

Independent Contract Services for Coordination of RTR Board and Promotional Activities for Downtown Rutherfordton.

This is a contract between Bella Mia Design and the Town of Rutherfordton for Bella Mia Designs, as an independent contractor, to oversee the RTR Office to include the following:

- Answer phone calls & mail at the RTR Office
- Interact with merchants including quarterly merchants meetings
- Oversee RTR Board Meetings and Events
- Submit monthly report to NC Rural Center & NC Dept of Commerce
- Send e-mail reminders about monthly meetings
- Report at Town Council meetings monthly
- Ensure RTR follows proper purchasing policies & NCGS regarding the use of public funds.
- Provide at least 16 hours of service to each week. Of which at least 8 hours of which be provided during established office hours at the Downtown office. These hours shall be broken up over 2 days.
- Work on grants to help with Woodrow Jones Building and other RTR related projects
- Attend all State Main Street functions required to keep our Main Street Standing
- Help create a better Fundraiser to increase the funds RTR has to spend on downtown improvements by helping the board with more silent auction items and sponsors.
- Set up committee meetings for RTR subcommittees and keep board on tract with the work plan implementation.
- Become more involved with the renting of spaces downtown. I have been working with the owners of the buildings to make renting easier for prospective businesses.
- Meet once a month with the Clark to work on a more county wide relationship.
- Work with Forest City Owls and Forest City, Spindale to create a regional July 4th event.
- Work on a weekly facebook page update to feature our local businesses.

December 11, 2015

- Work with volunteers at ICC and Gardner Webb to create bigger events with more social media interaction.
- Work with Merchants and Town to create a bigger FUNC event

Bella Mia will provide the above listed consulting services for a fee of \$998.00 to be billed monthly beginning January 2016.

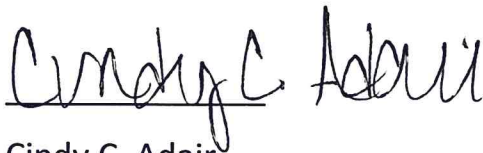
Bella Mia Designs will also provide the following services to plan and manage the 2016 Mayfest including both Friday night & Saturday activities.

- Stage, plan, and publicize the 2016 Mayfest & Handle all day of activities and event management
- Work with local businesses to sponsor the event
- Prepare a budget for the event with RTR and Town approval- Any town expenses will be budgeted expenses
- Work with vendors and new markets to increase vendors at Mayfest
- Work with the Board on creating new activities for Mayfest
- Create a plan for moving Boxcar Event to a new venue

Bella Mia will provide the above listed consulting services for Mayfest 2016 for a fee of \$4,305.00 which represents 16 hours of service per week for this event over the next 17 weeks. This service is to be billed monthly from January to June at \$717.50 per month.

Bella Mia Designs shall provide all services as set forth herein as an independent contractor. The Town of Rutherfordton shall have no responsibility whatsoever for withholding tax from any sums paid to contractor.

This contract shall be in effect from January 1, 2016 until canceled via 2 week notice from the Town or Bella Mia Designs. The Town reserves the right to cancel this contract upon appointment of a full time coordinator.



Cindy C. Adair

Bella Mia Designs



Town Manager

Town of Rutherfordton