

TOPEKA DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
MEETING AGENDA
May 20, 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.

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 April 15, 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 of \$291,086 for operations and maintenance of Hotel Topeka contingent upon Governing Body approval of the transfer of the funds to the Topeka Development Corporation.**

(The TDC has received a request from the hotel management company for \$ 291,086 to operate and maintain Hotel Topeka.)

- 7. OTHER NEW BUSINESS:**
- 8. 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/>.

- 9. ADJOURNMENT:**

Topeka Development Corporation

Board of Directors

ITEM 4: April 15, 2025 Meeting Minutes

Date: May 20, 2025

Contact Person: Brenda Younger, TDC Board Secretary

**Topeka Development Corporation Board of Directors Meeting Minutes
April 15, 2025.**

The Topeka Development Corporation (TDC) Board of Directors met at 5:15 p.m. with the following Board of Directors present: Karen Hiller, Christina Valdiva-Alcala, Sylvia Ortiz, David Banks, Marcus Miller, Neil Dobler, Spencer Duncan and Michelle Hoferer -8. Board President Michael Padilla presided -1. Absent: Brett Kell -1.

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 April 15, 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 April 15, 2025.

APPROVAL of March 11, 2025 Minutes.

Director Dobler moved to approve the minutes. The motion seconded by Director Banks carried unanimously on voice vote. (9-0-0)

Director Ortiz moved to recess into executive session not to exceed 30 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 Dr. Robert M. Perez, Assistant City Manager Braxton Copley, and any other individuals the TDC Board finds useful. The motion was seconded by Director Banks.

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 unanimously on voice vote. (9-0-0)

Director Kell entered the room during the Executive Session.

The meeting reconvened into open session and Board President Padilla announced no action was taken during the executive session.

PRESENTATION of the 2024 Topeka Development Corporation Audit Report.

Josh McAnarney, City Budget and Finance Director, provided a summary of the final 2024 Topeka Development Corporation Financial Audit where it stated all financial statements had presented fairly in accordance with the Gap Analysis Program (GAP). He stated initially there was a discrepancy in the calculation method for depreciation, which Adams Brown, LLC had found during their auditing process.

Director Dobler moved to approve the Audit Report. The motion seconded by Director Duncan carried unanimously on voice vote. (10-0-0)

APPROVAL of an additional funding request in the amount of \$168,297 for operations and maintenance of Hotel Topeka contingent upon Governing Body approval of the transfer of the funds to the Topeka Development Corporation.

Braxton Copley, Project Manager, distributed a revised resolution reflecting the correct total funding amount previously authorized by the TDC Board in the sum of \$2,279,489.52. He stated the request was for additional funding for GF Hotel and Resorts in the amount of \$168,297 to continue operations and maintenance of Hotel Topeka. He explained under the operating agreement the balance cannot fall below \$150,000. Currently, the balance was \$83,000.

Director Dobler moved to approve the Resolution. The motion seconded by Board President Padilla carried on voice vote. Directors Valdivia-Alcala and Ortiz voted “no.” (8-2-0)

NO FURTHER BUSINESS appearing the meeting adjourned at 5:57 p.m.

Topeka Development Corporation

Board of Directors

ITEM 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).

Date: May 20, 2025

Contact Person: Braxton Copley, Project Manager

Topeka Development Corporation Board of Directors

ITEM 6: Approval of an additional funding request in the amount of \$291,086 for operations and maintenance of Hotel Topeka.

Date: May 20, 2025

Contact Person: Braxton Copley, Project Manager

Operating Funding Request

Property Name: TOKS Associates LLC

Property/Asset #: Hotel Topeka at City Center

Month/Year: 5-May-25

Initial Funding

Ongoing Funding

Capital Expenditure Funding

X

Vendor	Description	Requested Amount		Notes	
Anticipated Cash	Anticipated Cash		\$ (418,300.00)		May & June
State & City Taxes	Taxes		\$ 57,669.00		April & May Taxes
Payroll	Payroll		\$ 344,221.00		Pay Dates May and June
AP Vendors	Guest Supplies, Cleaning Suplies, Utilities, etc.		\$ 377,056.00		May & June
			\$ -		
Total			\$360,646.00		

Ongoing Funding Reconciliation	Cash on Hand	\$219,560.00
	Working Capital	\$150,000.00
	Total Required	\$510,646.00
	Funding Requested	\$291,086.00

Requested by: Kibret Messele

Controller

5-May-25

Date

Approved by: Jason Dinkens

VP of Operations

5-May-25

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

Additional Comments (optional):

Gourmet Table & Skirts						
HAAG Oil - Diesel Fuel				150		
HD Pro						
HD Supply	965	1,500	1,500	1,750		1,750
HotelTech International						
Hospitality Resources						
HMS - Carol Business ACH's		759		759		
Ice-Masters						
International Chemtex Corp- Water Treatment-AC& Refriger etc		455		455		
Johnson Controls - AC & Refrigeration - unexpected repairs		500			321	
JMARK						
Jonas Chorum -Monthly PPD's		2,965		2,965		
JOHN A. HAEFELE - Audio Visual Supplies						
KODDI Inc						
KONE QRT				4,573		
Lexyle Travel						
Liberty Fire Protection						
Liberty Fruit Company	526	500	500	1,000		1,000
Lindyspring Drinking Water	74	65		65		
Light House - Former OTA Insight 10/23/23-10/22/24 PPD						
LMD - IT, Emial hosting etc \$690+\$203	893		893	806		
LMD - M3	835		835	685		
LMD - Bot	336		336	336		
LMD Other	221					
Lockton Companies 05/15-06/03/21 \$3513						
Loomis- Bank Deposits			247	247		
Loomis Bros. Equi't---LY Eq't Repair	1,001		1,000	1,000		
Luminous Neoan Inc - old signage removal						
Mather Flare Rental inc		142	142			142
Marlen Oliveros						
Marmic Fire & Safety -fire alarm service, repairs etc			1,000	1,000		
McElroys Inc						
Mc2 Windows & More						
Metropolitan telecommunications						
Midwest Single Source - Uniforms	221			250		
My Employees						
Oracle						
P1 Group Inc - Mechanical & Electrical repairs	547			500		
P1 Services Group - Plumbing and Heating repairs		1,000		1,000		
Parmley Electric						
Peterson Media Group						
Pepsi Colas Bottling	1,412		1,000	1,200		
Playnetwork						
Reeves-Wiedeman Co						
Renodis ER, LLC			250	250		
Rentokil - Pest Control	1,027	781	246	781		246
Republic Service						
Ramses Plumbing						
Restaurant Technologies - Kitchen Cooking Fuel		450		450		
Revmass		1,899		1,899		
Ricoh USA Inc - Copier Lease		591		591		
RJ Kool						
RR Donnelley						
Royal Cup- Coffie suplies		750	750	1,000		1,000
Road rebel Entertainment touring						
Scent Air						
Scrub Hub uniforms	375		200	200		
Shred-IT		37		37		
shawnee Count - Conference Ctr Lease Qtrly	24,000					
Shawnee County solid Waste Dept		740		740		
Signs To Go						
Sonifi - PPDS cable tv and Guest pay Movies		4,406	300	4,406		300
Sojern TA Commisso		200		200		
Spectrum						
Sports Trip LLC						

[illegible]

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by City Manager Dr. Robert M. Perez regarding additional
4 funding for operations and maintenance of Hotel Topeka.

5 WHEREAS, the management agreement for Hotel Topeka requires the owner, the
6 Topeka Development Corporation (TDC), to maintain a minimum working capital account of
7 \$150,000; and

8 WHEREAS, the Governing Body, after receiving and considering the requests for
9 funding from the TDC, has authorized funding in the total amount of 2,472,786.52; and

10 WHEREAS, the TDC has received a request from the hotel management company
11 for \$291,086.00.

12 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
13 CITY OF TOPEKA, KANSAS, that the Governing Body authorizes funding to the Topeka
14 Development Corporation, not to exceed an additional \$291,086.00 from General Fund –
15 Hotel Non-Departmental Expense to operate and maintain Hotel Topeka.

16 ADOPTED and APPROVED by the Governing Body on _____.

17 CITY OF TOPEKA, KANSAS
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22 _____
Michael A. Padilla, Mayor

23 ATTEST:
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28 _____
Brenda Younger, City Clerk