



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

AGENDA

Call to Order

Prayer

Roll Call/Quorum

Public Comments

Consideration of the Agenda

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".*

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

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."
6. City Clerk Position
Background: Discussion of the City Clerk Position.
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.

8. VPSO

Background: Discussion on the status of the VPSO.

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.

9. City Administrator Position

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

10. Mayor's Salary

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

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

[11.](#) Water Operator Report

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

Next Meeting Dates:

[12.](#) July Calendar

Background: Presentation of the July Calendar.

Council/Mayor Comments

Adjournment



City of Saxman
Finance Committee Meeting
June 23, 2023
5:00 PM

MINUTES

Call to Order

The meeting was called to order at 5:30 PM by Mayor Seludo.

Roll Call

PRESENT

Mayor Frank Seludo
Committee Member Woody Watson
Committee Member Rick Makua
Committee Member Norman Natkong Sr.

ABSENT

Vice Mayor Billy Joe Thomas
Committee Member Denny Blair
Committee Member Gabriella Blair

Public Comments

There were no public comments.

FY23 Financials

*A motion was made to recommend to the City Council approving April and May Financials.
Motion Passed.*

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

Roll Call Vote:

Voting Yea: Councilor Watson, Councilor Makua, Councilor Natkong SR, Mayor Seludo.

1. April General Fund Financials
Background: Presentation of the General Fund Financials.
2. April Water and Sewer Financials
Background: Presentation of the Water and Sewer Financials.
3. April Seaport Financials
Background: Presentation of the Seaport Financials.

Move little shed - frank will ask paul and see how much for dirt and concrete if needed
\$20,000.

4. April Cash Accounts
Background: Presentation of the Cash Accounts.
5. May General Fund Financials
Background: Presentation of the General Fund Financials.
6. May Water and Sewer Financials
Background: Presentation of the Water and Sewer Financials.
7. May Seaport Financials
Background: Presentation of the Seaport Financials.
8. May Cash Accounts
Background: Presentation of the Cash Accounts.

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 and Mayor decided that Executive Session was not necessary as Mayor Seludo met with the Accounting Firm earlier in the week to discuss matters.

9. Accounting Firm
Background: Discussion pertaining to the Accounting Firm.

Mayor Seludo reviewed the contract with the accounting firm and the only comment made was to ensure that the City of Saxman receives their invoices by the 5th of the end of each month. As well as to ensure that the invoices are itemized.

Mayor Seludo presented the invoices we have received to the Council.

Adjournment

There was a motion made to adjourn.

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

Motion Passes. Meeting adjourned at 6:35 PM.

Frank H. Seludo, Mayor

Brianna Berg, Interim City Clerk



**City of Saxman
Finance
June 23, 2023
5:00 PM**

Item 2.

RECOMMENDATIONS

1. *A motion was made to recommend to the City Council approving April and May Financials. Motion Passed.*
Motion made by Committee Member Makua, Seconded by Committee Member Watson.
Voting Yea: Mayor Seludo, Committee Member Watson, Committee Member Makua,
Committee Member Natkong Sr.



City of Saxman
City Council Special Meeting
May 31, 2023
4:30 PM

MINUTES

Call to Order

The meeting was called to order at 4:40 PM by Mayor Seludo.

Prayer

Innvocation by Councilor Watson.

Roll Call/Quorum

PRESENT

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

Public Comments

There were no public comments.

New Business

1. FY24 Budget Draft FINAL

Background: Accountant presents the FINAL round budget draft for FY24; Ord. #23-04. The first reading was recommended and passed with changes at the Special Meeting on May 30, 2023.

The Mayor called for a recess to open the floor for Public Comments at 4:58 PM and with no comments was closed at 5:00 PM.

A motion was made to pass Ordinance #23-04, FY24 Budget including ARPA Revenue Replacement FY24.

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, Council Member Blair

The Mayor called for a Roll Call Vote:

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

Voting Nay: 0

2. ARPA Revenue Replacement Budget Draft FY24

Background: Accountant presents the ARPA Revenue Replacement Budget Draft for FY24.

Council/Mayor Comments

Councilor Watson: Good job. Glad we got everything done in a timely fashion. I would like to thank the staff for their hard work.

Council G. Blair: It was nice going through this FY24 Budget and was nice to see how the City is growing.

Councilor D. Blair: No Comment.

Councilor Makua: Thank you Mr. Mayor for your hard work and thank you to the staff. I appreciate everything you do.

Vice Mayor Thomas: Thank you Mr. Mayor and Brianna for all the work put into this. I would also like to thank the Council for the good work. We are on a good path and I am excited for this new year.

Mayor Seludo: Thank you all for coming today.

Adjournment

There was a motion made to adjourn.

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 Passed at 5:03 PM.

Frank H. Seludo, Mayor

Brianna Berg, Interim City Clerk



**City of Saxman
City Council Special Meeting
May 26, 2023
5:00 PM**

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 5:10 PM.

Prayer

Innvocation by Councilor Watson.

Roll Call/Quorum

PRESENT

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

ABSENT

Council Member Rick Makua

Public Comments

Anna Laffrey from Ketchikan Daily News requested more information on the CDC/Bylaws.

Mayor Seludo mentioned that this group to formally move Saxman board has moved and passed bylaws for CDC. Mayor Seludo did mention that he serves on the board of the CDC. Formed this group to formally moved Saxman board has moved and passed bylaws for CDC. Mayor Seludo serves on the board of the CDC. Tim Lewis does not have bylaws bc he is not part of the board.

New Business

There was a motion made to consider the agenda as a guide. Motion Passed.

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

1. Ordinance 23-03

Background: This is a non-coded Ordinance memorializes the approval of capitalization of the CDC DAANAA SAATI by the City of Saxman. The first reading was

on April 27th, 2023, and will be presented for the second reading on May 26, 2023, whereas the Council should then set a date for Public Hearing.

The Council should consider to set this for Public Hearing on June 21, 2023, at the next Regular Council Meeting.

Possible Motion: "I make a motion to set Ordinance #23-03 for public hearing on June 21, 2023, at the Regular Council Meeting."

Mayor Seludo called for a recess to open the floor for public comment at 5:13 PM and with no comments was closed at 5:15 PM.

Hearing none he closed public comment on Agenda Item #1; Ordinance 23-03.

A motion was made to pass Ordinance 23-03 Approving of Capitalization of the CDC DAANAA SAATI by the City of Saxman.

The Mayor called for a Roll Call Vote.

Roll Call

Voting Yea: Mayor Frank Seludo, Vice Mayor Thomas, Councilor D. Blair, Councilor Natkong, Councilor Watson, Council G. Blair.

Voting No: 0

Motion Passed.

Motion Made by Councilor Watson, 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

2. FY23 Budget Modification FINAL #2

Background: This Budget Modification for FY23 was recommended at the Special Meeting on April 27, 2023. It should be set for Public Hearing by the Council at the Special Meeting on May 26, 2023.

"I make a motion to set Ordinance #23-02, FY23 Budget Modification #2 for Public Hearing on May __, 2023."

The Mayor called for a recess to open the floor for Public Comment at 5:17 PM and with no comments was closed at 5:19 PM.

A Motion was made to pass Ordinance #23-02 FY23 Budget Modification #2.

Motion made by Council Member Watson, Seconded by Council Member Natkong Sr..

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

The Mayor called for a Roll Call Vote

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

Voting Nay: 0

Motion Passes.

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

3. FY24 Budget Draft

Background: Accountant presents the first round budget draft for FY24.

The Mayor Called for a recess at 5:30 PM to Tuesday, May 30, 2023 at 4:30 PM, with a new draft of the FY24 Budget presented with the changes he requested be drafted in the meantime.

There will be another meeting the next day on Wednesday, May 31, 2023, for the second readings of the FY24 Budget Modification.

Resumed on 5.30.2023 at 4:30 PM.

Mayor Seludo requested the Council increase the City Administrator wages to \$130,000 just in case we get someone more experienced.

The Council agreed to remove the Deputy Clerk position and add a City Clerk and City Administrator as separate.

The Council requested to add \$27,000 to the general fund admin fees for OVS Admin Fees.

The Council requested to move road supplies to \$15,000 instead of \$20,000.

The Council mentioned that there will be enough added in the Sales Tax Revenue line item to balance the budget.

Mayor Seludo opened the floor for Public Comment at 4:45 PM and with no comments was closed at 4:47 PM.

A motion was made accept the first round of FY24 Budget and to bring to the Council at the Special Meeting on May 31, 2023 at 4:30 PM to pass Ordinance #23-03. This includes the ARPA Revenue Replacement Budget Draft FY24.

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

The Mayor Called for a Roll Call Vote:

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

Voting Nay: 0

Motion Passes.

4. ARPA Revenue Replacement Budget Draft FY24

Background: Accountant presents the ARPA Revenue Replacement Budget Draft for FY24.

Council/Mayor Comments

Councilor Watson: This was a good meeting. We got a lot done. Thank you.

Councilor Natkong: This was a good meeting. All is going well. Seems like we have a plan.

Vice Mayor Thomas: Good meeting we got a lot done.

Mayor Seludo: Thank you all for coming. I know it has been a down out the past couple of weeks but we have achieved a lot. Remember there is a Special meeting on May 31, 2023 at 4:30 PM for passing the FY24 Budget.

Adjournment

There was a motion made to adjourn.

Motion made by Council Member Watson, 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 at 6:20 PM.

Frank H. Seludo, Mayor

Brianna Berg, Interim City Clerk

City of Saxman
Route 2 Box 1
Ketchikan, AK 99901

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.

WHEREAS, the not-for-profit Alaska Municipal League Joint Insurance Association, Inc. (AMLJIA) is established under AS 21.76 to provide risk management services for Alaska municipalities, school districts and regional educational attendance areas, of which this entity is a member; and,

WHEREAS, the AMLJIA provides the pooling of risks for the purpose of self-insurance, joint purchase of insurance, claims administration and defense, loss prevention and control, and other risk management services on behalf of its members for workers' compensation, general liability, public officials liability, auto liability and property coverages; and,

WHEREAS, the entity has no other means to secure or maintain delivery of the essential public services without insurance coverage; and,

WHEREAS, the entity wishes to enter into a payment contract with the AMLJIA for the payment of any outstanding balance; and,

WHEREAS, the entity agrees to accept the terms and conditions of the FY24 payment contract; and,

WHEREAS, should the entity as a member and participant in the AMLJIA become delinquent in the payment of the approved payment contract, coverage may be cancelled;

NOW, THEREFORE, BE IT RESOLVED, the entity may enter into a FY24 payment contract with the AMLJIA.

This **RESOLUTION** shall be effective upon enactment.

PASSED and **APPROVED** by the city council of the City of Saxman this _____ day of _____.

Signed: _____ (Authorized Signatory)

Printed Name: _____

Attest: _____

Water Report for
 May + June 2023
 for the most part the
 water plant has been
 operating with out incident
 for the months of May
 + June with ~~May~~ with
 the exception of May 24
 when a power surge occurred
 at the Soda ASH Bld on
 a piece of equipment called
 the Honeywell. The surge
 caused the pumps to start
 and stop 28 times Richard
 was on duty when this occurred
 and was able to get ahead
 of Sarah Ramey and she
 was able to walk him thru
 the Reset procedure for
 the soda ASH Bld
 in the future we are going
 to need UPS for the
 Soda ASH Bld + water plant
 UPS is abbreviation for
 Uninterrupted Power Supply
 We also are still having a
 problem with the Allen
 Bradley + Honeywell
 programming for communications

Between the FCC, Allen, Bradley & the Honeywell. But for the most part the water production & distribution is without incident. Thanks in part to scheduled routine maintenance and cleaning of equipment and the Desilver and we are in the process of putting in place a maintenance log book for Repairs & Maintenance.

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4 Independence Day - Office Closed	5	6	7	8
9	10	11 Building and Ordinance Committee Meeting at 5:00 PM with Totem and Toursim to follow	12	13 Finance Committee Meeting at 5:00 PM	14	15
16	17	18	19 Regular Council Meeting at 5:30 PM	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5