



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, November 15, 2022 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. October 18, 2022 Centennial Celebration Committee Meeting Minutes
2. November 1, 2022 Centennial Celebration Committee Minutes

NEW BUSINESS:

3. Centennial Celebration Gala Discussion
4. Chili Cook-off Discussion
5. Centennial Celebration Commemorative 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 December 6, 2022.



**Town of Lake Park
Centennial Celebration Committee**

Agenda Request Form

Meeting Date: **November 15, 2022**

Agenda Item No.

Agenda Title: October 18, 2022 Centennial Celebration Committee Minutes.

[] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA**
 [] BOARD APPOINTMENT [] OLD BUSINESS
 [] PUBLIC HEARING ORDINANCE ON _____ READING
 [] NEW BUSINESS
 [] OTHER: _____

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

Vivian Mendez, Town Clerk, MMC

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: <p style="text-align: center;">Minutes Exhibit</p>
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case Please initial one.

Recommended Motion: I move to approve the October 18, 2022 Centennial Celebration minutes



**Minutes
Town of Lake Park, Florida
Centennial Celebration Committee Meeting
Tuesday, October 18, 2022 6:30 PM
Town Hall Commission Chamber,
535 Park Avenue, Lake Park, Florida 33403**

The Centennial Celebration Committee met for the purpose of a regular meeting on Tuesday, October 18, 2022 at 6:30 p.m. Present were Chair/Commissioners John Linden, Commissioner Mary Beth Taylor, Committee Member Vice-Chair Evelyn Harris Clark, Committee Members Patricia Leduc, Beth Motschenbacher, and Special Events Director Riunite Franks. Town Manager John D'Agostino, Mayor Michael O'Rourke, and Commissioner Roger Michaud were absent.

ROLL CALL & PLEDGE OF ALLEGIANCE

Town Clerk Vivian Mendez performed the roll call and Historical Society Member Dianne Sophinos led the pledge of allegiance.

SPECIAL PRESENTATION/REPORT:

None

CONSENT AGENDA:

1. October 4, 2022 Centennial Celebration Committee Meeting Minutes.

Motion: Vice-Chair Harris Clark moved to approve the Consent Agenda; Commissioner Taylor seconded the motion.

Vote on Motion:

Committee Member	Aye	Nay	Other
Mayor O'Rourke			Absent
Chair/Commissioner Linden	X		
Commissioner Michaud			Absent
Commissioner Taylor	X		
Vice-Chair Harris-Clark	X		
Committee Member Leduc	X		
Committee Member Motschenbacher	X		

Motion passed 5-0.

New Business:

2. Centennial Celebration Logo Selection.

The Committee discussed the updated logo selection (see attached). The Committee agreed that they preferred the logo on option 3 with the following changes: The Kelsey City Gates and Clock Tower included logo option 2 be placed in the 100 of Option 3. They decided on blue letters and numbers within the logo and gold on the lines alongside the word Florida and above and underneath 1923-2023.

Public Comment:

Dianne Sophinos commented on the colors chosen and the design within the 100.

Special Events Director Franks recapped the logo specifications chosen by the Committee. The new design options would appear on the November 1, 2022 meeting.

3. Centennial Celebration Sponsor List Update.

The Committee discussed the businesses to approach on the sponsorship list.

Public Comment:

Dianne Sophinos suggested two businesses that were not on the sponsorship list. Special Events Director Franks explained that the businesses mentioned were not on the sponsorship list, but were on the Town's vendor list. Committee Member Motschenbacher explained that the Town has a list of vendors in which each Committee Member chose to be included as part of the sponsorship list. Each member of the Committee would send their list to Special Events Director Franks.

4. Centennial Celebration Kickoff Update.

Special Events Director Franks explained that she reached out to the band Memory Lane and they are available to provide entertainment during the kickoff event. Commissioner/Chair Linden asked that the band play the Kelsey City song during the events. He explained that he would work with Lake Park Elementary music teacher to see if they could turn the waltz into a modernized version of the song. Commissioner/Chair Linden briefly played the song.

5. Centennial Celebration Historic Homes Tour.

Special Events Director Franks explained that Molly Trolleys Tour are not available on Saturday, February 11, 2023. She provided alternate dates as follows: Sunday, February 12, 2023, Saturday, February 18, 2023, and Sunday, February 19, 2023. She suggested that the Historic Homes Tour, Bicycle Tour and Harry Kelsey's Birthday Party be combined as one grand event on Sunday, March 26, 2023. The Committee discussed the benefits of combining events.

Public Comment:

Dianne Sophinos explained how they conducted the Historic Homes Tour 25-years ago. She suggested that no passengers visit the inside of the Historic Homes.

Special Events Director Franks asked the Committee to select a date for the event, so that she could put down a deposit for the use of the trolley. The Committee decided to hold the Historic Homes Tour on Sunday, March 26, 2023, with or without the use of a trolley.

COMMITTEE MEMBER COMMENTS:

Vice-Chair Harris-Clark had no comments.

Committee Member Leduc had no comments.

Committee Member Motschenbacher had no comments.

Town Manager D'Agostino was absent.

Chair Linden asked if there would be a separate website for the Centennial. Special Events Director Franks stated that a separate page within the Town's website would be set up for the Centennial Celebration.

He stated that Mr. Rick Goodsell had submitted an email in which he asked for a list of Mayors. Special Events Director Franks asked for clarity regarding Mr. Goodsell need to create the Town's timeline. She understood the Lake Park Library would have the Town's timeline, which would consist of historical photos placed on easels with a caption below or alongside. Commissioner/Chair Linden would speak to Mr. Goodsell for clarity. The Library Director would be invited to a future meeting to discuss ideas for the timeline.

Commissioner Michaud was absent.

Commissioner Taylor felt the Committee was doing well.

Mayor O'Rourke was absent.

Special Events Director Franks

Public Comment:

Dianne Sophinos gave some suggestions on the logistics of the Historic Home Tour.

ADJOURNMENT

There being no further business to come before the committee and by unanimous vote, the meeting adjourned at 9:25 P.M.

Chair/Commissioner, John Linden

Town Seal

Town Clerk, Vivian Mendez, MMC

Approved on this _____ of _____, 2022

Option 2

LAKE PARK FLORIDA



Option 3





**Minutes
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Centennial Celebration Committee Meeting
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Town Hall Commission Chamber,
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ROLL CALL & PLEDGE OF ALLEGIANCE

Town Clerk Vivian Mendez performed the roll call and Historical Society Member Dianne Sophinos led the pledge of allegiance.

SPECIAL PRESENTATION/REPORT:

None

CONSENT AGENDA:

1. October 4, 2022 Centennial Celebration Committee Meeting Minutes.

Motion: Vice-Chair Harris Clark moved to approve the Consent Agenda; Commissioner Taylor seconded the motion.

Vote on Motion:

Committee Member	Aye	Nay	Other
Mayor O'Rourke			Absent
Chair/Commissioner Linden	X		
Commissioner Michaud			Absent
Commissioner Taylor	X		
Vice-Chair Harris-Clark	X		
Committee Member Leduc	X		
Committee Member Motschenbacher	X		

Motion passed 5-0.

New Business:

2. Centennial Celebration Logo Selection.

The Committee discussed the updated logo selection (see attached). The Committee agreed that they preferred the logo on option 3 with the following changes: The Kelsey City Gates and Clock Tower included logo option 2 be placed in the 100 of Option 3. They decided on blue letters and numbers within the logo and gold on the lines alongside the word Florida and above and underneath 1923-2023.

Public Comment:

Dianne Sophinos commented on the colors chosen and the design within the 100.

Special Events Director Franks recapped the logo specifications chosen by the Committee. The new design options would appear on the November 1, 2022 meeting.

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Public Comment:

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Public Comment:

Dianne Sophinos explained how they conducted the Historic Homes Tour 25-years ago. She suggested that no passengers visit the inside of the Historic Homes.

Special Events Director Franks asked the Committee to select a date for the event, so that she could put down a deposit for the use of the trolley. The Committee decided to hold the Historic Homes Tour on Sunday, March 26, 2023, with or without the use of a trolley.

COMMITTEE MEMBER COMMENTS:

Vice-Chair Harris-Clark had no comments.

Committee Member Leduc had no comments.

Committee Member Motschenbacher had no comments.

Town Manager D'Agostino was absent.

Chair Linden asked if there would be a separate website for the Centennial. Special Events Director Franks stated that a separate page within the Town's website would be set up for the Centennial Celebration.

He stated that Mr. Rick Goodsell had submitted an email in which he asked for a list of Mayors. Special Events Director Franks asked for clarity regarding Mr. Goodsell need to create the Town's timeline. She understood the Lake Park Library would have the Town's timeline, which would consist of historical photos placed on easels with a caption below or alongside. Commissioner/Chair Linden would speak to Mr. Goodsell for clarity. The Library Director would be invited to a future meeting to discuss ideas for the timeline.

Commissioner Michaud was absent.

Commissioner Taylor felt the Committee was doing well.

Mayor O'Rourke was absent.

Special Events Director Franks

Public Comment:

Dianne Sophinos gave some suggestions on the logistics of the Historic Home Tour.

ADJOURNMENT

There being no further business to come before the committee and by unanimous vote, the meeting adjourned at 9:25 P.M.

Chair/Commissioner, John Linden

Town Seal

Town Clerk, Vivian Mendez, MMC

Approved on this _____ of _____, 2022



**Town of Lake Park
Centennial Celebration Committee**

Agenda Request Form

Meeting Date: **November 15, 2022**

Agenda Item No.

Agenda Title: November 1, 2022 Centennial Celebration Committee Minutes.

[] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA**
 [] BOARD APPOINTMENT [] OLD BUSINESS
 [] PUBLIC HEARING ORDINANCE ON _____ READING
 [] NEW BUSINESS
 [] OTHER: _____

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

Vivian Mendez, Town Clerk, MMC

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	Attachments: Minutes Exhibit
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case Please initial one.

Recommended Motion: I move to approve the November 1, 2022 Centennial Celebration minutes



**Minutes
Town of Lake Park, Florida
Centennial Celebration Committee Meeting
Tuesday, November 1, 2022 6:30 PM
Town Hall Commission Chamber,
535 Park Avenue, Lake Park, Florida 33403**

The Centennial Celebration Committee met for the purpose of a regular meeting on Tuesday, November 1, 2022 at 6:30 p.m. Present were Chair/Commissioners John Linden, Commissioner Mary Beth Taylor, Commissioner Roger Michaud, Committee Member Vice-Chair Evelyn Harris Clark, Committee Members Patricia Leduc, Beth Motschenbacher, and Special Events Director Riunite Franks. Town Manager John D'Agostino and Mayor Michael O'Rourke and were absent.

ROLL CALL & PLEDGE OF ALLEGIANCE

Town Clerk Vivian Mendez performed the roll call and Commissioner Michaud led the pledge of allegiance.

CONSENT AGENDA: None

New Business:

1. Centennial Celebration Logo Selection.

The Committee reviewed the final selection of logos. After some discussion, the Committee asked that the lines alongside the word Florida be changed to gold.

Motion: Commission Michaud moved to selection logo number 2 with the modification of changing the lines alongside the word Florida to be gold; Committee Member Leduc seconded the motion.

Vote on Motion:

Committee Member	Aye	Nay	Other
Mayor O'Rourke			Absent
Chair/Commissioner Linden	X		
Commissioner Michaud	X		
Commissioner Taylor	X		
Vice-Chair Harris-Clark	X		
Committee Member Leduc	X		
Committee Member Motschenbacher	X		

Motion passed 6-0.

2. Centennial Celebration Historical Exhibit.

The Committee reviewed the photos that were included as part of the agenda item. Library Director Judith Cooper attended the meeting and answered questions of the Committee. The Committee discussed how many photos to display for the timeline. The QR Codes could accompany each photo to provide background information of the photo. The Town's

Chief Public Information Officer would speak to the members of the Historical Society and create the background information of the photos. Commissioner Taylor suggested creating a booklet or pamphlet with all the photos and brief information for people to take it. The Committee decided on a maximum of 20 photos for the timeline. Commissioner/Chair Linden would reach out to the Historical Society for additional photos. Library Director Cooper was looking forward to the event.

Public Comment: None

COMMITTEE MEMBER COMMENTS:

Vice-Chair Harris-Clark suggested using old picture frames for the photos. The frames could be given to the Historical Society afterwards.

Committee Member Leduc She felt the Committee had made good progress.

Committee Member Motschenbacher offered the Historical Society of Palm Beach County as a resource.

Town Manager D'Agostino was absent.

Chair Linden announced that she would not be available for the December 6, 2022 meeting. He suggested inviting the Historical Society to the January 2023 meeting. He asked if the merchandise would be available to sell by the kick-off. Special Events Director Franks stated that they would be available by the kick-off.

Commissioner Michaud agreed with the logo chosen.

Commissioner Taylor agreed with the logo chosen.

Mayor O'Rourke was absent.

Special Events Director Franks announced that Mayor O'Rourke has resigned from the Committee. She explained that recruitment of more members would be placed on the Town's social media platforms. She stated that the trolleys would be available on March 26, 2023.

ADJOURNMENT

There being no further business to come before the committee and by unanimous vote, the meeting adjourned at 7:48 P.M.

Chair/Commissioner, John Linden

Town Seal

Town Clerk, Vivian Mendez, MMC

Approved on this _____ of _____, 2022





Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 15, 2022

Originating Department: Special Events

Agenda Title: Centennial Celebration Gala Discussion

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 the Regular Commission Meeting held on November 2, 2022 the Vice Mayor expressed her concern with the ticket amount of \$100.00 for the Centennial Celebration Gala to be held on Saturday, October 14, 2023 in the Mirror Ballroom. Staff has come up with a couple of options that the Committee can discuss.

1. Keep the ticket amount of \$100.00
2. Change the ticket amount to \$50.00 and scale back on the entertainment and décor
3. Change the event to a sponsor breakfast

Recommended Motion:

I move to _____.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 15, 2022

Originating Department: Special Events

Agenda Title: Chili Cook-off Discussion

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 the Regular Commission Meeting held on November 2, 2022 the Vice Mayor expressed her concern with not having an event scheduled between June 3 (Library Exhibit) and September 23 (Arts & Crafts Fest). One of the suggestions was to organize a Chili Cook-off as part of the Centennial. In order to add a new event to the schedule, staff will have to make some budget adjustments to other events. Possible Chili Cook-off dates include:

Saturday, July 8	Saturday, July 15	Saturday, July 22	Saturday, August 19
Sunday, July 9	Sunday, July 16	Sunday, July 23	Sunday, August 20

At this time, staff would like the Committee to discuss the suggested event and possible dates.

Recommended Motion:

I move to include a Chili Cook-off on _____ to be included as part of the Town's Centennial Celebration Events & Activities.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 15, 2022

Originating Department: Special Events

Agenda Title: Centennial Celebration Commemorative 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:

At the Regular Commission Meeting held on November 2, 2022 the Vice Mayor expressed her concern with creating a Centennial Celebration Commemorative Book. According to the Vice Mayor, the Town of Lantana has not been able to sale the books that they created and purchased for their centennial in 2021. Town staff has spoken with the Town of Lantana and will provide an update to the Committee on the status of the Centennial Commemorative Book.

Recommended Motion:

No motion needed.