



Parks and Recreation Advisory Board

Meeting Location:
Government Services Building, First Floor Conference Room
1769 E Moody Blvd, Bunnell, FL 32110

Regular Meeting Agenda Wednesday, October 25, 2023 at 10:00 AM

- 1) Call Meeting to order - Roll Call
- 2) Pledge of Allegiance – Moment of Silence
- 3) Review : September 27th, 2023 meeting minutes
- 4) Consent Agenda
 - a) Requests for Use:
 - i) 12/02/2023 Tractor Driving Cookout – Fairgrounds & Civic Arena
 - ii) 04/06/2024 BBQ Fundraiser – Herschel King Park Pavilion
 - b) Fee Waiver Requests:
 - i) 12/02/2023 Tractor Driving Cookout – Fairgrounds & Civic Arena
 - ii) 04/06/2024 BBQ Fundraiser – Herschel King Park Pavilion
- 5) Staff Comments
- 6) Committee Comments
- 7) Public Comment
- 8) Adjourn meeting

PLEASE TAKE NOTICE THAT INDIVIDUAL COMMISSIONERS OF THE BOARD OF COUNTY COMMISSIONERS MAY ATTEND THIS MEETING. THE COMMISSIONERS, WHO ATTEND, WILL NOT TAKE ANY ACTION OR TAKE ANY VOTE AT THIS MEETING.

THIS IS NOT AN OFFICIAL MEETING OF THE BOARD OF COUNTY COMMISSIONERS OF FLAGLER COUNTY. THIS NOTICE IS BEING PROVIDED TO MEET THE SPIRIT OF THE SUNSHINE LAW TO INFORM THE PUBLIC THAT COMMISSIONERS MAY BE PRESENT AT THESE DISCUSSIONS.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE NUMBER LISTED ABOVE AT LEAST 48 HOURS PRIOR TO THE MEETING.

Andy Dance
District 1

Greg Hansen
District 2

David Sullivan
District 3

Leann Pennington
District 4

Donald O'Brien Jr.
District 5



Parks and Recreation Advisory Board

Meeting Location:
Government Services Building, First Floor Conference Room
1769 E Moody Blvd, Bunnell, FL 32110

Regular Meeting Agenda Wednesday, September 27, 2023 at 10:00 AM

- 1) **Call Meeting to order - Roll Call at 10am**
Attended : Arnold Levine, Reginald Kirven, Michael Dembosz, Arthur Kuepper, Robert Knapp, Gary Johnson, Charles Cowart
- 2) **Pledge of Allegiance – Moment of Silence**
- 3) **Review : June 28th, 2023 meeting minutes**
Motion by : Robert Knapp
Motion 2 by : Arthur Kuepper
Vote : Approved 7-0
- 4) **Consent Agenda**
 - a) **Requests for Use:**
 - i) 10/28/2023 Beach Clean up – River to Sea
 - ii) 11/10/2023 First Baptist Christian Academy Student Dance – Haw Creek CC
 - iii) 12/23/2023 Grace Tabernacle Santa Run – Hidden Trails CC
 - iv) 10/29/2023 Equestrian Trail Ride – Princess Place - Added after posting agendaMotion by : Robert Knapp
Motion 2 by : Arthur Kuepper
Vote : Approved 7-0
 - b) **Fee Waiver Requests:**
 - i) 10/28/2023 Beach Clean up – River to Sea
 - ii) 11/10/2023 First Baptist Christian Academy Student Dance – Haw Creek CC
 - iii) 12/23/2023 Grace Tabernacle Santa Run – Hidden Trails CC
 - iv) 10/29/2023 Equestrian Trail Ride – Princess Place - Added after posting agendaMotion by : Robert Knapp
Motion 2 by : Arthur Kuepper
Vote : Approved 7-0
 - c) **Update on Fee Waiver Schedule Proposal**
Presented a draft of the upcoming proposal for Fee Waivers & Deposits
- 5) **Staff Comments**

Frank Barbuti – Leagues kicked off the Fall Season. Reminded board of the Flagler County Pro Rodeo coming up this weekend 09/29 & 09/30 and the Creekside Festival at Princess Place Preserve on 10/07 & 10/08. Board members with a guest are on a special list for free entry. S.O.R.B.A is looking at adding reverse trail schedule at the Mala Compra Bike Trail. Ebikes & no smoking in parks are still in progress. Tabling until Fee Waiver motion is adopted. Hammock Pickleball Courts and new lighting.

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6) Committee Comments

Charles Cowart – Spoke about having a volunteer group for parks. Went & spoke with Washington Oaks volunteer group about establishing one for Flagler County. Also asked about Bull Creek plans and requested who was the restaurant leased out to.

Arnie Levine – Asked about beach front parks if they were open now. All beach front parks open except River to Sea may close as contractor move North to finish dune repair in Flagler County.

7) Public Comment

Angela Smith – Spoke on the Biking Community of Palm Coast. Inquired about parking at the new Pedestrian Bridge on SR100. Would like to be on a committee for the new Bulow Creek Headwaters Regional Park.

8) Adjourn meeting at 10:33am

Motion by : Robert Knapp

Motion 2 by : Arthur Kuepper

Vote Approved : 7-0

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SPECIAL EVENTS REVIEW APPLICATION



Administration

1769 E. Moody Blvd Bldg 2
Bunnell, FL 32110

FOR USE WHEN
COUNTY FACILITY, COUNTY SPONSORED OR CO-SPONSORED EVENT

CONTACT INFORMATION

Name of Primary Contact Person: **Alex Tays**

Primary Address: **150 Sawgrass Road, Bunnell, FL 32110**

Primary Phone Number/email address: (386) 437-7464

Applicant Status:

County Facility Sponsor Co-Sponsor

Onsite Contact's Name: **Alex Tays**

Onsite Contact's Number: (407) 792-9691

SPECIAL EVENT DETAILS

Name of Event/Activity: **Tractor Driving Cookout**

Is the event sponsored or co-sponsored by Flagler County?

Yes No

Location of Event: **150 Sawgrass Road, Bunnell, FL 32110 - Fairgrounds & Rodeo Arena**

Date(s) of Event: **12/2/2023**

Hours of Operation: **8:00am - 5:00pm**

Property Owner's Name: **Flagler County Government**

Expected Event Maximum Occupancy: **150**

Number of Persons Involved: **15**

The event will include
(Check All That Apply):

Food or beverage sold

Alcohol used/served/sold

Merchandise sold

Amplified sound / Live band(s)

Prepared or cooked food

Sign or banner advertisement

Fireworks / Fire or Chemical Hazards

Private Security

Description of Event:

The Tractor Driving Cookout is an educational event for 4-H & FFA youth focused on tractor operations, safety, equipment handling, and workforce readiness. The event will feature several educational demonstrations conducted by UF/IFAS faculty, local farmers & ranchers, ag teachers, and FFA advisors. The main attraction of this event will be a tractor driving contest for 4-H & FFA youth to prepare those participants for the sub-district contest happening the following week. Event sponsorship has been secured by some of the local Flagler County farms. Tractors for the event will be supplied by John Deere.



SPECIAL EVENTS REVIEW

SPECIAL EVENT CHECKLIST *(Must accompany application)*

SITE PLAN MUST SHOW THE FOLLOWING:

LOCATION OF ALL STRUCTURES WITH RESPECT TO THE EXISTING BUILDINGS, PROPERTY LINES, ROADS AND WALKWAYS TO INCLUDE:

<input type="checkbox"/> Tents/detail description of size/state if fully or partially enclosed	<input type="checkbox"/> Bandstands/include all electrical hookups
<input type="checkbox"/> Grandstands/size/capacity	<input type="checkbox"/> Refreshment stands / tables
<input type="checkbox"/> Vendor booths/size and description of booths	<input checked="" type="checkbox"/> Speakers / hook up location(s)
<input checked="" type="checkbox"/> Restrooms/include number of handicap available	<input checked="" type="checkbox"/> Support vehicle locations and number of vehicles
<input type="checkbox"/> Portable toilets/number/location	<input checked="" type="checkbox"/> Vendor parking location(s)
<input checked="" type="checkbox"/> Signs/Banners (may require sign permit)	<input type="checkbox"/> Sponsor/entertainment parking location(s)
<input checked="" type="checkbox"/> Public parking area(s) / include handicap spaces / numbers	<input checked="" type="checkbox"/> Garbage / waste disposal location(s)

MISCELLANEOUS

	Comments			
Outdoor Vehicular or Pedestrian Traffic Control	Parking to be directed by signs and a ticket-taker at the fairgrounds gate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Fire and Emergency Medical Services	Fire and EMS will be needed to be on-site for this event	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Law Enforcement Onsite	Law enforcement will not be needed for this event	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Weather Trigger Point (5 miles)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Stages or Tents to be Erected		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
State or Federal License(S)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Indemnifications or Liability Insurance	Event insurance will either be covered under UF/IFAS general program insurance or 4-H event insurance	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Additional information consideration:

Applicant Signature 	Date: <div style="font-size: 1.5em; margin-top: 10px;">10/6/2023</div>
Co-Applicant Signature	Date:

SPECIAL EVENTS REVIEW APPLICATION



Administration
 1769 E. Moody Blvd Bldg 2
 Bunnell, FL 32110

FOR USE WHEN
 COUNTY FACILITY, COUNTY SPONSORED OR CO-SPONSORED EVENT

CONTACT INFORMATION	
Name of Primary Contact Person: <i>Wanda Devise</i>	
Primary Address: <i>P.O. Box 350609</i>	
Primary Phone Number/email address: <i>386-503-3876 - 386-503-3876</i>	Applicant Status: <input type="checkbox"/> County Facility <input checked="" type="checkbox"/> Sponsor <input type="checkbox"/> Co-Sponsor
Onsite Contact's Name: <i>Wanda Devise</i>	Onsite Contact's Number:

SPECIAL EVENT DETAILS	
Name of Event/Activity: <i>BBQ</i>	
Is the event sponsored or co-sponsored by Flagler County? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Location of Event: <i>Hershel King PK</i>	
Date(s) of Event: <i>4-6-2024</i>	Hours of Operation:
Property Owner's Name:	
Expected Event Maximum Occupancy: <i>15-20</i>	Number of Persons Involved:

The event will include <i>(Check All That Apply):</i>	<input type="checkbox"/> Food or beverage sold	<input checked="" type="checkbox"/> Alcohol used/served/sold
	<input type="checkbox"/> Merchandise sold	<input type="checkbox"/> Amplified sound / Live band(s)
	<input checked="" type="checkbox"/> Prepared or cooked food	<input type="checkbox"/> Sign or banner advertisement
	<input type="checkbox"/> Fireworks / Fire or Chemical Hazards	<input type="checkbox"/> Private Security

Description of Event:
BBQ for to benefit our scholarship fund.



SPECIAL EVENTS REVIEW

SPECIAL EVENT CHECKLIST *(Must accompany application)*

SITE PLAN MUST SHOW THE FOLLOWING:

LOCATION OF ALL STRUCTURES WITH RESPECT TO THE EXISTING BUILDINGS, PROPERTY LINES, ROADS AND WALKWAYS TO INCLUDE:

<input type="checkbox"/> Tents/detail description of size/state if fully or partially enclosed	<input type="checkbox"/> Bandstands/include all electrical hookups
<input type="checkbox"/> Grandstands/size/capacity	<input type="checkbox"/> Refreshment stands / tables
<input type="checkbox"/> Vendor booths/size and description of booths	<input type="checkbox"/> Speakers / hook up location(s)
<input type="checkbox"/> Restrooms/include number of handicap available	<input type="checkbox"/> Support vehicle locations and number of vehicles
<input type="checkbox"/> Portable toilets/number/location	<input type="checkbox"/> Vendor parking location(s)
<input type="checkbox"/> Signs/Banners (may require sign permit)	<input type="checkbox"/> Sponsor/entertainment parking location(s)
<input type="checkbox"/> Public parking area(s) / include handicap spaces / numbers	<input type="checkbox"/> Garbage / waste disposal location(s)

MISCELLANEOUS

	Comments		
Outdoor Vehicular or Pedestrian Traffic Control		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire and Emergency Medical Services		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Law Enforcement Onsite		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Weather Trigger Point (5 miles)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stages or Tents to be Erected		<input type="checkbox"/> Yes	<input type="checkbox"/> No
State or Federal License(S)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indemnifications or Liability Insurance		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional information consideration:

Applicant Signature Co-Applicant Signature	Date: Date:
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Parks & Recreation

1769 E. Moody Blvd Bldg 5
Bunnell, FL 32110



www.flaglercounty.gov

Phone: (386)313-4020

Fax: (386)313-4120

Fundraiser/Fee Waiver Application

Name of Organization UF/IFAS Flagler County Extension

Non-profit? yes No *If yes, please provide a copy
501c

Primary Contact Alex Tays

Address 150 Sawgrass Road, Bunnell, FL 32110

Phone # (386) 437-7464

Type of Activity Educational

Date(s) Requested December 2nd, 2023

Location Flagler County Fairgrounds & Rodeo Arena

Charity Receiving Funds UF/IFAS Flagler County Extension

Percentage of Proceeds going to Charity 100%

Amount of Funds Collected _____

A report of the amount of funds must be submitted to the Parks and Recreation Department within 30 days after the event.

Andy Dance
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Parks & Recreation

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Bunnell, FL 32110



**FLAGLER
COUNTY**
FLORIDA

www.flaglercounty.gov

Phone: (386)313-4020

Fax: (386)313-4120

Fundraiser/Fee Waiver Application

Name of Organization Hispanic American Cultural Society

Non-profit?
501c yes No

*If yes, please provide a copy

Primary Contact Wanda Devise

Address P.O. Box 350609

Phone # 386-503-3876

Type of Activity BBQ

Date(s) Requested 4/6/24

Location Herschel King PK

Charity Receiving Funds Raising funds for Scholarships

Percentage of Proceeds going to Charity 100% after expenses

Amount of Funds Collected N/A

A report of the amount of funds must be submitted to the Parks and Recreation Department within 30 days after the event.

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Consumer's Certificate of Exemption

DR-14
R. 01/18

Issued Pursuant to Chapter 212, Florida Statutes

85-8018973044C-5	01/04/2023	01/31/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

HISPANIC AMERICAN CULTURAL SOCIETY INC
54 RICKENBACKER DR
PALM COAST FL 32164-6532

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Hispanic American Cultural Society Inc	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input checked="" type="checkbox"/> Other (see instructions) ▶ Non-Profit Organization exempt under 501(c)(3)	
5 Address (number, street, and apt. or suite no.) See instructions. 54 Rickenbacker Drive	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
6 City, state, and ZIP code Palm Coast, FL 32164	Requester's name and address (optional)
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
9 2 - 1 1 0 6 0 3 1	

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.