City of Topeka  
CITIZEN ADVISORY COUNCIL MEETING MINUTES  
Wednesday, November 1, 2023  
6:00 p.m. – 8:00 p.m.

In Person; 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>
</tr>
</thead>
</table>
| 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. | The meeting was called to order at 6:03 p.m. | ShaMecha King Simms  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com |
| | • Call to Order  
• Open floor for comments on minutes from October  
• Call for additions or edits | | ShaMecha King Simms  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com |
| APPROVAL OF MINUTES AND NOVEMBER AGENDA | A. Approval of October 2023 meeting minutes  
• Motion: Jim Edwards  
• Second: LaBonna Speakman  
• Motion: Passes | No discussion or questions | ShaMecha King Simms  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com |
| | B. Adopt the November 2023 Agenda  
• Motion: – Susan McClacherty  
• Second: Jill Rice  
• Motion passes | | |
### STAFF UPDATES

**Community Engagement Division Status and Program Update:**
- Reminder for all NIA support Funds deadline is 11/17/23
- City vendor for mailing NIA newsletters/postcards – Thank you for your patience concerning late mailings
- Vendor will be meeting with Contracts & Procurement
- Community Engagement sends newsletters/postcard out by first-class mail if done in house
- Received update that Community Action Diaper Depot is running out of diapers. More information will be sent out in the NIA Weekly Communications

**Community Engagement by the Numbers:**
- NIA support funds budget reports
- Resource Bags
- Changing our Culture of Property Maintenance
- Fight the Blight – 14 NIA participating

**Community Engagement Announcements:**
- Reminder for all NIA support Funds deadline is November 17th
- Special DREAMS Debrief Meeting, January 10th
- DREAMS Recommendation to City Council, November 21
- DREAMS Recommendation – City Council approval, December 5th

---

### CAC Nominations

**2024 CAC Chair & Vice-Chair Nominations**
- Noted that: Bylaws, Page 1 Section 3 states the election of officers will be held in January
- CAC members will vote at the January 3, 2024 meeting
- Nominations of Officers was extended to December 1st
- Ballots were distributed

---

**Monique Glaude’**
Director of Community Engagement
City of Topeka
Diversity Equity and Inclusion Office
City Hall, 215 SE 7th Street, Suite 250
Topeka, KS 66603
785-368-4470 - mglaude@topeka.org

For more information contact Monique Glaude’

$65,000.00
4,218 distributed
Report 11/15/23
101.19 tons collected

---

**ShaMecha King Simms**
Citizen Advisory Council Chair
informhistoricoldtownnia@gmail.com

For more information contact ShaMecha King Simms
### PRESENTATION

**Thriving Communities Grant Program**
- This is a 3-year technical assistance grant
- Transportation and community revitalization
- No cost to City if selected to receive support
- Approximately 45-60 communities awarded

**Selected communities will be matched with national Capacity Builder Teams based on needs**

**Alleigh Weems**  
Management Analyst, Public Works  
City of Topeka  
785-368-3036  
apweems@topeka.org

### ACTION ITEMS

**DREAMS 3 Proposals & CAC Scoring Recommendations:**
- Hi-Crest – Community Events - $5,800.00
- Hi-Crest – Nellie Hogan Park - $46,920.00
- Historic North Topeka East – Micro Prairies - $23,025.00
- Tennessee Town – Kings Ct. Park - $12,087.71
- Historic Old Town – Washburn Lane Lighting PH 2 - Denied
- North Topeka West - National Night Out - $4,151.78
- North Topeka West - NIA Participation Strategy – $18,000.00
- Valley Park – Infrastructure Improvements - $50,000.00

**Amount requested:** $143,784.49  
**Motion to approve:** Jim Edwards  
**Second:** Wayne Roberts  
**Abstained:** Michael Bell  
**Motion passes**

**Discussion followed**  
**See Attachments Reviewing Quorum and Bylaws in December/January meetings**

**Bianca Burnett**  
Sr. Community Engagement Coordinator  
City of Topeka  
Diversity Equity and Inclusion Office  
**☎:** 785.368.3663  
**✉:** lburnett@topeka.org

### ACTION ITEMS

**CAC December Meeting Options**
- Meet at regular meeting time

**Remaining CAC Support Funds Options / Recognitions**
- Recognition purchase: CAC Polo Shirts – T-Shirts ETC.
- Additional Member nametags
- 3-4 copies of: *The Changing American Neighborhood: The Meaning of Place in the 21st Century* books

**North Topeka West Additional Funds Request**
- NTW is requesting $500 additional Funds  
**Motion to approve:** Susan McClacherty  
**Second:** Wayne Roberts  
**Motion passes**

**Discussion & Q & A followed**

**ShaMecha King Simms**  
Citizen Advisory Council Chair  
informhistoricoldtownnia@gmail.com
<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>2024 CAC Chair &amp; Vice-Chair Nominations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Nominations:</td>
<td></td>
</tr>
<tr>
<td>Michael Bell is interested</td>
<td></td>
</tr>
<tr>
<td>Susan McClacherty is interested</td>
<td></td>
</tr>
<tr>
<td>• Ballots were distributed and members will vote in January</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussion Items</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To add an amendment, have to notify one month in advance</td>
<td></td>
</tr>
<tr>
<td>• Motion: Move we add agenda amendment item for purposes for tonight to add clarification</td>
<td></td>
</tr>
<tr>
<td>Motion: Susan McClacherty</td>
<td></td>
</tr>
<tr>
<td>Second: Yvonne May</td>
<td></td>
</tr>
<tr>
<td>Abstain: Michael Bell</td>
<td></td>
</tr>
<tr>
<td>Motion passes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bylaws</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Need to be reviewed</td>
</tr>
<tr>
<td>• Change when elections are held</td>
</tr>
<tr>
<td>• Defining a quorum for DREAMS</td>
</tr>
<tr>
<td>• Volunteers to review Bylaws – Present at December meeting</td>
</tr>
<tr>
<td>o Susan McClacherty</td>
</tr>
<tr>
<td>o Jim Edwards</td>
</tr>
<tr>
<td>• Motion to approve: Have Susan and Jim be charged to review Bylaws</td>
</tr>
<tr>
<td>Motion: Dick Ketterman</td>
</tr>
<tr>
<td>Second: Jill Rice</td>
</tr>
<tr>
<td>Motion Passes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ShaMecha King Simms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Advisory Council Chair</td>
</tr>
<tr>
<td><a href="mailto:informhistoricoldtownnia@gmail.com">informhistoricoldtownnia@gmail.com</a></td>
</tr>
<tr>
<td>ANNOUNCEMENTS</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADJOURMENT</th>
<th>Question: Motion to Adjourn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Motion: Michael Bell</td>
</tr>
<tr>
<td></td>
<td>• Second: Bonna Speakman</td>
</tr>
<tr>
<td></td>
<td>• Motion Passes</td>
</tr>
</tbody>
</table>

**NEXT MEETING: DECEMBER 6, 2023**

HOLLIDAY BUILDING CONFERENCE ROOM
FIRST FLOOR – 620 MADISON
6:00 P.M. – 8:00 P.M.