



Community Advisory Board
Regular Meeting Agenda
Tuesday, October 25, 2022, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. APPROVAL OF MINUTES OF PREVIOUS MEETING:
 - 1. April 19, 2022
- IV. PUBLIC DISCUSSION:
- V. REPORTS OF OFFICERS AND COMMITTEES:
- VI. OLD BUSINESS:
- VII. NEW BUSINESS:
 - 1. Presentation of amended bylaws of the Community Advisory Board, adopted by resolution R-73-2022 of the City of Lakeland Board of Commissioners on July 7, 2022.
 - 2. Update on Parks and Recreation activities, including the Parks Master Plan. *Presented by Patrick O'Mara*
 - 3. Update on Planning activities, including the Lakeland PULSE Comprehensive Plan. *Presented by Paul Luker*
- VIII. ANNOUNCEMENTS:
 - 1. Next regular meeting of the Community Advisory Board: January 24, 2023
- IX. ADJOURNMENT:

**COMMUNITY ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, APRIL 19, 2022, 5:30 PM
CITY HALL, LAKELAND, TN.**

DRAFT

I. CALL TO ORDER: The meeting was called to order by Vice-Chair Kimberly Rossie at 5:30 p.m.

II. ROLL CALL BY RECORDER:

Comm. Michele Dial	Present
Thomas Davis	Absent
Kenneth Glatzer	Present
Michael Green	Absent
Benjamin Ledsinger	Present
Sally Nickle	Present
(VC) Kimberly Rossie	Present
(C) Jonathan Spiceland	Absent
Jason Valentine	Present

Others present:

Shane Horn, City Manager
Pat O'Mara, Parks & Recreation Director

III. APPROVAL OF MINUTES OF PREVIOUS MEETING: N/A

IV. PUBLIC DISCUSSION: *None*

V. REPORTS OF OFFICERS AND COMMITTEES: *None*

VI. OLD BUSINESS: *None*

VII. NEW BUSINESS:

1) *Reintroduction of Board Members and Confirmation of Chairman and Vice-Chairman positions.*

For the record:

- Board Members are as follows:
 - Jonathan Spiceland, Chairman, District 5
 - Kimberly Rossie, Vice-Chairman, District 2
 - Ken Glatzer, District 8
 - Michael Green, District 1
 - Ben Ledsinger, District 4
 - Sally Nickle, District 6
 - Jason Valentine, District 3
 - Thomas Davis, District 7,
 - Commissioner Michele Dial, Board of Commissioners Liaison
- City Manager Shane Horn recommended the officers continue to serve in the same positions based on the fact there weren't enough opportunities to serve due to the struggles with Covid and limited engagement. He also suggested anyone wishing to continue or cycle off to let him know.

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2) ***Parks and Recreation Comprehensive Master Plan Update. Presentation by Pat O'Mara, Parks and Recreation Direction.***

Presentation and discussion only, no action taken.

For the record: The board had further discussion which included the scheduled meeting date. After the discussion, Vice Chairman Rossie moved to change the meeting date to the fourth Tuesday of each quarter, seconded by Mr. Glatzer.

Motion passed unanimously, voice vote, 6 in favor 0 against.

VIII. ANNOUNCEMENTS:

The board expressed their appreciation to City Manager Shane Horn for his service to the City of Lakeland and wished him well in his future endeavors.

IX. ADJOURNMENT:

There being no other business to consider the meeting was adjourned at 6:30 p.m. on Tuesday, April 19, 2022.

Secretary

ATTEST:

Debra Murrell, City Recorder



These minutes were approved Tuesday, October 25, 2022, and constitute an official public record of the City of Lakeland, duly recorded and filed in the Minute Book of the City of Lakeland.

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 Lakeland Ordinance O-11-2022

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"). 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 as prescribed by Lakeland Municipal Code. Any necessary replacements shall be appointed by the BOC with a recommendation from the CAB as soon as possible after a vacancy is declared to serve the remaining term for the previous CAB member.
- d. All members of the CAB shall serve on a volunteer basis.

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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.

Section 4. Membership requirements.

a. Requirements for maintaining membership

1. Attendance – a member must attend at least 3 of the 4 quarterly 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 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 as provided for by the Lakeland Municipal Code or BOC Resolution.

ARTICLE 4. OFFICERS.

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

a. Chairman

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

b. Vice-Chairman

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

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

- b. Election of officers shall take place at the annual meeting of this Board in January of 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 fourth Tuesday of the month on a quarterly basis at 5:30pm. At regular meetings, members meet to conduct the business of this body. Scheduled meetings will occur in January, April, July and October.
- b. There will be an annual organizational meeting of this body at Lakeland City Hall at 5:30pm on the fourth Tuesday of January each 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. Seven (7) days 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.

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

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.

BYLAWS OF THE LAKELAND COMMUNITY ADVISORY BOARD

ARTICLE 6. COMMITTEES / SUB-COMMITTEES.

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

ARTICLE 7. PARLIAMENTARY AUTHORITY.

Section I. 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 I. These rules may be amended by a two-thirds majority vote of the membership of the Community Advisory Board at any time by placing on the agenda of any regular meeting an item for their amendment or by Special Meeting called for that purpose as set forth therein. All action shall be subject to review by the City Manager, and may, for substantive matters, require BOC approval.

Lakeland Community Advisory Board By-Laws

Adopted: _____

Community Advisory Board Chairman

Date

Community Advisory Board Secretary

Date

Michael Walker, Interim City Manager

Date

Debra Murrell, City Recorder

Date