



**City of Saxman  
City Council Special Meeting  
June 26, 2023  
5:30 PM**

## **MINUTES**

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### **Call to Order**

Mayor Seludo called the meeting to order at 5:43 PM.

### **Prayer**

Invocation by Councilor Watson.

### **Roll Call/Quorum**

#### **PRESENT**

Mayor Frank Seludo  
Council Member Rick Makua  
Council Member Billy Joe Thomas  
Council Member Denny Blair  
Council Member Norman Natkong Sr.  
Council Member Woody Watson  
Council Member Gabriella Blair

Also present:

Brianna Berg - Interim City Clerk

Anna Laffrey with the Ketchikan Daily News

### **Public Comments**

Gabe Blair mentioned that John Clint Sherwood mentioned that we should add a community greenhouse on our CDC list. Mayor Seludo mentioned he will note that.

### **Consideration of the Agenda**

*A motion was made to use the Agenda as a guide.*

Motion made by Council Member Watson, Seconded by Council Member Thomas.  
Voting Yea: Mayor Seludo, Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

*Motion Passed.*

**Consent Agenda:** *Matters listed under the consent agenda are routine and will be enacted by one motion and one vote. There will be no separate discussion on these items. If the Mayor or council member requests discussion, that item will be removed from the consent calendar and will be considered under "Unfinished Business".*

*A motion was made to approve Consent Agenda Items #1-4.*

Motion made by Council Member Thomas, Seconded by Council Member Watson.

Voting Yea: Mayor Seludo, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

Motion Passes.

1. June 23, 2023 Finance Meeting Minutes

Background: Finance Meeting Minutes presented for Approval.

2. June 23, 2023 Finance Meeting Recommendations

Background: Meeting Recommendations presented for the Council's approval.

3. May 31, 2023 Special Meeting Minutes

Background: Meeting Minutes presented for Approval.

4. May 26, 2023 Special Meeting Minutes

Background: Meeting Minutes presented for Approval.

## **Old Business**

There was no Old Business.

## **New Business**

5. Resolution #06.2023.06

Background: A Resolution authorizing the Entity to enter into a payment contract for any outstanding balance and the FY 2024 Notice of Deposit Contribution.

*"Possible Motion: I make a motion to approve Resolution #06.2023.06 A Resolution authorizing the Entity to enter into a payment contract for any outstanding balance and the FY 2024 Notice of Deposit Contribution."*

Mayor Seludo and the Council requested that line item number 5; Resolution #06.2023.06 "A Resolution authorizing the Entity to enter into a payment contract for any outstanding balance and the FY 2024 Notice of Deposit Contribution" be moved to a Special Meeting on Friday, June 30th, 2023 at 5:00 PM under New Business. Due to waiting on further information on property insurance details and contract terms.

6. City Clerk Position

Background: Discussion of the City Clerk Position.

### **Discussion:**

The Council questioned whether the in house employees looking into the position would have to apply or just inform the proper personnel that they are interested in the position? And they questioned whether there is a policy in place in terms of this event?

The personnel policies of the City Clerk and the 2015 Personnel Policy were reviewed to determine the outline of this event. It came to the conclusion by Mayor Seludo and the Council that; Mayor Seludo himself will post the City Clerk Position in house and notify all employees immediately after this meeting and will keep posted for 5-days. The close date will be on June 30, 2023, at 12:00 PM, to give enough time to add information to the Special Meeting on Friday, June 30th, 2023, at 5:00 PM.

Decision on the Table:

The Council will decide if they are going to post the application to the public or post within in house first?

The City Clerk Position will be opened up in house effective immediately following tonight's meeting and remain effective through Friday, June 30th at 12:00 PM.

*There was a motion made to post the City Clerk's Position in house with the end date of Friday, June 30th at 12:00 PM.*

Motion made by Council Member Thomas, Seconded by Council Member Blair. Voting Yea: Mayor Seludo, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

*Motion Passes.*

7. Ketchikan Dribbler's League Letter to Council

Background: Ketchikan Dribbler's League is requesting forgiveness on their due balance for the Spring Gymnasium Rental. A letter will be provided to the Council for review and decision.

**Discussion:**

*Vice Mayor Thomas:* I am on board meeting halfway with KDL due balance.

*Councilor Watson:* I will go along with the Majority Vote.

*Councilor D. Blair:* We need to ensure this does not happen in the future. Have something in writing.

*Councilor G. Blair:* We have forgiven more for other entities/people. I will go with the Majority Vote.

*There was a motion made to meet halfway with Ketchikan Dribbler's League with their past due balance.*

**Notes for Administrative Staff:**

*Ensure a plan is implemented with KDL for the next season to ensure contract terms are clear for reservations and payments. Also ensure that there is a clear timeline of when payments are due and ensure they are paying the current hourly rate for gym useage with a proper deposit. A contract should be reviewed by staff.*

KDL should be notified of the Council's Decision.

**Roll Call Vote:**

Voting Yea: Councilor Makua, Vice Mayor Thomas, Councilor D. Blair, Councilor NATkong SR, Councilor Watson, Councilor G. Blair.

Voting Nay: Mayor Frank Seludo.

Motion made by Council Member Makua, Seconded by Council Member Thomas.  
Voting Yea: Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair  
Voting Nay: Mayor Seludo

*Motion Passes.*

8. VPSO

**Background:** Discussion on the status of the VPSO.

Mayor Seludo led the discussion by informing the Council that we no longer have a VPSO. He resigned on June 21, 2023.

Mayor Seludo asked the Council "What do we want to decide in this meeting?" "Do we want to begin the process of hiring another VPSO?"

**Discussion:**

*Vice Mayor Thomas:* Does THRHA charge every village for 1/2 rent? Mayor Seludo answer "Yes".

The Council questioned whether they can also be part of the interview process? Mayor Seludo will look into.

The Council requested that we find a better way to dispatch the VPSO and obtain a phone number in the future.

*Councilor G. Blair:* I think that we do need a VPSO. We do not qualify for VPSO standards. The State Troopers did make it clear that they are short handed, so it would be difficult to get assistance out here quickly. All in all I do not see the need for one.

*Vice Mayor Thomas:* I do not like interrogation from VPSO. As long as they do their job as intended then I will consider. The track record for the VPSO has not been good in this village. I would like someone who focuses on community relationships rather than full police force interrogation.

*Councilor D. Blair:* I agree with Councilor G. Blair. I do not see the need for a VPSO.

*Councilor Watson:* I think we need one for security business.

*Councilor Natkong:* It is nice to have dependable VPSO. Who makes appearance will benefit us better.

*Mayor Seludo:* If we move forward we need to have an updated MOA/MOU to get that done. He will look into the previous MOU. And pull previous documentation we had on file for this and work with personnel with T&H.

Mayor Seludo requests that the Council decide whether we want to move forward with hiring a new VPSO. If so he will start working on the contract so we can open Saxman up as a spot. We can have zoom/in person meetings for hiring.

*A motion was made to move forward with opening Saxman back up for applications for a VPSO.*

Motion made by Council Member Watson, Seconded by Council Member Makua.  
Voting Yea: Mayor Seludo, Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson

Voting Nay: Council Member Blair

Roll Call Vote:

Voting Yea: Mayor Seludo, Councilor Makua, Vice Mayor Thomas, Councilor D. Blair, Councilor Natkong, Councilor Watson

Voting No: Councilor G. Blair

*Motion Passes.*

Councilor G. Blair requests that the administrative staff obtain the MOU and budget.

**Executive Session Procedure:** *Motion is made stating the subject matter to be discussed and then voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled separate from the other.*

Mayor Seludo called for Executive Session to be entered in at 6:41 pm. He then called for a five minute recess.

Executive Session resumes at 6:52 PM. Vice Mayor Thomas requested that the Interim City Clerk be excused from the room.

9. City Administrator Position

Background: The City Council will discuss the status of the City Administrator position.

The Council went into discussion in regards of the City Administrator Position. They mentioned they will go over the City Administrator Job Description and will meet when ready to move forward by the 14th.

The Council will review the Job Description and note any changes/concerns they want to review and will schedule a meeting when this is completed.

10. Mayor's Salary

Background: Discussion on the Mayor's Salary/Interim City Administrator Pay.

*A directive was made to increase the Mayor's Salary when in absence of a City Administrator to \$1300 instead of \$1150 and to include his normal \$650 Mayor Salary pay with this. A directive was given to the City Clerk to amend the codified ordinance and follow the process. Effective Immediately.*

*Directive was given to proceed with providing the Mayor retro pay on the amended coded ordinance when it is passed. It will be pulled from FY 2023 from the City Administrator wages. The back pay will be in the amount of \$3200 for the time period of April - July worked where he did not receive this increase pay.*

There was a motion made to come out of executive session.

Motion made by Council Member Watson, Seconded by Council Member Blair.

Voting Yea: Mayor Seludo, Council Member Makua, Council Member Thomas, Council

Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

Motion Passes. We are out of executive session at 7:44 PM.

**Public Hearings:** *After the reading of each draft Ordinance the Mayor will ask for comments from the public. After public comments are closed by the Mayor motions may be made.*

## **Unfinished Business**

### **Staff Reports**

**City Administrator Report/Mayor Report:** R. Sero went to training for Water Treatment Provisional One Class. We are waiting to see whether or not he has passed. The roads are getting fixed. I received a letter from the KGB on our EMS fees.

Before Blueberry Festival; Merkowski wants to hold a public meeting.

Our accounting firm wants to meet once a week.

BGC Coordinators came down talk.

ANTHC will be coming down here to look at Water Plant & Get UPS system & Generator. Cost us \$8000. We will coordinate with Sarah with ARWA. Install some UPS. And think about Surge Protectors on Building. 8000 out of the water plant maintenance budget. Will happen.

Alarm panel talked to Advanced Communications. Has one panel in town - if company if town no go then we will get it.

After we figure out how much money we get from sales tax revenue we will get a generator that will run both of those buildings.

Water truck getting fixed.

#### 11. Water Operator Report

**Background:** The Water Plant Operator will provide a written water operator report for May and June.

A written report was presented for the Council.

*There was a motion made to accept the Mayor/Interim City Administrator Report and the Water Operator Report.*

Motion made by Council Member Watson, Seconded by Council Member Thomas.  
Voting Yea: Mayor Seludo, Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

*Motion Passes.*

## **Next Meeting Dates:**

#### 12. July Calendar

**Background:** Presentation of the July Calendar.

The Council requested that the Administrative Staff add a Seaport Meeting on July 13, 2023 at 5:00 PM in regards of the Moorage Slips.

### **Council/Mayor Comments**

*Councilor G. Blair:* Productive Meeting. We got a lot down we are at midpoint in year.

*Councilor Watson:* Good Meeting. I am glad we got done what we did. Thanks staff.

*Councilor Natkong:* Good meeting. We got a lot accomplished. I am glad we are moving ahead.

*Councilor D. Blair:* Good Meeting.

*Councilor Makua:* Keep it up and you'll be Mayor next time too.

*Vice Mayor Thomas:* We got a lot of good input. Good meeting. Thank you Mayor Seludo and City Clerk for the good input. Hopefully we can get a good administrator soon.

*Mayor Seludo:* Thank you all for showing up. Lot of negative and positive input. I am hoping this week we can get these potholes done and have the STVFD show R. Sero how to flush the hydrants.

### **Adjournment**

*There was a motion made to adjourn.*

Motion made by Council Member Thomas, Seconded by Council Member Blair.

Voting Yea: Mayor Seludo, Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

Motion Passes. Meeting adjourned at 8:17 PM.

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Frank H. Seludo, Mayor

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Brianna Berg, Interim City Clerk