

**CITY OF KINGMAN  
REGULAR MEETING OF THE  
ECONOMIC DEVELOPMENT AND MARKETING COMMISSION**

**City Council Chambers  
310 N. 4<sup>th</sup> Street  
Kingman, Arizona**

**7:30 a.m.**

**Minutes**

**Wednesday, January 13, 2016**

<b>Members:</b>	<b>Officers:</b>	<b>Visitors Signing In:</b>
C. Waalkens, Chair	J. Dougherty, City Manager	See Attached
W. Wales, Vice-Chair	C. Young, Council Liaison	
M. Cobb	G. Jeppson, Develop. Services Dir.-EXCUSED	
G. Kirkham	E. Roper, Deputy City Clerk	
Y. Woytovich	D. Walden, Recording Secretary	
Vacant		
Vacant		

**EDMC MISSION STATEMENT**

The mission of the Kingman Arizona Economic Development and Marketing Commission is to foster and encourage responsible economic development through developing an empowered workforce, assisting to sustain local businesses, and marketing Kingman to outside commercial and industrial enterprises. These endeavors will diversify the economic climate, create jobs, expand Kingman's tax base, and enhance the quality of life for all citizens.

**MEETING MINUTES**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL**

Chair Waalkens called the meeting to order at 7:30 A.M. All commissioners were present except for Commissioner Cobb, who was absent.

**1. APPROVAL OF MINUTES**

The Regular Meeting minutes of December 9, 2015

Vice-Chair Wales made a MOTION to APPROVE the Regular Meeting minutes of December 9, 2015.

Commissioner Woytovich SECONDED and it was APPROVED by a vote of 4-0.

Commissioner Cobb arrived at 7:32 A.M.

**2. PUBLIC COMMENTS**

Those wishing to address the commission should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 3 minutes.

There were no comments from the public.

**3. OLD BUSINESS**

**a. Discussion and possible action on filling vacancies on the EDMC**

Commissioners will discuss and possibly take action on filling two vacancies with terms that expire

December, 2017.

Applicant Alesandra Reynolds stated she lived in Kingman for 22 years and served on several boards, organizations, and the Planning and Zoning Commission. Ms. Reynolds stated she was interested in moving Kingman forward.

Commissioner Kirkham stated he appreciated Ms. Reynolds' time on the Planning and Zoning Commission

Commissioner Cobb stated he knew Ms. Reynolds for a number of years and felt she would be a welcome addition to the EDMC.

Applicant Burt Dubin stated his background consisted of 30 years in sales, including being one of the original people involved in land sales in Golden Valley. Mr. Dubin stated he had 30 years of public speaking experience and was a published writer. Mr. Dubin stated he saw an advertisement in the paper for boards and commissions and he wanted to share his experience and knowledge with the EDMC.

Commissioner Cobb asked Mr. Dubin to explain the "possible human," which was included on his application. Mr. Dubin stated the "possible human" was the title of his book and referred to someone who was accountable for their presence, in full charge of the nobility that was within them, and served others.

Commissioner Woytovich asked Mr. Dubin about his experience with City government and why he wanted to serve on the EDMC. Mr. Dubin stated he had no experience with government operations and wanted to serve the community.

Commissioner Cobb made a MOTION to RECOMMEND appointing Alesandra Reynolds and Burt Dubin to the Economic Development and Marketing Commission. Commissioner Kirkham SECONDED and it was APPROVED by a vote of 5-0.

**b. Discussion and possible action on assigning liaisons to attend local business and community organization meetings.**

Commissioners may discuss and possibly assign one commissioner and an alternate to attend the following meetings: Kingman Area Chamber of Commerce; Sandbox Committee; Downtown Merchants Association; Kingman Airport Authority (KAA); Kingman and Mohave Manufacturing Association (KAMMA); America's Best Communities (ABC) Committee; Route 66 Developments; Tourism Commission; and/or Business and Government Committee.

Chair Waalkens stated it was important for commissioners to maintain a presence at the above listed meetings in order to keep a finger on the pulse of the community.

Commissioner Woytovich asked if the commission should wait on the assignments until the two new commissioners were appointed.

Chair Waalkens stated moving forward was necessary and the two new members would be included when they were appointed.

Vice-Chair Wales stated he would continue to attend the Downtown Merchants Associations meetings and the Builders Association meetings.

Commissioner Woytovich stated she would continue to attend the Chamber, ABC, and KAMMA meetings.

Commissioner Kirkham stated he would attend the KAA meetings.

Commissioner Cobb stated he would attend the Tourism Commission meetings.

Chair Waalkens stated he would continue to attend the Business and Government Committee meetings.

Commissioner Woytovich asked about the Route 66 Developments organization.

Chair Waalkens stated Jim Hinckley was involved with the Route 66 Association.

Commissioner Cobb stated he would ask Mr. Hinckley about the organization and its meetings.

Chair Waalkens requested the item be included on the February, 2016 agenda in order to assign the new commissioners and/or alternates to the organizations' meetings.

**c. Discussion and possible action on the 2016 Las Vegas RECON convention**

The commission will discuss and possibly take action on assigning commissioners to attend the International Council of Shopping Centers (ICSC) RECON convention.

Chair Waalkens informed the commissioners that Development Services Director Gary Jeppson was excused from the meeting, but he and Mr. Jeppson discussed the topic and agreed it was important to have representation at the RECON convention. Chair Waalkens asked City Manager John Dougherty if he and Mayor Anderson planned to attend.

Mr. Dougherty stated he planned to attend, but was not certain if Mayor Anderson planned to attend.

Chair Waalkens stated three commissioners attended the RECON convention in the past.

Commissioner Woytovich stated she would like to attend. Commissioner Woytovich asked if the City would forgo a booth in favor of walking the retailers' floor and attending sessions.

Vice-Chair Wales stated that was correct due to the fact that the booth did not generate the interest the City wanted. Vice-Chair Wales stated the most constructive time at last year's conventions was spent by Mr. Dougherty and Mayor Anderson walking the floor and contacting people.

Commissioner Kirkham stated he was interested in attending either convention.

Vice-Chair Wales stated he would like to attend the convention in San Diego.

Commissioner Cobb stated he was interested in attending either convention. Commissioner Cobb stated the planning needed to be arranged at least a month in advance in order to avoid the scheduling problems encountered the last two years.

Chair Waalkens stated he was interested in participating in the Las Vegas convention and was happy to see all the commissioners eager to attend. Chair Waalkens asked if any of the commissioners could commit to specific dates.

The commissioners were open to all dates and multiple days.

Chair Waalkens stated he would follow up with Mr. Jeppson regarding the number of passes available per day as each participant was required to have his or her own pass.

Vice-Chair Wales stated he believed the commission agreed to send three people total, which included Mr. Dougherty and Mayor Anderson.

Chair Waalkens stated he believed it was three commissioners in addition to Staff.

Commissioner Cobb stated the City should be able to send more people since it would not be paying for a booth.

Chair Waalkens stated he wanted to send more people in order to be able to break into groups and make more contacts. Chair Waalkens directed Staff to place the item on the February, 2016 agenda for finalization purposes.

#### **4. NEW BUSINESS**

##### **a. Discussion and possible action on the 2016 ICSC San Diego convention**

Commissioners may discuss and possibly take action on matters related to the ICSC convention in San Diego.

Chair Waalkens stated Vice-Chair Wales, Commissioner Cobb, and Commissioner Kirkham were interested in attending. Chair Waalkens stated the convention was in the fall and directed Staff to place the item on the February, 2016 agenda in order to allow Mr. Jeppson to provide more information.

##### **b. Discussion and possible action on arranging a meeting with the Sandbox Committee to coordinate a relocation support team**

Commissioners may discuss and possibly take action on arranging a meeting with the Sandbox Committee to discuss a "meet and greet" team containing people from areas such as utility companies, government staff, contractors, and realtors to meet with companies looking to relocate to Kingman.

Chair Waalkens stated he requested the item and wanted to explore the possibility of assisting the Sandbox Committee in forming a support team to assist retailers interested in relocating to Kingman. Chair Waalkens stated the team should consist of multiple field representatives in order to answer potential company's questions at one time such as what property was available, utility costs, and other relevant information. Chair Waalkens stated he believed the Sandbox Committee was the best place to start that type of initiative.

Vice-Chair Wales asked if anyone had spoken with the Sandbox Committee.

Chair Waalkens stated no one had spoken to the organization and the topic was on the agenda in order to gauge the commission's interest.

Vice-Chair Wales stated it was a good idea and the City needed to provide information about infrastructure and the Kingman community to interested retailers.

Chair Waalkens stated it was important to have a "one stop shop" where all questions could be answered.

Commissioner Kirkham stated it was important to know what promises could be made and what incentives could be offered, which the members of the Sandbox Committee would not be able to provide. Commissioner Kirkham stated the support team should consist of commissioners and City employees who would know what could and could not be offered to retailers.

Chair Waalkens stated the support team should include Mr. Dougherty and a councilmember.

Commissioner Woytovich stated the team should have representation from the Chamber, City, and utility companies. Commissioner Woytovich stated Unisource Energy Services was working on trying to provide some kind of incentives for companies to locate to Kingman; however, Arizona had many restrictions on what incentives could be provided to corporations. Commissioner Woytovich stated the topic had been discussed during ABC meetings. Commissioner Woytovich stated she agreed with Commissioner Kirkham that the Sandbox Committee was a grassroots group of passionate citizens versus experts.

Commissioner Kirkham stated he agreed that the support team should consist of Staff; however, he was reluctant to add more work to Mr. Dougherty's overloaded schedule.

Mr. Dougherty stated there were issues in the past regarding realtors serving on the EDMC. Mr. Dougherty stated the realtors in the community who were not on the commission felt as though the realtors on the EDMC had access to business and information they did not. Mr. Dougherty suggested working with the president of the realtors association to provide a list of realtors in the area. Mr. Dougherty stated he would not advise picking one or two realtors to serve on the team due to the jealousy that could arise.

Commissioner Woytovich asked if a Staff member could be assigned to the team in order to ensure the team did not overpromise or make legal commitments that could end up causing issues. Commissioner Woytovich stated Mr. Jeppson may be that person, though he was also overworked.

Chair Waalkens suggested tabling the item in order to provide time to meet with Mr. Jeppson and City Attorney Carl Cooper to discuss the idea.

Commissioner Woytovich stated she would speak to several individuals who were involved in attracting businesses to Kingman about the idea in the hopes they would be interested in the team and able to learn more about the commission's ideas at the February, 2016 meeting.

## **5. REPORTS**

### **a. Update on recruiting efforts for City boards and commissions**

Commissioners will hear a report from Staff regarding efforts to recruit applicants for boards and commissions.

Deputy City Clerk Erin Roper stated the City Clerk's Office created a tri-fold brochure several months ago for recruiting purposes; a copy is included at the end of this report. Ms. Roper stated City Clerk Sydney Muhle was planning to write press releases in order to generate more applications for boards and commissions.

Commissioner Woytovich directed Ms. Roper to email her a PDF of the brochure.

Commissioner Cobb directed Ms. Roper to post the brochure on the City website.

**b. Report on the status of creating thumb drives containing updated information on the City's economic development opportunities**

Commissioners will hear a report from Staff regarding efforts to update thumb drives that are provided to prospective companies.

Chair Waalkens directed Staff to place the topic on the February, 2016 agenda due to Mr. Jeppson's excused absence.

**c. Updates from commissioners who have attended local business and community organization meetings**

Commissioners will give brief reports on matters discussed during local business and community organization meetings that are related to the mission/efforts of the EDMC.

Vice-Chair Wales stated the Builders Association changed from monthly meetings to quarterly meetings. Vice-Chair Wales stated he attended the Downtown Merchants Association meeting that included a presentation as well as discussions on issues with Quickbooks and the conditional use permit (CUP) for Central Christian Church.

Chair Waalkens stated he attended the Business and Government Committee meeting and the Central Christian Church CUP was also discussed. Chair Waalkens stated he was concerned that the United States Navy pilots who were training at the Kingman Airport were staying in Laughlin, Nevada. Chair Waalkens stated the Laughlin casinos were able to offer transportation and a better rate for the military's bid. Chair Waalkens stated he hoped Kingman would be able to offer more competitive room rates in the future in order to capture that revenue.

**6. COMMISSIONER'S COMMENTS**

**Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings and requests for reports from staff.**

Commissioner Kirkham stated Mr. Hinckley would host an event on Route 66 history that evening; a copy of the newspaper article Commissioner Kirkham shared is included at the end of this report.

Commissioner Woytovich stated the Chamber launched a new site that was very user friendly. Commissioner Woytovich stated she was working on the farmer's market project and would like to have members of the local gardening organization attend the February, 2016 meeting.

Vice-Mayor Young stated this was her final meeting with EDMC and the commission would have a new council liaison next month. Vice-Mayor Young stated she enjoyed working with the commissioners.

Commissioner Woytovich made a MOTION to ADJOURN. Commissioner Cobb SECONDED and it was APPROVED by a vote of 5-0.

**ADJOURNMENT - 8:16 A.M.**

APPROVED:

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Chuck Waalkens, Chair of the Economic Development and Marketing Commission

STATE OF ARIZONA)  
COUNTY OF MOHAVE) ss:  
CITY OF KINGMAN)

CERTIFICATE OF ECONOMIC DEVELOPMENT AND MARKETING COMMISSION

I, Donna Walden, Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the Economic Development and Marketing Commission held on January 13, 2016.

Dated this 10th day of February, 2016

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Donna Walden, Recording Secretary

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