

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

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

**7:30 a.m.**

**Regular Meeting Minutes**

**Thursday October 8, 2015**

| <b>Commissioners Present:</b>  | <b>Staff:</b>                      | <b>Visitors Signing In:</b> |
|--------------------------------|------------------------------------|-----------------------------|
| Krystal Burge, Chair           | Gary Jeppson, Staff Liaison        | See Attached                |
| Tom Spear, Vice-Chair          | John Dougherty, City Manager       |                             |
| Theresa Evans, Commissioner    | Tina Moline, Finance Director      |                             |
| Angela Patterson, Commissioner | Burley Hambrick, Project Manager   |                             |
| Harley Pettit, Commissioner    | Sandi Fellows, Recording Secretary |                             |
|                                |                                    |                             |
| Larry Carver, Council Liaison  |                                    |                             |

**REGULAR MEETING MINUTES**

**CALL TO ORDER AND ROLL CALL:** Chair Burge called the meeting to order at 7:30 AM., and the Recording Secretary called the roll. Commissioner Baker was excused, Commissioner Schroeder was unexcused. All other Commission Members were present.

- 1. APPROVAL OF MINUTES:** The Regular Meeting Minutes of September 3, 2015, and the Special Meeting Minutes of September 17, 2015.  
Mr. Hambrick noted that ‘complaint’ should instead be ‘compliant’ in the Regular Meeting Minutes of September 3, 2015. The recording secretary made the correction. Commissioner Patterson noted that the terms of the Tourism Development Commission in the September 3, 2015 packet were incorrect, and asked to be provided with an updated roster. Commissioner Pettit made a MOTION to APPROVE the Regular Meeting Minutes of September 3, 2015 with the correction and addition as noted. Vice-Chair Spear SECONDED the MOTION, and the MOTION CARRIED with UNANIMOUS (5-0) APPROVAL. Commissioner Pettit made a MOTION to APPROVE the Special Meeting Minutes of September 17, 2015 as written. Commissioner Evans SECONDED the MOTION, and the MOTION CARRIED UNANIMOUSLY (5-0).

**2. CONSIDERATION OF PUBLIC COMMENTS:**

Josh Noble, president and CEO of Kingman Visitor Center addressed the Commission and announced that the Arizona Office of Tourism is holding the AOT World Tour in Flagstaff on Tuesday, December 8, 2015. The international representatives of the commission will provide updates on what is current in their particular market. Mr. Noble stated that the Kingman Visitor Center was planning to carpool to the event, and would be glad to include any members of the Commission that would like to participate.

### **3. OLD BUSINESS**

#### **A. POWERHOUSE SIGN REHABILITATION PROJECT:**

Project Manager Burley Hambrick addressed the Commission stating that Discount Signs has completed the Powerhouse sign rehabilitation project. City forces removed the old sign bases and landscaped the area. Mr. Hambrick went on to state that the project was complete in time for the Andy Devine Days and Best of the West events. Mr. Hambrick noted that reimbursements from other entities in the Powerhouse that were advertising on the new signage were being collected, with two of the reimbursements already received by Mr. Noble. The Powerhouse sign rehabilitation had been approved for funding at \$25,000, but the project has been completed for \$12,642.66.

Mr. Hambrick stated that two Arizona Tourist Information signs were to be placed on Andy Devine Avenue, along with directional signage for the Powerhouse.

Discussion only took place. No motions were made.

#### **B. CITY OF KINGMAN'S ASSISTANT ENGINEER FRANK MARBURY WILL PROVIDE AN APPRAISAL ON THE POWERHOUSE PEDESTRIAN CROSSING PROJECT:**

Mr. Hambrick stated that he had requested Assistant Engineer Frank Marbury to provide clarification regarding the Powerhouse Pedestrian Crossing Project. Mr. Hambrick noted that he would rather Mr. Marbury present the information, as he was the person responsible for drawing the plans and specifications for the project, but had not yet arrived.

Chair Burge stated that the Commission would continue with New Business, and when Mr. Marbury arrived, he could do his presentation.

### **4. NEW BUSINESS**

#### **A. CONSIDERATION OF A FUNDING REQUEST FROM THE KINGMAN VISITOR CENTER FOR REPRINT AND DISTRIBUTION OF TRI-CITY BROCHURE:**

Mr. Noble addressed the Commission and acknowledged that the "Northern Arizona-Where Adventure, Fun & History Meet!" brochure is a cooperative marketing campaign between Kingman, Bullhead City and Lake Havasu City. The brochures are distributed in each of the three communities, along Interstate-40, Blythe, and the Colorado River. Lake Havasu and Bullhead City have already consented to renew the brochure and Mr. Noble was requesting \$4,000 from the Tourism Development Commission, if they would like to collaborate with the re-printing and distribution of another 40,000 copies of the program.

Commissioner Patterson asked why this requested expenditure was not included in Mr. Noble's quarterly funding request that he presented to the TDC the month before, or taken out of his available contingency funds. Mr. Noble explained that last year he had paid this expenditure out of the contingency fund. He went on to state that funding for the brochure would have been included in the funding agreement for the current fiscal year, but right now they are still operating at the same funding level as the previous year, due to the indecision regarding the disbanding of the Tourism Development Commission and the brochures remain unfunded.

Commissioner Patterson made a MOTION to RECOMMEND APPROVAL of the funding request for \$4,000, for reprinting and distribution of the Tri-City brochure. Commissioner Evans SECONDED the MOTION, and the MOTION CARRIED with UNANIMOUS (5-0) APPROVAL.

Frank Marbury had not arrived to present his report on the Powerhouse Pedestrian Crossing project, and Chair Burge directed staff to reschedule the presentation for the next regular TDC meeting.

**5. ANNOUNCEMENTS BY COMMISSIONERS:**

Commissioner Evans said that the Andy Devine Days Parade was really nice this year, but the car show scheduled to be held after the parade never materialized.

Vice-Chair Spear asked if a Work Session meeting had been scheduled with Council and the Tourism Development Commission. Council Liaison Larry Carver stated that the City Clerk would be working to schedule the meeting.

Commissioner Pettit made a MOTION to ADJOURN. The motion was SECONDED by Commissioner Patterson, and CARRIED UNANIMOUSLY (5-0). Chair Burge declared the meeting adjourned at 7:45:04 A.M.

**6. ADJOURNMENT 7:45:04 AM**

APPROVED:

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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 October 8, 2015.

Dated this 5<sup>th</sup> day of November 2015.