# 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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<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 The meeting was called to order at 6:45 p.m.</td>
<td>Bianca Burnett, Sr. Community Engagement Coordinator ShaMecha King Simms, Citizen Advisory Council Chair</td>
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<tr>
<td>I. CALL TO ORDER</td>
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<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  
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 | | ShaMecha King Simms, Citizen Advisory Council Chair |
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<tr>
<th>Introductions of guests:</th>
<th>Crossroads Restoration - Spencer Lindsay, President, and Chaplain at the Detention Center</th>
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<tr>
<td></td>
<td>Thank you for supporting the young men at their location during Christmas</td>
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<td></td>
<td>They also have a home on Clay St.</td>
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<td></td>
<td>Young men help in the gardens at Tennessee Town</td>
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<td>Chair covered the following:</td>
<td>Chair informed members about the Magnets availability</td>
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<td>Shared PROPS adventures in various NIAs</td>
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<td></td>
<td>- Hi Crest was recognized</td>
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<td>- Oakland NIA is thriving</td>
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<td>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.</td>
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<td>Chair reminded members /NIAs to read CAC Dispatches for “real time” updates to avoid taking up time at CAC meetings.</td>
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<td></td>
<td>Chair called for questions, hearing none she moved to the next agenda item.</td>
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<th>III. CAC Update</th>
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<tr>
<td>ShaMecha King Simms, Citizen Advisory Council Chair</td>
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<tr>
<th>IV. Staff Updates</th>
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<tr>
<td>Monique Glaude’</td>
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<tr>
<td>Director of Community Engagement</td>
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<td>City of Topeka</td>
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<td>Diversity Equity and Inclusion Office</td>
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<td>785-368-4470</td>
<td>785-368-4470</td>
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<tr>
<td>Braxton Copley, Public Works Department Director</td>
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<td>785-368-2527</td>
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<th>DREAMS 2 – Additional projects Updates</th>
<th>Three potential NIA Projects were discussed:</th>
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<th>Monique presented on the following:</th>
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<td>Community Engagement by the Numbers</td>
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<td>Change Our Cultural of Property Maintenance public meeting</td>
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<td>NIA budget meetings 2023</td>
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<tr>
<td>City Manager staff member introduce himself to committee</td>
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<td>Fight the Blight</td>
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<tr>
<td>Robert Rules of Order books a few still available if interested contact Monique</td>
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### 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

### 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 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.

A handout with information about National Night Out was distributed.

Discussion and questions followed

Mandy Czechanski Executive Director Prevention and Resiliency Services – PARS 785-266-8666
### IV. Staff Updates - Continued

**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

  See attachments

**Bianca Burnett**  
Sr. Community Engagement Coordinator  
City of Topeka  
Diversity Equity and Inclusion Office  
☎: 785.368.3663

### NIA Newsletter Mailings:

- 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

### VI. Action Items

- 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
  Motion passes - show of hands asked – one vote per NIA
  5 Approved 4 Opposed 2 Abstained
  Motion passes

- Purchase of a CAC tablecloth with CAC logo for booth tables
  - Cost of tablecloth with logo range $200-$250

  Graphic of apparel that is available through Reliant Apparel was shared.

  Questions and Answers followed

**ShaMecha King Simms, Citizen Advisory Council Chair**

**ShaMecha King Simms, Citizen Advisory Council Chair**
| VII. Announcements | A. Topeka Youth Commission Annual Meeting & Reception  
March 27th 6 PM - 8 PM Great Overland Station  
Sign-Up: https://events.blackthorn.io/en/5Y1d0nc7/topeka-youth-commission-annualmeeting-andreception-6a185Y1cm8Ya/overview  
B. United Way Volunteers Event April 20th 10 AM - 3 PM  
Fairlawn Plaza *Hosting a booth  
C. Stormont Vail Health: A Day In The Life April 20th 8 AM - 3 PM; Main Facility  
Sign-Up: Lori Franken, Stormont Vail Foundation, (785) 354-6851  
C. Jill Rice, Hi Crest is having their Easter Egg Hunts  
   • March 31 in the evening  
   • Saturday morning for Kids |

| Questions and Answers followed |

| 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. |