



**City of Saxman
City Council Special Meeting
March 30, 2023
4:30 PM**

MINUTES

Call to Order

The meeting was called to order at 4:38 PM by Mayor Seludo.

Prayer

Invocation by Councilor Watson.

Roll Call/Quorum

PRESENT

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

ABSENT

Council Member Denny Blair

Public Comments

Ryan Neller requested to speak for public comment to inform the Council of his background and of his purpose of attending the meeting. He mentioned that he is eager to understand community decision making around tourism and the impact tourism has on local community culture, live impacts and manage tourism in terms of community development. He would like to gain perspective on the voices of the people in Saxman and has completed a few interviews. He will be writing a report and return in December to hand the report in person. He also requested that he be invited to attend the next Totem and Tourism Committee Meeting on April 11, 2023 for a presentation.

Mayor Seludo requested that he reach out to the Administrative Staff whereas they will ensure he can attend and present at the next Totem and Tourism Committee Meeting on April 11, 2023.

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.*

The Council requested that the City Clerk position be held as public open discussion and the City Administrator be held in Executive Session following the City Clerk discussion.

1. City Clerk/Administrator Position

Background: The Council will discuss the options for the City Clerk/Administrator Position.

City Clerk Position Discussion:

The Deputy Clerk will be filling in as the interim City Clerk temporarily until the City Council fills the position. The Council requested that the City Clerk job description duties and listed wages be updated for posting the application. For the meantime, the Council requested to have the Deputy Clerk fill in as the interim City Clerk temporarily and to enroll in online Robert's Rules training. The Council agreed to increase the Deputy Clerk's current hourly wage to compensate for the additional duties that will incur. They will start on the low end and can increase if needed based on job workload.

There was a motion made to increase the Deputy Clerk's hourly wage to by \$5.00 for a hourly wage of \$28.00 temporarily while she is the interim City Clerk. Pay can be considered and presented for increase based on job workload. The pay increase will be back dated to the last Council Meeting that was held on the 15th of March.

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

The Mayor called for Roll Call Vote:

Voting Yea: 6

Voting Nay: 0

Abstain: 1

Motion Passed.

Council Comments:

Councilor Watson: I agree with implementing an increased temporary pay while the Deputy Clerk fills in for the City Clerk position. This will be until we fill the position.

Councilor Natkong: I agree with Councilor Watson. That plan sounds appropriate.

Councilor G. Blair: I am on board with that. I would like to make sure she can handle all the Council Meetings duties. She requested that Mayor Seludo reach out to AML to see if there are any training opportunities for Robert's Rules online. This can be brought to the Regular Meeting.

Vice Mayor Thomas: We need to update the wage for the City Clerk prior to posting the job application.

City Administrator Position Discussion:

A motion was made to enter into executive session.

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

Motion Passed.

Executive Session Began at 5:17 PM.

A motion was made to come out of Executive Session by Mayor Seludo.

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

Motion Passed.

Executive Session Ended at 5:57 PM.

A motion was made to authorize following up with the City's Attorney and to move forward as discussed.

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

Motion Passed.

The Council requested that the City Administrator Job be posted as soon as possible with an updated salary of \$70,000 - \$85,000 depending on experience. The application will be posted for 60 days.

Mayor Seludo will fill in as the Interim City Administrator until a new administrator is appointed by a hiring committee which will be discussed at the next Regular Meeting on April 19, 2023. The wage increase will take effect starting April 1, 2023.

Council/Mayor Comments

Councilor G. Blair: It felt good to take care of this and for the position to be posted.

Councilor Watson: I am glad we got this done. It was something we had to do. I would like to thank Brianna for all the work she has done. It does take a lot.

Councilor Natkong: Good meeting. I would like to thank the attorney for attending.

Councilor Makua: Thank you all for coming and thank you for all staying.

Mayor Seludo: Thank you all for coming.

Adjournment

There was a motion made to adjourn the meeting. Motion Passed.

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

The meeting adjourned at 5:55 PM.

Frank H. Seludo, Mayor

Brianna Berg, Interim City Clerk