

City of Topeka
CITIZEN ADVISORY COUNCIL
MEETING MINUTES
Wednesday, September 7, 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.	The meeting was called to order at 6:45 p.m.	<i>Susan McClacherty, Citizen Advisory Council Chair</i>
II. PRESENTATION(S)	<p>A. Rights within Easements, Dumpster Diving, Reducing Neighbor Animosities – <i>Captain Colleen Stuart</i> Presentation included:</p> <ul style="list-style-type: none"> • Rights within easements • Municipal Codes concerning <ul style="list-style-type: none"> ◦ Easements ◦ Picketing religious events • Expectation of Privacy • Crime Prevention Through Environment Design (CPTED) • Neighborhood Issues <ul style="list-style-type: none"> ◦ Safe Streets mediation services ◦ Tactical communication • Community Crime Map for neighborhood reported issues <p>B. Briefing on the Redistricting Commission Meeting</p> <ul style="list-style-type: none"> • Discussed Public Comments • Voted to move forward with Plan A to City Council for a vote 	<p>Questions and answers were discussed throughout the presentation; See attached presentation</p> <p>Provided an opportunity for Questions and Answers. Discussion followed.</p>	<p><i>Captain Colleen Stuart, Assistant Community Outreach Bureau Commander</i> 785-368-9451 cstuart@topeka.org</p> <p><i>Laura Pederzani, President</i></p>

	<ul style="list-style-type: none"> • All NIAs were notified • Maps were used to make decisions on districts • Ten years change will happen again 		<p>North Topeka West NIA Lauraliz1224@gmail.com</p>
<p>III. STAFF UPDATES</p>	<p>A. Topeka DREAMS CAC Review Committee Scoring Workshop</p> <ul style="list-style-type: none"> • Saturday, September 17 at Topeka Shawnee CO Public Library, 10:00 a.m. – 4:00 p.m. • Shared the schedule for the day’s scoring, it will also be sent out • Scoring packets will be available on 9/16/2022 in the Community Engagement office in City Hall <p>B. Community Engagement by Numbers infographic</p> <ul style="list-style-type: none"> • NIA Support Funds Budget Reports • TSC Get Digital • Community Engagement Resource Bags • Blight • Changing our Culture of Property Maintenance • Nextdoor Posts <p>C. TSC Get Digital Program Update:</p> <ul style="list-style-type: none"> • Infographic was shared • Distributed 427 computers • 73 Digital Literacy Training participants • Shared the giveaways being used for TSC clients for ideas • Received grant for this project from Kansas Health Foundation and funds from Jayhawk Area Agency on Aging <p>D. NIA Support Funds Budget Report</p> <ul style="list-style-type: none"> • Deadline for spending funds is December 16, 2022, at noon • When funds are used they go back into City funds • Inquiry by NIA about the increase in distribution amount put on the agenda to discuss 	<p>Discussion followed with questions and answers. See attached presentation.</p> <p>See attached infographic with statistical information for each topic.</p>	<p><i>LaToya Burnett</i> Sr. Community Engagement Coordinator City Manager’s Office ☎: 785.368.3663 ✉: lburnett@topeka.org</p> <p><i>Monique Y. Glaude,</i> Director of Community Engagement & Ombudsman City of Topeka City Manager’s Office 785-368-4470; mglaude@topeka.org</p>

	<ul style="list-style-type: none"> • Policy change brought up last year about funds has to go through City Manager <p>E. Changing our Culture of Property Maintenance Update:</p> <ul style="list-style-type: none"> ➤ 38 inquiries ➤ \$25,000 spent for equipment ➤ No volunteers at this time ➤ Using United Way to recruit volunteers <p>F. Leadership Training</p> <ul style="list-style-type: none"> • Evaluating the training and speaking with the facilitator • Discussion of offering an online training 		
<p>IV. CAC Working Groups' Reports *To include the scope/vision for the working group and what the working group wants to accomplish in the second, third, and fourth quarters of 2022</p>	<ul style="list-style-type: none"> • Affordable Housing – Michael Bell, Jill Rice <ul style="list-style-type: none"> ◦ Change the title to Affordable Housing/Food Insecuritiesfor_committee ◦ No report • Dumpster Project – David Holl, Jill Rice, Kim Thompson <ul style="list-style-type: none"> ◦ No update • Membership(lack of participation) – Tommy Green, Debby DuBois, Don Fortin, Susan McClacherty <ul style="list-style-type: none"> ◦ No update • Infrastructure – Alicia Barber, Michael Bell <ul style="list-style-type: none"> ◦ Have reached out to Public Works Director Braxton Copley ◦ Have reached out to IBSA, Inc. Executive Director Lazone Grays about the digital divide and how it impacts LMI people • Translations for Spanish-speaking families – ShaMecha Simms <ul style="list-style-type: none"> ◦ Accomplished several activities in Old Town ◦ Have had Ada Ovalle-Asencio, a translator, do some work for Historic Old Town NIA • Water Drainage Problems, Flooding – Kim Thompson 	<p>Discussion followed.</p>	<p><i>Monique Y. Glaude, Director of Community Engagement & Ombudsman City of Topeka City Manager's Office 785-368-4470; mglaude@topeka.org</i></p>

<p>V. Minutes</p>	<ul style="list-style-type: none"> ◦ Kim has had several questions and has sent out pamphlets ◦ Continues to work in an advisory capacity <p>The chair requested approval of the August minutes</p> <ul style="list-style-type: none"> ◦ Change to minutes requested by Michael Bell ◦ Wants it to read: “Michael Bell would like to join the committee” ◦ Change was made and approved 	<p>Move to approve Jim Edwards Second by Michael Bell Motion carries Minutes approved</p>	<p><i>Susan McClacherty, Citizen Advisory Council Chair CAC Members</i></p>
<p>VI. Activity and Expenditure Discussion</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 ◦ Design for the badges can be decided by CAC members ◦ Cost for nametags will be sent out • Motion for foregoing the Holiday Gala Event in December for community-building activity, fun social event, and VIP treatment. The cost would be close to \$1,000. Possibly the Zoo Lights event • Priority and recommendations on how to use remaining CAC \$2,500 monies asked of each member <ul style="list-style-type: none"> ◦ T-Shirts ◦ Billboard ◦ Name tags ◦ New technology/electronics for CAC and NIAs ◦ Spend monies on public education and communication on what the CAC and NIAs do in the community 	<p>Discussion followed for both items. Move to approve Deborah McClelland; Second Laura Pederzani Motion carried <ul style="list-style-type: none"> ▪ Michael Bell abstained ▪ Jill Rice had questions and couldn't say yes or no Motion made to hold a special meeting to spend special funds made by Laura Pederzani; Seconded by Jim Edwards; Motion carries</p> <p>Motion to hold a special meeting one hour earlier, 5:45 – 6:45 on our regular CAC meeting in October with a meal provided by Community Engagement</p>	<p><i>Susan McClacherty, Citizen Advisory Council Chair CAC</i></p>

		suggested by Director Monique Glaude Motion made by Laura Pederzani; Seconded by Kim Thompson Motion carried	
VII. Prioritization of City Projects	The Prioritization of City Projects topic was tabled due to time restraints.		<i>Susan McClacherty, Citizen Advisory Council Chair</i>
VIII. TOOLS	<p>A. The Work Order Request Board</p> <ul style="list-style-type: none"> • Kim provided an overview of the process and use of swim lanes in process improvement strategies. • A swimlane or swim diagram is used in process flow diagrams, or flowcharts, to provide clarity and distinguish roles and responsibilities in an organization by sorting the steps of a process into a visible chart. 	The meeting adjourned following the presentation. No discussion was held	<i>Kim Thompson CAC Vice-Chair Central Park NIA 785-233-0182 kimat@networkplus.net</i>
Adjournment	Meeting adjourned at 8:30 p.m.	Motion to adjourn by Michael Bell; seconded by Jim Edwards; motion carried.	<i>Susan McClacherty, Citizen Advisory Council Chair</i>
UPCOMING COMMUNITY EVENTS	<p>Suggested Reading: Hardin, Garrett. "Tragedy of the Commons." <i>Science</i> 162 (1968)</p> <p>* September 17- DREAMS Application Review & Scoring Workshop from 10 AM - 4 PM at the Topeka Shawnee County Public Library. Can participate if you did not apply for that specific category.</p>		

	<ul style="list-style-type: none">* October 5 – Next CAC Meeting & Approval of DREAMS recommendations at 6:45 p.m. in the Holliday Conference Room, 620 SE Madison Ave.* October 18 – City Council Meeting – Community Engagement Presentation of the CAC recommendations for the 2023 DREAMS Program* October 21 – Bethany Garden Ribbon Cutting event at 4:30 p.m.		
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