

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL MEETING MINUTES**  
**Wednesday, September 3, 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>Susan McClacherty called the meeting to order at 6:00.</p> <p>August 2025 meeting minutes motion to approve.</p> <ul style="list-style-type: none"> <li>▪ Motion: Dane Stephenson</li> <li>▪ Second: Peggy Lewis</li> </ul> <p>September 2025 meeting agenda motion to adopt.</p> <ul style="list-style-type: none"> <li>▪ Motion: Sandra Batt</li> <li>▪ Second: Peggy Lewis</li> </ul>                                                                                                                                                             | <p>August 2025 minutes approved.</p> <p>September 2025 agenda adopted.</p> | <p><b><i>Susan McClacherty</i></b><br/> <i>Citizen Advisory Council Chair</i></p> |
| <b>II. PRESENTATION</b>                       | <p>A. Coffee With Code.</p> <ul style="list-style-type: none"> <li>▪ Saturday, September 20<sup>th</sup> – Oakland Community Center, 801 NE Poplar St.</li> <li>▪ Saturday, October 25<sup>th</sup> – Hillcrest Community Center, 1800 SE 21<sup>st</sup> St.</li> <li>▪ Saturday, November 15<sup>th</sup>- Crestview Community Center, 4801 SW Shunga Dr.</li> <li>▪ Program is specific for residents to have a safe place to meet staff and find out what we could be doing better, things we can do different, and what are we missing.</li> </ul> | <p>None</p>                                                                | <p><b><i>John Schardine</i></b><br/> <i>Property Maintenance Director</i></p>     |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                               |                                                                       |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| III. STAFF UPDATES   | <p>A. Office of Inclusive Communities Program Updates.</p> <ul style="list-style-type: none"> <li>▪ Backpack and school supply event was able to get supplies in the hands of 500 students.</li> <li>▪ If you know of any other students needing backpacks they can reach out to the Office of Inclusive Communities at 785-368-3098.</li> <li>▪ Nine neighborhoods participated in 2025 National Night Out. City Wide event that was held at Agriculture Hall brought in about 1,500 participants. Planning for 2026 National Night Out will begin early next year.</li> <li>▪ 2026 DREAMS applications are now due Friday September 19<sup>th</sup>.</li> <li>▪ DREAMS application review workshop for the CAC is scheduled for Saturday, October 4<sup>th</sup>, 10:00 AM-3:00 PM. RSVP as soon as possible through Survey Monkey. Attendance is strongly encouraged but not mandatory.</li> <li>▪ NIA reminder that the last day to use support funds, vendor payments, and reimbursements is Friday, November 14<sup>th</sup>.</li> </ul> |                                                                               | <p><b>Bianca Burnett</b><br/>Community Programs<br/>Administrator</p> |
| IV. DISCUSSION ITEMS | <p>A. DREAMS Project Budget Increase Request.</p> <ul style="list-style-type: none"> <li>▪ Request for budget increase of \$17,291 in DREAMS contingency funds to fully fund the 23<sup>rd</sup> and Highland Ave. sidewalk project.</li> <li>▪ Sandra Batt made a motion to approve the sidewalk project at 23<sup>rd</sup> and Highland Ave. Cole Mosier second the motion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CAC voted to approve the 23 <sup>rd</sup> and Highland Ave. sidewalk project. | <p><b>Susan McClacherty</b><br/>Citizen Advisory Council Chair</p>    |
| V. ADJOURN           | Motion to adjourn:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Motion passed                                                                 | <p><b>Susan McClacherty</b></p>                                       |

|  |                                                                                                                                                                                                                                                     |  |                                       |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------|
|  | <ul style="list-style-type: none"><li>▪ Motion: Dane Stephenson</li><li>▪ Second: Peggy Lewis</li></ul> <p><b>NEXT MEETING: October 1st, 2025 - HOLLIDAY BUILDING<br/>CONFERENCE ROOM, FIRST FLOOR – 620 MADISON, 6:00 P.M. –<br/>7:30 P.M.</b></p> |  | <i>Citizen Advisory Council Chair</i> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------|