

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL**  
**MEETING NOTICE AND MINUTES**  
**Wednesday, August 4, 2021**

**CALL TO ORDER & CAC UPDATES**

The Citizen Advisory Council met remotely via Zoom at 6:45 p.m. for Citizen Advisory Council member networking and discussion. Attendees present included: 10 members, 1 non-member, and 4 City of Topeka staff including City Manager Brent Trout (see Citizen Advisory Council 2021 Attendance ledger link)

Susan McClacherty, Citizen Advisory Council Chair called the official meeting to order at 7:01

**DISCUSSION ITEM**

A. Communication with Neighborhood Leaders, e.g., Sardou Bridge

The Council discussed concerns regarding City communication about public projects occurring within the neighborhoods. Members stated that Neighborhood Improvement Associations (NIAs) would like to receive notice from the City on projects when they are in the planning stage and be provided with project schedules and closure notifications that affect neighborhood residents. James Jackson (City Public Works Director) stated that project information is currently sent out in the City Manager’s Weekly Report and is available online under the Public Works webpage. He also stated that the Public Works Public Communications Officer typically holds public meetings for large projects impacting neighborhoods, but that COVID has had an impact on the ability to host public meetings in person. Monique Glaudé (Community Engagement Director) recommended that Public Works and Community Engagement work together to communicate and distribute information to the NIAs and CAC members.

**SPEAKER**

A. James Jackson, Public Works Director

James Jackson introduced himself as the new Public Works Director for the City. Susan McClacherty (CAC Chair & Valley Park NIA) inquired if there was anything that the CAC could do to help the Public Works Director in his position. James stated that he would like to make sure that he is able to participate in future meeting discussions to hear concerns from the CAC so that he can follow up with his engineering team on ways to improve processes and communication with the community. Susan inquired if there will be opportunities for neighborhoods and City staff to discuss temporary and permanent design ideas for addressing traffic calming concerns. James stated that he is open to the possibility of having more discussions with the CAC and community. He explained that currently the engineering team is understaffed, so it is going to be a couple of months before staff can organize these types of conversations.

**DISCUSSION ITEMS**

## A. Evaluation of the Consolidated Action Plan process

Susan McClacherty led the discussion on evaluating the Consolidated Action Plan process by asking all members in attendance to share their opinion about this year's process. Susan inquired with the council about ways to improve the process and what actions to continue going forward. Members stated the importance of a consistent process and involvement throughout the entire process from beginning to implementation. Members stated that more annual comparison data and numbers on utilization of programs would be helpful to make better recommendations on funding decisions. All agreed that receiving the quarterly reports from the Planning Department will be helpful in streamlining the future process.

## B. Revised Logos

Taylor Schley (City Media Production Specialist) shared updated drafts of the logos that the CAC submitted and the logos that were previously designed in 2018. Logo drafts were revised to include the new City flag colors (blue, yellow, green) and also to change the organization title from Citizen's Advisory Council to Citizen Advisory Council as it is stated in the ordinance and bylaws (see linked logo document). Taylor stated that she would be willing to revise or create a logo for the CAC as desired by the CAC members. Taylor also stated that the logo could be used on t-shirts, banners and other promotional items used to identify the CAC. Jonathan Sublet (Hi-Crest NIA) suggested engaging youth in the discussion and the decision for a logo in order to encourage more involvement with the younger demographic and appeal to population retention in the community. David Bawden suggested partnering with Washburn tech to have students design a logo for free. Susan McClacherty stated that the CAC is a governing body and that the logo design is to represent the CAC and should be selected by the members of the organization and not be determined by the general public.

## **STAFF UPDATES**

### A. Community Engagement Team Staffing Update

Monique Glaudé stated that she recently sent out an email informing the CAC and NIA members that Sarah Douglas is no longer with the City. Monique also stated that the Community Engagement Coordinator position would be combined with a new Digital Navigator Position and that position will spend part time being a community engagement coordinator and the other part of the time they will be the digital navigator. This position should be filled by October and she will provide an update to the CAC. She also stated that the various job duties of the current position have been redistributed amongst Community Engagement staff.

### B. Topeka Digital Equity & Inclusion Partnership Program Update

Monique Glaudé stated that the City of Topeka is currently involved with the digital equity and inclusion partnership program and has recently received a \$250,000 grant for improving digital inclusion in the community through the KHF Kansas Health Foundation. For the next three years, the City will receive \$83,333.33 annually for the purpose of operating this program. The Digital Equity and Inclusion Partnership committee aims to start the program in October this year. The City would like CAC members to help to share information about the program and upcoming workshops and activities with their community members as more information becomes available.

## **TOOLS (10 minutes)**

### **A. Say it with Charts**

Kim Thompson (CAC Vice Chair; Central Park NIA) shared information (see links) on how to use charts in public/neighborhood presentations as a way to provide visual interpretation that can help the audience to better understand the subject matter and eliminate confusion.

### **B. Core Value Survey**

Kim Thompson shared the CAC Core Value Survey and stated that it will be used to help shape the core values for the CAC into three pillars of excellence: empowerment, engagement, and integrity. The goal is to provide the executive committee with a better understanding of how the members of the CAC see what we've done with the vision, mission, and clear values.

## **GROUP ACTIVITY (15 minutes)**

Susan McClacherty stated that she would like everyone to imagine that it is December of 2021 and Tara Dimick, the publisher of the TK Business Magazine for Topeka, is on site to write an article about the phenomenal job that the CAC is doing by interviewing each CAC member about the changes that took place in 2021. Each CAC member is to provide a highlight of the contribution he or she has provided to make the 2021 council successful and email it to Susan at [valleyparkniatopeka@gmail.com](mailto:valleyparkniatopeka@gmail.com). Responses will be compiled and shared out at a later CAC meeting this year.

## **ACTION ITEMS (5 minutes)**

### **A. Logos**

Susan McClacherty called for the CAC to make a recommended action on how to proceed with the development of the new CAC Logo. It was proposed to establish a CAC Logo working group. Don Fortin, Jonathan Sublet (upon becoming an official CAC member for the Hi-Crest NIA), Mike Bell and Laura Pederzani volunteered to serve on the working group. It was decided that the working group would review the logo drafts, gather input and feedback from the NIAs, then present the final three designs to the CAC members for final selection of the logo.

## **ADJOURNMENT (2 minutes)**

Susan McClacherty called for a motion to adjourn. David Bawden moved to adjourn and Michael Bell seconded the move. Motion carried and the meeting ended at 8:24 p.m. The next regular CAC meeting is September 1, 2021, at 6:45 p.m.