

**City of Topeka
CITIZEN ADVISORY COUNCIL MEETING
and *SPECIAL MEETING MINUTES
Wednesday, October 5, 2022**

In Person: Holliday Conference Room, 1st Floor, 620 SE Madison Ave and via Zoom

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.”*

AGENDA ITEM	SUMMARY	ACTIONS OR DECISIONS	PRESENTER/RESPONSIBLE
I. CALL TO ORDER	Susan asked meeting attendees to enter their names and represented neighborhoods or organizations on the sign-up sheet or use the chat feature in Zoom.	SPECIAL MEETING was called to order at 5:45 p.m.	<i>Susan McClacherty, Citizen Advisory Council Chair</i>
II. Name Tag Designs	<p>Monique asked City 4 to design and create CAC nametags. A current nametag was circulated to let members see a city nametag. City 4 provided sample graphics of the options for nametags.</p> <p>A vote on the style was held among everyone in the room & on Zoom. Majority liked #4.</p>	Takes two weeks to get the nametags. It will be brought up under the Expenditures discussion later this evening during the regular CAC meeting for a vote.	<i>Susan McClacherty, Citizen Advisory Council Chair</i>
III. Activities & Expenditures Discussion	<p>Topics discussed:</p> <ul style="list-style-type: none"> • Social Media Advertising <ol style="list-style-type: none"> 1. Facebook Ad Campaigns - \$500 boosts 2. Nextdoor Posting • One short video – 3 peopled needed – no cost • CAC Information included in NIA newsletters • Real Estate Signs • Standing Banners - 3 • Name Badge - \$8.50 per badge – 25 – 3 At large 21 members • Signage • What Outcomes do we want to achieve? – possible guideline on how to spend the \$2,500 <p>Motion needed on how to spend the CAC’s \$2,500; Motion made by Jill Rice: to approve the following items</p>	<p>Discussed buying a table at the State of the Community event on Nov. 10th. Monique offered to pay half the cost of the table reservation.</p> <p>See attached infographic with more information for each topic.</p> <p>Discussed the creation of the standing banners. City graphic designer will be asked to create the verbiage by Monique</p>	<i>Susan McClacherty, Citizen Advisory Council Chair CAC Members</i>

	<p>Second: Laura Pederzani Social media advertisement boost for \$500 Short video Purchase 3 standing banners Purchase 25 name badges Purchase table for the State of Community</p> <p>New motion to separate the items out – Jim Edwards Second – Yvonne May Motion carries Vote on the \$800 for table – motion carries Vote on the 25 name tags – motion carries Vote on 3 standing banners – motion carries Short video at no cost – motion carries Social Media ads boost on Facebook \$500 – motion carries</p>	<p>See attached infographic with name tag choices</p>	
<p>IV. Neighborhood Support Funds Distribution Recommendation</p>	<p>Community Engagement proposed a new NIA Support funding budget allocation recommendation to start in 2023 if adopted by the CAC. All NIA’s would start with \$1,000.00 budget and make a formal request to the CAC for additional funds (if needed). This would provide more flexibility for NIAs who might need more or less funding than what is currently allotted.</p> <p>Nine NIAs still had 95-99% of their funds available at the end of the second quarter. The remaining total NIA Support fund balance is approximately \$40,679. There may be some expenditures that have not been included until invoice records come in.</p> <p>Chair asked for a motion to either vote or table this topic for next month: Neighborhood Support Funds Distribution Recommendation Motion to table: Jill Rice Second – Michael Bell Motion passes</p> <p>The chair would like to move on the following items:</p> <ul style="list-style-type: none"> • CAC purchase nametags for members <ul style="list-style-type: none"> ◦ 21 acting representatives and 3 City at Large members 	<p>Changes do not need to be made. This is just an option to discuss.</p>	<p><i>LaToya Burnett</i> <i>Sr. Community Engagement Coordinator;</i> lburnett@topeka.org</p> <p><i>CAC Members</i></p>

	<ul style="list-style-type: none"> ◦ Design for the badges can be decided by CAC members ◦ Cost for nametags will be sent out 	<p>+Special meeting adjourned 6:45 p.m.</p>	
<p>IV. Presentation - 2023 Consolidated Action Plan</p>	<p>What are the HUD and Department objectives: decent, safe, affordable housing</p> <ul style="list-style-type: none"> • What housing programs does Housing Services provide <ol style="list-style-type: none"> 1. Emergency Repair 2. Accessibility 3. Voluntary Demolition 4. DREAMS 1, 2 and 3 projects 5. Hearth Emergency Solutions Grant 6. NIA Support 7. Inmate Crew Anti-Blight - • Competitive Grants Received <ol style="list-style-type: none"> 1. Federal Home Loan Bank 2. Advisor's Excel <ol style="list-style-type: none"> 1. Topeka Community Foundation 2. Mayor's Dollarwise Innovation Grant 3. Financial Navigators 4. Digital Equity and Inclusion Grant 5. AARP Grant 6. Kansas Dept. of Aging and Disability Services 7. Operation Food Secure • Provided explanation of how they receive input from Citizens 	<p>Discussion was held during presentation and there is additional quarterly report information to be distributed to the CAC membership outside the meeting once it has been completed (See attached information)</p>	<p><i>Corrie Wright</i> <i>Director of Housing Services</i> <i>cwright@topeka.org</i></p> <p><i>Katrina Rice</i> <i>Housing and Neighborhood Relations Accounting Manager</i> <i>krice@topeka.org.</i></p>

	<ul style="list-style-type: none"> • DREAMS 2 Housing Rehab Program – 2 applications; Historic Holliday Park is not qualified to receive Housing funds if selected for DREAMS 1. All Housing funds would be automatically awarded to Hi-Crest. • DREAMS 2- Infrastructure Projects - 9 applications; Top four qualifying projects were: Historic Old Town Completion of Washburn/Lane Lighting, \$77,000.00; Hi-Crest SE 31st St-Adams to Irvingham sidewalk/curb/gutter Study, \$100,000.00; Valley Park SW Randolph sidewalk connecting to the Shunga Trail, \$135,000.00; Central Highland Park Hillcrest Pool Slide, \$150,000. The CAC proposed two additional projects in case the City Council will allow more funding. Chesney Park Alley Replacement – Lane & Lincoln from 18th-19th and Chesney Park Alley Replacement – Buchanan & Lincoln from 18th – 19th. • DREAMS 3 –17 applications; \$200,000 total budget. Top applications recommended for funding: Historic North Topeka East Three Sisters of NOTO Mural Sculpture, \$6,600; Historic North Topeka East Veteran’s Park Art Walk and Development, \$50,000 (50/50 cost share with Shawnee County Parks and Recreation); Historic North Topeka East Entry Way Signs, \$7,500; Historic North Topeka East Veteran’s Park Basketball Court, \$6,500; Jefferson Square Stone Monument Signs, \$40,000; Historic Old Town, 8th & Buchanan Repairs, \$26,250; Historic Old Town Bethany Community Garden – 8th & Polk, \$11,000; Jefferson Square Woodall Park Picnic Area, \$9,000; Highland Acres School Bus Shelters, \$15,000. 	<p>DREAMS 2 Housing Rehab Program – Call for a motion to recommend that all Housing funds be automatically awarded to Hi-Crest. Motion: ShaMecha Simms; Second: Laura Pederzani Motion carries</p> <p>DREAMS 2 Infrastructure Projects – Call for a motion to recommend funding the qualifying top four highest-scored projects and proposing two alternate projects. Motion: Laura Pederzani Second: Kim Thompson Motion carries</p> <p>DREAMS 3 Projects – Call for a motion to recommend funding 10 projects with available funds. Motion: Laura Pederzani Second: Kim Thompson Motion carries</p>	
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<p>VI. Minutes</p>	<p>Approval of the September minutes called by Chair</p> <ul style="list-style-type: none"> • Distributed prior to the meeting • Susan called for a motion to approve Motion: Jim Edwards Second: Laura Pederzani Motion carries 		<p><i>Susan McClacherty, Citizen Advisory Council Chair</i></p>
<p>VII. Adjournment</p>	<p>Call for adjournment by Chair Motion: Jim Edwards Second: Jill Rice Motions carries</p>	<p>CAC meeting adjourned 8:45 p.m.</p>	<p><i>Susan McClacherty, Citizen Advisory Council Chair</i></p>
<p>Updates</p>	<ul style="list-style-type: none"> A. October 18 – City Council Meeting – Community Engagement Presentation of the CAC recommendations for the 2023 DREAMS Program B. October 21 – Bethany Garden Ribbon Cutting event at 4:30 p.m. C. November 2 – Community Engagement to share NIA photos and 2022 success stories that have been submitted to them by NIA 		