

City of Topeka
CITIZEN ADVISORY COUNCIL MEETING MINUTES
Wednesday, June 4, 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 |
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| I. CALL TO ORDER, MINUTES & AGENDA | <p>Susan McClacherty 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">▪ Motion: Jim Edwards.▪ Second: Wayne Roberts. <p>May 2025 meeting agenda motion to adopt.</p> <ul style="list-style-type: none">▪ Motion: Jim Edwards.▪ Second: Wayne Roberts. | <p>May 2025 minutes approved.</p> <p>June 2025 agenda approved with the addition of 2A (Councilwoman Karen Hiller)</p> | <p><i>Susan McClacherty,</i> <i>Citizen Advisory Council Chair</i></p> |
| II. PRESENTATION | <p>A. DREAMS Overview.</p> <ul style="list-style-type: none">▪ Councilwoman Hiller presented the original ideas of the DREAMS program. <p>B. DREAMS Housing Rehab Program Overview.</p> <ul style="list-style-type: none">▪ \$330,000 is available for housing rehab and repair if you meet the income guidelines.▪ Discussion item #1: Access & Participation.▪ Discussion Item #2: Neighborhood Selection Process.▪ Discussion Item 3: Funding and Impact.▪ Discussion Item #4: Future Improvements.<ul style="list-style-type: none">• Group 1 final summary:<ol style="list-style-type: none">1. Money was not 100% spent on rehab.2. Always room for improvement. | <p>NONE</p> | <p><i>Karen Hiller,</i> <i>City Councilwoman</i></p> <p><i>Carrie Higgins,</i> <i>Division Director of Housing Services</i></p> <p><i>Bianca Burnett,</i> <i>Community Programs Administrator</i></p> |

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| | <ol style="list-style-type: none"> 3. The process for the applicant as well as staff. <ul style="list-style-type: none"> • Group 2 final summary: <ol style="list-style-type: none"> 1. We know what we don't know. 2. Questions and concerns are centered around how neighborhoods drive the process and the projects. 3. How grants are awarded equitably according to neighborhood needs. • Group 3 final summary: <ol style="list-style-type: none"> 1. Housing program needs to be revamped. Should be open to all NIA's. Grants should be noncompetitive. 2. For neighborhood plans city staff should work with the NIA's to see what needs to be done. 3. NIA's need to be more aware of infrastructure needs in their neighborhoods. | | |
| III. STAFF UPDATES | <p>A. Office of Inclusive Communities Program Update.</p> <ul style="list-style-type: none"> ▪ Friday, June 6th is the deadline to sign up for the DREAMS application workshop. ▪ DREAMS workshop is Wednesday, June 11th at 6 PM. ▪ City Community Engagement Sessions for budgetary feedback will take place on June 16th, June 24th, and June 30th. ▪ Community Resource Expo will include 25 community partners. Presentations from EMPOWER:Her and Human Resource and other community partners. Reminder that National Night Out applications are due by July 3rd. ▪ A new position (Community Navigator) has been created for the Office of Inclusive Communities. The Community Navigator will serve as a liaison between our neighbors and community resources. ▪ Urging our neighbors to look for information from the Department of Housing Development regarding 2026 | NONE | <i>Bianca Burnett, Community Programs Administrator</i> |

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| | <p>CDBG funds. Make sure you are tracking the information from reliable sources such as HUD. We urge you to seek other funding opportunities.</p> <ul style="list-style-type: none"> ▪ Lissa Staley with the Topeka Shawnee County Public Library will present on the Foundation Grant software in July. If you are unable to attend, sessions will be recorded. More information will follow in the upcoming weeks. | | |
| IV. DISCUSSION ITEMS | <p>A. NIA Requests for Community Events Funding.</p> <ul style="list-style-type: none"> ▪ Hi-Crest NIA requested a total of \$6,045.40 for the following items. <ul style="list-style-type: none"> • Neighborhood newsletters - \$3,045.40. • Summer Fireworks Extravaganza - \$1,000.00. • Hi-Crest Serve day & National Night Out - \$500.00. • Halloween Costume Exchange & Child Mental Health Fair - \$500.00. • Pictures with Santa & Child Wellness Fair – \$500.00. • Teacher Resource Fair - \$500.00. | NONE | <i>Susan McClacherty,</i> <i>Citizen Advisory Council Chair</i> |
| V. ACTION ITEMS | <p>A. NIA Requests for Community Events Funding.</p> <ul style="list-style-type: none"> ▪ Motion: Peggy Lewis. ▪ Second: Wayne Roberts. | Roll call determined to approve the requested amount of \$6,045.40 to Hi-Crest NIA. | <i>Susan McClacherty,</i> <i>Citizen Advisory Council Chair</i> |
| VI. ANNOUNCEMENTS | <ul style="list-style-type: none"> ▪ Common Ground Publication is available to anyone who wants to learn more about multi-generational housing. ▪ Community Resource Expo, June 24th from 3-7 PM at Topeka & Shawnee County Public Library. ▪ 2026 DREAMS application workshop is on Wednesday, June 11 at 6 PM ▪ Free landfill day is Saturday, June 14. | NONE | <i>Open to all CAC members & guests</i> |
| VII. ADJOURNMENT | <p>Motion to adjourn:</p> <ul style="list-style-type: none"> ▪ Motion: Peggy Lewis. | Meeting adjourned | <i>Susan McClacherty,</i> <i>Citizen Advisory Council Chair</i> |

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| | <div>▪ Second: Wayne Robertson.</div> <div>NEXT MEETING: July 2, 2025 - HOLLIDAY BUILDING CONFERENCE ROOM, FIRST FLOOR – 620 MADISON, 6:00 P.M. – 7:30 P.M.</div> | | |
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