

MINUTES

Montevallo City Council Work Session

January 25, 2021

5:30 p.m. at City Hall

Mayor Rusty Nix, Council Member David King, Council Member Lelia Mitchell, Council Member Kenneth Dukes, Council Member Sonya Swords, were in attendance. Council Member Martha Eisenberg, absent

Mayor Nix opened the work session at 5:30 p.m.

Councilman King called on Chief Littleton presented the Police Department Monthly Report. See Appendix 1.

Chief Davis for Fire Department Monthly Report. See Appendix 2

Councilman King reported that the Planning and Zoning Commission approved the requests from Their Four, LLC and Shoal Creek Apartments at their monthly Meeting. The Public hearings will be held by City Council 6:00 PM on February 8th in Council Chamber.

Councilman Dukes called on Kirk Hamby, Public Works Director, he reported on the item to be presented in new business regarding the purchase of a vehicle to pull the new brush trailer. This vehicle will replace the current brush and grapple tuck that is now in service.

Councilman Dukes called on Oliva Barone, Sustainability Coordinator. Information on Weatherization Program, single stream recycling is being utilized more with an increase in amounts being processed at the center. The February 26th Arbor Day event will be held at the Recycling Center. See Appendix 3

Councilman Dukes reported that Vallo Cycle is in the process of planning future bike rides and working on the bicycle rental program. Their next meeting is Thursday February 4th at 6:00 PM at City Hall.

Shane Baugh, Parks and Recreation Director reported that planting trees at Orr park will begin soon in conjunction with the Arbor Board. Phase 1 of work on the Mahler House is nearing completion. New signs have been installed at Shoal Creek Park highlighting plant and wildlife information. Seeding of the wildflower areas has been completed at Shoal Creek Park. Use of trails at the park has also increased.

Councilwoman Mitchell called on Impact Director Sarah Hogan. Junior Mayor Olivia Gilbert gave a report from the MJCC. Their activities included Super Youth Saturday, and the National

Leadership Academy. Sarah Hogan said the progress reports for Impact are being compiled. See Appendix 4.

Councilwoman Mitchell called on Savannah Kitchens Library Director for the Library Report. The Story Walk signs have been installed. See Appendix 5.

No report from Artwalk or Boys and Girls Club. No report from Sister City Commission and the American Village.

Schools will be out for President's Day on February 15th.

Councilwoman Swords called on Adele Nelson, Executive Director for Chamber of Commerce for the Monthly Report. See Appendix 6

Councilwoman Swords presented the Main Street Montevallo Monthly Main Street Impact Report on behalf of Director Courtney Bennett with approved work plans for 2021. See Appendix 7.

Finance Committee will meet Thursday January 27th at 5:00 PM in Council Chamber.

Fire Inspector Heather Barrow spoke in favor of adoption of the amendment of the Fire Code authorizing and outlining the procedures for penalties for non-compliance and the need for enforcement guidelines.

Montevallo City Council Meeting

January 25, 2021

6:00 p.m. at City Hall

Mayor Rusty Nix, Council Member David King, Council Member Lelia Mitchell, Council Member Kenneth Dukes, Council Member Sonya Swords, were in attendance. Council Member Martha Eisenberg absent. Quorum present.

Pledge of Allegiance

Meeting Call to Order – Mayor Nix called the meeting to order at 6:00 PM

Approval and/or corrections of the minutes: 01.11.21

Councilman Dukes made a motion to approve the Minutes as corrected from 01/11/21, Second Councilman King, All Ayes, Motion Passed

Recognitions / Awards: Mayor Nix read and presented Proclamation honoring the late Dr. William Thomas Evans Sr.

Mayor Nix presented a Certificate of Recognition to Coach Tina Niven on becoming the winningest coach in Montevallo High School History

Mayor Nix Read and presented a Proclamation honoring the Montevallo Chamber of Commerce Business Hall of Fame Inductees Class of 2021

Opportunities for citizens to speak to the Council:

Elvie Underwood addressed the Council on behalf of Patricia Gilmore 111 Salem Road asking that the Council hear her request to address drainage issues on her property on Salem Road. Council members Mitchell and Dukes, along with Public Works Director Hamby will meet with Ms. Gilmore after the meeting to hear her request. Mayor Nix requested that City Engineer Matt Burgess be included on the discussion or any visits to the property.

Joyce Lewis of Reonda Lane addresses the Mayor and Council to thank the Police Department for their kindness and professional courtesy at the time of the death of her husband. Ms. Lewis also asked the Mayor to consider a Proclamation honoring the late Dr. Earl Cunningham.

Joyce Sherer of Tecumseh St. addressed the council regarding the First Baptist Church no being able to assist with providing a location for a warming station due to circumstances that took place during a recent opening of the shelter. Chief Littleton is aware of the issue and the individuals involved.

Facebook messages: None received.

Committee Reports and Consideration of Bills:

Public Health & Safety (Police, Fire, Code Enforcement, Housing Abatement)– reported earlier.

Sustainability (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives) – reported earlier.

Recreation, Preservation and Community Development (Parks & Recreation, Golf Course, Youth Athletics, Trails, Planning & Zoning, Annexations,) – reported earlier.

Education, Arts & Outreach (Schools, UM, Boys & Girls Club, Library, American Village, Sister City Commission, Artwalk, IMPACT) – reported earlier.

Finance, Economic Development & Tourism (Finance, MDCCD, IDB, Chamber, Main Street) reported earlier.

Consent Agenda: Motion to pay the bills as presented by Councilman King, Second Councilman Dukes. All Ayes, motion passed.

New Business:

- Second reading of revised Fire Prevention and Protection Ordinance Sec. 10-31. - Violations; imposition of penalty not to excuse violation; continuing violations; removal of prohibited conditions. (Code 1982, § 5-210; Ord. of 4-13-1981) City Clerk Gilbert read the proposed ordinance changes into the Council Minutes. See Appendix 8. Motion to Approve Councilman Dukes Second Councilman King, All Ayes Motion Passed.
- Resolution to purchase Ford F-550 Truck with Dump Body off State Bid List. Stivers Ford in Montgomery. Funds to be derived from Sanitation Account. See Appendix 9. Motion to approve Councilman King, Second Councilman Dukes, All Ayes Motion Passed.
- Resolution to approve matching funds for ADECA Healthy Foods Financing Grant. A match of 50% of funds received from Grant Program. \$50,000 Grant requires match of \$25,000 from Capital Improvements. Olivia Barone. Motion to approve Councilman King, Second, Councilwoman Swords, All Ayes Motion passed.

Board Appointments: None

Other Business: Request from Golf course to continue Internet Services for 60 days until fiber optic lines can be installed by the University of Montevallo. City will be reimbursed for expenses by the Golf Course Operator. Motion to approve Councilman King, Second Councilman Dukes. All Ayes, Motion Passed

Citizen Participation:

C.P. Pierson 1131 Oak Street asked if the Golf Course would continue to operate under the Name Montevallo Golf Course. Yes, part of the agreement with the operator is to continue to operate as a municipal course under that name.

Councilman Dukes thanked Maggie Benson, Mayor's Assistant and Lisa Terrill, Asst. City Clerk for their years of service to the City of Montevallo and wished them well in their new endeavors. A reception will be held on Friday January 29th at 4:00 PM in Council Chambers The public and staff are invited.

No Facebook comments or questions were received.

There being no further business before the Council, Mayor Rusty Nix called for a motion to adjourn. Motion to Adjourn from Councilman Dukes, Councilman King seconded. ALL Ayes. MEETING ADJOURNED at 6:28 p.m.

Submitted by:

Steve Gilbert
City Clerk / Treasurer

	January-21	February-21	March-21	April-21	May-21	June-21	July-21	August-21	September-21	October-21	November-21	December-21	Total
Total Reports	59												59
Criminal Cases	30												30
Non-Criminal	9												9
Traffic Accidents	6												6
Traffic Citations	69												69
DUI Arrests	2												2
Public Intox Arr	3												3
Alias Arrests	5												5
Juvenile Arrests	0												0
Misd Arrests	24												24
Felony Arrests	3												3
Drug Related	10												10
Total Arrest	47												47
Auto Thefts	0												0
Burglaries	0												0
Auto Recoveries	0												0
Auto Burglaries	0												0
Criminal Mischief	1												1
DV. Related	7												7
Assaults	2												2
Fraud/Forgery	0												0
Harass / Reck	0												0
Misc. Offenses	17												17
Robberies	0												0
Thefts / Attempts	4												4
Suicide Attempts	0												0
Suicides	0												0
Deaths	0												0

Activity Report 12 to 25 January 2021

Full Report:

- **Reported this period: 3**

- **Animal Complaints: 1**

- **4931 Highway 22** - checked condition of Animal. Will check Monday, 25 January 2021 to see if condition has improved.

- **Overgrown Grass and Weeds:**

- **Trash and/or Debris: 1**

- **445 Shoshone Dr.** - Large tree limbs strewn over the yard. Sent Certified letter. 31 January 2021 Deadline.

- **Inoperable Vehicles:**

- **Unsafe Structures:**

- **Miscellaneous: 2**

- **Colonial Oaks Subdivision**. - Noise Ordinance - Construction and Heavy equipment operating near residence before 7 AM. I have and will be patrolling the area between 6 and 7 AM for a week or so. Citations will be written to operators if they do not abide by the noise ordinance.

- **Behind Sky view Apartments** - Officer Posten made me aware of a tent being used by the homeless, in a wooded area between the apartments and a residence. He advised they were having a lot of problems from there along with occasional fire pits. I will check on this Monday, 25 January 2021 if weather permits.

- **Closed Cases:**

- **Continued from last period: 1**

- **Total Cases: 4**

- **Total Cases for the year = 12**

Summary:

Activity Report 12 to 25 January 2021

- *Reported This Period = 3*
- *Animal Complaints = 1*
- *Overgrown Grass & Weeds:*
- *Trash and/or Debris: 1*
- *Inoperable Vehicles:*
- *Unsafe Structures:*
- *Miscellaneous: 2*
- *Closed Cases:*
- *Continued from Last Period: 1*
- *Total Cases: 4*
- *Total Cases for the year: 12*

APPENDIX 2

Monthly Fire Department Report 1/1/2021 - 1/15/2021

EMS - 40

Lift assist- 7

Fire - 2

MVC- (motor vehicle crash) 2

Assist other agency - 2

Brad Davis

Fire Chief

City of Montevallo

541 Main Street

Montevallo, AL 35115

Office - 205-665-2555 ext. 705

APPENDIX 3

Council Report 1/25:

Weatherization Program:

Reminder again: Gov. Kay Ivey has awarded grants totaling \$3.2 million to assist low-income, elderly, and disabled Alabama residents with weatherizing their homes to lower energy costs. Specifically, \$291,917 was allocated to Central Alabama Regional Planning and Development Commissions for residents within Shelby and a few neighboring counties. Shelby county has had 0 applicants, and the goal is 8. If anyone has any further questions, they can call the Central Alabama Regional Planning and Development Commissions at 334-262-4300 ext. 217.

Waste Report:

Single stream recycling is underway. There are some still growing pains with the new program but overall, we are proud of the partnership we have made with Am Waste and Repower South. A true measure of success:

- Recycled: 14.6 tons (almost 30,000 lbs) since January 1st 2021 vs 1.79 tons in January 2020
 - This program is already seeing a huge increase in resident recycling

AARP Project:

Exercise equipment has been installed!! Shane Baugh and I have worked very hard on this project and we are excited to see it come to fruition. Maggie put up some pictures.

Orr Park has ab crunch/leg lift, steps, ladder bars, pull ups bars and hand cycle. The ladder bars can be used for many exercises as well as stretching.

George Dailey Park will be equipped with steps, and a combination street workout system featuring an incline bench, push up bar, decline press, horizontal ladder, and pull up station.

Custom signs are ordered but have not been installed. Each piece of equipment has a QR code and a picture that tells you what to do on that specific piece. KomPan also has an app you can download.

ADECA GRANT:

ADECA announced their Healthy Foods Financing Program. The Healthy Food Financing Act of 2015 provided for the establishment of a statewide program and \$200,000 to provide financing to retailers to open, renovate, or expand grocery stores in low and moderate-income areas to increase the availability of fresh and nutritious food, including fruits and vegetables, in underserved communities in Alabama.

We want to use this funding to construct a permanent open-air market structure in Montevallo. Location is a critical part of this grant. We discussed a few locations including but not limited to behind the Victory Building. There is a \$50,000 cap on ADECA funding with a 50% match required by the city.

To apply, council will need to vote to approve it. Thank you for approving the ADECA Healthy Foods Financing Program.

However, we need to show Evidence of Commitment through the resolution on the agenda tonight.



City Council Meeting
January 25, 2021

- **MJCC:** Ms. Olivia Gilbert, our junior Mayor will provide an update regarding the Junior City Council activities and initiatives.
 - **Super Youth Saturdays:** The Super Youth Saturday initiative is ongoing and is a success. Please use the form on Facebook to nominate a youth for demonstrating leadership skills through kindness or involvement. Let youth know you notice their positive choices.
 - **City Boards:** MJCC members are excited to be joining city boards, committees and commissions to have a youth voice and perspective.
 - **Valentine Project:** MJCC is hosting a valentine project at the High School, Big Hearts for Montevallo, students will write what they love about Montevallo on big hearts to be displayed.

- **National Leadership Forum:** Councilwoman Mitchell and I will be attending the virtual National Leadership Forum hosted by CADCA next week. Impact Montevallo will also be participating in The National Coalition Academy Graduation on Tuesday evening.

- **Semi-annual progress report and financial reporting:** I am in the process of working with our grant consultant, Carol Williams on submitting our semi-annual progress report. This will be the first report under the new guidelines of the CDC. I have also completed the first quarter's federal financial report and have drawn down reimbursement funds for the city. We are working to ensure all federal system accounts are updated with appropriate access and oversight for city personnel.

Parnell Memorial Library

JANUARY 2021

APPENDIX 5

DIRECTOR'S NOTES

- We're back to our normal open schedule, M/W/F 10-5, T/TR 10 - 8, and 10-1 on Saturdays. Curbside will remain available, just give us a call at (205) 667-3052
- We're working on launching new Coding Kits for kids and teens that use Ozobots and Spheros from a grant we received in 2020, so keep an eye out for that.
- Getting ready to install our new StoryWalk book soon!

Chamber City Council Report

01/25/2021

Montevallo Chamber Annual Business Meeting went out via email to all Chamber members on Wednesday January 20, 2021.

Welcome new board members –

Alison Baggett, Obie Moore, Kira Thomas

Chamber is working with Sustainable Montevallo on the grant application for the Montevallo Farmers' Market

The **Feb 2021 Chamber Chatter** is scheduled to be delivered Fri January 29, 2021

Update -- The Soul Spot Montevallo ribbon cutting has been rescheduled to Sat Feb 27 - 10am - 728 Main St

Thank you for placing the Proclamation for Montevallo Chamber Business Hall of Fame Class of 2020 inductees Recognition / Awards on tonight's agenda

1) Bob Butterworth / State Farm, 2) Montevallo Chiropractic Center – Dr. Mike 3) Trustmark / Montevallo branch – David Darby



Report to City Council

January 25, 2021

Updates

- At their January meeting, the Montevillo Main Street Board of Directors approved our 2021 Workplans (enclosed). Because we must follow the guidelines of the National Main Street Center to maintain our Designated Community status, this is part of the process that we are required to complete annually. Our workplans follow the Four Points of the Main Street Approach—Organization, Promotion, Design, and Economic Vitality—as well as an extra point of Sustainability that we added above and beyond what we are required to do. These workplans are completed throughout the year by volunteers, with assistance from Courtney.
- Tomorrow (Tuesday, Jan. 26), representatives from Columbiana will be meeting with Courtney, and Montevillo Main Street Board President Julie Smitherman, to tour Montevillo and learn from us as they revamp their Main Street program.
- Thank you again to the City of Montevillo for their continued financial support of our program, and to our dues-paying supporters. This money allows us to complete our workplans and continue our mission of revitalizing and promoting our Main Street District. We invite individuals and businesses to become annual supporters of our program. Contact Courtney at mainstreet@cityofmontevallo.com for more information.

Business Transitions

1. Opening soon:

1. The Soul Spot Wings, 728 Main Street, February 6 (tentative)
2. Navarro's Fresh Market, (Former TTT Gas Station), date TBA
3. Pit 119, 629 Main Street, date TBA
4. Slice Pizza & Brew, 1105 Ashville Road, date TBA
5. Xcaret Grill, 1032 Main Street, date TBA

2. Properties for sale/rent within the district:

1. Sale:
 - a. Lot on Island Street for sale or build to suit—listed by Bob Nesbitt, 205-939-8219
2. Rent:
 - a. 742 Main Street – call Urmish Patel, 205-982-9171
 - b. 626 Main Street (former Lucky Penny) – call 205-665-0035
 - c. Office space at 1225 Valley Street – call (205) 267-8948

Respectfully submitted,

Courtney Bennett, Executive Director



Approved 2021 Workplans

	Funding Approved
Organization	
District Promotion Videos	\$150.00
Photo Portfolio	\$250.00
Advertising (split full page ad with Chamber in Newcomers' & Visitors' Guide for \$800, + other print ad opportunities as they come up)	\$2,000.00
"Welcome to Montevillo" Packet	\$0.00
Fall Decorations in Bicentennial Park	\$400.00
Christmas Decorations in Bicentennial Park (use surplus merchant wreaths)	\$0.00
Volunteer Training	\$1,000.00
990 Tax Preparation	\$350.00
D&O Insurance	\$620.00
Special Event Fundraiser/Tinglewood Festival	\$1,000.00
Membership Drive/Holiday Party	\$350.00
Street Dogs - Youth Advisory Council/Advertising at School	\$300.00
Montevillo Collectible Christmas Ornament Fundraiser	\$750.00
Promotion	
Social Media Ambassador Program	\$300.00
Printed Promotional Materials	\$650.00
Friday Nights at the Cove (if safe)	\$1,000.00
Bring the Festival of Tulips Downtown	\$350.00
Small Business Saturday	\$300.00
Bulldog Pride (if safe)	\$150.00
Social Media Geofilters for Special Events (if safe)	\$60.00
Valentine's Day Photo Spot at Owl's Cove	\$300.00
UM Orientation Week Event	\$100.00
Design	
Façade Grant Fund (encumbered)	\$6,467.47
Façade Grant Fund (unencumbered)	\$15,000.00
Christmas Ornament Fund (encumbered)	\$167.55
Veteran Banners (encumbered)	\$3,096.50
Photo Frame - Additional Decorative Discs	\$200.00
Banner and Decoration Storage and Maintenance	\$500.00

Holiday Window Decorating Competition	\$1,500.00
Relocating MES Sculptures	\$600.00
Interactive Art/Scavenger Hunt	\$200.00
Additional Merchant Christmas Wreaths	\$600.00
Youth Banner Project with Impact Montevallo	\$6,700.00
Economic Vitality	
Enhanced Building Inventory	\$0
Tourism Data Capture	\$0
Tourism Readiness Development	\$0
Arts Events & Programs (\$700 to be put towards Hydrant Trail; the remainder to support Art Walk and/or other opportunities)	\$5,000
Succession Planning	\$0
Expanding Product Lines	\$0
Leverage UM Center for the Arts	\$500
Expanding Ecotourism	\$0
Connecting with UM Students	\$500
Augmented Reality/Digital Downtown/Updated Google Photos	\$500
Sustainability	
Green Business/Green Church Program	\$600
"Got your bags?" Campaign	\$400
Expanding Ecotourism (with EV Committee)	\$0
Litter Patrol	\$300
Artsy Garbage Can	\$1,000
Walking School Bus	\$0
Monroeville Field Trip	\$500
Total:	\$54,711.52
Account balance as of 1/20/2021:	\$51,748.14
Projected Income from Membership Dues:	\$10,000.00
Total Projected Income:	\$61,748.14
Projected Balance of Unallocated Funds:	\$7,036.62

APPENDIX 8

Sec. 10-31. - Violations; imposition of penalty not to excuse violation; continuing violations; removal of prohibited conditions.

(a) Any person who shall violate any of the provisions of the Fire Prevention Code adopted by this article or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detail statement or specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the mayor or city council or by a court of competent jurisdiction, within the time fixed herein, shall severally for each such violation and noncompliance, respectively, be guilty of a misdemeanor. The Fire Chief and or the designated appointee(s) (Inspector), shall notify in writing the person(s) in violation of noncompliance with the ordinance and shall set a period of not less than 15 calendar days nor more than 30 calendar days an opportunity to correct the violation and /or noncompliance. When not otherwise specified, each 30 calendar days that prohibited conditions are maintained shall constitute a separate offense. Failure to comply with written notice shall result in the penalties set forth as follows:

First violation and noncompliance shall be fined \$100.00 plus any applicable costs of court; \$250.00 plus any applicable costs of court for the second offense, \$500.00 plus any applicable costs of court for the third offense and may be fined or jailed at the discretion of the municipal judge up to the limits of municipal jurisdiction for a fourth or subsequent offense.

In the event of subsequent offenses of violation and noncompliance, the municipal governing body shall set a time for hearing on the matter of revoking or refusing to renew a business license; and a notice of such hearing shall be given to the licensee, or the applicant for renewal, as the case may be, at least 15 days before the day set for said hearing. At the hearing, the municipal governing body shall hear all evidence offered by any party and all evidence that may be presented bearing upon the question of revocation or the refusal of renewal and render a determination by majority vote of the governing body. The person(s) aggrieved by the decision shall have the right to appeal the decision of the governing body to the Shelby County Circuit Court by filing an appeal and appeal bond equal to the fine within ten (10) days of the vote. (b) The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time. When not otherwise specified, each 30 days that prohibited conditions are maintained shall constitute a separate offense. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

(Code 1982, § 5-210; Ord. of 4-13-1981)

2021 FORD F450 REGULAR CAB 4x4 CHASSIS CAB - MONTEVALLO

MA999 2000000114 (T193A) LINE NUMBER CONTRACT AMOUNT: \$31,340

STATE CONTRACT PRICE (T193A)			
F4G	F450 REGULAR CAB 4X2 CHASSIS CAB - 16,500# GVWR	31,340	<input checked="" type="checkbox"/>
F5H	Upgrade: F550 4x4 145" Wheelbase - 108" CA (193" wheelbase)	5,250	<input checked="" type="checkbox"/>
99T	6.7L Diesel -- 330 Horsepower / 750 Torque - Includes PTO Provision	9,325	<input checked="" type="checkbox"/>
98R	Operator Command Diesel Regeneration	250	<input checked="" type="checkbox"/>
TGK	225/70Rx19.5G BSW Traction (6-AT Tires)	215	<input checked="" type="checkbox"/>
512	Spare Tire & Wheel	350	<input checked="" type="checkbox"/>
X8L	4.88 Limited Slip Rear Axle	360	<input checked="" type="checkbox"/>
68M	Payload upgrade to 19,500 lbs. GVWR	1,155	<input checked="" type="checkbox"/>
18B	Cab Steps	Incl	<input checked="" type="checkbox"/>
52B	Tow Command Integrated Trailer Brake Controller	270	<input checked="" type="checkbox"/>
67H	HD Front Suspe	125	<input checked="" type="checkbox"/>
41P	Skid Plates	100	<input checked="" type="checkbox"/>
872	Rear View Camera Kit	415	<input checked="" type="checkbox"/>
90L	Power Group-Windows, Locks & Trailer Tow Mirrors	915	<input checked="" type="checkbox"/>
PLAT	14' Platform w/ 24" Sides w/ Drop Down Tailgate. Backup Alarm, Black Paint, Mud Flaps, LED Marker Lights. Dump Style Hitch w/ Pintle Hook, D-Rings, 7-Way Trailer Plug, Square Geadboard w/ Screened Window Opening. Venco VC620SF Subframe Hoist w/ PTO Drive	20,682	<input checked="" type="checkbox"/>
Exterior Colors:			
Z1	Oxford White	NC	<input checked="" type="checkbox"/>
Interior:			
AS	40/20/40 Vynl Seats - Medium Earth Gray (XL)	Std	<input checked="" type="checkbox"/>
DELIVERY - \$1.50 PER MILE ONE-WAY		85	<input checked="" type="checkbox"/>
Total Price (each)		70,837	

STATE CONTRACT TERMS: PAYMENT DUE AT TIME OF DELIVERY

SIGNATURE: (Required at time of Order)

DATE: (Required at time of Order)

PURCHASE ORDER NUMBER: (Required) Quantity: (Required)

INFORMATION: PICKUP OR DELIVERY IS REQUIRED NO LATER THAN FIVE (5) DAYS AFTER NOTICE OF READY FOR DELIVERY