

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL MEETING MINUTES**  
**Wednesday, December 7, 2022**  
**6:45 p.m. – 8:30 p.m.**



**In Person:** Holliday Conference Room, 1<sup>st</sup> 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.	The meeting was called to order at 6:45 p.m.	<i>Susan McClacherty, Citizen Advisory Council Chair</i>
II. Old Business / Action Items	<p><b>A. CAC Rules of Engagement Review</b></p> <ul style="list-style-type: none"> <li>• Jim Edwards wanted to speak to the Rules of Engagement</li> <li>• He wanted to remind everyone, especially about rule number 8.</li> </ul> <p><b>B. Vote – Approval of November Minutes</b></p> <ul style="list-style-type: none"> <li>• Call for additions or edits, hearing none Chair asked for a motion to approve:  Motion to approve: Kim Thompson  Second: Jim Edwards  Call for vote; Motion carries</li> </ul> <p><b>C. Recommendations &amp; Vote – Neighborhood Support Fund Policy</b></p> <ul style="list-style-type: none"> <li>• Recommendation was shared on screen</li> <li>• Chair asked for additional ideas</li> <li>• Application questions to be established and scoring system will need to be created</li> </ul>	See Attachment Provided an opportunity for Questions and Answers. Discussion followed.	<i>Susan McClacherty, Citizen Advisory Council Chair</i>

	<p>Motion made to move forward with this recommendation and add a committee to help with application process.          Jill Rice made motion to approve          Wayne Roberts seconded          Call for approval, Motion carried</p> <p><b>D. Recommendations &amp; Vote – CAC Shirts</b></p> <ul style="list-style-type: none"> <li>• There was a committee created</li> <li>• Lack of response received in a timely manner</li> <li>• No response to emails or to links provided</li> <li>• No action can be taken</li> </ul> <p><b>E. Recommendations &amp; Vote – Distribution of remaining 2022 NIA Support Funds</b></p> <ul style="list-style-type: none"> <li>• We had a budget report</li> <li>• Budget \$17,425 includes CAC funds</li> <li>• Use funds to help NIA neighbors</li> <li>• Use to fight Blight</li> <li>• Use at School Resource Fair for schools</li> </ul> <p><b>Motion made to use for the following funds for these items:</b></p> <ul style="list-style-type: none"> <li>• \$660 for the Cross Roads Restoration group</li> <li>• Up to \$7,000 for Teacher’s Resource Fair (friendly amendment)</li> </ul> <p>Motion made by David Holl          Second by Wayne Roberts          Motion carries</p>	<p>Discussion followed.          Questions and answers          Followed</p> <p>Recommendations for this budget; discussion of storm water increase up to 2026.          Questions followed for the use for funds.</p>	
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<p><b>III. STAFF UPDATES</b></p> <p><b>IV. HOLIDAY GALA DINNER</b></p>	<p><b>A. Topeka DREAMS &amp; SORT Updates</b></p> <p>Inclusion to agenda:</p> <ul style="list-style-type: none"><li>Director LT Manuel Munoz the new Deputy Director</li></ul> <p><b>Community Engagement by the Numbers</b></p> <ul style="list-style-type: none"><li>TSC Get Digital update</li><li>Community Engagement Resource Bags</li><li>Blight – inmate services ends</li><li>Banners – 3 for CAC to use</li><li>Nextdoor Posts – all year long 52,000 impressions</li><li>A standing banner will be in the room with the 9 Rules of Engagement</li><li>Community Engagement office is temporary moving to new location within City Hall; permanent location 60-90 days</li></ul> <p>Director Glaude' introduced Mayor Padilla and he shared a few words with the committee.</p> <p><b>DREAMS/SORT Report</b></p> <ul style="list-style-type: none"><li>Information was distributed about the projects that were approved for 2023</li><li>List of active projects for Valley Park and North Topeka West</li><li>DREAMS projects for 2022 are wrapping up</li><li>Changes on the program and projects will be shared</li></ul> <p>Susan called for adjournment of the meeting Kim Thompson moved to adjourn Second by Jim Edwards Motion carries</p> <p><b>GALA Activities:</b></p> <ul style="list-style-type: none"><li>COT Presentation of CAC Appreciation Awards</li><li>Holiday Drawings</li></ul>	<p>LT Munoz shared his background and described his new position with the new director DEI. Questions and answers session followed.</p> <p>See attached infographic.</p>	<p><i>Monique Y. Glaude'</i> <i>Director of Community Engagement</i> <i>City Manager's Office</i> <i>785-368-4470</i></p>          <p><i>Bianca Burnett</i> <i>Sr. Community Engagement Coordinator</i> <i>City Manager's Office</i> : 785.368.3663 : <a href="mailto:lburnett@topeka.org">lburnett@topeka.org</a></p>
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**V. UPDATES**

Coming in January 2023 - Poverty Simulation Opportunity for Shawnee County through K-State Research and Extension. They will need help. CAC members are welcome to volunteer by contacting Monique directly by phone: 785-368-4470 or email:mglaupe@topeka.org as soon as possible.

Department of Energy - Cozy Up to Colder Weather: 5 Ways to Prepare Your Home for Fall and Winter (Part 1) | Department of Energy - Stay Warm in Your Apartment | Department of Energy (Part 2) | Gearing Up for winter: Tips for Weatherizing Your Home | Department of Energy | Drying Clothes and Saving Money this Fall Season | Department of Energy