



Community Engagement
Cyrus K. Holliday Bldg.
Holliday Conference Rm.
620 SE Madison

City of Topeka
CITIZEN ADVISORY COUNCIL
MEETING MINUTES
Wednesday, April 7, 2021

Citizen Advisory Council Vision Statement: *“A community of neighborhoods illuminating collaborative models to foster harmonious and balanced neighborhood communities.”*

Citizen Advisory Council Mission Statement: *“The Citizen Advisory Council is a community of neighborhoods organized to forge available resources to empower, rebuild, and revitalize areas within the city of Topeka.”*

I. CAC MEMBERS NETWORKING DISCUSSIONS – 6:45 p.m. – 7:00 p.m.

II. CALL TO ORDER & CAC UPDATES

The Citizen’s Advisory Council meeting was called to order by Susan McClacherty, Citizen Advisory Council Chair at 7:03 p.m.

City Employees Present: LaToya Burnett, Community Engagement Coordinator; Sarah Douglas, Community Engagement Coordinator; Monique Glaude, Division Director of Community Engagement; Travis Tenbrink, Forestry Manager; Todd Harrison, Fire Marshall; Alan C Stahl, Fire Public Education Officer; Brent Trout, City Manager

City Council Members Present: 0

CAC Members Present: 11 (see annual attendance ledger)

Other Public Attendees and Substitutes: 0

III. STAFF UPDATES

Monique Glaude, Division Director of Community Engagement

- A. CE: (a) Ombudsman responsibility – connects residents with local government for information and assistance related to issues, questions, and concerns regarding City services and programs. (b) Pending relocation – The Community Engagement office will move to 1st floor, City Hall tentatively in June.
- B. Training attendees (update) – To date one person has registered for a training course. NIA Officers and CAC members can take community based courses (leadership, administrative, communications, grant writing, etc.) through funding provided by Community Engagement up to \$199 per person per year.

IV. SPEAKERS

A. Strategic Planning Process – Kim Thompson, CAC Vice Chair

B. City Forestry - Travis Tenbrink, City Forester – only work on trees in City right-of-way (ROW); no private property. The City Call Center (785-368-3111) will follow up with callers if the scope of work changes or if follow up is requested. Forestry maintains alley ROW to allow through traffic. Staff is on call 24 hours a day/ 7 days a week. For after hour emergencies, please contact police department.

C. TFD - Burn Permits - Todd Harrison, Fire Marshall; Alan C Stahl, Fire Public Education Officer (See related link). You must apply annually for Burn Permit for residential open burning. For Burn Permit application visit www.topeka.org/tfd/burn-permits/ or call 785-368-4000 to submit request by phone. You do not need to apply for permit for recreational burning (fire pits).

V. DISCUSSION ITEMS (5 minutes)

A. CAC Core Values (see related link) - CAC members proposed suggestions for the CAC Core Values in March. Further discussion will be held at the May 5, 2021 meeting.

B. Rules of Engagement / Ethics - Further discussion will be held at the May 5, 2021 meeting.

C. Committee Reports

- AHRC – Kim Thompson – This committee is still in the forming stages.
- CAC Housing - Kim Thompson – This committee is still in the forming stages.
- Clean Up – Courtney Seever – First clean up event to be held on Saturday, April 17 and will target yard waste. Participating neighborhoods will promote the event through social media and Next Door. The committee is planning to advertise on City Channel 4, WIBW Red Couch.
- Time Exchange - Michael Bell – Topeka DREAMS initiative is going to recommend to the CAC that the Enhancement Program be restored. Enhancement Program provided volunteers with points that could be used for their home renovations. The program was discontinued after there were unfavorable findings by HUD. The committee is researching the findings as a basis for making recommendations. The CAC Chair requested that the committee provide the plan and timeline during the May CAC meeting. Director Glaudé recommended that the committee follow up with Corrie Wright, Director of Housing Services.

D. Web Page facilitated discussion - Further discussion will be held at the May 5, 2021, meeting.

VI. ACTION ITEMS (20 minutes)

A. Vote

- Supporting CAC clean-up projects (notification process/procedure) – Donald Fortin made a motion to authorize use of up to \$100 of the CAC budgeted funds to support clean-up efforts. David Holl seconded the motion. The motion carried 10 in favor, 1 abstained.

B. Polls

- Question 1 – Should CAC meeting be held in person or blended zoom meetings?

- Results – Blended Zoom meetings (5 members), In-person only (4 members), Zoom only (2 members). Majority would like to continue with blended zoom / in-person meetings.
- Question 2 – Should CAC meeting location rotate to different NIA sites?
 - Results – Dislike (0 members), Like (6 members), Neutral (5 members). Majority would like to host rotating meetings at different NIA sites.

Kim Thompson made a motion that the CAC adopt poll results majority outcomes and add into the minutes. Donald Fortin seconded the motion. The motion carried 11 in favor.

VII. ADJOURNMENT (10 minutes)

Motion to adjourn by Donald Fortin, seconded by Courtney Seever, carried and the meeting was adjourned at 9:06 p.m.

- A. The next CAC meeting will be held on May 5, 2021 at 6:45 p.m. for networking discussion followed by meeting starting at 7:00 p.m.