



Parks & Recreation/Natural Resources Advisory Board
Regular Meeting Agenda
Tuesday, September 10, 2024, 5:30 PM
10001 Hwy 70 Lakeland, Tennessee 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. CONSENT AGENDA:
 1. Approval of Meeting Minutes from Previous Meetings:
- IV. CONSIDERATION AND POSSIBLE ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA:
- V. PUBLIC DISCUSSION:
- VI. REPORTS FROM OFFICERS AND STAFF:
 1. Parks Administration Update
 2. Recreation Update
 3. Senior Center and Special Events Update
- VII. UNFINISHED BUSINESS:
 1. **Discussion** - regarding "Christmas in Lakeland" event
- VIII. NEW BUSINESS:
 1. **Presentation and Discussion** - regarding the City Hall Park T-Ball Field.
 2. **Discussion** - regarding Parks and Recreation / Natural Resource Advisory Board membership renewals
- IX. ANNOUNCEMENTS:
- X. ADJOURNMENT

Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board
Regular Meeting Minutes
Tuesday, July 9, 2024, 5:30 PM
City Hall 10001 Hwy 70 Lakeland, TN 38002

I. CALL TO ORDER:

The meeting was called to order by Chair Mark Donley 5:30 p.m. on Tuesday, July 9, 2024.

II. ROLL CALL:

Mark Donley	Present
Steven Snow	Present
Jenny Kiesel	Present
Ben Ledsinger	Present
Jeff Roman	Present
Vice-Mayor Michele Dial	Present
Jessica Cannon	Absent
Stacy Monasky	Absent
Amber Sawyer	Absent

Staff personnel in attendance were Parks and Recreation Director Andrew Fisher and Senior Center and Special Events Manager Kim Odom.

III. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:

a. **Regular Meeting Minutes** - May 14, 2024

Jenny Kiesel moved to bring this item to the floor, seconded by Jeff Roman.

Discussion ensued.

When the question was called the resolution passed as presented, roll call vote, 6 in favor 0 against 0 abstain (6-0-0).

Yea: Mark Donley, Steve Snow, Jenny Kiesel, Ben Ledsinger, Jeff Roman, Vice-Mayor Dial

Nay: None

Abstain: None

IV. CONSIDERATION AND POSSIBLE ACTION ON ITEMS REMOVED FROM CONSENT AGENDA:

None.

V. PUBLIC DISCUSSION:

None.

VI. REPORTS FROM OFFICERS AND STAFF:

1. Parks Administration Update
Park and Recreation Director Andrew Fisher offered this report.
2. Recreation Update
Park and Recreation Director Andrew Fisher offered this report.
3. Senior Center and Special Events Update
Senior Center and Special Events Manager Kim Odom offered this report.

VII. OLD BUSINESS:

None.

VIII. NEW BUSINESS:

1. **Presentation and Discussion** - regarding IH Managerial Park Pavilion.
Parks and Recreation Director Andrew Fisher offered this presentation.
Discussion ensued.
For the record: No motions were presented for PRB action.
2. **Discussion** - regarding "Christmas in Lakeland" event.
Parks and Recreation Director Andrew Fisher presented this item.
Discussion ensued.
For the record: No motions were presented for PRB action.

IX. ANNOUNCEMENTS:

1. Parks and Recreation Director Andrew Fisher announced a new staff position opening for Special Events Coordinator.
2. Parks and Recreation Director Andrew Fisher announced a reminder

for the next regular meeting for the Parks and Recreation Board to be September 10, 2024.

X. ADJOURNMENT:

There being no other business on which to act, the meeting was adjourned without objection at 6:38pm on Tuesday, July 9, 2024.

These minutes were approved on September 10, 2024.

Jessica Cannon
Secretary

ATTEST:

Cheyenne Carter
City Recorder

DRAFT



**Parks &
Recreation/Natural
Resources Advisory
Board**

Meeting Cycle: Tuesday, September 10, 2024

Subject: Parks Administration Update

Staff Contact: Andrew Fisher, Parks and Recreation Director

STAFF RECOMMENDATION

BUDGET IMPACT

DISCUSSION

September 5, 2024

PARKS ADMINISTRATION

1. Athletic Complex

- A. Musco Lighting Project.
 - i. Lights are officially on! Currently being powered by a generator, the lights will eventually be connected to MLGW service.
- B. Phase II project.
 - i. The project design and engineering are complete and being submitted to staff as a one phase project.

2. IH Park Improvements

- A. IH Park Restroom facility project.
 - i. The structure is currently being built in Nevada.
 - ii. Kimley-Horn is preparing plans for site prep. Plans should be complete by the end of the week.
 - iii. Estimated install is December 2024.
- B. IH Park Pavilion
 - i.

3. Lakeland Community Center

- A. Current status overview.

4. Facility Rentals

- A. IH Clubhouse Rentals
 - i. July 2024
 - 1. City Programs: 2
 - 2. Non-Profit/Community Group Rentals: 19
 - 3. Private Rentals: 1
 - ii. August 2024
 - 1. City Programs: 7
 - 2. Non-Profit/Community Group Rentals: 8
 - 3. Private Rentals: 2
- B. Pavilion Rentals
 - i. July 2024 – 1
 - ii. June 2024 – 0

5. Park Maintenance Updates

- A. Zadio Kuehl dog park erosion.
- B. Oak Ridge Park playground.

6. BCBS Healthy Places Grant has been submitted



**Parks &
Recreation/Natural
Resources Advisory
Board**

Meeting Cycle: Tuesday, September 10, 2024

Subject: Recreation Update

Staff Contact: John Proctor, Recreation Manager

STAFF RECOMMENDATION

BUDGET IMPACT

DISCUSSION

September 10TH, 2024

RECREATION / ATHLETICS UPDATE

1. Youth Fall Competitive Tackle Football

- a. Age groups numbers
 - i. 8U – 16 (2023 – 17)
 - ii. 10U – 24 (2023 – 31)
 - iii. 12U – 30 (2023 – 26)
- b. Practices started in mid-July.
- c. Games started August 24TH and will go through October 26TH with playoffs starting November 2ND

2. Youth Fall Tackle Football Cheerleading

- a. We have 51 registered cheerleaders.
- b. Practices started in late July.
- c. Games started August 24TH and will go through October 26TH with playoffs starting November 2ND

3. Youth Fall Flag Football.

- a. Age groups
 - i. 6U – 33(2023- 22)
 - ii. 8U – 67(2023- 44)
 - iii. 10U – 43(2023- 34)
- b. Practices started in early August.
- c. Games began August 21ST for 6U and September 4TH for our 8U and 10U
- d. Season will go through late October.

4. Youth Fall Soccer

- a. We have 244 registered for fall soccer.
- b. Practices started August 26TH.
- c. Games started September 7TH.
- d. The season will end by November 16.

5. Adult Fall Flag Football

- a. Teams- 10 (2023-4).
- b. Games started September 7TH and will go through November 9TH.

6. Youth Basketball

- a. Registration opened September 9TH and go through October 20TH.
- b. We will have registration for recreational teams 6U- 10U

- c. We will have registration for competitive teams for 3RD and 4TH boys and girls and for 5TH and 6TH boys and girls.
- d. Practices will start November 4TH
- e. Games will tentatively start December 7TH

7. Youth Basketball Recreational Cheerleading

- a. Registration opened September 9TH and go through October 20TH.
- b. We will have registration for ages 5- 12
- c. Practices will start the week of November 4TH
- d. Games will tentatively start December 7TH



**Parks &
Recreation/Natural
Resources Advisory
Board**

Meeting Cycle: Tuesday, September 10, 2024

Subject: Senior Center and Special Events Update

Staff Contact: Andrew Fisher, Parks and Recreation Director

STAFF RECOMMENDATION

BUDGET IMPACT

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September 10, 2024

SENIOR CENTER & SPECIAL EVENTS UPDATE

1. SENIOR CENTER

A. Attendance

i. July 2024 – 402

1. 4-Week Polymer Pottery Workshop through Creative Aging was full.
2. Inaugural Grandparents' Day at LSC was held July 1, 2024, with eight participants. We will add this event to our calendar for twice a year and will be held on during school breaks. The next one will be during LSS Christmas Break.
3. Zentangle Art Workshop: Creative Aging Class with 8 participants. The instructor is coming back for a second course in late September.
4. July Lunch & Learn: Senior Center Program and Activities Discussion. Participants filled our surveys on some activities and programs they'd like to see added to the calendar. Staff is still working on gathering the information from the surveys. The survey will be sent out to the 390+ senior email recipients. These are those that have requested getting the monthly calendar.
5. Christmas in July: This annual crafts and art activities are always a big hit in July. We had a total of 9 art and craft classes offered throughout the month. There were volunteer leaders for 8 of the 9 art and crafts classes offered.

ii. August 2024 – 490

1. August Luncheon: More than 60 attended the Elvis "Blue Suede Shoes," Luncheon during Elvis Week. Participants wearing blue shoes of any kind automatically went into a drawing for a prize. Anyone wearing blue suede shoes of any kind automatically went into a grand-prize drawing. The meal was delivered by Olive Garden. Entertainment was Gary Abbott who is known for his Elvis impression.
2. Dulcimer: Nine participants registered for the 4-Week Dulcimer Workshop provided by Creative Aging.

B. Upcoming

i. September

1. September is National Senior Center Month. We will celebrate LSC participants by providing special treats each day, from the 23RD through the 27TH.
2. New activities are being added to the LSC monthly calendar. There is now Coffee & Chat held Monday-Friday mornings. Participants are invited to enjoy a cup of coffee and encouraged to bring a friend(s) to chat with.
3. Knitting and Crochet Lessons are being added to the calendar. Staff is working on dates with the two new volunteer leaders. Both are regular participants at LSC.
4. "Rolling Thunder," a dice game has been added for the second and fourth Fridays of the month. It's a simplified version of Bunco. They will play for Dollar Tree prizes.
5. Trivia and Dessert Social will be rescheduled from August if possible.
6. Lunch & Learn: Campbell's Clinic will provide lunch for guests registering to attend. The discussion will be "Staying Healthy and Balance Optimization".

ii. October

1. Annual Fall Dinner: We will not host a "Fall Y'all Dinner for LSC participants this year due to Shelby County Election Commission occupying the IHC. Kim is working on something else in its place at the center.
2. Halloween Costume Contest & Let's Make A Deal: Friday, October 18, 2024, with prizes, trophies for the winners and delicious treats. Hopefully this event will make up for having to postpone "Fall Y'all Dinner."
3. Lunch & Learn: Senior Helpers will join our luncheon to discuss "Fall Prevention."

2. SPECIAL EVENTS

A. Harvest Festival

- i. Planning is currently underway. The event will take place Saturday, October 12, 2024, at IH Park, from 1:00 PM to 4:00PM. Applications for vendors have been sent out to local businesses. The event will include its annual Costume Contests, Trick-or-Treat Stations, games, Pie Eating Contest, Apple Bobbing, etc.

B. LAMP Concert Series

- i. Food trucks along with inflatables, facepainting, and other entertainment will be provided.
- ii. Schedule
 - 1. June 22 – Aqaunet
 - a. Approximately 400 were in attendance.
 - 2. July 27 – Bluff City Bandits
 - a. Cancelled due to weather
 - 3. August 24 – The Lost 45
 - a. Approximately 450 were in attendance.
 - 4. September 28 – Rock the Boat



**Parks &
Recreation/Natural
Resources Advisory
Board**

Meeting Cycle: Tuesday, September 10, 2024

Subject: **Discussion** - regarding "Christmas in Lakeland" event

Staff Contact: Andrew Fisher, Parks and Recreation Director

STAFF RECOMMENDATION

BUDGET IMPACT

DISCUSSION



**PARKS & RECREATION / NATURAL RESOURCES ADVISORY BOARD
MEMBERSHIP**

Term Expiration: 12/31/2024

Mrs. Stacy Bond-Monasky (R-3-2022)

Mrs. Jessica Cannon (R-14-2022)

Mr. Mark Donley (R-119-2021)

Mrs. Jenny Kiesel (R-14-2022)

Term Expiration: 12/31/2025

Mr. Ben Ledsinger (R-7-2023?)

Mr. Jeff Roman (R-7-2023?)

Mrs. Amber Sawyer (R-138-2022)

Mr. Steven Snow (R-138-2022)

BOC Liaison: Commissioner Michele Dial

Current Board Leadership (next selection 01/14/25)

Chair: Mr. Mark Donley

Vice-Chair: Mr. Steven Snow

Secretary: Mrs. Jessica Cannon

BYLAWS OF THE LAKELAND MUNICIPAL PARKS & RECREATION/NATURAL RESOURCES ADVISORY BOARD

ARTICLE 1. NAME.

Section 1. The name of this Board is the Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board (PRB).

ARTICLE 2. OBJECT, PURPOSE, AND SCOPE OF AUTHORITY.

Section 1. This Board is organized to plan, advise and promote the development of a comprehensive, community-endorsed parks and recreation program that provides public recreation opportunities for all ages and interests; clear guidelines for the acquisition and development of parklands and greenways throughout the City to provide for an interconnected system of quality parks and greenways; and to improve the quality of life for all residents by providing the highest possible level of access to community green space.

Section 2. This Board operates under the authority of Lakeland Ordinance 00-07, as Amended by Lakeland Ordinance 02-08, as further amended by Lakeland Ordinance 14-203.

ARTICLE 3. MEMBERSHIP.

Section 1. Number and classes of members.

- a. This body shall be composed of nine (9) members, one of which shall be a member of the Lakeland Board of Commissioners (“BOC Liaison”) appointed by that body. The remaining eight (8) members shall be referred to as “Citizen Members”.

Section 2. Eligibility and appointment of members.

- a. Special Qualifications.
 1. There are no special qualifications beyond those set forth in these Bylaws for membership in this body.
- b. Application process.
 1. All persons interested in becoming members of this body shall submit a written application upon the application form provided by the City of Lakeland.
- c. All members shall be appointed by the Lakeland Board of Commissioners.
- d. All members shall be citizens of the City of Lakeland.

Section 3. The term of membership for all Citizen Members shall be three (3) years and the terms of the Citizen Members shall be staggered, with two (2) or three (3) members appointed each year. The term of membership for the BOC Liaison shall be one (1) year. All members are eligible for multiple and/or consecutive terms of appointment.

Section 4. Membership requirements.

- a. Requirements for maintaining membership.
 1. Continuing education (Not Applicable)
 2. Attendance - No member shall miss no more than two (2) consecutive meetings without prior notice and shall miss no more than four (4) meetings in a calendar year.

Section 5. Resignation.

- a. A Citizen Member may resign at any time by providing written notice of their intent to do so to the chairperson of this body and the City Manager.

Section 6. Vacancies

- a. The Lakeland Board of Commissioners shall have the authority to remove any member of this Board, with or without cause.
- b. The Lakeland Board of Commissioners shall appoint new members to fill any vacancy on this Board and such appointee shall serve the remaining term of the member whose position has been vacated.

ARTICLE 4. OFFICERS.

Section 1. The officers of this body are a Chair~~man~~, Vice-Chair~~man~~ and Secretary.

- a. Chair~~man~~
 1. The Chair~~man~~ shall preside at all meetings of this body. The Chair~~man~~ shall represent this body at public affairs and shall maintain the dignity and efficiency of this body in all possible ways. The Chair~~man~~ shall also prepare, or cause to be prepared, any information helpful in acquainting new members with the procedures and/or operations of this body. The Chair~~man~~ shall also perform such other duties applicable to the office as prescribed by the parliamentary authority set forth in these bylaws.
- b. Vice-Chair~~man~~
 1. The Vice-Chair~~man~~ shall perform all duties of the Chair~~man~~ in the absence of the Chair~~man~~ and such other duties applicable to the office as prescribed by the parliamentary authority set forth in these bylaws.
- c. Secretary

1. The Secretary shall, with the assistance of City staff, keep and sign the minutes and records of this body and also perform the duties of the Chairman in the absence of the Chairman and Vice-Chairman and such other duties applicable to the office as prescribed by the parliamentary authority set forth in these bylaws.

Section 2. Nominations and election of officers

- a. Officers shall be elected by a majority vote of the members of the Board.
- b. Election of officers shall take place at the annual meeting of this Board in January of each calendar year.

Section 3. Eligibility requirements for each office (Not Applicable)

Section 4. Term of office

- a. The term of office for each officer shall be one (1) year and shall begin at the first meeting of this body occurring after January 1 of each year, and each officer shall hold office for a term of one year or until their successors are elected.

Section 5. Removal from office

- a. Officers of this Board may be removed, with or without cause, upon the two-thirds (2/3) affirmative vote of the membership of this Board.

ARTICLE 5. MEETINGS.

Section 1. Meeting days.

- a. There will be regular meetings of this body at Lakeland City Hall on the second Tuesday of ~~each~~ every other month at 5:30 p.m. At regular meetings, members meet to conduct the business of this body.
- b. There will be an annual meeting of this body at Lakeland City Hall at 5:30 p.m. on the second Tuesday of January each year. At the annual meeting, members meet to conduct the business of this body and to elect officers.
- c. Notice requirements.
 1. Twenty-four (24) hours prior written notice shall be provided of any meeting. Such notice shall also include a written agenda for said meeting. Said notice shall be published at Lakeland City Hall and provided to the membership of this Board by electronic or other means, as necessary.

Section 2. Order of business at regular meetings.

- a. The order of business at regular meetings of this body shall be:
 1. Call to order,
 2. Roll call,

3. Consent Agenda (including approval of minutes of previous meeting(s)),
4. Consideration and possible action on items removed from the Consent Agenda,
5. Public discussion,
6. Reports from Officers and Staff,
7. Unfinished business,
8. New business,
9. Announcements, and
10. Adjournment.

Section 3. Order of business at annual meetings.

- a. The order of business at annual meetings of this body shall be:
 1. Call to order,
 2. Roll call,
 3. Election of Officers,
 4. Consent Agenda (including approval of minutes of previous meeting(s)),
 5. Consideration and possible action on items removed from the Consent Agenda,
 6. Public discussion,
 7. Reports from Officers and Staff,
 8. Unfinished business,
 9. New business,
 10. Announcements, and
 11. Adjournment.

Section 4. Quorum.

- a. A majority of the members of this body constitute a quorum to conduct business at all meetings.
- b. In the event that a member is unable to attend a meeting of this body, the absent member may participate by electronic or other means of communication.

Section 5. Special meetings.

- a. Special meetings of this body may be called by the Chairman or any two members of this body or by the City Manager. No other business may be transacted at a special meeting except that for which the special meeting is called.
- b. Members shall be provided at least twenty-four (24) hours prior written notice of any special called meeting. Such notice shall also include a written agenda for said meeting. Said notice shall be published at Lakeland City Hall and provided to the membership of this Board by electronic or other means as necessary.

Section 6. Cancellation of a regularly scheduled meeting.

- a. A regularly scheduled meeting of this body may be cancelled for good cause by the City Manager. Any business scheduled to take place at such cancelled meeting shall be continued until the next regularly scheduled meeting of this body unless a special meeting is called pursuant to these bylaws to consider any such business prior to the next regularly scheduled meeting of this body.

ARTICLE 6. COMMITTEES / SUB-COMMITTEES.

Section 1. This body shall not have the authority to establish committees or sub-committees of the body as a whole.

ARTICLE 7. PARLIAMENTARY AUTHORITY.

Section 1. The rules contained in Robert’s Rules of Order Newly Revised, 10TH Edition, shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of this body.

ARTICLE 8. AMENDMENTS AND/OR REPEAL.

Section 1. Amendments to, and/or repeal of, these Bylaws shall only be made by ~~the~~ Lakeland Board of Commissioners resolution.

Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board
By-Laws

Amended: January 18, 2024

ATTEST:

Section 2. _____
Date Cheyenne Carter, City Recorder