

**CITY OF KINGMAN
ECONOMIC DEVELOPMENT MARKETING COMMISSION
REGULAR AGENDA**

**Wednesday, February 11, 2015, 7:30 A.M.
Council Chambers – 310 N. 4th Street, Kingman, Arizona**

EDMC MISSION STATEMENT

The mission of the Kingman Arizona Economic Development 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.

Chairperson:	Richard Hamilton	
Vice Chairperson:	Mike Roberts	
Members:	Mike Cobb	Vacant
	Tim Woods	Susan Yamaguchi
	Chuck Waalkens	
Council Liaison:	Carole Young	

Roll Call & Pledge of Allegiance

1. APPROVAL OF MINUTES

The Regular Meeting minutes of December 10, 2014.

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.

3. OLD BUSINESS

Update on the RECON booth.

The International Conference of Shopping Center (ICSC) RECON convention is May 17-20, 2015 at the Las Vegas Convention Center. Commissioners will receive an update on the arrangements for the convention.

4. NEW BUSINESS

a. Discussion and action concerning the date of the November, 2015 meeting.

The regularly scheduled EDMC November, 2015 meeting will fall on Veterans Day this year. Commissioners will need to choose a different date for the meeting.

b. Discussion and action on a recommendation of a candidate to fill William Wales' expired term.

Commissioner William Wales' term expired in December, 2014. Mr. Wales has expressed interest in continuing to serve on the commission. In addition to Mr. Wales, there is one applicant, Brenda Dehaan, for the EDMC in the talent bank. Commissioners will need to select a candidate to recommend to the Common Council at the next Regular Meeting on February 17, 2015.

5. REPORTS

a. Open Meeting Law

The City Clerk will provide commissioners with an overview of Arizona's Open Meeting Law.

b. Kingman and Mohave Manufacturers' Association (KAMMA)

Commissioner reports from those who have attended recent meetings.

c. Kingman Chamber of Commerce

Commissioner reports from those who have attended recent meetings.

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

POSTED:
City Complex: 310 N 4th St
Date: _____

Posted by: _____

Time: _____

POSTED:
Dev. Services Dept., 310 N. 4th Street
Engineering Dept., 220 N. 4th Street
Date: _____

Posted by: _____

Time: _____

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

**City Council Chambers
310 N. 4th Street
Kingman, Arizona**

7:30 a.m.

Regular Minutes

Wednesday, December 10, 2014

Members:	Officers:	Visitors Signing In:
R. Hamilton, Chairman - EXCUSED	J. Dougherty, City Manager - EXCUSED	None
M. Roberts, Vice-Chair	J. Miles, Council Liaison	
M. Cobb	G. Jeppson, Development Services Director	
C. Waalkens	E. Roper, Recording Secretary	
W. Wales		
T. Woods		
S. Yamaguchi		

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MEETING MINUTES

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

Vice-Chair Roberts called the Economic Development Marketing Commission meeting to order at 7:30 A.M. Six members were present and a quorum of members was achieved. Chairman Hamilton was excused. The pledge of allegiance was said in unison.

1. APPROVAL OF MINUTES

The Regular Meeting minutes of November 12, 2014.

Commission Waalkens made a MOTION to APPROVE the Regular Meeting minutes of November 12, 2014. Commissioner Cobb SECONDED and it was APPROVED by a vote of 6-0.

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

Update, discussion and/or possible action on the RECON booth

The International Conference of Shopping Center (ICSC) RECON convention is May 17 through 20,

2015 in the Las Vegas Convention Center. The City has leased a 10-foot-by-10-foot booth in the North Hall. The Bullhead Regional Economic Development Authority (BREDA) is seeking an adjoining booth. The reasoning for adjoining booths is to so each entity would be identified in the RECON registry and with each booth lease, there are four exposition badges. Booth leases are based on square footage, so two 10-foot by 10-foot booth cost the same as one 10-foot by 20-foot booth. However, if we leased a single larger booth, we would lose four badges and only have a singular identification in the registry.

Development Services Director Gary Jeppson stated last year one shared booth with Bullhead City was too small. Mr. Jeppson stated the goal this year was to reserve two adjoining booths and combine them. Mr. Jeppson stated each booth receives four admission passes. Mr. Jeppson stated the registration was sent in with the incorrect hall listed; he called and corrected the form to read South Hall, not North Hall.

Vice-Chair Roberts asked Mr. Jeppson when the commission would know if they could have a booth in the retailers' hall.

Mr. Jeppson stated the first of the year.

Vice-Chair Roberts asked if Bullhead City would also be able to relocate to the retailers' hall.

Mr. Jeppson stated that was the goal and each entity requested on their applications to have adjoining booths.

Commissioner Woods asked if Lake Havasu City was involved.

Mr. Jeppson stated Lake Havasu City and Mohave County were not involved.

4. NEW BUSINESS

Consideration, discussion and/or possible action on Paying the Membership Subscription to Retail Lease Trac Inc. for 2015

The City has received the invoice for the annual subscription to Retail Lease Trac's services for Arizona, California, and Nevada. The cost is \$1850 if paid before January 1, 2015. It will be \$2100 after that date. The City has budgeted \$2000 for this subscription. The service provides contact information, location threshold criteria for retailers who can potentially locate in the City. The information from this service allows staff to make contact with retailers and follow-up appointments to meet with people at the RECON convention. Staff has placed this item on the agenda to allow the Commission to decide if it would like to renew the subscription.

Commissioner Woods asked Mr. Jeppson if there were benefits to having the subscription.

Mr. Jeppson stated the subscription allowed the City to know who to contact. Mr. Jeppson stated the subscription provided information on what retailers were expanding in Arizona and their individual criteria.

Commissioner Waalkens asked if there were specific examples of businesses that established a location in Kingman due to the information provided by the subscription.

Mr. Jeppson stated he could not provide an example where the information in the subscription was the

sole source of success; however, the information helped establish contacts. Mr. Jeppson stated the contact information was helpful for making successful contacts with Jimmy John's and Hibbet Sports. Mr. Jeppson stated the City is currently trying to help another retailer find space and the information provides more successful recruitment.

Commissioner Cobb made a MOTION to APPROVE immediate payment of the subscription. Commissioner Waalkens SECONDED and it was APPROVED by a vote of 6-0.

5. 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 Waalkens stated a recent Yahoo! news article listed Kingman and Lake Havasu City as cities with the lowest education and income rates in the country. Commissioner Waalkens asked the community to encourage young people to obtain higher education and employers to help employees obtain higher education. Commissioner Waalkens stated lack of education was hindering economic development in the community. Commissioner Waalkens stated the holidays were coming and asked people to find a safe ride home if they had been drinking.

Commissioner Woods stated several new companies were looking to relocate to the Kingman airport. Commissioner Woods stated the Andy Devine Days Rodeo would be combined with the Route 66 Festival to become "The Best of the West." Commissioner Woods stated promoting the two events together would provide a better western entertainment package for tourists, especially those from Europe.

Councilmember Miles stated this was her last meeting as the EDMC council liaison. Councilmember Miles stated the councilmembers would switch next month. Councilmember Miles thanked the commissioners for their time and effort.

Commissioner Waalkens made a MOTION to ADJOURN. Commissioner Cobb SECONDED and it was APPROVED by a vote of 6-0.

ADJOURNMENT 7:46 A.M.

APPROVED:

Richard Hamilton
Economic Development Marketing Commission Chairman

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

CERTIFICATE OF ECONOMIC DEVELOPMENT MARKETING COMMISSION

I, Erin Roper, 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 Marketing Commission held on December 10, 2014.

Dated this 11th day of February, 2015

Erin Roper, Recording Secretary

MEMORANDUM

TO: The Economic Development and Marketing Commission

THROUGH: John A. Dougherty, City Manager

FROM: Gary W. Jeppson, Development Services Director

DATE: February 11, 2015

SUBJECT: Update on the RECON booth.

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The International Conference of Shopping Center (ICSC) RECON convention is May 17 through 20, 2015 in the Las Vegas Convention Center.

The City has leased a 10-foot-by-10-foot booth. The booth is CW226, which is located in the Cities of World area in the Central Hall. The Bullhead Regional Economic Development Authority (BREDA) decided not to have a booth. The South Hall booths are 20-feet by 10-feet. At this point all of the South Hall booths are leased. Attached is a map of the booth location.

Gary Jeppson

From: 2015 RECon Manager <reconexhibits@icsc.org>
Sent: Wednesday, February 04, 2015 10:12 AM
To: Gary Jeppson
Subject: ICSC RECon 2015 Exhibit Space Confirmation



RECON

**Marketplace
Mall**

Dear Gary Jeppson,

ICSC would like to thank **City of Kingman** for participating as an exhibitor at RECon 2015 taking place May 17-20, 2015 at the Las Vegas Convention Center in Las Vegas, NV. (The Leasing Mall, Marketplace Mall, and SPREE trade show floors will be open May 18th through the 20th.) This letter serves as confirmation of your exhibit space.

City of Kingman has been assigned booth number CW226.

You can view the Online Floor Plan of each hall by [CLICKING HERE](#).

EXHIBITOR PORTAL

Please note ICSC is currently switching to a new and more user friendly floor plan management system. The exhibitor portal and all important show information, including the exhibitor manual and staff badge registration, is not available at this time. A second email will be sent out later this month when the new system is available. We appreciate your patience while we finalize this transition.

RELOCATION REQUESTS PROCEDURE -

All relocation requests **must be** submitted in writing to reconexhibits@icsc.org. Only requests for available (marked purple on the floor plan) exhibit spaces will be considered. Requests for relocation via telephone will not be accepted. Due to the high volume of calls, telephone requests cannot be accepted.

***Relocation requests will be handled during the week of January 26th**

Thank you again for exhibiting with us. We look forward to working with you.

ICSC Trade Expositions Team
reconexhibits@icsc.org



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

RECEIVED

JAN 23 2015

FOR MEMBERSHIP ON THE PARKS AND REC Comm CITY OF KINGMAN
Estimated hours per month you can devote to this group: _____

Name BRENDA DEHAAN Home Phone # 928 753 4621
Address 2062 OMAHA DRIVE Alternative Phone # 928 303 8737
Zip Code 86401 WK 928 753 0735
M-F 8-5 X #4283
Email bldehaan12@gmail.com Resident Located in -
Kingman City Limits
Mohave County

Length of Residency 26 yrs Are you a registered voter? Yes No _____

If asked, I would be willing to serve on another board or Commission. Yes No _____

List other boards or commissions interested in:
ECONOMIC DEVT & MKTG
PLANNING AND ZONING

1. List your educational background. _____
Bachelor of Science in Business Administration
ACCOUNTING MAJOR. MAGNA CUM LAUD.

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.
MOHAVE COUNTY FINANCIAL SVCS - ACCOUNTANT SR 2004-CUR
MOHAVE COUNTY COMMUNITY SVCS - ACCOUNT SPECIALIST 1996-200

3. Describe your involvement in the Kingman community. _____
NONE TO DATE - TIME TO START

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.
SUPERVISE STAFF, SOLVE PROBLEMS, ANALYTICAL,
ORGANIZED, RELIABLE AND WILLING TO DONATE
MY TIME

02/03/2015 - LEFT MSG INVITING TO 02/11/15 ECONC MTG

5. Describe why you are interested in serving in this position. _____

I USE PARK SVCS AND HAVE AN INTEREST IN SEEING THEM USED TO THEIR FULL POTENTIAL

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: _____

NONE THAT I AM AWARE OF

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

Board of Adjustment	As Needed
Building Board of Appeals	As Needed
Business License Review Board	As Needed
Clean City Commission	3rd Thursday/Monthly @ 5:00PM
2 Economic Development Marketing Commission	2nd Wednesday/Monthly @ 7:30 AM
Golf Course Advisory Committee	3rd Wednesday/odd months @ 4:30PM
Historical Preservation Commission	4th Tuesday/odd months @ 5:30PM
Industrial Development Board	As Needed
Local Public Safety Personnel Retirement Board	As Needed
Municipal Property Corporation	As Needed
Municipal Utilities Commission	4th Thursday/Monthly @ 5:30 PM
1 Parks & Recreation Commission	3rd Wednesday/odd months @ 6:00PM
Personnel Board	As Needed
3 Planning & Zoning Commission	2nd Tuesday/Monthly @ 6:00PM
Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2nd Tuesday/1st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant Brenda DeHaven Date 1/21/14

Please return this application to:

City of Kingman
City Clerk's Office Fax (928) 753-6867
310 North Fourth Street
Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.