

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD F. HOLMES
CITY ATTORNEY

July 31, 2009

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS,
JAMES NORWOOD, SAM DEPUTY AND BOB TRECSCOTT:

You are hereby notified that a meeting of the Community Redevelopment Agency is called to be held at the regular meeting place of the Palatka City Commission, 201 N. 2nd Street, Palatka, on Monday, August 10, 2009 at 5:30 p.m.

The purpose of the meeting is to make recommendations to the Palatka City Commission concerning the following items:

1. Approval of South Historic District request to reallocate funds
2. Approval of Main Street/CRA Contract
3. Approval of Putnam County Chamber Commerce/CRA Contract

/s/ Karl N. Flagg

Karl N. Flagg, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 31st day of July, 2009.

/s/ Mary Lawson Brown
COMMISSIONER

/s/ Allegra Kitchens
COMMISSIONER

/s/ James Norwood, Jr.
COMMISSIONER

/s/ Vernon Myers
COMMISSIONER

/s/ Sam Deputy
PRESIDENT
DOWNTOWN PALATKA, INC.

/s/ Bob Trescott
MAIN STREET MANAGER

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
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CITY ATTORNEY

**AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
August 10, 2009; 5:30 p.m.**

- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
- 2. APPROVAL OF MINUTES – 03/12/09, 4/9/09**
- 3. INTRODUCTION OF NEW MAIN STREET MANAGER/CRA MEMBER – Harry Trescott**
- 4. DISCUSSION & RECOMMENDATION – Southside Historic Neighborhood Request for re-allocation of TIF funds**
- 5. DISCUSSION & RECOMMENDATION – CBD TIF expenditures:**
 - a. Palatka Main Street/CRA Contract
 - b. Putnam County Chamber of Commerce/CRA Contract
- 6. REMARKS/COMMENTS**
- 7. ADJOURN**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

Agenda Item

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members
From: Woody Boynton, City Manager 
Date: August 5, 2009
RE: South Historic District Request to Reallocate Money

The South Historic District is requesting that \$60,000.00 of Tax Increment Money that was originally allocated to purchase blighted property be reallocated to the Home Improvement Grant Program. The South Historic District has provided minutes from their meeting where this issue was discussed and approved.

The Home Improvement Grant Program has been very successful and we are recommending approval of this request.



Southside Historic Neighborhood Association

*PO Box 2507
Palatka, Florida 32178*

June 14, 2009

Woody Boynton
Palatka City Manager
201 North 2nd Street
Palatka, FL 32177

Re: Southside TIF Funds Budget (June 2009-January 2010)

Dear Mr. Boynton:

The Southside Historic Neighborhood Association (SHNA) is requesting the use of \$60,000.00 originally approved for the purchase of property at 420 Kirby Street to be reallocated to the Tax Increment Finance Fund/Home Improvement Program (TIF/HIP) per the SHNA minutes dated April 20, 2009. Also the anticipated Southside TIF expenditures through January, 2010 are listed below:

1. Completion of Tilghman House renovations> \$200,000.00 (allocated previously)
 2. Continuation of the TIF/HIP> \$71,800.00 (additional funds)
 3. Restoration/landscaping of Hammock Hall> \$1,500.00
 4. New Southside District signage/landscaping @Laurel & River Streets>\$700.00
 5. Purchase of historical bronze standing marker(location TBD)> \$5,000.00
 6. Mural on South side of Hammock Hall> \$11,000.00
- Balance of remaining unallocated funds> \$50,000.00 + remainder of CD (\$2,376.00) & CD interest

Sincerely,

Roberta Correa
Southside Historical Neighborhood Association
shna@shna.net

SOUTHSIDE HISTORICAL NEIGHBORHOOD ASSOCIATION

June 15, 2009

MINUTES: Volume 6

Call to order; The meeting was called to order by President Roberta Correa.

Secretary's minutes; Minutes from the May meeting were read and approved.

Treasurer's Report; Lucille Estes reports that we have \$2,161.12 in our checking account and our \$3,000. CD is still in place.

Old TIF Business :

It was reported that the Tilghman House has old siding removed, termite treatment and structural repairs are underway.

Old TIF Business;

The subject of the Southside TIF budget through January 2010 was opened and many questions and answers were addressed, Ted McGibbons made the motion to approve the budget, motion was seconded and passed unanimously . Details of budgeted items specified in attached letter Dated June 14, do hereby become part of these minutes.

TIF/HIP; Five projects completed, Three in process, Six applications pending.

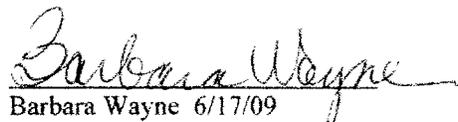
CRA; The final meeting scheduled for July 15, 2009, Hammock Hall at 6:30.

Old Business:

The roundabout at the intersection of Kirkland and River has been put on hold until Linda Crider returns in the fall.

Community Crime Prevention, The Crime Free Multifamily Housing Program is still in it's Infancy. Rodney or Barbara will contact Commander Fells, pertaining to becoming educated About the program.

Renting of Hammock Hall will be updated before our July meeting. We will have a calendar added to our website (www.shna.net) You or anyone may go to the calendar to check the scheduled dates the hall will be available. However only two people will be allowed to book dates and change the calendar. Currently It is Rodney Carnes and Jan Pettit.



Barbara Wayne 6/17/09

Secretary, Southside Historical Neighborhood Association

Agenda Item

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: CRA Board Members
From: Woody Boynton, City Manager
Date: August 5, 2009
RE: CRA/Main Street Contract and the CRA/Chamber of Commerce Agreement

Attached for approval is a Contract between the CRA and Main Street as well as an Agreement between the CRA and the Chamber of Commerce. I have also attached a letter of approval for these contracts from the Chamber. In addition, I have attached the contract that currently exists between the Chamber and the CRA.

The main differences between the existing contract and the proposed Contract and Agreement are the separation of the organizations and the relationship each will have with the CRA. In the existing contract, most if not all responsibilities and duties were given to the Chamber. In that contract, Main Street was essentially an extension of the Chamber and its functions. At the time, this was necessary to restore the organizational structure and infuse the program with new volunteers. The Chamber has accomplished that mission and I would like to thank the Chamber for these efforts.

However, it is time for the Main Street Program to be a stand-alone program. These two contracts establish this separation. The contract between the CRA and the Main Street Program establishes the services that are expected from the Main Street Program as well as compensation that the Main Street Program will receive in return for these services. Compensation is equal to the Main Street Manager's salary and benefit package which is the same compensation noted in the existing contract between the Chamber and the CRA.

The Agreement between the CRA and the Chamber is essentially for providing office space and a nominal amount of clerical support and office supplies. The compensation for this is \$450.00 per month which is approximately the average paid the Chamber through the existing contract. We have not modified the contract to account for recurring expenses as requested in the Chamber letter as the \$450.00 per month allowance takes these expenses into consideration.

We are recommending approval of both contracts and request the Mayor be authorized to sign both as presented.

CONTRACT FOR SERVICES – PALATKA MAIN STREET

THIS CONTRACT, made and entered into this _____ day of _____ 2009, by and between the Community Redevelopment Agency, a political subdivision of the State of Florida, by and through its City Commission (the “city”) and the Palatka Main Street organization (the “organization”).

WITNESSETH: That the CRA and the Organization, for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

- A. The Organization shall serve as the lead organization for coordination of the Palatka Main Street program which shall be a stand-alone program contracted to provide the following services in addition to other Main Street duties:
1. Implement the CRA’s Central Business District’s (CBD) annual plan following the critical elements listed in the plan. CBD group approval is required prior to expending funds unless indicated in the annual plan. Major initiatives may also require CRA and City approval before expending funds. City purchasing procedures must be followed for any expenditure of funds.
 2. In addition to the CBD’s annual plan, develop goals and objectives in the following manner:
 - a. Develop and implement an economic restructuring plan to identify and pursue potential businesses; identify the needs of existing business owners and research solutions to their problems; maintain a database of available lease space to include square footage, cost, owner contact information and utilities information; and be familiar with zoning requirements for all zoning districts. A committee list, and goals and objectives, are to be provided annually to the CRA Director.
 - b. Develop a design strategy in conjunction with the CBD group to develop a theme for downtown; maintain the façade and interior improvement grant programs; design uniform signage, etc. A committee list, and goals and objectives, are to be provided annually to the CRA Director.
 - c. Develop a calendar for promotions in conjunction with the CBD committee that will include all levels of events from in-store to festivals. Work with other organizers to coordinate all events to be held downtown. Develop and implement marketing strategies that promote downtown as a “business friendly” location. A committee list, calendar, and goals and objectives, are to be provided annually to the CRA Director.
 3. Maintain networking relationships with Florida Main Street, Visit Florida, economic development agencies, tourism agencies, and other Main Street organizations.
 4. Research and pursue grant opportunities as a 501C-3 tax exempt organization for any project where grants may be available.
 5. Maintain financial records and reports relating to utilization of all funds provided to the Main Street organization by the CRA and provide copies of budgets and annual financial reports to the CRA through the City Manager/CRA Director.
 6. Retain all books, records, documents and other evidence reflective of all income and expenditures for three (3) years after final payment under this Contract.
 7. Furnish the CRA with quarterly written reports on CBD activities and a final written report at the end of each calendar year incorporating results as it relates to the stated goals and objectives.

B. RETURN OF FUNDS

Any CRA funds not expended for the services set forth herein shall be returned to the CRA.

C. ASSIGNMENT

Main Street shall not assign, convey, pledge, or otherwise dispose of any interest in this Contract or the funds provided by the CRA or transfer any interest in same.

D. SALARY AND BENEFITS

The CRA agrees to provide a salary and City benefit package to the Main Street Manager to be determined annually. This package is directly related to the implementation of this contract.

E. OTHER FUNDING

Upon request to the Central Business District committee and after approval by the CRA, other funding as allowed by F.S. 163 may be provided.

F. TERM

The initial term of this Contract shall be _____, 2009 through _____ 2010. Thereafter, this Contract shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Contract. Such notice shall be given no less than 30 days prior to _____ of each year.

G. INCLUSIVE TERMS AND CONDITIONS

This Contract contains all the terms and conditions agreed upon by the parties. No other contracts oral or otherwise regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

H. TERMINATION WITH OR WITHOUT CAUSE

The Contract shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Contract with or without cause, on a specified time and date thereafter. Such written notice to terminate this Contract shall be given no less than thirty (30) days prior to the date this Contract shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The CRA shall be the sole and final authority as to the availability of funds. In the event of such termination the Organization shall be paid by the CRA for all services previously authorized by the CRA and actually, timely and faithfully render up to receipt of the termination notice, and for all other services authorized by the CRA.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this _____ day of _____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

Betsy J. Driggers, City Clerk

By: _____
Karl N. Flagg, CRA Chairman

PALATKA MAIN STREET ORGANIZATION

By: _____

Witness

Witness

STATE OF FLORIDA

COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this ___ day of _____ 2009.

Notary Public

My commission expires:

AGREEMENT

This Agreement is made and entered into this _____ day of _____ 2009, by and between the Palatka Community Redevelopment Agency (CRA) and the Putnam County Chamber of Commerce, Inc. (Chamber) for the provision of office space and support services for the Main Street Program Manager.

The CRA agrees to pay the Chamber \$450.00 per month in exchange for the following:

A. OFFICE SPACE

The Chamber agrees to provide office space including utilities for the Palatka Main Street Manager.

B. OFFICE SERVICES

The Chamber agrees to provide support services to the Main Street Manager to include receptionist services. (i.e. answer telephone and assist visitors)

C. OTHER

The Chamber will provide necessary office supplies and use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copy jobs to be made at City Hall.

D. ASSIGNMENT

This Agreement is not assignable.

E. TERMS

The initial term of this Agreement shall be _____, 2009 through _____, 2010. Thereafter this contract shall renew annually unless either party gives written notice to the other of its desire to terminate the Agreement.

F. INCLUSIVE TERMS AND CONDITIONS

This Agreement shall remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement with or without cause, on a specified time and date thereafter. Such notice shall be given no less than 30 (thirty) days prior to the date of termination.

IN WITNESS WHEREOF, the parties have executed this Contract at Palatka, Putnam County, Florida, this _____ day of _____ 2009.

PALATKA COMMUNITY REDEVELOPMENT AGENCY

ATTEST

Betsy J. Driggers, City Clerk

By: _____
Karl N. Flagg, CRA Chairman

PUTNAM COUNTY CHAMBER OF COMMERCE

Witness

By: _____
Diane Northrip, Chairman

Witness

STATE OF FLORIDA

COUNTY OF PUTNAM

I HEREBY CERTIFY, that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, to me personally known or who has presented a driver's license as identification and reported to be the person described in and who executed the foregoing lease, and he acknowledged before me that he executed the same for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Palatka, said County and State, this _____ day of _____ 2009.

Notary Public

My commission expires:



July 22, 2009

Mr. Karl Flagg, Mayor
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Dear Mayor Flagg:

This is to advise that the Palatka Main Street Steering Committee and the Board of Directors of the Putnam County Chamber of Commerce have concurred with the proposed **Contract for Services – Palatka Main Street** by and between the Community Redevelopment Agency, by and through the City Commission and the Palatka Main Street organization.

If approved by the City of Palatka, it is our understanding that this would result in the termination of the previous Palatka Main Street organization agreement/contract between the City of Palatka and the Putnam County Chamber of Commerce effective the date that the new **Contract for Services – Palatka Main Street** is approved by the City of Palatka.

At the City's request some two years ago, the Chamber undertook to restore the Palatka Main Street organizational structure, attract volunteer participants, and initiate an ongoing program of action. We believe we have accomplished that task and are pleased to see the program returning to the City's administrative control. It has been a pleasure working with the City on this important downtown redevelopment program.

On the second draft **Agreement** between the Palatka Community Redevelopment Agency and the Putnam County Chamber of Commerce; the Chamber agrees with the proposed draft with a few minor changes in paragraph C., **Other**. It is requested that the paragraph be changed to read: "The Chamber will provide general minor office supplies and the use of office equipment. A copy allowance of 100 copies per month is included in the monthly fee. Bulk copies will be made at City Hall. The City of Palatka will also reimburse the Putnam County Chamber of Commerce for recurring expenses, i.e., monthly telephone line, etc."

Sincerely,



Diane Northrip
Chairman

Copy to:
Mr. John Browning, Palatka Main Street, Inc.

**AGREEMENT FOR SERVICES
FOR THE ADMINISTRATION OF
THE PALATKA MAIN STREET PROGRAM**

THIS AGREEMENT, made and entered into this 1st day of June 2007, by and between the **City of Palatka**, a political subdivision of the State of Florida, by and through its City Commission (the "city"), and the **Putnam County Chamber of Commerce** (the "Main Street Agency").

WITNESSETH: That the **City** and the **Main Street Agency**, for and in consideration of the mutual covenants herein made and the benefits flowing from each party to the other, do hereby agree as follows:

- A. The **Main Street Agency** shall serve as the lead organization for coordination of the Palatka Main Street program services as herein described with the boundaries of the City, and provide the following services.
1. Implement the National Main Street approach to downtown revitalization. The methodological components of a successful Main Street are organization, promotion, and design, and economic restructuring.
 2. Develop a business plan incorporating goals and objectives for the four components of the Main Street methodology.
 3. Hire a properly qualified Main Street Manager, or provide training for an individual qualified to serve as a project manager, for the Main Street program who will be a member of the Putnam County Chamber of Commerce staff. The Main Street Manager will also serve as the Community Redevelopment Agency Director for the City of Palatka, but shall only report to, and be responsible only to, the President of the Putnam County Chamber of Commerce who has the sole authority to hire and terminate all Chamber employees including the Main Street Manager.

4. Develop an organizational strategy that will provide a coordinated and structured approach to revitalization of downtown, recognizing that the Main Street program, while focused on downtown, is working to improve the economic health of the entire community.
5. Support a design approach that will drive getting Palatka's Main Street(s) into top physical condition – inviting atmosphere and building improvements – to convey a positive visual message about the commercial district and what it has to offer residents and visitors. In the process, the Main Street program recognizes three treatments that may be appropriate to our community – restoration, major rehabilitation of historic buildings, conservation rehabilitation, along with new construction, and long-term planning.
6. Prepare and carry out a downtown promotional program that will work toward developing and promoting a positive image for downtown Palatka marketing the unique characteristics to residents, investors, business concerns, and visitors “selling the positive image of the commercial district.”
7. Work with appropriate agencies to promote strengthening existing economic assets while expanding and diversifying downtown's economic base. The economic development restructuring effort/initiative of downtown will take into consideration housing options, variety of goods and services available in the downtown area, and the preparation of a “benchmark” or some other type of measuring device to evaluate success.
8. Maintain an inventory of all buildings (with photographs) and contact information on their owners, in a defined downtown area.
9. Maintain a record of available electrical, water, sewer and natural gas services and provide potential users with a cost analysis based upon needs of the specific user.
10. Maintain a demographic picture of the potential area consumers to include its economic profile along with other appropriate characteristics.

11. Coordinate prospect visits and serve as their liaison with governmental entities and other agencies as appropriate.
12. Maintain working relationships with Florida Mainstreet, Visit Florida, Cornerstone, utilities, and other economic development agencies, tourism, and other main street organizations to generate potential business for the downtown area.
13. Coordinate efforts to obtain grants monies for appropriate projects, where available.
14. Maintain financial records and reports relating to the utilization of all funds provided to the Main Street Agency by the City of Palatka and provide the City of Palatka through the City Manager copies of its annual financial review.
15. Submit monthly expenditure statements to the City Manager for reimbursement for services rendered pursuant hereto.
16. Maintain books, records, documents and other evidence that reflect all costs of any nature related to Main Street activities and programs.
17. Retain all books, records, and other documents relative to this Agreement for three (3) years after final payment under this Agreement.
18. Furnish the City with quarterly written reports on Main Street activities and a final written report at the end of each calendar year.

B. RETURN OF FUNDS.

Any City funds not expended for the services set forth herein shall be returned to the City.

C. ASSIGNMENT.

The **Main Street Agency** shall not assign, convey, pledge, or otherwise dispose of any interest in this Agreement or the funds provided by the **City**, and shall not transfer any interest in the same.

D. FUNDING.

The **City** agrees to provide to the Chamber of Commerce a budget for operating the Main Street program in an annual lump sum to be mutually determined, once per year for the performance of services provided herein. The **City** will also pay the Chamber 10 percent of the total budget to reimburse the Chamber for overhead.

E. USE OF FUNDING.

Funds provided by the **City** shall be used for the payment of salaries, fringe benefits of the **Main Street Agency** employees, office expenses, office machinery and equipment, books, dues and subscriptions, research and data development, conference and travel, and printing and advertising to operate the Main Street program. In addition, The **City** of Palatka shall provide necessary office furniture, filing cabinets, etc., to equip the Palatka Main Street Managers office. The **City** of Palatka will also reimburse the Chamber for the costs associated with the installation of necessary telecommunication facilities.

F. TERM.

The initial term of this Agreement shall be 3/22, 2007, through 3/22 2008, Thereafter, this agreement shall automatically renew annually unless either party gives written notice to the other of its desire to terminate the Agreement. Such notice shall be given no less than 30 days prior to 3/22 of each year.

G. INCLUSIVE TERMS AND CONDITIONS.

This Agreement contains all the terms and conditions agreed upon by the parties. No other agreements oral or otherwise regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

H. TERMINATION WITH OR WITHOUT CAUSE.

The Agreement shall continue and remain in full force and effect until and unless either party shall give written notice to the other party of its desire to terminate this Agreement, with or without cause, on a specified time and date thereafter. Such written notice to terminate this Agreement shall be given no less the thirty (30) days prior to the date this Agreement shall be so terminated, with prompt notice in the event funds become unavailable to any party for any reason whatsoever. The **City** shall be the sole and final authority as to the availability of funds. In the event of such termination, the **Main Street Agency** shall be paid by the **City** for all services previously authorized by the **City** and actually, timely, and faithfully rendered up to receipt of the notice of termination, and for all other services authorized in writing by the **City**.

IN WITNESS WHEREOF, the City Commission of the City of Palatka, Florida has made and executed this Agreement on behalf of the **CITY**, and **MAIN STREET AGENCY** has hereunto set his/her hand as of the day and year first above written.

ATTEST:

Betsy J. Driggers
Betsy J. Driggers, CITY CLERK

PALATKA CITY COMMISSION

BY: Karl N. Flagg
Karl N. Flagg, MAYOR

WITNESSES:

Dona Jones
SIGNATURE

Charles L. Jones
SIGNATURE

**PUTNAM COUNTY
CHAMBER OF COMMERCE
(MAIN STREET AGENCY)**

By: Wes Larson
Wes Larson, PRESIDENT

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

[Signature]
CITY ATTORNEY