



# **Town of Lake Park, Florida**

## **Centennial Celebration Committee Meeting Minutes**

Tuesday, June 06, 2023 at 6:30 PM

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

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<b>John Linden</b>	—	<b>Commissioner/Chair</b>
<b>Roger Michaud</b>	—	<b>Commissioner</b>
<b>Mary Beth Taylor</b>	—	<b>Commissioner</b>
<b>Evelyn Harris Clark</b>	—	<b>Vice Chair</b>
<b>Patricia Leduc</b>	—	<b>Committee Member</b>
<b>John D’Agostino</b>	—	<b>Town Manager</b>
<b>Riunite Franks</b>	—	<b>Special Events Director</b>
<b>Vivian Mendez, MMC</b>	—	<b>Town Clerk</b>

***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.***

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### **CALL TO ORDER/ROLL CALL**

6:30 P.M.

### **PLEDGE OF ALLEGIANCE**

Commissioner/Chair Linden led the pledge.

### **CONSENT AGENDA:**

Motion made to approve the Consent Agenda by Commissioner Michaud. Seconded by Committee Member Leduc.

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

1. Centennial Celebration Committee Meeting Minutes - April 19, 2023

### **NEW BUSINESS:**

2. Centennial Art & Music Festival.

Commissioner/Chair explained that there were several guest in attendance. Mr. Jesse Furman, Found of the Rust Market; Carole Pitchney, Vice-President of the Artist of Palm Beach County, and Mary Jane Zapp, President of the Artist of Palm Beach County introduced themselves.

Special Events Director Franks explained that the Centennial Art & Music Festival would be held on Saturday, September 23, 2023 from 11:00 A.M. - 5:00 P.M. in Lake Park's Downtown. Staff has provided the vendor application packet and flyer for the event to the Committee Members as well as the public. Space remains available for vendors to participate. Staff has reached out to all the past Sunset Celebration vendors to make them aware of this event. She explained that the event would be joined with the Rust Market and the Artist of Palm Beach County and they would assist in notifying vendors about the event.

A discussion ensued regarding the Artist of Palm Beach County joining the event as one group or as individual artist. Ms. Pitchney asked if each vendor would have tents. Special Events Director Franks explained that each vendor was responsible for their own tents, chairs, banners, etc. for the event. Ms. Pitchney explained that during past events the Artist of Palm Beach County are represented as one group. The discussion continued with a result that the Artist of Palm Beach County would have a tent in which several artist would take turns greeting visitors, but only have four artist merchandise showcased during the hours of the event. They would not be switching out the merchandise as their members route coverage. Ms. Zapp stated that they would use a 13X13 size tent for the group. It was clarified that individual artist could pay their own fee and have their own 10X10 tents. All tents over 10X10 must have a fire extinguisher in the tent.

Mr. Furman explained the typical Rust Market hours of operation (9:00 a.m. - 2:00 p.m.), however, he would extend it to 5:00 p.m. for this event. He described that the Rust Market was on the 700 block on Park Avenue. He suggested closing Park Avenue for the event. Commissioner/Chair Linden asked Special Events Director Franks for the logistics of the event. Special Events Director Franks explained that they plan on closing Park Avenue between 7th Street and 9th Street. They would begin assigning spaces along the 700 block first and then branching out if it were necessary. She asked if the Committee wanted the vendors on Park Avenue or the back alley because many have asked if the event was along the mural (located in the back alley along the 700 block). Mr. Furman explained that there was no foot traffic along the back alley. Special Events Director Franks stated that the vendors would be set up on the parallel parking spots on Park Avenue.

Each member made suggestions of the placement of the vendors. Special Events Director Franks explained why certain streets need to be open and allow businesses to still have access to their areas.

Vice-Chair Harris Clark asked where the food vendors were being placed. Special Events Director Franks stated that the food vendors would be placed on the green space. Vice-Chair Harris Clark asked where are the vendors parking. Special Events Director Franks explained that vendors would park at Town Hall or another space away from the event to allow for visitors to have space to park.

The Committee discussed the business at 754 Park Avenue and moving the portable fence for the event. Mayor Michaud would speak with the Town Manager.

The Committee discussed food and music vendors. The Committee discussed activities for children.

Special Events Director Franks opened the discussion regarding the sale of alcohol during the event. The Town contracts with a vendor for these services for the Sunset Celebration and she wanted to know if the Committee wished to engage the same vendor. The Committee discussed the vendor, other businesses in the area that sell beer & wine and what would be favorable to the businesses and the public.

Motion made to allow Bonner Mobile Vendor to serve beer & wine, along with alcohol during the Art & Music Festival by Commissioner Michaud, Seconded by Commissioner Taylor.

Voting Yea: Board Member Leduc

Voting Nay: Commissioner/Chair Linden, Board Member Harris Clark.

Committee Member Leduc clarified that the businesses on Park Avenue are not vendors.

#### **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.*

Commissioner/Chair Linden read a message from Historical Society Member Rick Goodsell who thanked everyone for the Ribbon-Cutting Ceremony at the Library on Saturday, June 3, 2023.

#### **COMMITTEE MEMBER COMMENTS:**

Mayor Michaud commented that the ribbon-cutting was very nice and well attended.

Special Events Director Franks explained that she will be out of Town on August 5, 2023.

Committee Member Leduc felt that the Committee made a lot of progress this evening. She was glad to distribute vendor packets and reminded everyone to include the smaller businesses when distributing the packets. She was pleased to have the Artist of Palm Beach County included in the event.

Commissioner Taylor thanked the Special Events Department for the wonderful job putting together the ribbon-cutting at the Library.

Vice-Chair Harris Clark thanked staff for the great job they did on the ribbon-cutting. She asked what was the deadline date to receive artist application for the event. Special Events Director Franks explained that the deadline listed on the application was September 1, 2023. She felt that more vendors need to be notified of the event.

Ms. Pitchney thanked everyone for allowing them to display their art and attend this meeting. Special Events Director Franks invited the Artist of Palm Beach County to participate in the Sunset Celebrations each month by filling out the event form.

Ms. Zapp thanked everyone for allowing them to participate in this meeting. She stated that they have many contacts with other groups that they would notify about this event. She was disappointed and confused that there was little to no plans to engage children at this event. She agreed with having children perform on stage while the bands take breaks. She felt this was an opportunity to have activities for children. She was excited for the joint Rust Market, Lake Park event. She felt that 11:00 a.m. was too late to start an event. She looked forward to the event.

Commissioner/Chair Linden thanked Special Events Director Franks for the shirts. He told the story of a vehicle he saw for the holiday celebration.

#### **ADJOURNMENT:**

Motion made to adjourn at 8:42 P.M. 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 June 20, 2023.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 06-06-23

**Cards must be submitted before the item is discussed!!**

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

Name: RICK GOODSELL

Address: 410 PINTH ST

If you are interested in receiving Town information through Email, please  
provide your E-mail address: OTALIVERIA@AOL.COM

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

THANK YOU & CONGRATULATION FOR  
SUPER RIBBON CUTTING  
\_\_\_\_\_  
\_\_\_\_\_

**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.





# VENDORS WANTED

## CENTENNIAL

# ART & MUSIC

## FESTIVAL

The Town of Lake Park is looking for art, craft, food and beverage vendors to participate in the Centennial Art & Music Festival on Saturday, September 23 from 11:00 AM to 5:00 PM in downtown Lake Park.

Art vendors and craft vendors include any persons who sell original, hand-made or embellished items including, but not limited to, ceramics, graphics, drawings, paintings, jewelry, handbags, clothing, accessories, photographs, and sculptures.

Food vendors and beverage vendors include any persons who sell, food and beverage items, including, but not limited to, appetizers, side dishes, soups, salads, main dishes, snacks, desserts, non-alcoholic beverages, liquor, beer and/or wine.

Vendors must submit a vendor application and pay all fees by September 1, 2023. Vendor spots are limited and will be selected on a first come, first served basis. Vendors will be responsible for providing their own tents, tables, chairs, signs and other materials needed. Power/electricity will not be provided. All vendors must provide the necessary permits, licenses and certificates of insurance, as outlined on the vendor application.

**For more information and to obtain a vendor application please contact the Special Events Department at 561-840-0160, email [speialevents@lakeparkflorida.gov](mailto:speialevents@lakeparkflorida.gov), or visit us online at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov).**





### **DESCRIPTION OF EVENT**

- The Centennial Art & Music Festival will be held on Saturday, September 23 from 11:00 am – 5:00 pm in downtown Lake Park.

### **APPLICATION SUBMISSION**

- All vendors must fill out and sign a Centennial Art & Music Festival Vendor Application.
- Please submit completed applications to:  
Town of Lake Park Special Events Department  
535 Park Avenue, Lake Park, FL 33403  
Email: [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov)

### **FEES / PAYMENTS**

- **FOOD - \$50.00 PER VENDOR**
- **ARTS/CRAFTS - \$20.00 PER VENDOR**
- All fees are non-refundable and must be paid in full prior to occupying booth space.
- All payments and supporting documentation must be received before the vendor application will be processed.
- Acceptable forms of payment include cash, check, debit card, credit card or electronic check.
- All debit card, credit card and electronic check payments will be assessed a 3% processing fee.
- Payments can be made in person at Town Hall (535 Park Avenue, Lake Park) or online at [www.lakeparkflorida.gov/government/departments/finance-department](http://www.lakeparkflorida.gov/government/departments/finance-department) by selecting all other online payments.
- If paying online, please select the following prompts:  
PAYMENT TYPE: Please select All Other Payments  
INVOICE NUMBER: Please use Centennial Art & Music
- Checks must be made payable to the "Town of Lake Park" and dated before the application deadline.

### **VENDOR GUIDELINES**

- All vendor applications, fees and supporting documents are due by Friday, September 1, 2023.

- Vendor space is limited, registration is first come, first served.
- Applications must be pre-approved for this event. The Town of Lake Park's Special Events Department reserves the right to refuse any vendor application.
- No art, craft, food, beverage or item of any kind may be sold unless it is listed on the Centennial Art & Music Festival Vendor Application.
- The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever.
- A representative from Palm Beach County Fire Rescue will inspect each vendor space prior to the event. Please make sure that all equipment meets the minimum code requirements.

### **INSURANCE AND LICENSES**

- Vendors are solely responsible for maintaining their compliance with relevant state, local and federal health regulations, codes, licenses and insurance.
- **Food vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1 million per occurrence and \$2 million general aggregate.**
- **Food and beverage vendors must provide current certificates of insurance (i.e. date issued not more than 30 days prior to the date of the event) naming the Town of Lake Park as the Certificate Holder and Additional Insured.**  
**Town of Lake Park**  
**535 Park Avenue**  
**Lake Park, FL 33403**
- All vendors serving alcohol must provide liquor liability coverage.
- Food trucks must provide a copy of their Palm Beach County Business Tax Receipt, Auto Liability Coverage and Palm Beach County Fire Safety Inspection Report (see below).
- Per the Fire Marshal, all food trucks that produce a **grease laden vapor, use gas tanks, or have a suppression system** are required to provide a current fire safety inspection report conducted by Palm Beach County Fire Rescue. The report is considered expired one year after the inspection has been conducted.  
Please contact (561) 233-0050 to schedule your inspection if you have not had a fire safety inspection or if yours has expired.  
The food truck will have to be brought to the inspection site located at 2300 N Jog Road, WPB FL 33411 and the cost of the inspection is \$110.

### **VENDOR SPACE/ASSIGNMENT**

- Vendors cannot request space locations. Vendor locations will be determined by the Special Events Department.
- Power / Electricity will not be provided at this event, however generators are permitted.



- Vendors are responsible for leaving their assigned space in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.

### **SET UP/ BREAKDOWN**

- Set-up will begin at 6:00 am on the day of the event.
- Vendors are not permitted to breakdown until the event ends, unless otherwise permitted by the authorized employee of The Town of Lake Park.
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including carts to carry items to and from vehicles, ice, tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendors must be ready and operational for this event from the start time to the ending time of this event.

### **VENDOR PARKING**

- Vendors must park in the designated vendor parking area only. Vendors are not permitted to park in the public spaces during the event hours. Vendors violating these parking rules may be towed at their own expense or banned from being a vendor at the event.

### **CANCELLATION**

- The Town of Lake Park will contact all vendors by 5:00 pm the day prior to the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.
- If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A "no-show" vendor will result in exclusion of that vendor from participation in future events.

**For more information please call the  
Town of Lake Park Special Events Department at 561-840-0160,  
email [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov) or visit [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov).**

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