

City of Topeka
CITIZEN ADVISORY COUNCIL MEETING MINUTES
Wednesday, February 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.”*

AGENDA ITEM	SUMMARY	ACTIONS OR DECISIONS	PRESENTER/RESPONSIBLE
I. CALL TO ORDER	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.	The meeting was called to order at 6:45 p.m.	<i>ShaMecha King Simms, Citizen Advisory Council Chair</i>
Approval of: January 2023 Minutes January 2023 Agenda	<p>A. Approval of January 2023 Minutes</p> <ul style="list-style-type: none"> • Call for additions or edits, hearing none Chair asked for a motion to approve: Motion to approve: Michael Bell Second: Not requested Call for vote; Motion carries <p>B. Approval of February 2023 Meeting Agenda</p> <ul style="list-style-type: none"> • Call for any updates or changes • Changes: request removal of item C- CAC Member Check-in Chair called for motion to approve Motion to approve: Michael Bell Second: Not identified Motion carried 		<i>ShaMecha King Simms, Citizen Advisory Council Chair</i>

<p>II. CAC Update</p>	<p>Chair wanted to cover the following:</p> <ul style="list-style-type: none"> • Chair informed members the MOU for the logo was signed in January and is waiting for approval by the City • Chair shared part of her experience as a volunteer with the Poverty Simulation hosted by United Way/K-State Extension at the Greater Topeka Partnership retreat January 27. Michael Bell was thanked for pushing the Greater Topeka Partnership to participate and Chair hopes that the CAC can partner in bringing a larger simulation to the community. • Chair introduced the CAC 2023 mascot. PROPS the Penguin to members. Members were encouraged to read PROPS' backstory if interested. PROPS was chosen, as penguins are communal and work together to survive in nature. PROPS will visit all the NIAs and share encouragement and gratitude for the work NIAs are in the neighborhoods. Highland Acres NIA was chosen as "PROPS Official" for January for work the NIA and Erma Forbes is doing to work through challenges with the City and County regarding encampments; and her efforts to use grants to improve the Gil Carter Initiative building and programming. Historic North Topeka East NIA was chosen as "PROPS Official" for their ongoing efforts to continue improving the Neighborhood on a grand scale with limited volunteers. 		
<p>III. Staff Update</p>	<p>2023 DREAMS II Update & Additional Funding Determination</p> <ul style="list-style-type: none"> • Discussion of Community Engagement by the Numbers • Bianca shared update on the move of Community Engagement Office • A summary of Neighborhood Improvement Programs was presented and copies were distributed. • Bianca informed the CAC members that additional funds were available to be allotted in the DREAMS II category. • Members of projects in Hi Crest, North Topeka West and Historic North East have been tentatively approved for a 	<p>See attachments</p> <p>Discussion followed</p>	<p><i>Bianca Burnett, Sr. Community Engagement Coordinator City of Topeka City Manager's Office 785-368-3663</i></p>

	<p>consideration process. Braxton Copley, Director of Public Works, provided insight into infrastructure and budgetary considerations to help members determine which two of the three projects should be selected.</p> <ul style="list-style-type: none"> • A motion was made to have Community Engagement provide CAC members, except the Hi Crest, North Topeka West and Historic North Topeka East CAC members with a digital voting ballot for their choices to receive the remaining \$904.82. The motion was made with assurances their emails will be collected in the process to ensure fairness. Ballots will go out before February 28th and CAC members will be informed of the results at the close of the voting window. <p style="padding-left: 40px;">Motion: Michael Bell Second: Wayne Roberts Motion passed</p>	<p>Discussion followed with Jill Rice speaking to the vision of the SE 31st</p>	
<p>IV. Speakers</p>	<ul style="list-style-type: none"> • Shared the City’s page for the interactive budget and projects at budget.topeka.org and projects.topeka.org • Acknowledged that they are working to have the budget be more reflective of the priorities noted by citizens during the participatory budget exercises in 2022. • The public can watch the City Council during the strategic planning sessions on February 15 from 1:00 p.m. -5:00 p.m. at the Law enforcement Center, Classroom A; and March 28 from 1:00 p.m. – 5:00 p.m. at the Holliday Building Conference Room. • Vaughn appreciated the CAC’s support of the new budget process. He is looking forward to taking the budget process out into the community. He feels this will help people understand more about the process. 	<p>Discuss followed with questions from Michael Bell and ShaMecha King Simms.</p>	<p><i>Adam Vaughn Budget Manager City of Topeka 785-368-2442</i></p>

<p>V. Discussion Items</p>	<ul style="list-style-type: none"> • Chair informed members the City Attorney’s office determined the bylaws would not need updating based on Ordinance 20400. Chair opened the floor to discussion of recommendations for the bylaws. • Chair acknowledged some process differences in the bylaws compared to how the processes are actually carried out. • Chair asked for motion to accept the bylaws as written and reflected on the public page to update the date of acceptance to February1, 2023. Motion: Michael Bell Second: Jill Rice Motion passed. • Support Fund Application topic put on hold due to time restraints. A motion to hold a special meeting on February 15 at the Holliday Building Conference Room at 6:45 p.m. was made. Motion: Seconded: Motion passed: • A another motion was made to approve NIAs to submit and distribute their Newsletters in the interim while the support fund application is being developed through April 2023 with the costs being applied once the allotments are finalized. Motion: Jill Rice Second: Michael Bell Motion passed: 	<p>Discussion followed</p> <p><u>Purpose of special meeting:</u></p> <ol style="list-style-type: none"> 1. Select questions 2. Set parameter for amounts 3. The frequency NIAs are able to request funds 	<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>
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<p>VI. Announcements</p> <p>VII. Adjournment</p>	<ul style="list-style-type: none">• Michael Bell shared that Bill Fiander has retired from COT and thanked Bill for his efforts in educating the NIAs on how City Planning can work with them to improve their neighborhoods. Bell also shared that John Schardine is now over Code Compliance.• Jill Rice Shared that the Teacher Resource Fair will occur Saturday, February 4.• They are also working with residents to teach about investment program. <p>Motion: Seconded: Michael Bell Motion carried Adjournment: 8:25 P.M.</p> <p><i>Special CAC Meeting – February 15, 2023 6:45 at Holliday Building Conference Room</i> <i>Next CAC Meeting – March 1, 2023, 6:45 at Holliday Building Conference Room</i></p>		<p><i>ShaMecha King Simms, Citizen Advisory Council Chair</i></p>
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