

**CITY OF KINGMAN
MEETING OF THE
TOURISM DEVELOPMENT COMMISSION**

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

7:30 a.m.

Minutes

Thursday February 5, 2015

Commissioners Present:	Staff:	Visitors Signing In:
Krystal Burge, Chair	Coral Loyd, Finance Director	See Attached
James Baker, Commissioner	Burley Hambrick, Project Manager	
Angela Patterson, Commissioner	Sandi Fellows, Recording Secretary	
Harley Pettit, Commissioner		
Larry Carver, Council Liaison		

REGULAR MEETING MINUTES

CALL TO ORDER AND ROLL CALL: Chair Burge called the meeting to order at 7:30 A.M. and the recording secretary called the roll. Vice-Chair Spear was excused, all other Commission Members were present,

1. APPROVAL OF MINUTES: The Regular Meeting Minutes of December 4, 2014. Project Manager Burley Hambrick stated that there was a minor correction to be made regarding the Regular Meeting Minutes of December 4, 2014. Mr. Hambrick clarified that the architect for the Powerhouse Improvement Project was a pre-qualified architect. Commissioner Baker made a **MOTION** to **APPROVE** the Regular Meeting Minutes of December 4, 2014 with the minor correction noted. Commissioner Pettit **SECONDED** the **MOTION** and the **MOTION CARRIED** unanimously (4-0) in favor of the motion.

2. CONSIDERATION OF PUBLIC COMMENTS:

Joe Longoria, resident of Kingman, addressed the Commission stating that he was speaking in regard to the past Tourism Development meeting when two applicants for membership on the TDC were being recommended by the Commission. Mr. Longoria stated that there was a vote by Commission Members to recommend both applicants, but then the motion did not carry for lack of a quorum. The recording secretary, Sandi Fellows, clarified that Commissioner Baker had declared a conflict of interest regarding the candidates, and therefore there were only three Commissioners to vote on the motion, which does not constitute a quorum.

3. CONSIDERATION OF ELECTING A CHAIR AND VICE-CHAIR FOR 2015:

Chair Burge stated that consideration of electing a Chair and Vice-Chair for the TDC would be deferred to the next scheduled meeting in March.

Sydney Muhle requested that her review of the Open Meeting Law be heard after Joshua Noble presented his activity and marketing report for the Kingman Visitor Center.

4. OLD BUSINESS

A. REVIEW AND ACCEPTANCE OF QUARTERLY TOURISM REPORT:

President and CEO of the Kingman Visitor Center, Joshua Noble addressed the Commission stating that with the activity and marketing report he was presenting for the months of October, November and December 2014 he would also request the third quarterly reimbursement of \$51,250.

Mr. Noble noted some of the marketing highlights, such as the Arizona Drive Guide, which was distributed mainly in Phoenix during the Super Bowl from rental car companies, and outlined activities in the Kingman area. The Facebook sweepstakes continue, ending with 6,603 likes up 1462 from September. Staff attended the Arizona Media Marketplace in Cave Creek, and handed out 19 Media Kits highlighting the history of Kingman and immediate attractions. The Media Kits have proved beneficial with the press as well as tour operators.

A German film producer covered the 2012 Fun Run in Kingman and the Arizona portion of Route 66 and Mr. Noble reported that the film has aired 13 times in Germany. The Kingman Visitor Center assisted with hotel reservations and a couple of meals and set up people to be interviewed along the way.

Mr. Noble reported that the walk-ins for the Visitor Center are down 3% from last year, but up 9% from 2012. The website continues to experience strong traffic, with over one-third of the traffic coming from the mobile site.

The Kingman Visitor Center assisted the Mohave Historical Society with the electric vehicle exhibit in the Route 66 Museum, which is receiving a lot of positive response. Chair Burge asked Mr. Noble if he had received sufficient response for volunteers for the electric car exhibit. Mr. Noble replied that they do have some names of people willing to participate through the museum and they will be contacted to assist in early spring 2015.

Commissioner Baker made a MOTION to RECOMMEND APPROVAL of the third quarterly reimbursement of \$51,250 for the Kingman Visitor Center. Commissioner Pettit SECONDED the MOTION, and the MOTION CARRIED UNANIMOUSLY (4-0) in favor of the motion.

5. REVIEW OF OPEN MEETING LAW:

City Clerk Sydney Muhle addressed the Commission to present the annual State mandated discussion on Arizona's Open Meeting Law A.R.S. 38-431 to 431-09. She stated that the Open

Meeting Law is a set of laws intended to maximize public access to the governmental process and to make certain that deliberations and proceedings are open to the public so everybody has a chance to participate and to keep public bodies from making decisions in private.

Ms. Muhle stated that Councils, Commissions and Boards of any city or town are public bodies and any laws that apply to the City Council or any commission or board also apply to subcommittees as well. She said that a meeting is a gathering of a quorum of a public body at which they discuss, propose, or take legal action, including deliberations, and can be attended by technological devices including telephone and e-mail communications, if the plans to attend using this technology are stated beforehand in the agenda.

The public body may discuss, consider, or decide only those matters listed on the agenda and other matters related thereto. Calls to the Public are not required by state statute, and public bodies may impose reasonable time, place and manner restrictions on speakers.

A quorum is a majority of the members of the public body, which is four for the Tourism Development Commission, as there are seven members on the Commission. If there is a quorum of Commission members present at a social event or gathering of any kind, City business may not be discussed. Vacant positions do not reduce the quorum requirements.

Ms. Muhle stated that caution must be used when communicating by e-mail and that Commission members should not use the “reply to all” option when e-mailing other Commission members, as this could be a violation of the Open Meeting Laws. Ms. Muhle advised that there are penalties associated with these violations that belong to the individual, and not to the City. These penalties may be up to five-hundred dollars per occurrence, and the individual may also be removed from the Commission.

Ms. Muhle stated that the Open Meeting Law protects the public and preserves their right to participate in government, protects public officials and maintains integrity of government, and ensures a better informed citizenry that builds trust between government and citizenry.

B. REVIEW AND DISCUSSION OF ROOM TAX REPORT:

Coral Loyd, Finance Director for the City of Kingman, addressed the Commission stating that the revenue collected for the past month was only \$12,717, because revenue from nearly half of the local hotels was missing from the report. Coral stated that she anticipates the remittance from the missing hotels will appear on the February report from the Arizona Department of Revenue.

Ms. Loyd stated that the delinquency adjusted table shows a decrease of 1.59% or \$3,835 less than the prior year, with the primary issue driving the decline being the lack of revenue reported from a significant number of hotels.

Coral acknowledged that this would be her final Tourism Development meeting, as she is taking a new job as Financial Director of Mohave County. Chair Burge thanked Coral for all of her help over the years regarding the Commission, and wished her well.

C. PROJECT UPDATES POWERHOUSE AND ROUTE 66 PEDESTRIAN CROSSING:

Project Manager Burley Hambrick addressed the Commission stating that he had met with the evaluation and selecting committee, and they had determined that Seabury Fritz Architects Inc., was qualified and had been selected for the Powerhouse Rehabilitation project. Seabury Fritz is currently being audited by the Arizona Department of Transportation to determine if their rates are fair and reasonable, which is one of the requirements of the federal process. Mr. Hambrick explained that if the audit goes favorably, then the City will be able to enter negotiations with them.

Mr. Hambrick stated that they are waiting for the Environmental Clearances to be completed for the Route 66 Pedestrian Crossing. Mr. Hambrick acknowledged that they expect to receive final comments by all parties involved by February 12, 2015. Mr. Hambrick went on to state that the City of Kingman has the plans for the crossing 95% complete, and once all the plans are approved, ADOT will administer the construction of the project.

Chair Burge thanked Mr. Hambrick for his report.

D. CONSIDERATION OF A RECOMMENDATION OF A PERSON TO THE TOURISM DEVELOPMENT COMMISSION:

Commissioner Baker stated that he still had a conflict of interest regarding the consideration of recommending a person to the Tourism Development Commission.

Chair Burge acknowledged that with Vice-Chair Spear not present, there would not be a quorum in place to make a motion. She noted that the recommendation of a candidate would be moved to the March TDC meeting.

6. ANNOUNCEMENTS BY COMMISSIONERS:

Chair Burge welcomed Larry Carver as the new Council Liaison for the Tourism Development Commission.

Commissioner Pettit thanked the applicants that had shown up to the meeting, and stated that he appreciated their interest in the Commission.

Commissioner Patterson mentioned that a new gallery has opened up at downtown Fourth and Beale Streets.

Commissioner Patterson made a MOTION to ADJOURN. Commissioner Pettit SECONDED the MOTION, and the MOTION CARRIED UNANIMOUSLY (4-0). Chair Burge declared the meeting adjourned at 8:04:44.

7. ADJOURNMENT: 8:04:44

APPROVED:

Kristal Burge
TDC Chairperson

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

CERTIFICATE OF TDC MINUTES

I, Sandi Fellows, Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Regular Meeting Minutes of the Tourism Development Commission held on February 5, 2014.

Dated this 7th day of May 2015.