



City of Palmer
Board of Economic Development
Regular Meeting
October 7, 2024



**BOARD OF ECONOMIC DEVELOPMENT
REGULAR MEETING
OCTOBER 7, 2024, 6 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.palmerak.org**



CHAIRMAN	Lorie Koppenberg
BOARD MEMBER	Christopher Chappel
BOARD MEMBER	Trisha Sims
BOARD MEMBER	Kierre Chiders
BOARD MEMBER	Janet Kincaid
BOARD MEMBER	Lindsey Cashman
BOARD MEMBER	Louis Young

EX-OFFICIO MEMBER:
CITY MANAGER – Stephen Jellie

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Approval of Minutes of Previous Meetings
 - 1. Special Meeting of June 3, 2024
- F. Reports – Staff
- G. Audience Participation
- H. Unfinished Business
- I. New Business
- J. Committee of the Whole: Discuss IM 23-004, Discussion of City of Palmer’s Board Of Economic Development PMC 2.30 Role and responsibilities. (note: action may be taken by the board following the committee of the whole)
- K. Board Member Comments
- L. Adjournment

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Minutes

**BOARD OF ECONOMIC DEVELOPMENT
CITY OF PALMER, ALASKA**

**SPECIAL MEETING
MONDAY, JUNE 3, 2024
6:00 P.M. - COUNCIL CHAMBERS**

- A. CALL TO ORDER:**
The special meeting of the City of Palmer Board of Economic Development was called to order by Chair Koppenberg at 6:00 p.m.

- B. ROLL CALL:**
Present and constituting a quorum were Board Members:
Lorie Koppenberg, Chair Janet Kincaid
Kelsey Anderson Christopher Chappel
Lindsey Cashman
Absence(s) excused without objection:
Louis Young
Absence unexcused by unanimous vote:
Trisha Sims
Also present were:
Brad Hanson, Community Development Director

- C. PLEDGE OF ALLEGIANCE:** The Pledge was led by one of the commissioners.

- D. APPROVAL OF AGENDA:** The agenda was approved as presented by all members present.

- E. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:**
1. Regular meeting of April 15, 2024

- F. REPORTS:**
Director Hanson reported:
 - The City has continued work on the insurance settlement from the library roof collapse.
 - The contract with Wolf Architecture for the design of the new library has been extended.
 - The summer parks crew is busy with regular maintenance and special projects.

- G. AUDIENCE PARTICIPATION:**
 - Michele Kincaid
 - Monte Burtch

- H. UNFINISHED BUSINESS:**
1. Committee of the Whole: Discuss IM 23-003, Discussion of City of Palmer’s Central Downtown parking requirements (note: action may be taken by the board following the committee of the whole).

Main Motion: To enter Committee of the Whole to discuss IM 23-003 and IM 24-001.

Moved by:	Cashman
Seconded by:	Anderson
Vote:	Unanimous (Anderson, Sims, Cashman, Kincaid, Koppenberg)

Action: Motion Carried by voice vote.

[The Board entered Committee of the Whole at 6:18p.m.; exited at 8:02 p.m.]

Chair Koppenberg addressed parking in the downtown Central Business District creating economic development issues for businesses and residents. Also commented on what has been discussed at other meetings thus far in hopes of bringing new board members up to speed.

Action taken after exit from the Committee of the Whole:

Main Motion: To direct Staff to create a mailer for business and property owners within the Central Business District that invites them to the next regular BED meeting to discuss parking.

Moved by:	Anderson
Seconded by:	Cashman
Vote:	Unanimous (Anderson, Sims, Cashman, Koppenberg)
Action:	Motion Carried by voice vote.

Amendment to Main Motion: To draft a letter to the Greater Palmer Chamber of Commerce about parking within the Central Business District that they may share with their members and to allow Board Member Cashman to draft the letter.

Moved by:	Cashman
Seconded by:	Sims
Vote:	Unanimous (Anderson, Sims, Cashman, Koppenberg)
Action:	Motion Carried by voice vote.

J. NEW BUSINESS: None.

K. BOARD MEMBER COMMENTS:

Board Member Anderson:

- Thank you for a great discussion, looking forward to working with this group.

Board Member Cashman:

- Thank you for a great evening.

Chair Koppenberg:

- Welcomed new Board member Anderson.
- Appreciated the discussion and expressed interest in broadening the mindset.

L. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:32 p.m.

APPROVED by the Board of Economic Development this ___ day of _____, 2024.

Lorie Koppenberg, Chair

Brad Hanson, Community Development Director



Committee of the Whole



**CITY OF PALMER
BOARD OF ECONOMIC DEVELOPMENT
INFORMATION MEMORANDUM 24-004**

SUBJECT: Discussion of the BED's PMC 2.30

AGENDA OF: October 7, 2024

ATTACHMENTS:
1. PMC 2.30 Board of Economic Development

October Meeting Update

The City Manager Stephen Jellie would like the opportunity to meet and discuss the role and responsibilities of the City of Palmer's Board of Economic Development. This will be an opportunity for members of the Board of Economic Development to meet City Manager Jellie.

Chapter 2.30

BOARD OF ECONOMIC DEVELOPMENT

Sections:

- 2.30.005 Purpose.**
- 2.30.010 Creation.**
- 2.30.020 Duties.**
- 2.30.040 Compensation.**
- 2.30.050 Staff assistance to board.**
- 2.30.060 Quorum.**
- 2.30.070 Board chair.**
- 2.30.080 Meetings.**
- 2.30.090 Public meeting notification.**
- 2.30.100 Meetings – Rules of proceedings.**
- 2.30.110 Audience participation.**
- 2.30.120 Agenda and agenda packets.**
- 2.30.125 Order of business.**
- 2.30.130 Voting.**
- 2.30.140 Cause for removal.**
- 2.30.150 Conflict of interest.**

2.30.005 Purpose.

A. The purpose of the city of Palmer board of economic development is to develop a policy for the city of Palmer economic development plan based upon city council consideration. The plan is a statement of goals and objectives to guide the city in its provision of long-term, permanent employment opportunities, enhancement of the quality of life for city residents, highest and best land use, and maximum development of natural resources. The plan will describe the economic condition of the city and identify potential economic development areas.

B. The board shall also advise the city council on economic development issues. (Ord. 19-009 § 3, 2019; Ord. 08-004 § 3, 2008)

2.30.010 Creation.

- A. There is created a city board of economic development which shall consist of seven members.
- B. Membership should include a varied representation from categories such as, but not limited to, business, tourism, industry, education, finance, health care and the general public interest.
- C. By 2022, at least two members shall reside within city limits. (Ord. 19-009 § 3, 2019; Ord. 15-019 § 7, 2015; Ord. 08-004 § 3, 2008)

2.30.020 Duties.

The board shall:

- A. Prepare a city of Palmer economic development plan.
 - 1. The plan shall be updated annually and submitted to the council for consideration.
 - 2. The economic development plan and strategy shall be consistent with the city council policies and the city's comprehensive plan.
 - 3. The major components of the plan are:
 - a. Factual data to assure that city residents understand the current development situation as a base upon which to make decisions;
 - b. Identification of community visions and potentials (such as resources or location) that can be the basis for economic development;
 - c. Establishment of goals and intermediate objectives to point the direction of development activities, and upon which to measure progress toward satisfying long-term goals;
 - d. A strategy for development – an implementation plan of activities necessary to accomplish the city's stated goals and objectives.
 - 4. The plan shall encourage activities that:

a. Provide long-term benefits, quality of life, increased efficiencies and economies in public service, and increased permanent private sector employment to the residents of the city by strengthening and diversifying the present economic bases and encouraging and supporting new activities;

b. Have positive effects on the revenue and fiscal conditions of the city and do not impose burdensome costs to the taxpayer in excess of their positive effects.

5. The plan must recognize and support the city council's policy statement that government does not produce wealth but instead supports the private sector's efforts to advance and promote commerce.

B. Provide for research, public input, collect, analyze and disseminate information to the city council to evaluate economic development opportunities and strategies.

C. Identify impediments to economic development in the city of Palmer area imposed by all influences, such as government at all levels, and lack of transportation and energy systems necessary to support business and industry. (Ord. 19-009 § 3, 2019; Ord. 08-004 § 3, 2008)

2.30.040 Compensation.

A. Each board member shall receive \$50.00 per regular and special meeting attended in person or by teleconference.

B. A board member may decline compensation by completing the form required as provided by the city clerk. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 3, 2014; Ord. 14-008 § 3, 2014; Ord. 08-004 § 3, 2008)

2.30.050 Staff assistance to board.

A. The city manager, or designee, shall assist the board and will be the regular technical advisor of the board, but shall not have the power to vote.

B. City staff shall provide a recording clerk to the board. The recording clerk shall keep a record of board proceedings. (Ord. 19-009 § 3, 2019; Ord. 08-004 § 3, 2008)

2.30.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 19-009 § 3, 2019; Ord. 08-004 § 3, 2008)

2.30.070 Board chair.

A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.

B. In the absence of the chair, the vice chair shall exercise all the powers of chair. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 4, 2014; Ord. 08-004 § 3, 2008)

2.30.080 Meetings.

A. *Public Participation.* All meetings are open to the public and the public shall have the reasonable opportunity to be heard.

B. *Regular Meetings.* Regular board meetings shall be held at least quarterly on the first Monday of each month beginning at 6:00 p.m. in the city council chambers, unless otherwise designated by the board.

C. *Special Meetings.* A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. *Teleconferencing.*

1. A board member who will be absent from a meeting may participate in and vote at the meeting by teleconference under the following circumstances:

a. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, to include being able to hear and engage in discussion, and being audible to all persons participating in the meeting;

b. Prior to the meeting reasonable efforts are made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and/or acted upon. Access to the agenda and documents from the city's website will be considered sufficient access; and

c. All votes taken at the meeting are by roll call.

2. Board members may not use teleconferencing as a regular form of participating in meetings.

3. Board members shall provide the chair and board's technical advisor with at least 24 hours' notice of their intent to participate in a meeting via teleconference and provide sufficient contact information for purposes of setting up the teleconference, unless another length of time for notice is agreed upon by the board's technical advisor.

4. Board members are responsible for any charges incurred due to their participation in a meeting via teleconference.

5. The chair may participate in meetings by teleconference but shall not act as presiding officer of the meeting.

E. *Adjournment.* The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. *Minutes.* Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. Minutes shall be kept in accordance with best practices to ensure permanent retention of the record of proceedings and maintained in accordance with applicable local and state laws.

G. *Report to the Council.* The board shall report at least biannually to the city council on board objectives and performance. (Ord. 21-019 § 3, 2021; Ord. 19-009 § 3, 2019; Ord. 14-010 § 3, 2014; Ord. 11-001 § 3, 2011; Ord. 10-007 § 3, 2010; Ord. 08-004 § 3, 2008)

2.30.090 Public meeting notification.

- A. All public notices must include the date, time and place of a meeting.
- B. *Regular Meeting.* Public meeting notification shall be by means of publishing the agenda on the city's website five days prior to a regular meeting.
- C. *Special Meeting.* Public meeting notification shall be by means of publishing the agenda on the city's website five days prior to a special meeting. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 5, 2014; Ord. 10-007 § 4, 2010; Ord. 08-004 § 3, 2008)

2.30.100 Meetings – Rules of proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 6, 2014; Ord. 08-004 § 3, 2008)

2.30.110 Audience participation.

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 19-009 § 3, 2019; Ord. 08-004 § 3, 2008)

2.30.120 Agenda and agenda packets.

- A. The agenda for each meeting shall be prepared by the city manager, or designee, after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members. The request shall be made to allow the time frames of PMC [2.30.090](#).
- B. The city manager, or designee, shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous

meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 7, 2014; Ord. 08-019 § 3, 2008; Ord. 08-004 § 3, 2008)

2.30.125 Order of business.

At every regular meeting, the order of business shall be as follows:

- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Approval of minutes of previous meetings;
- F. Reports;
- G. Audience participation;
- H. Unfinished business;
- I. New business;
- J. Board member comments;
- K. Adjournment. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 8, 2014)

2.30.130 Voting.

- A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.
- B. The vote upon all matters considered by the board shall be taken by yes/yea or no/nay votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the member is recused due to a declaration of conflict of interest as stated in PMC [2.30.150](#).

D. The affirmative vote of at least four members shall be required for official action of the board. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 9, 2014; Ord. 08-004 § 3, 2008)

2.30.140 Cause for removal.

A. A board seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the board member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a board member;
5. Conviction of a felony involving moral turpitude;
6. Judicial determination that the board member is of unsound mind;
7. No longer physically resides in the city if it was a requirement of a member's appointment; and
8. Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a board member may be removed by the council if, during any 12-month period while in office:

1. The board member is absent from three meetings without excuse; or
2. The board member is absent from six meetings.
3. Absence from a meeting for good and sufficient cause shall be provided to the chair and board's technical advisor prior to the meeting. The board will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the board. The absence will be presumed unexcused if notification of the absence is not received prior

to the meeting. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 10, 2014; Ord. 10-007 § 5, 2010; Ord. 08-004 § 3, 2008)

2.30.150 Conflict of interest.

- A. A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter;
- B. The chair shall rule on the request to be excused from discussion and vote;
- C. The decision of the chair on the request may be overridden by a majority vote of the board and shall be decided without debate. (Ord. 19-009 § 3, 2019; Ord. 14-016 § 11, 2014)

The Palmer Municipal Code is current through Resolution 24-035, passed August 27, 2024.

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.palmerak.org](http://www.palmerak.org)

[Hosted by General Code.](#)