



**City of Saxman  
City Council Regular Meeting  
April 17, 2024  
5:30 PM**

## **MINUTES**

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### **Call to Order**

Mayor Seludo called the meeting to order at 5:34pm.

### **Prayer**

Invocation by Council Member Watson.

### **Roll Call**

#### **PRESENT**

Mayor Frank Seludo  
Council Member Woody Watson  
Council Member Norman Natkong Sr.  
Council Member Gabe Blair  
Council Member Denny Blair

#### **ABSENT**

Vice Mayor Billy Joe Thomas  
Council Member Rick Makua

#### **ALSO PRESENT**

Marissa Medford, City Administrator

### **Public Comments**

There were no public comments.

### **Consideration of the Agenda**

*There was a motion made to use the agenda as a guide.*

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**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".*

*There was a motion made to approve the Consent Agenda item 1.*

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

All in favor.

None oppose.

*Motion passes.*

**1. Approval of March 6, 2024 Building and Ordinance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval.

Discussion: Item approved in consent agenda.

**Unfinished Business**

**2. March 6, 2024 Building and Ordinance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval. Council considered this at the previous Regular Council meeting on March 20, 2024. It was postponed for further discussion.

Discussion: Council considered this item at the previous Regular Council meeting on March 20, 2024. It was postponed for further discussion. The recommendation to forgive OVS 2022 rent was not approved by Council. OVS will be responsible for all rent owed to the City of Saxman. The City Administrator is working on the 2024 lease agreement for OVS.

**New Business**

**3. Resolution # 04.2024.04 - Supporting AKDOT & Public Facilities Planning and Design Efforts to Relocate the M/V Lituya Ferry Landing to the City of Saxman**

Background: Resolution shows the City of Saxman's support for the 2024 PIDP project.

Discussion: Council Member Gabe Blair inquired if this is the same project as in the past that didn't end up going anywhere. The City Administrator indicated that we are applying for the grant again and it is the same project. Will be adding the resolution, letters of support, and various other supporting documentation to the application narrative.

There was a motion made to accept Resolution # 04.2024.04 - Supporting AKDOT & Public Facilities Planning and Design Efforts to Relocate the M/V Lituya Ferry Landing to the City of Saxman.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**4. Resolution # 04.2024.05 - Supporting KGB Submitting a 2024 Port Infrastructure Development Grant for the Saxman Seaport Alaska Marine Highway System Ferry Dock and Terminal**

Background: Resolution shows the City of Saxman's support for the 2024 PIDP grant application.

Discussion: There was a motion made to accept Resolution # 04.2024.05 - Supporting KGB Submitting a 2024 Port Infrastructure Development Grant for the Saxman Seaport Alaska Marine Highway System Ferry Dock and Terminal.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**5. Resolution # 04.2024.06 - Confirming the KGB Mayor's Declaration of Disaster for the Loss of the South Tongass Fire Station and Emergency Apparatus**

Background: Resolution shows the City of Saxman's support for the Declaration of Disaster from the fire at STVFD on April 9, 2024.

Discussion: There was a motion made to accept Resolution # 04.2024.06 - Confirming the KGB Mayor's Declaration of Disaster for the Loss of the South Tongass Fire Station and Emergency Apparatus.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**6. Approve KGB's Procurement Code**

Background: Council will review and discuss approving KGB's Procurement Code (Chapter 11.20 Competitive Bidding Purchasing Procedures and Contracts) to follow throughout the AHFC affordable housing grant project.

Discussion: The City Administrator presented the Ketchikan Gateway Borough's Procurement Code and explained the necessity of approving the procurement code for the AHFC project. The KGB Procurement Code follows all applicable Federal and State laws. Encourages an open and transparent solicitation of proposals for a minimum advertisement period of 21 days.

There was a motion made to approve and follow KGB's Procurement Code (Chapter 11.20 Competitive Bidding Purchasing Procedures and Contracts) throughout the AHFC affordable housing grant project.

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## **7. AHFC Grant Agreement**

Background: Council will review and discuss moving forward with finalizing and submitting AHFC Grant Agreement for affordable housing project.

Discussion: The City Administrator presented the AHFC Grant Agreement to Council.

There was a motion made to move forward with finalizing and submitting AHFC Grant Agreement for affordable housing project.

Motion made by Council Member Woody Watson. Seconded by Council Member Norman Natkong Sr.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## **8. Contract for Affordable Housing Project Management/Administration Services**

Background: Council will discuss approving a contract for project management/administration services for the affordable housing project, subject to approval of grant agreement.

Discussion: The City Administrator discussed the need to utilize project management/administration services to help manage and facility the AHFC housing project.

There was a motion made to approve a contract for project management/administration services for the affordable housing project, subject to approval of grant agreement.

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## **9. STVFD Utilizing SCC Downstairs Lobby/Kitchen**

Background: The Mayor will discuss with Council regarding the STVFD utilizing SCC downstairs lobby/kitchen on Thursdays for meetings due to the loss of their station in the fire on April 9, 2024.

Discussion: Mayor Seludo discussed the STVFD need to utilize the downstairs lobby/kitchen area of SCC on Thursdays for their membership meetings. It probably wouldn't be every Thursday, but the time is typically 7pm-9pm. Need more information from Fire Chief Steve Rydeen.

Council Member Gabe Blair wants them to follow normal facility rental protocol and fill out the rental/key agreement and deposit. No charge for the facility usage and will have the deposit refunded once they return the keys.

There was a motion made to donate the use of the SCC lower lobby and kitchen area as a good gesture to the STVFD due to the loss of their station in the fire on April 9, 2024.

Motion made by Council Member Woody Watson. Seconded by Council Member Norman Natkong Sr.

All in favor.

None oppose.

*Motion passes.*

## **Staff Reports**

There was a motion made to accept all staff reports.

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

*Motion passes.*

## **10. Mayor's Report to Council**

Background: The Mayor will verbally report.

Discussion: Mayor Seludo attended the AML Infrastructure Symposium earlier in the month in Anchorage. First time the City of Saxman has attended the Infrastructure Symposium. Learned more about RUBA, water & sewer infrastructure, etc. It was recommended to send the City Administrator to in-person training but online training is also available. Continue to have meetings with AHFC and develop lots for the housing project. Meetings with the auditors and accounting team.

## **11. City Administrator's Report to Council**

Background: City Administrator Report presented for Council review and discussion.

Discussion: The City Administrator submitted a written report and is working closely with Ketchikan Gateway Borough and S.E. Conference on the 2024 PIDP Grant. Also working closely with Ketchikan Gateway Borough and Alaska Housing Finance

Corporation on the Affordable Housing Construction Grant. In the process of creating an MOA and moving forward with the grant agreement.

Officially closed on the Bear Clan lot and City of Saxman owns more land.

Accounting team meetings to discuss Teuscher Walpole's scope of work, which will continue to evolve as roles and responsibilities are clearly defined and staff are trained further. Ongoing FY23 audit. FY24 budget mod and FY25 budget.

Working on updating the OVS lease agreement.

Completed the Independent Tour Agreements for 2024. Implementing the head count slips and daily sheets for 2024 documentation/accounting purposes.

CCR Certification Form for 2023 completed and distributed to customers to maintain compliance.

Meetings with FileHold, Ketchikan Wellness Coalition, STVFD, and First Bank.

## **12. Water Operator's Report to Council**

Background: Water Operator Report presented for Council review and discussion.

Discussion: The Water Operator submitted a written report. Mayor Seludo received an email today from Sarah at ARWA and she is going to come diagnose leak issues in May. Will also have more seasonal staff starting this weekend with Spring Clean-up and will continue on with other projects (painting totems, cleaning ditches, clearing brush, etc).

## **Next Meeting Dates**

### **13. Set Late-April & May 2024 Council Meetings**

Background: Discuss and approve late-April and May 2024 calendar for Council meetings.

Discussion: Mayor Seludo wants to have a strategic planning session on Tuesday, April 30th from 10am-3pm.

Totems and Tourism meeting on Tuesday, April 23rd at 4pm. Will reevaluate more Totems and Tourism meetings and the frequency on Tuesday, April 23rd.

Finance meeting on Thursday, May 9th at 4:30pm.

Building and Ordinance meeting on Friday, May 10th at 4:30pm.

Regular City Council meeting on Wednesday, May 15th at 5:30pm.

## **Council/Mayor Comments**

Council Member Woody Watson: Good meeting. Thank you to everyone for being here. Excited that we are buying land.

Council Member Norman Natkong Sr.: Good meeting. Glad we're moving forward.

Council Member Gabe Blair: Excited to see the PIDP and AHFC grant moving forward. Likes the direction the new City Administrator is going and the forward thinking for our Community. Excited to have her on our team.

Council Member Denny Blair: Good meeting.

Mayor Frank Seludo: Good meeting.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 7:40pm.

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Frank H. Seludo, Mayor

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Marissa Medford, City Administrator