



AGENDA

Town of Lake Park, Florida
Centennial Celebration Committee Meeting
Tuesday, June 7, 2022, 6:30 P.M.
Commission Chamber, Town Hall
535 Park Avenue, Lake Park, FL 33403

Michael O'Rourke	—	Mayor
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
Mary Beth Taylor	—	Commissioner
Felicia Ann Brabham	—	Committee Member
Evelyn Harris Clark	—	Committee Member
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 Town Commission, 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.*

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **CONSENT AGENDA:**

1. May 3, 2022 Centennial Celebration Committee Meeting Minutes

Tab 1

D. **NEW BUSINESS:**

2. Proposed Centennial Celebration Events and Activities

Tab 2

E. **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.

F. **COMMITTEE MEMBER COMMENTS:**

G. **ADJOURNMENT:**

Next Scheduled Centennial Celebration Committee will be held on Tuesday, July 5, 2022



**Minutes
Town of Lake Park, Florida
Centennial Celebration Committee Meeting
Tuesday, May 3, 2022 6:30 PM
Town Hall Commission Chamber,
535 Park Avenue, Lake Park, Florida 33403**

The Committee met for the purpose of a Centennial Celebration Committee Meeting on Tuesday, May 3, 2022 at 6:30 p.m. Present were Mayor O'Rourke, Commissioners John Linden, and Mary Beth Taylor, Special Events Director Riunite Franks, Committee Members Felicia Ann Brabham, Evelyn Harris-Clark, Patricia Leduc, and Beth Motschenbacher. Town Manager John D'Agostino and Commissioner Roger Michaud were absent.

ROLL CALL & PLEDGE OF ALLEGIANCE

Special Events Director Franks performed the roll call and Mayor O'Rourke led the pledge of allegiance.

INTRODUCTIONS

1. Introduction of Town Staff and Centennial Celebration Committee Members.

Members of the Commission, Town Staff, and Committee Members formally introduced themselves.

ORIENTATION

2. Disclosure of Information Given to Centennial Celebration Committee Members

- Town of Lake Park Advisory Committee Orientation Presentation
- Florida Commission on Ethics Guide
- Sunshine Manual
- Palm Beach County Code of Ethics Training Acknowledgement Form
- Oath of Office

3. Copy of Resolution No. 48-08-20, Restating Membership, Meetings, Powers and Purpose of the Committee.

DISCUSSION ITEMS

4. Discussion Items for June 7, 2022 Meeting

- Selection of Chair and Vice Chair
- Sub Committees
- Future Meeting Dates

Discussion

Special Events Director Franks announced that Town Clerk Vivian Mendez had provided Committee Members with a Welcome Packet. She explained that the Welcome Packet was inclusive of the above listed information. She announced that each Committee

Member had completed the Palm Beach County Code of Ethics Training, submitted their signed Training Acknowledgment and Board Member Oath to the Town Clerk’s Office.

Mayor O’Rourke announced that Harry Kelsey purchased the Town of Lake Park in 1919. He asked Commissioner Linden to research and list significant historical dates applicable to the Towns’ Centennial Celebration. Special Events Director Franks announced Harry Kelsey’s Birthday (March) and the Clock Tower Capsule Ceremony (November) as significant dates. Committee Member Harris-Clark suggested to avoid planning activities during the holidays. Committee Member Leduc suggested a 4th of July Celebration in 2023, and highlighting local businesses. Committee Member Brabham suggested the inclusion of Family Friendly Events. Special Events Director Franks explained that Staff planned to incorporate the Centennial Celebration in Annual Town Events such as the Easter Eggstravaganza, Holiday Celebration, and Arbor Day. Commissioner Taylor suggested a sidewalk art festival in collaboration with the Artists of Palm Beach, parades, and a swale improvement contest. Committee Member Harris-Clark suggested economic development (local business sponsorship), Coffee with the Commission, Invite Elected Officials from neighboring Municipalities. Commissioner Linden suggested a Car Show, Performances at Kelsey Theater, Clock Tower Capsule Ceremony, a Music Festival on Park Avenue, a Pet Show, and T-Shirt concepts. Committee Member Motschenbacher suggested posting scan able QR Codes throughout the Town of Lake Park to inform Residents of upcoming/ongoing events and Historic Waterfront Tours. Mayor O’Rourke suggested the largest event should last an entire weekend, updating the Park Avenue Mural, and to include local schools in celebration activities. Committee Member Harris-Clark suggested ice cream socials with local churches. Committee Member Brabham suggested the recognition of Residents celebrating their 100th Birthday.

Selection of Chair and Vice-Chair

Motion: Commissioner Taylor nominated Commission Linden as Chair; Committee Member Leduc seconded the motion.

Vote on Motion:

Committee Member	Aye	Nay	Other
Mayor O’Rourke	X		
Commissioner Linden	X		
Commissioner Michaud			Absent
Commissioner Taylor	X		
Committee Member Brabham	X		
Committee Member Harris-Clark	X		
Committee Member Leduc	X		
Committee Member Motschenbacher	X		

Motion passed 7-0.

Motion: Committee Member Motschenbacher nominated Committee Member Harris-Clark as Vice-Chair; Commissioner Taylor seconded the motion.

Vote on Motion:

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

Motion passed 7-0.

Special Events Director Franks explained that a Sub-Committee discussion would take place at a future Meeting. Mayor O'Rourke suggested Committee Members forward their ideas for the Centennial Sub Committees to Special Events Director Franks.

Future Meeting Dates

A brief discussion ensued regarding Committee Member availability.

Motion: Committee Member Leduc moved for the Centennial Celebration Committee to meet on the First Tuesday of each Month at 6:30 p.m.; Committee Member Motschenbacher seconded the motion.

Vote on Motion:

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

Motion passed 7-0.

PUBLIC COMMENT

Judith Thomas, Resident, suggested that Committee Members familiarize themselves with the Budget for the Centennial Celebration via the Town of Lake Park 2022/2023 Fiscal Year Budget. She commended the Committee for their ideas and announced that she was in support of a Centennial Banquet. She explained that diversity should be incorporated into the Centennial Celebration Events. She suggested that the Committee establish an expedited timeline, conduct very organized/topic specific meetings and that November 2022 should begin the Centennial Year. She questioned if Special Events Franks would receive a list of ideas. Special Events Franks clarified that the Board Members were instructed to forward their individual list of ideas, and that she would compile a master list.

Rick Goodsell, Town of Lake Park Volunteer, recommended a Sponsorship Booklet for distribution and to modernize the Town of Lake Park “Song”.

COMMITTEE MEMBER COMMENTS:

Committee Member Brabham had no comments.

Committee Member Harris-Clark had no comments.

Committee Member Leduc had no comments.

Committee Member Motschenbacher had no comments.

Town Manager D’Agostino was absent.

Commissioner Linden had no comments.

Commissioner Michaud was absent.

Commissioner Taylor had no comments.

Mayor O’Rourke had no comments.

ADJOURNMENT

There being no further business to come before the committee and by unanimous vote, the meeting adjourned at 8:18 p.m.

Chair/Commissioner, John Linden

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, S. Edwards, MPA, MMC

Town Seal

Approved on this _____ of _____, 2022



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: June 7, 2022

Agenda Item No.

Agenda Title: Proposed Centennial Celebration Events and Activities

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

Approved by Town Manager _____ Date: _____

Name/Title

<p>Originating Department:</p> <p style="text-align: center;">Special Events</p>	<p>Costs: \$ 0.00</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <p>Exhibit A – Comprehensive List of Ides</p> <p>Exhibit B – Proposed Centennial Celebration Events and Activities</p>
<p>Advertised:</p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>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.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <i>RCF</i></p> <p>Please initial one.</p>

Summary Explanation/Background

At the May 3, 2022 Centennial Celebration Committee Meeting, the members discussed possible events and activities that could take place during the Town’s Centennial Celebration. The Special Events Department has compiled a comprehensive list of ideas that were discussed during the meeting and those that were emailed to the Special Events Director after the meeting. Exhibit A is spreadsheet that contains all of the ideas that the Special Events Department received. The Town staff had an internal meeting to discuss all of the ideas displayed in Exhibit A and to consolidate them into a proposed events and activities list. Exhibit B is the Proposed Centennial Celebration Events and Activities that Town staff believes can be reasonable accommodated throughout the year. At this time, staff would like the Centennial Celebration Committee to provide feedback for each event and activity. Also, if there is something that the Committee feels is missing from the list please let us know. Staff would like the Committee to keep in mind that each event and activity has a corresponding estimated budget amount. The Town budget, sponsorships and in-kind donations will be addressed at the next meeting.

Recommended Motion: No Motion is required.

EXHIBIT A

CENTENNIAL CELEBRATION IDEAS

COMMUNITY EVENTS	HOLIDAY EVENTS
Centennial Celebration in Kelsey Park	4th of July Celebration
Time Capsule Ceremony	Birthday Party for Harry Kelsey
Summer Block Party	Easter Eggstravaganza
Great American Cleanup	Arbor Day Ceremony
Town Wide Scavenger Hunt	
Ribbon Cutting Ceremony - Monument Signs	
Character Book Reading in Library	
Dog and Cat Show	
Centennial Carnival	
BREAKFASTS/LUNCHEONS/GALAS	RECREATION EVENTS
Fundraising Gala	Battle of the Badges Kickball Game
Roaring 20's Themed Gala	Pickleball Tournament
Silent Auction	Tennis Tournament
Senior Luncheon	First Responder Softball Game
Veterans and First Responder Breakfast	5K Walk/Run
Coffee with The Mayor and Commissioners	
Centennial Book Unveiling Gala	
Church Fellowship Breakfast or Luncheon	
Senior Prom	
Business Breakfast or Luncheon	
TOURS & PARADES	LIBRARY
Historic Bicycle Tour	New Centennial Library Cards
Self Guided Walking Tour	Prizes for the 1st Customer on the 16th
Holiday Historic Home Tour	Historical Timeline Throughout Library
History Tour in Library	Unveiling: Historical Timeline Throughout Librari
Multicultural Parade on Park Avenue	Sell Library Blankets
Pet Parade on Park Avenue	
ART & MUSIC FESTIVALS	OTHER ACTIVITIES
Art on Park Event on Park Avenue	Create Centennial Logo
Street Painting Festival on Park Avenua	Sale Centennial Merchandise
Concert in Kelsey Park (Music Over The Decades)	Lake Park Centennial Book
Theater Event at The Black Box	Sell Historical Blanket
Music Fest on Park Avenue	Map of Industrial Area
	Decorate Poles and Trees on Park Avenue
	Replace Street Signs
	Clean White Street Markers
	Implement Historic Home Markers
	Most Improved Swale Contest
	QR Codes with Historical Information
	Centennial Related Social Media Posts



EXHIBIT B TOWN OF LAKE PARK PROPOSED CENTENNIAL CELEBRATION EVENTS & ACTIVITIES

JANUARY 2023

CENTENNIAL KICKOFF CONCERT – FRIDAY, JANUARY 27, 2023

The proposed Centennial Kickoff Concert will be held on Friday, January 27 in conjunction with the Town's monthly Sunset Celebration from 6:00 pm – 9:00 pm at the Lake Park Harbor Marina. The event will include a full cash bar, happy hour prices, and a variety of food, arts & crafts vendors and live music. To commemorate the Town's Centennial we will unveil the new Town of Lake Park logo with as well as the official Town of Lake Park Centennial Merchandise. Attendees will have the opportunity to purchase Commemorative Centennial items such as t-shirts, hats, mugs and tote bags. The final list of item will be decided by the Centennial Celebration Committee at a future meeting date.
TOTAL ESTIMATED COST - \$5,000.00

FEBRUARY – MARCH 2023

HISTORICAL HOMES TOUR

The proposed historical tour of homes and can occur on a suggested date in February or March. Participants can either walk, bike and we can rent a trolley. The Centennial Celebration Committee can coordinate the tour with the Historical Society. In the past, the Historical Society coordinated a very successful Historic Homes Tour that was led by Diane Sophinos. We can invite the members of the Historical Society to a future Centennial Celebration Committee Meeting to discuss the details.
TOTAL ESTIMATED COST - \$3,000.00

BATTLE OF THE BADGES CENTENNIAL EDITION

The proposed Battle of the Badges Kickball Game in honor of Palm Beach County Sherriff's Office District 10 (PBSO) and Palm Beach County Fire Rescue Station 68 (PBCFR) can be held on a Saturday in February or March from 10:00 am – 1:00 pm at Bert Bostrom Park. Deputy Adam Pozsonyi has already spoken with PBSO and PBCFR regarding the event and they have made several suggestions. This includes, scheduling different sporting events throughout the day (kickball, flag football, soccer) and including local students as game participants. The event will also feature a community BBQ food vendors, games, entertainment and a Touch-A-Truck section from Palm Beach County Sheriff's Office and Palm Beach County Fire Rescue including specialty vehicles, SWAT, K9, Bomb Squad and the Mounted Unit. We can invite Deputy Adam Pozsonyi to a future Centennial Celebration Committee Meeting to discuss the event details.
TOTAL ESTIMATED COST - \$5,000.00

HARRY KELSEY BIRTHDAY PARTY

The proposed birthday party for Harry Kelsey can be held on Sunday, March 26 at the Evergreen House or the Mirror Ballroom. This event can be organized in conjunction with the annual event that is held by the Historical Society. We can invite the members of the Historical Society to a future Centennial Celebration Committee Meeting to discuss the details.

TOTAL ESTIMATED COST - \$2,000.00

APRIL 2023

CENTENNIAL EASTER EGGSTRAVAGANZA – SATURDAY, APRIL 8, 2023

The Town of Lake Park will host our annual Easter Eggstravaganza on Saturday, April 8, 2023 from 10:00 am – 1:00 pm in Kelsey Park. The event will include egg hunts for children 3-10 years old and prizes for each category, free photos with the Easter Bunny, children's activities, music, food, raffle prizes, face painting and much more. To incorporate the Centennial into the existing event, we will have 100 Golden Eggs (with the Centennial Logo) hidden within the egg hunts. Each egg will have a \$1.00 bill hidden inside.

TOTAL ESTIMATED COST - \$8,000.00

ARBOR DAY CENTENNIAL CEREMONY – FRIDAY, APRIL 28, 2023

The Town of Lake Park will host its annual Arbor Day Celebration ceremony on Friday, April 28, 2023 from 10:00 am – 12:00 am. To commemorate the Town's Centennial, we will plant a tree in Kelsey Park along with a commemorative plaque. The plaque can include the names of the current Town Commission and Town Manager.

TOTAL ESTIMATED COST - \$2,000.00

MAY - OCTOBER 2023

ART ON PARK AVENUE CENTENNIAL FESTIVAL

In support of the Town's Centennial, the Community Redevelopment Agency can host an art festival on Park Avenue. This event will showcase various arts and crafts products, such as clay, digital, fiber, glass, jewelry, mixed media, painting, photography, printmaking, drawing, sculpture, wood, acrylic, oils and more. The event will also include continuous live entertainment from some of the best south Florida bands around. As well as, festive food and drink vendors including craft beer and wine. Funds (vendor fees) raised for the event will go towards the Town's Centennial Celebration event in November.

TOTAL ESTIMATED COST - \$50,000.00

MONUMENT SIGNS RIBBON CUTTING CEREMONY

As part of the Town's rebranding process, staff would like to re-design the Town's monument signs. This can be an opportunity to have a proposed Ribbon Cutting Ceremony to display the new sign design. The event can take place on a Friday morning in the month of September to remember the devastating Hurricane of 1928.

TOTAL ESTIMATED COST - \$2,000.00

TOWN OF LAKE PARK CENTENNIAL GALA

The proposed Centennial Gala in the Mirror Ballroom can be held on a Saturday in the month of October. The gala will include dinner, entertainment, and a program. This event can also serve as the unveiling of the Town of Lake Park Centennial Commemorative Book. Event tickets will be \$100.00 per person and will be sold on a first-come, first-serve basis. Books will be available for purchase at the event. Funds raised for the event will go towards the Town's Centennial Celebration event in November.

TOTAL ESTIMATED COST - \$15,000.00

LIBRARY EVENTS & ACTIVITIES

The Town of Lake Park Public Library can hold a Ribbon Cutting Ceremony in honor of the Centennial Historical Timeline Display that will be located in the Library. The timeline will be mounted on poster boards and set on easels throughout the Library. We can invite the Library staff to a future Centennial Celebration Committee Meeting to discuss the details.

TOTAL ESTIMATED COST - \$5,000.00

NOVEMBER 2023

CENTENNIAL TIME CAPSULE CEREMONY – THURSDAY, NOVEMBER 16, 2023

The Park Avenue Clock Tower was completed during the celebration of the Town's 75th Anniversary. During that celebration, a time capsule was buried at the Clock Tower on November 16, 1998. It is to be opened on Thursday, November 16, 2023. We can have a ceremony at the Park Avenue Clock Tower to open the time capsule and replace it with a new one. The ceremony can be held from 6:00 pm – 8:00 pm. We can block off Park Avenue to have a safe event.

TOTAL ESTIMATED COST - \$5,000.00

CENTENNIAL CELEBRATION - SATURDAY, NOVEMBER 18, 2023

The Centennial Celebration can be the final event of the year. It can take place on Saturday, November 18 in Lake Shore Park. (Kelsey City was incorporated on November 16, 1923) The event will include continuous live entertainment, festive food & drink vendors, carnival games, bounce house and special presentations. The event will conclude with a special fireworks display in Lake Shore Park.

TOTAL ESTIMATED COST - \$75,000.00