



# City Council Committee

## Meeting Notice

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CITY COUNCIL  
City Hall, 215 SE 7th Street, Suite 255  
Topeka, KS 66603-3914  
Tel: (785) 368-3710  
[www.topeka.org](http://www.topeka.org)

**Committee:** Public Health & Safety  
**Meeting Date:** November 20, 2024  
**Time:** 9:30am  
**Location:** 1<sup>st</sup> Floor Conference Room; Cyrus K. Holliday Building 620 SE Madison  
*(in person attendance is preferred, however a virtual attendance option is available)*

### Agenda:

1. Call to Order
2. Approval of October 23, 2024 Committee Meeting Minutes and the Special Committee Meeting November 7, 2024
3. Updates
  - a) Pest Elimination – Implementation
  - b) Website and Handouts
  - c) Retaliation Assistance
  - d) 2024 IPMC
4. Discussion and Feedback
  - a) Performance Measurers – Nicole Stovall
  - b) Marketing and Education 2025– Monique Glaude’/Taylor Bugg
5. Other Items:
6. Set Meeting date in January 2025
7. Adjourn

**STAFF REQUESTED:** John Schardine, Nicole Stovall, Amanda Stanley, Rhiannon Friedman, Carrie Higgins, Monique Glaude’, Taylor Bugg, and Alan Stahl

COMMITTEE MEMBERS: Karen Hiller (Chair) - District 1  
Christina Valdivia-Alcalá - District 2  
David Banks - District 4  
Spencer Duncan - District 8

Contact: Tonya Bailey, Senior Executive Assistant  
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# CITY OF TOPEKA

## CITY COUNCIL COMMITTEE MEETING MINUTES

### PUBLIC HEALTH & SAFETY COMMITTEE

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Tel: 785-368-3710  
Fax: 785-368-3958  
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Date: October 23, 2024

Time: 9:30 a.m.

Location: 1<sup>st</sup> Floor Conference Room; Cyrus K. Holliday Building 620 SE Madison  
(virtual attendance option also available)

**Committee members present:** Councilmembers Karen Hiller (Chair), Christina Valdivia-Alcalá, David Banks, and Spencer Duncan

**City staff present:** Property Maintenance Director/Code John Schardine, Planning and Development Director Rhiannon Friedman, Public Relations Specialist Taylor Bugg, Community Engagement Director Monique Glaude', City Attorney Amanda Stanley, Senior Attorney Mathew Mullen, Budget Manager Josh McAnarney, Changing our Culture Program Administrator Nicole Stovall.

**Non-Staff:** Shawnee County Health Department Craig Barnes; Teresa Fisher, Healthy Neighborhoods Board member Danielle Twemlow.

#### **Call to Order**

Committee Chair Karen Hiller called the meeting to order at 10:00am. She introduced staff and committee members.

#### **Approval of April 16, 2024 Meeting Minutes**

Committee member Valdivia-Alcalá made a motion to approve the minutes. Committee member Banks seconded. Approved 3-0-0.

#### **Action Item: Pest Elimination Amendments**

Committee Chair Karen Hiller spoke concerning pest elimination responsibilities set forth in the 2012 International Property Maintenance Code, retaining the definition of the Pest Elimination in Section 202 of said code and amending 8.60.170 of the Topeka Municipal Code. Hiller added that Topeka's adopted version of the International Property Maintenance Code is unclear about what happens and who is responsible in the case where multiple units are infested in a multifamily property.

Committee member Christina Valdivia-Alcalá expressed her appreciation for the work of Committee Chair Karen Hiller has done on the Pest Elimination Amendment. She stated there is an urgency for this amendment to help families and will enable the City of Topeka to take action for necessary code compliance.

MOTION: Committee member Christina Valdivia-Alcalá made a motion to approve the

Resolution for pest elimination responsibilities for the Topeka Municipal Code and proceed for action at the Governing Body meeting November 12, 2024. Committee member Banks seconded. Approved 3-0-0.

**Other Items:**

Committee Chair Hiller gave several updates below:

**Changing Our Culture of Property Maintenance Committee:** Meetings are two times per month. Nicole Stovall is the new Project Manager. She will be working to set Performance Measurers for the Master Plan. The next Public Health & Safety Committee meeting is on November 20, 2024, and the performance data report will be presented.

Committee Chair Hiller requested Property Maintenance Division Director John Schardine share the calendar for International Property Maintenance Code (IPMC) at the November meeting. Schardine added he is asking for assistance from Shawnee County Landlord Association and President of Oakland Neighborhood (NIA) to help review the requested changes and adoptions. He added possibly creating an outside independent review board within the next 6 months. Committee member Valdivia-Alcalá questioned how many people would be on the Review Board. John Schardine responded 3- 4 members.

Committee Chair Hiller asked that John Schardine and Fire Marshall Alan Stahl have report available regarding apartment inspections for November 20, 2024.

Committee member Valdivia-Alcalá requested a report from Housing and Credit Counseling, Inc (HCCI). She added the importance to end the year with highlights from the program. Committee Chair Hiller replied that it is possible and spoke to getting the data that is being collected in terms of how many people HCCI has seen, related to our retaliation and Code Compliance processes, and getting details on how many have gone to Kansas Legal Services.

**Mowing and vegetation:** Phone calls have gone down this summer. Code Compliance is fully staffed which could result in increased citations.

**Retaliatory Evictions:** Continuing to observe the needs for tenants. The Communications Department is working to have a video for networking to help people. She also spoke to the retaliation for a Contract for deed and reported the City of Topeka legal staff is actively reviewing the standards to have a recommendation for an update.

Committee member Valdivia-Alcala expressed the importance to have collaboration with Topeka Habitat for Humanity. She also added the value with Shawnee County and the State of Kansas to be involved.

**Neighborhood Profiles:** Goal is to have a positive profile of the organized neighborhoods.

**Vacant Properties:** Land Bank Committee and the Planning and Development Department are working on issues, two items passed for redevelopment, updates with allowable density, and setbacks. She added The Neighborhood Revitalization Program has been renewed for 3 years.

**Property Maintenance Records:** Property Maintenance and the Fire Department are working with Tyler Technologies to prepare an inventory list of, vacant properties and structures. There will be a Master database to include contact and address information, from the Police, Fire, and Public Works Departments to allow staff to see all property cases. Committee member Valdivia-Alcalá stated the importance of Records Retention and that the information will need to remain in the system.

**Website and handouts:** Are up to date. Spanish translation will be available. Resource packets will be available online at the City of Topeka Changing Our Culture of Property Maintenance website or as a handout.

**Timberlee Apartments:** Committee Chair Hiller thanked Committee member Valdivia-Alcalá for her work and advocacy with the recent actions with Timberlee Apartments. Committee member Valdivia-Alcalá thanked U.S. Senator Jerry Moran for his help at the State of Kansas and Washington D.C. level.

John Schardine shared that there have been issues similar at Highland Park Apartments. The Property Maintenance Department has been very aggressive addressing issues due to what was learned from the Timberlee Apartments. He added that crime has dropped 52% within forty-five days. Committee Member Banks thanked John Schardine for all his work Highland Park area.

Planning Director Rhiannon Friedman spoke to the need to have a Conditional Use Permit for a zoned residential property that sits between two residential lots; in the case there was a fire that a structure will need to be demolished. Committee member Banks supports a parking lot vs having property that has weeds and grass.

Committee member Spencer Duncan joined meeting.

### **Presentation Focusing on Social Determinants of Health**

Craig Barnes Division Manager Shawnee County Health Department spoke to the presentation:

- Public Health Approach: Surveillance. Risk Factor Identification. Intervention Evaluation and Implementation.
- Public Health Wheel: Assessment; Monitor Health, Diagnose and Investigate. Policy Development; Inform, Educate, Empower. Mobilize Community Partnership and Develop Policies. Assurance; Enforce Laws. Link to/Provide Care. Assure Competent Workforce. Evaluate.

- Social Determinants of Health: Health Care Access and Quality, Neighborhood and Built Environment, Social and Community Context, Economic Stability, and Education Access and Quality.
- New publication of Community Health Needs Assessment was distributed to the committee.
- Collaboration in Public Health for a Healthy Community; Emergency, Management and Public Safety, Recreational and Natural Resources, Public Health Agencies, Environmental Health, Planning and Community Development, Non-Governmental Organizations, Business Community, Health Care Delivery System, Behavioral Health and Social Services
- Community Health priority's: 1) Behavioral Health which includes both mental health and substance misuse. 2) Neighborhood Safety and Housing which is a new one for us. 3) Food Security making sure community has access to healthy foods. 4) Health Equity which focuses on STI rates, infant mortality, maternal, child health and obesity rates.

Committee member Valdivia-Alcalá supports that the communication continue and suggests the entire Governing Body have a presentation from Shawnee County Health Department. She also suggested that there should be more conversation with the Shawnee County, Kansas Delegation. There was a request to have the presentation from SNCO Health Department go to the new Topeka Police Chief once selected.

Danielle Twemlow Community Action Team Chair provided information on the infant mortality rate in Shawnee County is 7.9 as of August 2024. There is a significant difference between African American babies dying at 2.5 times the rate as white babies.

Committee member Spencer Duncan spoke to the importance of not duplicating resources and giving those groups information to know where they can specifically give resources.

Teresa Fisher Director Shawnee County Health Department spoke to new partnership with the City of Topeka and looks forward to continuing to work together for public community health.

Chairwoman Hiller adjourned the meeting at 11:05am.

This meeting can be viewed online at: <https://youtu.be/L8-lVZ-dR3g>



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### PUBLIC HEALTH & SAFETY COMMITTEE

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Date: November 7, 2024 - SPECIAL MEETING  
Time: 9:45 a.m.  
Location: Hotel Topeka at City Center; 1717 SW Topeka Blvd  
River A Room in the Maner Conference Centre

**Committee members present:** Council members Karen Hiller (Chair), Christina Valdivia, David Banks, and Spencer Duncan.

**City staff present:** City Manager Dr. Robert M. Perez, Deputy Director Human Resources Shawn Maisberger

#### Call to Order

Chairwoman Hiller called the meeting to order at 10:05am.

#### 1. Executive Session

**Subject:** The motion would be to recess into executive session not to exceed 3 hours to discuss candidates for Chief of Police as allowed under KSA 75-4319(b)(1). The open meeting will resume in the River A Room in the Maner Conference Centre. The following individuals will be necessary to assist the Public Health and Safety Committee in its deliberations, Mayor Michael Padilla, City Manager Dr. Robert M. Perez, Deputy Director Human Resources Shawn Maisberger and the candidates for Chief of Police.

Committee member Banks moved to recess into executive session for a time period not to exceed 3 hours as stated by the City Attorney. The motion was seconded by Committee member Duncan.

#### Adjourn

Chairwoman Hiller adjourned the meeting at 12:50pm.



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**DATE:** November 20, 2024

**CONTACT PERSON:** Karen Hiller

**SUBJECT:** Pest Elimination – Implementation

**PROJECT #:**

**DOCUMENT DESCRIPTION:**

**ATTACHMENTS:**

None

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**DATE:** November 20, 2024

**CONTACT PERSON:** Karen Hiller/Nicole Stovall

**SUBJECT:** Website and Handouts

**PROJECT #:**

**DOCUMENT DESCRIPTION:**

**ATTACHMENTS:**

None

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**DATE:** November 20, 2024

**CONTACT PERSON:** Karen Hiller

**SUBJECT:** Retaliation Assistance

**PROJECT #:**

**DOCUMENT DESCRIPTION:**

**ATTACHMENTS:**

None

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**DATE:** November 20, 2024

**CONTACT PERSON:** John Schardine

**SUBJECT:** 2024 IPMC

**PROJECT #:**

**DOCUMENT DESCRIPTION:**

**ATTACHMENTS:**

None

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**DATE:** November 20, 2024

**CONTACT PERSON:** Nicole Stovall

**SUBJECT:** Performance Measurers

**PROJECT #:**

**DOCUMENT DESCRIPTION:**

**ATTACHMENTS:**

CoCPM -Guidelines and Challenges  
Performance Measures Data  
Performance Measures Information

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## **Changing Our Culture of Property Maintenance 2022-2026 Adopted 10-0 on 12/14/2021**

With much appreciation for the work of staff, partners and community members, the Topeka City Council Public Health and Safety Committee makes the following final recommendation regarding Changing our Culture of Property Maintenance:

### **Guiding Principles for Property and Premises:**

- Safety of people
- Protection of structures
- Maintenance of an attractive environment
- Maintain or increase property values.

### **Guiding Principles for Property and Premises:**

- Straightforward, kind and fair
- Cost-effective
- Fully integrated with other departments and services

Active Partners: City divisions include Property Maintenance, Forestry, Engineering (Sidewalks), Police, Fire, Development Services, Zoning, Utilities, Executive, Community Engagement, Legal, Municipal Court, others. County divisions include Refuse, Appraiser and County Counselor. Partners also include entities such as the Kansas Legislature, Kansas Department of Transportation, private utilities, a wide range of nonprofits, for-profit businesses and community-based partners, neighborhood associations and others as needed.

**Aspirational Goal:** Improve the quality of structures and premises in Topeka Kansas so that structures and premises violations are the exception rather than the rule. Our number of substandard properties is never over 500. Owners are motivated to take care of properties before City Departments are even called.

### **Four (4) 2022-2026 Property Maintenance Challenges:**

#### **1) Reduce current substandard structures by 50% in 5 years –**

Establish a system, within existing laws, to do complete interior inspections on all structures that appear to need it and/or upon request. As part of that, establish a single visit complete inspection system that provides for one inspection and one write-up procedure for all violations. Include allowing extensions to parties who are working on things, having some sort of system to refer responsible parties to paid or volunteer



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laborers who can help those who need it. Activate the section in the Code that allows for courtesy inspections. Establish processes and consequences such that citizens will want to take care of issues so that Code does not even request access. This may involve establishing communitywide or neighborhood wide campaigns.

- 2) **Reduce Deterioration in Vacant Structures** – Staff establishes procedures to advise owners of long-term vacant or soon-to-be vacant structures about “Mothballing” standards, encourages owners to implement and refers to resources for advice and assistance. This process would be implemented by Code staff and/or Vacant Buildings Registry vendor through communications accompanying already established communication. Staff would establish strategy with the police department to optimize vacant structure security.
- 3) **Reduce the expense/revenue gap on abatement cases by 50%** – Establish a system and culture whereby it is clear that COT expects owners to take full responsibility for their properties. This is likely to include implementing current capacity to increase fines for extended or repeat violations where good-faith efforts are not made as well as a referral system to paid or volunteer laborers who can assist, perhaps also neighborhood or block initiatives for maintenance.
- 4) **Improve the appearance of the community through management of uncultivated and overgrown vegetation such that the average resident or visitor would score Topeka’s property appearance at least a 7 on a scale of 10. The Police Department would rate 80% or more of properties as in compliance with CPTED (Crime Prevention through Environmental Design) principles within 5 years. At the same time, tree and shrub abatements by City Departments would be reduced by at least 50% (Links with #2 above)** - Initiative will require a minor amendment or new legal interpretation of the Code about vegetation that is over 12” that has turned into shrubs, trees or vines as well as a synch-up with a non-IPMC section of the TMC that addresses the same issue. It will also likely require a major community education campaign in conjunction with a major volunteer assistance campaign to bring our community back to this threshold standard. Optimal partnership with all departments who deal with exterior maintenance issues (Police, Engineering, Zoning, Forestry...also KDOT) as well as a combined ticketing, billing and collections system would seem to be in order.

# Performance Measures- Data

- C1 1. Number of PMU inspections, to include initial, re-inspections, and total per year for all case types
- C1 2. Number of internal and external violations and total per year for (22-23)
- C1 3. How many cases per year per case type
- C1 4. Percentage of violations from LLCs or repeat offenders
- C1 5. How many individuals are utilizing the appeal form from the first letter and what were outcomes
  
- C2 6. How many vacant properties are cited per year
- C2 7. How many are registered, compiled, and not compiled
- C2 8. How many of the vacant properties have been transferred to tax sale per year
- C2 9. How many fires did we have each year (accidental, intentional, and other)
- C2 10. How many inspections are we doing for fire safety violations per year of the total
  
- C3 11. How many abatements per year were paid and other fines paid
- C2 12. How many abatement costs were sent and retrieved by collections per year
- C2 13. How much abatement/fine costs were waived per year and by who
- C3 14. How many cases go to court per year and for what case type
- C3 15. How many does the court find owners guilty of code violations per year
  
- C4 16. Average number and range of days between complaint and volunteer compliance per year
- C4 17. Origin of complain internal vs external per year
- C4 18. How much money was applied for vs how much was awarded per year
- C4 19. How many abatements were completed per year for sanitation and weeds
- C4 20. Does the survey show better overall appearance from public from year 1-2

## Stats

- 1. What is the percentage of single, multi-family, apartments and vacant properties for code violations
- 2. what is the number of cases cited by case type per year
- 3. Average number of inspections per case per type
- 4. How much resources were applied for as the city vs how much was awarded
- 5. Number of resources we have given out in English and Spanish
- 6. How much of the public was involved with the CPTED per year
- 7. How often are we refreshing our fees and court cost compared to other surrounding areas
- 8. average response time for high-risk hazards per year
- 9. How many yards have been mowed each year from volunteers
- 10. Number of people counseled at HCCI/ referred to KLS/ had a case with KLS per year, and how many requested assistances and accepted from the city attorney for retaliation in municipal

## Performance Measures

**2021-2023**

C1 #1 Number of PMU Inspections, reinspections and initial inspection per year for all cases types

	Initial Inspections	Reinspections
<b>2021</b>	7,520	18,156
<b>2022</b>	6,889	15,015
<b>2023</b>	6,717	20,766

C1 #3 How many cases per year form top ten per case type (all case types)

C2 #6 How many vacant properties are cited per year – how many complied / not complied

	Properties Cited	Complied	Not Complied
<b>2021</b>	383	108	274
<b>2022</b>	515	125	390
<b>2023</b>	305	52	253

C2 #7 How many are registered per year and how many complied / not complied (same as #6 above)

C3 #11 How many abatements per year were paid and other fines paid

C3 #12 How many abatement costs were sent and retrieved by collections per year

C3 #13 How much abatement, fines costs were waived per year and by who

	Total Waived	Internally	Collections
<b>2021</b>			
<b>2022</b>			
<b>2023</b>			

C3 #14 How many cases go to court per year and for what case type

	2021	2022	2023
<b>Housing</b>	420	246	297
<b>Condemnation</b>	7	16	25
<b>Total</b>	427	262	322



C4 #16 Average number of days between complaint and volunteer compliance per year

C4 #17 Origin of complaint internal vs external per year

	<b>Internal (City – not surveys)</b>	<b>External</b>
<b>2021</b>		
<b>2022</b>		
<b>2023</b>		

C4 #19 How many abatements were done per year

<b>2021</b>	1115
<b>2022</b>	970
<b>2023</b>	979

Stats

#2 What is the number of cases by type per year – Cases cited by case type per year

	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Graffiti</b>	39	48	37
<b>Housing Condemnation</b>	104	153	181
<b>Housing Violation Notice</b>	747	569	746
<b>Sanitation</b>	1912	1863	2093
<b>Unsafe Structure</b>	41	24	38
<b>Vehicle</b>	690	524	689
<b>Weeds (initial notice)</b>	1589	1626	1245

#3 Average number of inspections per case type



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**DATE:** November 20, 2024

**CONTACT PERSON:** Monique' Glaude/Taylor Bugg

**SUBJECT:** Marketing and Education 2025

**PROJECT #:**

**DOCUMENT DESCRIPTION:**

**ATTACHMENTS:**

CoCPM Community Building Initiatives

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# Changing Our Culture of Property Maintenance

## Community Building Initiatives

To foster a culture shift in our community around property maintenance, it's essential to promote pride, accessibility, and collective responsibility. These initiatives can create a sense of pride and collective responsibility, making property maintenance a positive and accessible aspect of community life.

### **1. Community Clean-Up Days/Youth Engagement Programs:**

- Host monthly or quarterly community clean-up events where neighbors work together to maintain common spaces or streets. Community Engagement will provide small equipment and supplies such as gloves, trash bags, rakes, brooms, to make participation easy upon request.
- Involve local youth in property maintenance through service learning or volunteer programs. Teens could earn service hours or small rewards for participating in neighborhood projects (not on personal property). The focus would be on middle, high school and college students cleaning neighborhoods in the surrounding the schools.

### **2. Yard of the Month Program:**

- Recognize neighbors who exemplify good property maintenance with “Yard of the Month” consisting of a yard sign and award. Winners will receive a small prize, like a gift card, and public acknowledgment (City Council, City 4, social media), fostering pride in keeping properties well-maintained.

### **3. Property Maintenance Workshops:**

- Offer free workshops on basic property upkeep, seasonal lawn care, basic landscaping, exterior home care, driveway and sidewalk repairs. The workshops will be held in the community and led by local experts or experienced community members and provide neighbors with the knowledge to improve their properties.

### **4. Educational Campaign:**

- Run educational campaign on the benefits of property maintenance for property values, neighborhood safety, and overall well-being. Share tips via social media, newsletters, and flyers to help neighbors understand the importance of upkeep.

# Changing Our Culture of Property Maintenance

## Community Building Initiatives

### Other Partnership Options:

#### Collaboration with Local Businesses:

- Partner with local businesses to provide discounts on maintenance supplies or services for community members. These businesses can also sponsor clean-up events or donate items for recognition programs.

#### Community Engagement Mini-Beautification Grants:

- Community Engagement will develop a Neighborhood Mini-Grant Program (Grant amounts: \$50 - \$250) that will provide small-scale funding opportunities for projects that enhance the quality of life in neighborhoods. Designed to empower residents to promote community involvement, this program supports initiatives that create lasting benefits for all neighborhood members. Examples of Eligible Projects: *community gardens, safety improvements, shared resources, educational initiatives, shared resources and environmental efforts*. There will be requirements, an application process and review process and an informational session.