

TOPEKA DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
MEETING AGENDA
June 2, 2025 – 5:30 p.m. to 7:30 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 5:00 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. DISCUSSION regarding the capital funds request for the ADA sidewalk and other site improvements at Hotel Topeka (Deferred from the meeting of March 11, 2025.)**

(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

- 8. OTHER NEW BUSINESS:**
- 9. 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 5:00 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/>.

- 10. ADJOURNMENT:**

Topeka Development Corporation

Board of Directors

ITEM 4: April 15, 2025 Meeting Minutes

Date: June 2, 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: June 2, 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: June 2, 2025

Contact Person: Braxton Copley, Project Manager

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

6 WHEREAS, the Governing Body also serves as the board of directors for the
7 Topeka Development Corporation (TDC); and

8 WHEREAS, the TDC approved the operating budget for the Hotel Topeka; and

9 WHEREAS, to adequately fund the operations of the Hotel, the management
10 agreement for Hotel Topeka requires the owner, the TDC, to maintain a minimum working
11 capital account of \$150,000.

12 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
13 CITY OF TOPEKA, KANSAS, that the Governing Body authorizes the City Manager to
14 transfer funding to the Topeka Development Corporation on a periodic basis in compliance
15 with Kansas budget law from General Fund – Hotel Non-Departmental Expense to operate
16 and maintain Hotel Topeka in compliance with the management agreement.

17 ADOPTED and APPROVED by the Governing Body on _____.

18 CITY OF TOPEKA, KANSAS
19
20
21

22 _____
23 Michael A. Padilla, Mayor

24 ATTEST:
25
26
27

28 _____
29 Brenda Younger, City Clerk

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):

Hotel Topeka Capital and Operating Funds Payments

Operating reserve	\$ 150,000.00
D&O Insurance	\$ 782.00
Additional operating reserve	\$ 150,000.00
Sprinklers	\$ 7,297.00
Locks	\$ 90,661.82
horn strobe	\$ 632.46
Actuators (parts only)	\$ 19,106.09
Chavez remediation	\$ 24,058.31
Backflow preventer; antifreeze loop & flow switch	\$ 9,479.00
Drywall	\$ 2,971.53
Pull Stations	\$ 2,168.54
actuator partial labor	\$ 18,286.60
remaining actuator labor	\$ 69,344.00
LED lights #1	\$ 2,250.00
LED lights #2	\$ 1,620.00
Adams Brown Invoice	\$ 26,747.80
server for lock system	\$ 2,003.64
Operational Funding #1	\$ 227,355.00
Operational Funding #2	\$ 215,851.00
Operational Funding #3	\$ 178,323.00
Operational Funding #4	\$ 200,170.00
Operational Funding #5	\$ 174,405.00
Operational Funding #6	\$ 196,386.00
Operational Funding #7	\$ 71,449.00
Operational Funding #8	\$ 168,297.00
Damper Actuator Rehab	\$ 49,747.69
Trane Chiller Rehab	\$ 217,254.24
Officers and Directors Insurance	\$ 786.25
Adams Brown Invoice-2024 Audit	\$ 25,000.00
Service Elevator Drive	\$ 32,191.55
Total	\$ 2,334,624.52

Items Pending Capital Expense Form Approval

Total	\$ -

Items Pending Payment (Capital Expense Form Approved)

Site Improvements	\$ 125,662.00
Total	\$ 125,662.00

Hotel Fund Authorizations by Council

Resolution 9478	\$ 500,000.00
Resolution 9491	\$ 500,000.00
Resolution 9516	\$ 500,000.00
Resolution 9532-capital Chiller	\$ 217,254.24
Resolution 9549-capital site Imp.	\$ 125,662.00
Resolution 9550-capital damper actuators	\$ 59,589.19
Resolution 9589	\$ 201,000.00
Resolution 9605	\$ 72,343.54
Resolution 9610	\$ 32,191.55
Resolution 9615	\$ 71,449.00
Resolution 9652	\$ 168,297.00
GF Transfer	\$ 25,000.00
Sub-total Funding	\$ 2,472,786.52

Remaining Authority **\$ 12,500.00**

Revenue Linked: Budget 2025		NEGATIVE					NEGATIVE		NEGATIVE		NEGATIVE	
WEEK BY WEEK CASH FLOW												
TOKS Hotel Topeka												
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	
		Forecast	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		30,590	25,921	44,722	39,897	23,099	81,868	58,268	44,106	46,709	0	
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												
Payroll		66,454		67,000		67,000		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, 2nd 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			
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												
Utilities - Water/Sewer - City of Topeka					8,500				10,000			
Utilities - Water/Sewer - City of Topeka		115		115					91			
Utilities - Electric - EVERGY					21,000				24,000			
Utilities - Gas - Kansas Gas Service					10,000				14,000			
Stauffer - Ladsclaping and snow Removal		477		2,892					2,811			
United Health Care / CIGNA					10,910				10,910			
EYE MED VISION -												
Security (various individuals)												
SunLife					350				350			
Expense Reports GM		2,628		2,628					1,500			
Expense Reports RVP					500				500			
Expense Reports Misc					1,000				1,000			
Hiloday Christmass Gift cards												

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]

Topeka Development Corporation Board of Directors

ITEM 7: Discussion regarding the capital funds request for the ADA sidewalk and other site improvements at Hotel Topeka.

Date: June 2, 2025

Contact Person: Braxton Copley, Project Manager

Deferred from the meeting of March 11, 2025.

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

Approval:

Wayne Wazlawik

12/12/2024

General Manager

Approval:

Regional Director of Operations

Approval:

CFS

Cook, Flatt & Strobel

ENGINEERS, P.A.

2930 SW Woodside Drive

Topeka, KS 66614

Engineer's Estimate

				Engineer's Estimate	
Item	Description	Quantity	Units	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