



Lakewood

Advisory Commission

EXECUTIVE COMMITTEE MEETING LAKEWOOD ADVISORY COMMISSION

**JANUARY 3, 2024
@ 6:00 p.m.
VIRTUAL MEETING**

Join from a PC, Mac, iPad, iPhone or Android device at:

<https://lakewood.zoom.us/j/99329157236>

Phone Number: 720-707-2699

Webinar ID: 9932 9157 236

(press # after entering the webinar id then press # once more to join the meeting)

Press *9 to Request to Speak

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Lakewood Advisory Commission meetings are public meetings where members are encouraged to attend and participate. In order to ensure productive meetings, Lakewood Advisory Commission members, as well as visiting guests, are respectfully asked to allow everyone a chance to participate, speak one at a time, wait to be recognized prior to speaking, avoid grandstanding or repeating a point that has already been made, challenge ideas – not people, and to stay on task and topic.

AGENDA

1. **CALL TO ORDER** – Chair Melissa Colsman
2. **ROLL CALL** – Secretary Marie Venner
3. **PUBLIC COMMENT**
Anyone who would like to address the committee on any matter will be given the opportunity under public comment. Please limit your comments to three minutes.
4. **APPROVAL OF MINUTES**
 - A. November 1, 2023, LAC Executive Committee Meeting Minutes (Attached)
 - B. December 21, 2023 LAC Directors Meeting Minutes (Attached)
5. **ONGOING BUSINESS** (20 minutes)
 - A. Review of LAC Roster
 - B. Review of LAC Projects / Project Status
 - C. Review of LAC Project Submittal Form
 - D. Review of City Council Dashboard

6. NEW BUSINESS (20 Minutes)
 - A. Review of LAC 2024 Calendar
7. SUBCOMMITTEE REPORTS (10 minutes)
 - A. Civic Awareness – Chair Karen Morgan
 - B. Diversity –Chair Clair Dixon
 - C. Neighborhoods – Chair Floy Jeffares
 - D. Sustainability – Chair Glenn Weadock
8. CITY CLERK'S REPORT (5 minutes)
9. ADJOURN (Target end time - 7:00 pm (60 min))



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**MINUTES
EXECUTIVE COMMITTEE MEETING
LAKEWOOD ADVISORY COMMISSION
NOVEMBER 1, 2023 @ 6:00 PM**

1. CALL TO ORDER

Chair Kate McBride called the meeting to order at 6:02 p.m.

2. ROLL CALL

Commissioners Present: LAC Chair Kate McBride, Secretary Marie Venner, Claire Dixon, Karen Morgan, Glenn Weadock

Commissioners Absent: Floy Jeffares

A quorum was present with five commissioners.

Staff Present:

Jay Robb, City Clerk

Issac Lopez-Rael, Board & Commission Coordinator

Guests: None.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. August 2, 2023, Executive Committee Meeting Minutes

Motion: Commissioner Weadock made a motion, seconded by Commissioner Dixon, to approve the minutes from the August 2, 2023, Executive Committee meeting.

Result: The motion passed unanimously

5. OLD BUSINESS

A. Updated on Diversity Committee Report: Women/Minority-Owned Business Enterprises

Chair McBride introduced this item and she and Mr. Robb explained that recent revisions to the project were minor and not substantive. The Commissioners agreed that the changes could be reviewed by the LAC but would not require a second vote from the full body.

6. NEW BUSINESS

A. Elections for 2024 LAC Positions

Chair McBride referenced the script that was distributed in the packet to be used for nominating new Subcommittee Chairs and Executive Committee members.

The group discussed the timing of nominating new Executive Committee members in November, then voting on Subcommittee Chairs in January.

B. Annual Report to City Council

Chair McBride raised the topic of drafting and presenting the LAC annual report to the City Council.

Mr. Robb suggested that this could possibly be scheduled at the Council meeting on December 11th.

C. Canceling December LAC Meetings

Chair McBride asked the group about canceling the LAC meetings scheduled for Wednesday, December 20th. The group decided that the LAC meetings could be canceled on December 20th. Chair McBride also mentioned the possibility of canceling the Executive Committee meeting scheduled for December 6th.

The group confirmed that the meetings could be cancelled, but if individual Subcommittees wanted to meet in December, they could still do so.

7. SUBCOMMITTEE REPORTS

A. Civic Awareness – Chair Karen Morgan presented a project proposed by the Civic Awareness Subcommittee regarding eliminating “survival crimes” that are commonly being committed out of necessity by the unhouse. Some examples of survival crimes include trespassing, camping, public urination, etc.

Motion: Chair McBride made a motion to approve the proposal from the Civic Awareness Committee to present the research project to the City Council. The motion was seconded by Commissioner Dixon.

Result: The motion passed unanimously.

B. Diversity – Chair McBride provided a quick update for the Diversity Committee Chair, Claire Dixon, who had to leave the meeting.

C. Neighborhoods – Chair McBride provided a quick update for the Neighborhoods Committee Chair, Chair Floy Jeffares, who did not attend the meeting.

D. Sustainability – Chair Glenn Weadock spoke briefly about the Subcommittee's current project concerning green remodeling.

8. CITY CLERK'S REPORT

Mr. Robb provided brief updates about getting LAC vacancies filled in 2024 and talked about helping current LAC projects by connecting subject matter experts from the city to the respective subcommittees.

9. ADJOURN

There being no further business to come before the Executive Committee, Chair McBride adjourned the meeting at 6:38 p.m.

Respectfully submitted,

Kate McBride, Chair



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MINUTES OFFICERS MEETING OF THE LAKEWOOD ADVISORY COMMISSION DECEMBER 21, 2023 @ 3:30 P.M.

1. CALL TO ORDER & ROLL CALL

LAC Chair, Kate McBride, called the meeting to order at 3:35 p.m.

LAC Officers Present:

Commissioner Kate McBride, 2023 LAC Chair (In-person)

Commissioner Marie Venner, 2023-24 LAC Secretary (In-person)

Commissioner Melissa Colman, 2024 LAC Chair-elect (In-person)

Commissioner Nate Wightman, 2024 LAC Vice Chair-elect (In-person)

Staff Present: Jay Robb, City Clerk (In-person)

2. PUBLIC COMMENT

There were no members of the public and no public comments.

3. COMMITTEE BUSINESS

Mr. Robb led the discussion and review of the following LAC documents with the group:

- The LAC Policies and Procedures;
- LAC process flow-charts for committee assignments and research & recommendations; and
- a draft of the LAC 2024 calendar.

The group reviewed these documents, discussed them in detail, and discussed other LAC processes.

Commissioner Venner left the meeting at 4:36 p.m.

4. ADJOURN

Seeing no further business, Chair McBride adjourned the meeting at 4:57 p.m.

Respectfully submitted,

Kate McBride, Chair