

JEDO BOARD  
Joint Economic Development Organization  
Wednesday, November 13, 2002  
3:00 p.m.

The JEDO Board met in the Chamber of Commerce Board Room. Those present being: Shawnee County Commissioners Vic Miller, Ted Ensley and Marice Kane. City of Topeka Council Members present: Betty Dunn, Gary Price, Lisa Stubbs. City of Topeka Mayor Butch Felker was present by speakerphone. Go Topeka Members present: Doug Kinsinger; Jo Beilman, Ed Ramirez, Tony Augusto, Kris A. Robbins, Linda Ramirez Gonzalez, Eduardo Ramirez, Kathy Moellenberndt, Colonel Rufus Forrest with the 190th Air Refueling Wing of the Kansas Air National Guard and Dean Ferrell. Also present: Henry McClure, Brad Owen, Karrin Weichert, Neil Fisher, Trinket Harding--Shawnee County Financial Administrator, Rich Eckert--Shawnee County Counselor, John Myers, Mike Hall with The Topeka Capital Journal and Deputy County Clerk Deb Childers.

Commissioner Miller advised there was no formal agenda for this meeting. He noted most everything was a carry-over from the last meeting, September 11, 2002.

A motion was made by City Councilwoman Betty Dunn to approve the minutes of October 30, 2001. City Councilman Gary Price seconded the motion. After discussion, the minutes were approved unanimously.

Commissioner Miller recalled at the last meeting there was preliminary discussion of several items, which they deferred for action until today. Those included the need to approve a contract for services between JEDO and Go Topeka for 2003 and adoption of a budget to fulfill that agreement, and adoption of a strategic plan to fulfill the economic development priorities.

Doug Kinsinger presented the "Go Topeka 2003 Strategic Plan." He noted some fine tuning was done from the last meeting. A major addition was the column showing the cross-reference to the Topeka/Shawnee County Growth Economic Development Plan. Edits to this plan were done as they accomplished activities or learned of information encouraging them to adopt new strategies. Kathy Mollenberndt gave a synopsis of the Go Topeka 2003 Strategic Plan. (A copy of this plan is attached to this set of minutes.)

Brad Owen with Mize, Houser & Company gave an overview of the proposed Go Topeka/JEDO 2003 budget. He explained the letter dated November 13, 2002, proposed any excess cash from 2002 (or an amount equal to that cash) be carried-over to 2003.

County Counselor Richard Eckert explained key changes to the proposed contract between Go Topeka and JEDO were primarily in paragraph three (3). Councilwoman Lisa Stubbs questioned the last sentence in paragraph 10 on page 5 referring to residency. After discussion, **a motion was made by Councilman Gary Price to remove the last sentence of paragraph 10 on page 5 of the proposed contract**, seconded by Councilwoman Lisa Stubbs. The motion died by a vote of 3-4. Commissioner Miller moved to **amend the language in paragraph 10, page 5 of the proposed contract to add the language "unless waived by the JEDO."** Councilwoman Lisa Stubbs seconded the motion. The motion passed unanimously.

A motion was made by City of Topeka Deputy Mayor Betty Dunn **to authorize the JEDO Chair to sign the letter dated November 13, 2002 acknowledging and approving the carry-over of the 2002 cash balance.** City of Topeka Mayor Butch Felker seconded the motion. The motion passed unanimously.

Councilman Gary Price made a motion **to approve the proposed 2003 Go Topeka/JEDO budget, with \$15,000 being subtracted from the \$714,715 and the addition of a line item entitled JEDO expenses under Other Operating.** The motion was seconded by Councilman Lisa Stubbs. The motion passed unanimously.

A motion was made by County Commissioner Ted Ensley **to adopt the 2003 Strategic Plan.** The motion was seconded by Deputy Mayor Betty Dunn. The motion was passed unanimously.

A motion was made by Councilman Gary Price **to adopt the contract as amended, which incorporates the adopted budget and adopted strategic plan as attachments A and B.** The motion was seconded by Deputy Mayor Betty Dunn. The motion passed unanimously.

Mr. Kinsinger advised it was JEDO's responsibility to select an auditor. He presented an engagement proposal letter from Berberich Trahan & Co., P.A., dated November 7, 2002. A motion was made by Deputy Mayor Betty Dunn **to authorize Mr. Kinsinger to enter into the engagement letter dated November 7, 2002, as described.** The motion was seconded by Councilman Gary Price. The motion passed unanimously.

Commissioner Miller asked to continue discussion on establishing priorities for the Congressional Delegation. He recalled last year they established four (4) priorities and there remained a need for them to continue to be priorities. In

addition, he recalled Councilman Harold Lane raised the issue of seeking some supplemental funding for the Monroe School in regard to auxiliary items.

Deputy Mayor Betty Dunn made a motion **to add the Monroe School to the list of federal priorities.** The motion was seconded by Commissioner Ensley. After discussion, the motion passed unanimously.

Deputy Mayor Betty Dunn made a motion **to reaffirm their support of the four priorities established last year, with the addition of the Monroe School** Those priorities are: 1. Great Overland Station, 2. Infrastructure improvements for the Commerce Park site, 3. Military Projects/MTAA, 4. Topeka Boulevard Bridge, 5. Monroe School. The motion was seconded by Commissioner Marice Kane. The motion passed unanimously.

Mr. Kinsinger advised in early December Commissioner Ensley, and representatives of Go Topeka and the Mayor would be going to Minneapolis, Minnesota to visit several companies with a presence in Topeka they felt had some potential for growth. One of those companies would be Target. There were other major manufacturing employers with a presence here that had headquarters in Minneapolis.

In addition, Mr. Kinsinger said he, staff, Kathy Moellenberndt and others had began spending a lot of time developing a strategy to encourage Burlington North Santa Fe employment to remain in Topeka. He reported having a tour of their facilities on Tuesday that included a representative from the State Department of Commerce. He reported a task force had been formed very similar to that used for Goodyear and they were working on similar strategies.

Commissioner Miller said it was the intention this be the last JEDO meeting of the year, subject to the need for an emergency meeting. Consequently, the next meeting would have a new Chair.

The meeting was adjourned.

GO Topeka/JEDO 2003 Budget

		<u>2003</u>
Revenue		
	County-Qtr Cent Sales Tax	4,800,000
	Repayment of County Advance	<u>(298,028)</u>
	Total Revenue	<u>4,501,972</u>
Operating Expenditures		
	Staffing	
	Salaries	497,335
	Payroll Taxes and Benefits	<u>164,227</u>
	Total Staffing	661,562
	Marketing and Promotional Activities	
	Marketing/Promotions	325,000
	Advertising	<u>70,000</u>
	Total Marketing and Promotional Activities	395,000
	Other Operating	
	Business Retention	17,000
	New Business Attraction / Small/Minority Business	247,100
	Workforce Development	64,400
	Government Relations	55,000
	Research	3,500
	Rent	60,000
	Depreciation	17,609
	Machine Rental & Maintenance	13,440
	Other Occupancy	31,960
	Legal, Accounting, and Data Processing	42,050
	Car & Travel	38,497
	Other Administrative	49,800
	Capital Expenditures	19,600
	JEDO Expenses	<u>15,000</u>
	Total Other Operating	669,456
Total Operating Expenditures		<u>1,726,018</u>
Revenue Over Operating Expenditures		2,775,954
Existing Incentive and Site Expenditures		
	Goodyear Forgivable Loan	250,000
	Option Extensions and Purchase	
	JR Land & Cattle	24,952
	Shunga Woods	7,952
	BA Samuels	72,548
	Master Land Use Plan	60,000
	Property Tax and Insurance	3,000
	Loan Payments-Shawnee County-Land Purchase	
	Principal	1,587,177
	Interest	<u>70,610</u>
Total Existing Incentive and Site Expenditures		<u>2,076,239</u>
Revenue Over Existing Incentive and Site Expenditures		699,715
Future Incentive and Site Expenditures		<u>699,715</u>
		<u>0</u>

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	Principal	1,587,177
	Interest	<u>70,610</u>
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Revenue Over Existing Incentive and Site Expenditures		714,715
Future Incentive and Site Expenditures		<u>714,715</u>
		<u>0</u>

Excluding Any Cash Carry Over From 2002.

**GO Topeka/JEDO 2003 Budget Footnotes**

**Staffing:**

For the year ending December 31, 2002 GO Topeka had 6 employees and 1 intern. For the year ending December 31, 2003 GO Topeka plans to have 9 employees and 1 intern.

**Marketing and Promotional Activities:**

For the year ending December 31, 2003 Marketing and Promotional activities are substantially associated with New Business Attraction / Small/Minority Business endeavors performed by Frye Allen and Callahan Creek, and a public relation contract with Development Counselors International.

**Other Operating – New Business Attraction / Small/Minority Business:**

For the year ending December 31, 2003 New Business Attraction / Small/Minority Business expense includes professional services of \$128,000, prospect trips/hosting of \$45,000, professional training, dues, and meetings of \$42,820 as well as various other expense of \$31,280. Marketing and Promotional activities are also focused on New Business Attraction / Small/Minority Business efforts.

**Other Operating – Other Occupancy:**

For the year ending December 31, 2003 Other Occupancy expense includes utilities, telephone, office maintenance, and insurance and taxes.

**Other Operating – Other Administrative:**

For the year ending December 31, 2003 Other Administrative expense includes contract labor, printing and print supplies, postage, supplies, subscriptions, and contingencies.

November 12, 2002