



Community Advisory Board
Regular Meeting Agenda
Tuesday, February 11, 2025, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. CONSENT AGENDA:
 1. Approval of Meeting Minutes from Previous Meetings:
 - a. **Regular Meeting Minutes** - December 10, 2024
- IV. CONSIDERATION AND POSSIBLE ACTION ON ITEMS REMOVED FROM THIS CONSENT AGENDA
- V. PUBLIC DISCUSSION:
- VI. REPORTS OF OFFICERS AND COMMITTEES:
 1. Neighborhood and District Updates
 2. Parks and Recreation Presentation - *Director Andrew Fisher*
- VII. UNFINISHED BUSINESS
 1. **Discussion and Possible Action** - regarding communication and outreach.
 2. **Discussion and Possible Action** - regarding identifying target areas for clean up in each district.
 3. **Discussion and Possible Action** - regarding potential updates to the Community Advisory Board bylaws.
 4. **Discussion and Possible Action** - regarding potential subcommittees.
 5. **Discussion and Possible Action** - regarding permitting food trucks for special events.

VIII. NEW BUSINESS:

IX. ANNOUNCEMENTS:

X. ADJOURNMENT:



Community Advisory Board
Regular Meeting Minutes
Tuesday, December 10, 2024, 5:30 PM
City Hall, Lakeland, Tennessee 38002

I. CALL TO ORDER:

The meeting was called to order by Chair Kimberly Rossie 5:31 p.m. on Tuesday, December 10, 2024.

For the record: Kimberly Rossie moved to relax the rules seconded by Daniel McGarry; no objections were heard.

II. ROLL CALL:

Kimberly Rossie (Chair, District 2)	Present
Megan Pope (District 7)	Present
Amy Ethridge (District 6)	Present
Lindsey Reap (At Large, District 2)	Present
Daniel McGarry (At Large, District 5)	Present
Jason Valentine (District 3)	Absent
Ben Ledsinger (District 4)	Absent
JP Castorena (Vice Chair, District 5)	Absent
Jason Eaton (District 8)	Absent
Reagen Paule (RP) (At Large, District 5)	Absent
Adam Bryant (At Large, District 8)	Absent
Bella Christina Oberhansley (At Large, District 5)	Absent
Vice-Mayor Michele Dial	Absent

For the record: At Large member Daniel McGarry sat in for District 5. At Large Member Lindsey Reap sat in for District 3.

Staff personnel in attendance were City Manager Michael Walker, City Attorney Will Patterson, Planning Director Paul Luker and City Recorder Cheyenne Carter.

III. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:
 - a. **Regular Meeting Minutes** - October 8, 2024.

When the question was called the meeting minutes passed as presented, voice vote, 5 in favor 0 against 0 abstain (5-0-0).

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

None.

V. PUBLIC DISCUSSION:

For the record: The board agreed to hear New Business item number 3 after the conclusion of Public Discussion. No objections were heard.

1. Mayor Roman presented the board members with an appreciation gift on behalf of the Board of Commissioners.

VI. REPORTS OF OFFICERS AND COMMITTEES:

1. Neighborhood and District Updates

1. Daniel McGarry provided an update for District 5.
2. Megan Pope provided an updated for District 7.

VII. UNFINISHED BUSINESS

1. **Discussion and Possible Action** - regarding communication and outreach.

For the record: No official action was taken. This item will be continued on to the next meeting agenda (February 11) as an Unfinished Business item.

2. **Discussion and Possible Action** - regarding identifying target areas for clean up in each district.

For the record: No official action was taken. This item will be continued on to the next meeting agenda (February 11) as an Unfinished Business item.

VIII. NEW BUSINESS:

For the record: With no objections, New Business item number 3 was presented after Public Discussion.

3. **Discussion and Possible Action** - regarding permitting food trucks for special events.

Planning Director Paul Luker and City Attorney Will Patterson presented this item.

For the record: No official action was taken. This item will be continued

on to the next meeting agenda (February 11) as an Unfinished Business item.

1. **Discussion and Possible Action** - regarding potential updates to the Community Advisory Board bylaws.

City Manager Michael Walker presented this item.

For the record: No official action was taken. This item will be continued on to the next meeting agenda (February 11) as an Unfinished Business item.

2. **Discussion and Possible Action** - regarding potential subcommittees.

For the record: No official action was taken. This item will be continued on to the next meeting agenda (February 11) as an Unfinished Business item.

IX. ANNOUNCEMENTS:

None.

X. ADJOURNMENT:

There being no other business on which to act, the meeting was adjourned without objection at 6:21pm on Tuesday, December 10, 2024.

These minutes were approved on February 11, 2025.

Amy Ethridge
Secretary

ATTEST:

Cheyenne Carter
City Recorder

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

ARTICLE 1. NAME.

Section 1. The name of this Board is the Lakeland Community Advisory Board (CAB).

ARTICLE 2. OBJECT, PURPOSE AND SCOPE OF AUTHORITY.

Section 1. This Board is organized to inform the Lakeland Board of Commissioners (BOC) on matters that affect the vitality of all Lakeland neighborhoods. The key objectives of the Lakeland Community Advisory Board include:

- Improve communication between Lakeland residents, City staff and Board of Commissioners
- Provide citizens the opportunity for early engagement on important community issues/concerns
- Create an opportunity for Lakeland residents to learn more about City government and departments
- Provide input directly from their respective neighborhood areas to inform staff and Board of Commissioners to effectively allocate resources

Section 2. This Board operates under the authority of the BOC.

ARTICLE 3. MEMBERSHIP.

Section 1. Number and classes of members.

- a. This body shall be composed of nine voting (9) members, one of which shall be a member of the BOC. The remaining eight (8) members shall be referred to as "Citizen Members".
- b. In addition to the Citizen Members, the BOC may appoint up to six (6) persons to serve as "At-Large Members".
 - a. At-Large Members shall serve as "alternates" to Citizen Members, and shall have the rights of Citizen Members during meetings in which one or more Citizen Members are absent.

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 BOC as prescribed by Lakeland Municipal Code. Any necessary replacements shall be appointed by the BOC as soon as possible after a vacancy is declared to serve the remaining term for the previous CAB member.

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

d. All members of the CAB shall serve on a volunteer basis.

Section 3. The term of membership for all Citizen Members shall be two (2) years and the terms of the Citizen Members shall be staggered. The term of membership for the BOC Liaison shall be two (2) years. All members are eligible for multiple and/or consecutive terms of appointment. The term of membership for all At-Large Members shall be two (2) years, and staggering of membership terms is not required.

Section 4. Membership requirements.

a. Requirements for maintaining membership for Citizen Members:

1. Attendance – a Citizen Member must attend at least 4 of the 6 bi-monthly meetings within a rolling twelve-month period.

Section 5. Resignation.

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

Section 6. Vacancies

a. The BOC shall have the authority to remove any member of this Board, with or without cause, as provided for by the Lakeland Municipal Code or BOC Resolution.

ARTICLE 4. OFFICERS.

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

a. Chair

1. The Chair shall preside at all meetings of this body. The Chair shall represent this body at public affairs and shall maintain the dignity and efficiency of this body in all possible ways. The Chair 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 shall also perform such other duties applicable to the office as prescribed by the parliamentary authority set forth in these bylaws.

b. Vice-Chair

1. The Vice-Chair shall perform all duties of the Chair in the absence of the Chair 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 Chair in the absence of the Chair and Vice-Chair 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.

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

- b. Election of officers shall take place at the first regularly-scheduled meeting of this Board each calendar year.

Section 3. 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 4. 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 the month on a bi-monthly basis at 5:30pm, or as otherwise set by the BOC for each calendar year. 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. The annual meeting shall be the first regularly-scheduled meeting of each calendar year. At the annual meeting, members meet to conduct the business of this body and to elect officers.
- c. All CAB meetings are open to the public.
- d. Notice requirements.
 - 1. Prior written notice shall be provided of any meeting, and shall be satisfied by the publication of the meeting schedule on the City's website annually, as set by the BOC. In no cases shall a meeting occur without forty-eight (48) hours public notice in accordance with State of Tennessee requirements. Such notice shall also include a written agenda for said meeting. Said notice shall be published on the City of Lakeland's website 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,

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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 Citizen Members and BOC Liaison of this body constitute a quorum to conduct business at all meetings.
 - a. Citizen Members shall notify the City Manager of any planned absence at a regular or special meeting of the CAB via email to citymanager@lakelandtn.org at least forty-eight (48) hours prior to the meeting start time.
 - b. In the absence of a Citizen Member at any meeting of the CAB, an At-Large Member shall serve as an alternate for the absent Citizen Member and, for the duration of the meeting, count toward quorum and shall have all voting rights of the absent Citizen Member.
 - c. At-Large Members requested to attend and count toward quorum and voting shall be selected by the City Manager in the following manner:
 - i. At-Large Members residing within the same CAB district as the absent Citizen Member shall be requested to attend, selected on a rotating alphabetical basis; then,
 - ii. If an At-Large Member residing within the same CAB district as the absent Citizen Member is unavailable to attend, then another At-Large Member shall be requested to attend, selected on a rotating alphabetical basis; then,
 - iii. If no At-Large Members reside within the same CAB district as the absent Citizen Member, an At-Large Member shall be requested to attend, selected on a rotating alphabetical basis.
- b. In the event that a Citizen or At-Large Member is unable to attend a meeting of this body, the absent member may participate by electronic or other means of communication provided, as available, however, that only those present in person may constitute a quorum and have the right to vote on any actions taken.

Section 5. Special meetings.

- a. Special meetings of this body may be called by the Chair or any two members of this body or by the City Manager. No other business may be

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transacted at a special meeting except that for which the special meeting is called.

- b. Members shall be provided at least forty eight (48) 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 on the City of Lakeland's website 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 the most recent official edition of Robert's Rules of Order 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. These rules may be amended by BOC resolution.

Lakeland Community Advisory Board By-Laws

Amended: *February 1, 2024*

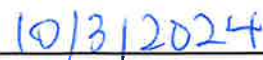
Amended: *August 15, 2024*

Amended: *October 3, 2024*

ATTEST:



Cheyenne Carter, City Recorder



Date