



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Tuesday, March 21, 2023 at 6:30 PM

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

John Linden	—	Commissioner/Chair
Roger Michaud	—	Mayor-Elect
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

6:30 P.M.

PRESENT

Commissioner/Chair John Linden

Commissioner Mary-Beth Taylor

Board Member Evelyn Harris Clark

Board Member Patricia Leduc

Board Member Beth Motschenbacher

ABSENT

Mayor-Elect Roger Michaud

PLEDGE OF ALLEGIANCE

Commissioner/Chair Linden

CONSENT AGENDA:

Committee Member Motschenbacher stated that she had one clarification in the Committee Member section of the minutes. She stated that it was noted that she was talking about the Palm Beach Chamber (Chamber). She clarified that she was not suggesting that they solicitate the Chamber to sponsor the Centennial. She just wanted to send the sponsorship information to the Chamber for them to share with their business membership for potential sponsors interest. She wanted this information to be clear.

Motion made to approve the Consent Agenda, with the changes requested for clarification by Committee Member Motschenbacher, by Commissioner Taylor, Seconded by Board Member Leduc.

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

1. Centennial Celebration Committee Meeting Minutes - March 7, 2023

NEW BUSINESS:

2. Centennial Celebration Sponsorship Update.

Special Events Director Franks reviewed the sponsorship list and provided an update on each of the sponsors. Commissioner/Chair Linden asked if the Town had received a sponsorship check from the Kelsey Theatre. Special Events Director Franks would check with Finance to see if they have received the check. Committee Member Motschenbacher asked if the PDF version of the sponsorship packet could be added to the Centennial page on the Town's website. Special Events Director Franks would check to find out if it has been uploaded. Committee Member Motschenbacher stated that she linked the Centennial website page to the letter she drafted for the Special Events Director for the Chamber. When you scroll down to the bottom of the Centennial website page, there was information about payment types and a person could go through and make a payment. However, if someone reading the letter lands on the Town's website page, they would not have any context. She explained that it would only work for those that have the physical packet. She explained that it would be helpful to have the packet included on that section of the website.

3. Centennial Historical Homes Tour Update.

Special Events Director Franks provided an update. She explained that they have received 85 RSVP's and they continue to come in. She stated that an email would be sent to those riding on the Trolley no later than Friday. She explained that they have received several phone calls with

questions that she would address. The questions were confirming the time and location to board the Trolley, would there be a narrator on board, and several have asked if they were going to be allowed off the Trolley and going into the homes. All of these questions would be addressed in the email. She asked for the Committees feedback on how did they want to facilitate who gets on the Trolley first. She asked if they wanted to allow those that RSVP'd first or first come first served.

Commissioner Taylor agreed with the first come first served option. Committee Member Leduc agreed that if the person was here first and they also RSVP'd they should be the first ones on the Trolley. She asked how would residents that did not RSVP be addressed. She did not want to discourage residents that did not RSVP from being on the Trolley. Committee Member Motschenbacher voted for option two, where people load up as they arrive so the Trolley could get moving as soon as possible. She suggesting adding something in the email communication about "due to the overwhelming excitement of this event, we have had more folks RSVP than we expected, which is great. We will be able to accommodate everybody. The first bus will leave promptly at 1:00 P.M. and then...". She stated that with most of the events no-shows are expected. Vice-Chair Harris Clark agreed with everyone else. Those that RSVP and show up on time should get on the Trolley. She stated that those who arrive later or did not RSVP should wait. She stated that if it made it easier the people that have RSVP'd could go into Trolley number 1 and those that did not could go into Trolley number 2. Special Events Director Franks explained that they already have more than the 60-people to be on Trolley number 1 and 2. Each Trolley's hold 30-people. The Trolley's are expected to arrive at the same time.

Commissioner/Chair Linden explained that some people are not sure if they could attend, so they are not going to RSVP. Based on other events and feedback they have received, he anticipates over 100-people. He was not including those that were going to ride their bicycles or walking. He recapped that the consensus from the Committee was that first-come first-served with some priority for those that RSVP'd.

Dianne Sophinos explained that she along with Will Serrano would be narrators on the Trolleys. They have gone through the entire route and have printed copies of the home map for those that want to have a copy. She asked who would be at Town Hall to direct people. Special Events Director Franks explained that she would be at Town Hall around noon on Sunday. She explained that the time may change depending on what time the decorator was expected at the Evergreen House for the birthday celebration. She explained that she would have the RSVP list and a waiver that each person that boards the Trolley must sign. The waiver would be included as part of the

email being sent to those on the list. She explained that once things are under control at Town Hall she would go over to the Evergreen House to prepare for the party. Ms. Sophinos suggested that someone stay at Town Hall to distribute the map. Special Events Director Franks asked for a copy of the map to include in the email, as well as providing it to the Palm Beach County Sheriff's Office (PBSO) and Molly's Trolleys.

Ms. Sophinos asked if PBSO would be at Town Hall. Special Events Director Franks explained that there would be several PBSO Deputy's assigned to the event. Ms. Sophinos suggested that a PBSO Deputy be posted at the intersection of US1 and Park Avenue to assist with those crossing the intersection. Commissioner/Chair Linden asked how she would suggest passengers board the Trolley. Ms. Sophinos suggested that those that have RSVP'd board first and then those that did not RSVP board last. She stated that it would take the driver 20-minutes to return from the route. Commissioner/Chair Linden recapped that the plan would be to have passengers board at Town Hall and follow the route to the Evergreen House, everyone would get off at the Evergreen House. The second Trolley would be closely behind the first Trolley and they would pick people up to bring them back to Town Hall. That would allow people to look around the Evergreen House before boarding the Trolley to get back to Town Hall. He explained it as a drop-off location. Ms. Sophinos agreed with the recap of the event. She explained that the Church, next to Town Hall, would be open until 3:00 P.M. if anyone wished to visit the Church.

Commissioner/Chair provided an update on the Town's historian L.J. Parker and how he would be transported to and from the event. He showed the Historic Home signs that would be posted on the front lawn of each historical home along the route. Ms. Sophinos explained that there were several historic home owners that did not want to participate in the tour.

Commissioner/Chair Linden explained that the historic booklet would be available on the day of the tour. He thanked Dianne Sophinos for writing and putting the book together. He showed a series of replica coins from 1923, which would be displayed in the Evergreen House. Vice-Chair Harris Clark suggested including current currency in the time capsule.

The Committee discussed the logistics for the event and people exiting the Trolley and entering the Evergreen House. After a lengthy discussion the Committee decided that people would not be exiting the Trolley at the Evergreen House. Everyone would be invited to return to the Evergreen House after the Trolley tour.

4. Harry S. Kelsey Birthday Celebration Update.
Commissioner/Chair Linden stated that during the Birthday Celebration there would be games for attendees to play. He announced that he has invited Sara, who sang the Kelsey City song during the kick-off, to attend the celebration to sing.
5. Centennial Arbor Day Ceremony.
Special Events Director Franks explained the Arbor Day Ceremony. She explained that the Tree Board would be selecting the tree to plant on Arbor Day during their April 11, 2023 meeting.
6. Future Centennial Celebration Committee Meetings.
Special Events Director Franks explained that at the last meeting the Committee discussed cutting back on the amount of meetings because of the difficulty staff has to keep up with the regular workload and the Committee.

Commissioner/Chair Linden asked if the Committee was needed for the Easter event. Vice-Chair Harris Clark felt that the event has occurred many times over the years, so the Special Events Department does not require any assistance.

Motion made to conduct the next meeting on Tuesday, April 18, 2023 by Board Member Motschenbacher, Seconded by Board Member Leduc.

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

Motion made to conduct the May meeting on May 16, 2023 by Board Member Leduc,
Seconded by Board Member Leduc.

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

7. Centennial Celebration Time Capsule Ceremony.
Special Events Director Franks explained that the Time Capsule Ceremony would take place on Thursday, November 16, 2023. She explained that the time capsule was on Park Avenue and 7th Street under the clock tower. She explained that if it were opened at noon it would disrupt the Sanitation pick up schedule on that day. She stated that if the event took place later in the day, such as 4:00 P.M. it would not disrupt the Sanitation pick up schedule. She also asked if the event could take place at Town Hall instead of the clock tower.
The Committee discussed the time and location in which the event could take place. The Committee agreed to having the time capsule opened on November 16th at noon and transport the items to Town Hall to open during a public 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.

None

COMMITTEE MEMBER COMMENTS:

Committee Member Motschenbacher commended Dianne Sophinos for all the logistical work she has put in for the tour.

Special Events Director Franks thanked everyone for their efforts in getting sponsors for the events. She thanked everyone for getting the word out about the tour.

Vice-Chair Harris Clark thanked Dianne Sophinos for her efforts on the booklet for the tour.

ADJOURNMENT:

8:26 P.M.

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on April 18, 2023.