

**Citizen Government Review Committee Minutes  
June 11, 2025**

Cyrus K. Holliday Building, First Floor Conference Room, Topeka, Kansas, June 11, 2025.  
Committee Chair Jim Kaup called the meeting to order at 11:00 A.M. with the following  
Committee Members present: Jim Kaup (Chair), Connie Jacobson (Vice Chair), Brian  
Broxterman, Tamara Martin and Zachary Surritt (Alternate) – 5. Absent: Shampayne Lloyd – 1.

**APPROVAL of the June 4, 2025, meeting minutes.**

Chair Kaup requested the Memorandum he distributed at the June 4, 2025, Citizen Government Review Committee Meeting concerning identifying code provisions to prohibit Governing Body interference with the duties of a City Manager be added as an attachment to the June 4, 2025, meeting minutes.

Zachary Surritt moved to add the Memorandum as Attachment B to the meeting minutes. The motion seconded by Tamara Martin carried unanimously. (5-0-0)

Tamara Martin moved to approve the minutes as amended. The motion seconded by Zachary Surritt carried unanimously. (5-0-0)

**WORK SESSION: Finalizing Governing Body Recommendation Report**

The Committee discussed the following:

**Section 2: Summary of Recommendations**

Recommendation 1. City Manager Form of Government

Vice Chair Jacobson asked the Committee if they found it relevant to include the statement “While it is too soon to give a grade to the current city manager, the comments received showed confidence that he would provide the stability and continuity the community needs.” to the last line of the summary.

It was the consensus of the Committee to include the suggested language amendment.

Recommendation 4. Interlocal Cooperation

Tamara Martin asked the Committee if they should include the language “the proposed City Auditor” in Recommendation 4 to avoid confusion.

Chair Kaup recommended adding the language “cooperation with other local units of government,” to prevent the idea of recommending interlocal cooperation with only Shawnee County.”

It was the consensus of the Committee to include the suggested language amendments.

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### Recommendation 5. City Auditor

Tamara Martin recommended adding the statement “The recommendation is for the Governing Body to utilize readily available and professional resources, and to talk with other cities, to identify the best set of duties the auditor should fulfill. An auditor appointed by the Governing Body, to advise the Council, Mayor and the City Manager, is the auditor position the Committee envisions.” to the summary.

It was the consensus of the Committee to add the suggested language amendment.

### Recommendation 7. Code of Misconduct and Practice Violations

Chair Kaup requested to add more context to the beginning of the summary.

Brenda Younger, City Clerk suggested adding the statement “The Committee heard credible testimony that, at least in the recent past, there have been violations of Sec. A2-28(c) of the Charter provision prohibiting councilmembers from "dealing" with officers and employees under the city manager's supervision.”

It was the consensus of the Committee to add the language amendment to the summary.

Brenda Younger, City Clerk asked the Committee how they would prefer to list the table of contents.

It was the consensus of the Committee to list the table of contents as follows:

- Section 1: Introduction
- Section 2: Summary of Recommendations
- Section 3: Explanatory Statements
- Section 4: Conclusion

## **Section 3: Explanatory Statements**

### 2. Elections, Terms & Representation

Chair Kaupp suggested amending the language outlined in the section titled “Number of Council Members” to remove “without concern for the Kansas Open Meeting Act (KOMA),” to avoid the assumption the number of council members is chosen to circumvent KOMA.

Vice Chair Jacobson recommended adding the statement “without potential violations of the Kansas Open Meeting Act.”

Mary Kuckelman-Spinelli, Senior Attorney, recommended using the language “allowing more members to sit on each committee without constituting the majority of the Governing Body and being in the same place without concern of the Kansas Open Meeting Act.”

It was the consensus of the Committee to revise the language as stated by Senior Attorney Kuckelman-Spinelli.

## 2. Elections, Terms, and Representation

Chair Kaup requested under the section titled “Redistricting” to amend the language to state “The Committee also recommends that the charter be amended” rather than “The Committee also recommends that it is written in the charter.”

It was the consensus of the Committee to accept the language amendment.

## 3. Follow-up Procedures Committees/Boards/Commissions

Chair Kaup pointed out there were conferees not listed.

It was the consensus of the Committee to add Sarah Balzer, Topeka JUMP, as well as Vicki Arnett and Dr. Glenda Overstreet-Vaughn, League of Women Voters to the list of conferees.

## 4. Interlocal Cooperation

Chair Kaup recommended adding Information Technology and Cybersecurity to the list of proposed arrangements and agreements between the City of Topeka and other entities.

Vice Chair Jacobson recommended prior to listing the proposed entities, to add the statement “These include but are not limited to.”

Zachary Surritt recommended under the bullet point titled “Conduct Joint Meetings” to add the statement “The Governing Body and the Shawnee County Board of County Commissioners (BOCC) hold joint meetings on a regular basis.”

It was the consensus of the Committee to add the language amendments as suggested and finalize the report.

Zachary Surritt confirmed he has completed the presentation to be presented by Chair Kaup at the June 17, 2025, Governing Body meeting.

Brian Broxterman moved to adjourn the meeting. The motion seconded by Zachary Surritt carried unanimously. (5-0-0)

No further business appearing the meeting was adjourned at 12:37 p.m.

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Brenda Younger, M.M.C.  
City Clerk