\_\_  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

Some parade participants  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2**

*The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.*

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? \_\_\_\_\_

Will generators be used? Yes  No  \*see Special Events Inspection ✓ list for compliance\*

**If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR**

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event? Yes  No   
Will a bounce house or other air supported structures be erected at event? Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: Parade

**List Street(s) and Cross Street(s) that will be affected:**

East main Eastowne Plaza – Bank St. & Bank St.  
Street to be closed Cross Streets  
\_\_\_\_\_  
Street to be closed Cross Streets  
\_\_\_\_\_  
Street to be closed Cross Streets  
\_\_\_\_\_  
Street to be closed Cross Streets  
\_\_\_\_\_

Will street barricades be requested from the City? Yes  No  How Many? AS required

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_  
(Drop off locations of requested items must be identified on the site drawing)

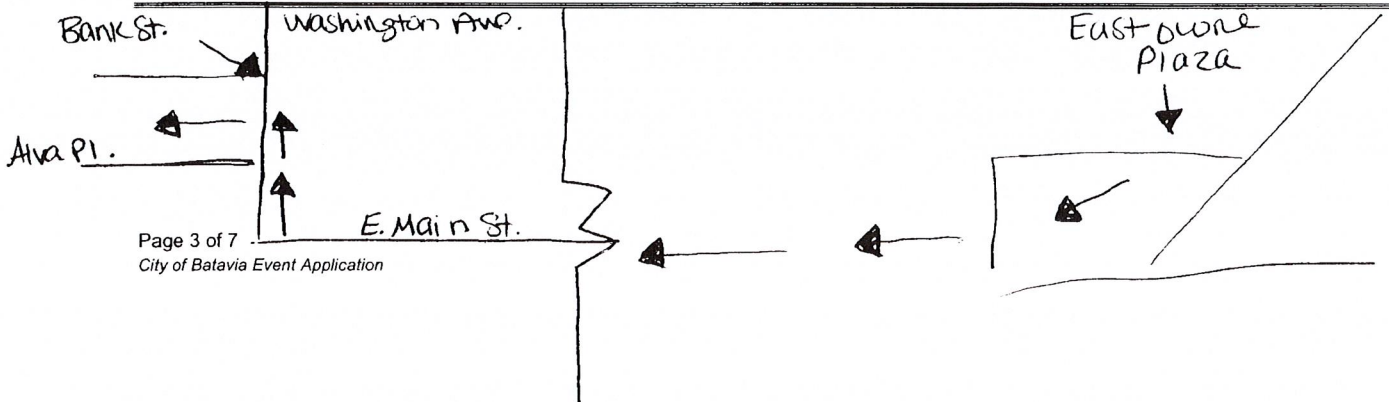
**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE**

Will City Police Officers be requested for the event? Yes  No

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**



**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

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**Hold Harmless Agreement**

N/A, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, 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 Batavia its employees, officers and agents may pay or become obligated 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 Batavia or by any act or omission of 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.

3/14/23  
Date:

City of Batavia  
Name of Event Sponsor:  
Rachael J. Tabelski  
Authorized Signature, Title

Rachael Tabelski  
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

3/14/23  
Date:

Rachael J. Tabelski  
Signature of Applicant:

**Please forward this application to:**

**City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020**



**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<b>OFFICIAL USE ONLY</b>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**If recommendation is denied, please attach a brief explanation**

<b>OFFICIAL USE ONLY</b>	
_____	_____
<i>Date Received</i>	<i>Council Action: (Approved / Disapproved)</i>
_____	_____
<i>Date of Council Action:</i>	<i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

**Department Approval**

	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

**Estimate based on:** *Fillable table – type your response here:*

--

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*

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**Submitted By:** \_\_\_\_\_ *Name / Title* \_\_\_\_\_ *Date Submitted*

Appendices

Event Application # 2023-23

Event Description Memorial Day Parade Overtime Cost to City of Batavia

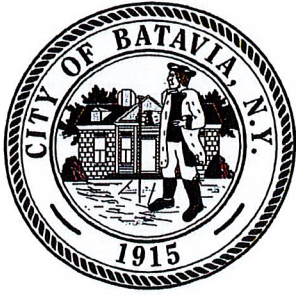
Employee Name	position	date	total hours	normal hourly rate	rate w/fringe	total
X		5/29/2023	4	28.24	48.8552	195.4208
X		5/29/2023	4	28.24	48.8552	195.4208
X		5/29/2023	4	28.24	48.8552	195.4208
X		5/29/2023	4	28.24	48.8552	195.4208
X		5/29/2023	4	28.24	48.8552	195.4208
X		5/29/2023	4	28.24	48.8552	195.4208
	supervisor	5/29/2023	4	37.43	64.7539	259.0156
	supervisor	5/29/2023	4	37.43	64.7539	259.0156
					0	0
					0	0
					0	0
					total	1690.556

Customer Info (Event Sponsor):

Name City of Batavia  
 Billing Address  
 Address of Event Main Street

Please attach any supporting documents





# City of Batavia

## Estimate for event 2023-23

### MEMORIAL DAY PARADE

Equipment =	3 one ton dump trucks 1 sign truck (#216) 2 trailers 2 arrow boards
Signage =	67 signs/bases 10 type-1 barricades 63 type-3 barricades 40-50 cones
Total devices	180-190 == No cost estimate in house supplies/equipment

2 Days prior set up of signs and placement on curb for Detour & Closure == No cost estimate

### Overtime labor costs for event (Monday 05/29/2023)

See Attached Sheet

Submitted by: Scott Allen

Office of the City Manager  
One Batavia City Centre  
Batavia, New York 14020

Phone: 585-345-6330  
Fax: 585-343-8182  
[www.batavianewyork.com](http://www.batavianewyork.com)



**State of New York  
Department of Transportation**

**PERM 33c**

**Application  
for the Use of  
State Highway/NYSDOT Property  
When an event is regulated by the  
City/Village/Town(s)**

For events such as parades, processions, assemblages, walk-a-thons, festivals, civic or cultural events, single-county races, etc.

A PERM 33c is required when an event such as a parade, procession, assemblage, walk-a-thon, festival, civic or cultural event, single-county race, etc., is planned to take place on state highway right-of-way, the local Municipality is regulating the event, and the event will either require placing items (signs, barricades, etc) within the state highway right-of-way, or it will block traffic on a state highway.

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
APPLICATION FOR SPECIAL USE**

Complete this application form and Operation and Safety Plan Checklist in this packet and submit the original a minimum of 1 month prior to the event date to NYSDOT for approval. Also keep a copy for your records. Upon approval, one copy will be returned to you that will serve as permission for the Special Use.

Return the application to:

New York State Department of Transportation - Regional Traffic Engineer, NYSDOT Region 4

**1. Special Use Event:** Memorial Day Parade  
Name of Event  
5-29-2023 9:30am-10:30am  
Date(s) Time(s) # of Participants

**2. Type of Special Use Event:**

Parade or Procession  Assemblage  Walk-a-thon  Festival  Single-county race  Other \_\_\_\_\_

**3. Location (specify highways by route number and/or street name, by municipality):**

Rt 5/Rt 33 from Clinton St to Bank St

**4. Applicant Information:**

City of Batavia  
Applicant (city/town/village)

One Batavia City Centre  
Mailing Address

Batavia NY 14020  
City, State, Zip Code

Sallen@bataviainewyork.com  
Email Address

Scott Allen  
Authorized Representative

585-345-6401  
Telephone (including area code)

585-356-5481  
Cell Phone (including area code)

\_\_\_\_\_  
Email Address (if different from Applicant)

\_\_\_\_\_  
Web Site Address (if appropriate)

**Acknowledgment.** On behalf of the applicant, I hereby request permission for a Special Use, and do acknowledge and agree to the terms and conditions and obligations set forth in this application and warrant compliance therewith. The attached documents are also made a part hereof and attached hereto:

[Signature]  
Applicant or Authorized Representative's Signature

3-17-2023  
Date

**Application Received by:**  
\_\_\_\_\_  
NYSDOT Representative's Signature

\_\_\_\_\_  
Date Received by NYSDOT



## OPERATION AND SAFETY PLAN CHECKLIST

Please supply the following information or note as "Not Applicable."

**Event Map and Description** – Some events are confined to a specific site along a highway (e.g. festival), while others may extend for a significant distance (e.g. parades, races). Where appropriate, please show on a map the event location, start and finish lines, direction of travel, railroad crossings, and detour (if present). For the description, include start and ending times and the type of event.

**Operation and Safety Plan** – Please indicate locations where event participants will violate the normal "rules of the road" and all locations where traffic will be required to stop where they would not ordinarily have to stop. For example:

*At the intersection of NY 5 and Main Street a police officer will be stopping eastbound traffic on NY 5 to allow bicyclists to proceed through the stop sign on Main Street.*

*On NY 9A between Smith Rd. and Jones Rd., runners will be on the left shoulder running against traffic instead of on the sidewalk.*

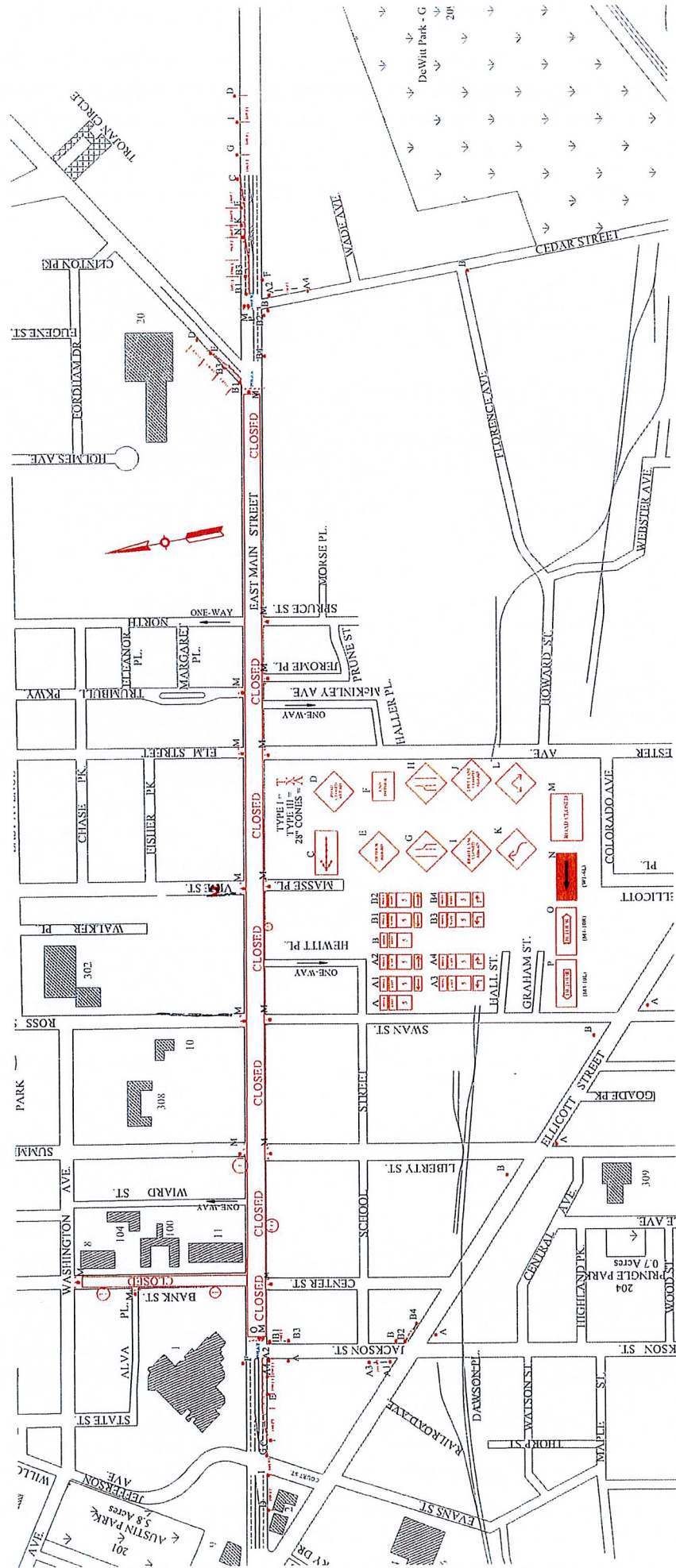
Also indicate any locations where temporary traffic control devices (e.g., cones, pavement markings, signs, barricades) will be placed within the State right-of-way. If temporary signs will be used, please indicate the size, color, and wording for each sign. For example:

*NY 25A will be closed at Main St. using barricades and cones. Detour signs will direct motorists to use Elm and Pine Streets to get back onto NY 25A.*

## Responsibilities of Applicant

- 1. Limitations on Use.** The specific site identified in this permission, and only that portion identified, will be available for use by Applicant only for the purpose stated in this permission and only on the date(s) and for the duration designated in this permission. The authorization herein shall be only for the actual duration of the event.
- 2. Conditions of Use.** NYSDOT makes no affirmation that the state-owned site to be used for the event has been designed, constructed, or maintained for the purpose of the conduct of the event. The Applicant assumes full responsibility for planning and conducting a safe and orderly event that does not expose participants or the public to any unreasonable hazards and that involves a minimal disruption of the normal uses of the state and local highway systems. **It shall be the sole obligation of the Applicant to determine whether the site is suitable for the purpose of safely conducting the event.** The Applicant assumes all responsibility for assuring that the use of the highway/property conforms to applicable requirements of law, including, but not limited to those set forth herein.
- 3. Indemnification:** NYSDOT shall not be liable for any damage or injury to the Applicant, employees, event organizers and volunteers, or participants, or any other person, or to any property, occurring on the site covered by this permission or any part thereof associated in any way with Applicant's use of the site. To the fullest extent permitted by law, the Applicant agrees to defend, indemnify and hold harmless the State of New York, NYSDOT, and their agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of any claim for personal injuries, property damage or wrongful death associated in any way with the Applicant's or participants' use of the involved site(s,) or in any way related to the event, no matter how caused. There is no requirement that municipalities have, or provide proof that they have insurance. However, the municipality agrees to take responsibility for its operations under this permit. Municipalities are encouraged to have a **"PERM 1 Undertaking"** on file with NYSDOT.
- 4. Termination of the Permission.** NYSDOT shall have the right, in its sole discretion, at any time to terminate this permission, or any portion thereof, should it be necessary due to operations or other reasonable need of NYSDOT, by giving written notice of termination of the permission. Any termination by NYSDOT shall in no way constitute or be deemed a breach of this Permission and no liability shall be incurred by or arise against NYSDOT, its agents and employees for loss of profits or any other damages.
- 5. Applicant's Use of the Highway/Property.** The Applicant shall exercise due care in its use of the site and shall upon the expiration, termination, or cancellation of the issued permission, surrender the site in as good a condition as on the effective date of this permission, ordinary wear and tear excepted. **The Applicant shall designate a representative to conduct both a pre-event and post-event field review of the event course with the NYSDOT Resident Engineer(s) to determine what damage may or may not have resulted from the event.** The Resident Engineer is given the authority to determine if any of the post-event damage is required to be repaired.
- 6. Agency's Representative.** The Commissioner of the NYS Department of Transportation, or his/her designee, shall be, and hereby is authorized to act for and on behalf of NYSDOT.
- 7. Reporting Requirements.** The Permittee agrees to notify the Agency's representative about any hazardous or unsafe conditions and about any accidents that occur during the event immediately upon the discovery of such condition or accident.
- 8. Legal.** The privilege granted by this permission does not authorize any infringement of federal, state or local laws or regulations, is limited to the extent of the authority of NYSDOT and is transferable and assignable only with the written consent of the Commissioner of Transportation. The Commissioner reserves the right to modify fees and to revoke or annul the permission at any time, at his/her discretion without a hearing or the necessity of showing cause.





CITY OF BATAVIA  
 MEMORIAL DAY PARADE  
 5/29/2023 9:30AM - 10:30AM





City of Batavia  
Batavia, New York 14020  
(585) 345-6300

**PAID**  
**MAR 23 2023**  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2023-25  
Event Application #:

**Event Application Fee - \$25.00 (non-refundable)**  
(A separate permit must be issued for each item requested)

Event Sponsor GLOW OUT!

Type of Event Pride Parade and Festival

Day and Date of Event Friday, June 9

Time of Event (don't include set up time here – just actual event time) 4 pm - 10 pm

Location of Event City Centre parking lot between Alva, Bank, and Main, including Bank Street

Details of Event (be as specific as possible!) Three parts to event: food truck and vendor fair starts at 4 in parking lot, parade line-up starts at 5 along Bank St., with parade kicking-off at 6, and festival with performances go from 7-10 pm. We know location is tricky with farmer's market but hope we can work together for everyone's benefit!

**Contact Information:**

Primary contact:

Name Sara Vacin 716-803-0901  
Phone # 716-803-0901  
Mailing address 131 Tracy Avenue, Batavia, NY 14020  
E-mail address saravacin@gmail.com

Secondary contact:

Name John Couri  
Phone # 774-644-0491  
Mailing address 120 Grandview Terrace, Batavia, NY 14020  
E-mail address johncouri@icloud.com

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: www.glowout.org

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with **Liquor Legal**.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? \_\_\_\_\_

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***



**EVENT INFORMATION (required):**

Set up date: 6/9/23

Set up time: 12 pm

Tear down date: 6/10/23

Tear down time: 9 am

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 6/9/23

Start time: 4 pm

End time: 10 pm

Estimated crowd size: 650

# of Vendors/Displays 25

**WILL THE EVENT INCLUDE:**

- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
  - Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
  - Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
  - Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
  - Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

\_\_\_\_\_  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

\_\_\_\_\_  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2** *The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.*

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? Lighting and sound equipment

Will generators be used? Yes  No  \*see Special Events Inspection ✓ list for compliance\*

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event? Yes  No   
Will a bounce house or other air supported structures be erected at event? Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: We'll need certain streets closed temporarily for the parade and part of Bank closed the entirety of the event.

**List Street(s) and Cross Street(s) that will be affected:**

<u>Bank Street</u>	<u>Richmond Avenue</u>	&	<u>State Street</u>
Street to be closed		Cross Streets	
<u>Washington Avenue</u>	<u>Jefferson Avenue</u>	&	<u>Main Street</u>
Street to be closed		Cross Streets	
<u>Street to be closed</u>		&	
		Cross Streets	
<u>Street to be closed</u>		&	
		Cross Streets	

Will street barricades be requested from the City? Yes  No  How Many? 20

Will traffic cones be requested from the City? Yes  No  How Many? 20  
(Drop off locations of requested items must be identified on the site drawing)

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)

\_\_\_\_\_  
\_\_\_\_\_

**POLICE**

Will City Police Officers be requested for the event? Yes  No

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**



**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

**Hold Harmless Agreement**

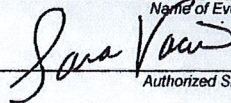
**GLOW OUT!** \_\_\_\_\_, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated 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 Batavia or by any act or omission of 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.

**3/16/23**

Date:

**GLOW OUT!**

Name of Event Sponsor:



**Executive Director**

Authorized Signature, Title

**Sara Vacin**

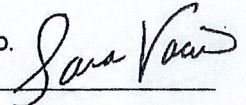
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

**3/16/23**

Date:

Signature of Applicant:



**Please forward this application to:**

**City Clerk's Office  
 Attention: Events Applications Department  
 One Batavia City Centre  
 Batavia, New York 14020**

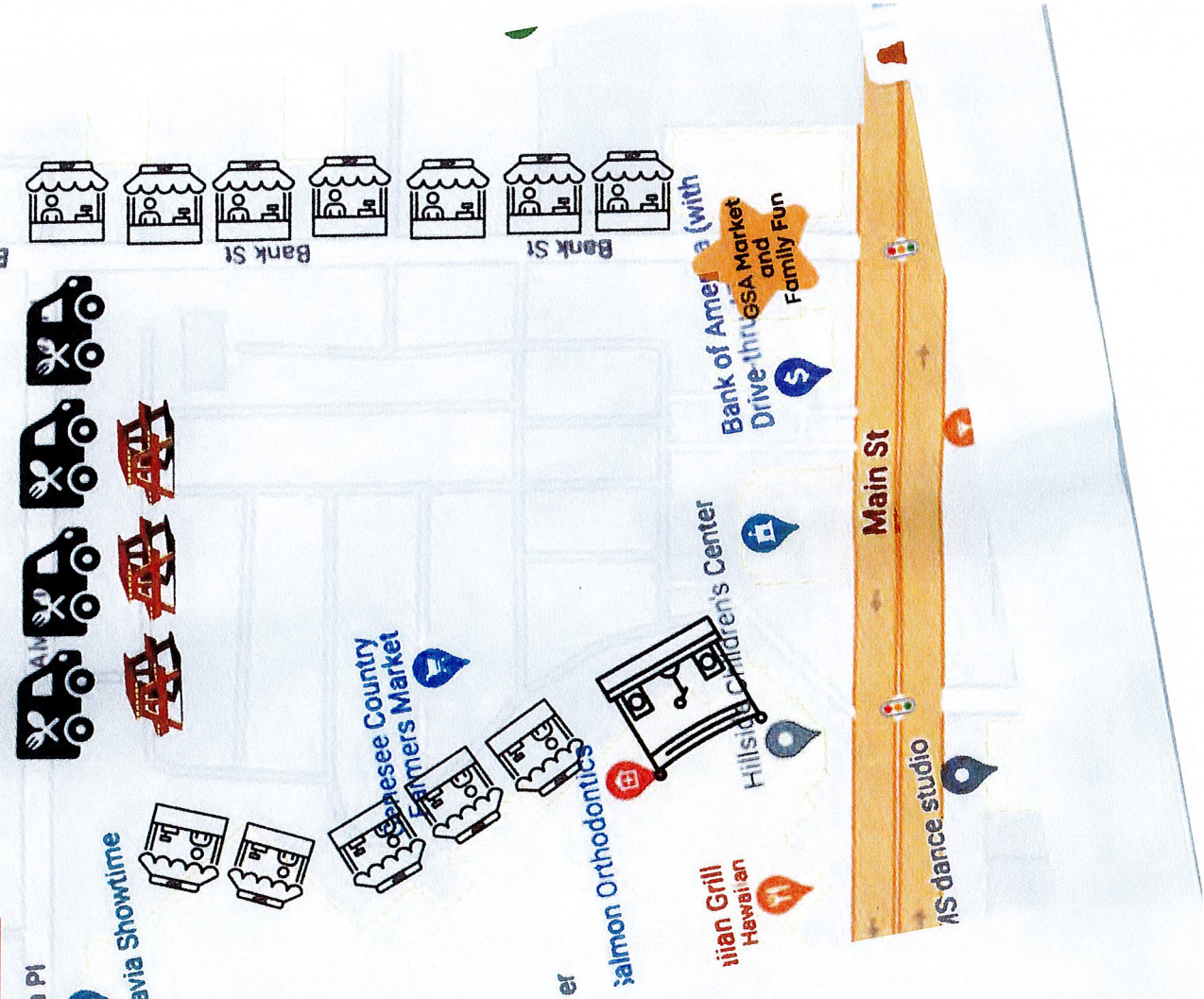
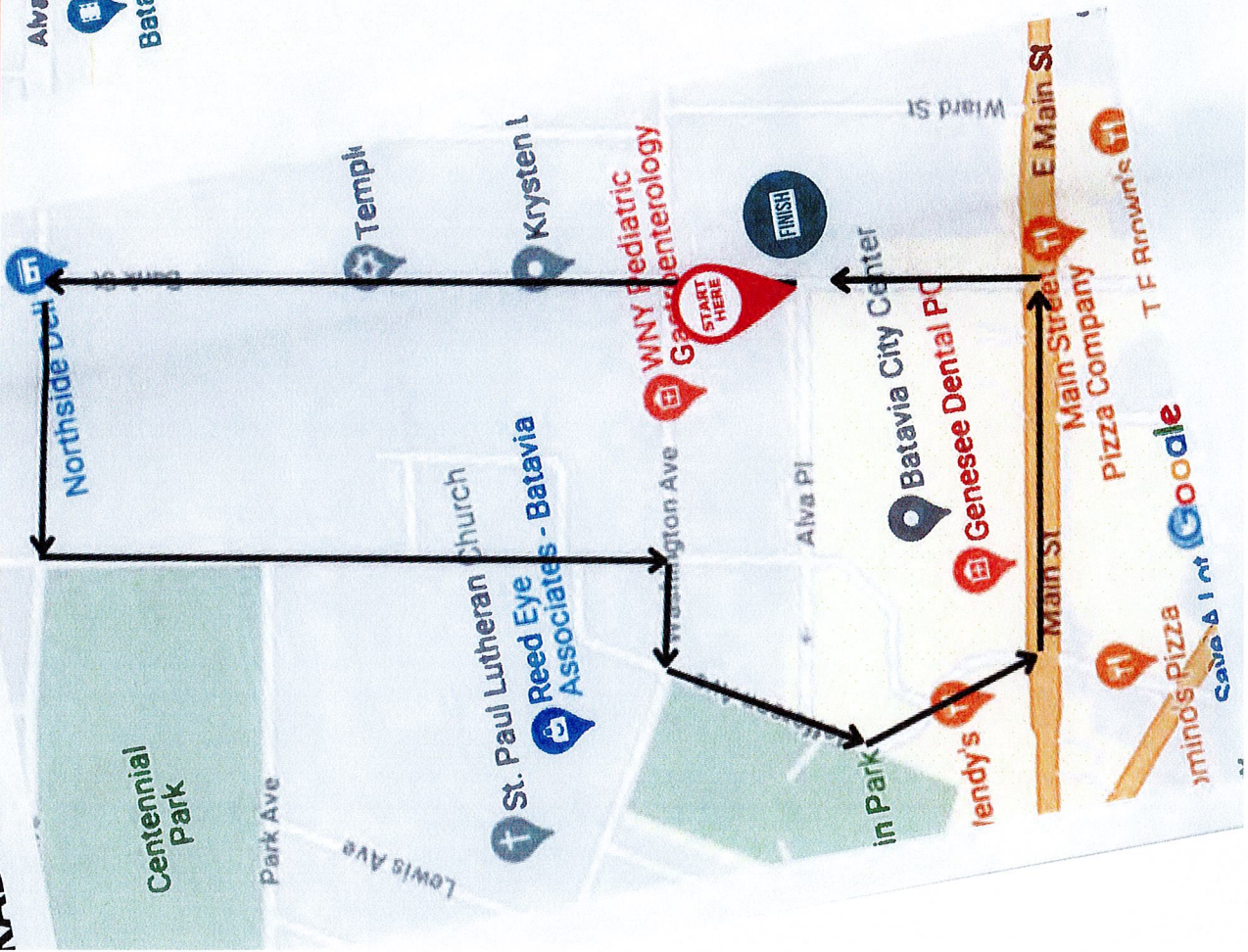


route has been updated - see map at end of file  
with new route not on Main St

# LAYOUT



# TRADE ROUTE





**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<u>OFFICIAL USE ONLY</u>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<i>If recommendation is denied, please attach a brief explanation</i>				

<u>OFFICIAL USE ONLY</u>	
_____	_____
<i>Date Received</i>	<i>Council Action: (Approved / Disapproved)</i>
_____	_____
<i>Date of Council Action:</i>	<i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*if applicable*

**Estimate based on:** *Fillable table – type your response here:*  
\_\_\_\_\_

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
*Name / Title* *Date Submitted*

Appendices



SPECIAL EVENTS INSPECTION			
YES	Item to verify	NO	Corrective action
	Extension cords plugged into approved electrical boxes?		Do not use unless cords plugged direct
	Generator in use 20 feet from any structure?		Do not use generator unless moved to safe area
	Generator has appropriate extinguisher available		Do not use unless extinguisher present
	Generator grounded?		Do not use unless grounded
	Inflatable secured to ground?		Do not use unless secured
	Inflatable rods covered?		Do not use unless rods are covered for safety
	Propane tanks secured?		Do not use unless secured
	Outside cooking has appropriate extinguisher?		Do not use unless extinguisher present
	Fireworks display 75 feet from any structure?		Do not light unless in approved location
	Fireworks display has proper extinguishers?		Do not light unless extinguisher is present
	Does cooking under tent meet the safety standard?		Do not cook unless tent is rated for fire resistance or cooking outside tent
	Are Easy up tents properly roped, braced or anchored to withstand elements of weather and collapse?		Do not occupy until proper securing is approved by inspector
	Does Easy up tent have permanent label ID of size and fabric?		Tent not to be used without proper label
	Outdoor cooking that produces sparks or grease laden vapors?		Shall be outside of tents unless tent is fire rated and extinguishers or hood present
	Does the venue have a crowd of 250 people or more?		Must have crowd managers trained as approved by inspector

TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures)			
YES	Item to Verify	NO	Corrective Action



Is structure at least 20 feet from any property lines?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
Is structure within 20 feet of any building?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
Is structure within 20 feet of another structure?	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
Is structure within 20 feet of parking?	Restrict parking or relocate structure at least 20 feet from parking.
Is structure within 20 feet of any internal combustion engines?	Do not use internal combustion engine until relocated at least 20 feet from structure.
Are "No Smoking" signs posted inside and outside?	Do not occupy or use structure unless no smoking signs are posted and enforced.
Are fireworks and unapproved open flames prohibited inside and outside the structure?	Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
Are all points in the structure within 100 feet of an exit?	Do not occupy or use structure unless sufficient nearby exits are provided.
Ensure "Exit" signs are posted and clearly visible.	Do not occupy or use structure unless required "Exit" signs are provided.
Ensure "Exit" signs are illuminated.	Do not use or occupy structure unless illuminated exits are provided.
Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
Are exits open and uncovered?	Do not occupy or use structure unless all required exits are functional.
Are all aisles at least 44 inches wide? Do aisles increase in width where required?	Do not occupy or use structure unless proper aisle widths are maintained.
Is the Occupant Load posted appropriately?	Do not occupy or use structure unless the correct occupant load is posted appropriately.
Ensure emergency lighting is provided.	Do not use or occupy structure unless emergency lighting is provided.
Is a label permanently affixed to the structure bearing the identification of size and material type?	Do not use or occupy structure unless label is present.
2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
At least one 4OBC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
Such waste shall be stored in approved containers until removed from the premises.	Do not use or occupy the structure unless trash containers have been emptied from the previous day.
Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent.	Do not use cooking source under tent
Is tent secure	20 lbs per leg or tent stakes
Inspection performed by: _____ Date: _____	





## Parade Start & Ending

\*Lineup will be in the City Center Parking lot. Access will be most easiest from Alva Place, as the block of Bank Street from Main to Alva will be closed Friday afternoon.





City of Batavia  
Batavia, New York 14020  
(585) 345-6300

PAID  
MAR 23 2023  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2023-24  
Event Application #:

Event Application Fee - \$25.00 (non-refundable)  
(A separate permit must be issued for each item requested)

Event Sponsor UMMC/REH Foundation  
Type of Event Lemonade Stand  
Day and Date of Event Thursday, June 15  
Time of Event (don't include set up time here - just actual event time) 5:30 P - 7:00 P  
Location of Event Central Park  
Details of Event (be as specific as possible!) multiple tables set up to sell lemonade to community members.

Contact Information:

Primary contact: \_\_\_\_\_ Secondary contact: \_\_\_\_\_  
Name Lori Aratari  
Phone # 585-356-0739  
Mailing address 127 North St. Batavia  
E-mail address lori@ummc.org

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: \_\_\_\_\_

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with **Liquor Legal**.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? N/A

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***

**EVENT INFORMATION (required):**

Set up date: Thurs. June 15

Set up time: 4pm

Tear down date: Thurs. June 15

Tear down time: 7pm

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: June 15, 2023 Start time: 5:30 P End time: 7:00 P

Estimated crowd size: 100 # of Vendors/Displays 24

**WILL THE EVENT INCLUDE:**

- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
- Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
- Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address, Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Music: Live Group  Recorded/DJ

Name of Company Providing Above: Jason Myniec Company Contact/Representative: \_\_\_\_\_ Phone #: 585-278-8069

Address, Street: 24 Woodland Dr. City: Batavia NY Zip Code: 14020

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2** The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? \_\_\_\_\_

Will generators be used? Yes  No  \*see Special Events Inspection list for compliance\*

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event?  
Will a bounce house or other air supported structures be erected at event?

Yes  No   
Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* \_\_\_\_\_

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: \_\_\_\_\_

**List Street(s) and Cross Street(s) that will be affected:**

_____	_____	&	_____
Street to be closed		Cross Streets	
_____	_____	&	_____
Street to be closed		Cross Streets	
_____	_____	&	_____
Street to be closed		Cross Streets	
_____	_____	&	_____
Street to be closed		Cross Streets	

Will street barricades be requested from the City? Yes  No  How Many? \_\_\_\_\_

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_  
*(Drop off locations of requested items must be identified on the site drawing)*

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: *(there may be additional costs)*

**POLICE**

Will City Police Officers be requested for the event? Yes  No

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

---

**Hold Harmless Agreement**

UMMC Foundation the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, 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 Batavia its employees, officers and agents may pay or become obligated 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 Batavia or by any act or omission of the UMMC Foundation (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.

3/23/23  
Date:

UMMC Foundation - Lemonade Stand  
Name of Event Sponsor:  
Lori Aratare, Sr. Development Officer  
Authorized Signature, Title  
Lori Aratare  
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to:

3/23/23  
Date:

Lori Aratare  
Signature of Applicant:

**Please forward this application to:**

**City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020**

**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<b>OFFICIAL USE ONLY</b>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<b><i>If recommendation is denied, please attach a brief explanation</i></b>				

<b>OFFICIAL USE ONLY</b>	
_____ <i>Date Received</i>	_____ <i>Council Action: (Approved / Disapproved)</i>
_____ <i>Date of Council Action:</i>	_____ <i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

**Estimate based on:** *Fillable table – type your response here:*  
\_\_\_\_\_

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ *Name / Title* \_\_\_\_\_ *Date Submitted*

Appendices



SPECIAL EVENTS INSPECTION			
YES	Item to verify	NO	Corrective action
	Extension cords plugged into approved electrical boxes?		Do not use unless cords plugged direct
	Generator in use 20 feet from any structure?		Do not use generator unless moved to safe area
	Generator has appropriate extinguisher available		Do not use unless extinguisher present
	Generator grounded?		Do not use unless grounded
	Inflatable secured to ground?		Do not use unless secured
	Inflatable rods covered?		Do not use unless rods are covered for safety
	Propane tanks secured?		Do not use unless secured
	Outside cooking has appropriate extinguisher?		Do not use unless extinguisher present
	Fireworks display 75 feet from any structure?		Do not light unless in approved location
	Fireworks display has proper extinguishers?		Do not light unless extinguisher is present
	Does cooking under tent meet the safety standard?		Do not cook unless tent is rated for fire resistance or cooking outside tent
	Are Easy up tents properly roped, braced or anchored to withstand elements of weather and collapse?		Do not occupy until proper securing is approved by inspector
	Does Easy up tent have permanent label ID of size and fabric?		Tent not to be used without proper label
	Outdoor cooking that produces sparks or grease laden vapors?		Shall be outside of tents unless tent is fire rated and extinguishers or hood present
	Does the venue have a crowd of 250 people or more?		Must have crowd managers trained as approved by inspector

TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures)			
YES	Item to Verify	NO	Corrective Action



Is structure at least 20 feet from any property lines?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
Is structure within 20 feet of any building?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
Is structure within 20 feet of another structure?	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
Is structure within 20 feet of parking?	Restrict parking or relocate structure at least 20 feet from parking.
Is structure within 20 feet of any internal combustion engines?	Do not use internal combustion engine until relocated at least 20 feet from structure.
Are "No Smoking" signs posted inside and outside?	Do not occupy or use structure unless no smoking signs are posted and enforced.
Are fireworks and unapproved open flames prohibited inside and outside the structure?	Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
Are all points in the structure within 100 feet of an exit?	Do not occupy or use structure unless sufficient nearby exits are provided.
Ensure "Exit" signs are posted and clearly visible.	Do not occupy or use structure unless required "Exit" signs are provided.
Ensure "Exit" signs are illuminated.	Do not use or occupy structure unless illuminated exits are provided.
Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
Are exits open and uncovered?	Do not occupy or use structure unless all required exits are functional.
Are all aisles at least 44 inches wide? Do aisles increase in width where required?	Do not occupy or use structure unless proper aisle widths are maintained.
Is the Occupant Load posted appropriately?	Do not occupy or use structure unless the correct occupant load is posted appropriately.
Ensure emergency lighting is provided.	Do not use or occupy structure unless emergency lighting is provided.
Is a label permanently affixed to the structure bearing the identification of size and material type?	Do not use or occupy structure unless label is present.
2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
At least one 4OBC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
Such waste shall be stored in approved containers until removed from the premises.	Do not use or occupy the structure unless trash containers have been emptied from the previous day.
Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent.	Do not use cooking source under tent
Is tent secure	20 lbs per leg or tent stakes
Inspection performed by:	Date:





City of Batavia  
Batavia, New York 14020  
(585) 345-6300

**PAID**  
MAR - 1 2023  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2023-19  
Event Application #:

**Event Application Fee - \$25.00 (non-refundable)**  
(A separate permit must be issued for each item requested)

Event Sponsor Genesee-Orleans Regional Arts Council, Inc. (GO ART!)

Type of Event Music + Art Festival

Day and Date of Event July 1, 2023

Time of Event (don't include set up time here - just actual event time) 10am - 10pm

Location of Event Jackson Square, Jackson St., School St.

Details of Event (be as specific as possible!) two music stages w/ 20-30 bands, artisan alley w/ artists creating work (10-15 artists), arts + craft vendors (15-20), 4-5 food trucks, 1 folk art stage (dance + other performers), children's craft area.

**Contact Information:**

Primary contact:

Name Gregory Hallock  
Phone # (585) 343-9313  
Mailing address 201 East Main St., Batavia  
E-mail address ghallock@goart.org

Secondary contact:

Name Mary Jo Whitman  
Phone # (585) 343-9313  
Mailing address 201 East Main St., Batavia  
E-mail address mjwhitman@goart.org

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: www.goart.org

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with **Liquor Legal**.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? Eli Fish Brewing Co.

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***



**EVENT INFORMATION (required):**

Set up date: 07/01/2023

Set up time: 7am - 10am

Tear down date: 07/01/2023

Tear down time: 9pm - 11pm

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 07/01/2023 Start time: 10am End time: 10pm

Estimated crowd size: 1,000 # of Vendors/Displays 30

**WILL THE EVENT INCLUDE:**

- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
- Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
- Other: vendors Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

GO ART! Gregory Hallock 585 343-9313

Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

201 East Main St. Batavia 14020

Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2**

The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? musicians + vendors

Will generators be used? Yes  No  \*see Special Events Inspection ✓ list for compliance\*

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) 6,000-7,000 watt FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event? Yes  No   
Will a bounce house or other air supported structures be erected at event? Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* 10x20, 20x20, 30x40

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: event is happening on the street

List Street(s) and Cross Street(s) that will be affected:

<u>Jackson Street</u> <small>Street to be closed</small>	<u>Main Street</u> <small>Cross Streets</small>	&	<u>Ellicott Street</u> <small>Cross Streets</small>
<u>School Street</u> <small>Street to be closed</small>	<u>Jackson Street</u> <small>Cross Streets</small>	&	<u>Center Street</u> <small>Cross Streets</small>
_____	_____	&	_____
<small>Street to be closed</small>	_____	&	_____
_____	_____	&	_____
<small>Street to be closed</small>	_____	&	_____
_____	_____	&	_____
_____	_____	&	_____

Will street barricades be requested from the City? Yes  No  How Many? 8

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_  
(Drop off locations of requested items must be identified on the site drawing)

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)  
picnic tables, garbage cans

**POLICE**

Will City Police Officers be requested for the event? Yes  No

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**



**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

---

**Hold Harmless Agreement**

GO ART!, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, 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 Batavia its employees, officers and agents may pay or become obligated 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 Batavia or by any act or omission of the GO ART! (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.

02/27/2023  
Date:

GO ART!  
Name of Event Sponsor:  
Gregory A. Hallock, Executive Director  
Authorized Signature, Title  
Gregory A. Hallock  
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

Date:

Signature of Applicant:

**Please forward this application to:**

**City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020**



**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<u>OFFICIAL USE ONLY</u>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<i>If recommendation is denied, please attach a brief explanation</i>				

<u>OFFICIAL USE ONLY</u>	
_____	_____
<i>Date Received</i>	<i>Council Action: (Approved / Disapproved)</i>
_____	_____
<i>Date of Council Action:</i>	<i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

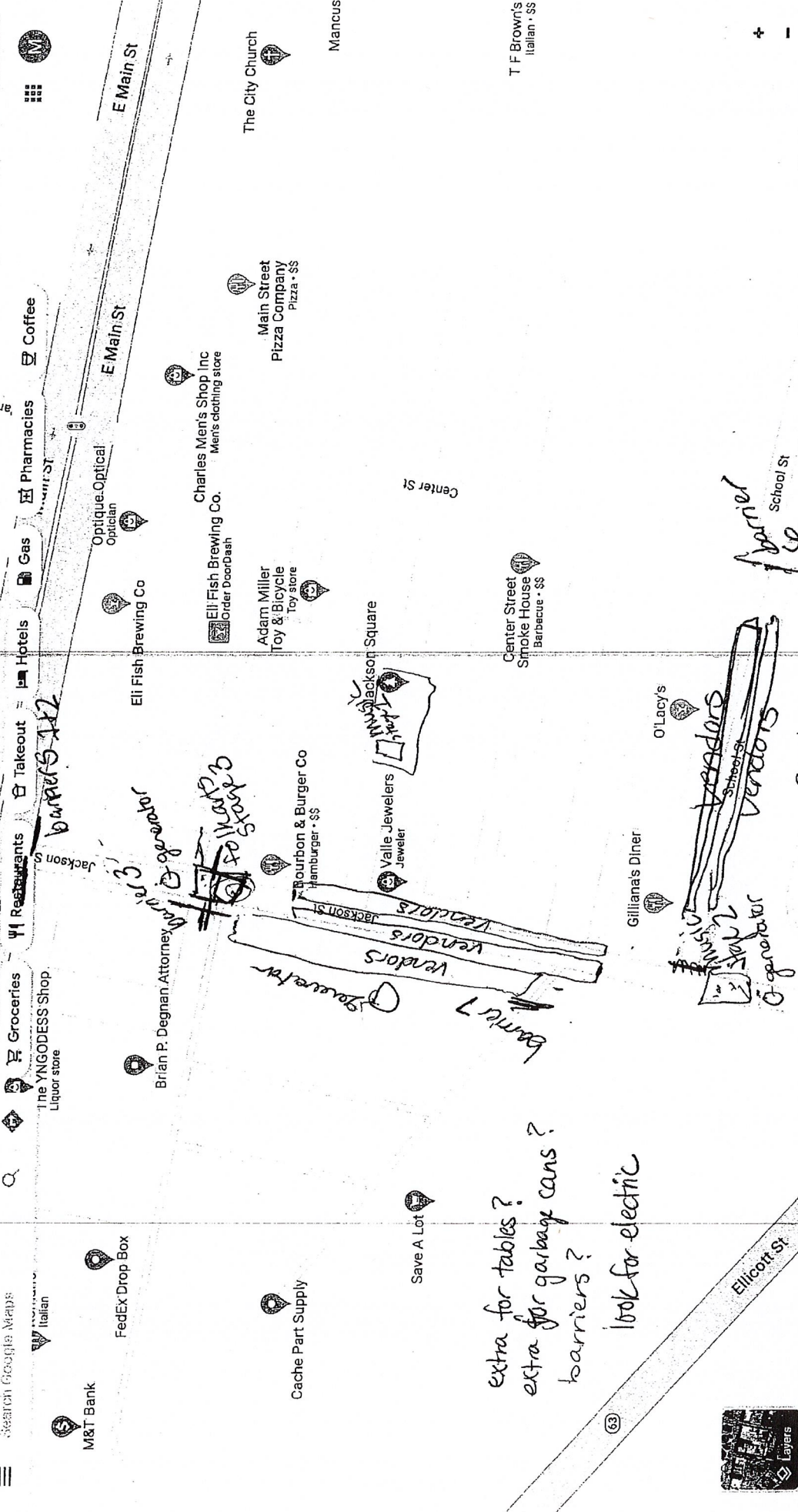
**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

**Estimate based on:** *Fillable table – type your response here:*  
\_\_\_\_\_

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ Name / Title Date Submitted

Appendices



extra for tables?  
 extra for garbage cans?  
 barriers?  
 look for electric

*Barriers 405*

*generator*

*Vendors*

*Vendors*

*Barriers 405*







City of Batavia  
Batavia, New York 14020  
(585) 345-6300

Official Use Only:

2023-15  
Event Application #:



**Event Application Fee - \$25.00 (non-refundable)**  
(A separate permit must be issued for each item requested)

Event Sponsor KIWANIS OF BATAVIA

Type of Event 5K ROAD RACE

Day and Date of Event TUESDAY JULY 4, 2023

Time of Event (don't include set up time here - just actual event time) 9:00 - 11:00 AM

Location of Event START AND FINISH AT CENTENNIAL PARK

Details of Event (be as specific as possible!) RICHMOND TO BANK, (L) ON BANK TO VINE, (L) ON VINE TO EVERGREEN, (L) ON EVERGREEN TO N. SPRUCE, (L) ON N. SPRUCE TO EAST AVE, (L) ON EAST AVE TO ROSS, (L) ON ROSS TO WASHINGTON, (L) ON WASHINGTON TO ELLICOTT AVE, (L) ON ELLICOTT AVE TO FINISH.

Contact Information:

Primary contact:

Secondary contact:

Name DAVID A. RUMSEY

DAVID CHUA

Phone # 585-409-7284

585-356-7624

Mailing address 6436 MAIN RD, STAFFORD

E-mail address d.a.rumsey@hotmail.com

dchua@lincolninvestment.com

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: \_\_\_\_\_

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with **Liquor Legal**.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? n/a

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***

**EVENT INFORMATION (required):**

Set up date: July 4, 2023

Set up time: 7:00 AM

Tear down date: July 4, 2023

Tear down time: 11:00 - 12:00 PM

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 7/4/2023 Start time: 7:30 AM End time: 11:30 AM

Estimated crowd size: 200 # of Vendors/Displays N/A

**WILL THE EVENT INCLUDE:**

- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
- Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
- Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2** The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? supply. Timing company provides own

Will generators be used? Yes  No  \*see Special Events Inspection list for compliance\*

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event?  
Will a bounce house or other air supported structures be erected at event?

Yes  No   
Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* 9 x 9 canopy

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: RACE ROUTE ON CITY STREETS. SEE ATTACHED MAP

List Street(s) and Cross Street(s) that will be affected:

(start)	<u>Richmond</u>	<u>ELLICOTT AVE</u>	&	<u>STATE</u>
	<small>Street to be closed</small>		<small>Cross Streets</small>	
(FINISH)	<u>ELLICOTT AVE</u>	<u>WASHINGTON</u>	&	<u>RICHMOND</u>
	<small>Street to be closed</small>		<small>Cross Streets</small>	
	<small>Street to be closed</small>		<small>Cross Streets</small>	
	<small>Street to be closed</small>		<small>Cross Streets</small>	

Will street barricades be requested from the City? Yes  No  How Many? 2

Will traffic cones be requested from the City? Yes  No  How Many? 25  
*(Drop off locations of requested items must be identified on the site drawing)*

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: *(there may be additional costs)*

**POLICE**

Will City Police Officers be requested for the event? Yes  No

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

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**Hold Harmless Agreement**

Kiwanis of Batavia, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, 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 Batavia its employees, officers and agents may pay or become obligated 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 Batavia or by any act or omission of 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.

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

KIWANIS OF BATAVIA  
Name of Event Sponsor:  
\_\_\_\_\_  
Authorized Signature, Title President  
\_\_\_\_\_  
DAVID A. RUMSEY  
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

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

\_\_\_\_\_  
Signature of Applicant:

**Please forward this application to:**

**City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020**



**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<u>OFFICIAL USE ONLY</u>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<i>If recommendation is denied, please attach a brief explanation</i>				

<u>OFFICIAL USE ONLY</u>	
_____ <i>Date Received</i>	_____ <i>Council Action: (Approved / Disapproved)</i>
_____ <i>Date of Council Action:</i>	_____ <i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

**Estimate based on:** *Fillable table – type your response here:*  
\_\_\_\_\_

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ \_\_\_\_\_  
*Name / Title* *Date Submitted*

Appendices

SPECIAL EVENTS INSPECTION			
YES	Item to verify	NO	Corrective action
	Extension cords plugged into approved electrical boxes?		Do not use unless cords plugged direct
	Generator in use 20 feet from any structure?		Do not use generator unless moved to safe area
	Generator has appropriate extinguisher available		Do not use unless extinguisher present
	Generator grounded?		Do not use unless grounded
	Inflatable secured to ground?		Do not use unless secured
	Inflatable rods covered?		Do not use unless rods are covered for safety
	Propane tanks secured?		Do not use unless secured
	Outside cooking has appropriate extinguisher?		Do not use unless extinguisher present
	Fireworks display 75 feet from any structure?		Do not light unless in approved location
	Fireworks display has proper extinguishers?		Do not light unless extinguisher is present
	Does cooking under tent meet the safety standard?		Do not cook unless tent is rated for fire resistance or cooking outside tent
	Are Easy up tents properly roped, braced or anchored to withstand elements of weather and collapse?		Do not occupy until proper securing is approved by inspector
	Does Easy up tent have permanent label ID of size and fabric?		Tent not to be used without proper label
	Outdoor cooking that produces sparks or grease laden vapors?		Shall be outside of tents unless tent is fire rated and extinguishers or hood present
	Does the venue have a crowd of 250 people or more?		Must have crowd managers trained as approved by inspector

TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures)			
YES	Item to Verify	NO	Corrective Action



Is structure at least 20 feet from any property lines?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
Is structure within 20 feet of any building?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
Is structure within 20 feet of another structure?	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
Is structure within 20 feet of parking?	Restrict parking or relocate structure at least 20 feet from parking.
Is structure within 20 feet of any internal combustion engines?	Do not use internal combustion engine until relocated at least 20 feet from structure.
Are "No Smoking" signs posted inside and outside?	Do not occupy or use structure unless no smoking signs are posted and enforced.
Are fireworks and unapproved open flames prohibited inside and outside the structure?	Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
Are all points in the structure within 100 feet of an exit?	Do not occupy or use structure unless sufficient nearby exits are provided.
Ensure "Exit" signs are posted and clearly visible.	Do not occupy or use structure unless required "Exit" signs are provided.
Ensure "Exit" signs are illuminated.	Do not use or occupy structure unless illuminated exits are provided.
Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
Are exits open and uncovered?	Do not occupy or use structure unless all required exits are functional.
Are all aisles at least 44 inches wide? Do aisles increase in width where required?	Do not occupy or use structure unless proper aisle widths are maintained.
Is the Occupant Load posted appropriately?	Do not occupy or use structure unless the correct occupant load is posted appropriately.
Ensure emergency lighting is provided.	Do not use or occupy structure unless emergency lighting is provided.
Is a label permanently affixed to the structure bearing the identification of size and material type?	Do not use or occupy structure unless label is present.
2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
At least one 4OBC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
Such waste shall be stored in approved containers until removed from the premises.	Do not use or occupy the structure unless trash containers have been emptied from the previous day.
Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent.	Do not use cooking source under tent
Is tent secure	20 lbs per leg or tent stakes
Inspection performed by: _____ Date: _____	

# GLOW CORPORATE CUP 5K



USATF Certificate  
NY14090JG  
Effective: 07/14/2014  
through 12/31/2024

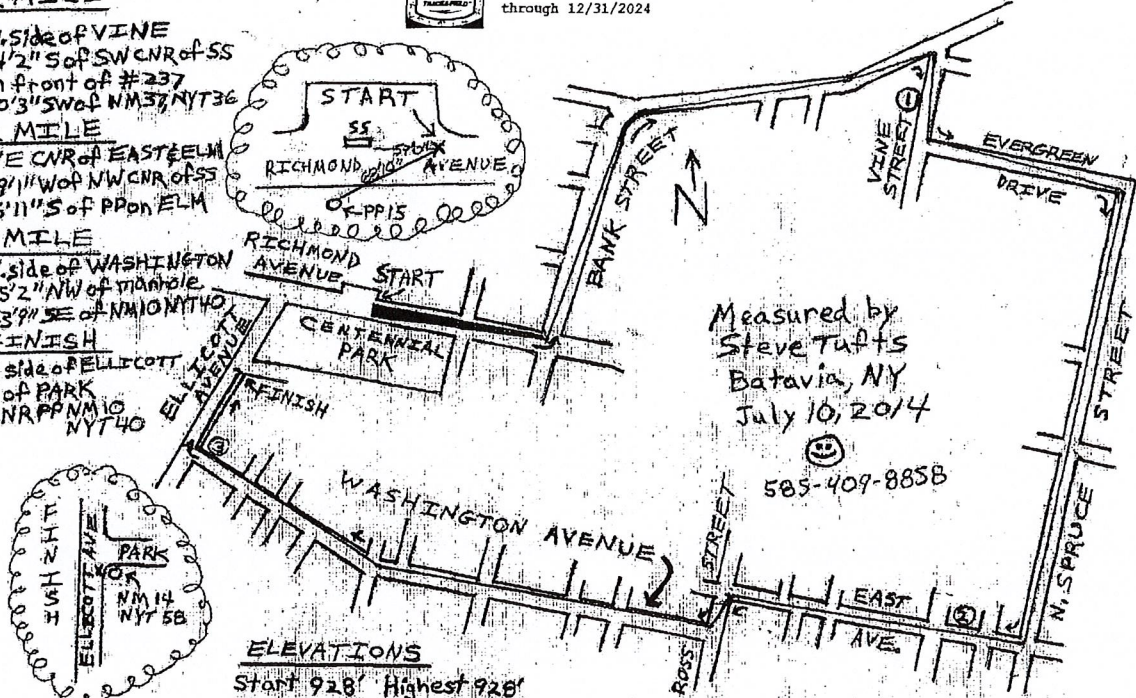
- START**
- N. Side of RICHMOND
  - 59'0" E. from SE. CNR of Storm Sewer
  - 68'10" NE of Power Pole 15
- 1 MILE**

- W. Side of VINE
  - 14'2" S of SW CNR of SS in front of #237
  - 60'3" SW of NM37, NYT36
- 2 MILE**

- NE CNR of EAST ELM
  - 19'11" W of NW CNR of SS
  - 5'11" S of PP on ELM
- 3 MILE**

- N. side of WASHINGTON
  - 45'2" NW of manhole
  - 55'9" SE of NM10, NYT40
- FINISH**

- E side of ELLICOTT
- S of PARK
- CNR of NM10, NYT40



Measured by  
Steve Tufts  
Batavia, NY  
July 10, 2014  
☺  
585-409-8858

**ELEVATIONS**  
Start 928' Highest 928'  
Finish 908' Lowest 889'

Calibrated on NY0611/KL





# Road Running Technical Council USA Track & Field Measurement Certificate



Name of the course GLOW Corporate Cup Distance 5 km

Location (state) NY (city) Batavia

Type of course: road race  calibration  track  Configuration: partial loop

Type of surface: paved 100 % dirt - % gravel - % grass - % track - %

Elevation (meters above sea level) Start 282.9 Finish 276.8 Highest 282.9 Lowest 271.0

Straight line distance between start & finish 289.6 m Drop 1.2 m/km Separation 5.8 %

Measured by (name, address, phone & e-mail) Steve Tufts, 5420 Horseshoe Lake Rd, Batavia, NY 14020;  
585-409-8858; stevetufts@live.com

Race contact (name, address, phone & e-mail) Steve Tufts, Merrill Lynch, 21 Masse Place, Batavia, NY 14201  
585-344-3329; steven\_tufts@ml.com

Measuring Methods: bicycle  steel tape  electronic distance meter

Number of measurements of entire course: 2 Date(s) when course measured: July 10, 2014

Race date: August, 7, 2014 Course certification effective date: July 14, 2014

Certification code: NY14090JG

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

## Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

**Verification of Course** — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2024

**AS NATIONALLY CERTIFIED BY:**

Digitally signed by James A. Gilmer  
DN: cn=James A. Gilmer, o=NY Regional Certifier, ou,  
email=jim.gilmer@gmail.com, c=US  
Date: 2014.07.14 20:36:44 -0400'

Date: July 14, 2014

James A. Gilmer, USATF/RRTC Regional Certifier, New York | IAAF 'A' Measurer  
232 Van Wies Point Rd., Glenmont, NY 12077-4222 • 518-852-3562 • jim.gilmer@gmail.com

4th July Kiwanis 5K

~~GLOW CORPORATE CUP~~

START

- N. side of RICHMOND
- 59'0" E from SE. CNR of Storm Sewer
- 68'10" NE of Power Pole 15

1 MILE

- W. side of VINE
- 14'2" S of SW CNR of SS
- in front of #237
- 60'3" SW of NM 37 NYT 36

2 MILE

- NE CNR of EAST ELM
- 19'1" W of NW CNR of SS
- 5'11" S of PP on ELM

3 MILE

- N. side of WASHINGTON
- 45'2" NW of manhole
- 53'9" SE of NM 10 NYT 40

FINISH

- E side of PELLICOTT
- S of PARK
- CNR of NM 10 NYT 40

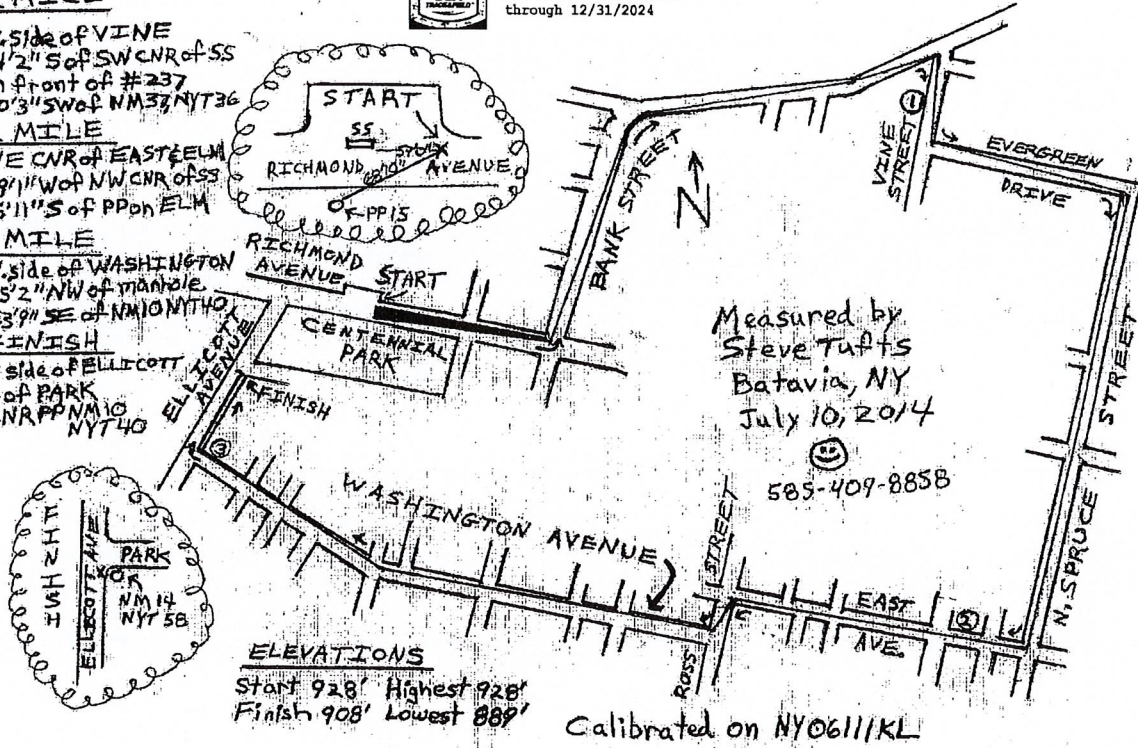


USATF Certificate

NY14090JG

Effective: 07/14/2014 through 12/31/2024

5K



Measured by  
 Steve Tufts  
 Batavia, NY  
 July 10, 2014  
 ☺  
 585-409-8858

ELEVATIONS  
 Start 928' Highest 928'  
 Finish 908' Lowest 889'

Calibrated on NY0611/KL



# GLOW CORPORATE CUP

## 5K



**USATF Certificate**

NY14090JG

Effective: 07/14/2014  
through 12/31/2024

- START**
- N. Side of RICHMOND
  - 59'0" E. from SE C.N.R. of Storm Sewer
  - 68'10" NE of Power Pole 15

**1 MILE**

- W. Side of VINE
- 14'2" S of SW C.N.R. of SS
- in front of # 237
- 60'3" SW of NM 37 NYT 36

**2 MILE**

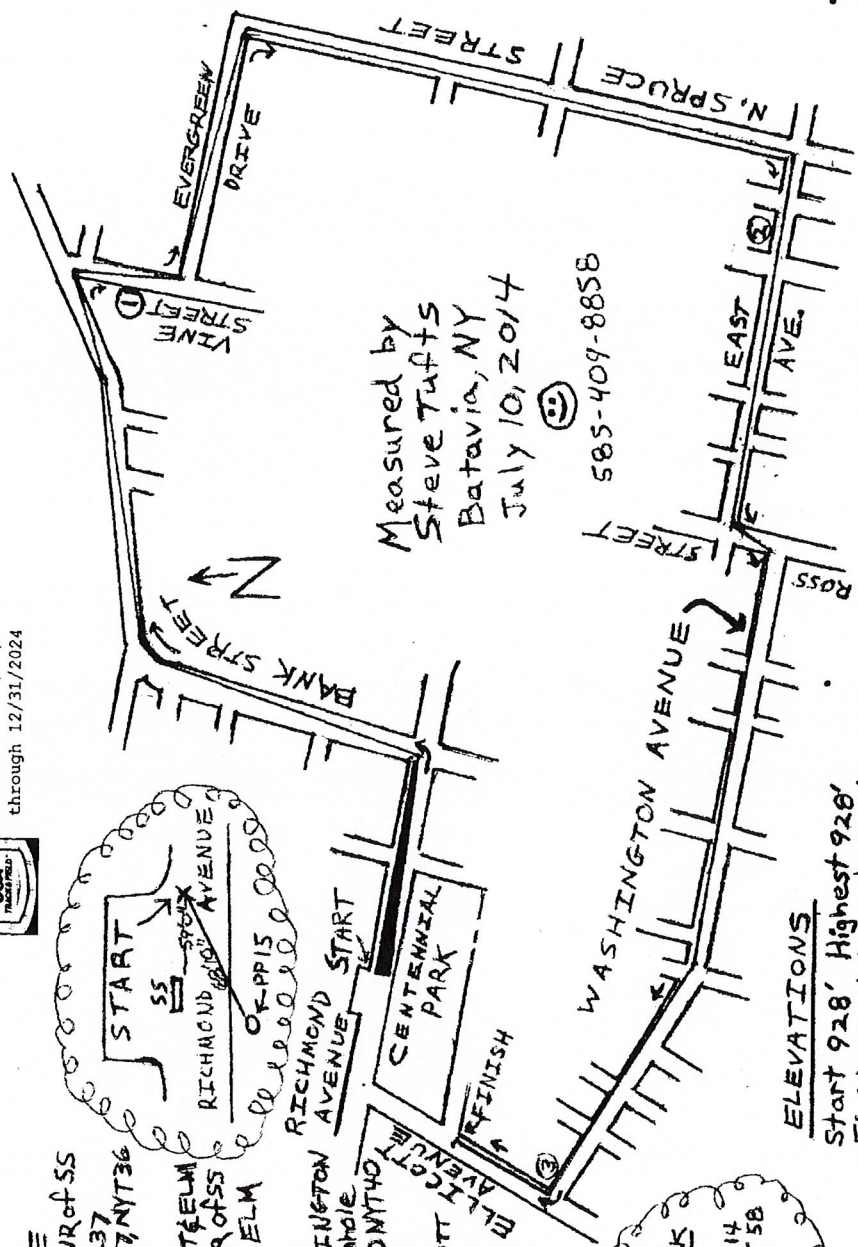
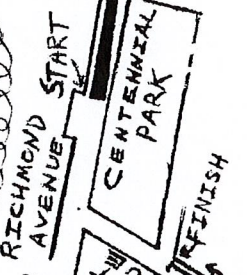
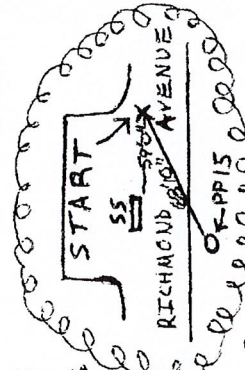
- NE C.N.R. of EAST ELM
- 19'1" W of NW C.N.R. of SS
- 5'11" S of P.P. on ELM

**3 MILE**

- N. Side of WASHINGTON AVENUE
- 45'2" NW of Manhole
- 53'9" SE of NM 10 NYT 40

**FINISH**

- E Side of FELLICOTT
- S of PARK
- C.N.R. PP NM 10 NYT 40



Measured by  
Steve Tufts  
Batavia, NY  
July 10, 2014

585-409-8858

Calibrated on NY0611KL

**ELEVATIONS**  
Start 928' Highest 928'  
Finish 908' Lowest 889'







City of Batavia  
Batavia, New York 14020  
(585) 345-6300

Official Use Only:

2023-18

Event Application #:

**PAID**  
FEB 27 2023  
CITY OF BATAVIA  
CLERK-TREASURER

**Event Application Fee - \$25.00 (non-refundable)**  
(A separate permit must be issued for each item requested)

Event Sponsor GLOW YMCA 5K Run

Type of Event GLOW Corporate Cup

Day and Date of Event Thursday, August 3, 2023

Time of Event (don't include set up time here - just actual event time) 6:00 pm

Location of Event Centennial Park

Details of Event (be as specific as possible!) 5K run/walk beginning and ending at Centennial Park. Corporate teams from the GLOW region will participate to raise funds for the GLOW YMCA.

Contact Information:

Primary contact:

Name Steve Tufts, Race Director  
Phone # 344-3329  
Mailing address 21 Masse Place, Batavia  
E-mail address steven\_tufts@ymc.com

Secondary contact:

Rob Walker  
344-1664  
209 East Main Street, Batavia  
rwalker@glowymca.org

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: glowcorporatcup.org

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with **Liquor Legal**.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? n/a

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***

**EVENT INFORMATION (required):**

Set up date: 7/31/23

Set up time: 8 am

Tear down date: 8/4/23

Tear down time: morning

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 8/3/23 Start time: 12:00 pm End time: 10:00 pm

Estimated crowd size: 1,200 # of Vendors/Displays 50 Tents

**WILL THE EVENT INCLUDE:**

- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
- Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
- Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address, Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Music: Live Group  Recorded/DJ

TBD - Handled locally by premier sponsor Merrill Lynch (505) 344-3321  
 Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

21 Masse Place Batavia 14020  
 Address, Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2** *The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.*

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No   
 What will you be providing electric to? Music stage and PA system

Will generators be used? Yes  No  \*see Special Events Inspection list for compliance\*

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event? Yes  No   
Will a bounce house or other air supported structures be erected at event? Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* Main "stage"  
similar to "Picnic in the Park", plus dozens of tents  
of various sizes.

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: Ease of setup,  
congestion relief, safety of participants

List Street(s) and Cross Street(s) that will be affected:

Ellicott Avenue Washington Avenue & Richmond Avenue  
Street to be closed Cross Streets  
Richmond Avenue New York Place & State Street  
Street to be closed Cross Streets  
5 - 6:15 pm  
Street to be closed Cross Streets

Will street barricades be requested from the City? Yes  No  How Many? 10 4 - Ellicott / Washington  
2 - Ellicott / Park  
4 - Ellicott / Richmond  
Will traffic cones be requested from the City? Yes  No  How Many? 40  
Ellicott / Park  
(Drop off locations of requested items must be identified on the site drawing)

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)  
Perhaps some large trucks can be parked across the street at  
Ellicott and Richmond at 5:30pm?

**POLICE**

Will City Police Officers be requested for the event? Yes  No

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

**Hold Harmless Agreement**

GLOW YMCA, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, 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 Batavia its employees, officers and agents may pay or become obligated 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 Batavia or by any act or omission of the GLOW YMCA (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.

2/2/23  
Date:

GLOW YMCA  
Name of Event Sponsor:  
[Signature]  
Authorized Signature, Title  
Rob Walker  
Name - Printed or Typed  
CEO

The rules and information contained within this application have been read and will be adhered to.

2/8/23  
Date:

[Signature]  
Signature of Applicant:

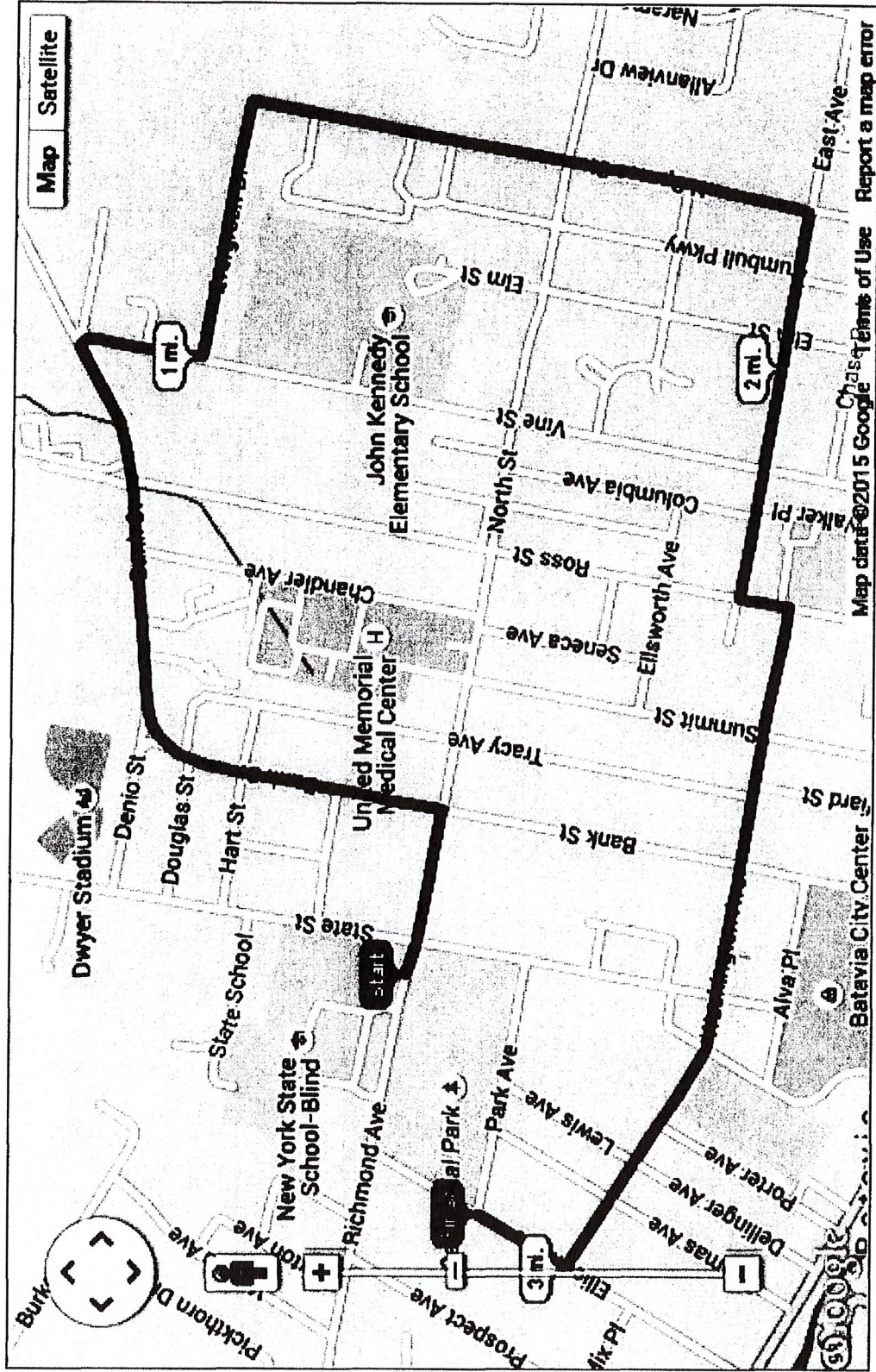
**Please forward this application to:**

**City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020**



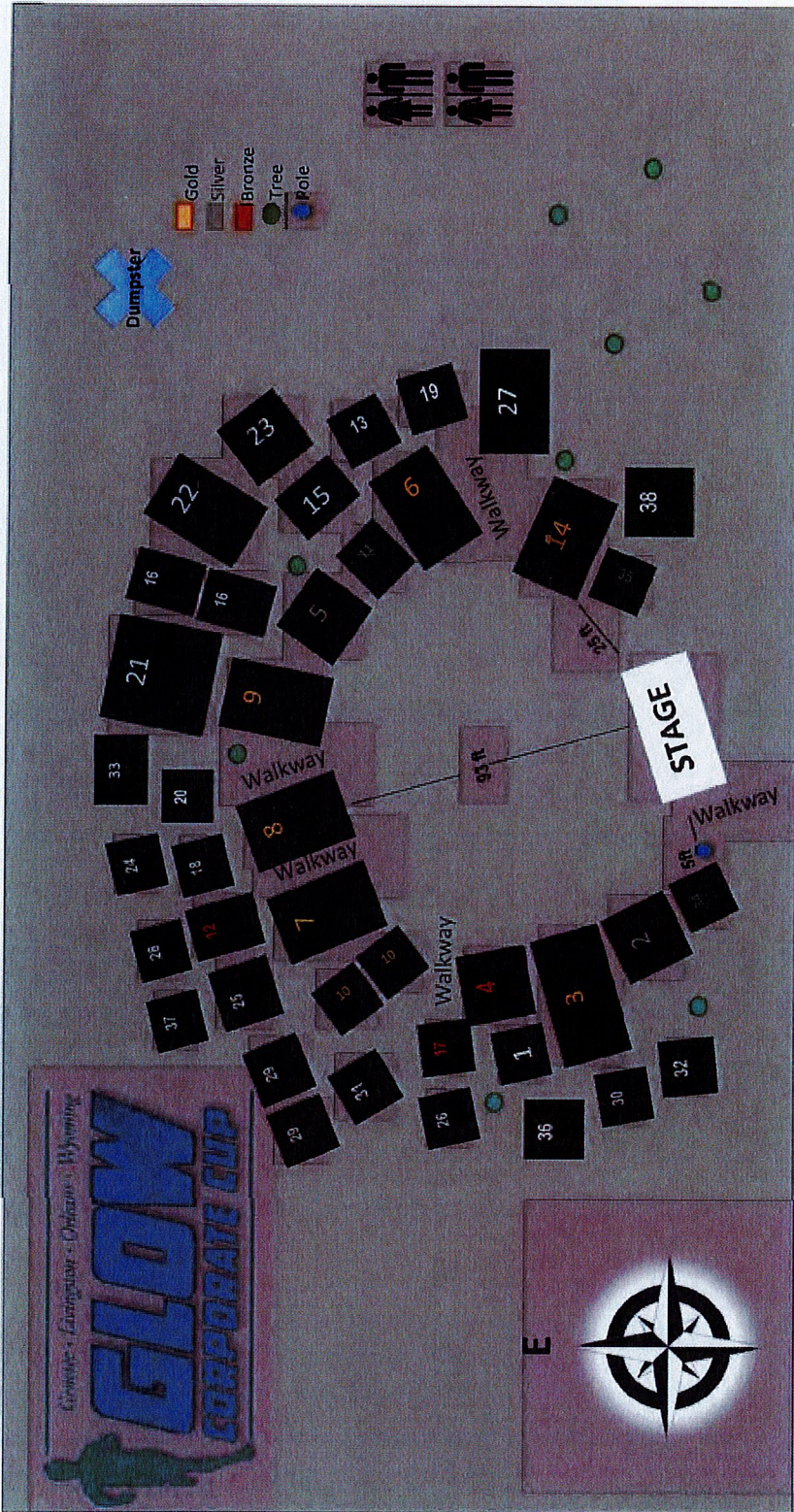


# Proposed 5K Course Map - 2023





PARK AVENUE



RICHMOND AVENUE

ELLCOTT AVENUE

1 Takeform 10x10	13 Ashley Furniture 12x12	25 MASsive 12X12	37 Bontrager 10x10
2 Toyota 20x20 S	14 Liberty Pumps 20x30 G	26 GCC 10X10	38 YMCA/Reg
3 Batavia Downs 20x30 G	15 Batavia City Schools 10x20	27 Farm Credit East 20X30	STAGE
4 ARC of Genesee Orleans 20x20 B	16 GVEP (2) 10X20	28 Batavia Housing Authority 10x10	
5 Intergrow 20x20 S	17 Genesee Patrons 10X10 B	29 Amada Tool America (2) 12X12	
6 UMMC 20x30 G	18 Sharpe Training 10x10	30 Genesee Dental 10x10	
7 Tompkins 20x30 G	19 Summit PT/OT 12x12	31 GCASA 10x10	
8 Merrill Lynch 20x30 P	20 GCEDC 10X10	32 Person Centered Services 12x12	
9 Freed Maxick 20x30 G	21 Genesee County 30X30	33 U of R 10X20	
10 Lawley/TVFCU (2)10x10 G	22 City of Batavia 20X30	34 WBTA 10X10 S	
11 CPL 10x15 S	23 Navient-Pioneer 20X20	35 USGypsum 12X12 S	
12 Crossfit Silver Fox/Oxbo 10x20 B	24 Linwood 10X10	36 Fishers 14x14	



**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<b>OFFICIAL USE ONLY</b>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

*If recommendation is denied, please attach a brief explanation*

<b>OFFICIAL USE ONLY</b>	
_____	_____
<i>Date Received</i>	<i>Council Action: (Approved / Disapproved)</i>
_____	_____
<i>Date of Council Action:</i>	<i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

**Estimate based on:** *Fillable table – type your response here:*  
\_\_\_\_\_

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ *Name / Title* \_\_\_\_\_ *Date Submitted*

Appendices

SPECIAL EVENTS INSPECTION			
YES	Item to verify	NO	Corrective action
	Extension cords plugged into approved electrical boxes?		Do not use unless cords plugged direct
	Generator in use 20 feet from any structure?		Do not use generator unless moved to safe area
	Generator has appropriate extinguisher available		Do not use unless extinguisher present
	Generator grounded?		Do not use unless grounded
	Inflatable secured to ground?		Do not use unless secured
	Inflatable rods covered?		Do not use unless rods are covered for safety
	Propane tanks secured?		Do not use unless secured
	Outside cooking has appropriate extinguisher?		Do not use unless extinguisher present
	Fireworks display 75 feet from any structure?		Do not light unless in approved location
	Fireworks display has proper extinguishers?		Do not light unless extinguisher is present
	Does cooking under tent meet the safety standard?		Do not cook unless tent is rated for fire resistance or cooking outside tent
	Are Easy up tents properly roped, braced or anchored to withstand elements of weather and collapse?		Do not occupy until proper securing is approved by inspector
	Does Easy up tent have permanent label ID of size and fabric?		Tent not to be used without proper label
	Outdoor cooking that produces sparks or grease laden vapors?		Shall be outside of tents unless tent is fire rated and extinguishers or hood present
	Does the venue have a crowd of 250 people or more?		Must have crowd managers trained as approved by inspector

TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures)			
YES	Item to Verify	NO	Corrective Action



Is structure at least 20 feet from any property lines?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
Is structure within 20 feet of any building?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
Is structure within 20 feet of another structure?	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
Is structure within 20 feet of parking?	Restrict parking or relocate structure at least 20 feet from parking.
Is structure within 20 feet of any internal combustion engines?	Do not use internal combustion engine until relocated at least 20 feet from structure.
Are "No Smoking" signs posted inside and outside?	Do not occupy or use structure unless no smoking signs are posted and enforced.
Are fireworks and unapproved open flames prohibited inside and outside the structure?	Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
Are all points in the structure within 100 feet of an exit?	Do not occupy or use structure unless sufficient nearby exits are provided.
Ensure "Exit" signs are posted and clearly visible.	Do not occupy or use structure unless required "Exit" signs are provided.
Ensure "Exit" signs are illuminated.	Do not use or occupy structure unless illuminated exits are provided.
Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
Are exits open and uncovered?	Do not occupy or use structure unless all required exits are functional.
Are all aisles at least 44 inches wide? Do aisles increase in width where required?	Do not occupy or use structure unless proper aisle widths are maintained.
Is the Occupant Load posted appropriately?	Do not occupy or use structure unless the correct occupant load is posted appropriately.
Ensure emergency lighting is provided.	Do not use or occupy structure unless emergency lighting is provided.
Is a label permanently affixed to the structure bearing the identification of size and material type?	Do not use or occupy structure unless label is present.
2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
At least one 4OBC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
Such waste shall be stored in approved containers until removed from the premises.	Do not use or occupy the structure unless trash containers have been emptied from the previous day.
Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent.	Do not use cooking source under tent
Is tent secure	20 lbs per leg or tent stakes
<p>Inspection performed by: _____ Date: _____</p>	





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/17/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER Tompkins Insurance Agencies, Inc 90 Main Street  Batavia NY 14020	CONTACT NAME: Donna Hummel
	PHONE (A/C, No, Ext): (888) 261-2688 FAX (A/C, No): (888) 339-8337
	E-MAIL ADDRESS: dhummel@tompkinsfinancial.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity Co NAIC # 18058
	INSURER B: Wesco Insurance Company 25011
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

**COVERAGES CERTIFICATE NUMBER: 22-23 REVISION NUMBER:**

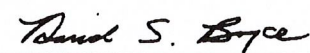
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (M/M/DD/YYYY)	POLICY EXP (M/M/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		PHPK2456394	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2456394	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB829741	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WWC3627480	01/01/2023	01/01/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is listed as Additional Insured as per written contract and per Endorsement PI GLD HS NY to the extent provided therein regarding the following event:

GLOW Corporate Cup to be held Thursday, August 3, 2023

<b>CERTIFICATE HOLDER</b>  City of Batavia One City Centre  Batavia NY 14020	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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**#XX-2023**  
**A RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/  
BOARDS**

**Motion of Councilmember**

**WHEREAS**, certain vacancies exist on various City Committees/Boards.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the following appointments be made to the City of Batavia Audit Committee:

**City of Batavia Audit Committee**

**For the audit year ending 3/31:**

**Councilmembers:**

Bob Bialkowski

2024

Richard Richmond

2024

**Seconded by Councilmember  
and on roll call**

**#XX-2023**  
**A RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/  
BOARDS**

**Motion of Councilmember**

**WHEREAS**, certain vacancies exist on various City Committees/Boards.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the following appointments be made to the Batavia Business Improvement District Board:

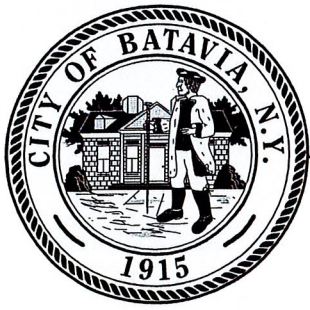
**Batavia Business Improvement District**

Patti Ann Pacino

April 24, 2026

**Seconded by Councilmember  
and on roll call**





# City of Batavia

## *Memorandum*

To: Rachael J. Tableski and City of Batavia City Council

From: Erik Fix, Assistant City Manager

Date: April 12, 2023

Subject: Sale of City owned property located within Batavia City Centre Mall

Geib Estates Corp., a New York corporation located in Batavia New York, is interested in purchasing parcels located at 11A and 11B City Center with the intention of developing the property for future use.

The parcels are adjoining and at one time housed Valle Jewelers and had since been split into a Phycologist office and storage space. The City of Batavia contracted with Rynne, Murphy & Associates, Inc., a real estate/appraisal firm, to determine the fair market value of the adjoining parcels.

The purchase price for both parcels is \$60,000 and is considered Fair Market Value. Attached you will find a resolution and purchase and sale contract dictating the terms of the sale of the property. The property will go onto the tax rolls, and all of the appraisal fees and closing costs will be paid by Geib Estates Corp.

I recommend that the City continue to foster development and activity in the Batavia City Centre, a unique downtown asset, and authorize this sale.

### Plan Alignment

- City of Batavia DRI
- City of Batavia BOA
- City of Batavia Strategic Plan

#-2023

**A RESOLUTION TO DISCONTINUE THE PUBLIC USE AND TO AUTHORIZE THE  
COUNCIL PRESIDENT TO SIGN AGREEMENTS FOR THE SALE OF 11A AND 11B  
OF THE BATAVIA CITY CENTRE MALL**

**Motion of Councilperson**

**WHEREAS**, Geib Estates Corp., has offered the city of Batavia \$60,000 to purchase parcels 11A and 11B of Batavia City Centre Mall; and

**WHEREAS**, Geib Estates Corp., a New York corporation located in Batavia, New York owns multiple business and properties; and

**WHEREAS**, Geib Estates Corp., is looking to help develop parcels in the Batavia City Center Mall for future uses.

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia, that it discontinues the public use of this property and authorizes the City Council President to sign a Purchase Agreement, and any other related documents, with Geib Estates Corp., to sell said properties for \$60,000.

**Seconded by Councilperson  
And on roll call**



## PURCHASE AND SALE CONTRACT

This Agreement made this 4th day of April, 2023 by and between the CITY OF BATAVIA, a municipal corporation with offices at One Batavia City Centre, Batavia, New York 14020 (the "Seller") and GEIB ESTATES CORP., a New York corporation with offices at 39 Prospect Ave., Batavia, New York (the "Purchaser").

The Seller agrees to sell and the Purchaser agrees to purchase the Property stated below under the terms and conditions stated herein:

1. Property Description:

A parcel of land commonly known as follows:

- a. An approximately 3,021.60 square foot zero lot line corner parcel of property within Batavia City Centre Mall, City of Batavia, County of Genesee, State of New York ("Property"); 11A and 11B City Centre, SBL #84.049-0001-012; (see attached tax parcel map).

2. Purchase Price:

The purchase price shall be Sixty Thousand Dollars (\$60,000.00). The Purchaser will pay the sum of Sixty Thousand Dollars (\$60,000.00) in cash or certified check or bank draft as payment in full of the purchase price.

3. Title Documents:

Seller shall provide the following documents in connection with the sale:

- a. Deed.

Seller shall deliver to Purchaser at closing a properly signed and notarized Quit Claim Deed with accompanying TP-584 and RP-5217 which shall describe the parcel and shall convey all of the right, title and interest of the City of Batavia in and to the said parcel.

- b. Abstract Bankruptcy and Tax Searches and Instrument Survey Map.

The Seller will execute no warranties concerning the parcel or the title thereto and will not deliver or be responsible for abstracts, title searches, surveys, maps or other documents concerning the parcel whatsoever. In the event Purchaser wishes to obtain a title search, it shall be at Purchaser's sole expense and shall not be a basis to delay closing. The Purchaser shall

obtain and provide the Seller with a survey and legal description for the Property.

4. Present Condition.

Purchaser will accept the property in its present condition in all respects and subject to restrictions of record, water line, sanitary sewer drainage, gas distribution line and main, electrical and telephone easements and rights of way of record provided they are or may be used to service the property and provided buildings and other improvements on the Property are not located on the easements.

5. Closing Date, Place and Possession.

Transfer of title shall take place at the Genesee County Clerk's, Batavia, New York on the earlier of either: June 14, 2023 or such other time as mutually agreed in writing by Seller and Purchaser.

6. No Warranty of Title.

The City of Batavia shall in no event be or become liable for any defect in the title so conveyed for any cause whatsoever, so that no claim or demand of any nature shall ever be made against said City of Batavia arising from such sale or conveyance or any proceedings leading thereto. The Property is being sold subject to any and all covenants, easements, restrictions, encroachments, liens, encumbrances and defects in the title. The City of Batavia assumes no responsibility for such items.

7. Recording Costs, Mortgage Tax, Transfer Taxes and Closing Adjustments.

Purchaser shall pay any and all real property transfer taxes and filing fees. Purchaser shall pay for the recording of the deed and the mortgage and the entire mortgage tax, if any. Purchaser shall also bear the cost of any studies, plans and fees required by the City of Batavia, County of Genesee and/or the State of New York.

The Property is currently non-taxable. There shall be pro-rated and adjusted as of the date of closing, taxes and assessments appearing on future tax bills that will be issued to the Property. The Purchaser will accept title to the Property subject to, and will pay, all assessments and taxes and installments of assessments and taxes for special or local improvements not yet due and payable as of date of closing.

8. Zoning.

The property is zoned C-3, Central Commercial District.

9. Risk of Loss.

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Seller shall assume any risk of loss or damage to the Property by fire or other casualty until the transfer of title. If damage to the Property by fire or other such casualty occurs prior to transfer, Purchaser may cancel this contract without any further liability to Seller and Purchaser's deposit shall be returned.

10. Purchaser's Purchase of Property is "As Is".

The Purchaser shall take the parcel "As Is" upon delivery of the above stated deed, in such condition as the same exists as of that date and subject to all alleged possessory or other claims and all covenants, easements and restriction of record. Also, any outstanding or current water and sewer charges shall be the responsibility of the Purchaser. Seller makes no covenant, representation or warranty as to the suitability of the property, the physical condition of the property for any purpose whatsoever, any restriction related to the development of the property, or the applicability of any governmental requirements to the property, including but not limited to Environmental Laws. The term "Environmental Law" shall mean, as may be amended, all federal, state and local laws, statutes, ordinances, codes, rules and regulations and all permits, licenses, approvals, directives, orders, consent orders, settlement agreements and any other binding agreements issued by or entered into by federal, state or local governmental authorities or courts, relating to protection of the environmental and/or governing the use, handling, generation, treatment, recycling, storage, manufacture, transportation or disposal of Hazardous Substances, in effect as of, or which come into effect after, the Closing Date including, but not limited to, as amended, the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 et seq., Comprehensive Environmental Response, Compensation and Liability Act, 42. U.S.C. §§ 9601 et seq., the Toxic Substances Control Act, 15 U.S.C. §§ 2601 et seq., Clean Water Act, 33 U.S.C. §§ 1251 et seq., Clean Air Act, 42 U.S.C. §§ 7401 et seq., New York Navigation Law and New York Environmental Conservation Law.

The Purchaser acknowledges that it has inspected the property, observed its physical characteristics and existing conditions, and has been afforded the opportunity to conduct such investigation and study on and of the property as it deems necessary for the purpose of acquiring the property for Purchaser's intended use, and Purchaser hereby waives any and all objections to or claims with respect to any and all physical Hazardous Substances in, at, on, under or related to the property. Purchaser unconditionally releases Seller from and against any and all liability to Purchaser under CERCLA or any other Environmental Law or cause of action for Environmental Damages arising out of any violation of Environmental Laws due to the presence of any Hazardous Substances on, under, or about the property, whether or not caused by the negligence of Seller. The term "Hazardous Substances" shall mean any gasoline, petroleum products, explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, polychlorinated biphenyls or related or similar materials, asbestos or any material containing asbestos, or any other substance or material as may be defined as a hazardous or toxic substance or material by any environmental law, ordinance, rule or regulation of any governmental authority, including, without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C.

§§ 9601 et seq.), the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 6901 et seq.), and the Clean Air Act (42 U.S.C. §§ 7401 et seq.) and N.Y.C.R.R. Part 371, as amended, promulgated pursuant to the New York State Environmental Conservation Law, and Articles 15 and 27 of the New York State Environmental Conservation Law, as amended. Purchaser further acknowledges and agrees that the property is to be sold and conveyed to, and purchased and accepted by, Purchaser in its present condition, "**As Is**" and with all faults, and hereby assumes the risk that adverse past, present or future physical characteristics and environmental conditions may not have been revealed by its inspection or investigation.

11. Responsibility of Persons Under the Contract; Assignability.

If more than one person signs this contract as Purchaser, each person and any party who takes over that person's legal position will be responsible for keeping the promises made by Purchaser in this contract. If more than one person signs this contract as Seller, each person or any party who takes over that person's legal position will be fully responsible for keeping the promises made by Seller. However, this contract is personal to the parties and may not be assigned by either party without the other's written consent.

12. Notices.

All notices under this contract shall be deemed delivered upon receipt. Any notices relating to this contract may be given by and to the attorneys for the parties.

Counsel for Seller shall be:

Underberg & Kessler LLP  
Attn: George S. VanNest, Esq.  
285 Delaware Avenue  
Suite 118  
Buffalo, New York 14202

Counsel for Purchaser shall be:

Geraldo W. Wisny Esq. 2 Court Street Plaza  
Batavia, NY 14020

Paralegal - Sandra Ewing  
585-343-1486 ext. 18

13. Entire Contract.

This contract, when signed by both Purchaser and Seller will be the complete contract between the Purchaser and Seller concerning the purchase and sale of the Property. No verbal agreements or promises will be binding.



14. Survival.

The terms and conditional of Sections 4, 6 and 10 of this Contract shall survive closing and delivery of the Deed.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the date set forth below.

Dated: April 4, 2023

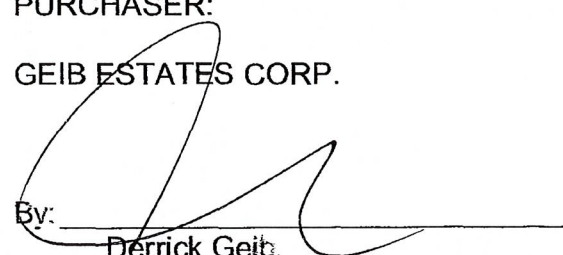
SELLER:

CITY OF BATAVIA

By: \_\_\_\_\_  
Eugene Jankowski, Jr.  
City Council President

PURCHASER:

GEIB ESTATES CORP.

By: \_\_\_\_\_  
  
Derrick Geib,  
President

Genesee County Tax Map 2022

11 Batavia City Center

Batavia, NY 14020

Map #084.49





**#XX-2023**

**A RESOLUTION TO WAIVE RESIDENCY REQUIREMENT**

**Motion of Councilmember**

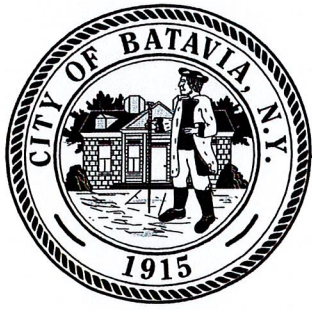
**WHEREAS**, City Council of the City of Batavia has the authority to waive the residency requirement as established in the Batavia Code, Article II, § 22-9 if it is so determined that waiving of such requirement is in the best interest of the City of Batavia;

**WHEREAS**, it has been determined that it is in the best interest of the City of Batavia that the residency requirement for Josh Graham be waived.

**NOW, THERFORE, BE IT RESOVLED**, by the Council of the City of Batavia that said waiver be granted for the above named employee.

**Seconded by Councilmember  
and on roll call**

DRAFT



# City of Batavia

## *Memorandum*

To: Rachael Tabelski, City Manager

From: Shawn Heubusch, Police Chief

Date: April 13, 2023

Subject: Surplus of police cars for disposal

Per the City of Batavia Purchasing Manual property valued over \$1000 must be declared surplus by resolution of City Council prior to being disposed of.

The attached draft resolution calls for the surplus of one (1) police vehicle by the Police Department with the intent on auctioning/ selling the equipment. These vehicles are being replaced as per the Department's vehicle replacement schedule and it has been determined that there are no other City Departments that are in need of said vehicles.

I request the proceeds from the sales to be placed into the Police Equipment Reserve Fund for future equipment purchases.

Please advise if you should have any questions or concerns regarding this MEMO.

Thank you.

**Police Department**  
**10 Main Street**  
**Batavia, New York 14020**



**Phone: 585-345-6350**  
**Fax: 585-344-1878**  
**Records: 585-345-6303**  
**Detective Bureau: 585-345-6370**  
**[www.batavianewyork.com](http://www.batavianewyork.com)**



#-2023

**RESOLUTION TO DECLARE POLICE DEPARTMENT EQUIPMENT SURPLUS FOR THE  
PURPOSE OF DISPOSAL**

**Motion of Councilperson**

**WHEREAS**, The Police Department has declared the equipment listed below surplus;  
and

**WHEREAS**, the City of Batavia requires a surplus declaration of property to be made prior  
to disposal or sale of equipment; and

**WHEREAS**, the Police Department desires to use the proceeds from selling the equipment  
listed below in order to offset the purchase of future equipment needs by placing the proceeds into  
the Police Equipment Reserve account.

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the  
City Manager be and hereby is authorized to declare the following as surplus for the purpose of  
disposal:

2017 Ford Police Interceptor Utility VIN - 1FM5K8ARXHGD07105

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Batavia  
does hereby authorize the transfer of the proceeds from the sale of said equipment to the Police  
Equipment Reserve Fund.

**Seconded by Councilperson  
and on roll call**

## **MOTION TO ENTER EXECUTIVE SESSION**

### **Motion of Councilperson**

**WHEREAS**, Article 7, Section 105(1)(f), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation...".

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia, that upon approval of this Motion, the City Council does hereby enter into Executive Session.

**Seconded by Councilperson  
and on roll call**