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: Property/Asset #: Month/Year:	TOKS Associates LLC Hotel Topeka at City Center 5-May-25	Initial Funding Ongoing Funding Capital Expenditure Funding						
Vendor	Description	Request Amoun			Notes			
Anticipated Cash	Anticipated Cash	\$	(418,300.00)		May & June			
State & City Taxes	Taxes	\$	57,669.00		April & May Taxes			
Payroll Payroll	Payroll	\$	344,221.00		Pay Dates May and June			
AP Vendors	Guest Supplies, Cleaning Suplies, Utilities, etc.	\$	377,056.00		May & June			
	Tota	\$	- \$360,646.00					
Ongoing Funding Reconciliation		Cash on Hand Working Capital Total Required Funding Requested				\$219,560.00 \$150,000.00 \$510,646.00 \$291,086.00		
Requested by:	Kibret Messele Controller	_	5-May-25 Date					
Approved by:		5-May-25 Date						
Wiring Instructions: Bank: City/State: ABA#: Account#: Account Name:	Philadelphia 026009593 3830 1141 8654							
Property Location :	Topeka, KS							

Additional Comments (optional):

Revenue Linked: Budget 2025			NEGATIVE	NEGATIVE	NEGATIVE		NEGATIVE	NEGATIVE	NEGATIVE	NEGATIVE
			NEGATIVE				NEGATIVE	NEGATIVE		
WEEK BY WEEK CASH FLOW				Room Revenue	110,771				Room Revenue	170,937
TOKS Hotel Topeka				Other Revenue	53,459				Other Revenue	60,013
05/05/25	Total Receipts	180,653		Total Revenue	164,230	Total Receipts	254,045		Total Revenue	230,950
10:37 AM										
Week Ending	5/4/2025	5/11/2025	5/18/2025	5/25/2025	5/31/2025	6/8/2025	6/15/2025	6/22/2025	6/30/2025	6/30/2025
	ot <u>Forecast</u>	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Room Revenue	20,633	17,484	30,165	26,910	15,580	60,595	43,127	32,645	34,571	0
Other Revenue	9,957	8,438	14,558	12,987	7,519	21,274	15,141	11,461	12,137	0
Total Revenue						81,868				
	# <u>30,590</u>	<u>25,921</u>	44,722	39,897	23,099		58,268	44,106	46,709	<u>0</u>
Cash Collection to Revenue %	110.0%	110.0%	110.0%	110.0%	110.0%	110.0%	110.0%	110.0%	110.0%	0.0%
Beginning Balance - Carryforward	219,560	109,705	88,754	-35,895	-12,805	-61,892	20,934	-58,301	-100,027	-136,586
Cash & CC Deposits	33,649	28,513	49,195	43,887	25,409	90,055	64,094	48,516	51,380	0
Other deposits / Over Short										
Operating (funding)										
TOKS - PR tax cr & other										
CAPEX Funding										
CC/CLC Fees	-10,035						-4,763			
Chargeback		-300					-300			
Bank Fees			-500					-500		
Total Receipts:	23,614	28,213	48,695	43,887	25,409	90,055	59,032	48,016	51,380	0
Distribution			,	,		1		10,010	0.,000	
						1				
						1				
Payroll	66,454		67,000		67,000	0	70,000		70,000	
ADP-WFN Service Fee	690					690				
ADP/Hospitality Resources Fees					2,388					
ADP SAL-Wages/Tax Returns										
Sysco	14,950	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
US FOODS	406		250		250	250		250		250
Liberty Fruit Company										
Liquor/Beer/Wine-FINTECH	750		750		750	2,000		2,000		2,000
RE Tax 1st half due half May 10th 2024Actual =\$111,693.16,	<mark>2n</mark> d half Due DEC 20th									
RE & PP										
Prior Owner Taxes										
TX: topeka Business Improvement District			2,000					2,000		
Liquor Tax			1,090					1,090		
STATE Sales & Use Taxes 9.15%- Quarterly			22,756					10,136		
Occupancy Tax 7%			10,843					7,754		
occupancy rax 7 %			10,043					1,134		
TOKO Associator I.I.O. MOT			0.242					7		
TOKS Associates LLC - MGT			9,319					7,500		
TOKS Associates LLC - ACCTG			1,500					1,500		
GF Management	_					_			_	_
Petty cash	250		250		250	250	250	250	250	250
Franchise Fees										
						1				
Utilities - Water/Sewer - City of Topeka			8,500			1		10,000		
Utilities - Water/Sewer - City of Topeka	115		115			1		91		
Utilities - Electric - EVERGY			21,000					24,000		
Utilities - Gas - Kansas Gas Service			10,000					14,000		
Stauffer - Ladscaping and snow Removal	477		2,892					2,811		
. •			,					*-		
		10,910				1	10,910			
		10,510				1	10,510			
United Health Care / CIGNA						1				
EYE MED VISION -										
EYE MED VISION - Security (various individuals)		350					250			
EYE MED VISION -		350					350			
EYE MED VISION - Security (various individuals) SunLife		350					350			
EYE MED VISION - Security (various individuals) SunLife Expense Reports GM	2,628	350	2,628				350	1,500		
EYE MED VISION - Security (various individuals) SunLife Expense Reports GM Expense Reports RVP	2,628	350	500				350	500		
EYE MED VISION - Security (various individuals) SunLife Expense Reports GM	2,628	350					350			

A1 Lock & Koy		269					269			
A1 Lock & Key A-1 Septic Tank Cleaning- Kitchen Grease		209					209			
A2Z Wash Pros		_								
AccuSourceHR		218					218			
Aire Serv										
All Pro Cleaning										
All Pro Cleaning										
American Hotel Register	2,050	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	
American Sentry Security Systems INC	2,050	1,039 3,893	1,039	1,039	1,039	1,039	1,039 3,893	1,039	1,039	
Amadeus American Elevator Inspection		3,093					3,093			
American Lievator Inspection American Maintenance Company										
AHP Law										
Amphion										
Ambius(17) - In Door Plant Monthly service		684					684			
Anderson & Catania Surety Services, LLC Bonds		001					001			
Atrium Hopsitality										
AT&T Prior Owner \$40,125										
At Works										
Advance Business Copiers										
Airgas	167			176			176			
Anytime Labor - Contract Labor		2,245		2,500			2,500		2,500	
Bluebonnet (Liquor License)										
Blue Dot										
BluePrint RF										
Bob Florence Contractors										
Booking.com			2,000				2,000			
Carpet Plus										
Century Link										
Chefworks			250							
Continenetal Battery Company										
CYTEk Media systems - AV costs	180		200				200		200	
Commercial Door Svc										
Commercial Lighting										
Compliance Signs LLC										
Courtesy Products										
Consolidated Hopsitality Supplies - Linen	40	275	40	500	40		500		500	
Country Wide Enterprise	48		48		48		48			
CoStar Reality Information- STAR Report PPD										
Culligan		72					72			
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 MarketingGuest Supplies	133			133			133			
Dish Network										
Easy Ice LLC										
Ecolab - LY/Cleaining supply etc			600						600	
Ecolab - Pool			779						779	
Ecolab - Equipment Rental(190.73+589.62+545.40+142.16+17 <mark>7</mark>	<mark>.4</mark> 1=1,645		1,645						1,645	
Edward Don										
Exer-Tech Inc										
Expedia - ACH			1,200				1,200			
ESAM Jones Distributors Inc										
F&M Building Services										
Fedex			60				60			
Genesis Cleaning										
George McElroy & Assoc- RE Assessmnet consul										
GF University - NPN										
GF MGT - Postage										
GF Recruitment				250					250	
Giant communications		5,070					5,070			
Grainger - maintenance Tools	783	1,000		1,000			1,000		1,000	
Gray communication										
Greater Topeka Partnership										
Guest Supply	1,587	1,250		1,250			2,000		2,000	
GUEST /Group REFUNDS										

Gourmet Table & Skirts						
HAAG Oil - Diesel Fuel				150		
HD Pro				100		
	OGE	1 500	1,500	1.750	1.750	
HD Supply	965	1,500	1,500	1,750	1,750	
HetelTeek International						
HotelTech International Hospitality Resources						
		750				
HMS - Caroll Business ACH's		759		759		
Ice-Masters						
International Chemtex Corp- Water Treatment-AC& Refriger etc		455		455		
Johnson Controls - AC & Refrigeration - unexpected repairs		500		32	1	
JMARK						- 1
Jonas Chorum -Monthly PPD's		2,965		2,965		
JOHN A. HAEFELE - Audio Visual Supplies		****		_,		1
KODDI Inc						
KONE QRT				4,573		
				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			330	330		1
	221					
Lockton Companies 05/15-06/03/21 \$3513						
Loomis- Bank Deposits			247	247		
Loomis Bros. Equi'tLY 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			1,550	1,000		
Mc2 Windows & More						
Metropolitan telecommunications						1
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		1
	1,412		1,000	1,200		
Playnetwork						1
Reeves-Wiedeman Co						
Renodis ER, LLC			250	250		
Rentokil - Pest Control	1,027	781	246	781	246	
Republic Service						
Ramses Plumbing						
Restaurant Technolgies - Kitchen Cooking Fuel		450		450		
				400		
Revmaxx		1,899		1,899		1
Ricoh USA Inc - Copier Lease		591		591		
RJ Kool						
RR Donnelley						
Royal Cup- Coffie suplies		750	750	1,000	1,000	
Road rebel Entertianment touring						
Scent Air						
Scrub Hub uniforms	375		200	200		
Shred-IT		37		37		
shawnee Count - Conference Ctr Lease Qtrly	24,000	01		31		
Shawnee County solid Waste Dept	24,000	740		740		
		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						

Norking Capital \$150,000	-40,295	-61,246	-185,895	-162,805	-211,892	-129,066	-208,301	-250,027	-286,586	-291,086
Ending Bal - Cash Accounts	109,705	88,754	-35,895	-12,805	-61,892	20,934	-58,301	-100,027	-136,586	-141,086
Total Expense	133,468	49,165	173,344	20,797	74,496	7,229	138,267	89,742	87,939	4,500
he Waldinger corporation										
ride Mechanical										
armec Fire & Safety - Sounder and Labor -Remain balance	2,964									
ook Flatt & Strobel Engineers										
ONE CAPEX Fund Received -remaining balance	2,753									
rane U.S.INC										
apital Items										
Misc AP										
Yumi Ice Cream										
NW Marketing	238	1,500					1,500		238	
Nibw.com										
/illage Cleaners		150					150			
JS Hopitality Uniguest										
JLTRA-Chem Inc.										
JLINE	200			200			200			
Travelscape	250			250			250			
Travelclick										
Trane US INC - AC & Refrige Repairs -QTR										
The Sherwin Williams - Paints -Tools etc Tophotel Supply		150		150			150		150	
The Waldinger Corporation- Kitchen EQUT Repaires	783		1,129			1,000				
The Eric ryan Corporation										
Горека Kennel Club, INC Геат Travel Source - TA commissions	2,000			2,000			2,000			
SZABO LLC <mark>Radios</mark> Fopeka Business Improvement district										
Swims & Sweeps Inc										
Staples - Office supplies,toner etc	380	350		350			350		350	
Standard Textile										

1		RESOLUTION NO
2 3 4		introduced by City Manager Dr. Robert M. Perez regarding additional funding for operations and maintenance of Hotel Topeka.
5	WHEREAS, th	ne management agreement for Hotel Topeka requires the owner, the
6	Topeka Developmen	t Corporation (TDC), to maintain a minimum working capital account of
7	\$150,000; and	
8	WHEREAS, th	ne Governing Body, after receiving and considering the requests for
9	funding from the TDC	C, has authorized funding in the total amount of 2,472,786.52; and
10	WHEREAS, th	ne TDC has received a request from the hotel management company
11	for \$291,086.00.	
12	NOW, THERE	FORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
13	CITY OF TOPEKA, K	KANSAS, that the Governing Body authorizes funding to the Topeka
14	Development Corpor	ration, not to exceed an additional \$291,086.00 from General Fund –
15	Hotel Non-Departme	ntal Expense to operate and maintain Hotel Topeka.
16	ADOPTED an	d APPROVED by the Governing Body on
17 18 19 20 21		CITY OF TOPEKA, KANSAS
21 22 23 24 25 26 27	ATTEST: Brenda Younger, City	Michael A. Padilla, Mayor
4Ö	Dienua rounger, Cit	y CIEI K