

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL MEETING MINUTES**  
**Wednesday, March 1, 2023**  
**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
<p><b>Group Photo of attending CAC Members</b></p> <p><b>I. CALL TO ORDER</b></p>	<p>ShaMecha asked meeting attendees to enter their names and represented neighborhoods or organizations on the sign-up sheet or use the chat feature in Zoom. She also asked that the guests in the room introduce themselves. Chair shared an Affirmation.</p>	<p>6:30 photo session</p> <p>The meeting was called to order at 6:45 p.m.</p>	<p><i>Bianca Burnett,</i> <i>Sr. Community Engagement Coordinator</i></p> <p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>
<p><b>Approval of: February 2023 Minutes</b>  <b>Approval of March 2023 Agenda</b></p>	<p><b>A. Approval of February 1, and February 15, 2023 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: Michael Bell            Second: Jim Edwards            Motion carries</li> </ul> <p><b>B. Approval of March 2023 Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>• Call for any updates or changes hearing none Chair called for motion to approve:            Motion to approve: Michael Bell            Second: Jim Edwards            Motion carries</li> </ul>		<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>

<p><b>Introductions of guests:</b></p>	<p><b>Crossroads Restoration - Spencer Lindsay, President, and Chaplain at the Detention Center</b></p> <ul style="list-style-type: none"> <li>• Thank you for supporting the young men at their location during Christmas</li> <li>• They also have a home on Clay St.</li> <li>• Young men help in the gardens at Tennessee Town</li> </ul>		
<p><b>III. CAC Update</b></p>	<p><b>Chair covered the following:</b></p> <ul style="list-style-type: none"> <li>• Chair informed members about the Magnets availability</li> <li>• Shared PROPS adventures in various NIAs <ul style="list-style-type: none"> <li>○ Hi Crest was recognized</li> <li>○ Oakland NIA is thriving</li> </ul> </li> <li>• Jill Rice spoke about the Teacher Resource Fair they hosted. Jill thanked CAC for their donation of funds. Forty-five educators responded and picked up supplies.</li> <li>• Chair reminded members /NIAs to read CAC Dispatches for “real time” updates to avoid taking up time at CAC meetings.</li> <li>• Chair called for questions, hearing none she moved to the next agenda item.</li> </ul>		<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>
<p><b>IV. Staff Updates</b></p>	<p>Monique presented on the following:</p> <ul style="list-style-type: none"> <li>• Community Engagement by the Numbers</li> <li>• Change Our Cultural of Property Maintenance public meeting</li> <li>• NIA budget meetings 2023</li> <li>• City Manager staff member introduce himself to committee</li> <li>• Fight the Blight</li> <li>• Robert Rules of Order books a few still available if interested contact Monique</li> </ul> <p><b>DREAMS 2 – Additional projects Updates</b>  <b>Three potential NIA Projects were discussed:</b></p>		<p><i>Monique Glaude´  Director of Community Engagement  City of Topeka  Diversity Equity and Inclusion Office  785-368-4470</i></p> <p><i>Braxton Copley,  Public Works Department  Director  785-368-2527</i></p>

	<p><b><u>Approved for Additional Funding</u></b></p> <ul style="list-style-type: none"> <li>• Historic North Topeka East - Kansas &amp; Gordon Crossing Improvements</li> <li>• North Topeka West Street - Mill &amp; Overlay</li> </ul> <p><b><u>Not approved for Additional Funding</u></b></p> <ul style="list-style-type: none"> <li>• Hi-Crest – SE 31<sup>st</sup> Street sidewalks/curb/gutter</li> </ul> <p>CAC approved funding Historic North Topeka East and North Topeka West projects.</p> <p><b><u>New Proposal:</u></b>  Jill Rice proposed to fund 31<sup>st</sup> Street Sidewalk/curb/gutter project if HNTE and NTW funding goes through.  Called for a motion by Chair</p> <ul style="list-style-type: none"> <li>• Motion: Michael Bell  Second: Jim Edwards  Abstain: Yvonne May</li> <li>• Motion passes</li> </ul>		
	<p><b><u>Property Maintenance Update</u></b></p> <ul style="list-style-type: none"> <li>• John shared a handout with the names of the Property Maintenance Staff and their positions.</li> <li>• Department is going to be very transparent</li> <li>• Will be attending all NIAs meetings this year</li> <li>• Spoke about Land Banking</li> <li>• John will be attending the CAC monthly meeting</li> </ul>	<p>Discussion followed. Question and Answer session was held</p>	<p><i>John Schardine,  Property Maintenance Division  Director  785-368-3170</i></p>
<p><b>V. SPEAKERS</b></p>	<p><b><u>National Night Out</u></b></p> <ul style="list-style-type: none"> <li>• NNO on August 5 first Saturday</li> <li>• Two planning meetings at Topeka Public Library: April 19 and June 15 both at 6:30 p.m. the meetings will be recorded</li> </ul>	<p>A handout with information about National Night Out was distributed.</p>	<p><i>Mandy Czechanski  Executive Director  Prevention and Resiliency Services – PARS</i></p>

<p><b>IV. Staff Updates - Continued</b></p>	<ul style="list-style-type: none"> <li>• A group of Committee members from the community that committee will help plan and guide this year’s event. If interested in being on the Committee contact Mandy.</li> <li>• Will also be offering a youth component to engage young people in Topeka in NNO.</li> </ul> <p><b>Presentation concerning:</b></p> <ul style="list-style-type: none"> <li>• Summary of Neighborhood Improvement Programs &amp; Projects</li> <li>• Provide update on all NIA projects <ul style="list-style-type: none"> <li>○ SORT</li> <li>○ DREAMS 1, 2 and 3</li> </ul> </li> <li>• This will be a monthly handout</li> <li>• Listing of Current Active Empowerment Projects</li> </ul>	<p>Discussion and questions followed</p> <p>See attachments</p>	<p>785-266-8666</p> <p><i>Bianca Burnett</i>  <i>Sr. Community Engagement Coordinator</i>  <i>City of Topeka</i>  <i>Diversity Equity and Inclusion Office</i>  📞: 785.368.3663</p>
	<p><b>NIA Newsletter Mailings:</b></p> <ul style="list-style-type: none"> <li>• Topeka Spirit (aka GO Blue) closed who did NIA newsletters for years</li> <li>• Community Engagement put out an RFP</li> <li>• Lineage and Mainline printers received the account <ul style="list-style-type: none"> <li>○ Using a mailing software – number of neighbors in each NIA are not correct.</li> <li>○ Will be using count from 2022</li> <li>○ Printing prices have increased. Meeting next week to discuss with them.</li> <li>○ Amounts will be shared at Budget meetings</li> </ul> </li> </ul>	<p>Question and Answers session followed</p>	<p><i>Monique Glaude’</i>  <i>Director of Community Engagement</i>  <i>City of Topeka</i>  <i>Diversity Equity and Inclusion Office</i>  785-368-4470</p>
<p><b>VI. Action Items</b></p>	<ul style="list-style-type: none"> <li>• Reimbursement for sticker magnets for \$38.97  Motion: Yvonne May  Second: Wayne Roberts  Motion passes</li> <li>• Webstore for CAC members requires a deposit of \$300  Motion to give Reliant Apparel \$300 deposit  Motion: Don Fortin  Second: Michael Bell</li> </ul>	<p>Graphic of apparel that is available through Reliant Apparel was shared.</p> <p>Questions and Answers followed</p>	<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>

	<p>Motion passes-show of hands asked – one vote per NIA  5 Approved 4 Opposed  2 Abstained Motion passes</p> <ul style="list-style-type: none"> <li>• Purchase of a CAC tablecloth with CAC logo for booth tables <ul style="list-style-type: none"> <li>○ Cost of tablecloth with logo range \$200-\$250</li> <li>○ Use on tables at Fiesta Mexicana, Juneteenth, United Way Volunteer Event and other through the summer</li> </ul> </li> <li>• Create CAC copy and print handouts to distribute during events – number of copies 100-150; no cost if printed by Community Engagement office</li> <li>• Swag options – i.e. small succulents,</li> <li>• Have a big draw such as a big-ticket item – Ring doorbell</li> </ul> <p>A motion to approve a budget of \$450 for 3 big giveaways and that includes promotional items that go with it.  Motion: Jill Rice  Second: Laura Pederzani  Motion passes</p>	<p>Questions and Answers followed</p>	<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>
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<b>VII. Announcements</b>	<p><b>A. Topeka Youth Commission Annual Meeting &amp; Reception</b> March 27th 6 PM - 8 PM Great Overland Station Sign-Up: <a href="https://events.blackthorn.io/en/5Y1d0nc7/topeka-youth-commission-annualmeeting-andreception-6a185Y1cmBYa/overview">https://events.blackthorn.io/en/5Y1d0nc7/topeka-youth-commission-annualmeeting-andreception-6a185Y1cmBYa/overview</a></p> <p><b>B. United Way Volunteers Event</b> April 20th 10 AM - 3 PM Fairlawn Plaza *Hosting a booth</p> <p><b>C. Stormont Vail Health: A Day In The Life</b> April 20th 8 AM - 3 PM; Main Facility Sign-Up: Lori Franken, Stormont Vail Foundation, (785) 354-6851</p> <p>Jill Rice, Hi Crest is having their Easter Egg Hunts</p> <ul style="list-style-type: none"><li>• March 31 in the evening</li><li>• Saturday morning for Kids</li></ul>		
<b>VIII. Adjournment</b>	<p>Call for motion to adjourn Motion: Susan McClacherty Second: Michael Bell Motion passes</p> <p><b>The next CAC meeting April 5, 2023 at 6:45 p.m.</b></p>		