

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE CITY HALL COUNCIL CHAMBERS
60 N GREENE STREET

Monday, August 7th, 2017 at 5:30 p.m.

5:30 PM – Work Session

- Discussion on Pioneer Street Drainage and Downtown Streetscape Project
- Northern Growth Development

6:30 PM - Regular City Council Meeting

NOTICE TO THE PUBLIC:

This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.

CALL MEETING TO ORDER: Mayor Schneider

- Pledge of Allegiance
- Roll Call

APPROVAL OF AGENDA:

1. Approve Consent Agenda

- 1a) Minutes from 07-17-17
- 1b) Expenditures 08-07-17

2. Committee Reports:

- TREK Fest Report

3. Citizens Comments:

This time is for items NOT on the agenda. Please notify the City Clerk if you wish to comment on an agenda item and you will be recognized when that item comes up. When citizens are recognized to speak, please approach the podium, spell your first and last name before proceeding. Citizens should refrain from addressing individual Council Members and should not expect a response to any questions. Time is limited to 3 minutes.

4. Riverside Ball Association Grant Application Request

5. MMS Consultants

- 2nd & Washburn Streets Project Updates
- Hwy 22 West & Pioneer Street Drainage Project
- Alley behind Murphy's & Hwy 22 East
- Curb & Gutter at Kevin Mill's
- Cherry Lane ADA Sidewalk

6. Motion for MMS to Proceed as Directed

7. Closed Session pursuant to Iowa Code Section 21.5(1)(j) Real Estate

- Roll Call vote to go into Closed Session
- Roll Call vote to come out of Closed Session & Return to Meeting
- Motion to Proceed as needed

8. Report from Bryan on City Ditches & Right of Ways

9. Recycling – Kevin Mills

10. KCTC Computer & Maintenance

11. Summary of Solar Companies

12. Habitat for Humanity House Build

13. State Bike Race for Cycling Club

- Reserve Hall Park Shelters
- Spaceship at Hall Park for Pictures
- Barricades & cones to block off River Street
- Mayor to hand out trophies to winners

14. Update on West Welcome Sign

15. Closing Comments

- City Staff Comments
 - Fall Cleanup Day 09-09-17
- City Council Comments & Requests for Information

16. Adjourn Council Meeting

Approved: _____
Allen Schneider, Mayor

Date: _____

RIVERSIDE CITY COUNCIL MEETING: July 17th, 2017

The Riverside City Council meeting opened at 6:31 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Bob Schneider Jr., Jeanine Redlinger, Tom Sexton, and Ralph Schnoebelen. Councilperson Weber arrived at 6:36 pm.

Motion by Schnoebelen to approve the agenda, seconded by Redlinger, passed 4-0.

Schneider moved to approve the minutes from June 19th, liquor permits for the Riverside Casino and St. Mary's Labor Day Celebration, and 7-17-17 Expenditures, pulling Schnoebelen Inc, Kalonial Lawn Care, and Weber. Second by Sexton with Weber and Schnoebelen abstaining, passed 3-0. Motion by Sexton, second by Schneider to approve Schnoebelen Inc and Weber expenses, passed 5-0.

Committee Reports: None

Citizens Comments: The Tri-county 10U All Stars Babe Ruth Softball Team requested a donation in the amount of \$1,500 from the City to attend World Series in Florida. The money requested would assist in travel expenses, banners and uniforms for the World Series. Motion by Redlinger seconded by Schneider, upon approval by City Attorney. Motion passed 3-2 with Sexton and Schnoebelen voting against the donation.

Todd Forbes addressed the City Council about his high water bill for his home located at 106 Cherry Lane. His home was the first one to be built on Cherry Lane. He has been watering the sod in his yard and requested the City forgive part of his sewer charges on the bill. After some discussion, Schnoebelen motioned to forgive part of the sewer charges on the water bill during the time he is watering the sod for a 3 month period. The motion was seconded by Weber, passed 5-0.

Travis Riggan addressed the City Council making a request to have a Slow Pitch League this fall. After a short discussion Schnoebelen made a motion allowing Riggan to have the Fall Slow Pitch League. Motion was seconded by Sexton, passed 5-0.

Schnoebelen motioned to go into Closed Session at 7:24 pm pursuant to Iowa Code Section 21.5(1)(j) Real Estate. Seconded by Sexton, passed 5-0.

Motion by Sexton, seconded by Weber to return to the Public Meeting at 8:04 pm. Passed 5-0.

Motion by Schneider, seconded by Schnoebelen to proceed as discussed in the Closed Session, passed 5-0.

Glen Meisner, MMS updated Council on 2nd and Washburn Street project. Meisner gave suggestions on the time line for the next phase on Pioneer Street Drainage Project, Alley behind Murphy's, ADA Mailbox and sidewalk on Cherry Lane. Scott Pottorff discussed changed orders and pay request for the 2nd and Washburn Streets Improvement Project.

Sexton moved to pass Resolution #071717-01 Dave Schmitt Construction for Change Order #4 in the amount of \$11,595.00 for changes in the sanitary sewer along Highway 22. Seconded by Schnoebelen, passed 5-0.

Redlinger moved to pass Resolution #071717-04 Dave Schmitt Construction for Change Order #9 in the amount of \$4,793.09 for changes to relocate water main that conflicted with the proposed storm sewer. Seconded by Schnoebelen, passed 5-0.

Sexton moved to pass Resolution #071717-05 Dave Schmitt Construction for Change Order #10 in the amount of \$559.35 for changes to modify storm sewer intakes #4 and #5. Seconded by Weber, passed 5-0.

Schnoebelen moved to pass Resolution #071717-06 Dave Schmitt Construction for Change Order #11 in the net amount of \$3,125.00 for changes to install a larger storm water drop box. Seconded by Weber, passed 5-0.

Schnoebelen moved to pass Resolution #071717-07 Dave Schmitt Construction Pay Request #3 for the 2nd and Washburn Streets Improvement Project in the amount of \$272,898.37. Second by Weber, passed 5-0. The project is approximately 61% complete with a completion date of mid-October.

Bill Stukey, PeopleService, Inc. presented the monthly water and sewer report. Stukey said it was a good month and things are going well. He informed the Council that the City would be receiving a refund check in the amount of \$16,804. The refund resulted from money leftover in the chemical and maintenance budget that was not used by PeopleService during this contract period.

Last meeting Weber requested City ditch maintenance be on the next agenda. After discussion, Mayor Schneider is going to speak with Bryan about the ditches and right-of-ways and report back to City Council at the next meeting.

WEDG requested an increase in their annual donation from \$1,500 to \$2,500. After some discussion, City Council requested a representative from WEDG attend the next meeting to address the Council's questions.

In closing Council comments, Redlinger stated she had gone door to door on Ella Street asking citizens about the street construction. The overall response was positive.

Schnoebelen moved to adjourn at 9:55 pm, seconded by Schneider, passed 5-0.

Full content of Council Meetings can be viewed on the City web site;
www.cityofrivsideiowa.com

Council Meeting – Monday, August 7th, 2017 at 6:30 pm

EXPENDITURES 8/07/17				
COUNCIL MEETING				
UNPAID BILLS				
A TECH	FIRE ALARM MONITOR	001-5-150-6356	\$ 84.00	
ABSOLUTE GRAPHICS	TRUCK CITY LOGO	001-5-210-6504	\$ 474.00	
ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 777.31	
ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 697.18	
ALLIANT ENERGY	WATER	600-5-810-6371	\$ 100.36	
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$ 555.74	
ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 396.69	
ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$ 72.56	
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,406.39	\$ 4,006.23
BROWN SUPPLY	4 LED LIGHTS	001-5-210-6504	\$ 172.00	
DNR	NPDES	610-5-815-6245	\$ 210.00	
DOUG MICHEL ELECTRIC	CITY FLAG POLE REPAIR	001-5-430-6320	\$ 65.00	
ECICOG	CODIFICATION	001-5-650-6499	\$ 664.00	
ELECTRIC PUMP	LS REPAIRS 6/13	610-5-815-6374	\$ 800.28	
FARMERS SUPPLY	MOWER REPAIR	001-5-430-6504	\$ 406.07	
GAMBLES	CARPET CLEANER RENTAL	001-5-650-6310	\$ 40.48	
I TECH	MONTHLY SERVICE/UPGRADES C. HALL	001-5-650-6497	\$ 814.94	
IOWA 1 CALL	LOCATES	600-5-800-6507	\$ 14.90	
IOWA 1 CALL	LOCATES	610-5-815-6507	\$ 14.90	\$ 29.80
JOHNSON COUNTY REFUSE	AUGUST SERVICE	670-5-840-6499	\$ 1,874.25	
KALONA GRAPHICS	ENVELOPES	001-5-650-6506	\$ 85.50	
KALONA NEWS	PUBLICATIONS	001-5-650-6402	\$ 148.82	
KIRKWOOD	RFVD TRAINING	001-5-150-6354	\$ 80.00	
KUENSTER PLUMBING	WATER PLANT NEW AC	600-5-810-6504	\$ 3,930.00	
LENZ, BRYAN	AUG CELL	001-5-210-6373	\$ 50.00	
LENZ, BRYAN	SHOE ALLOWANCE	001-5-210-6181	\$ 125.00	\$ 175.00
MAPLE AVE GREENHOUSE	ELLA STREET 8 BUSHES	301-5-750-6782	\$ 239.92	
MAPLE AVE GREENHOUSE	RED MAPLE - TRAIL PD BY M.GARDENERS	001-5-620-6799	\$ 89.99	\$ 329.91
MENARDS	COLD PACK	001-5-210-6417	\$ 633.84	
MENARDS	PARKS	001-5-430-6325	\$ 9.72	\$ 643.56
MIDWEST BREATHING	RFVD AIR PACKS	001-5-150-6356	\$ 598.84	
MMS	GENERAL SERVICE	600-5-810-6407	\$ 1,089.99	
MMS	HWY 22 - PIONEER	301-5-750-6781	\$ 2,867.00	
MMS	2ND STREET - WASHBURN	301-5-750-6781	\$ 21,494.56	\$ 25,451.55
PEOPLE SERVICE	AUGUST WATER SERVICE	600-5-600-6500	\$ 10,988.00	
PEOPLE SERVICE	AUGUST WASTE WATER	610-5-615-6500	\$ 10,988.00	\$ 21,976.00
PJ GREUFE	HR REPORTS	001-5-650-6499	\$ 350.00	
RACC	HOTEL/MOTEL GRANT	145-5-650-6415	\$ 23,880.00	
RIVER PRODUCTS	ROADSTONE	110-5-210-6417	\$ 183.28	
STUELKE, JAY	INSPECTIONS	001-5-170-6499	\$ 140.00	
STUTSMAN	PARKS	001-5-430-6325	\$ 38.00	
TERRACON	2ND & WASHBURN PAVING	301-5-750-6781	\$ 125.25	
VISU SEWER	SEWER JET CLEANING	610-5-815-6499	\$ 7,495.92	
YMCA	CAMP HIGHLAND	145-5-650-6421	\$ 10,000.00	
YOUNG, LORY	AUG CELL	001-5-650-6373	\$ 50.00	
YOUNG, LORY	MILEAGE - AMES	001-5-650-6240	\$ 274.00	\$ 105,920.68
	TOTAL UNPAID BILLS		\$ 105,596.68	
PAID BILLS 7/24/17				
TREASURER;STATE OF IOWA	1/31/17 SALES TAX- NO EFT	600-5-810-6418	\$ 2,714.76	
DELTA DENTAL	AUGUST BILLING		\$ 233.48	
KALONIAL LAWN CARE	ELLA STREET	001-5-510-6320	\$ 1,865.00	
LINCOLN NATIONAL	LIFE, AD&D INS PREMIUMS -AUGUST		\$ 184.07	
MID AMERICAN ENERGY	JULY SERVICE		\$ 99.50	
REC	RIVERSIDE SIGN	001-5-430-6371	\$ 109.26	
REC	SEWER	610-5-815-6371	\$ 3,501.40	
REC	SHOP	001-5-210-6371	\$ 46.22	
REC	WATER PLANT	600-5-810-6371	\$ 2,252.90	
REC	CAASINO LS	600-5-815-6371	\$ 330.30	
REC	TRAFFIC LIGHT	001-5-230-6371	\$ 130.00	
US BANK	COPIER LEASE	001-5-650-6496	\$ 166.37	
VERIZON	RADIO READ CELL SERVICE	600-5-810-6373	\$ 63.54	
WATER REFUND	RETURN DEPOSIT		\$ 100.00	
WELL.MARK INS.	AUGUST BILLING		\$ 4,435.70	
WINDSTREAM	PHONE-INTERNET		\$ 585.47	
MEADIACOM	RVFD	001-5-150-6332	\$ 138.79	
MEADIACOM	CITY HALL - C. BUILDING		\$ 182.80	
	TOTAL PAID EXPENDITURES		\$ 17,139.56	
	TOTAL ALL EXPENDITURES			



Trek "Where the Best Begins"

Application for Funding FY 2017/2018

Please attach additional sheets as required

Fiscal Year 2017-2018 Hotel-Motel Tax

Tax Fund Grant Program

- About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of any and all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

Name of Organization: Riverside Ball Association

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION

General Information

Contact Person
Katie Schneider

Title
President

Email:
Schneider.KL@gMail.com

Organization Name
Riverside Ball Association

Tax ID/Federal ID #
42-1298593

Organization Street Address
PO BOX 536
Hall Park

City State Zip Code
Riverside IA 52327

Telephone # 319-325-0123

Fax #

Applications are due no later than January 27, 2017
to the following address:

Riverside City Hall
60 N. Greene Street
PO Box 188
Riverside, Iowa 52327

Type of Grant (choice from category 1-3 below) 2 Requested Amt. 500.00

History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.
- 2) The remaining revenues may be spent by the city or county, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

Category 1: Community Culture and Education. Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501(c) (3) status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

Category 2: Community Recreation and Events. Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

Category 3: New and Emerging Organizations and Events. Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need or program, and have a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

Eligibility and Allocation Procedures

Required to be submitted with application:

- Mission Statement (optional)
- Current Board Member List
- Verify 501(c)(3) status
- Annual financial statement See Attachment
-

Part 1: Quantitative Section:

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

Part 2: Qualitative Section:

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs or collections, etc.
3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.
4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.

Part 3: Fiscal Accountability:

Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity.

Quantitative Section

Briefly describe project (350 words or less)

RBA has a group of players who have qualified to represent the state of Iowa & the City of Riverside at the Babe Ruth Softball World Series. The team has been working hard to raise funds including hosting a dinner in Riverside, Car Washes & talking to local business owners.

If you have received a grant previously, please provide the information below. If you receive a grant in this cycle be prepared to provide this information in your report.

1. General attendance last year We have around 174 Registered players for the 2017 Season
2. Paid visitor attendance last year No admission charged for games
3. Attendance by school children last year 174 players, could estimate at least twice
4. Number of full time staff That number with siblings attending games
0
5. Number of volunteers last year: 30 Coaches/Assistant Coaches, 165 parents
6. Number of volunteer hours last year: Volunteering for concession stand
120 at Concession Stand, Admin-100 hrs, 300 coaching= 520
7. Regular Meetings/Agendas concerning your use of grant funds
8. Days open to the public
1
9. Number of out of town visitors (More than 100 mi.): N/A - Tri-County league
10. How are number of out of town visitors tracked: N/A

11. Local economic impact:

Increased Revenue during ball season
at local gas stations + restaurants.

12. How does your organization work:

Non-profit Ball Association with Volunteer
Board of Directors, Coaches, + Concession Stand
Workers

13. Other information- provide information you believe the Council should know:

Final Reporting

Organizations that receive hotel-motel funding for fiscal year 2016/2017 will be required to submit a report by September 1, 2017 outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. Failure to file a report by September 1, 2017 with the City of Riverside will result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.

City Responsibilities

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received as a result of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed;

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.

Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.

Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable;

The facts, figures and information contained in this application including all attachments, are true and correct;

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant;

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request;

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made;

Assurances Continued

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Kate Schneider
Officer Signature

8/1/2017
Date

Jessie McInnes
Officer Signature

8/1/2017
Date



213 1st St. (Hwy 1)
In the Bulltown Plaza
Kalona, IA
319-656-1234

110 W. Main St.
On The Square
Washington, IA
319-591-2001

Providing world class technology services ~with a home town touch

iTech Monthly Maintenance Contract

General rules

- 1 hour call response time.
- No limit to included on-site calls or hours, however over phone and remote need to be attempted before on-site happens.
- If new equipment is added it alters the next monthly billing.
- Invoices will be mailed at beginning of month. All invoices are due within 15 days of receipt of invoice.
- Evaluation of current systems for further expansions and upgrades.
- Purchasing of hardware/software is not included in the monthly maintenance plan.
- Installation of software is included in plan but installation of new hardware would be outside the scope of the plan.
- Support of staff or equipment includes the main site only; any additional sites would have to be added to the plan if it is expected for iTech to support the extra sites.

New Equipment rules

- New equipment requiring iTech support will alter next month's bill.
- All new equipment and equipment repair is quoted to the customer.

On-Site

- Currently on-site calls have no limit to quantity or duration.
- If a high volume of on-site calls occur over an extended amount of time, maintenance contract may come up for negotiation.
- All issues need to have remote support attempted before coming on-site. If on-site time is required then a 1 hour response time within 15 miles or 2 hours for locations 16-45 miles from Kalona.
- A monthly on-site visit occurs on scheduled times.
- On-site requires authorization from an approved employee listing.

Remote support

- All devices capable of having remote connections must have this setup.
- Phone support is to be used until it becomes incapable or is considered ineffective time usage.

Violations

- All training of software not directly supported by iTech is billable time.
- Any software not installed or approved by iTech is not supported by this contract.
- If payment is not received by 15th of month then all support will cease until payment is received.

We are not responsible for:

- Any results from violation of contract terms.
- Lost or damaged hardware and software due to customer misuse of equipment.

Please note, all contracts will be reviewed and signed on an annual basis.

By signing below you are accepting the above terms:

Customer _____

Title _____

Date _____