

1. Agenda - April 5, 2023

Documents:

[2023.04.05 COUNCIL AGENDA.PDF](#)

2. ADMINISTRATOR'S REPORT

Documents:

[ADMIN REPORT 4.02.23.PDF](#)

3. ENGINEER'S REPORT

Documents:

[2023.04.05 ENGINEERING STATUS REPORT.PDF](#)

4. Resolution 2023.05 Investment Policy

Documents:

[RESOLUTION 2023.05 INVESTMENT POLICY.PDF](#)
[RESOLUTION 2023.05 EXHIBIT A INVESTMENT POLICY.PDF](#)

5. ORDINANCE 2022.50 (Tabled)

Documents:

[ORD 2022.50 APPROVING ZONING CERIFICATE FOR CUTLER.PDF](#)

6. Parade Rules And Procedures – Best Practices

Documents:

[PARADE RULES AND PROCEDURES - BEST PRACTICES \(COUNCIL V2\).PDF](#)

**AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
April 5, 2023 at 7:30 P.M.**

SILENT PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Joseph St. John, Mr. Timothy Gose, Mr. Damin Cappel, Mrs. Cindi Cooper, Mr. John Grumney, Mr. David Martin, and Mr. Murray Neff.

MINUTES:

March 15, 2023

VISITORS

COMMITTEE REPORTS

POLICE REPORT

ADMINISTRATOR'S REPORT

ENGINEER'S REPORT

RESOLUTIONS

Third Readings

RESOLUTION 2023.05

**A RESOLUTION REVISING THE INVESTMENT POLICY FOR THE CITY OF
SUNBURY PURSUANT TO OHIO REVISED CODE SECTION 135.14**

Second Readings

First Readings

ORDINANCES

Third Readings

ORDINANCE 2022.50 (Tabled)

**AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN
AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR
CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY
ST.**

**AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
April 5, 2023 at 7:30 P.M.**

Second Readings

First Readings

NEW / UNFINISHED BUSINESS

- Parade Rules and Procedures – Best Practices
- City Council Strategic Planning – May 13, 2023

ADJOURNMENT

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 4/3/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. We are down to questions and answers as he encounters new issues. Also included in the packet is his latest zoning report, he has evolved and improved my old report and it provides information that Council will find useful.
- Record, box and plan sorting continues.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15. More information in the Streets section which follows.
- The Service Superintendent and Supervisor position, summer positions and an opening at the waste water plant have been posted. Review of applicants for the full time services positions has been completed and interviews are being scheduled for the week of 4/10 and 4/17. We have a very strong pool of applicants and anticipate scheduling over one dozen for first round interviews.

Planning and Zoning

- Continued work on resident complaints regarding a business violating the zoning code.
- See the zoning report for process activity in the last month.
- Meetings with developers.
- We had a meeting with planners, architects and engineers working on the construction plan for Sunbury Commerce Park.

Odds and Ends

- Our environmental consultant, legal counsel and I continue to communicate with the Ohio EPA to discuss final items remaining related to Martindale Park. We are seeking a continuation of the grant and some supplementary funding to bring that grant to conclusion with a No Further Action and Covenant Not to Sue from OEPA.
- Demolition of the houses began this morning and should be completed this week.
- Space planning meetings continue with Daryl leading that effort, they met on security and pending questions from the architect this week, and we have received 60% completion drawings. MS is preparing probable costs and we should have that information by the end of April.
- I prepared and submitted a healthy living grant for Delaware County. We are seeking some bike racks, senior friendly benches (with arms) and some wayfinding signs to direct path users from outlying new developments.
- Closing of the ODOT outstation property is proceeding.

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Street light maintenance, we are also working through issues with the pedestrian crossing at Fallen Heroes.
- The street sign inventory is complete, I need to compare it to an inventory of signs on hand and get pricing for what is needed.
- A thank you to the Mayor's Court public service component, we had someone doing public service time collect fallen branches from the town hall green and stack them for pick up by the service department last week.
- We took delivery of our new crack sealing machine and had an orientation from the company's sales support. That person has pledged to come back the first time we use the machine to do more of an on-the-job training session. I anticipate we will use it in April once dry pavement can be predicted.
- We have engaged a wildlife trapper to relocate some ground hogs that were creating damage and a potential safety issue at the evening street park, which is located between Prairie Run and Evening Street.
- There were two burials since we last met.
- An investigation of a drainage issue along the rear yards of Ross Common is happening today.

- We had to take one of our trucks to Coughlin to get service on the pollution control components.
- A failed hydraulic cylinder was replaced on one of the plow trucks, the old cylinder was rebuilt so we have a replacement in stock if needed.
- We had a meeting with a manufacturer's representative regarding a new solution to rebuilding failed storm drains and basins. We are considering taking a long view approach and repairing a few structures every season.

Wastewater

- The department has been busy with some of the significant rain events.
- A section of sewer main in the area of JR Smith was cleaned and televised. There will be a need to do some pipe replacement on a main that crosses through that park.
- The force main from the Cheshire Road lift station had a leak detected where it goes under Cherry Street close to the Hitachi Technical Center where it heads east down the ditch line. The failure was excavated and repaired.
- Meeting with CT every two weeks on Friday has resumed to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.

Engineering Status Report

Prepared By: Wes Hall, P.E., Dan Whited, P.E.

Date: April 5, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	
<p><u>Fallen Heroes Multi-Use Trails</u></p> <p><u>Phase 3 (to southern property line of Old Orchard Park)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 2 to the southern property line of Old Orchard Park (which is the northern property line of Sunbury Meadows). This MUT segment is approximately 610 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$50,568.50 from the County Commissioners, through their Trail Assistance Program. This amount is one-half of the estimated cost to construct the MUT.</p> <p><u>Phase 4 (from Old Orchard Park to Sunbury Meadows Drive)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 3 to Sunbury Meadows Drive. This MUT segment is approximately 550 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$40,000 from Preservation Parks of Delaware County, through its Community Trail Improvement Grant (CTIG) Program.</p>	<p><u>Construction Phase</u> Contract is executed with contractor. Preconstruction activities are progressing.</p> <p>Phase 4 will be completed as a change order in Phase 3.</p>
<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u></p> <p>The project includes the design of a small gravel parking lot off Sedgwick Avenue, with hard-surface pavement for ADA parking spaces, 620 feet of concrete sidewalk (5-foot wide) from the parking area to top of reservoir levees, to meet with the existing asphalt walking trail, a fishing pier, and ancillary items such as, but not limited to, fence gates, trail signage, trailside benches, lifebuoy rings, dog waste stations, and drainage infrastructure. Sunbury was offered, and accepted, a grant in the amount of approximately \$41,000 from ODNR's NatureWorks Grant Program.</p>	<p><u>Design Phase</u> Conceptual plan has been finalized. Site surveying will be done week of 3/13. Construction documents are being prepared.</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u></p> <p>CT is preparing a pre-application for Round 2 of the DPS HMGP. The pre-application is due on 3/24/2022 Sunbury will submit a request for a grant to assist in the engineering study of Prairie Run to identify possible solutions to mitigate flooding along the creek within the City. The results of this study will inform future decisions and actions of the City in completing projects designed to mitigate the observed flooding.</p>	<p><u>Planning Phase</u> FEMA questions are being addressed. It appears that all questions have been addressed as of 3/10</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u></p> <p>Submitted FP Update to Ohio EPA for review and approval. Waiting for comments. We were advised, informally, that the first reviewer for Ohio EPA had no comments on the FP Update. We are working to get something formal from Ohio EPA acknowledging their acceptance of the update or additional comments from additional reviewers so that we can finalize the Update. A presentation summarizing the findings, conclusions and recommendations of the Facilities Plan Update was made to the Services Committee at its meeting on 2/2/2022.</p>	<p><u>Planning Phase</u> The Ohio EPA permit application is being submitted this week.</p>

Project Description	Current Phase / Updates
<p><u>Little Walnut Creek Interceptor Sewer - Phase 2</u> 36" interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p>Preliminary Phase Survey and preliminary design has started.</p>
<p><u>Stormwater Utility Study</u> A study is being completed to determine the feasibility of implementing a Stormwater Utility.</p>	<p>Study is progressing. On hold while MS4 program is being reviewed and organized.</p>
PRIVATE DEVELOPMENT PROJECTS	
<p><u>Ravines at Meadow Ridge (DRK Apartments)</u> Metro Development (DRK) submitted an application to rezone 67.1 acres of land between Africa Road and 3 B's & K Road, on the south side of 36/37, to Planned Residence District (PRD) and to rezone 2.0 acres of land on the east side of 3 B's & K Road, on the south side of 36/37, to Planned Commercial District (PCD). Metro Development proposes to construct 744 apartments, with ancillary supporting facilities, within the PRD.</p>	<p><u>Design Phase</u> Preliminary plan was approved at the March Planning Commission meeting.</p>
<p><u>Granville Street Multi-Family Development / Sunbury Commerce Park</u> Mixed-use development; 120-unit apartment complex and 40,000 sq. feet of commercial/retail space.</p>	<p><u>Planning Phase</u> Council approved the rezoning. A submittal is anticipated soon.</p>
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Clearing has been completed. Construction is anticipated to start soon.</p>
<p><u>Rolling Hills Subdivision</u> New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 and Section 3A were approved by Council.</p>	<p><u>Construction Phase</u> Construction is progressing.</p>
<p><u>Price Ponds Subdivision</u> New single family planned residential subdivision located on Golf Course Road. Final Plat for Section 1 was approved with contingencies by Council on 7/6/22.</p>	<p><u>Construction Phase</u> Construction is progressing for Section 1. Mass grading plan for Section 2 and 3 is being reviewed.</p>
<p><u>Eagle Creek Subdivision</u> New single family, planned residential subdivision located on 3B's&K Road. The preliminary plat / plan was conditionally approved at the 8/22/2022 Planning Commission Meeting.</p>	<p><u>Design Phase</u> Preliminary plan was approved at the March Planning Commission meeting.</p>
<p><u>Kintner Crossing</u> New small lot single family and town home development north of Cheshire</p>	<p><u>Planning Phase</u> Rezoning was</p>

Project Description	Current Phase / Updates
Road and west of West Cherry Street. The development consists of 81 small lot single family and 107 town homes on a 39.9 acre site.	approved by Council.
<p><u>Eagle Storage - 601 West Cherry Street</u> Addition of four new storage buildings on the property. Council approved the building and site improvements with contingencies. We have reviewed the construction drawings (1st submittal) and provided comments.</p>	<p><u>Design Phase</u> Waiting on the resubmittal of the construction drawings.</p>
<p><u>BSTP Sunbury, LLC (Azco Development LLC)</u> Mixed retail development in the Sunbury Meadows development. Initial application for day care facility; commitments on other three lots still undetermined.</p>	Preliminary plan was conditionally approved at the March Planning Commission meeting.

RIGHT-OF-WAY PERMITS

The following R/W Permits Completed and/or under review:

- Columbia Gas - 1515 Cabot Lane
- Columbia Gas - 1380 Clover Street
- Columbia Gas - 1260 Clover Street
- Columbia Gas - 1352 Clover Street
- Columbia Gas - 1107 Par Court
- Columbia Gas - 1087 Cape Breton Street

RESOLUTION 2023.05

A RESOLUTION REVISING THE INVESTMENT POLICY FOR THE CITY OF SUNBURY PURSUANT TO OHIO REVISED CODE SECTION 135.14

WHEREAS, Council for the City (then Village) of Sunbury previously passed Resolution 2010.12 which set forth an investment policy pursuant to Ohio Revised Code Section 135.14 to allow flexibility for investment of public funds and to establish investment authority with the City (then Village) of Sunbury Fiscal Officer; and

WHEREAS, Council now wishes to amend such investment policy to be consistent with Ohio Revised Code Section 135.14.

NOW THEREFORE, BE IT RESOLVED by the Council for the City of Sunbury, County of Delaware, State of Ohio as follows:

SECTION I: Council hereby approves the Investment Policy as set forth in the attached Exhibit “A”.

SECTION II: A copy of this written investment policy shall be deposited with the Auditor of State's office by the Director of Finance for the City of Sunbury pursuant to O.R.C. 135.14 (O)(1).

SECTION III: It is found and determined that all formal actions of this Council concerning and related to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

WHEREFORE, pursuant to Section 4.07 of the Charter of the City of Sunbury, this Resolution shall be in effect immediately after its passage.

VOTE ON SUSPENSION OF THE RULES	YEAS	NAYS
	_____	_____
VOTE ON RESOLUTION 2023.05	YEAS	NAYS
	_____	_____

PASSED _____

Joseph St. John, Mayor

ATTEST:

Amber Swain, Clerk of Council

CERTIFICATION

I hereby certify on this _____ day of _____, 2023, that the foregoing is a true and accurate copy of the Resolution passed at the meeting held on _____, 2023 of the Council of the City of Sunbury of the County of Delaware, State of Ohio.

Amber Swain, Clerk of Council

**CITY OF SUNBURY
INVESTMENT POLICY
Revised 3/1/2023**

The City of Sunbury hereby directs that the Investing Authority of the City of Sunbury shall reside with the Director of Finance in accordance with this Investment Policy. This Policy is designed to cover all monies under the control of Director of Finance and those that comprise the core investment portfolio. Notwithstanding the policies detailed below, Chapter 135 of the Ohio Revised Code will be adhered to at all times. In addition, the Director of Finance shall follow all other applicable laws and regulations at all times.

Management responsibility for the investment program is with the Director of Finance and the Director of Finance shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy.

I. OBJECTIVE AND GUIDELINES

- A. The primary objective shall be the preservation of capital and protection of principal while earning investment interest. Safety of principal is the foremost objective of the investment program. Investment of the City of Sunbury shall be undertaken in a manner to ensure the preservation of capital in the overall portfolio.
- B. The investment portfolio shall remain sufficiently liquid to enable the Director of Finance to meet reasonable anticipated operating requirements.
- C. In investing public funds, the Director of Finance will strive to achieve a fair and safe average rate of return on the investment portfolio over the course of budgetary and economic cycles taking into account state law, safety considerations and cash flow requirements. Bids will be taken to achieve a competitive basis as needed.
- D. Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- E. All investments should be made with the intention to hold to their stated final maturity date. The maximum final maturity date on any investment shall be five years from the original settlement date.
- F. Bank account relationships will be managed in order to secure adequate services while minimizing costs. The City of Sunbury enters into contracts with various financial institutions to serve as public depositories for the City of Sunbury's active and interim deposits. The most current legislation designating a public depository for active funds is Resolution 2022-01 for a period of five years, commencing February 21, 2022.

II. ELIGIBLE INVESTMENTS:

The following investments constitute a nonexclusive list of appropriate investments.

- a. The Ohio Subdivision fund (STAROhio) set forth in O.R.C sec. 135.45.
- b. Bills, notes, bonds, and other securities issued by the United States Treasury.
- c. Obligations guaranteed by the United States.
- d. Securities issued directly by federal agencies or instrumentalities.
- e. Repurchase Agreements which are transacted only through banks located within the State of Ohio with which the Director of Finance has signed a Master Repurchase Agreement as required in Chapter 135 O.R.C.
- f. Bonds and other obligations of the State of Ohio and municipalities located within the State of Ohio of investment grade.
- g. Certificates of deposit, savings accounts, and deposit accounts in any public depository.
- h. No-load money market mutual funds consisting exclusively of obligations described in division (B)(1) or (2) of section 135.14 of the Ohio Revised Code and repurchase agreements secured by such obligations, provided that investments in securities described in section 135.14 of the Ohio Revised Code are made only through eligible institutions mentioned in section 135.03 of the O.R.C.
- i. Commercial paper notes issued by an entity that is defined in division (D) of ORC Section 1705.01 and that has assets exceeding five hundred million dollars. ORC 135.14 (B)(7) requirements apply. The maturity is limited to two hundred seventy days.
- j. Any other investments that are explicitly named within Ohio Revised Code section 135.14 as eligible for investment or deposit.

A list of authorized institutions and dealers shall be maintained with the Director of Finance. Additions and deletions to this list shall be made when deemed in the best interest of the Director of Finance and City of Sunbury.

III. PROHIBITED INVESTMENTS

The following investments and investment practices are prohibited:

- a. Investment in derivatives or in no-load money market mutual funds that invest in derivatives. Derivative is defined by O.R.C. sec. 135.01(0) as any financial instrument based upon or linked to another asset or index that is separate from the financial instrument itself. Any security that is based upon an issue of the United States Treasury or an obligation of a federal agency or instrumentality, the State of Ohio, or any political subdivision of the State is not considered to be a derivative even though it has a variable interest rate based upon a single interest payment or single index consisting of other securities issued or guaranteed by the United States, provided that such variable interest rate investment has a maximum maturity of two years.

- b. Investments in stripped principal or interest obligations.
- c. Investments in a fund established by another county, subdivision, treasurer, or governing board for the purpose of investing the public funds of other subdivisions, other than STAR Ohio and funds established to acquire, construct, lease or operate a municipal utility.
- d. Investments in a fund established by another county, subdivision, treasurer, or governing board for the purpose of investing the public funds of other subdivisions, other than STAR Ohio and funds established to acquire, construct, lease or operate a municipal utility.
- e. Repurchase agreements whereby the Director of Finance agrees to repurchase securities (reverse repos).
- f. Sale of taxable notes for the purpose or arbitrage.
- g. Use of current investment assets as collateral to purchase other assets.

VI. COLLATERAL:

All deposits of public funds will be collateralized pursuant to O.R.C. sec 135.18, 135.18.1 and 135.37

VII. CONTINUING EDUCATION:

The Director of Finance and those staff delegated authority by the Director of Finance to buy and sell securities shall complete continuing education course work including, but not limited to, that required by O.R.C. 135.22.

VIII. REPORTING:

The Director of Finance shall establish and maintain an inventory of all obligation and securities acquired. The inventory shall include the description of the security, type, cost, par value, maturity date, and settlement date and coupon rate, if applicable.

IX. COMMITTEE MEETINGS:

The Finance Committee will meet at least once every quarter to review the portfolio in detail, including the term of security, type, risk and investment return. The Director of Finance shall be responsible for maintaining records of all investments and deposits and preparing reports for the Finance Committee meeting.

X. ACKNOWLEDGEMENT BY FINANCIAL INSTITUTION

All brokers, dealers and financial institutions initiating transactions with the Investment Authority by giving advice or making investment policy or executing transactions initiated by the Investment Authority, must acknowledge their agreement to abide by the investment policy's content.

ORDINANCE 2022.50

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY ST.

WHEREAS, Crossing Waters Engineering, Inc. on behalf of Cutler Properties LTD, has submitted an application for plan review and zoning certificate for storage buildings to be located at 601 W. Cherry Street; and

WHEREAS, said application came on for vote by the Planning and Zoning Commission on the 28th day of November 2022, which Commission recommended conditional approval of said application; and

WHEREAS, said application was considered by the Sunbury City Council for approval pursuant to the zoning regulations of the City of Sunbury.

NOW, THEREFORE, BE IT ORDAINED by the Council for the City of Sunbury, Delaware County, State of Ohio, as follows:

SECTION 1: That the recommendation of the of the Sunbury Planning and Zoning Commission to approve the application of Crossing Waters Engineering Inc. on behalf of Cutler Properties LTD, for a plan review and zoning certificate for storage buildings to be located at 601W. Cherry Street is hereby approved, conditional upon final engineering and legal approval.

SECTION II: It is found and determined that all formal actions of this Council concerning and related to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

WHEREFORE, this Ordinance shall be in effect from and after the earliest time permitted by law.

VOTE ON ORDINANCE 2022.50

YEAS

NAYS

PASSED: _____

Joseph St. John, Mayor

ATTEST:

Amber Swain, Clerk of Council

CERTIFICATION

I hereby certify on this ____ day of _____, 2023, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on the _____ day of _____, 2023, of the City of Sunbury, County of Delaware, State of Ohio.

Amber Swain, Clerk of Council



Parade Rules and Procedures – Best Practices

Draft: April 5, 2023

Event organizers are encouraged to incorporate these best practices into their parade rules and procedures.

Event organizers must receive a Special Event Permit from the City of Sunbury (“City”) before sponsoring an event that includes a parade on the public streets. Organizers are also responsible for securing any additional street closure permits (i.e. state routes) that may be required for the proposed parade route.

Event organizers are reminded to reach out to the Sunbury Police Department early to secure the special duty officers necessary for traffic control along the parade route.

Pre-Parade Planning and Staging

1. Event organizers should coordinate with the City to secure and place digital street signage in advance of the parade to warn motorists of street closures.
2. A representative from each parade entrant must sign a form stating they, and other members of their group, will abide by the event organizer’s parade rules.
3. All parade entries involving the use of a motorized vehicle must demonstrate the driver has valid insurance.
4. Drivers of floats carrying other parade participants must be at least 21 years of age.
5. Identify dedicated drop-off and reunification locations that are away from the staging area for parade participants.
6. Automobiles not officially entered in the parade are not permitted in the parade staging area.
7. Incorporate parade line-up signage that prevents vehicles and participants from wandering through crowds.
8. Every float must conform to the description submitted with the application.

Parade Practices

The City Police Chief, or designated representative, is the only person who can start a parade after ensuring the streets are secure.

1. Except for emergency vehicles, late arriving entries to the staging area may not join the parade in progress.
2. Limit any planned/scheduled stops during the parade to ensure the efficient flow of entries.
3. The distribution of candy or other items is encouraged from walkers who can drop candy into bags, laps, or the hands of participants in the crowd. If candy is thrown from a float, it must be directed OUT to spectators and not DOWN toward the street.



-
4. Alcoholic beverages are prohibited in the parade and staging area.
 5. Animal units must provide a means for animal waste pickup and disposal.
 6. No one can enter or exit any parade vehicle (including floats) while it is moving. Communication must be made with the driver to bring the vehicle to a full stop so riders can enter or exit the vehicle safely.
 7. All parade vehicles are expected to stay within approximately twenty feet of the parade entry immediately in front of them.
 8. No riders are permitted on the roof or hood of a vehicle.
 9. All decorative float materials should be flame retardant.
 10. Float decorations may not interfere with a vehicle operator's clear and unobstructed view of the route.
 11. Exhaust systems must remain unobstructed.
 12. The use of open flames on any entry is prohibited.
 13. Any person riding a bicycle, motorbike, skateboard, or wearing rollerblades must wear a helmet.
 14. All entries that include children must have an adequate number of responsible leaders to supervise the children. Responsible leaders must be at least 16 years of age. The number of supervisors needed for any parade entry will be determined by the event organizers.