



Community Advisory Board
Regular Meeting Agenda
Tuesday, April 8, 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** - February 11, 2025
- IV. CONSIDERATION AND POSSIBLE ACTION ON ITEMS REMOVED FROM THIS CONSENT AGENDA
- V. PUBLIC DISCUSSION:
- VI. REPORTS OF OFFICERS AND COMMITTEES:
 1. 2025 Fireworks Event update - *Alex Harris, Special Events Coordinator*
 2. Public Information Officer update - *Michael Walker, City Manager*
- VII. UNFINISHED BUSINESS
 1. **Discussion and Recommendation** - regarding the amended Community Advisory bylaws.
 2. **Discussion and Update** - regarding the special events food truck process.
 3. **Discussion and Update** - regarding the application process for the beautification grant.
- VIII. NEW BUSINESS:
 1. **Action** - appointment of CAB member to summarize the April meeting for submission to social media outlets and Lakeland Currents.

IX. ANNOUNCEMENTS:

X. ADJOURNMENT:

CITY OF
LAKE LAND
TENNESSEE

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

I. CALL TO ORDER:

The meeting was called to order by Chair Kimberly Rossie 5:32 p.m. on Tuesday, February 11, 2025.

For the record: Chair Kimberly Rossie moved to relax the meeting rules, seconded by Lindsey Reap. No objections were heard.

II. ROLL CALL:

Kimberly Rossie	Present
Megan Pope	Present
Jason Eaton	Present
Lindsey Reap	Present
Daniel McGarry	Present
Vice-Mayor Michele Dial	Present
Jason Valentine	Absent
Ben Ledsinger	Absent
JP Castorena	Absent
Amy Ethridge	Absent
Reagen Paule (RP)	Absent
Adam Bryant	Absent
Bella Christina Oberhansley	Absent

Staff personnel in attendance were City Manager Michael Walker, Parks and Recreation Director Andrew Fisher, and City Recorder Cheyenne Carter.

III. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:

a. **Regular Meeting Minutes** - December 10, 2024

Megan Pope moved to approve the minutes seconded by Lindsey Reap. No objections were heard.

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

None.

V. PUBLIC DISCUSSION:
None.

VI. REPORTS OF OFFICERS AND COMMITTEES:

1. Neighborhood and District Updates

1. Kimberly Rossie provided an update on District 2.
2. Vice-Mayor Dial provided an update on items for Public Works removal.
3. Jason Eaton provided an update on District 8.
4. Megan Pope provided an update on District 7.
5. Lindsey Reap provided an additional update on District 2.
6. Daniel McGarry provided an update on District 5.

2. Parks and Recreation Presentation - *Director Andrew Fisher*

This presentation was offered by Parks and Recreation Director Andrew Fisher.

VII. UNFINISHED BUSINESS

For the record: Chair Kimberly Rossie moved to change the order of the items discussed. No objections were heard. Please note the order change below.

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

Discussion ensued.

For the record: Chair Kimberly Rossie moved that the Community Advisory Board recommends a special event food truck process be put into place seconded by Jason Eaton. No objections were heard.

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

Discussion ensued.

For the record: The bylaws updates will consist of an amendment to allow for subcommittees. This amendment will also include how many members are allowed in each subcommittee. No other amendments were requested. The drafted bylaws amendment will be provided at the next regular meeting on April 8, 2025 for a vote on recommendation to the Board of Commissioners. No objections were heard.

4. **Discussion and Possible Action** - regarding potential subcommittees.
Discussion ensued.

For the record: The subcommittees will include one district CAB member and one At Large CAB member.

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

Discussion ensued.

For the record: Chair Kimberly Rossie moved to direct staff to create the process for a beautification grant for seconded by Vice Mayor Dial. No objections were heard.

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

Discussion ensued.

For the record: Chair Kimberly Rossie moved to add an agenda item to each agenda to vote on a CAB member to write a summary of the meetings and submit to social media outlets and to Lakeland Currents seconded by Lindsey Reap. No objections were heard.

VIII. NEW BUSINESS:

None.

IX. ANNOUNCEMENTS:

1. Vice Mayor Dial announced the possible upcoming 2025 Fireworks event.
2. Parks and Recreation Director Andrew Fisher announced the details of the Brody Townsend Athletic Complex sign.

X. ADJOURNMENT:

There being no other business on which to act, the meeting was adjourned without objection at 7:08pm on Tuesday, February 11, 2025.

These minutes were approved on April 8, 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.

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 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

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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. SUB-COMMITTEES.

Section 1. This body shall have the authority to establish sub-committees for the purpose of addressing specific community concerns or needs, subject to the following:

- a. Sub-committees of the Community Advisory Board shall be established by formal action of the board.
- b. Sub-committees established in accordance with these bylaws are not considered governing bodies, as the sub-committees shall not have the authority to take formal actions on behalf of the City of Lakeland.
- c. Each sub-committee shall include at minimum one (1) Citizen Member and one (1) At-Large Member appointed by majority vote of the Community Advisory Board.
- d. Such sub-committees as are established shall be advisory in nature, with the Citizen Member appointed to the sub-committee as the designated person to report sub-committee activities and recommendations to the full Community Advisory Board.

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*

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

Amended: *October 3, 2024*

Amended: *TBD*

ATTEST:

Cheyenne Carter, *City Recorder*

Date

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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Deleted: of the body as a whole.¶

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Lakeland Community Advisory Board By-Laws

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Amended: August 15, 2024

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

Amended: *October 3, 2024*

Amended: *TBD*

ATTEST:

Cheyenne Carter, *City Recorder*

Date