

**TOPEKA DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
MEETING AGENDA
February 11, 2025 – 5:00 p.m. to 6:00 p.m.
City Council Chambers
214 SE 8th St., 2nd Floor, Topeka, Kansas**

Board of Directors:

Michael A. Padilla, President
Neil Dobler, Vice President
Karen A. Hiller, Secretary
Michelle Hoferer, Treasurer
Christina Valdivia-Alcala, Director

Sylvia E. Ortiz, Director
David Banks, Director
Brett D. Kell, Director
Marcus D.L. Miller, Director
Spencer Duncan, Director

Addressing the Board of Directors: Public comment for the meeting will be available In-person or via Zoom. Individuals must contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 4:00 p.m. on the meeting date after which the City Clerk's Office will provide Zoom link information and protocols prior to the meeting.

View the meeting online at: <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>. If you do not have access to a viewing option, please contact the City Clerk at 785-368-3940 or email cclerk@topeka.org to make arrangements for an in person location.

Written public comment may also be considered to the extent it is personally submitted at the meeting or to the City Clerk's Office located at 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before the meeting date.

If you need any accommodations for the meeting, please contact the City ADA Coordinator at 785-368-4470. Kansas Relay Service at 800-766-3777. Please provide a 48 Hour Notice if possible. Assistive listening devices are available for use in the community forum.

Agendas are available in the City Clerk's Office, 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or on the City's website at <https://topekadevelopmentcorporation.com/>.

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **APPROVAL of January 14, 2025, meeting minutes.**
5. **EXECUTIVE SESSION:**

(The Board will recess into Executive Session to discuss financial affairs or trade secrets of a corporation pursuant to K.S.A. 75-4319(b)(4).)

6. **APPROVAL of an additional funding request in the amount \$71,449 for operations and maintenance of Hotel Topeka contingent upon Governing Body approval of the transfer of the funds to the Topeka Development Corporation.**

(Approval of an additional operational funds from the General Fund (Hotel Non-Departmental Expense) to operate and maintain Hotel Topeka.)

7. **DISCUSSION regarding the creation of a Community Improvement District (CID) and/or a Tax Increment Financing (TIF) District for Hotel Topeka.**
8. **CONSIDERATION of engaging an engineering consultant to prepare documents necessary to claim a refund of retail sales tax on the water, gas and electric utilities used for the guest rooms.**

(Total estimated refund of sales tax for electric, gas and water is approximately \$50,000. Consultant is proposing it would share this refund approximately \$40,000 to the City and \$10,000 to the consultant in addition to a engineering fee of \$3,000 that will need to be paid up front. Estimated annual cost savings of \$15,000 for future years.)

9. **DISCUSSION regarding the capital funds request for the ADA sidewalk and other site improvements at Hotel Topeka** *(Continued discussion from the January 14, 2025, TDC Board Meeting.)*

(Total cost of the improvements is \$268,000 which is \$142,338 more than the original approved project budget of \$125,662. The cost of the ADA sidewalk is approximately \$78,000. The Shawnee County has been asked whether it is willing to pay for one half of the sidewalk in the amount of \$39,000.)

10. **OTHER NEW BUSINESS:**

11. PUBLIC COMMENT:

Public comment for the meeting will be available In-person or via Zoom. Individuals must contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 4:00 p.m. on the date of the meeting, after which the City Clerk's Office will provide Zoom link information and protocols prior to the meeting. Written public comment may also be considered to the extent it is submitted at the meeting or personally to the City Clerk's Office located at 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before the date. View the meeting online at <https://www.topeka.org/communications/live-stream/> or at <https://www.facebook.com/cityoftopeka/>.

12. ADJOURNMENT:

Topeka Development Corporation
Board of Directors

ITEM 4: January 14, 2025, meeting minutes.

Date: February 11, 2025

Contact Person: Brenda Younger, Assistant Board Secretary

**Topeka Development Corporation Board of Directors Meeting Minutes
January 14, 2025.**

The Topeka Development Corporation (TDC) Board of Directors met at 5:00 p.m. with the following Board of Directors present: Karen Hiller, David Banks, Brett Kell, Neil Dobler, Spencer Duncan and Michelle Hoferer - 6. Board President Michael Padilla presided -1. Absent: Christina Valdivia-Alcala, Sylvia Ortiz and Marcus Miller -3.

Public comment for the meeting was available via Zoom or in-person. Individuals were required to contact the City Clerk's Office at 785-368-3940 or via email at cclerk@topeka.org by no later than 4:00 p.m. on January 14, 2025, after which the City Clerk's Office provided the Zoom link information and protocols prior to the meeting start time. Written public comment was also considered to the extent it was personally submitted at the meeting or to the City Clerk's Office located at 215 SE 7th Street, Room 166, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before January 14, 2025.

APPROVAL of the December 10, 2024, Minutes.

Director Hiller moved to approve the minutes. The motion seconded by Director Dobler carried unanimously on voice vote. (7-0-0)

APPROVAL of an additional funding request in the amount of \$ 142,338 for operations and maintenance of Hotel Topeka contingent upon Governing Body approval of the transfer of the funds of the Topeka Development Corporation.

Braxton Copley, Project Manager, reported the request was for construction of an Americans with Disabilities Act (ADA) accessible walkway from Topeka Boulevard to the hotel, including repairs to the existing sidewalk on the exterior of the building and repair to the existing loading dock on the north side of the hotel totaling \$229,578.14. He noted the estimate includes the engineering scope and fee of \$15,000 and a contingency fee of 10% totaling \$22,957.81 which includes taxes.

Director Ortiz entered the room.

Director Duncan referenced the anticipated financial forecast of the City and questioned if the request was a requirement at this time, and if Shawnee County has a financial obligation to assist with the improvements.

Amanda Stanley, City Attorney, reported the 2010 Americans with Disabilities Act (ADA) Title II, regulates accessibility requirements for state and local government facilities; therefore, the City must address the ADA issue because they have been made aware of it and they own the building. She stated the cost of the sidewalk would be eligible as a Community Improvement District (CID) reimbursement expense, and she would report back to the Board as it relates to the responsibility of Shawnee County.

Director Kell stated he concurs with Director Duncan. He spoke to the importance of determining if Shawnee County could be held accountable for their fiscal responsibilities. He stated he believes the City was at a turning point and they need to determine if they are going to own the hotel or sell it.

Board President Padilla confirmed the consensus of the Board was to sell the hotel.

Vice President Dobler questioned what it would cost to build a sidewalk on City property, excluding the property owned by Shawnee County.

Project Manager Copley stated the cost per lineal foot of the sidewalk was \$60 and noted, this approach would not be considered an ADA accessible path.

Director Banks asked if they would be able to recoup the cost of the sidewalk.

Project Manager Copley reported the expense could be CID eligible which would help to recoup the cost of the sidewalk as well as an opportunity to negotiate the payment of the sidewalk as part of the development agreement. He reminded the Board that ADA continues to become more and more strict with the enforcement accessibility compliance.

Director Hoferer questioned in what phase was the project and if there was time to delay the decision.

Director Duncan suggested the Board defer the request until February 2025 to allow Staff time to meet with Shawnee County to determine if they want to participate in the project; or only authorize repairs to the existing sidewalk on the exterior of the building and repair to the existing loading dock on the north side of the hotel.

Project Manager Copley stated it would make more fiscal sense to bid the project in totality and noted, all construction of projects will be delayed over the next 30 days due to possible inclement weather.

Board President Padilla questioned if the Stormont Vail Event Center has the same ADA compliance requirements as the City and point out that shared project costs could be beneficial to both properties if the requirements are the same.

Director Duncan moved to defer until the next scheduled TDC Board meeting for the purpose of asking Shawnee County if they want to share in the project cost. The motion was seconded by Director Hoferer.

Councilmember Ortiz entered the room.

Director Hiller spoke in support of deferring the request and partnering with Shawnee County on the project.

Director Miller entered the room. He stated he believes the City has a duty to comply with ADA requirements; however, it makes sense to delay the project until weather conditions improve.

The motion to defer the request carried on voice vote. Director Ortiz voted “no.” (8-1-0)

Director Ortiz stated she voted “no” because she entered the room while the discussion was taking place and did not participate in the entire discussion.

APPROVAL of an additional funding request in the amount of \$32,191.55 for service elevator repair at Hotel Topeka contingent upon Governing Body approval of the transfer of the funds to the Topeka Development Corporation.

Braxton Copley, Project Manager, reported there were currently two guest passenger elevators and one service elevator for use by Hotel Staff. He stated on January 10, 2025, he received a request for funding in the amount of \$32,191.55 for the replacement of the obsolete service drive and because the request was under \$50,000 they will have to use operational funds. He stated the service elevator repair was considered a necessity for Staff to perform their job duties.

Director Dobler moved to approve an additional funding request in the amount of \$32,191.55 for service elevator repair at Hotel Topeka contingent upon Governing Body approval of the transfer of the funds to the Topeka Development Corporation. The motion seconded Director Duncan carried on voice vote. Directors Banks and Miller voted “no.” (7-2-0)

Director Valdivia-Alcala entered the room.

Director Dobler moved to recess into executive session not to exceed 10 minutes to discuss data relating to financial affairs or trade secrets of one or more corporations as allowed under K.S.A. 75-4319(b)(4). The open meeting will resume in the City Council Chambers. The following individuals will be necessary to assist the Board in its deliberations, City Manager Perez and any other individuals the TDC Board finds necessary. The motion was seconded by Director Duncan.

Board President Padilla asked all those in favor of recessing into executive session to indicate so by verbally saying “yea” and those opposing to indicate so verbally by saying “no.” The motion carried on voice vote. Director Ortiz voted “no.” (8-1-0)

At the conclusion of the executive session, the meeting reconvened into open session and Board President Padilla announced no action was taken during the executive session.

NO FURTHER BUSINESS appearing the meeting adjourned at 5:48 p.m.

Topeka Development Corporation
Board of Directors

ITEM 5: Executive Session

Date: February 11, 2025

Contact Person: Braxton Copley, Project Manager

The Board will recess into Executive Session to discuss financial affairs or trade secrets of a corporation pursuant to K.S.A. 75-4319(b)(4)

Topeka Development Corporation
Board of Directors

ITEM 6: Additional Funding Request

Date: February 11, 2025

Contact Person: Braxton Copley, Project Manager

Funding request in the amount of \$71,449.

Operating Funding Request

Property Name:	TOKS Associates LLC	Initial Funding	
Property/Asset #:	Hotel Topeka at City Center	Ongoing Funding	X
Month/Year:	29-Jan-25	Capital Expenditure Funding	

Vendor	Description	Requested Amount	Notes
Anticipated Cash	Anticipated Cash	\$ (330,653.00)	Feb-25
State & City Taxes	Taxes	\$ 18,165.00	Jan Taxes
Payroll	Payroll	\$ 137,139.00	Pay Dates 02/07 and 02/21
Conner Strong	Instal #3 of 4	\$ 31,558.00	GL and WC
AP Vendors	Guest Supplies, Cleaning Suplies, Utilities, etc.	\$ 140,658.00	Feb-25
		\$ -	
Total		<u><u>-\$3,133.00</u></u>	

Ongoing Funding Reconciliation	Cash on Hand	\$75,418.00
	Working Capital	\$150,000.00
	Total Required	\$146,867.00
	Funding Requested	<u><u>\$71,449.00</u></u>

Requested by:	Kibret Messele	29-Jan-25
	Controller	Date
Approved by:	Jason Dinkens	29-Jan-25
	VP of Operations	Date

Wiring Instructions:

Bank:	Bank of America
City/State:	Philadelphia
ABA#:	026009593
Account#:	3830 1141 8654
Account Name:	TOKS Associates LLC

Property Location : Topeka, KS

Please verify wiring instructions prior to transmitting (856)981-3382 russoj@qfhotel.com

Additional Comments (optional):

WEEK BY WEEK CASH FLOW					
TOKS Hotel Topeka				Room Revenue	191,795
02/06/25				Other Revenue	114,138
11:46 AM				Total Revenue	305,933
Week Ending	2/2/2025	2/9/2025	2/16/2025	2/23/2025	2/28/2025
	Forecast	Forecast	Forecast	Forecast	Forecast
Room Revenue	7,792	31,877	57,607	43,695	50,824
Other Revenue	4,637	18,970	34,282	26,003	30,246
Total Revenue	12,429	50,847	91,889	69,698	81,070
Cash Collection to Revenue %	110.0%	110.0%	110.0%	110.0%	110.0%
Beginning Balance - Carryforward	75,418	77,047	20,333	67,107	25,252
Cash & CC Deposits	13,672	55,932	101,078	76,668	89,177
Other deposits / Over Short					
Operating (funding)					
TOKS - PR and ACH PMTS					
CAPEX Funding					
CC/CLC Fees		-5,074			
Chargeback		-300			
Bank Fees			-500		
Total Receipts:	13,672	50,558	100,578	76,668	89,177
Distribution					
Payroll		67,000		67,000	
ADP-WFN Service Fee	751		2,388		
ADPHospitality Resources Fees					
ADP SAL-Wages Returns					
Sysco	2,000	2,000	2,000	2,000	2,000
US FOODS	250		250		250
Liberly Fruit Company					
Liquor/Beer/Wine-FINTECH		2,500		2,500	
RE Tax 2024 due DEC 20th 1st half of 2nd half May 10th 2024	Actual	=\$11,693,16,	2023 1st half C		
RE & PP					
PP Tax					
Kansas Annual report					
Shawnee County					
Kansas Liquor Permit					
Prior Owner Taxes					
TX: topeka Business Improvement District			1,000		
Liquor Tax			1,090		
STATE Sales & Use Taxes 9.15%- Quarterly			9,108		
Occupancy Tax 7%			6,968		
TOKS Associates LLC - MGT			7,500		
TOKS Associates LLC - ACCTG			1,500		
GF Management					
Petty cash	100		100		100
Franchise Fees					
Utilities - Water/Sewer - City of Topeka				4,000	
Utilities - Water/Sewer - City of Topeka				106	
Utilities - Electric - EVERGY				19,000	
Utilities - Gas - Kansas Gas Service				11,000	
Stauffer - Ladscaing and snow Remo	2,892		2,892		
Insurance-CSB					
Connor Strong - Property - 08/01/24-08/01/25					
Connor Strong-WC 08/01/24 - 08/01/2025					16,456
Connor Strong-Risk MGT08/01/24 - 08/01/2025					
Connor Strong-GL/Liq 8.01.24 - 08/01/25					15,102
Connor Strong-Pollution Annual 08/2024 to 08/2025					
Connor Strong-Umbrella					
Connor Strong- Crime, EPLI, Cyber Exlc Risk Invoices 08.01.24-08.01.25					
Connor Strong - Bond and other fees					
United Health Care / CIGNA			9,500		
EYE MED VISION - Security (various individuals)					
SunLife			833		
Expense Reports GM			1,250		
Expense Reports RVP			500		
Expense Reports Misc			500		
Holiday Christmas Gift cards					
A1 Lock & Key					
A-1 Septic Tank Cleaning- Kitchen Grease					
A2Z Wash Pros					
AccuSourceHR			200		
Aire Serv					
Allbridge					
All Pro Cleaning					
American Hotel Register					
American Sentry Security Systems INC	600	1,200	1,200	1,200	1,200
Amadeus		3,820			
American Elevator Inspection					

American Maintenance Company			
AHP Law			
Amphion			
Ambius(17) - In Door Plant Monthly service		684	
Anderson & Catania Surety Services, LLC Bonds			
Atrium Hospitality			
AT&T Prior Owner 540,125			
At Works			
Advance Business Copiers			
Airgas			156
Anytime Labor - Contract Labor	500		500
Bluebonnet (Liquor License)			
Blue Dot			
BluePrint RF			
Bob Florence Contractors			
Booking.com		1,200	
Brown communication			
Brown's Super Service			
Burns Boys Company			
Bruce Hamlin			
Capital Belt & Supply Co HVAC - Repairs			
Carpet Plus			
Century Link			
Chefworks			
Cintas - uniforms			
Cintas Fire			
City of Topeka (list under utilities above)			
CMT Meeting & Events			
Coca Cola Consolidated			
CODY Sales & Engineering			
Comcast			
Concier - Linen			
Continental Battery Company			
CVTEK Media systems - AV costs	400		
Commercial Door Svc			
Commercial Lighting			
Compliance Signs LLC			
Courtesy Products			
Consolidated Hospitality Supplies - Linen	550		
Country Wide Enterprise			
CoStar Realty Information- STAR Report PPD			
Culligan		72	
Cytek Media Systems -			
Cyrus Hotel			
CVENT - PPD 06/01/24 -05/31/25 Quarterly and Annual Invoices			771
Dave's Light			
DecorsUSA			
Delta Lighting			
DeLage Landen Financial			
Deluxe Branding Marketing--Guest Supplies		158	
Dish Network			
Direct Accommodations LLC			
Direct Waitstaff Aparel			
Dormakba USA			
Easy Ice LLC			
Ecolab - LY/Cleaning supply etc		600	
Ecolab - Pool		576	
Ecolab - Equipment Rental(190.73+589.62+545.40+142.16+177.		1,736	
Edward Don			
Electric City Sweet			
Elevator Safety Services Inc			
Entertainment Travel			
Exer-Tech Inc			
Expedia - ACH	300		
ESAM Jones Distributors Inc			
F&M Building Services			
Fedex	30		
Ferguson Enterprise			
Fidelity Security Life Insurance MED E			
Fire Line			
Five Diamond Screening			
Ford Hotel Supply Co.			
Foley Industries - Fire Safety equipment			
Galveston Glass Works			
Genesis Cleaning			
George McElroy & Assoc- RE Assessment consul			
GF University - NPN			
GF MGT - Postage			250
GF Recruitment			
Giant communications	4,665		
Granger - maintenance Tools	700		700
Gray communication			
Greater Topeka Partnership			
Guest Supply	2,500		2,500
GUEST /Group REFUNDS			
Gourmet Table & Skirts			
HAAG Oil - Diesel Fuel			
HD Pro			
HD Supply	1,000		1,000

Helms Briscoe				
Hilton PIP Fees				
Topeka Business improvement				
The Home Depot		250		
The Eric Ryan Corporation				
Hotellers Ink				
HotelTech International				
Hospitality Resources				
HMS - Carol Business ACH's		514		
Ice-Masters				
International Chemtex Corp- Water Treatment-AC&I		455		
Image Print Solution- AP checks Order				
Impulse Enterprise llc				
Integrity Electric				
Inner Workings				
JK Topeka LLC				
Johnson Controls - AC & Refrigeration	unexpected	1,000		
John A Haeefe				
JC Ehrlich				
Jayhawk Fire Sprinkler Co. Inc				
JMARK				
Jonas Chorun - Monthly PPD's		2,965		
JOHN A. HAEFELE - Audio Visual Supplies				
Kalibri Labs PPD 01/18/25-01/17/26				
Kansas Dept of Agriculture Food License Rene				
Kansas FBLA				
Kansas Rental				
Key refrigeration				
Kelly Mitchell				
Knox Signs & Graphics				
KODDI Inc				
KONE QRT				
KRONOS A UKG				
Kwik Staff				
KS chapter Future Business Leaders				
LBM Solutions				
L&G Multiservice				
LaborMax Staffing				
Lexyle Travel				
Liberty Fire Protection				
Liberty Fruit Company		300		300
Lindspring Drinking Water		65		
Light House - Former OTA Insight 10/22/23-10/22/24 PPD				
LMD - IT, Email hosting etc \$690+\$203		893		
LMD - M3		860		
LMD - Bot		336		
LMD Other				
Lockton Companies 05/15-06/03/21 \$3,513				
Loomis- Bank Deposits		252		
Loomis Bros. Equip-LY Eq't Repair		1,000		
Luminous Neon Inc - old signage removal				
Lower Plumbing Heating & Air				
M Burr Keim				
Matheson Tri-Gas Inc				
Mathet Filare Rental Inc		142		142
Marlen Oliveros				
Marmic Fire & Safety - fire alarm service	3,500			1,000
McElroys Inc				
Mc2 Windows & More				
Metropolitan telecommunications				
Midwest Single Source - Uniforms		100		
My Employees				
NPN				
Mood Media - Contract Expired				
Moody Gardens Hotel				
MODERN Masonry				
Murray & Sons Construction Co Inc				
Office of the State Fire Marshall				
Oates Industries Inc				
Only				
OTA Insight under Light house				
Overhead Door Company				
Nestles				
Office Depot				
Oracle				
P1 Group Inc - Mechanical & Electrical repairs				
P1 Services Group - Plumbing and Heating repairs				
Parmley Electric				
Peterson Media Group				
Pepsi Colas Bottling		500		500
Playnetwork				
Pinnacle				
Plastboard-Locktech				
Premier Purchasing & Design				
PIVOT Travel LLC				
Racing circuit Travel				

Topeka Development Corporation
Board of Directors

ITEM 7: CID - TIF Discussion

Date: February 11, 2025

Contact Person: Braxton Copley, Project Manager

Discussion regarding the creation of a Community Improvement District (CID) and or Tax Increment Financing (TIF) of Hotel Topeka.

Hotel Topeka Expenditure Summary	Amount
City of Topeka	\$ 395,730.19
Topeka Development Corporation	\$ 2,287,687.04
TBD Operating Request 2/11/2025	\$ 71,499.00
2024 Future Audit Invoice	\$ 30,000.00
Purchase Price + 3 Year Temp Notes	\$ 8,595,000.00
Totals	\$ 11,379,916.23

Date	Year	Object Type	Description	Actuals:	Responsibility
6/1/2023 0:00	Hotel Topeka Expenditure Summary	Operational Transfers	TRSF HOTEL TOPEKA DWN PYMT	(\$766,875.00)	City of Topeka
8/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$5,000.00)	City of Topeka
9/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$5,620.00)	City of Topeka
9/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$16,004.79)	City of Topeka
9/1/2023 0:00		2023 Operational Transfers	REV HOTEL TOP DOWN PYT TRSF	\$766,875.00	City of Topeka
10/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$14,040.00)	City of Topeka
11/1/2023 0:00		2023 Individual & Contract Services	CONSULTING SERVICES	(\$3,416.25)	City of Topeka
11/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$8,775.00)	City of Topeka
11/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$18,931.05)	City of Topeka
11/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$15,064.16)	City of Topeka
12/1/2023 0:00		2023 Individual & Contract Services	CONSULTING SERVICES	(\$15,721.18)	City of Topeka
12/1/2023 0:00		2023 Individual & Contract Services	CONSULTING SERVICES	(\$17,672.50)	City of Topeka
12/1/2023 0:00		2023 Capital Outlay	CORR TOPHOTEL - LOCKS	\$430.18	City of Topeka
12/1/2023 0:00		2023 Supplies	CORR TOPHOTEL - OP RESERVE	(\$430.18)	City of Topeka
12/1/2023 0:00		2023 Insurance	DIRECTORS & OFFICERS PREMIUM	(\$132.47)	Topeka Development Corporation
12/1/2023 0:00		2023 Individual & Contract Services	HOTEL TOPEKA SYSTEMS ASSES	\$0.00	City of Topeka
12/1/2023 0:00		2023 Individual & Contract Services	HOTEL TOPEKA SYSTEMS ASSESSMEN	(\$141,912.00)	City of Topeka
12/1/2023 0:00		2023 Individual & Contract Services	OUTSIDE COUNSEL	(\$12,337.10)	City of Topeka
12/1/2023 0:00		2023 Supplies	TOP HOTEL - OPERATING RES #1	(\$18,664.91)	Topeka Development Corporation
12/1/2023 0:00		2023 Supplies	TOP HOTEL - OPERATING RES #2	(\$150,000.00)	Topeka Development Corporation
12/1/2023 0:00		2023 Supplies	TOP HOTEL - OPERATING RESERVE	(\$130,904.91)	Topeka Development Corporation
12/1/2023 0:00		2023 Supplies	TOP HOTEL OP RES ROUND	\$0.09	Topeka Development Corporation
12/1/2023 0:00		2023 Capital Outlay	TOPHOTEL - ACTUATORS	(\$19,106.09)	Topeka Development Corporation
12/1/2023 0:00		2023 Capital Outlay	TOPHOTEL - LOCKS	(\$91,092.00)	Topeka Development Corporation
12/1/2023 0:00		2023 Capital Outlay	TOPHOTEL - SPRINKLERS	(\$7,297.00)	Topeka Development Corporation
1/1/2024 0:00		2024 Insurance	DIRECTORS & OFFICERS PREMIUM	(\$649.53)	Topeka Development Corporation
2/1/2024 0:00		2024 Individual & Contract Services	ASSET MANAGER SERVICES	(\$5,418.75)	City of Topeka
2/1/2024 0:00		2024 Capital Outlay	CAPEX - STROBE HORN	(\$632.46)	Topeka Development Corporation
2/1/2024 0:00		2024 Individual & Contract Services	CONSULTING SERVICES	(\$4,918.75)	City of Topeka

Date	Year	Object Type	Description	Actuals:	Responsibility	
2/1/2024 0:00		2024	Supplies	OPS FUNDING REQUEST #2	(\$227,355.00)	Topeka Development Corporation
2/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - EMERGENCY WA EXTR	(\$24,058.31)	Topeka Development Corporation
3/1/2024 0:00		2024	Supplies	2024 TDC OPS TRSF #4	(\$215,851.00)	Topeka Development Corporation
3/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$8,013.19)	City of Topeka
3/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$5,000.00)	City of Topeka
3/1/2024 0:00		2024	Individual & Contract Services	HOTEL TOPEKA SYSTEMS ASSESSMEN	(\$15,768.00)	City of Topeka
3/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - BACKFLOW REPAIR	(\$9,479.00)	Topeka Development Corporation
3/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - DOOR LOCK SERVER	(\$2,003.64)	Topeka Development Corporation
3/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - DRYWALL	(\$2,971.53)	Topeka Development Corporation
3/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - PULL STATION	(\$2,168.54)	Topeka Development Corporation
4/1/2024 0:00		2024	Maintenace	100W LMP#41013 1400LM	(\$2,250.00)	Topeka Development Corporation
4/1/2024 0:00		2024	Maintenace	5127UMB BANK NA	(\$1,620.00)	Topeka Development Corporation
4/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$12,567.88)	City of Topeka
4/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - VALVE REPLACEMENT	(\$18,286.60)	Topeka Development Corporation
5/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$8,176.72)	City of Topeka
5/1/2024 0:00		2024	Individual & Contract Services	TOPHOTEL - AUDIT SERVICES	(\$26,747.80)	Topeka Development Corporation
5/1/2024 0:00		2024	Capital Outlay	TOPHOTEL - VALVE REPLACEMENT	(\$69,344.00)	Topeka Development Corporation
6/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$10,840.96)	City of Topeka
7/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$11,262.50)	City of Topeka
7/1/2024 0:00		2024	Supplies	TOPHOTEL - OPERATING FUND	(\$178,323.09)	Topeka Development Corporation
8/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$9,077.50)	City of Topeka
8/1/2024 0:00		2024	Supplies	TOPHOTEL - OPERATING FUND	(\$200,170.00)	Topeka Development Corporation
9/1/2024 0:00		2024	Miscellaneous	5127UMB BANK NA	(\$13.50)	City of Topeka
9/1/2024 0:00		2024	Individual & Contract Services	ASSET MANAGER SERVICES	(\$1,972.50)	City of Topeka
9/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$5,672.22)	City of Topeka
9/1/2024 0:00		2024	Insurance	DIRECTORS & OFFICERS PREMIUM	(\$786.25)	Topeka Development Corporation
10/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$3,825.93)	City of Topeka
10/1/2024 0:00		2024	Supplies	TOPHOTEL - OPERATING FUND	(\$174,405.00)	Topeka Development Corporation
11/1/2024 0:00		2024	Supplies	5127UMB BANK NA	(\$281.51)	City of Topeka
11/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$7,405.00)	City of Topeka
12/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$9,622.50)	City of Topeka
12/1/2024 0:00		2024	Individual & Contract Services	CONSULTING SERVICES	(\$1,398.75)	City of Topeka
12/1/2024 0:00		2024	Supplies	TOPHOTEL - OPERATING FUNDING	(\$196,386.00)	Topeka Development Corporation
Expense has Not Hit Ledger				Site Improvement	(\$250,000.00)	Topeka Development Corporation
Expense has Not Hit Ledger				Chiller	(\$217,254.00)	Topeka Development Corporation
Expense has Not Hit Ledger				Fire Actuators	(\$49,748.00)	Topeka Development Corporation

Topeka Development Corporation
Board of Directors

ITEM 8: Engineering Consultant

Date: February 11, 2025

Contact Person: Braxton Copley, Project Manager

Consideration of engaging an engineering consultant to prepare documents necessary to claim a refund of retail sales tax on the water, gas and electric utilities used for the guest rooms.

SHARED SUMMARY

0.2 shared savings
percentage

	Estimated refund	Estimated annual savings
Electric	\$40,727.27	\$13,575.76
Gas	\$6,442.56	\$1,248.68
Water	\$3,400.34	\$715.48
Total	\$50,570.17	\$15,539.92
Engineering fee	\$3,000.00	
Renodis Shared Savings	\$10,114.03	
Fee total	\$13,114.03	
Total net savings	\$52,996.06	

Engineering fee breakdown
(\$115/hour)

20 hours on site	\$2,300
30 hours report/calcs	\$3,450
Total	\$5,750

Estimated Travel

flight	\$329.00
rental car	\$88.00
food	\$200.00
gas	\$25.00
airport parking	\$60.00
miscellaneous	\$50.00
travel total	\$752.00

Electric

0.6

	taxes paid	refund
Dec-21	\$1,695.09	\$1,017.05
Jan-22	\$1,653.25	\$991.95
Feb-22	\$1,776.20	\$1,065.72
Mar-22	\$1,808.09	\$1,084.85
Apr-22	\$2,008.17	\$1,204.90
May-22	\$2,150.41	\$1,290.25
Jun-22	\$3,103.91	\$1,862.35
Jul-22	\$2,894.10	\$1,736.46
Aug-22	\$2,841.69	\$1,705.01
Sep-22	\$2,505.59	\$1,503.35
Oct-22	\$2,081.56	\$1,248.94
Nov-22	\$1,961.00	\$1,176.60
Dec-22	\$1,900.96	\$1,140.58
Jan-23	\$1,903.42	\$1,142.05
Feb-23	\$2,041.86	\$1,225.12
Mar-23	\$1,756.38	\$1,053.83
Apr-23	\$1,790.54	\$1,074.32
May-23	\$1,839.34	\$1,103.60
Jun-23	\$2,112.73	\$1,267.64
Jul-23	\$2,029.45	\$1,217.67
Aug-23	\$1,939.76	\$1,163.86
Sep-23	\$1,780.44	\$1,068.26
Oct-23	\$1,356.61	\$813.97
Nov-23	\$1,425.79	\$855.47
Dec-23	\$1,489.22	\$893.53
Jan-24	\$1,403.63	\$842.18
Feb-24	\$1,510.53	\$906.32
Mar-24	\$1,489.38	\$893.63
Apr-24	\$1,486.32	\$891.79
May-24	\$1,592.27	\$955.36
Jun-24	\$1,991.72	\$1,195.03
Jul-24	\$1,854.23	\$1,112.54
Aug-24	\$1,875.35	\$1,125.21
Sep-24	\$1,755.30	\$1,053.18
Oct-24	\$1,509.02	\$905.41
Nov-24	\$1,565.48	\$939.29
total		\$40,727.27
annual savings		\$13,575.76

GAS

0.2

taxes paid refund

Dec-21	\$1,344.14	\$268.83
Jan-22	\$1,318.00	\$263.60
Feb-22	\$1,226.79	\$245.36
Mar-22	\$1,111.72	\$222.34
Apr-22	\$1,102.59	\$220.52
May-22	\$951.84	\$190.37
Jun-22	\$1,011.60	\$202.32
Jul-22	\$707.86	\$141.57
Aug-22	\$1,103.49	\$220.70
Sep-22	\$1,044.49	\$208.90
Oct-22	\$958.54	\$191.71
Nov-22	\$1,327.99	\$265.60
Dec-22	\$1,711.15	\$342.23
Jan-23	\$2,012.00	\$402.40
Feb-23	\$2,049.77	\$409.95
Mar-23	\$1,758.00	\$351.60
Apr-23	\$1,256.70	\$251.34
May-23	\$711.05	\$142.21
Jun-23	\$768.11	\$153.62
Jul-23	\$309.04	\$61.81
Aug-23	\$331.02	\$66.20
Sep-23	\$472.86	\$94.57
Oct-23	\$497.68	\$99.54
Nov-23	\$882.96	\$176.59
Dec-23	\$977.13	\$195.43
Jan-24	\$624.00	\$124.80
Feb-24	\$727.88	\$145.58
Mar-24	\$516.72	\$103.34
Apr-24	\$424.38	\$84.88
May-24	\$416.00	\$83.20
Jun-24	\$187.88	\$37.58
Jul-24	\$296.53	\$59.31
Aug-24	\$373.18	\$74.64
Sep-24	\$298.86	\$59.77
Oct-24	\$557.95	\$111.59
Nov-24	\$842.91	\$168.58
total		\$6,442.56
annual savings		\$1,248.68

Water

0.4

taxes paid refund

Dec-21	\$152.76	\$61.10
Jan-22	\$202.59	\$81.04
Feb-22	\$215.26	\$86.10
Mar-22	\$337.98	\$135.19
Apr-22	\$370.13	\$148.05
May-22	\$336.61	\$134.64
Jun-22	\$419.44	\$167.78
Jul-22	\$469.02	\$187.61
Aug-22	\$411.99	\$164.80
Sep-22	\$431.85	\$172.74
Oct-22	\$286.21	\$114.48
Nov-22	\$241.09	\$96.44
Dec-22	\$172.55	\$69.02
Jan-23	\$304.71	\$121.88
Feb-23	\$279.52	\$111.81
Mar-23	\$306.70	\$122.68
Apr-23	\$304.20	\$121.68
May-23	\$263.33	\$105.33
Jun-23	\$221.74	\$88.70
Jul-23	\$232.11	\$92.84
Aug-23	\$188.64	\$75.46
Sep-23	\$299.77	\$119.91
Oct-23	\$116.14	\$46.46
Nov-23	\$147.83	\$59.13
Dec-23	\$132.96	\$53.18
Jan-24	\$100.47	\$40.19
Feb-24	\$150.99	\$60.40
Mar-24	\$166.24	\$66.50
Apr-24	\$168.00	\$67.20
May-24	\$132.28	\$52.91
Jun-24	\$158.46	\$63.38
Jul-24	\$178.47	\$71.39
Aug-24	\$141.55	\$56.62
Sep-24	\$144.45	\$57.78
Oct-24	\$214.85	\$85.94
Nov-24	\$99.97	\$39.99

total	\$3,400.34
annual savings	\$715.48

Topeka Development Corporation
Board of Directors

ITEM 9: Site Improvements

Date: February 11, 2025

Contact Person: Braxton Copley, Project Manager

DISCUSSION regarding the capital funds request for the ADA sidewalk and other site improvements at Hotel Topeka (*Continued discussion from the January 14, 2025, TDC Board Meeting*)

1 RESOLUTION NO. _____
2

3 A RESOLUTION introduced by City Manager Dr. Robert M. Perez regarding additional
4 funding for site repair and improvements at Hotel Topeka.
5

6 WHEREAS, the Governing Body, after receiving and considering the request for
7 funding from the Topeka Development Corporation (TDC), issued Resolution No. 9549
8 authorizing \$125,662 from the Unauthorized Reserve Fund for site improvements at Hotel
9 Topeka; and

10 WHEREAS, the City has received a request from the TDC for additional funding to
11 cover total cost of the project with the new estimate of \$268,000; and

12 WHEREAS, the Governing Body acknowledges the request for additional funding
13 should be authorized.

14 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
15 CITY OF TOPEKA, KANSAS, that additional funding for site repair and improvements at
16 Hotel Topeka in the amount of \$142,338 from either operating funds or general obligation
17 bonds is hereby authorized.

18 ADOPTED and APPROVED by the Governing Body on _____.

19 CITY OF TOPEKA, KANSAS
20
21

22
23
24 _____
Michael A. Padilla, Mayor

25 ATTEST:
26
27

28
29 _____
30 Brenda Younger, City Clerk

Capital Request Form

Location

Hotel Topeka at City Center

Scope

This is for construction of handicap accessible walkway from Topeka Boulevard to hotel, repairs to the existing sidewalk on the exterior of the building and repairs to the existing loading dock on the north side of the hotel (\$229,578.14 including taxes). An engineering scope and fee of \$15,000 and a contingency fee of 10% (\$22,957.81 including taxes) are included in the estimate.

Proposal #1
 Proposal #2
 Proposal #3

Date	Vendor	Quote
12/10/2024	Cook, Flatt & Strobel	\$ 267,535.95

Budget Not Budgeted Actual \$ 267,535.95

If Over Budget Why?

Make sure all proposals at attached

- Questions:**
- Do they have workers Compensation insurance
 - Copy of insurance with our entity additional insured
 - What is the warranty on the work performed

Date

Approval: Wayne Wazlawik 12/12/2024
 General Manager

Date

Approval:
 Regional Director of Operations

Date

Approval:

HOTEL TOPEKA

12/10/24

CFS PROJ. NO 24-5515



Cook, Flatt & Strobel

ENGINEERS, P.A.
2930 SW Woodside Drive
Topeka, KS 66614

Engineer's Estimate

Item	Description	Quantity	Units	Engineer's Estimate	
				Unit Cost	Total Cost
1	Pavement Removal	537	S.Y.	\$ 40.00	\$ 21,480.00
2	4" Concrete Sidewalk, 5' Wide	1,097	S.F.	\$ 20.00	\$ 21,940.00
3	4" Concrete Sidewalk, 6' Wide	2,200	S.F.	\$ 20.00	\$ 44,000.00
4	4" Non-Reinforced Concrete Pavement	148	S.Y.	\$ 100.00	\$ 14,800.00
5	8" Non-Reinforced Concrete Pavement	28	S.Y.	\$ 200.00	\$ 5,600.00
6	8" Asphaltic Concrete Pavement	123	S.Y.	\$ 80.00	\$ 9,840.00
7	6" Asphaltic Concrete Pavement	174	L.S.	\$ 70.00	\$ 12,180.00
8	Combine Curb & Gutter, Type II	110	LIN. FT.	\$ 70.00	\$ 7,700.00
9	Combine Curb & Gutter, Type II (Modified)	58	LIN. FT.	\$ 80.00	\$ 4,640.00
10	Sidewalk Ramp	499	S.F.	\$ 32.00	\$ 15,968.00
11	4" Aggregate Base- Type AB-3	325	S.Y.	\$ 25.00	\$ 8,125.00
12	Earthwork	1	L.S.	\$ 12,500.00	\$ 12,500.00
13	Pavement Markings	1	L.S.	\$ 5,500.00	\$ 5,500.00
14	Pavement Marking Symbol of Accessibility	3	EA.	\$ 600.00	\$ 1,800.00
15	Contractor Construction Staking	1	L.S.	\$ 6,000.00	\$ 6,000.00
16	Seeding, Fertilizing and Mulching	0.3	Ac.	\$ 4,500.00	\$ 1,125.00
17	Clearing & Grubbing	1	L.S.	\$ 2,500.00	\$ 2,500.00
18	Handicapped Parking Signs	3	EA.	\$ 250.00	\$ 750.00
19	Bicycle Rack (For 14 Bikes- Type Approved by City)	14	EA.	\$ 250.00	\$ 3,500.00
20	Erosion Control	1	L.S.	\$ 5,000.00	\$ 5,000.00
21	Traffic/Pedestrian Control	1	L.S.	\$ 5,000.00	\$ 5,000.00
				SUBTOTAL	\$ 209,948.00
				Sales Tax (9.35%)	\$ 19,630.14
				TOTAL	\$ 229,578.14

Engineer's Opinion