



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, February 07, 2023 at 6:30 PM

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

John Linden	—	Commissioner/Chair
Roger Michaud	—	Commissioner
Mary Beth Taylor	—	Commissioner
Evelyn Harris Clark	—	Vice Chair
Patricia Leduc	—	Committee Member
Beth Motschenbacher	—	Committee Member
John D'Agostino	—	Town Manager
Riunite Franks	—	Special Events Director
Vivian Mendez, MMC	—	Town Clerk

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

PLEDGE OF ALLEGIANCE

CONSENT AGENDA:

- [1.](#) Centennial Celebration Committee Meeting Minutes - January 19, 2023

NEW BUSINESS:

- [2.](#) Centennial Sponsorship Update
- [3.](#) Centennial Battle of the Badges
- [4.](#) Centennial Historical Homes Tour Update & Discussion
- [5.](#) Centennial Yard Signs

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:

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on February 21, 2023.



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Thursday, January 19, 2023 at 6:30 PM

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

John Linden	—	Commissioner/Chair
Roger Michaud	—	Commissioner
Mary Beth Taylor	—	Commissioner
Evelyn Harris Clark	—	Vice Chair
Patricia Leduc	—	Committee Member
Beth Motschenbacher	—	Committee Member
John D'Agostino	—	Town Manager
Riunite Franks	—	Special Events Director
Vivian Mendez, MMC	—	Town Clerk

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CALL TO ORDER/ROLL CALL:

6:35 P.M. All Committee Members were in attendance.

PLEDGE OF ALLEGIANCE:

Commissioner Taylor

CONSENT AGENDA:

Motion made to approve the Consent Agenda by Committee Member Leduc, Seconded by Commissioner Michaud.

Voting Yea: Commissioner/Chair Linden, Commissioner Taylor, Committee Member Harris Clark, Committee Member Motschenbacher.

1. December 6, 2022 Centennial Celebration Committee Meeting.

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.

Rick Goodsell asked that the Committee reorder the agenda and discuss the Commemorative Book first. Motion made to reorder the agenda by Committee Member Leduc, Seconded by Commissioner Taylor. Voting Yea: Commissioner/Chair Linden, Commissioner Michaud, Committee Member Harris Clark, Committee Member Motschenbacher

NEW BUSINESS:

2. Centennial Commemorative Book Update:

Special Events Director Franks explained that the Town went out to bid for a company to create a commemorative book. The Town received one response, which was from Star Group International Inc., who are located in the Town of Lake Park. She explained that the total proposal was to order 500 books with 96 pages of photos and Town history. The book would be unveiled at the Centennial Celebration Gala.

Rick Goodsell asked what content would be included, where would they get the content and who would proofread the content.

Special Events Director Franks explained that the book would contain photos, historical timeline, and information about the Town. She explained the Town's Chief Public Information Officer/Grant Writer Merrell Angstreich would edit the book before Star Group would print the material. Commissioner Taylor asked if the books would be sold. Commissioner Linden stated that it was unlikely that the books would be sold.

Vice Chair Harris Clark stated that the Committee did not decide who should receive the book. Special Events Director Franks explained that everyone attending the Gala would receive a book. Commissioner Michaud asked if the books were included as part of the sponsorship package. The Committee stated that it was not included as part of the sponsorship packet.

Commissioner Linden asked that the Historical Society be involved in developing the content of the book. Special Events Director Franks explained that the content would be put together by Merrell. There was not enough time to go back and forth with the Historical Society to get the content completed in time for publication. The Committee discussed the direction they wanted for the book.

Committee Member Leduc felt it was beneficial to have the book. The Committee invited Merrell to the next meeting to obtain an understanding of how she would conduct her research for the Town book. Commissioner Taylor felt confident that Merrell and Star Group could handle the task. Special Events Director Franks stated that the book would contain photos, timeline and history of the Town. Commissioner Michaud suggested that anyone that has information contact Merrell. Special Events Director Franks felt that Merrell would not provide misinformation about the Town as the Chief Public Information Officer.

3. Centennial Kickoff Concert Update:

Special Events Director Franks recapped the Sunset Celebration/Centennial Celebration Kickoff event. She would contact Sara Hoyos to find out what type of equipment she would need to perform the Kelsey City song.

Committee Member Motschenbacher asked what the members could do to assist. Special Events Director Franks stated that the only duty would be to assist with selling the keepsakes. She did not believe there was anything else needed by the Committee.

Vice Chair Harris Clark wanted understanding of a program for the event. Special Events Director Franks explained that they do not have a master of ceremony. She suggested that a Committee Member introduce Sara and the band. Vice Chair Harris Clark asked if someone could speak to those gathered to introduce what the Committee would be doing throughout the year. Committee Member Leduc asked if they would be distributing the events calendar during the Kickoff. Special Events Director Franks stated that they would be distributing the calendar during the event. Vice Chair Harris Clark asked if the raffle would take place during this event. Special Events Director Franks stated that she would be creating the gift baskets to be raffled, which would include the Gala tickets. Committee Member Leduc asked if the keepsakes would be ready for sale for this event. Special Events Director Franks explained that she would need to find out how the items would be sold at the event because she does not have a credit card reader. The keepsakes would be available for sale on the Town's website. The Committee discussed ideas for the raffle, the event, and the logistics for the evening. Special Events Director Franks would create a program for the evening.

4. Centennial Battle of the Badges:

Special Events Director Franks recapped the event. The Committee asked what they could do during the event to assist. Commissioner Linden asked how many volunteers would be needed. Special Events Director Franks stated that 20-voluntteers would be good. Commissioner Linden asked what are the hours for volunteers. Special Events Director Franks stated that volunteers would be needed from 8:00 a.m. until 2:00 p.m., but that each volunteer was welcome to stay as long as they were available. The volunteer did not have to stay the entire day. Commissioner Linden asked if they would have a photographer and drone coverage. Special Events Director Franks believes that the Palm Beach County Sheriff's Office (PBSO) would have a photographer and drone coverage of the event. Vice Chair Harris Clark asked if there would be participations awards provided to the children. Special Events Director Franks was not sure what types of awards would be provided. She stated that PBSO has been reaching out to the schools to alert the children of the event.

5. Centennial Historical Homes Tour Update & Discussion:

Special Events Director Franks recapped the item. Commissioner Taylor asked what the criteria was to be on the Historic Home list. Special Events Director Franks explained that the Historic Home list was provided by Dianne Sophinos, a member of the Historical Society. She explained that they have not received any responses from historic property owners of their interest in participating in the tour.

The Committee requested a booklet be created, with historic home information, to be distributed during the tour. Committee Member Taylor provided her input to the discussion of a booklet. The Committee discussed which homes they would visit and how they would approach the home owner to seek their participation in the tour.

The Committee decided that the tour would take place from 1:00 P.M. until 3:00 P.M. The Committee discussed if riders should register and would there be a fee. The Committee decided not to charge a fee and collect donations instead. Special Events Director Franks asked if the donations would go to the Historical Society. The Committee agreed to give donations collected to the Historical Society.

6. Sponsorship Packet Update and Discussion:

Special Events Director Franks explained the item. Committee Member Motschenbacher asked if the t-shirts were being printed in-house because the sponsors were not included, since the Committee has not begun going to potential sponsors yet. Special Events Director Franks explained that they were printing two different t-shirts. The t-shirts that were ordered include the Centennial logo. The t-shirt that would include the sponsors and logo would be ordered in time for everyone to wear at the grand finally event.

Special Events Director Franks explained that the list of sponsors, with the designated Committee member, was at the back of the agenda packet. She reminded everyone that several months ago each member provided a list of businesses that they would contact, so there would not be overlap of Committee members speaking to the same businesses.

Committee Member Motschenbacher explained that she was going to reach out to another business that was not on the list, which she had done business with recently.

Commissioner Linden asked if the Committee had reviewed the packet and agreed with the contents. Commissioner Michaud explained that the Committee did so several months ago. Commissioner Linden stated that he wanted to make sure that there had not been any changes. Everyone commended Strategic Marketing for their design of the packet.

Commissioner Linden reviewed the sponsorship events and levels. Special Events Director Franks stated that the hard copy of the packets would be available next week. They hope to have it in time for the Sunset Celebration/Kickoff Event.

Commissioner Linden asked if there were any potential title sponsors on the list that needed to be contacted within a week because of the upcoming Kickoff Event. Committee Member Leduc stated that she had Forest Development/Nautilus 220 on her list and that they needed to have a discussion regarding violations of the Sunshine Law and a possible situation. Special Events Director Franks stated that Committee Members could not go together to ask for sponsorships from businesses because it would violate the Sunshine Law. She offered to go with Committee Member Leduc to visit Forest Development. Commissioner Linden stated that to his understanding Forest Development had reached out to Committee Member Leduc, because she had reached out to them for sponsorship funds because they were originally on her list. Committee Member Leduc stated that Forest Development had been on her list since September 2022 as well as Mullinax Ford and Earl Stewart Toyota. Commissioner Linden stated that he liked Special Events Director Franks suggestion to stay out of trouble, since there were three

Commissioners on this Committee. He stated that if she was the contact for Forest Development originally then that should remain with her. He stated that there was a conflict because Forest Development reached out to Vice Chair Harris Clark, but since it was on Committee Member Leduc's list then she should meet with them. He stated that there were several meetings tentatively set up with Sara of Forest Development. He stated that the meetings were not conducted because the Committee did not have the sponsorship packet.

Vice Chair Harris Clark clarified that she had not met with Forest Development, but she had a relationship with them long before the Committee was established, which was why Forest Development reached out to her. She stated that the representative with Forest Development indicated that they were suppose to reach out to her (Evelyn) long ago and had not. Special Events Director Franks asked if she had a relationship with Sara at Forest Development. Vice Chair Harris Clark stated that it was with the representative in the sales office, not Sara. She further explained that she was speaking with the representative, on a non-related issues, when the representative remembered that she was suppose to reach out to her (Evelyn) for the sponsorship. She stated that the representative had passed her name on to someone else. Special Events Director Franks asked if she had spoken with the representative at Forest Development. Vice Chair Harris Clark stated "no", but had notified Commissioner Linden of what had taken place and allowed him to decide on how it should be handled. She explained that at that point Commissioner Linden had taken over the situation. Her understanding was that Forest Development wanted to meet immediately in January 2023, but the meeting did not take place because the Committee did not have the packet. She explained that they wanted to move quickly because of the deadlines they had.

Commissioner Linden explained that he spoke with Sara and explained that once the Committee met and had the sponsorship packet he would get back with her. He emphasized that it was the total extent of his communication with Sara about this topic. He explained that he would provide Sara with Committee Member Leduc's contact information and visa versa. He explained that Sara may bring others to that meeting. He explained that they were anxious to meet because they wanted to stay on top of it.

Special Events Director Franks stated that had someone shared with her the situation she could have provided Forest Development the draft sponsorship packet and not delayed the process. Commissioner Michaud felt that Forest Development would accept the electronic version of the packet. Committee Member Leduc stated that she would reach out to Sara. Commissioner Linden addressed Special Events Director Franks to explain that the tentative meeting was scheduled for the first week in January, then it moved to Tuesday, January 17, 2023, but that meeting was also canceled.

Special Events Director Franks reiterated that if someone had shared the situation with her Forest Development sponsorship would have been completed by now. She stated that she communicates with them so often and no one mentioned this situation. She explained that Forest Development donates for many of the Town's events, so she could not understand why no one had mentioned this to her.

Commissioner Linden stated that the sponsorship packet that would be presented to Forest Development it needed Committee approval. Special Events Director Franks explained that the Committee had approved the sponsorship packet in September 2022. She explained that had she been made aware that Forest Development was interested in sponsoring the Centennial events,

she would have provided them with a packet and not made them wait until the printed version was made available by the marketing consultant. Commissioner Michaud stated that it was a break down in communication. Special Events Director Franks offered to accompany Committee Member Leduc in meeting with Sara. Committee Member Leduc accepted. Commissioner Linden stated that they needed to reach out to Sara before they showed up at her office. Special Events Director Franks stated that she had Sara's information and would contact her directly.

Commissioner Linden asked if anyone else had any questions regarding the list. There were no questions from the Committee. He explained that if anyone had another business to add to the list to contact Special Events Director Franks.

Committee Member Leduc recapped that to avoid this situation in the future, she suggested that if anyone gets a new sponsor that the information be shared through Special Events Director Franks. Special Events Director Franks asked that the Committee send her an email with the information, so she could notify the Committee.

7. Centennial Commemorative Keepsakes Discussion:

Special Events Director Franks explained that item. Committee Member Motschenbacher suggested \$10.00 for the t-shirts. The Committee agreed to change the cost of the t-shirts to \$10.00.

Motion made to modify the cost of the t-shirts to \$10.00 and keep all other keepsakes cost as proposed by Commissioner Michaud, Seconded by Committee Member Motschenbacher.

Voting Yea: Commissioner/Chair Linden, Commissioner Taylor, Committee Member Harris Clark, and Committee Member Leduc.

8. Centennial Celebration Events Flyer:

Special Events Director Franks explained the item. The Committee discussed sharing the calendar on social media and with the press. Commissioner Linden asked if the locations and times should be added to calendar. Special Events Director Franks stated that the information would be included on the calendar. The Committee reviewed each event and the time each event would begin.

COMMITTEE MEMBER COMMENTS:

Committee Member Leduc was excited for the Kickoff event.

Commissioner Taylor was also excited about the Kickoff event. She thanked Special Events Director Franks for all her hard work.

Committee Member Motschenbacher thanked Special Events Director Franks for everything and felt everything looked great.

Commissioner Michaud was ready for the Kickoff event.

Vice Chair Harris Clark felt that everything looked great and thanked Special Events Director Franks. She wanted to make sure that, from a marketing stand point, that all advertising channels were covered. She did not want to have all the hard work be done and little turn out at events.

Special Events Director Franks stated that the Centennial Arts & Music Festival was scheduled to take place on Park Avenue because of the Rust Market. She asked if the Rust Market were not taking place on the same date, would the Committee reconsider having the Festival in Lake Shore Park so that Park Avenue would not be closed down during the event, interrupting the flow of business. Commissioner Linden stated that the Black Box could be considered for artist to display their works without concern for weather conditions. He was not sure what the cost of renting the facility would be for the Festival. Special Events Director Franks suggested using the back alley and the Black Box as alternatives to closing Park Avenue. The Committee discussed this option. The Committee decided to move forward with closing Park Avenue for the event.

Commissioner Linden had no comments.

ADJOURNMENT:

9:24 P.M.

Motion made to adjourn by Commissioner Michaud, Seconded by Commissioner Taylor.

Voting Yea: Commissioner/Chair Linden, Committee Member Harris Clark, Committee Member Leduc, Committee Member Motschenbacher

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



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 7, 2023

Originating Department: Special Events

Agenda Title: Sponsorship Update

Approved by Town Manager: _____ **Date:** _____

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

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Centennial Celebration Sponsorship Packet

Centennial Celebration Sponsorship Contact List

Please initial one:

☒ **X** Yes I have notified everyone
 _____ Not applicable in this case

Summary Explanation/Background: The Centennial Celebration Sponsorship Packet is now available for distribution. The pdf version has also been shared with the Committee and it will be posted on the Town's website along with a link for potential sponsors to fill out the sponsor form and make their payment online. As you reach out to potential sponsors please use the attached Centennial Committee Sponsor List to avoid reaching individuals, businesses and organizations that are listed for another committee member.

So far, we have received the following sponsorships:

Nautilus 220/Forest Development - \$20,000.00 Presenting Sponsor

Pelican Café - \$250.00 Community Sponsor

Recommended Motion: No motion needed.



Sponsorship Opportunities





Greetings,

Did you know that the Town of Lake Park is about to celebrate its 100th anniversary? Originally known as Kelsey City, our amazing town was incorporated as a municipality on November 16, 1923. We are excited to be a part of the Centennial Celebration Committee that will be creating and hosting a series of events throughout 2023 to mark this momentous event and would like to invite you to become a Centennial Celebration Sponsor.

Because our Town is so unique, we have created an equally unique selection of sponsorship opportunities. Rather than sponsoring one particular event, each sponsor will be affiliated with all 11 of the Centennial-themed events, as well as the commemorative book that is being created for the occasion and the keepsakes that will be available, including mugs, t-shirts, tote bags and more. Sponsorship benefits vary depending upon the level you choose, and may even include the opportunity to select an item to be included in our time capsule! All sponsors will be featured on the commemorative t-shirts and the Town's website.

Everything you need to know about this once-in-a-lifetime opportunity is included in the attached sponsorship packet, but we invite you to reach out to Lake Park's Special Events Department with any questions you may have.

Warmest Regards,

Centennial Celebration Committee

Commissioner John Linden, Chair

Evelyn Clark-Harris, Vice Chair

Mayor-Elect Roger Michaud

Commissioner Mary Beth Taylor

Patricia Leduc

Beth Motschenbacher



Town of Lake Park | 535 Park Avenue, Lake Park, FL 33403 | (561) 881-3300



TOWN OF LAKE PARK CENTENNIAL CELEBRATION EVENTS

CENTENNIAL CELEBRATION KICKOFF CONCERT
FRIDAY, JANUARY 27, 2023

CENTENNIAL BATTLE OF THE BADGES
SATURDAY, MARCH 4, 2023

**CENTENNIAL HISTORICAL HOMES TOUR &
HARRY KELSEY BIRTHDAY CELEBRATION**
SUNDAY, MARCH 26, 2023

CENTENNIAL EASTER EGGSTRAVAGANZA
SATURDAY, APRIL 8, 2023

CENTENNIAL ARBOR DAY CEREMONY
FRIDAY, APRIL 28, 2023

CENTENNIAL EXHIBIT RIBBON-CUTTING CEREMONY
SATURDAY, JUNE 3, 2023

CENTENNIAL CHILI COOK-OFF
SATURDAY, JULY 29, 2023

CENTENNIAL ART & MUSIC FESTIVAL
SATURDAY, SEPTEMBER 23, 2023

CENTENNIAL CELEBRATION GALA
SATURDAY, OCTOBER 14, 2023

CENTENNIAL CELEBRATION TIME CAPSULE CEREMONY
THURSDAY, NOVEMBER 16, 2023

CENTENNIAL CELEBRATION FESTIVAL
SATURDAY, NOVEMBER 18, 2023

Title Sponsor \$20,000.00+	Diamond \$10,000.00	Platinum \$5,000.00	Gold \$2,500.00
NAMING RIGHTS FOR CENTENNIAL CELEBRATION FESTIVAL ON NOVEMBER 18, 2023	SELECTION OF ITEM TO BE PLACED IN NEW TIME CAPSULE	CENTENNIAL CELEBRATION SPONSOR PLAQUE	NAMED SPONSOR IN SELECT PRESS RELEASES AND PUBLIC ANNOUNCEMENTS
SELECTION OF ITEM TO BE PLACED IN NEW TIME CAPSULE	CENTENNIAL CELEBRATION SPONSOR PLAQUE	ONE EXCLUSIVE SOCIAL MEDIA POST	10X10 SPONSOR TENT AT CENTENNIAL CELEBRATION FESTIVAL
CENTENNIAL CELEBRATION SPONSOR PLAQUE	TWO EXCLUSIVE SOCIAL MEDIA POSTS	NAMED SPONSOR IN SELECT PRESS RELEASES AND PUBLIC ANNOUNCEMENTS	TWO TICKETS FOR CENTENNIAL CELEBRATION GALA
THREE EXCLUSIVE SOCIAL MEDIA POSTS	NAMED SPONSOR IN SELECT PRESS RELEASES AND PUBLIC ANNOUNCEMENTS	20X20 VIP SPONSOR TENT AT CENTENNIAL CELEBRATION FESTIVAL	QUARTER PAGE ADVERTISEMENT IN CENTENNIAL CELEBRATION GALA PROGRAM
NAMED SPONSOR IN ALL PRESS RELEASES AND PUBLIC ANNOUNCEMENTS	30X30 VIP SPONSOR TENT AT CENTENNIAL CELEBRATION FESTIVAL	FIVE TICKETS FOR CENTENNIAL CELEBRATION GALA	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON ALL MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)
30X50 VIP SPONSOR TENT AT CENTENNIAL CELEBRATION FESTIVAL	ONE VIP SPONSOR TABLE FOR TEN (10) AT CENTENNIAL CELEBRATION GALA	HALF PAGE ADVERTISEMENT IN CENTENNIAL CELEBRATION GALA PROGRAM	SPONSOR NAME AND/OR LOGO ON TOWN OF LAKE PARK'S WEBSITE
10X10 VIP SPONSOR TENT AT CENTENNIAL KICKOFF CONCERT	FULL-PAGE ADVERTISEMENT IN CENTENNIAL CELEBRATION GALA PROGRAM	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON ALL MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)	SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT
TWO VIP SPONSOR TABLES FOR TEN (10) AT CENTENNIAL CELEBRATION GALA	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON ALL MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO FEATURED ON TOWN OF LAKE PARK'S WEBSITE WITH LINK TO COMPANY	
FULL-PAGE ADVERTISEMENT IN CENTENNIAL CELEBRATION GALA PROGRAM	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO FEATURED ON TOWN OF LAKE PARK'S WEBSITE WITH LINK TO COMPANY WEBSITE	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT	
PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON ALL MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT		
PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO FEATURED ON TOWN OF LAKE PARK'S WEBSITE WITH LINK TO COMPANY WEBSITE			
PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT			

Silver \$1,000.00	Bronze \$500.00	Community \$250.00	Friend \$100.00
10X10 SPONSOR TENT AT CENTENNIAL CELEBRATION FESTIVAL	10X10 SPONSOR TENT AT CENTENNIAL CELEBRATION FESTIVAL	SPONSOR NAME AND/OR LOGO ON SELECT MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)	SPONSOR NAME AND/OR LOGO ON TOWN OF LAKE PARK'S WEBSITE
ONE TICKET FOR CENTENNIAL CELEBRATION GALA	PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON ALL MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)	SPONSOR NAME AND/OR LOGO ON TOWN OF LAKE PARK'S WEBSITE	SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT
PROMINENT PLACEMENT OF SPONSOR NAME AND/OR LOGO ON ALL MARKETING MATERIAL (BROCHURES, FLYERS, BANNERS, SIGNS)	SPONSOR NAME AND/OR LOGO ON TOWN OF LAKE PARK'S WEBSITE	SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT	
SPONSOR NAME AND/OR LOGO ON TOWN OF LAKE PARK'S WEBSITE	SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT		
SPONSOR NAME AND/OR LOGO ON CENTENNIAL CELEBRATION T-SHIRT			



Please confirm your **sponsorship**
by filling out the information below:

- | | | |
|--------------------------|---------------|--------------|
| <input type="checkbox"/> | Title Sponsor | \$20,000.00+ |
| <input type="checkbox"/> | Diamond | \$10,000.00 |
| <input type="checkbox"/> | Platinum | \$5,000.00 |
| <input type="checkbox"/> | Gold | \$2,500.00 |
| <input type="checkbox"/> | Silver | \$1,000.00 |
| <input type="checkbox"/> | Bronze | \$500.00 |
| <input type="checkbox"/> | Community | \$250.00 |
| <input type="checkbox"/> | Friend | \$100.00 |

Business/Organization Name (If Appropriate)

Contact Name

Address

City

State

Zip

Phone

Email

Make your check made payable to:

Town of Lake Park
535 Park Avenue, Lake Park, FL 33403

or pay online at

lakeparkflorida.gov/residents/community/lake-park-centennial-celebration

For more information contact:

The Special Events Department

561-840-0160

specialevents@lakeparkflorida.gov



2023 CENTENNIAL CELEBRATION SPONSOR LIST

BUSINESS	ADDRESS	CITY	ST	ZIP	PHONE	EMAIL	CONTACT NAME	COMMITTEE
Black Box Theater	700 Park Avenue	Lake Park	FL	33403				John Linden
Brooklyn Cupcakes	798 10th Street	Lake Park	FL	33403	347-546-9223	brooklyncupcake@gmail.com	Carmen Rodriguez	Patricia Leduc
Camilli's Pizza	927 Park Avenue	Lake Park	FL	33403	561-844-3424	camillispizza@comcast.net	John Camilli	Roger Michaud
Carving Station	720 Federal Highway	Lake Park	FL	33403	561-842-7791	l.spiros@comcast.net	Spiros Lorenjatos	Mary Beth Taylor
Chick-Fil-A	1262 Northlake Boulevard	Lake Park	FL	33403	561-842-5805	bill@chickkfilanorthlake.com	Neil Hannon	Mary Beth Taylor
Coastal Karma	798 10th Street	Lake Park	FL	33403	561-249-1491	coastalkarmabrewing@yahoo.com	Charles Case	Patricia Leduc
Coastal Middle & High School	730 5th Street	Lake Park	FL	33403	561-842-6349	Lisa@coastalmiddleandhighschool.cc	Lisa Collum	Roger Michaud
Dedicated IT	754 Park Avenue	Lake Park	FL	33403	561-491-5750	pbq@dedicatedit.com	Adam Steinhoff	Patricia Leduc
Dunkin Donuts	301 Federal Highway	Lake Park	FL	33403	561-848-5031	tweir@sehfl.com	Tim Weir	Mary Beth Taylor
Earl Stewart Toyota	1215 N. Federal Highway 1	Lake Park	FL	33403	561-844-3461	AlanN@estoyota.com	Alan Nappier	Roger Michaud
Family Church	625 Park Avenue	Lake Park	FL	33403	561-844-1609	ithompson@gofamilychurch.org	John Thompson	Mary Beth Taylor
Flagler Bank	555 Northlake Boulevard				561- 841-3868	lboyle@flaglerbankusa.com	Lori Boyle	John Linden
Forest Development	220 Lake Shore Drive	Lake Park	FL	33403	888-622-1811	peter@forestdevelopment.com	Peter Baytarian	Patricia Leduc
Freedom Adventures	105 Lake Shore Drive	Lake Park	FL	33403	561-727-9479	dlund@freedomboatclub.com	Daniel Lund	Patricia Leduc
Friends of the Lake Park Library	529 Park Avenue	Lake Park	FL	33403	561-881-3330	mmmichaud17@gmail.com	Rose Michaud	Roger Michaud
Goodyear Tire & Rubber	532 Northlake Boulevard							John Linden
HMY Yacht Sales, Inc.	572 Northlake Boulevard							John Linden
Imperial Frame Shop	822 Northlake Boulevard	NPB	FL	33408	561-845-8068			Beth Motschenbacher
Ivy and Oak Tattoo Art Studio	724 Park Avenue	Lake Park	FL	33403				John Linden
Kelsey Market	903 Park Avenue	Lake Park	FL	33403				John Linden
Kiwanis Club	525 Park Avenue	Lake Park	FL	33403	561-881-3300	rmichaud@lakeparkflorida.gov	Roger Michaud	Roger Michaud
Lake Park Bicycles	910 Northlake Boulevard	Lake Park	FL	33403	561-842-0303	lakeparkbicycles@gmail.com	Tony Tranquillo	Roger Michaud
Locale Gastropub	748 Park Avenue	Lake Park	FL	33403	561-429-4321	jason@localegastropub.com	Jason Ramos	Patricia Leduc
Mullinax Ford	1210 Northlake Boulevard	Lake Park	FL	33403	561-845-2900	vranesgwar@mullinaxford.com	Lawrence Mullinax	Patricia Leduc
Olive Garden	3533 Northlake Boulevard, Bldg 1	WPB	FL	33403	561-328-2080			Beth Motschenbacher
Pelican Café	612 Federal Highway	Lake Park	FL	33403	561-842-7272	pelicancafevl@gmail.com	Karen Hower	Patricia Leduc
PNC Bank	950 Northlake Boulevard							John Linden
Port of Palm Beach	One East 11th Street	Riviera Beach	FL	33404	561-383-4100			Beth Motschenbacher
Robalo's Pharmacy	228 US Highway 1	Lake Park	FL	33403	561-844-1191	nirandp@gmail.com	Patel Nirav	Roger Michaud
Salty Signs Designs	905 US Highway 1, Suite A	Lake Park	FL	33403	561-876-1092	saltysigns@gmail.com	Marji Knecht	Patricia Leduc
Schumacher	3720 Northlake Boulevard, Suite C	PBG	FL	33403	561-935-4241			Beth Motschenbacher
Southern Kitchen	801 US Highway 1	Lake Park	FL	33403	561-844-1735	southernkitchendiner@gmail.com	Kimberly Jones	Roger Michaud
Voice Chocolate	1125 Old Dixie Highway, #3	Lake Park	FL	33403	561-714-9838	bronna@voicechocolate.net	Bronna Peterson	Mary Beth Taylor



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 7, 2023

Originating Department: Special Events

Agenda Title: Centennial Battle of the Badges

Approved by Town Manager: _____ **Date:** _____

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

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Battle of the Badges Flyer, Battle of the Badges Vendor Form, Battle of the Badges Volunteer Form

Please initial one:

X Yes I have notified everyone
 _____ Not applicable in this case

Summary Explanation/Background:

The Centennial Battle of the Badges will be held on Saturday, March 4 from 9:00 am – 1:00 pm at Bert Bostrom Park. The Special Events Department is working with Deputy Adam Pozsonyi (PBSO District 10) and Nick Ryder (PBCFR). Attached, you will find the event flyer which was designed by the PBSO Communications Department has been distributed on the Town's website and social media pages

Vendors

We are looking for vendors to attend the event to help promote their business. They do not have to be located in the Town of Lake Park. Vendor spots are free and will be reserved on a first-come, first-served basis. Please distribute the attached Battle of the Badges Vendor Form to those that are interested. Forms are due by March 1, 2023.

Volunteers

We will need several volunteers to assist with the event. At this time, staff has provided the Battle of the

Badges Volunteer Form for the committee to distribute. All volunteers will have to fill out the form in its entirety.

Additional Battle of the Badges updates will be provided at the next meeting.

Recommended Motion: No motion needed.

TOWN OF LAKE PARK CENTENNIAL CELEBRATION COMMUNITY BBQ AND GAMES



BATTLE *OF THE* **BADGES**



Saturday, March 4

Bert Bostrom Park

(South of Park Ave between 6th and 7th Street)

311 7th Street, Lake Park, FL 33403

9:00 AM to 1:00 PM

Free Food / Music / Bounce House

Community Outreach:

Come Meet Your Area First Responders

Touch-A-Truck:

Law Enforcement & Fire Rescue Specialty Vehicles

SWAT, Bomb Squad, Mounted Unit,

K9, Motorcycles, ATVs



SATURDAY, MARCH 4
9:00 AM – 1:00 PM
BERT BOSTROM PARK
VENDOR FORM

Business/Organization Name: _____

Contact Person's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Please list all products / items / services to be exhibited:

VENDOR GUIDELINES

- All vendor spaces are free and only require the submission of the Battle of the Badges Vendor Form.
- Forms must be submitted to the Special Events Department by March 1, 2023.
- All vendors must provide their own tent, tables and chairs.
- Vendor spaces will be provided on a first-come, first-served basis.
- Electricity will not be provided for this event.

Mail completed form to:
Town of Lake Park
Special Events Department
535 Park Avenue
Lake Park, FL 33403
specialevents@lakeparkflorida.gov



VOLUNTEER FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Assumption of Risks and Release of Liability Relating to Coronavirus 2019/COVID-19

I, _____ (PLEASE PRINT FIRST & LAST NAME), acknowledge that on or about March 11, 2020, Coronavirus Disease 2019 ("COVID-19") was declared a pandemic by the World Health Organization. The Centers for Disease Control and Prevention ("CDC") has stated that **"the best way to prevent illness is to avoid being exposed to this virus."** Additional information on the CDC's guidelines related to COVID-19 may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. I am aware of the contagious nature of COVID-19 and have voluntarily chosen to participate in special events and recreation programs operated by the Town of Lake Park ("TOLP"). I acknowledge that the TOLP will not provide masks and I will be solely responsible for providing my own mask if desired. I acknowledge that mask requirements may vary by each event and program. I acknowledge that the TOLP employees and volunteers come into contact with multiple individuals, and might become exposed to COVID-19. I also acknowledge that although the TOLP takes precautions to reduce the likelihood of transmission of COVID-19 by its employees and volunteers, the TOLP cannot guarantee that I will not become infected with COVID-19. I knowingly acknowledge that by participating in the TOLP special events and recreation programs, I am exposing myself (and other family members) to the risk of becoming infected with COVID-19, which may result in serious personal injury, illness, permanent disability, and death. I understand the risk of becoming exposed to or infected with COVID-19 may result from actions, negligence, and failures to act by myself and others, including, but not limited to, the TOLP employees, volunteers and other participants. I agree to assume all of the foregoing risks, and accept personal responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability or expense, of any kind or nature, that I may suffer arising out of or in connection with myself becoming exposed to or infected by COVID-19 before, during, and after my participation in the TOLP special events and recreation programs. On my own behalf, I hereby release, covenant not to sue, and forever discharge the TOLP, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any nature ("Claims") arising out of or in any way connected with myself becoming exposed to or infected by COVID-19. I understand that this release includes any Claims based on the negligence, action, or inaction of the TOLP or any of the TOLP employees, volunteers, agents, and representatives, and covers bodily injury (including death) due to COVID-19, whether a COVID-19 infection occurs before, during or after my participation in the TOLP special events and recreation programs.

Signature _____

Date _____

Mail completed form to:
Town of Lake Park
Special Events Department
535 Park Avenue
Lake Park, FL 33403

speialevents@lakeparkflorida.gov



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 7, 2023

Originating Department: Special Events

Agenda Title: Centennial Historical Homes Tour Update & Discussion

Approved by Town Manager: _____ **Date:** _____

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

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Historical Homes Tour Flyer, Historical Homes Tour Form, Historical Homes Tour Contact List

Please initial one:

☒ Yes I have notified everyone
☒ Not applicable in this case

Summary Explanation/Background: The Centennial Historical Homes Tour will be held on Sunday March 26. The event flyer has been posted on the Town website and social media pages. It was also in the February newsletter.

Historical Homes/Buildings Contact List

Staff has compiled the attached listing of historical homes and buildings based in the previous tours that were organized by the Historical Society. Each location has received a letter asking each owner/resident to verify who owns the property, current occupant(s) and to agree to or decline having their home included in the tour. Once the form is returned, staff will contact those owners/residents that would like to participate for more information about their home/building.

We have received two acceptance forms: Community United Church of Christ (501 Park Avenue) and Wendy Matthews (324 Hawthorne Drive).

At this time, we would like the committee to discuss the possibility of each member visiting the homes

and businesses in person to hand-deliver the letter and form.

Recommended Motion: No motion needed.



Centennial Historic Homes Tour

Sunday, March 26

1:00 PM - 3:00 PM

Join the Centennial Celebration Committee and the Lake Park Historical Society as we celebrate Lake Park's 100th anniversary by hosting a tour of historical homes in our amazing town. Participants will have the option to board one of two old-fashioned trolleys, bike, or walk along the route. Golf carts are also welcomed. The tour will leave Town Hall (535 Park Avenue) promptly at 1:00 pm. Tour guides from the Lake Park Historical Society will provide a brief history of each home as we travel throughout town.

The event is free, however the old-fashioned trolleys have limited seating and will require pre-registration on a first-come, first-served basis.

Please contact the Special Events Department at 561-840-0160 or speialevents@lakeparkflorida.gov to register and for more information.

HISTORICAL HOMES TOUR CONTACT LIST

Item 4.

OWNER	ADDRESS	MAILING ADDRESS	ACCEPTED	DECLINED
Confidential	114 Bayberry Drive			
Foresteria LLC	203 Foresteria Drive			
Mosler Sue Ellen Gamble Trust	227 Foresteria Drive	PO Box 530127, WPB, FL 33403		
Mary & Kevin Oneil	250 Foresteria Drive	9076 E Floyd Place, Denver, CO 80231		
Michael Fredrik Sonderegger	315 Hawthorne Drive			
Brian & Jennifer McMahon	318 Hawthorne Drive			
Wendy Matthews	324 Hawthorne Drive		X	
Mary Donovan and John Meskiel	327 Park Avenue			
Georgia Wallace	328 Greenbriar Drive			
Ben Slayen & Megan Dunn	328 Hawthorne Drive			
Palm Beach County School Board	410 3rd Street			
Trent Mayer	415 Greenbriar Drive	15648 88TH Trail North, PBG, FL 33418		
Community United Church of Christ	501 Park Avenue		X	
James Stimpson	505 Evergreen Drive			
Stephen Swaggert	515 Evergreen Drive			
Town of Lake Park	535 Park Avenue			
Linda McDougall	600 Federal Highway	101 Lost Bridge Drive, Palm Beach Gardens, FL 33410		
Town of Lake Park	601 North Federal Highway			
Greer Properties LLC	624 Federal Highway			
Jerry & Olivia Krape Trust	700 Federal Highway	106 Dory Road South, NPB, FL 33408		





Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 7, 2023
Originating Department: Special Events
Agenda Title: Centennial Yard Signs

Approved by Town Manager: _____ **Date:** _____

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

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Centennial Yard Sign

Please initial one:

_____ Yes I have notified everyone
 X Not applicable in this case

Summary Explanation/Background:

Commissioner Mary Beth Taylor suggested that the Town provide residents with a Centennial Banner to be placed outside of their homes throughout the year. Staff has researched the idea and discovered that Centennial Yard Signs would be permissible under the Town code. We have reached out to several vendors to determine the most durable, weather-resistant and inexpensive yard signs. With the permission of the Committee, staff will order 50 or 100 (12x18 horizontal) yard signs from Vistaprint with the Centennial Logo on the front and back of each sign. The signs would be free for the residents and made available for pickup at Town Hall on a first-come, first-served basis. The signs are not in the current Centennial budget and will cost approximately \$1,000.00.

Recommended Motion: I move to proceed with the purchase of 50 or 100 Centennial yard signs.

