

**TOPEKA DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
MEETING AGENDA
October 1, 2024 – 5:15 p.m. to 6:00 p.m.
Cyrus K. Holliday Building, First Floor Conference Room
620 SE Madison Street, 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 012B, 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 012B, 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 July 30, 2024 meeting minutes.**
- 5. DISCUSSION regarding potential hotel room improvements.**

(Hotel staff have compiled cost estimates for making improvements to the hotel rooms that would meet the standards for the Hilton Doubletree. The furnishings have not been updated since the Hotel was constructed in 1998. The industry standard is 8-10 years for replacement.)

- 6. APPROVAL of an additional funding request 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 \$500,000 tranche of operational funds from the General Fund (Hotel Non-Departmental Expense) 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 012B, 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: July 30, 2024, Meeting Minutes

Date: October 1, 2024

Contact Person: Brenda Younger, Assistance Board Secretary

**Topeka Development Corporation Board of Directors Meeting Minutes
July 30, 2024**

The Topeka Development Corporation (TDC) Board of Directors met at 5:00 p.m. with the following Board of Directors present: Karen Hiller, Sylvia Ortiz, Neil Dobler, Spencer Duncan and Michelle Hoferer -5. Absent: Christina Valdivia-Alcala, David Banks, Marcus Miller and Brett Kell -4. Board President Michael Padilla presided -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 July 30, 2024, 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 012B, Topeka, Kansas, 66603 or via email at cclerk@topeka.org on or before July 30, 2024.

PLEDGE OF ALLEGIANCE was cited by meeting participants.

APPROVAL of the June 11, 2024 Board Meeting Minutes.

Director Duncan moved to approve the minutes. The motion seconded by Director Hoferer carried unanimously on roll call vote. (6-0-0)

REVIEW and EVALUATE the offers received to own and operate Hotel Topeka.

Board President Padilla stated there was a need to recess into executive session. He asked the City Attorney to state the motion.

Director Banks entered the room.

Amanda Stanley, City Attorney, stated the motion would be to recess into executive session not to exceed 40 minutes to discuss data relating to financial affairs or trade secrets of a corporation as allowed under KSA 75-4319(b)(4). The open meeting will resume in the Cyrus K. Holliday Building. The following individuals will be necessary to assist the TDC Board in its deliberations, Public Works Director Braxton Copley, City Attorney Amanda Stanley and any other individuals the TDC Board finds useful.

Director Hoferer moved to recess into executive session as stated by the City Attorney. The motion seconded by Director Ortiz carried unanimously on roll call vote. (7-0-0)

Director Miller joined the meeting remotely.

Directors Kell and Valdivia-Alcala entered the room.

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.

Director Duncan moved to add a bid from 1717 Realty to the agenda as an action item and reject the bid as proposed. The motion seconded by Director Hiller carried. Director Miller voted “no.” (8-1-0)

NO FURTHER BUSINESS appearing the meeting adjourned at 5:55 p.m.

DRAFT

Topeka Development Corporation

Board of Directors

ITEM 5: Discussion: Hotel Room Improvements

Date: October 1, 2024

Contact Person: Braxton Copley, Project Manager

Hotel staff have compiled cost estimates for making improvements to the hotel rooms that would meet the standards for the Hilton Doubletree. The furnishings have not been updated since the Hotel was constructed in 1998. The industry standard is 8-10 years for replacement.

King and Queen Room Refresh Proposal

Document Overview

1. King and Queen Room Refresh Total by Item

This section provides a comprehensive estimate for all items involved in the room refresh project.

- a. Work Station Bundle: Includes USB charging blocks, new desk chairs, and desk lamps for each room.
- b. Bed Packages: For both King and Queen rooms. Queen rooms will upgrade from two full-size beds to two queen-size beds, requiring a full acquisition of new products.
- c. Window Treatments: Updated to align with the new room design.
- d. Lounge Chairs: Replacement of existing chairs with new lounge chairs.
- e. Sleeper Sofas: Upgrade to new sleeper sofas.
- f. Potential 15% Linen Contingency: A potential additional charge, often referred to as a "brand fee" or "brand premium," for non-flag hotels purchasing products under the DoubleTree by Hilton brand. This has been applied to linen materials as outlined in the cost structure below.

King Room Refresh

2. King Room Refresh Total by Item

An itemized breakdown of all estimated costs for the King room refresh.

3. King Room Refresh Total by Room

Provides a room-specific estimate, outlining costs associated with each type of King room.

Queen Room Refresh

4. Queen Room Refresh Total by Item

An itemized breakdown of all estimated costs for the Queen room refresh.

5. Queen Room Refresh Total by Room

Provides a room-specific estimate, outlining costs associated with the only type of Queen room.

Supplementary Breakout Estimates

6. King Bed Package and Work Station Bundle Breakout

Detailed costs for the King room bed package and work station elements.

7. Queen Bed Package and Work Station Bundle Breakout

Detailed costs for the Queen room bed package and work station elements.

8. King and Queen Window Treatment Breakout

A breakdown of the costs associated with updating window treatments in both room types.

9. King and Queen Lounge Chair Breakout

An itemized estimate for replacing lounge chairs in both King and Queen rooms.

10. King Sleeper Sofa Breakout

Detailed estimate of costs related to the sleeper sofas in King rooms.

King and Queen Room Refresh
Total by Item

9/26/2024 5:04 PM

ITEM	TOTAL/ITEM	WORK STATIONS	TOTAL K+Q
Work Station Bundle	\$ 260	224	\$ 58,240
*USB Charger, Desk Chair, Desk Lamp			

ITEM	TOTAL/ITEM	BED PACKAGES	TOTAL K+Q
Bed Package KING	\$ 1,122	112	\$ 125,672
Bed Package QUEEN	\$ 1,212	224	\$ 271,385
			\$ 397,057
*Includes Potential 15% Linen Contingency amount			
*Mattress, All Bedding, Comforter, Pillows, Spare Linens			

ITEM	PRICE/ITEM	WINDOW UNITS	TOTAL K+Q
Window Treatments	\$ 1,665	234	\$ 389,610
*2 Window Rooms in each: 3 Boardroom Suites, 6 Corner Suites, 1 Governor Suite			

ITEM	PRICE/ITEM	LOUNGE CHAIRS	TOTAL K+Q
Lounge Chair	\$ 698	152	\$ 106,096
*40 King Suites have Lounge Chairs; Standard King Rooms have Sleeper Sofas			
*30 Executive Suites			
*3 Board Room Suites			
*6 Corner Suites			
*1 Governor Suite			

ITEM	PRICE/ITEM	SLEEPER SOFAS	TOTAL K
Sleeper Sofa	\$ 1,413	109	\$ 154,017
*Queen rooms do not have sleeper sofas			
*3 King Boardroom Suites do not have sleeper sofas			

TOTAL ALL KING & QUEEN ROOMS			\$ 1,105,020
---	--	--	---------------------

*Transitioning from 2 Full Size Beds per Room to 2 Queen Size Beds per Room			
*Prices per unit include estimated taxes and freight			

King Room Refresh

Total by Item

Total by Room

**King Room Refresh
Total by Item**

9/26/2024 5:01 PM

ITEM	TOTAL/ITEM	WORK STATIONS	TOTAL KING
Work Station Bundle	\$ 260	112	\$ 29,120
*USB Charger, Desk Chair, Desk Lamp			

ITEM	TOTAL/ITEM	BED PACKAGES	TOTAL KING
Bed Package	\$ 1,122	112	\$ 125,672
*Includes Potential 15% Linen Contingency amount			
*Mattress, All Bedding, Comforter, Pillows, Spare Linens			

ITEM	PRICE/ITEM	WINDOW UNITS	TOTAL KING
Window Treatments	\$ 1,665	122	\$ 203,130
*2 Window Rooms in each: 3 Boardroom Suites, 6 Corner Suites, 1 Governor Suite			

ITEM	PRICE/ITEM	LOUNGE CHAIRS	TOTAL KING
Lounge Chair	\$ 698	40	\$ 27,920
*40 King Suites have Lounge Chairs; Standard King Rooms have Sleeper Sofas			
*30 Executive Suites			
*3 Board Room Suites			
*6 Corner Suites			
*1 Governor Suite			

ITEM	PRICE/ITEM	SLEEPER SOFAS	TOTAL KING
Sleeper Sofa	\$ 1,413	109	\$ 154,017
*Queen rooms do not have sleeper sofas			
*3 King Boardroom Suites do not have sleeper sofas			

TOTAL ALL KING ROOMS \$			539,859
--------------------------------	--	--	----------------

*Prices per unit include estimated taxes and freight			
--	--	--	--

**King Room Refresh
Total by Room**

9/26/2024 5:02 PM

72 STANDARD KING ROOMS		
Work Station Bundle	\$	260
Bed Package	\$	1,122
Window Treatment	\$	1,665
Sleeper Sofa	\$	1,413
	PER ROOM	\$ 4,460
	TOTAL 72 ROOMS	\$ 321,125
*No Lounge Chairs		
*1 ADA Room		

30 KING EXECUTIVE SUITE ROOMS		
Work Station Bundle	\$	260
Bed Package	\$	1,122
Window Treatment	\$	1,665
Sleeper Sofa	\$	1,413
Lounge Chair	\$	698
	PER ROOM	\$ 5,158
	TOTAL 30 ROOMS	\$ 154,742
*1 ADA Room		

6 KING CORNER SUITE ROOMS		
Work Station Bundle	\$	260
Bed Package	\$	1,122
Window Treatment	\$	3,330
Sleeper Sofa	\$	1,413
Lounge Chair	\$	698
	PER ROOM	\$ 6,823
	TOTAL 6 ROOMS	\$ 40,938
*2 Window Treatments		

3 KING BOARDROOM SUITE ROOMS		
Work Station Bundle	\$	260
Bed Package	\$	1,122
Window Treatment	\$	3,330
Lounge Chair	\$	698
	PER ROOM	\$ 5,410
	TOTAL 3 ROOMS	\$ 16,230
*2 Window Treatments		
*No Sleeper Sofas		
*1 ADA Room		

1 KING GOVERNOR SUITE ROOM		
Work Station Bundle	\$	260
Bed Package	\$	1,122
Window Treatment	\$	3,330
Sleeper Sofa	\$	1,413
Lounge Chair	\$	698
	PER ROOM	\$ 6,823
	TOTAL 1 ROOM	\$ 6,823
*2 Window Treatments		

TOTAL ALL KING ROOMS	\$	539,859
-----------------------------	-----------	----------------

Queen Room Refresh

Total by Item

Total by Room

Queen Room Refresh
Total by Item

9/26/2024 5:03 PM

ITEM	TOTAL/ITEM	WORK STATIONS	TOTAL QUEEN
Work Station Bundle	\$ 260	112	\$ 29,120
*USB Charger, Desk Chair, Desk Lamp			

ITEM	TOTAL/ITEM	BED PACKAGES	TOTAL QUEEN
Bed Package	\$ 1,211.54018	224	\$ 271,385
*Includes Potential 15% Linen Contingency amount			
*Transitioning from 2 Full Size Beds per Room to 2 Queen Size Beds per Room			

ITEM	PRICE/ITEM	WINDOW UNITS	TOTAL QUEEN
Window Treatments	\$ 1,665	112	\$ 186,480

ITEM	PRICE/ITEM	LOUNGE CHAIRS	TOTAL QUEEN
Lounge Chair	\$ 698	112	\$ 78,176

TOTAL ALL QUEEN ROOMS \$ 565,161

*Transitioning from 2 Full Size Beds per Room to 2 Queen Size Beds per Room
*Prices per unit include estimated taxes and freight

Queen Room Refresh
Total by Room

9/26/2024 5:03 PM

112 QUEEN DOUBLE ROOMS		
Work Station Bundle	\$	260
Bed Package	\$	2,423
Window Treatment	\$	1,665
Lounge Chair	\$	698
PER ROOM		\$ 5,046
TOTAL 112 ROOMS		\$ 565,161
*2 Bed Packages per Room		

TOTAL ALL QUEEN ROOMS		\$ 565,161
-----------------------	--	------------

Supplementary Breakout Estimates

**King
Bed Package and Work Station Bundle
Breakout**

9/26/2024 3:33 PM

ITEM	TOTAL/ITEM	TOTAL NEED	TOTAL COST
USB Port Add in Each Room	\$ 14	112	\$ 1,568
Desk Chair (Repl.)	\$ 156	112	\$ 17,472
Desk Lamp (Repl.)	\$ 90	112	\$ 10,080
WORK STATION BUNDLE	\$ 260	112	\$ 29,120
Comforter (Repl.)	\$ 105	144	\$ 15,120
Pillows-Soft (Repl.)	\$ 20	252	\$ 5,040
Pillows-Firm (Repl.)	\$ 14	252	\$ 3,528
Pillowcases (Repl.)	\$ 4	1368	\$ 5,472
Pillow protectors (Repl.)	\$ 2	720	\$ 1,440
Mattress Pad (Repl.)	\$ 23	140	\$ 3,220
Fitted Sheet (Repl.)	\$ 17	336	\$ 5,712
Flat Sheet (Repl.)	\$ 18	672	\$ 12,096
Mattress Encasement (Repl.)	\$ 50	112	\$ 5,600
Box Spring Encasement (Repl.)	\$ 15	230	\$ 3,450
		Total Linens	\$ 60,678
		Potential 15% Linen Contingency	\$ 69,780
King Mattress (Repl.)	\$ 451	112	\$ 50,512
Box Covers (Repl. 108 non-ADA)	\$ 48	108	\$ 5,184
Bed Skirts (Repl. 4 ADA)	\$ 49	4	\$ 196
(Includes Potential 15% Linen Contingency amount) BED PACKAGE			\$ 125,672
TOTAL WORK STATION BUNDLE + BED PACKAGE			\$ 154,792
*Prices per unit include extra item inventory, estimated taxes and freight			
*Desks are not being replaced			
*Bed Skirts: 4 bed skirts are for the 4 King ADA rooms; all 112 King Rooms have Twin Box Spring Encasements requiring two per room			
*Box Covers: King ADA rooms do not require box covers			

**Queen
Bed Package and Work Station Bundle
Breakout**

9/26/2024 3:40 PM

ITEM	TOTAL/ITEM	TOTAL NEED	TOTAL COST
USB Port	\$ 14	112	\$ 1,568
Desk Chair	\$ 156	112	\$ 17,472
Desk Lamp	\$ 90	112	\$ 10,080
WORK STATION BUNDLE			\$ 29,120
Comforter	\$ 95	252	\$ 23,940
Pillows-Soft	\$ 17	462	\$ 7,854
Pillows-Firm	\$ 12	462	\$ 5,544
Pillowcases	\$ 3	2688	\$ 8,064
Pillow protectors	\$ 2	1344	\$ 2,688
Queen Box Spring Cover	\$ 47	214	\$ 10,058
Mattress Pad	\$ 19	280	\$ 5,320
Fitted Sheet	\$ 15	672	\$ 10,080
Flat Sheet	\$ 16	1344	\$ 21,504
Mattress Encasement	\$ 46	224	\$ 10,304
Box Spring Encasement	\$ 17	224	\$ 3,808
		Total Linens	\$ 109,164
		Potential 15% Linen Contingency	\$ 125,539
Mattress & Box Spring	\$ 537	224	\$ 120,288
Queen Bed Base	\$ 112	224	\$ 25,088
Queen Bed Skirt	\$ 47	10	\$ 470
(Includes Potential 15% Linen Contingency amount) BED PACKAGE			\$ 271,385
TOTAL WORK STATION BUNDLE + BED PACKAGE			\$ 300,505
*Prices per unit include extra item inventory, estimated taxes and freight			
*Desks are not being replaced			
*Transitioning from 2 Full Size Beds per Room to 2 Queen Size Beds per Room			

**King and Queen
Window Treatment
Breakout**

9/26/2024 4:58 PM

ITEM	PRICE/ITEM	TAX/ITEM	TOTAL/ITEM
Window Treatments	\$ 1,299	\$ 121	\$ 1,420
Freight			\$ 245
		TOTAL PER WINDOW	\$ 1,665
	King Room Windows		\$ 122
	Total King Room Windows		\$ 203,130
	Queen Room Windows		\$ 112
	Total Queen Room Windows		\$ 186,480
	Total Window Treatment Count		234
	GRAND TOTAL FOR ALL ROOMS		\$ 389,610
*10 Suites of 112 King Rooms have 2 windows, 112 King Rooms + 10 = 122 Window Treatments			
*3 Board Room Suites			
*6 Corner Suites			
*1 Governor Suite			

**King and Queen
Lounge Chair
Breakout**

9/15/2024 12:28 PM

ITEM	PRICE/ITEM	TAX/ITEM	TOTAL/ITEM
Lounge Chair	\$ 540	\$ 50	\$ 590
Freight			\$ 108
		TOTAL PER LOUNGE CHAIR	\$ 698
		King Room Lounge Chairs	\$ 40
		Total King Room Lounge Chairs	\$ 27,920
		Queen Room Windows	\$ 112
		Total Queen Room Lounge Chairs	\$ 78,176
		Total Lounge Chairs Count	\$ 152
		GRAND TOTAL FOR ALL ROOMS	\$ 106,096
*40 King Suites have Lounge Chairs; Standard King Rooms have Sleeper Sofas			
*30 Executive Suites			
*3 Board Room Suites			
*6 Corner Suites			
*1 Governor Suite			

King
Sleeper Sofa
Breakout

9/15/2024 12:26 PM

ITEM	PRICE/ITEM	TAX/ITEM	TOTAL/ITEM
Sleeper Sofa	\$ 1,092	\$ 102	\$ 1,194
Freight			\$ 218
	TOTAL PER SLEEPER SOFA		\$ 1,413
GRAND TOTAL FOR ALL KING ROOMS			\$ 154,017
*Queen Rooms do not have Sleeper Sofas			
*3 Boardroom Suites do not have Sleeper Sofas			