



FLAGLER COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY AGENDA

WEDNESDAY | JULY 23, 2025 | 2:00 PM

TOURISM DEVELOPMENT CONFERENCE ROOM | 120 AIRPORT ROAD, SUITE 3 | PALM COAST, FL 32164

1. Call to Order
2. Pledge to the Flag & Moment of Silence
3. Consent Agenda
 - a. Meeting Minutes – None
 - b. Financial Report – None
4. Presentations
 - a. Sunshine Law | Sean S. Moylan, Deputy County Attorney
 - b. Financial Disclosure Statements | Dolores Key, Economic Development Manager
 - c. IDA Board Member Roles & Responsibilities | Dolores Key, Econ Development Manager
5. General Business
 - a. Election of Officers
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Assistant Secretary
 - b. Set Meeting Schedule and Time
 - c. Discussion of Other Statutory Requirements
 - i. Public Notice of Meetings
 - ii. Meeting Minutes
 - iii. Industrial Development Authority By-Laws
 - iv. Financial Reports
 - v. Official Seal
 - vi. Website
 - d. Discussion of Items for Consideration
 - i. Application Form
 - ii. Collateral Development
 - e. Department Updates
 - i. Rick Gil | Santore & Sons
6. Community Outreach: Thirty-minute time period allocated at the end of the meeting for public comment. Each speaker will be allowed up to three minutes to address the Board on items not on the agenda.
7. Board Member Comments
8. Adjournment

Please take note that individual Commissioners of the Board of County Commissioners may attend this meeting. The Commissioners who attend, except for the Commissioners who serve on the designated board being noticed, 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.

120 Airport Road, Suite 3 | Palm Coast, Florida 32164

BY-LAWS OF THE FLAGLER COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY

ARTICLE I – THE AUTHORITY

NAME OF THE AUTHORITY. The name of the Authority shall be “Flagler County Industrial Development Authority”.

SEAL OF THE AUTHORITY. The seal of the Authority shall be in form approved by the Authority.

MEETING PLACE OF THE AUTHORITY. The meeting place of the Authority shall be at such place and time as the members of the Authority elect.

ARTICLE II – PURPOSES

PURPOSES. The Flagler County Industrial Development Authority has been created for the purpose of financing and refinancing capital projects as defined by, and in the manner provided by, the Florida Industrial Development Financing Act and subsections 159.44-159.53 of Chapter 159 of the Florida Statutes relating to industrial development authorities and for the purpose of fostering the industrial and business development of Flagler County.

ARTICLE III – MEMBERS

MEMBERS. The Authority shall consist of seven (7) persons who are residents and registered voters of Flagler County. The initial members of the Authority shall be those members designated in the Resolution adopted by the Board of County Commissioners of Flagler County (the “County Commission”) declaring the need for the Authority to function in Flagler County, designating the initial members of the Authority and their respective terms of office, and including other declarations, designations, and information as the County Commission shall have deemed appropriate. Each of the members first appointed by the County Commission shall serve a term of from one (1) to four (4) years as designated by the Resolution of the County Commission and each such member shall serve until his successor is appointed and has qualified. Thereafter, the County Commission shall appoint for terms of four (4) years each, a member or members to succeed those whose terms expire. The County Commission shall fill any vacancies for an unexpired term. The member of the Authority shall be eligible for reappointment.

REMOVAL OF MEMBERS. Any member of the Authority may be removed by the County Commission for misfeasance, malfeasance, or willful neglect of duty.

OATH OF OFFICE. Each member of the Authority before entering upon his duties shall take and subscribe the oath or affirmation by the State Constitution. A record of each oath shall be filed with the Department of State and with the Clerk of the Circuit Court of the County.

COMPENSATION. Members of the Authority shall receive no compensation for the performance of their duties, but each member shall be paid necessary expenses incurred while engaged in the performance of such duties.

ARTICLE IV – OFFICERS

OFFICERS. The Authority shall annually elect one its members as Chairman and one as Vice-Chairman. The Authority shall also appoint a Secretary and may appoint other officers as it may deem necessary, to serve at the pleasure of the Authority.

CHAIRMAN. The Chairman shall preside at all meeting of the Authority. Except as otherwise authorized by resolution hereby or by resolution of the Authority, the Chairman shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

VICE-CHAIRMAN. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in case of resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall elect a new Chairman.

SECRETARY. The Secretary shall keep a record of all proceedings of the Authority and shall be the custodian of all books and records of the Authority and its official seal. Together with the Chairman, the Secretary shall sign all contracts, deeds, and other instruments made or executed by the Authority.

ASSISTANT SECRETARY. If the Authority shall deem it necessary, the Authority may appoint an Assistant Secretary who shall perform the duties of the Secretary in the absence or incapacity of the Secretary, and in case of the resignation or death of the Secretary, the Assistant Secretary shall perform such duties as are imposed on the Secretary until such time as appointment of a Secretary is made.

ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as from time to time may be required by the Authority, these By-Laws, or applicable provisions of law.

ELECTION OR APPOINTMENT. The Chairman and Vice-Chairman shall be elected at the first meeting of the County's fiscal year of the Authority from among the members of the Authority and shall hold office for the calendar year and until their successors are elected and qualified. The Secretary and Assistant Secretary, if any, shall be appointed to serve at the pleasure of the Authority.

VACANCIES. Should the office of Chairman or Vice-Chairman become vacant, the members shall elect a successor who shall serve the remaining term of office. The members shall also appoint a successor to the office of Secretary or Assistant Secretary as required.

ADDITIONAL PERSONNEL. The Authority may from time to time designate and employ other such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by Chapter 159.47 of the Florida Statutes.

ARTICLE IV – MEETINGS

REGULAR MEETINGS. Regular meetings shall be held at least annually, within sixty (60) days after October 1 of each year and at more frequent intervals as the Authority may determine is necessary. At each annual meeting, the Authority shall elect the Chairman and Vice-Chairman for the ensuing year and shall adopt a schedule showing the date, time, and location of each regular meeting for the ensuing year. When so adopted, the schedule of regular meetings shall be filed with the County Commission.

SPECIAL MEETINGS. Special meetings maybe called by the Chairman, Vice-Chairman, or Secretary, when deemed expedient for the purposes of transacting any business. The officer calling any special meeting shall cause notice of the meeting, stating the day, time, place and purpose thereof, to be advertised in a newspaper of general paid circulation in the County, and to be mailed or delivered to each of the members of the Authority, at least seven (7) days prior to such meeting unless a bona fide emergency situation exists. If the officer calling the meeting determines that a bona fide emergency situation exists, a special meeting maybe held as necessary, upon such public notice and notice to the member as is reasonably practicable, any such meeting shall be deemed to be duly called and held if subsequently ratified by the Authority.

PUBLIC MEETINGS. All meetings of the Authority shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes, except as otherwise permitted by law.

MEETING PLACES. Meetings shall be held in a public building in the County, in the Commission Chambers, in the County Courthouse, or in a building in the County accessible to the public.

QUORUM. Four members of the Authority shall constitute a quorum, and the affirmative vote of a majority of the members present shall be necessary and sufficient for any action taken by the Authority. No vacancy in the membership of the Authority shall impair the right of the quorum to exercise all the rights and perform all the duties of the Authority. Any action taken under the provisions of Chapter 159, Part III, Florida Statutes, as amended, may be authorized by resolution at any regular or special meeting, and each resolution shall take effect immediately and not be published or posted. All resolutions shall be in writing and shall be copied in the record of the proceedings of the Authority.

VOTING. The voting on all questions coming before the Authority shall be by roll call or by voice vote, and the yeas and nays shall be entered upon the minutes of the meeting. No member who is present at any meeting at which an official decision, ruling, or other official act is to be adopted may abstain from voting in regard to any such decision, ruling or act, and a vote shall be recorded or counted for each such member present, except as otherwise permitted by law.

ORDER OF BUSINESS. At the regular meetings of the Authority, the following shall be the order of business:

1. Call to Order
2. Pledge of Allegiance & Moment of Silence
3. Approval of the Minutes of the Previous Meeting
4. Financial Report

5. Presentations
6. General Business
7. Community Outreach
8. Board Member Comments
9. Adjournment

At the direction of the Chairman or the presiding officer, the order of business may be altered or amended as deemed necessary. All Resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

ARTICLE V – AMENDMENTS

AMENDMENTS TO BY-LAWS. The By-Laws of the Authority shall be amended only with the approval of at least three members of the Authority.

ADOPTED by the Flagler County Industrial
Development Authority this _____ day
Of _____, 2024.

Chairman, Flagler County Industrial
Development Authority

Secretary, Flagler County Industrial
Development Authority