

**BOARD OF ECONOMIC DEVELOPMENT  
CITY OF PALMER, ALASKA  
REGULAR MEETING  
MONDAY, JANUARY 7, 2019  
6:00 P.M. - COUNCIL CHAMBERS**

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**A. CALL TO ORDER:**

The regular meeting of the City of Palmer Board of Economic Development was called to order by Chair Silva at 6:00 p.m.

**B. ROLL CALL:**

Present and constituting a quorum were Board Members:

Dusty Silva, Chair	Christopher Chappel (via teleconference)
Lorie Koppenberg	Barbara Hunt
Peter Christopher	Janet Kincaid

Excused absence:

Kelly Turney, Vice Chair

Ex-Officio member present:

David Fuller, Palmer City Council

Also present were:

Brad Hanson, Community Development Director

Pam Whitehead, Recording Secretary

Edna DeVries, Mayor (in the audience)

Gina Davis, Finance Director

**C. PLEDGE OF ALLEGIANCE:** The Pledge was led by Board Member Koppenberg.

**D. APPROVAL OF AGENDA:**

The Agenda was unanimously approved as presented by all members present. There were no objections.

[Kincaid, Christopher, Koppenberg, Hunt, Chappel, Silva; *Absent:* Turney]

**E. MINUTES OF PREVIOUS MEETING:**

The Minutes of the **December 3, 2018 Regular Meeting** were unanimously approved as presented by all members present. There were no objections.

[Kincaid, Christopher, Koppenberg, Hunt, Chappel, Silva; *Absent:* Turney]

**F. AUDIENCE PARTICIPATION:**

There were no audience members wishing to speak on a topic not on the agenda.

**G. REPORTS:**

1. Boards and Commission Report – Director Hanson

- Called attention to the written memo in the packet reporting December 2018 activity of the City Council and the other City Boards and Commissions;
- Discussed Airframes Alaska/Alaskan Bushwheels/Alaska Tent & Tarp plans to move to Palmer;
- Reported/discussed the award through the Borough of an EPA Brownfields Grant (\$55,000) for area-wide planning in Downtown Palmer; full information will be presented by Stantec to the January 8 City Council meeting tomorrow;
- Responded to board member questions.

2. Work Plan Activities Report:

- The 2019 Annual Work Plan was reviewed; there were no additions or updates;
- Chair Silva recommended the Board review the Economic Development Strategic Plan in advance of the BED/City Council Joint Meeting in February.

3. Manager/Staff Report: There was no additional staff report.

**H. UNFINISHED BUSINESS:**

1. Committee of the Whole to Discuss PMC 5.28 Roving Vendors (note: action may be taken by the Board following the committee of the whole)

**Main Motion: To enter Committee of the Whole for open and ease of discussion regarding PMC 5.28 Roving Vendors.**

Moved by:	Christopher
Seconded by:	Koppenberg
Action:	Motion Carried Unanimously by roll call voice vote of all members present,
In favor:	Kincaid, Christopher, Koppenberg, Hunt, Chappel, Silva
Opposed:	None
Absent:	Turney

[The Board entered Committee of the Whole at 6:21 p.m.; exited at 7:55 p.m.]

Director Hanson provided a staff report explaining the draft ordinance and asked the Board to review and recommend changes or additions.

Lengthy Committee of the Whole discussion included:

- Clarification and comments/recommendations regarding itinerant vendor, mobile vendor, stationary vendor, licensing requirements, exemptions, standards of operation, types of equipment, signage, parking, geographical restrictions, prohibitions, and insurance requirements.
- Finance Director Gina Davis was present to answer questions related to licensing. [Chair Silva called a brief break at 7:49 p.m.; the meeting resumed at 7:52 p.m.]
- Director Hanson clarified that it would be unlawful for any "itinerant vendor" to engage in door-to-door sales.

[The Board exited Committee of the Whole at 7:55 p.m. by roll call vote of all members present. There were no objections.]

[Kincaid, Christopher, Koppenberg, Hunt, Chappel, Silva; *Absent:* Turney]

There was no action taken following Committee of the Whole.

**I. NEW BUSINESS:** None.

**J. BOARD MEMBER COMMENTS:**

**Board Member Koppenberg:**

- Wished everyone a Happy New Year;
- Spoke in appreciation of the time and effort put into the proposed itinerant vendor ordinance by Director Hanson, noting agreement on the importance of being proactive in addressing this issue.

**Council Member Fuller:**

- Also commented in agreement with the good work done; noted there needs to be more clarification and definition.

**Board Member Hunt:**

- Inquired on the time table for the Itinerant Vendor Ordinance and looks forward to continuing to work on it;
- Suggested some of the questions raised tonight might be discussed with the City Council at the joint meeting next month, advocated for having the ordinance in place by summer.

**Board Member Kincaid:**

- Suggested that Director Hanson revise the draft per the discussions and mail it to Board members for review and comment prior to the February joint meeting with the Council, noting that the February 4 Regular Meeting will be cancelled.
- Commented concerning the Alaska State Fair in danger of losing its liquor license; commented in favor of the State Fair retaining its license;
- Spoke to the huge turnout at the recent Legislative Town Hall;
- Invited board members to come to the Valley Recycling Luncheon and fundraiser on February 28 – “Shake, Rattle, and Recycle.” It’s a fun event.

**Board Member Christopher:**

- Also thanked Director Hanson for the substantial hard work on the draft ordinance;
- Wished everyone a Happy New Year.

**Chair Silva:**

- Recognized Mayor DeVries and Finance Director Davis for their attendance at the meeting and commended Director Hanson for the work on the ordinance.
- Noted the agenda for City Council February 5 joint meeting is currently: Recap of the 2018 Board Accomplishments; 2019 Board Projects and Goals; Other Matters Related to the Board, and City Council Direction to the Board; other suggestions should be forwarded to either her or Brad by tomorrow.

**K. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:03 p.m.

**APPROVED by the Board of Economic Development this \_\_\_\_ day of \_\_\_\_\_, 2019.**

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Dusty Silva, Chair

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Brad Hanson, Community Development Director