



**Regular City Council Meeting and Work Session
Council Chambers — 7901 Highway 31 Calera, Alabama
Monday, October 20, 2025
Council Meeting Time 6:30 PM
Work Session Time 5:45 PM**

CALL TO ORDER - WORK SESSION / PRE-COUNCIL 5:45 PM

ROLL CALL

Report of City Attorney

Report of Department Heads

Report of Council Members

Mayor Report

CALL TO ORDER REGULAR CITY COUNCIL MEETING 6:30 PM

Word of Prayer & Pledge of Allegiance

Approval of Agenda

Approval of Minutes

Minutes from October 6, 2025 Council Meeting and Work Session

Old Business

New Business

Technology Assessment Planning Program
James Fuller - Chief Information Officer

New IT Employee Introduction — Connor Elliott
James Fuller - Chief Information Officer

Recognition of Service:

- Mayor Jon Graham
- Councilmember Ernest Montgomery

- Councilmember Alan Watts
- Connie Payton

Lt. Blake Atkins
Citizen Letter of Appreciation

Resolution No. 2025-55
Resolution of Support for the City of Tuscaloosa

Resolution No. 2025-56
Bid Award Traffic Signal Hwy 70 and Hwy 42

Resolution No. 2025-57
Authorizing and Approving Execution of an Contract with Cadence Equipment Finance
A Division of Cadence Bank
(1) New 2026 Kenworth T480 Chassis with 24 Yard Heil Liberty ASL

Guests:

Public Comments

Motion to Adjourn - Time

Announcement

The Mayor and Council will
hold a special called meeting on:

Monday – October 20, 2025
immediately following the regularly scheduled council meeting at 6:30 p.m.

The purpose of the special called meeting is for:

New Mayor and New Council Member Orientation Training



Minutes of the City of Calera City Council Meeting

The Council of the City of Calera met in the Council Chambers of the City Hall at 7901 Highway 31 on October 6, 2025, at 6:30 p.m. in a regular meeting. Mayor Graham presiding.

CALL TO ORDER- WORK SESSION/ PRE-COUNCIL

The Work Session was called to order at 5:45 PM with Mayor Jon G. Graham presiding.

ROLL CALL

Jon G. Graham, Mayor
Debbie Byers, Council Member
Kenny Dale Cost, Council Member
Ernest Montgomery, Mayor Pro Tem
Calvin Morgan, Council Member
Kay Snowden Turner, Council Member
Alan Watts, Council Member

Guests

Richard Byers, Dawn Cost, Dee Starkey, Dawn Cost, Chris Bunn, Mr. & Mrs. Bill Davis, Police department employees, Fire department employees, Kimberly Kihara and many more guests

Report of City Attorney- Grace Graham

Report of Department Heads

James Fuller, David Hyche, Sean Kendrick, Kelly Ellison, Roger Smith, Kevin Shirey, Stacy Walkup, Alison Powers, Bill Hilyer, Reggie Darden

Report of Council Members

Debbie Byers, Council Member
Kenny Dale Cost, Council Member
Ernest Montgomery, Mayor Pro Tem
Calvin Morgan, Council Member
Kay Snowden Turner, Council Member
Alan Watts, Council Member

Mayor Report
Jon G. Graham, Mayor

CALL TO ORDER REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was called to order at 6:30 PM with Mayor Jon G. Graham presiding.

Word of Prayer & Pledge of Allegiance

Council Member Morgan opened the meeting with prayer and the Pledge of Allegiance.

Approval of Agenda

Agenda Amended to add special event days for October 17, 2025, October 18, 2025, and November 8, 2025.

Motion made by Council Member Turner, Seconded by Council Member Byers

Motion carried. Agenda and Special Event Days approved.

Approval of Minutes

Regular Meeting and Work Session September 15, 2025

Special Called Meeting for September 30, 2025, Canvass of Runoff Election Results

Motion made by Council Member Byers, Seconded by Council Member Montgomery

Old Business

New Business

Ordinance No, PZ 2025-02

Rezoning Request from RG to A1

Parcel ID 35 1 02 0 001 004.023

252 Ridgelyn Road

Council Member Montgomery moved unanimous consent of the Council is given for immediate action upon said Ordinance. Council Member Watts seconded said motion and upon vote the results was a follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

The Mayor declared said motion carried and unanimous consent given.

Motion made by Council Member Montgomery seconded by Council Member Morgan

Motion carried.

David Hyché, Police Chief
Swearing in Ceremony
Officer Andrew Whelchel

David Hyché recognized Sergeant Bores, Corporal Taborda, Corporal Blackmon, Officer Jones and Officer Whelchel commendation from the Farmington Hills Police Department

Kelly Ellison, Finance Director
Budget Adjustments

Motion made by Council Member Montgomery, Seconded by Council Member Morgan.
Motion carried. Budget Adjustments Approved

Resolution No. 2025-54

Authorizing the Mayor-Elect to Sign the Grant Recipient User Account Form and Other Documents Related to the FY22 Railroad Crossing Elimination Grant (RCE) Application Number RCE2023000042

Council Member Turner made a motion to adopt Resolution No. 2025-54, Seconded by Morgan. Cost abstained. Motion carried. Resolution Adopted.

Jason Thornton/Mitch Jones
Calera Eagle Diamond Club
ABC Board License Permit

Motion made by Council Member Cost, Seconded by Council Member Morgan Motion carried.

Proclamation

Declaring October Domestic Violence Awareness Month by Safe House

Motion made by Council Member Byers, Seconded by Council Member Turner. Motion carried. Proclamation Adopted

State of Alabama

Alcoholic Beverage Control Board License Application
License Type: 011 Lounge Retail Liquor- Class II Package
License Type: 990 Tobacco Only
Trade Name: Bevv Package Store
Applicant Name: Parris Investments, LLC
Location: 4601 Highway 31 Ste I
Calera, Alabama 35040

Motion made by Council Member Byers, Seconded by Council Member Morgan. Motion carried.

Alison Powers, Library Director

\$10,000 Grant from April Weaver, Alabama State Senator
Motion made by Council Member Watts, Seconded by Council Member Turner. Motion carried.

State of Alabama

Alcoholic Beverage Control Board License Application

License Type: 070- Retail Table Wine (Off Premises Only)

Trade Name: Speed Trac Chevron

Applicant Name: Al Bari Inc

Location: 11843 Hwy 25 Calera, Al 35040

Motion made by Council Member Montgomery, Seconded by Council Member Byers.
Motion carried.

State of Alabama

Alcoholic Beverage Control Board License Application

License Type: 050- Retail Beer (Off Premises Only)

License Type: 990 Tobacco Only

Trade Name: Speed Trac Chevron

Applicant Name: Al Bari Inc

Location: 11843 Hwy 25 Calera, Al 35040

Motion made by Council Member Montgomery, Seconded by Council Member Byers.
Motion carried.

Guests:

Public Comments

Dee Starkley, Kimberly Kihara

Motion to Adjourn- Time

Council Member Cost made a motion to adjourn the meeting. Seconded by Turner at 7:44 p.m.



TAPP

Technology Assessment Planning Program Measuring and Improving IT Organizational Maturity

The GMIS Accreditation Program® is a program designed to help participating organizations implement a standard level of best practices to help improve IT management and reduce cybersecurity related risk.

The program is designed to provide a framework leveraging the IT industry's latest standards, and with a toolkit and support to help get through the maturity improvement process regardless of the size of the organization or IT staff.

The GMIS Accreditation Program® covers the following five Information Technology areas:

Cybersecurity
Strategy
Governance
Operations
Continuous Improvement

Working with experts in cybersecurity, framework development and compliance, a comprehensive framework has been developed.

The TAPP framework is incorporated into an online portal to help participating organizations self assess, manage, and report on their conformance against the framework requirements.



The TAPP framework consists of clear to understand, and easily measurable, requirements that help build your organizational IT management improvement and cybersecurity maturity over time.

Embedding the principles incorporated into the framework into every day IT operational practice will improve operational efficiency and reduce cybersecurity related risk based on current best practice.

The system dashboard gives you a clear understanding over your level of maturity and, if your organization opts in to anonymous benchmarking, then you can see how well you are doing against your peers.

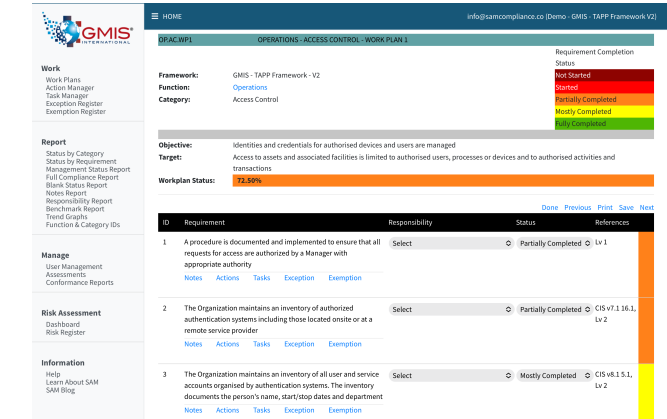
The reports available from the portal give you the ability to demonstrate your maturity level to executive leaders, and help drive investment if this is required.

GMIS International have engaged SAM for Compliance to help create the updated TAPP framework and operate the program assessment engine.

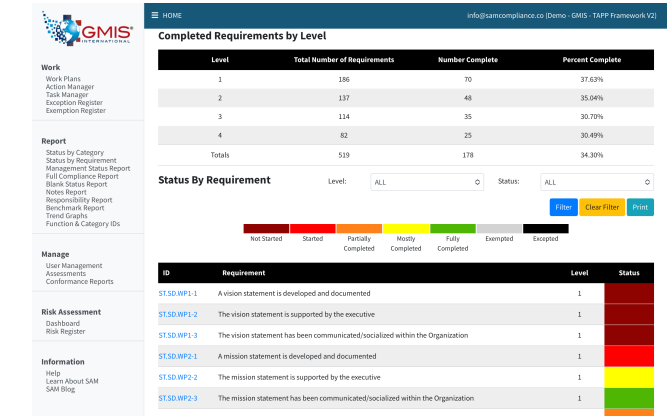
SAM for Compliance is the company behind the development and operation of the highly successful Local Government Cybersecurity improvement program run by the New Zealand Association of Local Government Information Management (ALGIM).

Self assessment against the TAPP framework is performed through a number of work plans with each requirement assessed against a defined maturity scale.

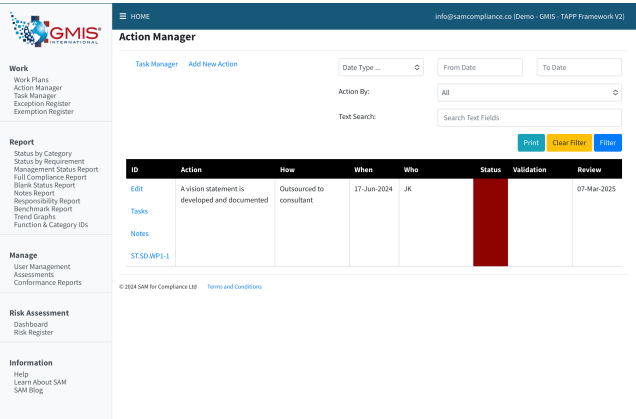
The use of color bars throughout the system provide at a glance information about your maturity level.



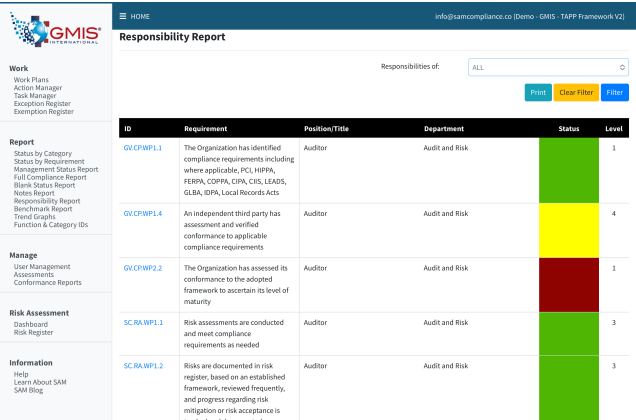
The framework consists of a number of tiers that help identify areas that you should focus on, and filtering capabilities within the requirements report allow you to easily identify priority items as you work through the process of improving maturity.



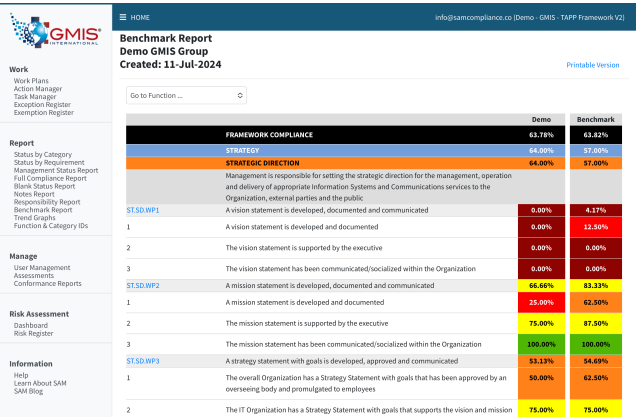
Built in notes, action, and task managers help with managing your improvement process. Exemption and Exception registers are included to handle items that are not applicable or need to be deferred.



The system allows you to assign responsibility for sections within the framework to help distribute workload.



Extensive reporting is included in the system and opt-in benchmarking helps you track improvement against your peers.



City of Calera cordially invites you to a
RECEPTION HONORING
MAYOR JON GRAHAM
ERNEST MONTGOMERY
ALAN WATTS AND
CONNIE PAYTON

*Please join us for refreshments
immediately after the 10/20/2025
Council Meeting @ City Hall*



CALERA POLICE DEPARTMENT

10947 HIGHWAY 25
POST OFFICE BOX 730
CALERA, ALABAMA 35040

DAVID HYPHE
Police Chief

09/29/2025

Letter of Appreciation

Dear Mr. Brett Bell,

I am writing on behalf of the Calera Police Department to express our deepest gratitude and admiration for your extraordinary act of courage and compassion during a recent car accident you witnessed. Your swift and selfless intervention not only prevented a potentially dangerous situation from escalating but also demonstrated the kind of bravery and moral integrity that inspires us all.

On the night of September 28th, 2025, you saw a man collide head-on with a woman's vehicle and then begin to pursue her on foot, you didn't hesitate. You got out of your own vehicle and stepped in to stop him, putting yourself at risk to protect someone in need. Your actions may very well have prevented serious harm, and for that, we are profoundly thankful.

In a world that often moves too fast, your willingness to act in defense of another person reminds us of the power of empathy and the importance of standing up for what is right. You exemplify the very best of our community, someone who chooses courage over comfort and compassion over indifference.

Please accept this letter as a small token of appreciation for your heroic deed. Your bravery did not go unnoticed, and your example will continue to resonate with those who hear your story.

With sincere respect and gratitude,

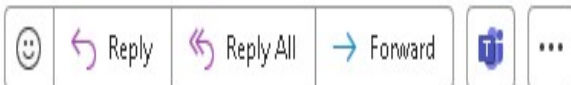
Lieutenant Christopher B. Atkins
Calera Police Department
Patrol Division

Citizen Letter of appreciation



Blake Atkins

To Stacy Walkup; Connie Payton



Wed 10/15/2025 7:39 PM

Mr. Brett Bell is a citizen that helped the police department in an event that resulted in him helping a young lady and having his vehicle stolen in the process on September 28th, 2025. On behalf of the Calera Police Department, I would like a few minutes to read a citation of events and recognize Mr. Bell for his exceptional courage in this matter.

Thank You,

Lt. Blake Atkins

Calera Police Department

10947 AL Highway 25

Calera, AL 35040

205.668.3505

RESOLUTION
A RESOLUTION EXPRESSING SUPPORT FOR THE CITY OF TUSCALOOSA IN LITIGATION CHALLENGING
THE ADMINISTRATION OF THE SIMPLIFIED SELLERS USE TAX BY THE ALABAMA DEPARTMENT OF
REVENUE

WHEREAS, the State of Alabama enacted the Simplified Sellers Use Tax (SSUT) program in 2016 to allow remote sellers to collect and remit, on a voluntary basis, a flat-rate use tax on sales to Alabama customers, at a time when federal law prohibited the State from requiring remote sellers to collect and remit such taxes; and

WHEREAS, despite the fact that federal law was changed in 2018 to subject remote sellers to mandatory State and local sales tax collection, Alabama law nevertheless has continued to allow remote sellers to choose to participate in the SSUT program and thereby to avoid collection of traditional State and local sales tax; and

WHEREAS, SSUT's distribution formula results in significant tax revenue being diverted away from the local governments and school systems in the communities where the taxable sales occur; and

WHEREAS, SSUT's distribution of revenue disproportionately harms local governments, as well as local school systems, both of which depend on local sales tax collections to provide public safety resources, to fund infrastructure, and to support public education; and

WHEREAS, the City of Tuscaloosa, the Tuscaloosa City School System, and the City of Mountain Brook have filed suit against the Commissioner of the Alabama Department of Revenue seeking to compel the compliance with Alabama law; and

WHEREAS, the outcome of this litigation will have significant statewide implications for all Alabama local governments and school systems, and for their ability to adequately fund local services from revenue generated within their own communities; and

WHEREAS, it is in the best interest of all Alabamians to ensure that tax policy is fair, transparent, and preserves the principle that local tax dollars should remain in the communities where they are earned;

NOW, THEREFORE, BE IT RESOLVED by the [City Council / Governing Body / School Board] of the City of [Your City / School System] that it hereby expresses its full support for the City of Tuscaloosa, the Tuscaloosa City School System, and the City of Mountain Brook in their litigation against the Commissioner of the Alabama Department of Revenue regarding the Simplified Sellers Use Tax; and

BE IT FURTHER RESOLVED that the [City Council / Governing Body / School Board] urges the Alabama Legislature and the Alabama Department of Revenue to reform the SSUT program so that it complies with Alabama law, and so that local governments and school systems receive the revenue generated by taxable sales occurring within their jurisdictions; and

ADOPTED AND APPROVED this ____ day of _____, 2025.

Good afternoon!

The City of Tuscaloosa and the Tuscaloosa City Schools request your support.

Alabama's Simplified Sellers Use Tax (SSUT) may be a windfall for some, but it is coming at the expense of several dozen cities in Alabama. Cities who invested into the growth of their communities in order to provide great schools, safe neighborhoods and a high quality of life. I want to take a moment to personally ask for your city's support in an issue that impacts every community in Alabama.

On August 12, the City of Tuscaloosa, Tuscaloosa City Schools, and the City of Mountain Brook filed suit against the Alabama Department of Revenue (ADOR) over the administration of the SSUT. The current formula diverts millions of dollars away from local governments and school systems, undermining our ability to fund the essential services our citizens depend on—public safety, infrastructure, and education.

For nearly a decade, Tuscaloosa has raised concerns about the inequities of Alabama's Simplified Sellers Use Tax. Unfortunately, those concerns have gone unanswered, leaving us no choice but to take legal action. This is not a step we take lightly. But we believe this lawsuit is necessary to safeguard our school system, first responders, and small businesses.

This fight is not just about Tuscaloosa. It is about fairness. Local governments should receive the revenues generated in their own communities – nothing more and nothing less. If SSUT is not fixed, the mechanism by which we provide for our schools, police, fire, infrastructure, and quality of life will be diminished beyond recovery.

That is why I am reaching out to you. Attached is a Resolution of Support for your council to consider adopting. By doing so, you will be sending a strong message that cities across Alabama are united in demanding fairness and accountability in how online sales tax is collected and distributed. I know how many demands you face each day, but I cannot overstate how important your voice is in this matter. Together, we can ensure Alabama's tax policy works for our people, our schools, and our communities.

Thank you for your time, your leadership, and your partnership in this fight.

Sincerely,

Walt Maddox
Mayor

Mayor Graham introduced the following:

RESOLUTION No. 2025-55

A RESOLUTION EXPRESSING SUPPORT FOR THE CITY OF TUSCALOOSA IN LITIGATION CHALLENGING THE ADMINISTRATION OF THE SIMPLIFIED SELLERS USE TAX BY THE ALABAMA DEPARTMENT OF REVENUE

WHEREAS, the State of Alabama enacted the Simplified Sellers Use Tax (SSUT) program in 2016 to allow remote sellers to collect and remit, on a voluntary basis, a flat-rate use tax on sales to Alabama customers, at a time when federal law prohibited the State from requiring remote sellers to collect and remit such taxes; and

WHEREAS, despite the fact that federal law was changed in 2018 to subject remote sellers to mandatory State and local sales tax collection, Alabama law nevertheless has continued to allow remote sellers to choose to participate in the SSUT program and thereby to avoid collection of traditional State and local sales tax; and

WHEREAS, SSUT's distribution formula results in significant tax revenue being diverted away from the local governments and school systems in the communities where the taxable sales occur; and

WHEREAS, SSUT's distribution of revenue disproportionately harms local governments, as well as local school systems, both of which depend on local sales tax collections to provide public safety resources, to fund infrastructure, and to support public education; and

WHEREAS, the City of Tuscaloosa, the Tuscaloosa City School System, and the City of Mountain Brook have filed suit against the Commissioner of the Alabama Department of Revenue seeking to compel the compliance with Alabama law; and

WHEREAS, the outcome of this litigation will have significant statewide implications for all Alabama local governments and school systems, and for their ability to adequately fund local services from revenue generated within their own communities; and

WHEREAS, it is in the best interest of all Alabamians to ensure that tax policy is fair, transparent, and preserves the principle that local tax dollars should remain in the communities where they are earned;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Calera that it hereby expresses its full support for the City of Tuscaloosa, the Tuscaloosa City School System, and the City of Mountain Brook in their litigation against the Commissioner of the Alabama Department of Revenue regarding the Simplified Sellers Use Tax; and

BE IT FURTHER RESOLVED that the City of Calera Mayor and Council urges the Alabama Legislature and the Alabama Department of Revenue to reform the SSUT program so that it complies with Alabama law, and so that local governments and school systems receive the revenue generated by taxable sales occurring within their jurisdictions; and

ADOPTED AND APPROVED this ____ day of _____, 2025.

City of Calera

JON GRAHAM
Mayor
CONNIE PAYTON
City Clerk
WILLIAM HILYER
City Engineer



COUNCIL MEMBERS:
ERNEST MONTGOMERY
CALVIN MORGAN
DEBBIE BYERS
KENNY DALE COST
ALAN WATTS
KAY TURNER SNOWDEN

October 20, 2025

City of Calera
Attn: Honorable Jon G. Graham
7901 US Highway 31
Calera, AL 35040

Re: Highway 70 & Shelby County 42 Traffic Signal Bid

Dear Mayor Graham:

As you know, we opened bids for the above referenced work on October 8, 2025. The results of the bids are as follows:

Stone Electric Company Inc.	\$273,275.94
Temple J Electric	\$279,389.00

I have attached a detailed breakdown of the bids on the attached Bid Tabulation. Stone Electric Company Inc is the lowest bidder. It is my recommendation to the City Council that the bid for the installation of a new traffic signal at Highway 70 & Shelby County Highway 42 be awarded to Stone Electric Company, Inc.

If you have any questions, please contact me at your convenience.

Sincerely,

William Hilyer, PE
City Engineer

1074 10th STREET · CALERA, ALABAMA 35040
ENGINEERING DEPARTMENT (205) 668-3638 · FAX (205) 668-3821

Contractor Stone Electric Company

Qty	Unit	Item	Unit Price	Extended
1	Lump Sum	Traffic Signal Controller, 8 Phase, W/Base Mount Cabinet & Concrete Foundation	\$35,501.23	\$35,501.23
2	Each	28FT Steel Traffic Signal Poles	\$11,776.51	\$23,553.02
2	Each	37FT Steel Traffic Signal Pole & 12FT Luminaire Arm	\$13,337.51	\$26,675.02
4	Each	Concrete Traffic Signal Pole Foundation	\$9,056.91	\$36,227.64
1	Lump Sum	Video Detection System (1 Intersection)	\$64,560.66	\$64,560.66
8	Each	Traffic Signal Head (3 Section)	\$1,317.77	\$10,542.16
2	Each	Traffic Signal Head (4 Section)	\$1,782.24	\$3,564.48
8	Each	Traffic Signal Head Backplate (w/Fluorescent Border) (3 Section)	\$199.00	\$1,592.00
2	Each	Traffic Signal Head Backplate (w/Fluorescent Border) (4 Section)	\$250.00	\$500.00
100	Linear Feet	2in PVC Conduit	\$13.62	\$1,362.00
100	Linear Feet	1in PVC Conduit	\$8.15	\$815.00
2	Each	R10-12A Sign, Span Wire Mounted	\$601.00	\$1,202.00
2	Each	Luminaire Fixture (L.E.D.) 250W Equivalent	\$1,410.00	\$2,820.00
100	Linear Feet	24in Thermoplastic Stopline	\$20.00	\$2,000.00
1	Lump Sum	Miscellaneous Materials required to provide a functioning traffic signal not previously listed	\$62,360.73	\$62,360.73

Grand Total \$273,275.94

Contractor Temple J Electric

Qty	Unit	Item	Unit Price	Extended
1	Lump Sum	Traffic Signal Controller, 8 Phase, W/Base Mount Cabinet & Concrete Foundation	\$35,000.00	\$35,000.00
2	Each	28FT Steel Traffic Signal Poles	\$12,000.00	\$24,000.00
2	Each	37FT Steel Traffic Signal Pole & 12FT Luminaire Arm	\$15,312.00	\$30,624.00
4	Each	Concrete Traffic Signal Pole Foundation	\$15,000.00	\$60,000.00
1	Lump Sum	Video Detection System (1 Intersection)	\$58,765.00	\$58,765.00
8	Each	Traffic Signal Head (3 Section)	\$1,200.00	\$9,600.00
2	Each	Traffic Signal Head (4 Section)	\$1,850.00	\$3,700.00
8	Each	Traffic Signal Head Backplate (w/Fluorescent Border) (3 Section)	\$300.00	\$2,400.00
2	Each	Traffic Signal Head Backplate (w/Fluorescent Border) (4 Section)	\$350.00	\$700.00
100	Linear Feet	2in PVC Conduit	\$15.00	\$1,500.00
100	Linear Feet	1in PVC Conduit	\$12.00	\$1,200.00
2	Each	R10-12A Sign, Span Wire Mounted	\$650.00	\$1,300.00
2	Each	Luminaire Fixture (L.E.D.) 250W Equivalent	\$4,800.00	\$9,600.00
100	Linear Feet	24in Thermoplastic Stopline	\$100.00	\$10,000.00
1	Lump Sum	Miscellaneous Materials required to provide a functioning traffic signal not previously listed	\$31,000.00	\$31,000.00

Grand Total \$279,389.00

[illegible]

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2025-56

A RESOLUTION ACCEPTING A BID FOR HWY 42 AND HWY 70 TRAFFIC SIGNAL FOR THE CITY OF CALERA, ALABAMA.

WHEREAS, the City of Calera has solicited sealed bids as required under the Alabama bid law; and

WHEREAS, bids were opened at Calera City Hall on October 8, 2025, at 10:00 a.m.; and

WHEREAS bids were as follows:

Stone Electric Company Inc.	\$273,275.94
Temple J Electric	\$279,389.00

WHEREAS, the Mayor and Council of the City of Calera, at the Regular Meeting on October 20, 2025, considers the recommendation of Bill Hilyer, City Engineer. The Mayor and Council will award the bid for the Hwy 42 and Hwy 70 Traffic Signal to Stone Electric Company, Inc. in the amount of \$273,275.94

(Copy of recommendation letter attached to this Resolution)

Council Member _____ moved that Resolution No. R-2025-56 be adopted. Council Member _____ seconded said motion and upon vote, the results were as follows:

AYES: Byers, Cost, Graham, Montgomery, Morgan, Turner, Watts

NAYS: None

Mayor Graham declared Resolution No. R-2025-56 adopted.

Adopted this 20th day of October 2025.

Jon G. Graham, Mayor

ATTEST:

Stacy Walkup, Asst City Clerk



October 7, 2025

City of Calera, Alabama
7901 Hwy 31
Calera, AL 35040-0187

Re: Master Lease No. 7356, Schedule No. 70342-003

New 2026 Kenworth T480 Chassis with 24 Yard Heil Liberty ASL

Please Find the lease documents on the above lease to be executed enclosed. An instruction sheet is attached to help in executing these documents.

Once the paperwork has been completed, please mail it back to:

Cadence Equipment Finance

Julie Crabtree
1222 Rogers Ave
Fort Smith, AR 72901

*Please be sure to enclose the original Counsel's Opinion Letter along with our original signed documents.

*Please note that Cadence Equipment Finance must be listed as 1st lienholder on titled vehicles.

If you have any questions or need further assistance, please give Jonathans King a call at 228-223-4642.

Sincerely,

Julie Crabtree
Sales Support
Enclosures

INSTRUCTIONS FOR EXECUTING DOCUMENTS

Document

Instructions

Special Stipulations

Sign and Date

Exhibit A

Legal Counsel's Opinion

Should be typed on counsel's letterhead

Exhibit B

Should be the date the Delivery Order is signed

Delivery Order

1st line - Date

Exhibit C

2nd line - Date of Contract

C. Insert Buyer's fiscal year

E. Insert description of Equipment (if blank)

F. Insert location(s) of Equipment

Page 2 - Sign and Date

Equipment Acceptance Certificate

4th line - Delivery Order Date

Exhibit D

7th line - Date this acceptance signed

Sign and Date

Resolution

Section 1. - Name of person authorized to sign

Contract and Delivery Order (review, complete, sign and date)

IRS Form 8038-G (or 8038-GC)

No. 2 - Buyer's Fed. I.D. Number

Tax Exempt Certificate

Section 1. - Name of person authorized to sign

Contract and Delivery Order (review, complete, sign and date)

Essential Use Letter

Type on your letterhead. Insert user of the Equipment and the use/purpose of the Equipment

Invoice

___ Advance rental x Payments in arrears

Insurance Certificate or Statement

Send proof of Insurance

PLEASE RETURN ALL EXECUTED DOCUMENTS TO:

Cadence Equipment Finance,

a division of Cadence Bank

1222 Rogers Ave

Fort Smith, AR 72901

SPECIAL STIPULATIONS

SELLER: Cadence Equipment Finance
a division of Cadence Bank
1222 Rogers Ave
Fort Smith, AR 72901

By: _____

Title: _____

Date: _____

BUYER: City of Calera, Alabama
7901 Hwy 31
Calera, AL 35040-0187

By: _____

Title: _____

Date: _____

--NONE--

EXHIBIT A

**THIS IS THE FORM TO BE USED FOR A LEGAL OPINION OF THE BUYER'S
LEGAL COUNSEL. IT SHOULD BE TYPED ON THE COUNSEL'S LETTERHEAD:**

_____, 20____

Cadence Equipment Finance,
a division of Cadence Bank
1222 Rogers Ave
Fort Smith, AR 72901

Re: Equipment Contract dated March 17, 2025 and Delivery Order No. 003 thereto, dated _____, by and between Cadence Equipment Finance, a division of Cadence Bank, as Seller, and City of Calera, Alabama, as Buyer.

Ladies and Gentlemen:

I am attorney for City of Calera, Alabama (the "Buyer") and pursuant to the above-referenced transaction, I am familiar with the above-referenced Contract and Delivery Order No. 003 thereto (together the "Contract").

Based on the examination of the Contract and such other documents, records and papers as I deemed to be relevant and necessary as the basis for my opinion set forth below, it is my opinion that:

1. Buyer is a public body corporate and politic, duly organized and existing under the laws of the State of Alabama, and has a substantial amount of at least one of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) police power. Buyer is authorized by the Constitution and laws of the State of Alabama to enter into the transactions contemplated by the Contract and to carry out its obligations thereunder.

2. The Contract has been duly authorized, executed and delivered by the Buyer and constitutes a valid, legal and binding obligation of the Buyer enforceable in accordance with its terms.

3. No further approval, consent or withholding of objections is required from any federal, state or local government authority with respect to the entering into or performance by the Buyer of the Contract and the transactions contemplated thereby.

EXHIBIT B

4. The entering into and performance of the Contract and other related documents will not violate any judgment, order, law or regulation applicable to the Buyer or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance upon any assets of the Buyer or the leased equipment pursuant to, any indenture, mortgage, deed of trust, bank loan, credit agreement or other instrument to which the Buyer is a party or by which it or its assets may be bound.

5. There are no actions, suits or proceedings pending or, to the knowledge of the Buyer, threatened against or affecting the Buyer in any court or before any governmental commission, board or authority which if adversely determined, will have a material adverse effect on the ability of the Buyer to perform its obligations under the Contract.

6. The equipment subject to the Contract is personal property and when subjected to use by the Buyer, will not be or become fixtures under the laws of the State of Alabama.

7. All required open meeting laws and public bidding procedures regarding the award and approval of the Contract have been followed by the Buyer.

You and your successors and assigns are entitled to rely upon this opinion.

Sincerely,

DELIVERY ORDER NO: 003

Dated as of: _____

To Contract No: 70342-003

THIS DELIVERY ORDER is issued pursuant to a Contract dated as of March 17, 2025 (the "Contract"), between the parties for the acquisition of the Equipment listed herein. All terms used herein have the meanings ascribed to them in the Contract.

A. PAYMENTS, TERM, TRANSPORTATION AND DELIVERY COSTS.

The Payments required under the Contract for the Equipment designated on this Delivery Order are included in Schedule A. A portion of each Payment is paid as and represents payment of interest as set forth in Schedule A hereto. Payments shall be due as set forth in **Schedule A** hereto. Buyer shall pay transportation and/or delivery costs, if any, as set forth in Schedule B hereto.

B. LATE PAYMENTS.

There will be a charge of 4% of the payment amount per payment period, based on the amount of any Payments which remain unpaid for fifteen (15) days after the due date.

C. FISCAL YEAR.

Buyer's fiscal year period is from _____ to _____.

D. CONCLUDING PAYMENT.

Buyer shall have the option to purchase the Equipment described herein in accordance with Paragraph 14 of the Contract upon payment of the Concluding Payment Amount set forth in Schedule A hereto plus the payment then due.

E. EQUIPMENT DESCRIPTION.

The Equipment as defined in the Contract includes the following: One (1) 2026 Kenworth T480 Tractor/Truck (VIN: 2NK5HJ8X8TM213712) with Heil Liberty Automated Side Loader Refuse Body (S/N: RR8321686)

EXHIBIT C

F. EQUIPMENT LOCATION.

7901 Hwy 31, CALERA, AL 35040-0187

G. ALTERNATIVE INTEREST RATES.

1. Loss of interest deductibility under the Contract with respect to a change in designation of the Contract as a "qualified tax-exempt obligation" under Section 265(b) of the Internal Revenue Code of 1986, as amended, will incur a rate of not less than 5%.

2. Loss of tax-exempt interest under the Contract (as described in Section 2(d) of the Contract) will incur a rate of not less than 5%.

H. REPRESENTATIONS.

THE TERMS GOVERNING THIS DELIVERY ORDER ARE CONTAINED IN THE CONTRACT REFERENCED ABOVE AND APPLY WITH THE SAME FORCE AND EFFECT AS IF SET FORTH FULLY HEREIN.

Seller shall not be bound by this Delivery Order until it is executed by an authorized officer of Seller at Seller's principal place of business.

DATED as of the day and year first above stated on this Delivery Order.

SELLER:

Cadence Equipment Finance, a division of
Cadence Bank
1222 Rogers Ave
Fort Smith, AR 72901

By: _____

Title: _____

BUYER:

City of Calera, Alabama
7901 Hwy 31
Calera, AL 35040-0187

By: _____

Title: _____

SCHEDULE A

City of Calera, Alabama
7356 002-0070342-003

DRAFT COPY - PAYMENT DUE DATE WILL BE AMENDED AT CLOSING

Nominal Annual Rate: 4.840%

Cash Flow Data - Leases and Lease Payments

	Event	Date	Amount	Number	Period	End Date
1	Lease	10/07/2025	359,875.00	1		
2	Lease Payment	10/07/2026	64,367.20	4	Annual	10/07/2029
3	Residual	11/07/2029	160,000.00	1		

TValue Amortization Schedule - Normal, 30E3/360

	Date	Lease Payment	Residual	Interest	Principal	Balance
Lease	10/07/2025					359,875.00
2025 Totals		0.00	0.00	0.00	0.00	
1	10/07/2026	64,367.20		17,809.58	46,557.62	313,317.38
2026 Totals		64,367.20	0.00	17,809.58	46,557.62	
2	10/07/2027	64,367.20		15,505.53	48,861.67	264,455.71
2027 Totals		64,367.20	0.00	15,505.53	48,861.67	
3	10/07/2028	64,367.20		13,087.45	51,279.75	213,175.96
2028 Totals		64,367.20	0.00	13,087.45	51,279.75	
4	10/07/2029	64,367.20		10,549.70	53,817.50	159,358.46
Residual	11/07/2029		160,000.00	641.54	159,358.46	0.00
2029 Totals		64,367.20	160,000.00	11,191.24	213,175.96	
Grand Totals		257,468.80	160,000.00	57,593.80	359,875.00	

EQUIPMENT ACCEPTANCE NOTICE

TO: Cadence Equipment Finance, a division of Cadence Bank

RE: Delivery Order No. 003 dated _____ to Contract dated March 17, 2025 (together, the "Contract"), by and between Cadence Equipment Finance, a division of Cadence Bank, as Seller, and City of Calera, Alabama, as Buyer

This is to acknowledge that the delivery and/or installation of the Equipment, described in the above-referenced Delivery Order has been completed in accordance with the terms of the above-referenced Contract and that Buyer has duly delivered to and received in proper form all purchase orders, invoices or such forms or documents required by Buyer to assure commencement of Payments on _____, in accordance with Section 2 of the Contract.

The undersigned has inspected said Equipment. Said Equipment satisfies provisions of Section 2 of the above-referenced Contract, and it is accepted according to the provisions contained therein.

BUYER:

City of Calera, Alabama

By: _____

Title: _____

Date: _____

EXHIBIT D

CERTIFICATE WITH RESPECT TO QUALIFIED TAX EXEMPT OBLIGATIONS

I, the _____ of City of Calera, Alabama (the "Buyer"), am duly authorized to execute that certain Contract, dated as of March 17, 2025, (the "Contract") by and between Buyer and Cadence Equipment Finance, a division of Cadence Bank do hereby certify as follows:

1. This Certificate with Respect to Qualified Tax Exempt Obligations (the "Certificate") is executed for the purpose of establishing that the Contract has been designated by Buyer as a qualified tax-exempt obligation of Buyer for purposes of section 265(b)(3) of the Internal Revenue Code of 1986 (the "Code").

2. Buyer is a political subdivision of the State of Alabama.

3. The Delivery Order is being issued in calendar year _____.

4. Neither any portion of the gross proceeds of the Contract nor the Equipment identified in the Contract shall be used (directly or indirectly) in a trade or business carried on by any person other than a governmental unit, except for such use as a member of the general public.

5. No portion of the Payments identified in Section 5 of the Contract: (a) is secured, directly or indirectly, by property used or to be used in a trade or business carried on by a person other than a governmental unit, except for such use as a member of the general public, or by payments in respect of such property; or (b) is to be derived from payments (whether or not to Buyer) in respect of property or borrowed money used or to be used for a trade or business carried on by any person other than a governmental unit.

6. No portion of the gross proceeds of the Contract are used (directly or indirectly) to make or finance loans to persons other than governmental units.

7. Buyer has designated the Contract as a qualified tax-exempt obligation for purposes of the Code, pursuant to a resolution adopted by the governing body of Buyer on _____.

8. In calendar year _____, Buyer had designated \$_____ of tax-exempt obligations (including the Contract) as qualified tax-exempt obligations. Including the Contract herein so designated, Buyer will not designate more than \$10,000,000 of obligations issued during calendar year _____ as qualified tax-exempt obligations.

9. Buyer reasonably anticipated that the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Buyer during calendar year _____ will not exceed \$10,000,000.

10. For purposes of this Certificate, the amount of tax-exempt obligations stated as either issued or designated as qualified tax-exempt obligations includes tax-exempt obligations issued by all entities deriving their issuing authority from Buyer or by an entity subject to substantial control by Buyer, as provided in Section 265(b)(3)(E) of the Code.

11. This Certificate is based on facts and circumstances in existence on this date.

IN WITNESS WHEREOF, I have set my hand this _____ day of _____,
_____.

City of Calera, Alabama

By: _____

Title: _____

**THIS IS AN ESSENTIAL USE LETTER. IT SHOULD BE TYPED
ON THE BUYER'S LETTERHEAD.**

Cadence Equipment Finance
a division of Cadence Bank
1222 Rogers Ave
Fort Smith, AR 72901

RE: Contract dated March 17, 2025 and Delivery Order No. 003, dated _____
(together, the "Contract")

Ladies and Gentlemen:

The equipment purchased under the above-referenced contract, and associated peripheral equipment that we are buying under said contract, will be used by the _____. The equipment will not be used in any private business or put to any private business use.

The functions of the equipment will include _____
_____ and are deemed to be essential to the efficient operation of the
_____.

Sincerely,

DISBURSEMENT REQUEST

Pursuant to that certain Municipal Lease Contract No. 002-0070342-003 dated effective _____ between City of Calera, Alabama and CADENCE EQUIPMENT FINANCE, A DIVISION OF CADENCE BANK, the parties hereto hereby request disbursement of funds in the amount and manner described below.

Please disburse to: Ingram Equipment Company

Amount to disburse: \$359,875.00

Form of disbursement: Wire

IN WITNESS WHEREOF: the parties hereto have executed this Agreement in multiple counterparts, each of which is and shall be considered an original for all intents and purposes, effective as of the date first written above.

By: _____

Name: _____

Title: _____

Date: _____

RESOLUTION AUTHORIZING AND APPROVING EXECUTION OF AN CONTRACT WITH CADENCE EQUIPMENT FINANCE, A DIVISION OF CADENCE BANK

WHEREAS, Mayor and City Council, the Governing Body (the "Governing Body") of City of Calera, Alabama (the "Buyer"), acting for and on the behalf of the Buyer hereby finds, determines and adjudicates as follows:

1. The Buyer desires to enter into a Contract with the Delivery Order and Exhibits attached thereto in substantially the same form as attached hereto as Exhibit "A" (collectively, the "Contract") with Cadence Equipment Finance, a division of Cadence Bank (the "Seller"), for the purpose of leasing with an option to purchase the equipment as described therein for the total cost specified therein (the "Equipment").

2. It is in the best interest of the public purposes of the Buyer that the Buyer acquire the Equipment pursuant to and in accordance with the terms of the Contract; and

3. It is necessary for Buyer to approve and authorize the Contract.

NOW, THEREFORE, BE IT RESOLVED by this Governing Body for and on behalf of the Buyer as follows:

Section 1. The Contract and Exhibits attached thereto in substantially the same form as attached hereto as Exhibit "A" by and between the Seller and the Buyer is hereby approved, and _____ (the "Authorized Officer") is hereby authorized and directed to execute said Contract on behalf of the Buyer.

Section 2. The Contract is being issued in calendar year _____.

Section 3. Neither any portion of the gross proceeds of the Contract nor the Equipment identified to the Contract shall be used (directly or indirectly) in a trade or business carried on by any person other than a governmental unit, except for such use as a member of the general public.

Section 4. No portion of the rental payments identified in the Contract (a) is secured, directly or indirectly, by property used or to be used in a trade or business carried on by a person other than a governmental unit, except for such use as a member of the general public, or by payments in respect of such property; or (b) is to be derived from payments (whether or not to Buyer) in respect of property or borrowed money used or to be used for a trade or business carried on by any person other than a governmental unit.

Section 5. No portion of the gross proceeds of the Contract are used (directly or indirectly) to make or finance loans to persons other than governmental units.

Section 6. The Authorized Officer is further authorized for and on behalf of the Governing Body and the Buyer to do all things necessary in furtherance of the obligations of the Buyer pursuant to the Contract, including execution and delivery of all other documents necessary or appropriate to carry out the transactions contemplated thereby in accordance with the terms and provisions thereof.

Section 7. The Buyer desires to designate the Contract as a "qualified tax-exempt obligation" of the Buyer, as defined in Section 265(b)(3) of the Internal Revenue Code of 1986 (the "Code").

The aggregate face amount of all tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds) issued or to be issued by the Buyer and all subordinate entities thereof during the current calendar year is not reasonably expected to exceed \$10,000,000. The Buyer and all subordinate entities thereof will not issue or enter into in excess of \$10,000,000 of tax-exempt obligations (including the Contract, but excluding private activity bonds other than qualified 501(c)(3) bonds) during the current calendar year, without first obtaining an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations acceptable to the Seller that the designation of the Contract as a "qualified tax-exempt obligation" will not be adversely affected.

Following the reading of the foregoing resolution, _____ moved that the foregoing resolution be adopted. _____ seconded the motion for its adoption. The _____ put the question to a roll call vote and the result was as follows:

_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____

The motion having received the affirmative vote of all members present, the _____ declared the motion carried and the resolution adopted this the _____ day of _____, _____.

(Signature)

ATTEST:

(SEAL)

TO BE COMPLETED BY INSURANCE AGENT**CERTIFICATION OF INSURANCE PROTECTION ON FINANCED EQUIPMENT**

This is to certify that the policies enumerated below have been issued to the Named Insured (Lessee).

City of Calera, Alabama

7901 Hwy 31

Calera, AL 35040-0187

Description of Property Financed to above Named Insured by Lessor named below (Lessor) includes the following:

One (1) 2026 Kenworth T480 Tractor/Truck (VIN: 2NK5HJ8X8TM213712) with Heil Liberty Automated Side Loader Refuse Body (S/N: RR8321686)

Lessee shall maintain:

ALL RISK PROPERTY INSURANCE covering all risk of physical loss to each item of equipment described above for the actual value of such item(s). Including Cadence Equipment Finance, a division of Cadence Bank (Lessor) as LOSS PAYEE, and an endorsement or certificate issued to Lessor stating that payment of any loss will be made to Cadence Equipment Finance, a division of Cadence Bank and the Lessee.

Policy Number _____

Insurance Company _____

Policy Period Effective Date _____ Expiration Date _____

Amount of Insurance _____ Deductible (if any) 5,000 (MAX) _____

The above policy(s) will not be altered or cancelled by the insurer without ten (10) days prior written notice to:
Cadence Equipment Finance, a division of Cadence Bank
P.O. Box 863329
Plano, TX 75086

This Certificate of Insurance Protection will serve as evidence of required coverage by the Lessee until certificates and/or endorsements are issued directly to Cadence Equipment Finance, a division of Cadence Bank. Please forward to CEF via email: CEFinfo@cadencebank.com or fax: 800-322-1611

Name and address of AUTHORIZED REPRESENTATIVE

(SIGNATURE OF INSURANCE REPRESENTATIVE)

DATE

PHONE

Information Return for Tax-Exempt Governmental Bonds

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.► Go to www.irs.gov/F8038G for instructions and the latest information.

OMB No. 1545-0047

Part I Reporting AuthorityCheck box if Amended Return ☐

1 Issuer's name City of Calera, Alabama		2 Issuer's employer identification number (EIN) 636001214
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) 7901 Hwy 31	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Calera, AL 35040-0187		7 Date of issue
8 Name of issue Municipal Lease Purchase		9 CUSIP number
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information		10b Telephone number of officer or other employee shown on 10a

Part II Type of Issue (Enter the issue price.) See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	
15 Environment (including sewage bonds)	15	
16 Housing	16	
17 Utilities	17	
18 Other. Describe ► New 2026 Kenworth T480 Chassis with 24 Yard Heil Liberty ASL	18	359,875.00
19a If bonds are TANs or RANs, check only box 19a	► ☐	
b If bonds are BANs, check only box 19b	► ☐	
20 If bonds are in the form of a lease or installment sale, check box	► ☐	

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$ 359,875.00	\$ N/A	4 years	4.84%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	
23 Issue price of entire issue (enter amount from line 21, column (b))	23	
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27	
28 Proceeds used to refund prior taxable bonds. Complete Part V	28	
29 Total (add lines 24 through 28)	29	
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded	►	_____ years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	►	_____ years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	►	_____
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)		

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 10-2021)

Part VI Miscellaneous

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions	36a	
b	Enter the final maturity date of the GIC ► (MM/DD/YYYY) _____		
c	Enter the name of the GIC provider ► _____		
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37	
38a	If this issue is a loan made from the proceeds of another tax-exempt issue, check box ► ☐ and enter the following information:		
b	Enter the date of the master pool bond ► (MM/DD/YYYY) _____		
c	Enter the EIN of the issuer of the master pool bond ► _____		
d	Enter the name of the issuer of the master pool bond ► _____		
39	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box		☐
40	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box		☐
41a	If the issuer has identified a hedge, check here ► ☐ and enter the following information:		
b	Name of hedge provider ► _____		
c	Type of hedge ► _____		
d	Term of hedge ► _____		
42	If the issuer has superintegrated the hedge, check box		☐
43	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box		☐
44	If the issuer has established written procedures to monitor the requirements of section 148, check box		☐
45a	If some portion of the proceeds was used to reimburse expenditures, check here ► ☐ and enter the amount of reimbursement ► _____		
b	Enter the date the official intent was adopted ► (MM/DD/YYYY) _____		

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative _____	Date _____	Type or print name and title _____
---	------------	------------------------------------

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ► _____			Firm's EIN ► _____	
Firm's address ► _____			Phone no. _____	

Cadence Equipment Finance, a division of Cadence Bank

Authorization Agreement for Direct Payment (ACH Debits)

I (We) hereby authorize Cadence Equipment Finance, a division of Cadence Bank to initiate debit entries to my (our) checking account indicated below at Depository named below to debit the same to such account.

Customer Name City of Calera, Alabama

Depository Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number _____ Account Number _____

Please provide the contract number*** to which this payment will be applied:

Contract Number 002-0070342-003 Payment Amount \$ **5,245.98 Monthly**

This authorization is to remain in full force and effect until the Bank listed above or Cadence Equipment Finance, a division of Cadence Bank has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Bank and Depository a reasonable opportunity to act on it.

Name(s) _____ Signature _____
(Please Print)

(Please Print) Signature _____

Date _____

******Please note that for each contract individually, a form must be filled out and signed******

NOT REQUIRED