

# **City of Charles City City Council Agenda Council Chambers, City Hall**

**1. Meeting Date And Time**

A. January 3, 2017 6:00 P.m.

**2. Call To Order**

**3. Citizen/Public Comments (Limited To 5 Minutes Per Comment)**

An opportunity for citizens, groups or representatives or organizations to address the Governing Body on any issue which is not on the agenda

**4. Mayor's Welcome**

**5. Consider Approval Of The Agenda**

Discussion

Motion

**6. Consider Approval Of The Minutes**

A. Approve Minutes Of The December 14 And 19 Meetings

Discussion

Motion

Documents:

[1214 AND 1219 MINUTES.PDF](#)

**7. Consider Approval Of The Consent Calendar**

A. Approve Renewal Of Class LA Liquor License For Columbus Club

B. Approve Renewal Of Class LE Liquor License For Fareway

C. Approve Filing The Following Liens: Unpaid Utility Bills - \$39.07 Acct 5013050002, \$95.77 Acct 5004410004, \$38.63 Acct 5032750000, \$76.01 Acct 5010780009, \$157.63 Acct 5030740005; Curb Stop Repair - \$2640.63 At 406 Kelly St.

D. Payment Of Claims

Documents:

[010317CLAIMS.PDF](#)

**8. Business Of The Mayor**

A. Proclamation For National Mentoring Month For January

Documents:

[MENTORING PROCLAMATION.PDF](#)

B. Reappoint Ken Sheckler, Chris Eldridge And James Smith To The Park And Rec Board

C. Review Council Committee Appointments

Documents:

[COMMITTEE LIST.PDF](#)

**9. Petitions, Public Hearings, Communications, Awards And Requests**

A. Request For Street Closures For Martin Luther King Day Parade On January 16

Discussion

Motion

Documents:

[MLK PARADE REQUEST.PDF](#)

**10. Ordinances And Resolutions**

**11. Other Business**

- A. Miscellaneous Correspondence
- B. Attorney's Report
- C. City Clerk's Report
- D. City Administrator's Report
- E. Board, Commission or Committee Reports

**12. Adjournment**

COUNCIL PROCEEDINGS  
DECEMBER 14, 2016

Charles City City Council met in a planning session on December 14, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Dan Mallaro and Michael Hammond. Also present were city administrator Steve Diers, city engineer John Fallis and assistant city attorney Brad Slotter.

Mayor Erb commented that he received a thank you from Iowa Big North for attending their ribbon cutting on behalf of the city. He also stated that he has been receiving a request for a proclamation from National School Choice and he is not planning on granting the request.

The nuisance property at 301 S. Johnson was discussed. An agreement has been reached with the current and prospective owners concerning a controlled burn of the structure there, the capping of the sewer and water services and the clearing out of the dense vegetation there. The prospective owner asked that the city disconnect the water and sewer, but the council was hesitant to do this after the last discussion on this. Staff then visited with the owners to see if both parties would share the cost of disconnection and they refused. City Administrator Diers is proposing two different options. Option one would have the city purchase the property, disconnect the services, do the controlled burn and then sell the property to the prospective owner. That is risky due to the uncertainty of what we could sell it for. Option two is to have the city disconnect the services, conduct the controlled burn and then put a lien on the property that if it is sold within 5 years to another party that the city will be reimbursed for the disconnection costs. The agreement spells out that the nuisance on the property needs to be abated to city specifications. This agreement will be brought to the next regular council meeting for council consideration.

The property exchange at Central Park Dentistry location discussed. Dr. Hansen had approached the city about the possibility of switching part of his property with the city so that he can expand his current building to accommodate his growing business. The current city parking lot actually has part of it located on his property so he is proposing swapping that with another portion of the city lot so that he can add on to his building. This is located in a redevelopment area and since it's designated as parking lot in that plan, the urban renewal plan needs to be revised to allow this. Staff and city attorney will proceed with this process and obtain a legal description for the properties involved.

Discussion on possible sale of a portion of N. Main Street to Simply Essentials. They have asked council to consider selling a portion of Main Street for further expansion of their facility. City Administrator Diers has contacted the abutting businesses there and has received some concern from one of them. He will meet in person with them to discuss this further and answer any further questions they may have. City Engineer John Fallis has drafted some initial conceptual designs for a new intersection there if that section would be sold. Consensus was that this is a very dangerous intersection so a positive of this sale would be to re-design a better and safer intersection. There are some underground utility issues that would need to be resolved. Mayor Erb asked if there was any idea of a time table for this and City Administrator Diers stated that it would be at least 3 months to go through the necessary process. This will continue to be researched and discussed.

Staff had been asked to research what other cities pay their elected officials to aid in discussing a change in the compensation for our elected officials. They are currently paid \$30 per regular meeting with a cap of \$1000 per year. Council receives no pay for planning/budget sessions or attendance at any other committee meetings they may attend. Looking at the data gathered, our pay is right about the middle of the list. Most cities don't meet every week like we do but consensus was that meeting every week allowed for more discussion and on a more timely

manner. If any change in compensation is done, it wouldn't take effect until after the next city election which is in November 2017. Discussion on changing council pay to a monthly amount regardless of how many meetings are attended. This would help cover the extra committee meetings that are attended. Discussion also on changing the cap amount or eliminating it all together. The council members will get feed back to the city administrator and this will be discussed again at a future meeting.

Also discussed was changing the council meeting start time to 6:00 p.m. from 7:00 p.m. This will keep the meetings from ending too late and also aid when we have any out of town guests attending. Our code states that the meeting times are set by resolution so this will be on the next regular agenda for council consideration.

With the opening of Simply Essentials, issues have arisen with the parking in the area. Workers are using the on street parking along Lane Street and Wisconsin Street which affects the businesses along there for their customer parking. Discussion on making Lane Street two hour parking Monday through Friday and also a section of Wisconsin Street. Once the employee parking lot for Simply Essentials is completed next year, this issue should be alleviated for the most part. Mayor Erb stated that it is important to communicate this situation with all entities involved.

Budget workshops were scheduled for January 11, 12, 19, 23, 26 and 30 starting at 4:30 p.m.

City Administrator Diers reported that Project AWARE will be coming to Charles City area this year and is a river clean up program sponsored by the DNR. They will be working on the Cedar River from the state line down to Nashua toward the middle of July. Steve has started budget talks with department heads. The wayfinding committee will be meeting this Friday. Charles City has been nominated to participate in a water shed project. Yesterday was the first day of operations at Simple Essentials. Staff is investigating sump pump issues around the city.

There being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES  
REGULAR SESSION  
DECEMBER 19, 2016

Charles City City Council met in regular session on December 19, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Michael Hammand and Dan Mallaro. Also present were city engineer John Fallis, city administrator Steve Diers and assistant city attorney Brad Slotter.

Citizen Comments – none

Mayor Erb welcomed everyone to the meeting.

Motion by Freeseaman, second Mallaro to approve the agenda. Ayes – 5

Motion by Hammond, second Freeseaman to approve the minutes of the November 28 and December 5 meetings. Ayes – 5

Motion by Freeseaman, second Hammond to approve the consent calendar. Ayes – 5 Consent calendar consisted of the following: approve 11/16 financials for City of Charles City and CC Public Employees Health Plan, approve renewal of HyVee Gas Class B beer permit w/ Sunday Sales, approve Liquor, Beer and Tobacco Outlet cigarette permit and payment of claims (including those approved by other boards):

Business of the Mayor-IEDA has just released that there are four new certified sites in the state and cities in our area included Forest City, Osage and Waterloo.

Parking issues near the newly opened Simply Essentials plant have arisen and staff is recommending implementing two hour parking 7:00 to 5:00 Monday through Friday on Lane Street and a section of Wisconsin Street to help alleviate this problem. Business owners in the area who have private parking lots can have unauthorized users towed if they choose. Council members suggested that city staff talk with the management at Simply Essentials to inform them of this situation so they can make their employees aware. Business owner Cal Schultz talked about issues he has had with his private parking lot being used by the Simply Essentials employees. Council member Freeseaman introduced Resolution No. 94-16 entitled, “RESOLUTION AMENDING RESOLUTION NO. 35-92 THE OFFICIAL TRAFFIC CONTROL LISTING FOR THE CITY OF CHARLES CITY” and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes – Hammond, Mallaro, Starr, Joerger, Freeseaman. Nays – none.

Property at 301 S. Johnson has been a chronic nuisance property and city staff have been in discussion with the property owner on abating it. The resulting agreement would have the city doing a controlled burn to remove the structure there, capping the water and sewer service and the owner would clean up the remains of the burned structure, remove the vegetation and grade the area to remove the sight issues. Since capping of the services is not something the city would normally do, in order to facilitate the abatement of this chronic nuisance, an agreement has been drafted that would put a lien on this property for 5 years. In the event this property would be sold within that time, the city would be reimbursed for all their costs associated with capping the water and sewer services. Council member Freeseaman introduced Resolution No. 95-16 entitled, “RESOLUTION APPROVING AGREEMENT FOR ABATEMENT OF NUISANCE CONDITIONS” and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes – Mallaro, Starr, Joerger, Freeseaman, Hammond. Nays – none.

Discussion had been had concerning the start time for council meetings. Consensus is to change the time to 6:00 p.m. and according to city code, this is to be done by resolution of the council. Council member Hammond introduced Resolution No. 96-16 entitled, "RESOLUTION SETTING THE START TIME OF COUNCIL MEETINGS" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays – none

City Clerk O'Donnell reported that there will be no meeting next week due to the holidays. City hall will be closed December 26 and January 2 due to the holidays. The next meeting will be held Tuesday January 3 at 6:00 p.m.

City Administrator Diers reported that a schedule has been drafted for the department heads to attend a council planning session twice a year each to report to the city council. City staff is currently working on budgets.

Motion by Freeseaman, second Hammond to adjourn. Ayes – 5

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James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

**CITY CLAIMS 01/03/17**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
PAYROLL	PAYROLL ENDING 12/24/16	\$ 90,477.12
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 126,752.68
AUXIANT	FLEX SPENDING REIMBURSEMENTS	\$ 150.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 1,022.66
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 4.00
BANKERS TRUST	DEBT SERVICE	\$ 36,508.75
CENTURYLINK	PHONE-CVTC	\$ 404.31
IOWA FINANCE AUTHORITY	DEBT SERVICE	\$ 175,620.34
JOHN DEERE FINANCIAL	CHAIN/ROPE-P&R	\$ 28.12
R&S MOWING	SAND/ROCK CLEANUP-FLOOD-P&R	\$ 4,853.92
BODENSTEINER IMPLEMENT CO	HYD QUICK CONNECT COUPLERS-WWTP	\$ 147.06
C H MCGUINNESS CO INC	FULTON REPAIR PARTS/LABOR-WTP	\$ 560.50
CAL'S AUTO REPAIR INC	SNAPPER SNOW THROWER-PD	\$ 450.00
CARPENTER UNIFORM CO	21-REVERSIBLE RAINCOATS-PD	\$ 2,408.78
CC PUBLIC EMP HEALTH PLAN	INSURANCE-CITY DEPTS	\$ 59,491.98
CENTRAL IOWA DISTRIBUTING	NITRILE GLOVES-CITY HALL	\$ 71.66
CITY OF CHARLES CITY	WATER/SEWER-CVTC	\$ 153.10
COAST TO COAST SOLUTIONS	WALL CALENDARS-FD	\$ 126.33
DARLENE TOYNE (FGP)	MILEAGE-FGP	\$ 15.12
DASH MEDICAL GLOVES INC	EXAM GLOVES-PD	\$ 85.90
DEBOEST CONCRETE	2016 MISC SIDEWALKS PROJECT	\$ 12,193.35
DON'S REPAIR	MOWER RELAY-P&R	\$ 57.69
N ZIMMERMAN dba DOUBLE Z CONST	DOOR ADJUSTMENTS/PARTS-CVTC	\$ 115.00
ELECTRICAL ENG & EQUIP CO	GENERATOR SERVICE-WTP	\$ 1,454.07
ETHANOL PRODUCTS LLC	CO2-WTP	\$ 1,111.50
FLOYD COUNTY ENGINEER	FITTINGS/HOSES-CITY DEPTS	\$ 722.74
FLOYD COUNTY RECORDER	KAROL BURKS MORTGAGE RELEASE	\$ 7.00
GHD SERVICES INC	CITY'S SHARE-SHAW AVE DUMPSITE	\$ 1,890.36
GIS WORKSHOP LLC	ROWEMAP/SIMPLESIGNS MAINT-STREET	\$ 400.00
HAWKINS INC	CL2-150# CYLINDER-WTP	\$ 789.00
HD SUPPLY WATERWORKS	REPAIR PARTS-WWTP	\$ 1,715.00
HOBERT ELECTRIC	SHOP LIGHT REPAIRS/REPLACE-P&R	\$ 376.90
IAWEA	ONE DAY REGIS-RIMROD/HOLZER-WW	\$ 235.00
ICMA MEMBERSHIP RENEWAL	DUES-STEVEN DIERS-ADMINISTRATOR	\$ 826.67
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$ 1,758.19
IOWA CODIFICATION INC	PREP DEC-16 ORDS NO 1096-1097-BUS OFF	\$ 79.00
ITRON INC	SOFTWARE MAINTENANCE-WTP	\$ 1,080.00
JOANIE NIELSEN (FGP)	MILEAGE-FGP	\$ 18.36
JOHN A HOWE	CLEANING CONTRACT-CITY HALL	\$ 850.00
KIRKWOOD COMM COLLEGE	CEU-MIKE MCCAULEY-WTP	\$ 120.00
LARRY ELWOOD CONSTRUCTION	PARTS-STREET	\$ 1,717.92
LAVONNE KACER (FGP)	MILEAGE-FGP	\$ 17.82

LINDA BETELS (FGP)	MILEAGE-FGP	\$	7.56
MARCO TECHNOLOGIES LLC	COPIER LEASE-BUS OFF	\$	38.00
MARZEN'S TOWING	WINCH LOADED PLOW-LEVEL GROUND	\$	150.00
MERRITT COMPUTER SERVICE INC	TREND ANTI-VIRUS-CITY CLERK	\$	169.92
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$	25,837.68
MILLS-INC	REMOVE/CAP EXHAUST FAN-FD	\$	75.00
NCL OF WISCONSIN	LAB SUPPLIES-WWTP	\$	411.56
NEWBAUER INC	MAT SERVICE-CVTC	\$	286.80
NOAH, SMITH & SCHUKNECHT PLC	JANUARY RETAINER-LEGAL	\$	750.00
PAWS HUMANE SOCIETY	CONTRACT-ANIMAL CONTROL	\$	1,550.00
POSTMASTER	PERMIT #1-FIRST CLASS PRESORT	\$	215.00
PROCHASKA & ASSOCIATES INC	50% JOINT LEC STUDY-CITY SHARE	\$	2,492.61
SHORT ELLIOTT HENDRICKSON INC	FIRST AVENUE CONSTRUCTION	\$	499.83
SHIRLEY ORTHEL (FGP)	MILEAGE-FGP	\$	14.26
T&W GRINDING & COMPOST SERVICE	COMPOSTING CONTRACT-YARD WASTE	\$	6,000.00
WOODRUFF CONSTRUCTION LLC	REMOVE/INSTALL-LIFT PUMP MOTOR-WWTP	\$	8,194.58
ZIEGLER INC	REPAIR PART-STREET	\$	321.78
	<b>TOTAL</b>	\$	<b>573,882.48</b>



~ PROCLAMATION ~

WHEREAS, a mentor is a caring, consistent presence who devotes time to a young person to help that young person discover personal strength and achieve their potential through a structured and trusting relationship, and;

WHEREAS, quality mentoring encourages positive choices, promotes self-esteem, supports academic achievement and introduces young people to new ideas, and;

WHEREAS, mentoring programs have shown to be effective in combating school violence and discipline problems, substance abuse, incarceration and truancy, and;

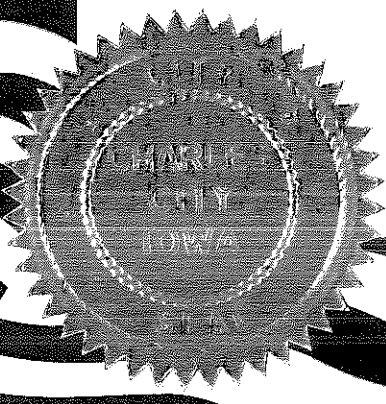
WHEREAS, youth development experts agree that mentoring is critical to the social, emotional and cognitive development of youth, helping them navigate the path to adulthood more successfully and mentors help young people set career goals and use their personal contacts to help young people meeting industry professionals and find jobs, and;

WHEREAS, the city of Charles City appreciates the contributions of all those who serve as mentors and Big Brothers/Big Sisters of Northeast Iowa and The Job Foundation for bringing your certified mentoring programs to the city of Charles City;

NOW THEREFORE, I James A. Erb, Mayor of Charles City, Iowa, do hereby proclaim the month of January as National Mentoring Month in the city of Charles City, Iowa.

Signed this 3<sup>rd</sup> day of January, 2017

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James A. Erb, Mayor



Reviewed 1/4/16

**BOARDS, COMMISSIONS, COMMITTEES and LIAISON by Council Member/Mayor**

COUNCIL MEMBER HAMMOND BROAD BAND TELECOMMUNICATIONS COMMISSION (EXOFFICIO)  
JOINT TOURISM STEERING COMMITTEE  
PERSONNEL COMMITTEE  
CULTURAL & ENTERTAINMENT DISTRICT STEERING COMMITTEE  
E 9-1-1 – ALTERNATE  
FLOYD COUNTY COMMUNICATIONS BOARD  
FLOYD COUNTY AMBULANCE COMMISSION  
FOSTER GRANDPARENTS - LIAISON

COUNCIL MEMBER STARR - LIBRARY BOARD – LIAISON  
AIRPORT AUTHORITY – LIAISON  
FLOYD COUNTY HUMANE SOCIETY - LIAISON  
E-911 BOARD  
FLOYD COUNTY COMMUNICATIONS JOINT BOARD  
FLOYD COUNTY AMBULANCE COMMISSION - ALTERNATE

COUNCIL MEMBER FREESEMAN-BROAD BAND TELECOMMUNICATIONS – EX OFFICIO  
ADC REGIONAL HOUSING TASK FORCE  
L.O.S.T. (PAVEMENT MANAGEMENT SYSTEM) – LIAISON  
FINANCE COMMITTEE  
PLANNING AND ZONING – LIAISON  
SW TIF BOARD

COUNCIL MEMBER JOERGER – SOUTHWEST TIF BOARD  
PROPERTY/CASUALTY INSURANCE COMMITTEE  
PERSONNEL COMMITTEE  
MAYOR PRO TEM  
FLOYD-MITCHELL-CHICKASAW SWAA  
FINANCE COMMITTEE

COUNCIL MEMBER MALLARO – JOINT TOURISM STEERING COMMITTEE  
PARK AND REC BOARD - LIAISON  
HISTORIC PRESERVATION COMMISSION – LIAISON  
HOUSING COMMISSION – LIAISON  
CCADC – ALTERNATE

JIM ERB – NIACOG – Chair and Director  
NICA  
CCADC  
FOCUS  
PAVEMENT MANAGEMENT SYSTEM ADVISORY BOARD  
CHARLES CITY CIVIC FOUNDATION BOARD  
CHAMBER OF COMMERCE – LIAISON  
CITY REVITALIZATION – LIAISON  
CEDAR VALLEY COALITION  
UPPER CEDAR WATERSHED MANAGEMENT IMPROVEMENT AUTHORITY BOARD  
REVITALIZATION BUSINESS IMPROVEMENT COMMITTEE  
CHAMBER TOURISM COMMITTEE

(OVER)

Continued...

JIM ERB - JOINT TOURISM STEERING COMMITTEE – EXOFFICIO  
ADC ASSET MANAGEMENT COMMITTEE  
ADC RENTAL HOUSING COMMITTEE  
ADC JOBS POTENTIAL REVIEW  
REGIONAL WORKFORCE DEVELOPMENT BOARD  
COMMUNITY VITALITY CENTER BOARD  
JPEC ADVISORY BOARD  
NIACC ADVISORY COMMITTEE  
FLOYD COUNTY COMMUNITY FOUNDATION – LIAISON  
IOWA FOUNDATION FOR MICROENTERPRISE AND COMMUNITY VITALITY BOARD  
IOWA LEAGUE OF CITIES EXECUTIVE BOARD

## **Meeting dates and times of Boards/Commissions**

Broad Band Telecommunications – Ex Officio Meets qtrly?

Joint Tourism Steering Committee – meet qtrly, 2<sup>nd</sup> Friday of month at 1:30 p.m. If no applications, there will be no meeting

Library Board – liaison Meets every 2<sup>nd</sup> Thursday of the month at 5:15 p.m.

Personnel Committee – meets as needed

Park and Rec Board – Liaison – 3<sup>rd</sup> Wednesday each month at 5:30 p.m.

Cultural/Entertainment District Steering Committee – meet qtrly as applications are made 4<sup>th</sup> Tuesday at noon

Housing Commission – Liaison Meet 3<sup>rd</sup> Thursday each month at 7:00 a.m.

E 9-1-1 – meet qtrly, 2<sup>nd</sup> Thursday at 6:00 p.m.

Floyd County Communications Board – meet qtrly, 2<sup>nd</sup> Thursday at 6:00 p.m.

Floyd County Ambulance Commission – meets as needed. Same time as Communications

CCADC – 4<sup>th</sup> Wednesday of each month at 4:00 p.m.

SW TIF Board – as needed, usually on a Thursday at 7:30 a.m.

Foster Grandparents – liaison, Meets qtrly, first Wednesday of month at 3:30 p.m.

ADC Regional Housing Task Force – meet as needed?

Pavement Management System – Liaison meets as needed

Floyd County Humane Society - Liaison

Finance Committee – meets as needed

Planning and Zoning – Liaison meets as needed

Floyd-Mitchell-Chickasaw Landfill – Third Wednesday 7:00 p.m. at landfill

Property/Casualty Insurance Committee – meets as needed

Historic Preservation Committee - Liaison

MEETING DATE: 1/3/17

ITEM: 9A

## AGENDA ITEM SUMMARY

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**Subject:** Request for Martin Luther King, Jr. parade

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**Recommendation:** Consider request for street closure for Martin Luther King, Jr. parade on January 16

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### **Background Summary:**

We have received a request from Vicki Bruening for a parade to be held on January 16 for Martin Luther King, Jr. Day. She has filled out the necessary parade form with Hugh and is requesting the following streets closed from 6:00 pm to 6:45 pm on January 16: Main Street starting in front of the courthouse to the intersection of Clark Street and Clark Street from Main Street to the KC Hall.

CHARLES CITY PARADE PERMIT

CITY CODE 60.08

THE ORGANIZER AND APPLICANT WILL AGREE TO AND ACCEPT RESPONSIBILITY FOR OBSERVING CITY CODE AND OBEYING ALL RULES INCLUDING, BUT NOT LIMITED TO, THOSE SET OUT ON THE SECOND PAGE OF THIS APPLICATION.

DATE OF APPLICATION: 12/16/2016

1. DATE OF PARADE: JANUARY 16, 2017 TIME: 6:00pm

2. PERSON OR ORGANIZATION SPONSORING PARADE:

NAME: Vicki Bruening / Be the Bridge  
ADDRESS: 2947 Wedgewood <sup>Charles</sup> city PHONE #: 319-239-4698  
PERSON IN CHARGE: Vicki Bruening PHONE #: 319-239-4698  
SIGNATURE: Vicki Bruening

3. PARADE IS IN CONJUNCTION WITH (CELEBRATION/FUNCTION/EVENT)

Martin Luther King day

4. STAGING AREA (WHERE WILL THE PARADE LINE-UP):

Courthouse - In front of on Main Street

5. EXACT PARADE ROUTE: In front of courthouse on Main St,

walk over bridge to the intersection of Clark & Main - turn left on Clark to walk to the ICC Hall

6. NUMBER OF ENTRIES: just people walking

7. ANY SPECIAL ENTRY: (Horse teams, over-length vehicles, etc.)

8. SECURITY RISK ENTRIES (i.e. political figures):

INTERNAL USE:

AUTHORIZATION IS HEREBY: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_ TO THE ABOVE NAMED PERSON OR ORGANIZATION FOR A PARADE ON THE ABOVE DATE AND TIME.

\_\_\_\_\_  
MAYOR OR MAYOR PRO TEMP

\_\_\_\_\_  
CHIEF OF POLICE