

## NOTICE AND CALL OF COUNCIL MEETING

Governmental Body: The City Council of  
City of Orange City, Iowa

Date of Meeting: July 1, 2024

Time of Meeting: 4:30 o'clock P.M.

Place of Meeting: Council Chambers, City Hall,  
125 Central Ave SE  
Orange City, Iowa

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

1. Meeting called to order
2. Opening ceremonies
3. Approval of agenda
4. Citizen comments
5. Approval of minutes
6. Third reading and adoption of proposed Ordinance No. 850, amending Chapter 165, Subsection 165.06 – General Description of Commercial Use Types and 165.20 – General Commercial District
7. Set public hearing to amend City ordinance for veterinary hospital definition
8. Set public hearing to amend City ordinance on livestock
9. Special Event Permit Application
10. Retail Encouragement Loan Program Application
11. Memorandum of Understanding for Retail Development Partnership

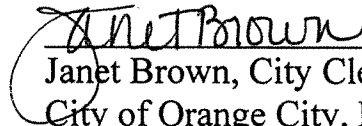
Council Meeting

July 1, 2024

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12. Administrative reports
13. Council comments
14. Adjournment

This notice is given at the direction of the Mayor pursuant to Chapter 28A, Iowa Code, as amended, and the local rules of said governmental body.

  
\_\_\_\_\_  
Janet Brown, City Clerk of the  
City of Orange City, Iowa

COUNCIL MEETING  
AGENDA NOTES  
July 1, 2024

1. The meeting will be called to order by Mayor Deb De Haan at 4:30 o'clock P.M.
2. Opening ceremonies. Pledge of Allegiance to our flag and a moment of silent prayer.
3. The agenda was prepared, posted and distributed in accordance with requirements of the Iowa Open Meeting Act.
4. This time is provided for citizen comments. It is suggested that if someone wishes to speak, we also ask for their residence. This time is intended for residents in the City limits.
5. The minutes of the June 17, 2024 council meeting are enclosed for your review. Exhibit 1
6. This will be the third reading and adoption of proposed Ordinance No. 850, which would approve the addition of Veterinary Clinic to the allowable uses under the Special Exception Use Permit in the C-1, General Commercial District. Exhibit 2
7. Council needs to set the date of July 15, 2024 for the public hearing for the amending of the City Ordinances for the addition of Veterinary Hospital to subsection 165.06 General Description of Commercial Use Types. Exhibit 3
8. City Council needs to set the date of July 15, 2024 for a public hearing for the amending of the City Ordinances. City staff has been receiving multiple calls recently of chickens in their neighborhoods asking if they are allowed. Currently City code states that poultry are considered livestock, and this is not an allowable use unless in the RS-1, Residential Suburban. Code also states that any resident wanting livestock within City limits can get written permission from Council to have livestock. At the last Council meeting, it was suggested to amend the City code by removing the portion that states residents can get written permission from Council to have livestock within residential zoned areas. By taking this step City Code would not allow any residents to have poultry(chickens) within the City unless local zoning allows them. City staff is asking Council how they would like the ordinance written prior to writing the amendment.
9. We have received a Special Event Permit Application from Woudstra Meat Market and the Chamber for Smoke Off 2024 which will be held downtown on Saturday September 7. The event includes an alcohol license, the required forms are also attached. Exhibit 4
10. We have received an application from The Floral Market LLC located at 718 8<sup>th</sup> Street SE for the Retail Encouragement Loan Program. They will have 5,256 square feet of retail space and will qualify for the maximum allowed of 5,000 square feet for \$28,500. As a reminder, this is a three-year forgivable loan. Funds are distributed after receipts have been submitted for qualifying improvements. Exhibit 5
11. The proposed MOU identifies the relationship between the City of Orange City, OCDC, and the Chamber for the Retail Development Partnership. This agreement was developed with assistance from Rick Melmer as a separate document from the City and OCDC MOU that identifies the financial relationship between the two entities that does not include Chamber involvement. This MOU will be updated for Council approval at a later date. Exhibit 6

12. Administrative reports:

Scheduled Meetings/Important Dates:

July 8	Mayor's Cup
July 10	Customer Appreciation Picnic
July 15	Council Meeting, 4:30 P.M.
August 5	Council Meeting, 4:30 P.M.
August 19	Council Meeting, 4:30 P.M.
September 3	<b>TUESDAY</b> , Council Meeting, 4:30 P.M.
September 16	Council Meeting, 4:30 P.M.

**If you would like additional information about an agenda item or another issue, that would help you or the Council as a whole, please feel free to let me know so I can either get it to you by email or by report at the meeting.**

**Earl Woudstra**  
**City Office**      **712-707-4885**  
**Cell phone**      **712-737-7115**  
**Email**              **earlw@orangecityiowa.com**

Council Meeting  
June 17, 2024

The City Council met in semi-monthly session pursuant to adjournment at 4:30 o'clock P.M. on June 17, 2024. A quorum was declared by Mayor Pro-Tempore Rod De Boer. The meeting was held in the Council Chambers, City Hall, 125 Central Ave SE, Orange City, Iowa.

Members Present: Council members Daryl Beltman, Olivia Chapman, Daron De Jong, and Bret Walinga

Members Absent: Mayor De Haan

Staff: Earl Woudstra, Janet Brown, Kurt Frederes, Matt Van Schouwen, Jim Pottebaum, Brad De Jong, Ryan McEwen, and Kent Anderson

Guests: Sarah Weber, Jerry Muilenburg, Tony Vande Brake, Kim Hoogland, Bruce Vander Stelt, Joe and Gina Poppema, Mike Hofman, Caleb and Beth Witt, Jason Vore, Joe Clarey, Ashley Norman, Drew Lemke, Don Vaas, Mike and Dr. Laura Vander Stelt, Doug Calsbeek, and Jennie Droog

Agenda: A motion was made by Council member Daryl Beltman and duly seconded by Council member Olivia Chapman approving the tentative agenda as the official agenda. On call of the roll motion carried. The vote was as follows: AYES: Daryl Beltman, Olivia Chapman, Rod De Boer, Daron De Jong, Bret Walinga; NAYS: None.

Citizen Comments: This time was provided for citizen comments, and none were heard.

Approval of Minutes: The minutes of the June 3, 2024 council meeting were presented. A motion was made by Council member Daron De Jong and duly seconded by Council member Bret Walinga approving said minutes as published. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Bret Walinga, Daryl Beltman, Olivia Chapman, Rod De Boer; NAYS: None.

Financial Report: The monthly financial report for May 2024, representing cash balances for all funds was presented, whereupon it was therefore moved by Council member Olivia Chapman and duly seconded by Council member Daron De Jong approving the monthly financial report as published. On call of the roll motion carried. The vote was as follows: AYES: Olivia Chapman, Daron De Jong, Daryl Beltman, Rod De Boer, Bret Walinga; NAYS: None.

Monthly Bills: A Summary of Warrants report listing bills from May 21, 2024 through June 17, 2024 was presented. A motion was made by Council member Daryl Beltman and duly seconded by Council member Bret Walinga approving the monthly bills, subject to audit. On call of the roll motion carried. The vote was as follows: AYES: Daryl Beltman, Bret Walinga, Olivia Chapman, Rod De Boer, Daron De Jong; NAYS: None.

Second Reading of Proposed Ordinance No. 850, Amending Chapter 165, Subsection 165.06 – General Description of Commercial Use Types and 165.20 – General Commercial District: A motion was made by Council member Olivia Chapman and duly seconded by Council member Daron De Jong to approve the second reading of proposed Ordinance No. 850, amending the Code of Ordinances to allow the addition of Veterinary Clinic (small animals) to the allowable uses under the Special Exception Use Permit in the C-1, General Commercial District. On call of the roll motion carried. The vote was as follows: AYES: Olivia Chapman, Daron De Jong, Bret Walinga; NAYS: Daryl Beltman, Rod De Boer.

Special Event Permit Applications:

A motion was made by Council member Daron De Jong and duly seconded by Council member Bret Walinga approving the Special Event Permit Application from the Chamber and Arts Council for the Arts on Central event on August 21, 2024, which will take place on Central Avenue between 1<sup>st</sup> and 3<sup>rd</sup> Street NE and on 2<sup>nd</sup> Street NE from Arizona Avenue to a quarter block past Central Avenue. On call of the roll motion carried. The vote was as follows: AYES: Daryl Beltman, Daron De Jong, Olivia Chapman, Rod De Boer, Bret Walinga; NAYS: None.

A motion was made by Council member Bret Walinga and duly seconded by Council member Olivia Chapman approving the Special Event Permit Application from the Chamber for the 2025 Farmers Market which will be held on Saturday's beginning June 7, 2025 through September, 2025 on Central Avenue between 1<sup>st</sup> and 2<sup>nd</sup> Street North. On call of the roll motion carried. The vote was as follows: AYES: Bret Walinga, Olivia Chapman, Daryl Beltman, Daron De Jong, Rod De Boer; NAYS: None.

Resolution Accepting Demolition of the MOC-FV Elementary School Project: A motion was made by Council member Daryl Beltman and duly seconded by Council member Olivia Chapman adopting a resolution accepting the demolition of the MOC-FV Elementary School Project. On call of the roll motion carried. The vote was as follows: AYES: Daryl Beltman, Olivia Chapman, Daron De Jong, Rod De Boer, Bret Walinga; NAYS: None. The resolution was assigned number 6-17-24-2107 and appears in the official resolution book.

Chicken Discussion: Kurt explained the need to address chickens within city limits due to the many complaints being received. Currently the City Code states that poultry are considered livestock which is not an allowable use unless in the RS-1 Residential Suburban District. The code also states that any resident wanting livestock within the city limits can get written permission from Council to have livestock. City Attorney Brad De Jong requested the Council provide direction on how to proceed in either amending the City Code to allow some chickens, remove the written consent to allow livestock within the City, or keep the code as is and enforce it. Planning and Zoning recently recommended no change to the code regarding chickens. Kurt expressed that enforcing an allowable number of chickens will be tough, would need to get on property which has been proven that is not always easy or allowed. Daron questioned if a permitting process could be used. Brad said yes, it is up to the Council, but clear guidelines would need to be set. Rod asked if the City would have any liability if chickens were allowed. Brad responded there could be some, must keep in mind that neighbors could be affected. Daryl stated that if Planning and Zoning want to keep it as no chickens allowed, we should follow that, allowing some would take too much time to enforce, would also like the option to come to the Council for approval to be removed from the code. Bret asked how many RS-1 lots the City has. Kurt responded the lots over one acre by the new elementary school and down 7th Street west from the cemetery. Olivia expressed that it is hard when something is done poorly that ends up affecting everyone, she would like to hear more input from the public. The process to amend the City Code was discussed. At the next meeting the Council will consider setting a public hearing to amend the City Code as it relates to chickens within the City. No official action was taken.

Administrative Reports:

Scheduled Meetings/Important Dates:

July 1	Council Meeting, 4:30 P.M
July 8	Mayor's Cup
July 10	Customer Appreciation Picnic
July 15	Council Meeting, 4:30 P.M.
August 5	Council Meeting, 4:30 P.M.
August 19	Council Meeting, 4:30 P.M.
September 3	<b>TUESDAY</b> , Council Meeting, 4:30 P.M.
September 16	Council Meeting, 4:30 P.M.

Oral reports: Earl shared the pool will be celebrating 30 years this summer; rec programs are under way; waiting for bids for ash tree removal; looking at putting a stop sign on 14<sup>th</sup> Street where the trail heads north; Kurt and Janet are working on the implementation of Cloudpermit. Matt reported they started advertising for a natural gas employee and Don Snieder announced he is retiring; his last working day will be July 5. Ryan stated that two OCDC spec houses sold and two R Perry specs by the new school sold; Kwik Star closed on the lot today.

Council Comments: The Mayor Pro-Tempore called for comments from members of the Council and the following were heard. Daryl shared that on the 30<sup>th</sup> anniversary of the pool the Mayor Pro-Tempore will need to go down the slide.

Adjournment: No further business appearing it was therefore moved by Council member Daron De Jong and duly seconded by Council member Daryl Beltman to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Daryl Beltman, Olivia Chapman, Rod De Boer, Bret Walinga; NAYS: None. Adjournment time was 5:02 o'clock P.M.

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Rod De Boer, Mayor Pro-Tempore

ATTEST:

\_\_\_\_\_  
Janet Brown, City Clerk

**ORDINANCE NO. 850**

**AN ORDINANCE AMENDING THE CODE OF THE ORDINANCES OF THE CITY OF ORANGE CITY, IOWA, BY AMENDING CHAPTER 165, SUBSECTION 165.06 - GENERAL DESCRIPTION OF COMMERCIAL USE TYPES AND 165.20 - GENERAL COMMERCIAL DISTRICT.**

**BE IT ENACTED** by the City Council of the City of Orange City, Iowa:

**SECTION 1. AMEND** The Code of Ordinances of the City of Orange City, Iowa, is amended by adding Subsections 165.06 - General description of commercial use types and 165.20 - Special exception uses 2.(B) by adopting the following wording stated as follows:

**165.06 GENERAL DESCRIPTION OF COMERCIAL USE TYPES.**

**Veterinary Clinic:** means an animal hospital or clinic that provides medical care for small animals or pets, including, but not limited to: dogs, cats, birds, and the like. This definition does not include the veterinary hospital use.

**Small Animal:** means small animals or pets, including, but not limited to: dogs, cats, birds, and the like that typically weigh less than 100 pounds.

**165.20 GENERAL COMMERCIAL (C-1) DISTRICT**

**2. Special Exception Use**

**B. Commercial Type Uses**

**Veterinary Clinic** (defined as small animals)

**SECTION 2. REPEALER.** All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision or part thereof not adjudges invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Deb De Haan, Mayor

ATTEST:

\_\_\_\_\_  
Janet Brown, City Clerk

**ORDINANCE NO. 851**

**AN ORDINANCE AMENDING THE CODE OF THE ORDINANCES OF THE CITY OF ORANGE CITY, IOWA, BY AMENDING CHAPTER 165, SUBSECTION 165.06- GENERAL DESCRIPTION OF COMMERCIAL USE TYPES.**

**BE IT ENACTED** by the City Council of the City of Orange City, Iowa:

**SECTION 1. AMEND** The Code of Ordinances of the City of Orange City, Iowa, is amended by adding to Subsection 165.06 - General description of commercial use types by adopting the following wording stated as follows:

**165.06 GENERAL DESCRIPTION OF COMERCIAL USE TYPES.**

**Veterinary Hospital:** means a building or place used for diagnosing or surgically or medically treating large animals, whether or not animals are kept on the premises for the purpose of treatment.

**SECTION 2. REPEALER.** All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision or part thereof not adjudges invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Deb De Haan, Mayor

ATTEST:

\_\_\_\_\_  
Janet Brown, City Clerk





**SPECIAL EVENT PERMIT APPLICATION**

(Must be turned in at least 60 days prior to event)

A Special Event Permit is required from the City of Orange City for any special activity that requires exclusive use of city streets, sidewalks, parks, and requires special assistance of a city department, or is likely to have a large impact on traffic. **(Excludes Tulip Festival and RAGBRAI)**

**1. General Information.**

- Organization/Person Requesting: Woudstra Meat Market/OC Chamber
- Name of Event: Smoke Off 2024
- Contact Name: Mike Hofman/Martina Hoogland
- Mailing Address for Contact: 509 8th ST SE Orange City
- Contact Phone Number: 712-707-4510
- Email: occhmbr@gmail.com
- Address of Event: Downtown Orange City
- Estimate of Number of Participants:  
 1-100     101-200     201-300     301-500     > 500
- Attach map of event location, set-up, and/or route.

**2. Type of Event:**


- Carnival     Walk, Run, Bicycle Event     Fireworks
- Concert     Neighborhood/Block or Private Party
- Other: Smoke Off event held in downtown OC for 2024

**\*The above events require City Council approval, which could take 30 days to obtain.**

**3. Date of Event:**

Date Set Up: Friday, Sept 6, 2024    Date Taken Down: Sat Sept 7, 2024  
 Date(s) Held: Sat Sept 7, 2024    Time(s) Held: 4am-10pm

**4. Brief Description of Event:** 3rd Annual Smoke off event in downtown. Smokers from all across the midwest will be in Orange City to compete for prizes, Live stream of NWC Football and IA/IA State football games, entertainment from a small musical group is planned for the evening  
Free will meal to benefit the OC Fire Department

Applicant Signature: 

City Official Signature: \_\_\_\_\_

4. Additional permits required when event includes:

Sale of Alcoholic Beverages

- The Application for a temporary liquor license must be reported to the City Clerk's Office and approved by the City Council. (This process could take 60 days)
- Requires temporary liquor license from the Iowa Beverage Division. Apply on-line at [www.iowaabd.com](http://www.iowaabd.com).

Sale of Food Products

- Mobile Food and Beverage Vendors require a separate license from the City
- The applicant selling pursuant to this permit shall comply with all applicable State food and health rules and regulations.

Sound Equipment

- If the event includes music, a live band, or noise of any kind a request for a Sound Equipment Permit must be made. See attached form.

Fireworks

5. Please check any of the following boxes that apply to this event.

Portable restrooms – recommended based on duration/people attending.

using a park, sidewalk or street surrounding a park.

using any public area.

using any portion of a public trail.

there will be alcoholic beverages sold/served.

there will be a fee/charge to take part in this event.

If you checked any of the boxes above, please give a brief description: We would like extra power boxes setup at the locations indicated on the attached map.

**Insurance Requirements: For all events, an Insurance Certificate is required in the amount of \$1,000,000.00, for liability coverage.**

**PLEASE NOTE: The request form must be returned to Janet Brown at the City Clerk's Office, 125 Central Ave. SE, at least 60 days prior to the event or the event will be denied. If you have any questions, please contact us at 712-707-4885.**



**APPLICATION FOR SPECIAL EVENT RETAIL ALCOHOL LICENSE OR  
ALCOHOL SERVICE AREA EXTENSION ONTO CITY PROPERTY**

(Must be turned in at least 60 days prior to event)

Date: 6/21/2024

I (We), Martina Hoogland & Mike Hofman  
(Name and Address)

owner/representative of Woudstra Meat Market & OC Chamber Rep  
(Business or Organization)

Respectfully request that the Orange City City Council approve the retail alcohol license for  
the location of Central Ave N (see Map) on September 7, 2024  
(Area of proposed event – attach map) (Date of Event)

Hours of Event: 4am-11pm

Business/Organization Name: Woudstra Meat Market & OC Chamber

Business/Organization Address: 117 Central Ave NE & 509 8th ST SE  
Orange City Iowa 51041

Business or Organization Representative: Martina Hoogland & Mike Hofman

Email Address: occhmbr@gmail.com Phone Number: 712-395-0328

Has applicant ever been convicted of a felony: No, Neither

\*Application approval subject to receipt of Dramshop insurance certificate.

Following is a list of property owners adjacent to the exterior limits of the property involved in  
this request, together with the addresses of same and their signature of approval:

See Appendix A

Martina Hoogland  
(Applicant Signature)

Mike Hofman  
(Applicant Signature)





APPENDIX A

RETAIL ALCOHOL LICENSE ADJACENT PROPERTY OWNER APPROVAL

Date: 6/21/2024

I (We), Martina Hoogland/Mike Hofman owner/representative of OC Chamber/ 2024 Smoke Off Committee

respectfully request that if/when the Orange City City Council approves the request for my retail alcohol license to any of the areas shown in Exhibit A, that as adjacent property owners to the exterior limits of the requested license you give approval for such event. If you are not in approval, contact Janet Brown at 712-707-4885.

Following is a list of property owners adjacent to the exterior limits of the property involved in this request, together with addresses of same and their signature of approval:

Table with 3 columns: NAME, ADDRESS, SIGNATURE. Rows include State Farm Matt Weg, Dani Nicole, LLC, A-Team Properties, LLC, Dutch Heritage Boosters, Highland Post, LLC, Jade & Co, Highland Post, LLC, Luke J Amber Perry, Light Family Limited Partnership, Dale Pluim, John Te Paske, LAR Properties, LLC, VAN DER WEIDE Services Corp.

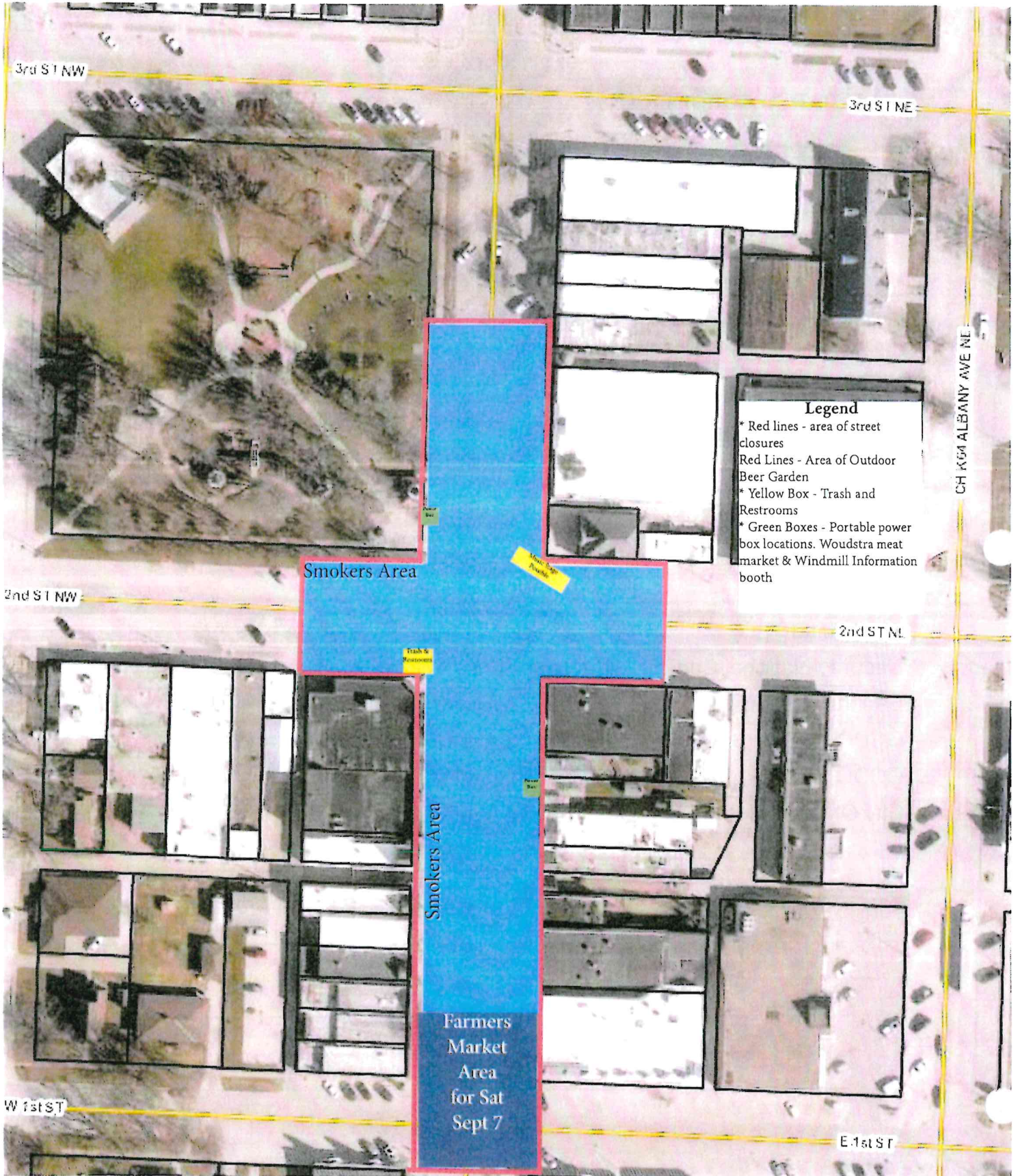


We attempted to contact these two out of town building owners multiple times with NO responses.





# Smoke Off Map 2024









125 Central Ave. S.E. POB 406 Orange City, IA 51041 712-707-4885

ORANGE CITY RETAIL INCENTIVE APPLICATION

Name of Business The Floral Market LLC

Owners Erica R. DeJong & Scott R De Jong

Type of Retail Floral & Gift Shop

Physical Address 718 3th St SE, Orange City (Under Construction)

Phone Number 712-707-9800

Financial Institution American State Bank

Grand Opening Date (approx.) January 1, 2025

Retail Incentive program being applied for:

I.  Retail Encouragement Loan Program

- a. Attach a drawing of the building showing the new or expanded retail space with a highlighter. Dimensions with square footage.
- b. Provide a copy of all fixed assets (dollar amounts) pertaining to expanding or new retail space.
- c. Requested loan: # of sq. foot 5000 x \$ 5.70 = \$ 28,500

II.  Retail Utility Incentive Program

Orange City-City Council Approval

Mayor \_\_\_\_\_ Date \_\_\_\_\_

Number of sq. foot \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_





**MEMORANDUM OF UNDERSTANDING**  
**ORANGE CITY RETAIL DEVELOPMENT PARTNERSHIP**  
**JULY 1, 2024 – JUNE 30, 2025**

**PARTICIPATING AGENCIES:**

- CITY OF ORANGE CITY
- ORANGE CITY DEVELOPMENT CORPORATION (OCDC)
- ORANGE CITY CHAMBER OF COMMERCE

**DEVELOPMENT PERSONNEL & MEMBERSHIPS:**

1. Community Development Director: The City employs a Community Development Director whose primary job responsibilities include providing leadership to Community Development that includes housing, retail, commercial and industrial development. The Community Development Director also provides staff support for the OCDC and their economic development activities. The Community Development Director reports to the City Administrator and the Chair of OCDC.
2. Chamber of Commerce Executive Director: The Orange City Chamber of Commerce employs a Chamber of Commerce Executive Director whose primary job responsibility is to carry out the mission, vision and initiatives of the Chamber of Commerce. A secondary responsibility is to provide support to the City and OCDC in their development efforts. The Chamber of Commerce Executive Director reports to the Chamber of Commerce Board of Directors and the OCDC Board of Directors.
3. The Community Development Director and the Chamber of Commerce Executive Director serve as the Orange City Retail Development Partners. Each partner serves as an ex-officio member of the OCDC Board of Directors. The Community Development Director serves as an ex-officio member of the Chamber of Commerce Board of Directors.
4. NW IA Development: Orange City participates in the NW Iowa Development, a 6-county coalition. The City and OCDC will share in the annual membership cost 67-33% respectively.

**RETAIL DEVELOPMENTMENT PARTNERSHIP**

- A. New retail development
  - a. Develop a retail strategy that includes current goals, and a 5-10 year development plan for Orange City. This plan will be reviewed annually by all members of the partnership.
  - b. Jointly develop a retail marketing program and actively recruit new retail business to the community.
- B. Existing retailers
  - a. Initiate and maintain contact with local retailers
  - b. Provide support for business succession planning

- C. Current building and land site inventory
  - a. Develop a building and land site inventory
  - b. Provide support for leasehold improvements, leases, utilities and taxes for potential businesses.
- D. The Community Development Director and Chamber of Commerce Executive Director will meet regularly, at least weekly, to coordinate retail development efforts.
- E. The OCDC Board, Chamber Board and City Council will receive monthly progress updates from the Directors.
- F. The Chamber Executive Director will make a yearly report to the City Council and provide Chamber of Commerce financial statements for City Council review.

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President - Orange City Development Corporation

Date: \_\_\_\_\_

Approved by the OCDC Board: \_\_\_\_\_

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City Administrator – City of Orange City

Date: \_\_\_\_\_

Approved by the City Council: \_\_\_\_\_

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Director – Orange City Chamber of Commerce

Date: \_\_\_\_\_

Approved by the Chamber Board: \_\_\_\_\_