



JEDO Board of Directors Agenda

Wednesday, March 29, 2017

6:00 p.m.

City Council Chambers

214 SE 8th Street, 2nd Floor, Topeka, Kansas

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **ACTION ITEM:** Approval of February 8, 2017, JEDO Board meeting minutes.
4. **ACTION ITEM:** Approval of a resolution regarding the Municipal Investment Pool (MIP), a public funds investment pool established pursuant to K.S.A. 125-1677a. *(Approval would authorize Nickie Lee, member of the JEDO Finance Committee to transfer funds for investment in the MIP as well as other associated duties.)*
5. **ACTION ITEM:** Approval of funding request in the amount of \$124,715 for Project Fairway.
6. **DISCUSSION:** East Topeka Learning Center Project Update
7. **DISCUSSION:** Holistic Economic Development Strategy Update
8. **DISCUSSION:** 49th Street Improvement Update
9. **PUBLIC COMMENT:**
10. **ADJOURNMENT:**

Public Comment Policy: Comment from members of the public shall be entertained on each actionable agenda item and at the end of each meeting. Comment shall be limited to topics relevant to JEDO business. Members of the public wishing to speak must notify the City Clerk before 5:00 p.m. on the date of the meeting via email at cclerk@topeka.org or call 785-368-3940. This requirement shall not apply to items added during the meeting. Members of the public will be given four (4) minutes to speak and must maintain proper decorum relating to public meetings.

Agenda: Agendas are furnished at least five (5) business days prior to each meeting and posted on the City of Topeka web page at www.topeka.org/JEDO and the Shawnee County web page at www.snco.us/jedo.

To make arrangements for special accommodations please call 785-368-3940 or 785-368-3941. A 48-hour advance notice is preferred.



JEDO Board Meeting

March 29, 2017

6:00 P.M.

City Council Chambers
214 SE 8th Street, 2nd Floor
Topeka, Kansas

JEDO Board Members

Shawnee County Commissioners

Shelly Buhler District No. 1
Kevin Cook District No. 2
Bob Archer District No. 3

City of Topeka Governing Body

Larry Wolgast	Mayor
Karen Hiller	District No. 1
Sandra Clear	District No. 2
Sylvia Ortiz	District No. 3
Tony Emerson	District No. 4
Michelle De La Isla	District No. 5
Brendan Jensen	District No. 6
Elaine Schwartz	District No. 7
Jeff Coen	District No. 8
Richard Harmon	District No. 9

JEDO Board Voting Members

Shawnee County Commissioners

Commissioner Shelly Buhler
Commissioner Kevin Cook
Commissioner Bob Archer

City of Topeka Governing Body

Mayor Larry Wolgast, Chair
Deputy Mayor Jeff Coen
Councilmember Emerson
Councilmember De La Isla

Public Comment. Comment from members of the public shall be entertained on each actionable agenda item and at the end of each meeting. Comment shall be limited to topics directly relevant to JEDO business. Members of the public wishing to speak must notify the City Clerk before 5 p.m. on the date of the meeting at cclerk@topeka.org or 785-368-3940. This requirement shall not apply to items added during the meeting.

Members of the public shall be limited to four minutes unless the Board, by majority vote, extends the limitation. Debate, question/answer dialogue or discussion with Board members will not count towards the four minute time limitation. To make arrangements for special accommodations please call 785-368-3940. A 48-hour advance notice is preferred.



Agenda Item No. 3

**JEDO Board Meeting
March 29, 2017 - 6:00 P.M.**

JEDO Board Meeting Minutes
February 8, 2017

**Joint Economic Development Organization Board Minutes
February 8, 2017**

City Council Chambers, 214 SE 8th Street, Topeka, Kansas, Wednesday, February 8, 2017.

The Joint Economic Development Organization (JEDO) Board Members met at 6:00 p.m. with the following voting Board Members present: Deputy Mayor Jeff Coen, Councilmember Tony Emerson; and Shawnee County Commissioners Shelly Buhler and Bob Archer -4. City of Topeka Mayor Larry Wolgast presided -1. Absent: Councilmember De La Isla and Commissioner Kevin Cook -2.

Nonvoting Board Members Present: Councilmember Karen Hiller.

Nonvoting Board Members Absent: Councilmembers Sandra Clear, Sylvia Ortiz, Brendan Jensen and Richard Harmon

Mayor Wolgast called the meeting to order and announced Commissioner Cook would late.

Councilmember De La Isla entered the room.

APPROVAL of Minutes from the meeting of December 14, 2016, was presented.

Commissioner Archer moved to approve the Minutes of December 14, 2016. The motion seconded by Commissioner Buhler carried unanimously. (6-0-0)

PRESENTATION: 2016 JEDO Cash Statement

The 2016 JEDO Board Cash Statement (Attachment A) was presented by Nickie Lee, Interim City of Topeka Finance Director.

Commissioner Kevin Cook entered the room.

PRESENTATION: GO Topeka Highlights

GO Topeka staff members highlighted the following:

- Business Development & Attraction was presented by Molly Howey
- Business Retention & Expansion was presented by Jackie Steele
- Entrepreneurial & Minority Development was presented by Glenda Washington
- Workforce & Education was presented by Barbara Stapleton.

Councilmember De La Isla asked if the repayment rate for entrepreneurial loans has improved.

Glenda Washington reported the loan program has improved and has been doing well.

Matt Pivarnik, GO Topeka CEO, commended staff members and the hard work they perform to bring economic development to the area.

APPROVAL of the contract for the East Topeka Learning Center was presented.

Barbara Stapleton, GO Topeka, provided the project report. She highlighted the project budget, schematic design, services the learning center would provide and partners involved in bringing the project to fruition.

Clark Coco, Dean, Washburn Tech, provided an overview of the vision of the East Topeka Learning Center and noted they would provide high wage high demand programs such as commercial truck driving, building technology and healthcare technology as well as other training services.

Commissioner Cook asked how long it would take to implement the first program.

Dean Coco reported they anticipate the first program would begin in August 2018.

Jerry Farley, Washburn University President, spoke in support of the East Topeka Learning Center Project. He thanked the JEDO Board members for considering new ideas and developing a learning center in East Topeka, offering much needed educational opportunities and preparing for a skilled workforce.

Commissioner Cook asked how the facility would link with the existing high school programs offered by Washburn Technical School.

President Farley stated the facility would focus on post-secondary students and would be geared towards providing much needed educational opportunities while improving buildings in East Topeka.

Councilmember Emerson spoke in favor of the East Topeka Learning Center and commended Washburn University for their partnership in the project and the overall difference the University has made in the community.

Councilmember De La Isla spoke in support of the project and commended Washburn University for the community partnership.

Joseph Ledbetter, Caleb Asher, Pastor T.D. Hicks, Curtis Pitts, Senator Anthony Hensley, Lazone Grays and Wendy Wells spoke in support of the project.

Commissioner Cook spoke in support of the project and commended Washburn University for its continued educational support in the community.

Councilmember Hiller spoke in support of the project and offered a special thanks to Lazone Grays for his hard work on this issue.

Councilmember Cook moved to approve (1) the purchase contract and assignment of the contract from GO Topeka to JEDO and (2) a project budget in the amount of \$4,500,000. The motion seconded by Councilmember De La Isla carried unanimously. (7-0-0)

DISCUSSION AND POSSIBLE ACTION of the 49th Street improvement was presented.

Molly Howey, GO Topeka, provided an overview of the project request. She reported a total project cost of \$2,100,000 with the option of assessing a portion of the cost (\$619,000) through a benefit district. She stated the project would allow GO Topeka to be proactive for future businesses by enhancing the Central Crossing Commerce Park while creating an additional access road for existing business owners.

Councilmember Emerson questioned why the street would be constructed of concrete instead of asphalt.

Jason Peek stated a concrete street was recommended because it is the most durable material for the type of use.

Councilmember De La Isla moved to approve the 49th Street Improvement Project. The motion died due to a lack of a second.

Commissioner Archer stated he would support authorizing \$1,400,000 with the stipulation of recapturing the \$619,000 through creation of a benefit district.

Commissioner Cook stated he would support authorizing \$2,100,000 with the stipulation of recapturing the \$619,000 through creation of a benefit district.

Commissioner Cook moved to authorize a project budget in the amount of \$2,100,000 and authorize GO Topeka to initiate a petition to create a benefit district to recapture the \$619,000. The motion was seconded by Commissioner Archer.

Councilmember Hiller questioned if a design/build project bidding concept would be possible.

Jason Peek stated they would not be able to utilize the design/build project bidding concept but instead would follow the City's procurement process.

Commissioner Buhler questioned how the other roads had been built, was it by benefit district and would there be a need to build other roads in the area.

Joseph Ledbetter, Carol Marple and Scott Griffith spoke in support of the street project.

Councilmember Emerson asked if area businesses consented to the creation of a benefit district.

Molly Howey reported all businesses located within the footprint of the proposed benefit district expressed approval of the concept.

Commissioner Buhler asked how the benefit district would impact new businesses.

Molly Howey reported that new owners would not have to contribute to the benefit district.

The motion to authorize a project budget in the amount of \$2,100,000 and authorize GO Topeka to initiate a petition to create a benefit district to recapture the \$619,000 carried unanimously. (7-0-0)

APPROVAL of Request for Proposal for Broadband Consulting Services was presented.

Commissioner Buhler distributed the following language amendment outlining the estimated timeline to be included on page 8 of the Request for Proposal (RFP) for broadband consulting services:

February 9, 2017

Release RFP. After approval, the City of Topeka will release the RFP through their eProcurement Supplier Portal

March-April 2017

Broadband Task Force and subcommittee will review proposals.

May 10, 2017

Final recommendation to JEDO.

Gina Millsap, Broadband Task Force member and Topeka & Shawnee County Public Library Chief Executive Officer provided an overview of the Topeka/Shawnee County broadband initiative to date. She reported the initiative will support 21st century work skills and digital entrepreneurship, bridge the digital divide, enhance digital literacy and move Topeka/Shawnee County forward by preparing for the future.

Dr. Martin Stessman, Broadband Task Force member and Superintendent of Shawnee Heights USD 450 expressed the importance of high speed internet and the effect it has on the ability for rural students to have access to effective e-learning tools.

Commissioner Buhler reported the RFP process will be an important piece of the initiative and they have worked with many community partners to move one step closer to solving the broadband problem.

Commissioner Cook asked what is the focus of the RFP and if the \$62 million project cost includes the entire Topeka/Shawnee County footprint.

Gina Millsap stated the focus is to develop a comprehensive plan for the Topeka/Shawnee County area to move forward with the initiative and the \$62 million is based on the cost of a brand new build within the footprint of the city limits only.

Commissioner Cook asked who will oversee the initiative.

Commissioner Buhler stated it is a partnership between GO Topeka, the Mayor's Taskforce and JEDO.

Mayor Wolgast stated a consultant will make a determination of the direction the initiative should go.

Councilmember Hiller questioned if the entire area being considered has been fully assessed and if mapping has been completed.

Gina Millsap stated a good deal of area mapping has been conducted; however, it will be a good place for the consultant to start assessing current and future needs.

Lazone Grays spoke in support of the initiative. He expressed concern with the language outlined in the RFP and noted the terminology used in drafts did not speak of digital divides, distressed areas or disadvantaged neighborhoods.

Mayor Wolgast stated the consultant will be directed to look at the needs of the entire county and city as a whole.

Commissioner Buhler moved to approve the RFP as amended (to include the estimated timeline language as submitted). The motion seconded by Commissioner Archer carried unanimously. (7-0-0)

DISCUSSION and POSSIBLE ACTION of Agreement for economic development services with GO Topeka (January 1, 2018 -December 31, 2020) was presented.

Mayor Wolgast reported GO Topeka's agreement for services expires on December 31, 2017, and the interlocal agreement authorizes JEDO to extend their contract or release a Request for Proposal (RFP) for the purposes of economic development services. He spoke in support of extending GO Topeka's contract and noted services have improved drastically over the past year as well as operational transparency issues.

Commissioner Cook stated conditions are different in the services provided by GO Topeka. He questioned the need for a RFP process and spoke in favor of renewing GO Topeka's contract and include a 2nd renewal option that would require an annual review period.

Commissioner Archer spoke in support of extending the contract; however, he would prefer the item be deferred until May 10, 2017, the next JEDO Board quarterly meeting to allow for public input.

Commissioner Archer moved to defer discussion and action on the contract until May 10, 2017. The motion was seconded by Commissioner Buhler.

Councilmember Hiller expressed the importance of making a decision in May 2017. She encouraged Board members to express their desire to support an RFP process at this time to allow GO Topeka to remain informed on the process.

Councilmember Coen made a substitute motion to proceed with the RFP process. The substitute motion died due to a lack of a second.

Joseph Ledbetter spoke in support of extending the contract; however, he would like to review the contract before the Board votes on it in May 2017.

Carol Marple spoke in support of issuing an RFP and encouraged JEDO Board members not to rush the process as the contract would not expire until December 31, 2017.

Wendy Wells spoke in support of deferring action until May; however, she encouraged the Board to take action at that time for the sake of GO Topeka employees and future economic development.

The motion to defer discussion and action on the contract until the May 10, 2017, the next JEDO Board quarterly meeting carried unanimously. (7-0-0)

DISCUSSION on Holistic Economic Development Strategy Update was presented.

Keith Warta provided an update on the establishment of the Holistic (Community) Economic Development Strategy and reported the following five strategic objectives:

1. Develop Homegrown Talent
2. Create Vibrant and Attractive Places
3. Grow a Diverse Economy
4. Promote a Positive Image
5. Collaborate for a Strong Community

Commissioner Buhler reported that more details on the project and committee members could be found at www.topekashawneecountystrategy.com.

Councilmember Hiller commended all those involved in getting the strategy implemented and noted it would make a huge difference in how business would be conducted.

DISCUSSION on Reser's Fine Foods Project review was presented.

Mayor Wolgast commended GO Topeka on the recent announcement for the expansion and new facility of Reser's Fine Foods. He stated the project is one of the best examples of an economic development partnership between the City of Topeka, Shawnee County, Reser's Fine Foods and GO Topeka.

PUBLIC COMMENT

The following individuals appeared to speak under public comment.

LaTonia Wright expressed concern with the lack of the economic development in East Topeka and encouraged elected officials to represent the East Topeka neighborhoods in need.

Lazone Grays thanked JEDO Board members for the changes that are being implemented and focusing on positive change for youth employment.

No further business appearing the meeting was adjourned at 9:13 p.m.

Attachment A

Joint Economic Development Organization Cash Statement As of December 31, 2016

Receipts:		
Sales Tax - City of Topeka	\$	8,204,014.56
Sales Tax - Shawnee County		7,617,895.17
Refund		22,041.45
Interest Income		4,216.60
Total Receipts		<u>15,848,167.78</u>
Disbursements:		
City of Topeka-		
Topeka Blvd Bridge Debt Service	1,575,557.23	
SW 21st Street - Urish Road to Indian Hills	<u>3,587,718.00</u>	
		5,163,275.23
Shawnee County		
County Bridges	<u>1,500,000.00</u>	
		1,500,000.00
GO Topeka		4,999,999.92
Audit Fee		4,635.00
Bank Charges		176.48
Total Disbursements		<u>11,668,086.63</u>
Net Receipts (Disbursements)		<u>4,180,081.15</u>
Bank Balance - January 1, 2016		<u>11,793,255.72</u>
Bank Balance - December 31, 2016	\$	<u><u>15,973,336.87</u></u>

Note: This is a cash basis report
Prepared by Betty Greiner



Agenda Item No. 4

**JEDO Board Meeting
March 29, 2017 - 6:00 P.M.**

**Resolution
Municipal Investment Pool (MIP)**

1 **JOINT ECONOMIC DEVELOPMENT ORGANIZATION (JEDO)**
2 **RESOLUTION NO. 2017-_____**
3

4 WHEREAS, on September 9, 2015, JEDO approved establishing an account in its
5 name in the Municipal Investment Pool (MIP), a public funds investment pool established
6 pursuant to K.S.A. 12-1677a and amendments thereto (Resolution No. 2015-2); and

7 WHEREAS, JEDO authorized two members of the JEDO Finance Committee, Betty
8 Greiner and Brandon Kauffman to transfer funds for investment in the MIP as well as to
9 withdraw funds, issue letters of instruction and take all actions necessary for the
10 investment of JEDO funds; and

11 WHEREAS, as Mr. Kauffman is no longer a member of the JEDO Finance
12 Committee, it is necessary to replace him with another representative of the JEDO
13 Finance Committee.

14 NOW, THEREFORE, BE IT RESOLVED BY THE JEDO BOARD that:

15 1. In addition to Ms. Greiner, Nickie Lee, the City's representative and Treasurer of
16 the JEDO Finance Committee, is hereby authorized to transfer funds for investment in the
17 MIP as well as withdraw funds, issue letters of instructions, and take all other actions
18 deemed necessary or appropriate for the investment of funds.

19 2. That Brandon Kauffman's authority to act on behalf of the JEDO Finance
20 Committee is revoked.

21 3. That this Resolution and its authorization shall continue in full force and effect
22 until amended or revoked by JEDO and until the Pooled Money Investment Board (PMIB)
23 receives a copy of any such amendment or revocation, the PMIB is entitled to rely on
24 same.

25 ADOPTED and APPROVED by the JEDO Board on _____.

26

27

Joint Economic Development Organization

28

29

30

31

Larry E. Wolgast, Chair

32

33

34 ATTEST:

35

36

Brenda Younger, Clerk

38

39

40

41

42 SIGNATURE FOR JEDO RESOLUTION NO. 2017-_____

43

44

45 Title: Treasurer

Name: Nickie Lee

46

47

Signature: _____

JOINT ECONOMIC DEVELOPMENT ORGANIZATION (JEDO)
RESOLUTION NO. 2015-2

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

WHEREAS, the Joint Economic Development Organization (JEDO) is a governmental entity, as defined in K.S.A. 12-1675a, hereinafter referred to as "Participant," and from time to time has funds on hand in excess of current needs; and

WHEREAS, it is in the best interests of Participant to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board, hereinafter referred to as "PMIB," operates the Municipal Investment Pool, hereinafter referred to as "MIP," a public funds investment pool, pursuant to K.S.A. 12-1677a, and amendments thereto; and,

WHEREAS, the MIP is a permitted investment under K.S.A. 12-1675.

NOW, THEREFORE, BE IT RESOLVED BY THE JEDO BOARD that:

1. That Participant approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the PMIB, and Participant acknowledges it has received a current copy of such Participation Policy.

2. That the following individuals, whose signatures appear directly below are members of the Participant's finance committee and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instructions, and to take all other actions deemed necessary or appropriate for the investment of funds:

Title: Secretary Name: Betty Greiner

26 Title: Treasurer Name: Brandon Kauffman

27 3. That notices required by the PMIB's Municipal Investment Pool Participant
28 Policy shall be provided to:

29 City of Topeka
30 Administrative and Financial Services
31 215 SE 7th, Room 358
32 Topeka, Kansas 66603
33 785-368-2544
34 785-368-3975 (fax)

35
36 Shawnee County Audit Finance
37 200 SE 7th, Room 201
38 Topeka, Kansas 66603
39 785-251-4212
40 785-291-4941 (fax)

41
42
43 4. That this Resolution and its authorization shall continue in full force and effect
44 until amended or revoked by the Participant and until the PMIB receives a copy of any such
45 amendment or revocation, the PMIB is entitled to rely on same.

46 ADOPTED and APPROVED by the JEDO Board on September 9, 2015.

47



48 Joint Economic Development Organization

49 Larry E. Wolgast
50
51
52 Larry E. Wolgast, Chair

53
54
55 ATTEST:

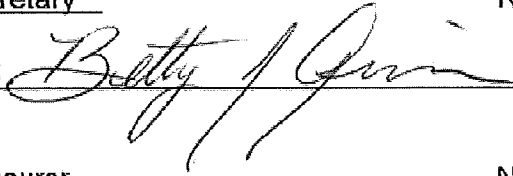
56 Brenda Younger
57
58 Brenda Younger, Clerk

SIGNATURES FOR JEDO RESOLUTION NO. 2015-2

Title Secretary

Name: Betty Greiner

Signature:

A handwritten signature in cursive script, appearing to read "Betty Greiner", written over a horizontal line.

Title: Treasurer

Name: Brandon Kauffman

Signature:

A handwritten signature in cursive script, appearing to read "Brandon Kauffman", written over a horizontal line.



Agenda Item No. 5

**JEDO Board Meeting
March 29, 2017 - 6:00 P.M.**

**Funding Request
Project Fairway - \$124,715**

Project Fairway Overview

March 29, 2017

Staff: Jackie Steele, Director of Business Retention & Expansion

On the agenda is a request to approve funding for Project Fairway. Should the funding request be approved, the contract would be slated for the May 10th regular meeting.

Project Fairway Overview

- Existing Shawnee County company
- \$55 million in capital investment
 - \$4.9 million facility (1,000 sf expansion, facility upgrades & reconfiguration)
 - \$50 million equipment
- 60 full-time jobs & 50 part-time jobs

Proposed Incentives & Economic Impact

- Maximum incentive of \$124,715
 - Based on capital investment only
 - Follows GO Topeka incentive guidelines
- Performance based
- Economic Impact Analysis
 - \$8 million one-time economic impact
Note: This figure is based solely on the \$4.9M facility improvements as much of the equipment is highly-specialized and not produced in Shawnee County, likely not even the US.

Recommendation

- Approve the proposed funding incentive package
- GO Topeka Board of Directors recommended approval on 12/2/2016



Project Fairway Overview

Existing Shawnee County company

Increase facility capacity

\$55 million in capital investment

- \$4.9 million facility
- \$50 million equipment

60 Full Time Jobs

50 Part Time Jobs

Proposed Incentives & Economic Impact

Maximum Incentive = \$124,715

- \$55M capital investment only
- Performance based

Economic Impact Analysis

- \$8M one-time impact (based on \$4.9M facility improvements)
- \$37M annual reoccurring impact for 60 full time jobs



Agenda Item No. 6

**JEDO Board Meeting
March 29, 2017 - 6:00 P.M.**

**East Topeka Learning Center Project
Update**

JEDO
East Topeka Learning Center Project Update
March 29, 2017

On February 8, 2017, JEDO approved the acquisition of 2014 SE Washington Street for the East Topeka Learning Center project. The site is approximately six acres, located at 21st and Washington Streets, and was purchased on March 10, 2017. Due to the former use and history of the site, an initial Phase I Environmental Study was conducted prior to the acquisition. The study revealed four potential findings, which led to a Limited Site Investigation (LSI) to gather additional information, review environment databases and regulatory reports, as well as conduct subsurface borings and limited samplings. The LSI confirmed only one finding warranted additional investigation, and those additional borings and samplings are currently at the lab.

	Purchase of 2014 SE Washington Street	\$240,000
	Closing costs	\$11,909
	Phase I Environmental Study	\$2,200
	Environmental Limited Site Investigation	\$12,500
	Expanded Environmental investigation - additional borings	\$8,150
	12 month insurance premium	\$8,665
Expenditures to date		\$283,424

Request for Qualifications Timeline (RFQ) for Design

- Release Request for Qualifications (RFQ)/Interest: March 15, 2017
- RFQ Responses Due: April 7, 2017 (2 p.m.)
- Evaluate RFQ Responses: April 11, 2017
- Notify Selected Respondents: April 14, 2017
- Interviews of Selected Respondents: week of April 24th, 2017
- Recommended team notified: April 27, 2017
- Fees negotiated by: May 3, 2017
- Present recommendation to JEDO: May 10, 2017

Program Subsidy

- Currently in discussions regarding New Markets Tax Credits (NMTC) gap funding to provide approximately \$1M in NMTC's to fund partnership funds



Agenda Item No. 7

**JEDO Board Meeting
March 29, 2017 - 6:00 P.M.**

**Holistic Economic Development Strategy Update
*(No Attachments)***



Agenda Item No. 8

**JEDO Board Meeting
March 29, 2017 - 6:00 P.M.**

49th Street Improvement Update

49th Street

3-lane industrial collector

Plan to advertise early June

Planning a 5-month construction timeline

Design estimate \$140,000

Construction estimate \$1,600,000

49th Street

