



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, July 18, 2023 at 6:30 PM

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

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

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. Special Call Centennial Celebration Committee Meeting Minutes - June 27, 2023

NEW BUSINESS:

2. Centennial Celebration Chili Cook-off Update
3. Centennial Art & Music Festival Update
4. Centennial Celebration In-Kind Donations
5. Centennial Celebration Committee Future Meeting Dates

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 August 15, 2023.



Town of Lake Park, Florida
Special Call Centennial Celebration
Committee Meeting Minutes

Tuesday, June 27, 2023 at 6:30 PM

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

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

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

6:35 P.M.

PRESENT

Commissioner/Chair John Linden via Zoom

Board Member Evelyn Harris Clark

Mayor Roger Michaud

Commissioner Mary-Beth Taylor

Board Member Patricia Leduc

PLEDGE OF ALLEGIANCE

Vice-Chair Harris Clark

CONSENT AGENDA:

Motion made to approve the Consent Agenda by Mayor Michaud, Seconded by Board Member Leduc.

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

1. Centennial Celebration Committee Meeting Minutes - May 16, 2023
2. Centennial Celebration Committee Meeting Minutes - June 6, 2023

NEW BUSINESS:

Special Events Director Franks asked that a new item be added to New Business before the other items. She stated that the Commemorative Book be added.

Motion made to allow the review of the Commemorative Book as the first item on New Business by Board Member Leduc, Seconded by Commissioner Taylor.

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

Grant Writer/Chief Public Information Officer Merrell Angstreich distributed copies of the book to those in attendance and discussed each page. The Committee requested that the Committee members be recognized in the book. Grant Writer/Chief Public Information Officer Angstreich would include a list of the members.

3. Centennial Celebration Chili Cook-off Update.

Special Events Director Franks explained the item. A list of the current and former Commissioners were listed as invitees to participate in the Chili Cook-Off.

Vice-Chair Harris Clark asked how the chili cook-off was judged. Special Events Director Franks explained how it was judged in the past. Commissioner/Chair Linden felt the past judging was not fair and asked that the judging be done differently. The Committee members discussed a variety of methods for judging that would be fair. The Committee decided to place a number on the chili pot and attendee of the event can place a ticket with their preferred chili number into a basket. The event will be from 10:00 a.m. until 1:00 p.m. Participants of the event will bring their chili before the 10:00 a.m. start.

4. Centennial Art & Music Festival Discussion.

Special Events Director Franks explained that misinformation has been provided to vendors. She urged everyone to stick to the information that has been provided in the vendor packet. There will be no tents, tables, chairs or other equipment provided to vendors. She expressed concern that only five vendors have registered for this event. She has reached out to over 600 vendors and urged the Committee members to reach out to vendor and encourage them to register.

She announced that her assistant Sara Notgarnie's last day is Friday, June 30th and she would be working all the upcoming events alone.

Vice-Chair Harris Clark asked what the deadline date was for Committee members to recruit vendors for this event. The Committee discussed their experiences with events this time of year and whether this event should be canceled. Special Events Director Franks felt that it was not necessary to cancel the event but instead shift the event around to accommodate the number of vendors. Commissioner/Chair Linden asked what was the maximum number of vendors for this event. Special Events Director Franks explained that they could place up to 50-vendors between 7th and 8th Street on Park Avenue. She explained that an event would still be taking place that day - Rust Market - and adjustments could be made to use a small area and not close down as many streets. The Committee members would reach out to their own vendors to seek participation.

5. Centennial Celebration Gala Discussion.

Special Events Director Franks explained the item. The Committee discussed opening the event to the residents, since Nautilus will be returning 10 of their tickets. She announced that it would leave a total of 69/70 tickets available. Commissioner/Chair Linden suggested asking large organization if they want to purchase a table, such as the North Chamber of Commerce. Special Events Director Franks explained that they have not opened ticket sales until they know how many tickets are available for purchase. Committee Member Leduc suggested that the tickets be opened to residents first. Mayor Michaud suggested a designated number of tickets for residents and a designated number of tickets for organizations.

6. Centennial Celebration Committee Future Meeting Dates.

Special Events Director Franks explained the suggested meeting dates for the remainder of the year. She announced that if any of the dates do not work, please notify her.

Motion made to approve one meeting per month for the remainder of the year by Board Member Leduc, Seconded by Commissioner Taylor.

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

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/Chair Linden explained that Josiah Catering was available to cater events.

Committee Member Leduc had no comments.

Commissioner Taylor suggested the catering company that was used for the Swearing-in-Ceremony. Special Events Director Franks stated that she could contact Sabatinos's in Lake Park.

Special Events Director Franks announced that she would have a temp until a replacement was hired. She asked that messages and emails would be accepted and she would respond when she was available.

Mayor Michaud announced that his social media post have received traction. He reminded the Committee to not respond to the post.

Vice-Chair Harris Clark ask if the centennial merchandise was going to continue to be sold. Special Events Director Franks explained that the initial plan was to include the merchandise as gifts for the Gala. No inventory has been taken to know how much merchandise was left. She explained that the photos are on the website, but no one has purchased any photos. She would send an email reminder of the available merchandise. Vice-Chair Harris Clark asked if the Committee could sell the merchandise at upcoming events. Special Events Director Franks stated that if the Committee would like to do so they are welcomed to sell the merchandise at events. However, she would not be available to transport the items to and from events. Vice-Chair Harris Clark stated that the Committee would coordinate transport of the merchandise.

ADJOURNMENT:

8:15 P.M.

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

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

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on Month, D, 20YY.

July 18, 2023



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: July 18, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Chili Cook-off 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 Chili Cook-off will be held on Saturday, July 29 from 10:00 am - 1:00 pm at Town Hall. The event will be a part of the Town's annual Back 2 School Extravaganza. The invitation was sent to the list of current and former Town Mayors and Commissioners that currently live in Lake Park. At this time, we have received one participant form from Commissioner Mary Beth Taylor.

Recommended Motion: No motion needed.



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: July 19, 2023
Originating Department: Special Events
Agenda Title: Centennial Art & Music Festival Update

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

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

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

Attachments: Centennial Art & Music Festival Vendor List

Please initial one:

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

Summary Explanation/Background:

The Centennial Art & Music Festival will be held on Saturday, September 23, 2023 from 11:00 am – 5:00 pm in downtown Lake Park. Staff has provided the Centennial Art & Music Festival vendor flyer, guidelines and application. The Centennial Celebration Committee Members are asked to reach out to art, craft, food and beverage vendors that may be interested in participating in the event. At this time, we have received the following vendor applications listed on the updated vendor list.

Recommended Motion: No motion needed.

CENTENNIAL ART MUSIC FESTIVAL VENDOR LIST

Item 3.

COMPANY	FIRST NAME	LAST NAME	VENDOR TYPE	PAID
Artists of Palm Beach County	Mary Jane	Zapp	Art	\$ 20.00
Artists of Palm Beach County	Mary Jane	Zapp	Art	\$ 20.00
Bonner Mobile Bar	Suzanne	Gardner	Beverage	\$ 50.00
Deep Purpose Jewelry	Dorothee	Kumpe	Craft	\$ 20.00
FLA Beach Vibes	Margie	Sturz	Craft	\$ 20.00
Munchies Snack Shack	Pamela	Carnegie	Food	\$ 50.00
Paladar for Food Lovers	Carmen	Mejia	Food	\$ 50.00
The All American & Seafood	Alicia	Williams	Food	\$ 50.00
TOTAL				\$ 280.00



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: July 18, 2023
Originating Department: Special Events
Agenda Title: Centennial Celebration In-Kind Donations

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:

At this time, staff would like the committee to focus on securing in-kind donations. We have several future events that will need food, drinks, decorations, live entertainment, signage, volunteers and more.

Centennial Celebration Chili Cook-off

Tents, Tables, Chairs
 Plaque
 Decorations
 Backpacks
 School Supplies
 Food (Hot Dogs, Buns, Chips)
 Drinks (Water)
 Photography & Videography
 Volunteers

Centennial Celebration Arts & Music Festival

Stage, Tents, Table, Chairs
 Live Entertainment

Water
Decorations
Face Painters
Games and Activities (Bounce House, Yard Games)
Photography & Videography
Volunteers

Centennial Celebration Gala

Food (Appetizers, Main Course, Side Dishes, Dessert)
Drinks (Water, Tea, Soda, Wine, Liquor)
Decorations
Chairs
Centerpieces
Photography & Videography
Live Entertainment

Centennial Celebration Festival

Stage, Tents, Table, Chairs
Live Entertainment
Water
Decorations
Face Painters
Games and Activities (Bounce House, Yard Games)
Photography & Videography
Volunteers

Recommended Motion: No motion needed.



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: July 18, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Committee Future Meeting Dates

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
☒ Not applicable in this case

Summary Explanation/Background:

At the last Centennial Celebration Committee Meeting we agreed on the list below of future meetings. However, staff has realized that there is an election on November 7, 2023 and the Commission Chamber will not be available. At this time, staff would like to know if the Committee would like to cancel the November meeting or reschedule it Wednesday, November 8 or Thursday, November 9.

- July 18, 2023
- August 15, 2023
- September 19, 2023
- October 3, 2023
- **November 7, 2023**
- December 5, 2023

Recommended Motion: No motion needed.

