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, 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.”

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>SUMMARY</th>
<th>ACTIONS OR DECISIONS</th>
<th>PRESENTER/RESPONSIBLE</th>
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<tbody>
<tr>
<td>Group Photo of attending CAC Members</td>
<td>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.</td>
<td>6:30 photo session</td>
<td>Bianca Burnett, Sr. Community Engagement Coordinator</td>
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<td>I. CALL TO ORDER</td>
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<td>The meeting was called to order at 6:45 p.m.</td>
<td>ShaMecha King Simms, Citizen Advisory Council Chair</td>
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| Approval of: February 2023 Minutes Approval of March 2023 Agenda | **A. Approval of February 1, and February 15, 2023 Minutes**  
- Call for additions or edits, hearing none Chair asked for a motion to approve:  
  Motion to approve: Michael Bell  
  Second: Jim Edwards  
  Motion carries | | ShaMecha King Simms, Citizen Advisory Council Chair |
| | **B. Approval of March 2023 Meeting Agenda**  
- Call for any updates or changes hearing none Chair called for motion to approve:  
  Motion to approve: Michael Bell  
  Second: Jim Edwards  
  Motion carries | | |

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CITIZEN ADVISORY COUNCIL MEETING MINUTES  
Wednesday, March 1, 2023  
6:45 p.m. – 8:30 p.m.
Introductions of guests:

Crossroads Restoration - Spencer Lindsay, President, and Chaplain at the Detention Center
- Thank you for supporting the young men at their location during Christmas
- They also have a home on Clay St.
- Young men help in the gardens at Tennessee Town

Chair covered the following:
- Chair informed members about the Magnets availability
- Shared PROPS adventures in various NIAs
  - Hi Crest was recognized
  - Oakland NIA is thriving
- 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.
- Chair reminded members/NIAs to read CAC Dispatches for “real time” updates to avoid taking up time at CAC meetings.
- Chair called for questions, hearing none she moved to the next agenda item.

ShaMecha King Simms, Citizen Advisory Council Chair

III. CAC Update

Monique presented on the following:
- Community Engagement by the Numbers
- Change Our Cultural of Property Maintenance public meeting
- NIA budget meetings 2023
- City Manager staff member introduce himself to committee
- Fight the Blight
- Robert Rules of Order books a few still available if interested contact Monique

DREAMS 2 – Additional projects Updates
Three potential NIA Projects were discussed:

IV. Staff Updates

Monique Glaude,’ Director of Community Engagement
City of Topeka
Diversity Equity and Inclusion Office
785-368-4470

Braxton Copley,
Public Works Department
Director
785-368-2527
### Approved for Additional Funding
- Historic North Topeka East - Kansas & Gordon Crossing Improvements
- North Topeka West Street - Mill & Overlay

### Not approved for Additional Funding
- Hi-Crest – SE 31st Street sidewalks/curb/gutter

CAC approved funding Historic North Topeka East and North Topeka West projects.

### New Proposal:
Jill Rice proposed to fund 31st Street Sidewalk/curb/gutter project if HNTE and NTW funding goes through.

Called for a motion by Chair
- Motion: Michael Bell
- Second: Jim Edwards
- Abstain: Yvonne May
- Motion passes

### Property Maintenance Update
- John shared a handout with the names of the Property Maintenance Staff and their positions.
- Department is going to be very transparent
- Will be attending all NIAs meetings this year
- Spoke about Land Banking
- John will be attending the CAC monthly meeting

Discussion followed. Question and Answer session was held

John Schardine, Property Maintenance Division Director 785-368-3170

### V. SPEAKERS
#### National Night Out
- NNO on August 5 first Saturday
- Two planning meetings at Topeka Public Library: April 19 and June 15 both at 6:30 p.m. the meetings will be recorded

A handout with information about National Night Out was distributed.

Mandy Czechanski Executive Director Prevention and Resiliency Services – PARS
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<tr>
<th>IV. Staff Updates - Continued</th>
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| - 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.  
  - Will also be offering a youth component to engage young people in Topeka in NNO.  

**Presentation concerning:**  
- Summary of Neighborhood Improvement Programs & Projects  
- Provide update on all NIA projects  
  - SORT  
  - DREAMS 1, 2 and 3  
- This will be a monthly handout  
- Listing of Current Active Empowerment Projects  

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<th>Discussion and questions followed</th>
<th>785-266-8666</th>
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<td>- See attachments</td>
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<th>NIA Newsletter Mailings:</th>
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| - Topeka Spirit (aka GO Blue) closed who did NIA newsletters for years  
  - Community Engagement put out an RFP  
  - Lineage and Mainline printers received the account  
    - Using a mailing software -- number of neighbors in each NIA are not correct.  
    - Will be using count from 2022  
    - Printing prices have increased. Meeting next week to discuss with them.  
    - Amounts will be shared at Budget meetings  

| Question and Answers session followed | Monique Glaude’  
Director of Community Engagement  
City of Topeka  
Diversity Equity and Inclusion Office  
785-368-4470 |
|--------------------------------------|----------------|

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<th>VI. Action Items</th>
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| - Reimbursement for sticker magnets for $38.97  
  Motion: Yvonne May  
  Second: Wayne Roberts  
  Motion passes  
- Webstore for CAC members requires a deposit of $300  
  Motion to give Reliant Apparel $300 deposit  
  Motion: Don Fortin  
  Second: Michael Bell  

| Graphic of apparel that is available through Reliant Apparel was shared.  
Questions and Answers followed | ShaMecha King Simms, Citizen Advisory Council Chair |
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<td>Motion passes-show of hands asked – one vote per NIA</td>
<td>Motion passes</td>
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<td>5 Approved  4 Opposed  2 Abstained  Motion passes</td>
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<td>• Purchase of a CAC tablecloth with CAC logo for booth tables</td>
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<td>□ Cost of tablecloth with logo range $200-$250</td>
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<td>□ Use on tables at Fiesta Mexicana, Juneteenth, United Way Volunteer Event and other through the summer</td>
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<td>• Create CAC copy and print handouts to distribute during events – number of copies 100-150; no cost if printed by Community Engagement office</td>
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<td>• Swag options – i.e. small succulents,</td>
<td></td>
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<td>• Have a big draw such as a big-ticket item – Ring doorbell</td>
<td>A motion to approve a budget of $450 for 3 big giveaways and that includes promotional items that go with it.</td>
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<td>Motion: Jill Rice</td>
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<td>Second: Laura Pederzani</td>
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<td>Motion passes</td>
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### VII. Announcements

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<th>Event</th>
<th>Details</th>
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<tr>
<td><strong>A.</strong> Topeka Youth Commission Annual Meeting &amp; Reception</td>
<td>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></td>
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<td><strong>B.</strong> United Way Volunteers Event</td>
<td>April 20th 10 AM - 3 PM Fairlawn Plaza <em>Hosting a booth</em></td>
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<td><strong>C.</strong> Stormont Vail Health: A Day In The Life</td>
<td>April 20th 8 AM - 3 PM; Main Facility Sign-Up: Lori Franken, Stormont Vail Foundation, (785) 354-6851</td>
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Jill Rice, Hi Crest is having their Easter Egg Hunts
- March 31 in the evening
- Saturday morning for Kids

### VIII. Adjournment

- Call for motion to adjourn
- Motion: Susan McClacherty
- Second: Michael Bell
- Motion passes

**The next CAC meeting April 5, 2023 at 6:45 p.m.**