



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, September 19, 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. August 15, 2023 Committee Meeting Minutes

NEW BUSINESS:

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

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 October 3, 2023.



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Tuesday, August 15, 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

6:30 P.M.

PRESENT

Commissioner/Chair John Linden

Vice-Chair Evelyn Harris Clark

Board Member Patricia Leduc

ABSENT

Mayor Roger Michaud

Commissioner Mary-Beth Taylor

PLEDGE OF ALLEGIANCE

Commissioner/Chair Linden

CONSENT AGENDA:

Motion made to approve the Consent Agenda by Vice-Chair Harris Clark, Seconded by Board Member Leduc.

Voting Yea: Commissioner/Chair Linden

1. Centennial Celebration Committee Meeting Minutes - July 18, 2023

NEW BUSINESS:

2. Centennial Art & Music Festival Update

Special Events Director Franks explained the item. She explained that the Town has received a total of 13 applications and has responded to two more applicant inquires about the event. She will reach out to the Sunset Celebration vendors, because only two of those vendors have submitted applications. An internal staff meeting has been scheduled with the Palm Beach County Sheriff's Office to discuss the logistics for the event. She explained that she would schedule an internal meeting with Jesse Furman, Rust Market Organizer, to discuss the final logistics for the event. She has thought about offering the Rust Market vendors an opportunity to be on the street instead of the parking lot, since the Town does not have enough vendors signed up to warrant all three blocks on Park Avenue to be used. She has also thought that all the vendors could be on one side of the street to expand the vendor area further. Commissioner/Chair Linden asked if Mr. Furman had shared his vendor list. Special Events Director Franks explained that she received an email from Mr. Furman stating that he needed more vendor applications for the event. Commissioner/Chair Linden explained that he spoke with Artist of Palm Beach County President Mary Jane Zapp about the event. He stated that she had reintroduced the topic at one of their meetings and received feedback that several artist were interested in participating. He stated that he has provided the information to others for them to promote the event over the next two-weeks to see if there are any vendors interested in participating. Vice-Chair Harris Clark offered to reach out to the Events Coordinator in the City of Rivera Beach for possibly more vendors.

3. Centennial Celebration Gala

Special Events Director Franks explained the item. Commissioner/Chair Linden recommended direct mail to promote the event. Special Events Director Franks explained that they had done a direct mail previous, which contained a list of all of the Centennial events. She asked that they keep in mind the additional cost of translating a flyer and the direct mail. Commissioner/Chair Linden expressed his concern that they have not received many participants at some of the events and would like a better turn out for the last few events. Committee Member Leduc suggested handing out flyers at the Sunset Celebration to promote the events. Special Events Director

Franks offered to have flyer ready by Friday that can be picked up. Vice-Chair Harris Clark asked if any other departments had mailers being sent that this flyer could be included. She also suggested that more marketing of the events be posted on the social media accounts. She asked what the event banner schedule was to promote the event. Special Events Director Franks explained that depending on the amount of events taking place at any given time would determine when the banners are posted.

Special Events Director Franks explained the event program. Vice-Chair Harris Clark asked if the Kelsey Family had responded to attend any of the events. Special Events Director Franks stated that they had responded to say that they were not available to attend most of the events, but would attempt to attend the final event.

Committee Member Leduc comment regarding all sponsors being treated equally. Vice-Chair Harris Clark would prefer that the sponsors be included in the book. Special Events Director Franks offered to have a thank you from the Town and the Committee on a separate page of the book. Commissioner/Chair Linden expressed his agreement of the suggestions to include sponsors in the book.

Vice-Chair Harris Clark asked what would be done with the center pieces once the event has ended. Special Events Director Franks stated that she would place a ticket under one chair per table, but if the Committee had another idea she was open to hearing it. She explained that she would like to have as much set up for the event earlier in the week. Vice-Chair Harris Clark suggested that the announcement of the center pieces be considered as part of the program. Special Events Director Franks stated that they could make that announcement prior to dancing.

Special Events Director Franks explained the gift bags. The Committee asked for pricing of the Voice Chocolate cookies for the table & gift bags.

Special Events Director Franks explained the catering and bar menus. The Committee discussed the menu and drink options for the event. They decided on garden salad, balsamic vinaigrette; pan roasted chicken with mushroom sauce; roasted fingerlings; and roasted seasonal vegetable medley. The Committee asked that the discussion of allowing children at the event be placed on the next agenda.

PUBLIC COMMENT:

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Dianne Sophinos commented regarding catering, types of alcoholic drinks, and asked who received an invitation. She asked if the Kelsey beer was still being served and would they be at this events. Special Events Director Franks explained that the Town purchased the beer and it was gifted at a Florida League of Cities meeting and many bottles were left on the tables.

Dianne Sophinos asked if the schools were considered for the Art & Music Festival. Special Events Director Franks explained that the schools were not contacted yet. Dianne Sophinos asked if tables, tents and chairs would be offered by the Town. Special Events Director Franks explained that the Town does not have the staff to support providing tents, tables and chairs for an event.

COMMITTEE MEMBER COMMENTS:

Special Events Director Franks stated that there she has no assistant in her department.

Commissioner/Chair Linden recapped that Harris Clark and Leduc would distribute flyers. Special Events Director Franks to find out if staff was sending out any other mailers, in which the flyer could be included. Vice-Chair Harris Clark asked that former Committee member Beth be invited to the Gala.

Diane Sophinos asked if any of the car dealers were invites to the event. She suggested that long term companies receive a personal invitations to the Gala. Vice-Chair Harris Clark suggested that we send businesses the flyer. She also suggested that flyers be placed at Publix.

ADJOURNMENT:

8:00 P.M.

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on September 19, 2023.

Chair/Commissioner, John Linden

Town Seal

Town Clerk, Vivian Mendez, MMC

Approved on this _____ of _____, 2023



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

MEETING DATE: 8/15/2023

Item 1.

Cards must be submitted before the item is discussed!!

*****Three (3) minute limitation on all comments**

Name: Dianne Saphire

Address: 338 BAYBERRY DRIVE

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item: Lamb -

Plated meal - prime rib, tur key,

Carving station Restaurant

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

Item 1.

MEETING DATE: 8/15/23

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*****Three (3) minute limitation on all comments**

Name: Dianne Sophinos

Address: 338 GAYBERRY DRIVE

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

Cheryl agree - Asti^y 300 minutes, Cause?
white sangria, Red sangria
Brew house, Hellas, Beer

I would like to make comments on the following Non-Agenda Item(s):

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TOWN OF LAKE PARK
PUBLIC COMMENT CARD

Item 1.

MEETING DATE:

8/15/23

Cards must be submitted before the item is discussed!!

*****Three (3) minute limitation on all comments**

Name:

Dianne Sophinas

Address:

338 BAYBERRY DRIVE

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

Local schools-ART students during the
SEPT. ART Festival.

I would like to make comments on the following Non-Agenda Item(s):

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TOWN OF LAKE PARK
PUBLIC COMMENT CARD

Item 1.

MEETING DATE:

8/15/23

Cards must be submitted before the item is discussed!!

*****Three (3) minute limitation on all comments**

Name:

Dianne Sophinos

Address:

338 BAY BERRY DRIVE

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

INVITATIONS - G.M.I.

MULLINAX FORD

EARL STEWART TOYOTA

I would like to make comments on the following Non-Agenda Item(s):

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Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: September 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. This event will be held in conjunction with the monthly Rust Market.

VENDORS

At this time, we have received the following vendor applications listed on the updated vendor list. The vendor application submission has closed and we will no longer take vendor applications. All vendors have been notified that they can begin arriving at 8:00 AM on event day. Those vendors that are participating in the Rust Market will begin arriving at 6:00 AM.

STAGE & SOUND EQUIPMENT

The stage will be located on Park Avenue and 7th street just west of the Clock Tower. ESS Productions will be providing a covered trailer stage and the sound equipment.

LIVE ENTERTIANMENT

The live entertainment will be as follows:

Indigo Dreamers: 9:00 AM – 11:00 AM

Leafy Greens: 11:30 AM – 2:00 PM

School of Rock: 2:30 PM – 5:00 PM

Recommended Motion: No motion needed.

CENTENNIAL ART MUSIC FESTIVAL

VENDOR LIST

Item 2.

	A	B	C	J
1	COMPANY	FIRST NAME	LAST NAME	VENDOR TYPE
2	Arthouse Sisters LLC	Barbara	Ziev	Art
3	Artists of Palm Beach County	Mary Jane	Zapp	Art
4	Artists of Palm Beach County	Mary Jane	Zapp	Art
5	Bonner Mobile Bar	Suzanne	Gardner	Beverage
6	Bryadora	Bryanna	O'Sullivan	Craft
7	Captain Scott's LLC	Scott	McDermott	Art
8	Daphodillion Arte	Daphne	Gardner	Art
9	Dark Tide Tattoos	Dan	Gilbert	Art
10	Deep Purpose Jewelry	Dorothee	Kumpe	Craft
11	FLA Beach Vibes	Margie	Sturz	Craft
12	Gilbert Rib King BBQ	Ronney	Gilbert	Food
13	History Can Inspire	Alexandra	Noble	Art
14	Imagitive	Judy-Ann	Blake	Craft
15	Juicylicious Juice	Grace	Bodden	Beverage
16	Mama D's Calabash	Deborah	Houghton	Food
17	Munchies Snack Shack	Pamela	Carnegie	Food
18	Paladar for Food Lovers	Carmen	Mejia	Food
19	Paradise Swimwear	Lee	Webber	Craft
20	Penny Broda	Penny	Broda	Art
21	Sno-Balls in Paradise	Lisa	Coate	Food
22	Talizmani	Pamela	Shapiro	Craft
23	The All American & Seafood	Alicia	Williams	Food
24	The Mac Bowl	George	Albert	Food
25	Tranquil Trends	Lisa	Dewar	Craft
26	Yum Yum Treats	Jessica	Trevino	Food



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: September 19, 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. The event will include guest speakers, dinner, dancing and live entertainment. Event tickets are \$100.00 per person and are currently available on a first-come, first-served basis. The Mirror Ballroom has a limited capacity of 100 guests.

TICKETS

At this time, we have 33 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.

Recommended Motion: No motion needed

**CENTENNIAL CELEBRATION GALA
TICKET LIST**

Item 3.

	A	B	C	D
1	<u>SALUTAITON</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>ORGANIZATION</u>
2	Mayor	Roger	Michaud	Town of Lake Park
3	Mrs.	Charity	Michaud	Guest
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
8	Commissioner	Mary Beth	Taylor	Town of Lake Park
9		Guest	Taylor	Guest
10	Commisioner	Judith	Thomas	Town of Lake Park
11	Mr.	Andre	Robinson	Guest
12	Mrs.	Patricia	Leduc	Centennial Committee
13	Mr.	Lucien	Leduc	Guest
14	Mrs.	Evelyn	Harris-Clark	Centennial Committee
15	Mrs.	Guest	Harris-Clark	Guest
16	Mr.	John	D'Agostino	Town of Lake Park
17	Mrs.	Cathy	D'Agostino	Guest
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.	Sheryle	Hartwell	Raffle Winner
29	Ms.	Sheryle	Hartwell	Raffle Winner
30	Ms.	Lori	Kaufman	Raffle Winner
31	Ms.	Lori	Kaufman	Raffle Winner
32	Ms.	Beth	Motschenbacher	Former Committee Member
33	Mrs.	Patti	Osterman	Former Commissioner
34	Ms.	Bambi	McKibbon-Turner	Town of Lake Park



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: September 19, 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: _____

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 7th 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 75th 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.

SUGGESTED ITEMS FOR TIME CAPSULE

Item 4.

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