



## Town of Lake Park, Florida

### Centennial Celebration Committee Meeting Agenda

Tuesday, October 03, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

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<b>John Linden</b>	—	<b>Commissioner/Chair</b>
<b>Evelyn Harris Clark</b>	—	<b>Vice Chair</b>
<b>Roger Michaud</b>	—	<b>Mayor</b>
<b>Mary Beth Taylor</b>	—	<b>Commissioner</b>
<b>Patricia Leduc</b>	—	<b>Committee Member</b>

***PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Centennial Celebration Committee, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.***

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#### CALL TO ORDER/ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### CONSENT AGENDA:

1. Centennial Celebration Committee Meeting Minutes - September 19, 2023

#### NEW BUSINESS:

2. Centennial Celebration Gala
3. Centennial Celebration Time Capsule Ceremony Discussion
4. Centennial Celebration Festival Update

#### PUBLIC COMMENT:

*This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.*

#### COMMITTEE MEMBER COMMENTS:

#### ADJOURNMENT:

**FUTURE MEETING DATE:** The next scheduled Centennial Celebration Committee will be conducted on November 7, 2023.



# Town of Lake Park, Florida

## Centennial Celebration Committee Meeting Minutes

Tuesday, September 19, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

<b>John Linden</b>	—	<b>Commissioner/Chair</b>
<b>Evelyn Harris Clark</b>	—	<b>Vice Chair</b>
<b>Roger Michaud</b>	—	<b>Mayor</b>
<b>Mary Beth Taylor</b>	—	<b>Commissioner</b>
<b>Patricia Leduc</b>	—	<b>Committee Member</b>

***PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Centennial Celebration Committee, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.***

### CALL TO ORDER/ROLL CALL

6:30 P.M.

PRESENT

Commissioner/Chair John Linden

Board Member Evelyn Harris Clark

Mayor Roger Michaud

Commissioner Mary-Beth Taylor

Board Member Patricia Leduc

### PLEDGE OF ALLEGIANCE

Led by Chair/Commissioner Linden

**CONSENT AGENDA:**

Motion made to approve the Consent Agenda by Commissioner Taylor, Seconded by Board Member Leduc.

Voting Yea: Commissioner/Chair Linden, Board Member Harris Clark, Mayor Michaud

1. August 15, 2023 Committee Meeting Minutes

**NEW BUSINESS:**

2. Centennial Art & Music Festival Update

Special Events Director Riunite Franks provided an update regarding this event. She explained the logistics for the event. Commissioner Taylor asked if there will be chalk for the sidewalk. Special Events Director Franks explained the chalk area and face painting for children. Mayor Michaud asked if there will be any last minute advertisements. Special Events Director Franks stated that yes, there was still some social media advertising that would be done prior to the event. Vice-Chair Evelyn Harris Clark asked about the beer vendors. Special Events Director Franks advised of several different vendors that will be offering alcoholic beverages. Chair/Commissioner Linden asked if the Commission members would be allowed to park at Dr. Stark's property and the Committee was advised that yes, that area would be reserved for them. He asked if there was anything specific for Committee members to do at the event. Special Events Director Franks said they should remain near the stage so they could speak in between the bands.

3. Centennial Celebration Gala

Special Events Director Franks gave an update and asked for direction as to what the Committee wants to do about all the tickets that have not sold. The Committee discussed options to allow for staff members to get tickets to the event. The Committee decided to raffle off tickets at the Art & Music Festival and to re-evaluate afterwards to see how many tickets are left and what will be done with them. Consensus was reached to award Staff member Janet Miller with 2 tickets to the Gala as a part of the employee of the year presentation at the Wednesday Sept 20, 2023 Commission meeting.

#### 4. Centennial Celebration Time Capsule Ceremony Discussion

Special Events Director Franks explained the item. The Committee discussed ideas of different items to add to the time capsule to be discussed at the next meeting. Chair/Commissioner Linden asked if the Committee would agree to display the contents of the Lake Park Elementary School time capsule at the town tent at the Art and Music Festival this weekend and attend the Lake Park Elementary School Centennial Celebration Lunch. He also asked about the possibility of the Lake Park Centennial Committee sponsoring the Lake Park Elementary Centennial. Consensus reached for the Centennial Celebration Committee to sponsor the Lake Park Elementary Centennial lunch.

#### **PUBLIC COMMENT:**

*This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.*

NONE

#### **COMMITTEE MEMBER COMMENTS:**

Commissioner Taylor had no comments.

Committee Member Leduc expressed excitement for the event on Saturday. She thanked Special Events Director Franks for putting everything together.

Mayor Michaud agreed with Committee Member Leduc.

Vice-Chair Harris Clark was glad for the banners. She hopes that the event is successful and paves the way for future events.

Chair/Commissioner Linden asked if the easels can be loaned to Lake Park Elementary School.

Consensus was reached on this request.

Special Events Director Franks asked the Committee that if they should receive any inquiries about the Request for quotes for the fireworks display, they should direct those inquiries to the Clerk's office.

**ADJOURNMENT:**

Motion to adjourn made by Committee Member Leduc, Seconded by Mayor Michaud.

All in favor.

Meeting Adjourned 7:36 P.M.

**FUTURE MEETING DATE:** The next scheduled Centennial Celebration Committee will be conducted on October 3, 2023.

Town Seal

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Chair/Commissioner, John Linden

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Town Clerk, Vivian Mendez, MMC

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Deputy Town Clerk, Laura Weidgans



## Town of Lake Park Centennial Celebration Committee

### Agenda Request Form

**Meeting Date:** October 3, 2023

**Originating Department:** Special Events

**Agenda Title:** Centennial Celebration Gala

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Centennial Celebration Ticket List

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

  X   Not applicable in this case

### Summary Explanation/Background:

#### EVENT INFORMATION

The Centennial Celebration Gala will be held on Saturday, October 14 from 6:00 pm – 11:00 pm in the Mirror Ballroom. Tickets are on sale for \$100.00 per person.

#### TICKETS

At this time, we have 43 tickets that have either been sold or given away for the event. Staff would like to have the committee discuss how they would like to proceed with selling or giving away more tickets.

#### EVENT PROGRAM

Town staff is working on the event program. So far, the template includes

6:00 pm – 7:00 pm: Champagne Reception

7:00 pm – 7:30 pm: Welcome and Introductions (Chair and Vice Chair)  
 7:30 pm: Dinner Served (Background Music Playing)  
 8:00 pm: Remarks (Mayor, Town Manager)  
 8:15 pm: Musical Selection (Band)  
 8:30 pm: Cake Cutting  
 8:35 pm: Presentations (Committee, Sponsor)  
 9:00 pm: Dancing  
 11:00 pm: End of Gala

At this time, staff would like the committee to discuss the event program.

### **PROGRAM BOOKLET**

Town staff is working on the program booklet design and content. At this time, Forest Development/Nautilus 220 is the only sponsor that will receive a full page advertisement in the booklet. The remaining sponsors will be thanked by the Town as well.

### **DECORATIONS**

Town staff is working with Absolute Party Rental and A Beautiful Occasion to provide gold chiavari chairs, table linen, photo backdrop and floral centerpieces. We are focusing on blue, gold and white décor.

### **FOOD AND BEVERAGES**

The food will be catered by C'est Si Bon catering located in Lake Park. Bonner Mobile Bar will provide the bar tending service for the event. Staff will provide the final headcount by Friday, October 13.

### **GALA GIFT BAGS**

Each attendee will receive a gift bag that will include the Centennial Celebration Commemorative Book, Centennial Coffee Mug or Pint Glass, Centennial Shopping Bag and a Centennial Keychain. Everyone will also receive a single boxed cookie with the Centennial Logo from Happy Day Creations. Staff is still working on the details for the chocolate box from Voice Chocolates.

### **ENTERTAINMENT**

The Derek Mack Band, one of south Florida's premier party show bands, will provide the live entertainment for the gala. This high-energy versatile group of musicians crosses musical lines to bring a variety of styles and moods to please anyone's musical taste. Performing music from the 60's, 70's, 80's, 90's and today.

### **PRESENTING SPONSOR RECOGNITION**

We will have several employees from Forest Development and Nautilus 220 attending the event. Staff would like the committee to discuss the possibility of acknowledging Forest Development and Nautilus 220 at the event and providing them with a plaque/trophy.

**Recommended Motion:** No motion needed

**CENTENNIAL CELEBRATION GALA  
TICKET LIST**

Item 2.

	A	B	C	D	E
1	<b><u>SALUTATION</u></b>	<b><u>FIRST NAME</u></b>	<b><u>LAST NAME</u></b>	<b><u>ORGANIZATION</u></b>	<b><u>AMOUNT</u></b>
2	Mayor	Roger	Michaud	Town of Lake Park	\$ -
3	Mrs.	Charity	Michaud	Guest	\$ 100.00
4	Vice Mayor	Kim	Glas-Castro	Guest	\$ -
5	Mr.	Paul	Castro	Guest	\$ -
6	Commissoner	John	Linden	Town of Lake Park	\$ -
7	Mrs.	Joanne	Linden	Guest	\$ 100.00
8	Commissioner	Mary Beth	Taylor	Town of Lake Park	\$ -
9	Commisioner	Judith	Thomas	Town of Lake Park	\$ -
10	Mr.	Andre	Robinson	Guest	\$ 100.00
11	Mrs.	Patricia	Leduc	Centennial Committee	\$ -
12	Mr.	Lucien	Leduc	Guest	\$ 100.00
13	Mrs.	Evelyn	Harris-Clark	Centennial Committee	\$ -
14	Guest	Evelyn	Harris-Clark	Guest	\$ 100.00
15	Ms.	Beth	Motschenbacher	Former Committee Member	\$ -
16	Mr.	John	D'Agostino	Town of Lake Park	\$ 100.00
17	Mrs.	Cathy	D'Agostino	Guest	\$ 100.00
18	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
19	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
20	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
21	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
22	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
23	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
24	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
25	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
26	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
27	Mr.	Peter	Baytarian	Forest Development / Nautilus	\$ -
28	Ms.	Bambi	McKibbon-Turner	Town of Lake Park	\$ 100.00
29	Ms.	Sheryle	Hartwell		\$ 100.00
30	Ms.	Sheryle	Hartwell	Raffle Winner	\$ -
31	Ms.	Sheryle	Hartwell	Raffle Winner	\$ -
32	Ms.	Lori	Kaufman	Raffle Winner	\$ -
33	Ms.	Lori	Kaufman	Raffle Winner	\$ -
34	Ms.	Lori	Kaufman	Raffle Winner	\$ -
35	Ms.	Lori	Kaufman	Raffle Winner	\$ -
36	Mrs.	Patti	Osterman	Former Commissioner	\$ -
37	Mrs.	Janet	Miller	Town of Lake Park	\$ -
38	Guest	Janet	Miller		\$ -
39	Mr.	Sebastian		Raffle Winner	\$ -
40	Mr.	Sebastian		Raffle Winner	\$ -
41	Ms.	Valerie	Chiarella	Raffle Winner	\$ -
42	Ms.	Valerie	Chiarella	Raffle Winner	\$ -
43	Mr.	Jerry	Wolfe	Raffle Winner	\$ -
44	Mr.	Jerry	Wolfe	Raffle Winner	\$ -
45	<b>TOTAL</b>				<b>\$ 900.00</b>



# CENTENNIAL CELEBRATION TIME CAPSULE CEREMONY

Item 3.



**THURSDAY, NOVEMBER 16, 2023  
4:00 PM - 6:00 PM  
TOWN HALL  
535 PARK AVENUE  
LAKE PARK, FL 33403**

The Centennial Celebration Committee and the Lake Park Historical Society invite you to join us as we unveil the Town's 75TH Anniversary Time Capsule that was buried at the Clock Tower on Park Avenue in 1998. The contents of the time capsule will be displayed in the Commission Chamber located in Town Hall. The Centennial Committee will reveal the items that will be placed in the new time capsule to be buried this year as part of the Town's anniversary. Please contact the Special Events Department at 561-840-0160 or [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov) for more information.

## SUGGESTED ITEMS FOR TIME CAPSULE

Item 3.

ITEMS
2023-2024 MARINA RATES
CENTENNIAL COMMEMORATIVE BOOK
CENTENNIAL GALA PROGRAM BOOK
CENTENNIAL KEEPSAKES
CENTENNIAL LIST OF EVENTS
LIST OF CENTENNIAL SPONSORS
INFORMATION ABOUT NAUTILUS 220
PHOTO FROM NAUTILUS 220
PHOTO OF TOWN COMMISSION
PHOTO OF TOWN STAFF
TOWN NEWSLETTER FOR NOVEMBER 2023
TOWN STAFF CONTACT LIST
USB WITH PHOTOS & VIDEOS OF CENTENNIAL EVENTS
NEWSPAPER FROM NOVEMBER 18, 2023
LETTER FROM THE MAYOR
INFORMATION FROM LAKE PARK ELEMENTARY CENTENNIAL EVENT



## Town of Lake Park Centennial Celebration Committee

### Agenda Request Form

**Meeting Date:** October 3, 2023

**Originating Department:** Special Events

**Agenda Title:** Centennial Celebration Time Capsule Ceremony Discussion

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Centennial Celebration Time Capsule Ceremony Flyer

Centennial Celebration Time Capsule Ceremony Suggested Items

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

  X   Not applicable in this case

#### **Summary Explanation/Background:**

The Centennial Celebration Time Capsule Ceremony will be held on Thursday, November 16 at 4:00 pm in the Commission Chambers. The Town Commission and Centennial Celebration Committee will meet at 3:30 pm to take photos in front of the Clock Tower located at Park Avenue and 7<sup>th</sup> Street. The time capsule will travel from the Clock Tower to Town Hall and will be opened in the Commission Chambers. After the opening and viewing of the contents, the Centennial Celebration Committee will discuss the contents of the new time capsule. We will also have the Title Sponsors and Diamond Sponsors present their items to be placed in the new time capsule. The items from the 75<sup>th</sup> Anniversary time capsule and the new items will be on display at the Centennial Celebration Festival on Saturday, November 18. The Public Works Department will bury the new time capsule following the event. At this time, staff would like the committee to discuss possible items to be placed in the new time capsule. Attached is a suggested list that we have received so far from Town staff.

**Recommended Motion:** No motion required.



## Town of Lake Park Centennial Celebration Committee

### Agenda Request Form

**Meeting Date:** October 3, 2023  
**Originating Department:** Special Events  
**Agenda Title:** Centennial Celebration Festival Update

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \$0.00      **Funding Source:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_      **Finance Signature:** \_\_\_\_\_

**Advertised:**  
**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_  
 \_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone  
**X** \_\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:**

The Centennial Celebration Festival will be held on Saturday, November 18 from 3:00 pm – 9:00 pm in what is currently known as Lake Shore Park. As part of the Town's 100<sup>TH</sup> Anniversary, the Commission will be voting to change the name of Lake Shore Park and combining it with Kelsey Park so that both sections will be referred to as Kelsey Park.

Town staff advertised RFQ 120-2023 for the Centennial Celebration Fireworks Display on September 15, 2023. Staff will be making a recommendation to the Town Commission at the next Commission Meeting on Wednesday, October 4, 2023.

Staff is currently working on securing the live entertainment, event vendors, games, activities, and other items that will be discussed at the next committee meeting.

**Recommended Motion:** No motion needed.

