

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL MEETING MINUTES**  
**Wednesday, May 7, 2025**  
**6:00 p.m. – 7:30 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.”*

AGENDA ITEM	SUMMARY	ACTIONS OR DECISIONS	PRESENTER/RESPONSIBLE
<b>I. CALL TO ORDER, MINUTES &amp; AGENDA</b>	<p>Dane Stephenson called the meeting to order at 6:00 P.M.</p> <p>April 2025 meeting minutes motion to approve.</p> <ul style="list-style-type: none"><li>▪ Motion: Wayne Roberts</li><li>▪ Second: Jim Edwards</li></ul> <p>May 2025 meeting agenda motion to adopt.</p> <ul style="list-style-type: none"><li>▪ Motion: Jim Edwards</li><li>▪ Second: Wayne Roberts</li></ul>	<p>April 2025 minutes approved.</p> <p>May 2025 agenda approved.</p>	<p><b><i>Dane Stephenson,</i></b> <i>Citizen Advisory Council Vice Chair</i></p>
<b>II. PRESENTATION</b>	<p>A. City Goals and Ways the Public Can Provide Feedback.</p> <ul style="list-style-type: none"><li>▪ Strategic goals for the City for 2025.<ul style="list-style-type: none"><li>• Quality of life.<ol style="list-style-type: none"><li>1. Strengthen Code Compliance team and inspection process.</li><li>2. Improve customer service experience through a consolidated 311 Call Center and SMS texting service.</li><li>3. Support legislation that increases inspections of residential properties that receive public funding.</li></ol></li><li>• Inclusive Communities.<ol style="list-style-type: none"><li>1. Planning for Inclusive Communities to lead National Night Out in 2025.</li></ol></li></ul></li></ul>	<p>NONE</p>	<p><b><i>Dr. Robert Perez,</i></b> <i>City Manager</i></p>

	<ul style="list-style-type: none"> <li>2. Strengthen community partnerships to foster inclusivity and engagement.</li> <li>• Housing/Economic Development. <ul style="list-style-type: none"> <li>1. Activate the Affordable Housing Trust Fund and Economic Development Funds.</li> <li>2. Sell Hotel Topeka.</li> <li>3. Develop Digital Kiosk Program.</li> <li>4. Pursue opportunities to grow tax base.</li> <li>5. Review City's current rehabilitation, social service, and financial housing programs.</li> </ul> </li> <li>• Homelessness. <ul style="list-style-type: none"> <li>1. Move forward with at least one homelessness initiative.</li> </ul> </li> <li>• Budget <ul style="list-style-type: none"> <li>1. Develop a sustainable budget for FY 2026 and beyond.</li> <li>2. Evaluate options to increase revenue.</li> <li>3. Evaluate cost of services with departments.</li> </ul> </li> <li>• Public Safety. <ul style="list-style-type: none"> <li>1. Develop a Violent Crime Reduction Plan.</li> <li>2. Strengthen external law enforcement partnerships.</li> <li>3. Empower:Her.</li> <li>4. Strengthen partnership with Valeo.</li> <li>5. Convert to Digital Ticketing.</li> <li>6. Continue to certify additional personnel to the ALS level.</li> </ul> </li> <li>• Infrastructure. <ul style="list-style-type: none"> <li>1. Continue delivery of annual CIP projects and maintain Infrastructure.</li> </ul> </li> </ul>		
III. STAFF UPDATES	<p>A. Office of Inclusive Communities Program Update.</p> <ul style="list-style-type: none"> <li>▪ Upcoming events. <ul style="list-style-type: none"> <li>• If you have missed any of the DREAMS consult meetings for Alley Projects, Sidewalk Projects,</li> </ul> </li> </ul>	NONE	<b><i>Bianca Burnett</i></b> , Community Programs Administrator

	<p>and Street Projects a recorded meeting will be sent to each neighborhood who submitted a pre application. Any questions or additional information you may have will need to be submitted to staff by May 23<sup>rd</sup>.</p> <ul style="list-style-type: none"> <li>• DREAMS Consult Meeting for Parks is May 23<sup>rd</sup> from 10AM to noon. This meeting is for Shawnee County Parks only. If you have other park projects that are not Shawnee County Parks you will want to attend the meeting on May 8<sup>th</sup> from 9:30 to noon or watch the recording of the meeting.</li> <li>• Community Resource Expo, June 24 from 3-7 PM at the Topeka Shawnee County Public Library.</li> <li>• Wednesday June 11<sup>th</sup> at 6:00 PM there will be a 2026 DREAMS 3 Application Workshop. More information will be sent out within the next week.</li> <li>• National Night Out Save-the Date, Saturday, August 9<sup>th</sup>. More details to come.</li> <li>• Neighborhood Projects Report for 2024 and 2025 DREAMS Projects was provided.</li> <li>• For the 2025 DREAMS 2 and DREAMS 3 projects we are looking for a consultant that will do the design, construction administration, and inspection on all the DREAMS projects. Bianca will be sending out a more detailed report of these projects by the end of next week.</li> </ul>		
<b>IV. DISCUSSION ITEMS</b>	<p>A. Recommendations for the Citizens Government Review Committee.</p> <ul style="list-style-type: none"> <li>▪ Ideas on how to improve Topeka: holding City Council members accountable for ensuring the top items of neighborhood concerns are being addressed satisfactorily.</li> </ul>	NONE	<p><b><i>Susan McClacherty,</i></b>  <i>Citizen Advisory Council Chair</i></p>

	<ul style="list-style-type: none"> <li>• Infrastructure.</li> <li>• Lighting.</li> <li>• Homelessness.</li> <li>• Crime.</li> </ul> <p>B. Event Planning (Any NIA's having events planned that are open to the community) (Any events that the CAC wants to complete this year).</p> <ul style="list-style-type: none"> <li>▪ Trunk or Treat in Historic North Topeka East on October 25<sup>th</sup>.</li> <li>▪ Celebration of Lights in NOTO on November 22<sup>nd</sup>.</li> <li>▪ Hi-Crest Fire Work Extravaganza on June 28<sup>th</sup>.</li> <li>▪ Suggestion was made for the CAC to recognize past members with an award; however, no volunteers committed to working on such an event.</li> <li>▪ Habitat for Humanity is seeking all-woman teams to work on a Habitat house in the month of October. CAC requested more information for interested members.</li> </ul>		
<b>V. ACTION ITEMS</b>	<p>A. NIA Requests for Community Events Funding.</p> <ul style="list-style-type: none"> <li>▪ Historic North Topeka East requested an additional \$4,797.00. <ul style="list-style-type: none"> <li>• Back to School Night, Neighborhood Clean-up, Trunk or Treat, Horse drawn carriage rides for Celebration of Lights, annual website hosting fee, and July newsletter.</li> <li>• Peggy Lewis made the motion to approve the additional funding request and Muffy Walter second the motion.</li> </ul> </li> <li>▪ Historic Holliday Park requested an additional \$500.00. <ul style="list-style-type: none"> <li>• Labor Day ice cream social, Memorial Day potluck, National Night Out, and Neighborhood clean-up supplies.</li> <li>• LaBonna Speakman made the motion to approve the additional funding request and Peggy Lewis second the motion.</li> </ul> </li> </ul>	<p>CAC approved the requested amount of \$4,797.00 to Historic North Topeka East.</p> <p>CAC approved the requested amount of \$500.00 to Historic Holliday Park.</p>	<p><b><i>Susan McClacherty,</i></b> <i>Citizen Advisory Council Chair</i></p>

<b>VI. ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>▪ Reminder for the June CAC meeting we will have Housing Services present to discuss the DREAMS Housing Rehab Program.</li> </ul>	NONE	<i><b>Open to all CAC members &amp; guests</b></i>
<b>VII. ADJOURNMENT</b>	<p><b>Motion to adjourn:</b></p> <ul style="list-style-type: none"> <li>▪ Motion: Jim Edwards</li> <li>▪ Second: Dane Stephenson</li> </ul> <p><b>NEXT MEETING: June 4, 2025 - HOLLIDAY BUILDING CONFERENCE ROOM, FIRST FLOOR – 620 MADISON, 6:00 P.M. – 7:30 P.M.</b></p>	Meeting adjourned	<i><b>Susan McClacherty,</b> Citizen Advisory Council Chair</i>