



**City of Saxman**  
**City Council Regular Meeting**  
**June 24, 2024**  
**5:30 PM**

## AGENDA

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**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. Approval of May 9, 2024 Finance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval.

**New Business**

**2. Approve Award of Construction Contract for AHFC LFHI Grant**

Background: Council will discuss approving award of a contract to Dawson Construction, LLC. in the amount of \$4,900,000 for the AHFC LFHI grant (Saxman Housing Development Project).

**3. Approve Award of Project Management Services Contract for AHFC LFHI Grant**

Background: Council will discuss approving award of a contract for Project Management Services to ProHNS, LLC. in the not to exceed amount of \$121,745 for AHFC LFHI grant (Saxman Housing Development Project).

**4. Approve KGB Fire & EMS Contract for City of Saxman**

Background: Council will discuss approving the KGB Fire & Emergency Medical Services contract for the City of Saxman.

**5. Approve FY25 AMLJIA Payment Contract**

Background: Council will discuss approving FY25 AMLJIA payment contract.

**Staff Reports**

**6. Mayor's Report to Council**

Background: The Mayor will verbally report.

**7. City Administrator's Report to Council**

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

**8. Water Operator's Report to Council**

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

**9. Set Late-June & July 2024 Council Meetings**

Background: Discuss and approve late-June and July 2024 calendar for Council meetings.

**Council/Mayor Comments**

**Adjournment**



**City of Saxman  
Finance Committee Meeting  
May 09, 2024  
4:30 PM**

## **MINUTES**

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### **Call to Order**

Mayor Frank Seludo called the meeting to order at 5:05pm.

### **Roll Call**

#### **PRESENT**

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

#### **NOT PRESENT**

Vice Mayor Billy Joe Thomas  
Council Member Gabe Blair  
Council Member Denny Blair

#### **ALSO PRESENT**

Marissa Medford, City Administrator

### **Public Comments**

There were no public comments.

### **FY24 Financials**

*There was a recommendation made to pass the April Financials as presented.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

#### **1. April Cash Accounts**

Background: Jimmie Kinder from Teuscher Walpole, LLC provided the Cash Accounts for review and discussion.

Discussion: No questions from Council on April Cash Accounts.

## 2. April General Fund Financials

Background: Jimmie Kinder from Teuscher Walpole, LLC provided the General Fund Financials for review and discussion.

Discussion: The City Administrator reviewed the General Fund Financials with Council and presented the notes that Bret Raby and Jimmie Kinder from Teuscher Walpole, LLC provided. A new fund will be created for the AHFC LFHI grant project. Many items will be addressed in the budget mod.

Fund 3 City Clerk Mayor Seludo noted that some of our seasonal wages can come out of 5001-Wages in this fund.

Fund 6 Roads Mayor Seludo recommends that we order sand for the roads for the winter from SECON and road patch and ice melt from Three Bears/ACE. Pull the funds from 7072-Loader Expense. Get estimates from SECON and Three Bears/ACE before purchasing.

Fund 34 Fire Department Mayor Seludo wants to ensure the heat pump is fully hooked-up with electricity. Would like Public Works to see if there is a hot water tank and if so, to turn the hot water off.

## 3. April Water and Sewer Financials

Background: Jimmie Kinder from Teuscher Walpole, LLC provided the Water and Sewer Financials for review and discussion.

Discussion: Mayor Seludo would like the Public Works Department to remove graffiti and repaint the Booster Station (5208).

## 4. April Seaport Financials

Background: Jimmie Kinder from Teuscher Walpole, LLC provided the Seaport Financials for review and discussion.

Discussion: No questions from Council on April Seaport Financials.

## New Business

### 5. Ordinance #24-01 FY24 Budget Modification #1

Background: Introduction and first reading of Ordinance #24-01 FY24 Budget Modification #1.

Discussion: The City Administrator reviewed the FY24 Budget Mod with Council and presented the notes that Bret Raby and Jimmie Kinder from Teuscher Walpole, LLC provided.

General Fund 4620 and 4621 explanation of tourism revenue and fees.

VPSO 4003 can move this money that was allocated for wages.

Community/City Hall 5550 Advanced Communications Camera Overhaul needs to stay in FY24.

No questions from Council for FY24 Water and Sewer Budget Mod.

No questions from Council for FY24 Seaport Budget Mod.

*There was a recommendation made to accept the introduction and first reading of Ordinance #24-01 FY24 Budget Modification #1 as presented.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**6. AHFC LFHI RFP**

Background: Council will review and discuss approving the AHFC LFHI RFP for affordable housing project.

Discussion: The City Administrator reviewed the AHFC LFHI RFP with Council.

*There was a recommendation made to approve and accept the AHFC LFHI RFP as presented.*

Motion made by Council Member Rick Makua. Seconded by Council Member Woody Watson.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**Council Comments**

Council Member Woody Watson: It was a good meeting and we were able to get a lot accomplished. It's nice to see that we are moving ahead on the housing project.

Council Member Norman Natkong Sr.: It was a good meeting and glad we are moving ahead on our projects.

**Adjournment**

*There was a motion made to adjourn the meeting.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 6:51pm.

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Frank H. Seludo, Mayor



**City of Saxman  
Finance Committee Meeting  
May 9, 2024  
4:30 PM**

**RECOMMENDATIONS**

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1. *There was a recommendation made to pass the April Financials as presented.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

2. *There was a recommendation made to accept the introduction and first reading of Ordinance #24-01 FY24 Budget Modification #1 as presented.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

3. *There was a recommendation made to approve and accept the AHFC LFHI RFP as presented.*

Motion made by Council Member Rick Makua. Seconded by Council Member Woody Watson.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

Marissa Medford  
City Administrator Report  
May/June 2024

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City of Saxman Council:

Having weekly meetings (at minimum) with Cynna Gubatayao, Peter Amylon, and Amy Briggs from the Ketchikan Gateway Borough regarding the Alaska Housing Finance Corporation (AHFC) Last Frontier Housing Initiative (LFHI) Grant. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this project.

There was a Pre-Proposal Site Visit on May 22, 2024 at 2:00pm for any potential bidders to take a look at the five proposed lots. Two potential bidders showed up for the site visit. Amy Briggs and Morgan Barry from KGB helped me to facilitate the site visit.

- Request for Proposals (RFP) with Ketchikan Gateway Borough closed on June 11, 2024 at 3:00pm.
- Proposal Review Team (PRT) met on June 13, 2024 at 2:00pm. PRT included Morgan Barry, Cynna Gubatayao, Frank Maloney, and myself. Amy Briggs facilitated the meeting and bidder interviews.
- Notice of Intent to Award (NOITA) issued on June 14, 2024.

We received two proposals—Dawson Construction and Marble Construction—for the affordable housing development project (AHFC LFHI Grant). After the PRT meeting and interviews were conducted, I issued the Notice of Intent to Award on the behalf of the City of Saxman. Dawson Construction won the bid for the project. Dawson’s plan is to construct three (3) 2-bedroom units fourplexes and one (1) 2-bedroom units duplex utilizing three of our lots. Appeal period ends today at 5:00pm. Now that we have issued the NOITA, we can move forward with the contract for the Project Management Service contract. Andy Petroni of AHFC notified me this morning that we are the first community to complete their RFP and they are very excited to see construction begin.

Capital Title and Escrow ran the Title Reports for all lots that will be utilized for the AHFC LFHI Grant. Nothing has been filed in error on any of the lots.

Alpine Real Estate is working on Brokers Opinion of Value report for all lots that will be utilized for the AHFC LFHI Grant. This will ensure we have an accurate land value to submit for our match requirement. Will be reaching out to update him on the three lots that were selected for development.

GT Landy Surveying, LLC flagged all property lines for Lot 2 Block 3 of USS 1652 located at 2707 Bear Clan for site development.

Accounting meetings to discuss:



- Teuscher Walpole’s scope of work—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Ongoing Elgee Rehfeld FY23 audit.
- Budget for FY25.
- Submitted FY25 Community Assistance Program (CAP) application.
- SLFRF Treasury Portal Access.

Renewed City of Saxman Aetna Health Insurance for FY25.

There was another water emergency in early/mid-June where \$14,650 was spent on emergency water deliveries for the 802 tank. With the water emergency in mid-March that puts us at about \$27,000 in emergency water deliveries in the past three months.

Norman Natkong Jr. has completed the wings for the Eagle Pole and has been paid out in full for this contract.

Submitted pictures of the completed Rock Oysterman Pole to KGB so they could initiate the transfer of the funds for the final milestone payment for Jon Rowan. Funds were scheduled to be transferred on June 18, 2024.

LC Refrigeration will be dropping off the Ice Machine that OVS ordered with their grant funds to the SCC kitchen by the end of the week.

Completed the State of Alaska Fire Marshall corrections at SCC with assistance from Public Works. Corrections were reviewed and approved.

Met with Steve Rydeen, Fire Chief and Ruben Duran, Borough Manager to discuss the Fire and EMS services contract. I was able to negotiate the payment structure. For FY25, instead of owing the \$84,320 we will owe \$50,000. This will allow us the necessary time to look into how our fees are structured and make necessary adjustments.

Met with Erin Traudt from Ketchikan Wellness Coalition to discuss the tentative date for the Alaska Blanket Exercise (ABE) in partnership with ANTHC. I have attached information regarding the ABE from ANTHC below. Erin emailed the flyer for the Introduction to the Prevention Core Competencies for Prevention Professionals 3-day training conducted by The National Indian Education Association at the Ted Ferry Civic Center from July 30-August 1, 2024. We will distribute the flyer so people can start signing up. We also tentatively discussed a drug take back event in Saxman. Still working on solidifying the date for that event.

Met with Joan Travostino twice to review the Three Bears Lease and discuss potential upcoming projects (PIDP Grant, KAPA, etc). We are working on scheduling another meeting to include SEC to discuss the impact of the PIDP Grant.

Discovered discrepancies in tourism headcount fees from 2023 and beginning of 2024. I have remedied the situation for now and have the correct amounts being billed out from May 2024 and going forward, but this is something that will need to be reviewed by Council for the future.



*M. Medford*

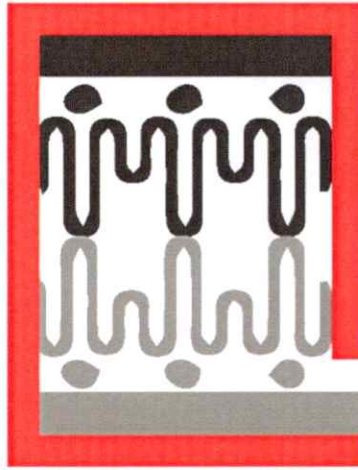
Marissa Medford

City Administrator

June 24, 2024

**Alaska Blanket Exercise**

*A participatory history lesson that fosters truth, understanding, respect and reconciliation among Indigenous and non-indigenous peoples.*



**Alaska  
Blanket  
Exercise**

Truth, understanding, respect, and reconciliation

The Alaska Blanket Exercise program is a participatory history lesson – developed in collaboration with Alaska Native Elders, knowledge keepers and educators – that fosters truth, understanding, respect, and reconciliation among Indigenous and non-indigenous peoples.

**Alaska Blanket Exercise**

[akblanketexercise@anthc.org](mailto:akblanketexercise@anthc.org)

Through an experiential learning activity, participants will walk on blankets representing the land and into the role of Alaska Native people by reading scrolls and carrying cards which ultimately determine their outcome as they literally ‘walk’ through situations that include pre-contact, colonization and resistance. This exercise was adapted from a best practice exercise use by indigenous people in Canada.

*Learning Objectives*

1. Participants will gain knowledge and understanding of Alaska Native history, since time immemorial.
2. Participants will develop an understanding of the impacts of intergenerational trauma on Alaska Native people.
3. Participants will develop an awareness of and gain an understanding of what they can do in their own lives and communities to break cycles of intergenerational trauma.

## Saxman Water Report May 2024

May was very busy at the Water Treatment Plant, with our water level down to 5.9 ft. We were also pressure testing the water main on Totem Row and Eagle ave and Totem Row and Killer Whale ave with the help of Sara Ramey of ANTHC we were able to pinpoint a couple of leaks with the correlation tester that she brought with her she is still in the process of going over the data but we were able to determine where there was a possible leak on the top of Totem Row. More testing is needed in those areas before we get the go ahead to dig anywhere. We have the gauges for the testing of Hydrants and for household spickets. Anyone with knowledge of suspected leaks should be informed to contact Saxman City Hall office. We also replaced a toilet that was leaking at the outside restrooms at the carving center. All leaks need to be treated as high priority a toilet leaking only a few gallons a min adds up to about 4,320 gallons in a 24 hour period which in a week were talking 30,000 gallons. We will always be on the lookout for leaks in our system and making sure people are using water properly and appropriately.

We kept having problems with the polymer pump and the SCD machine with these two not operating in synchronicity the filters have a hard time keeping the NTU's down which is the count of particles in the finished water, so we are constantly adjusting the polymer to the changing water conditions. With the help of everyone including the Mayor, Joe Hess, (ANTHC) Sara Ramey, (ANTHC) we came to a consensus on the polymer percentage and mixture we were back on track with the polymer and SCD machine running smoother we were able to get our NTU's down to .020 for 3 days straight and doing better for the length of the filter runs. With all the rain we were having we are doing backwashes more often, which is not a bad thing. There are more particulates in the water during these high-water levels in the reservoir and stream that leads to shorter filter runs.

With the Water Plant making water and doing good we were able to get other things done like the roads we were able to get speed bumps on Eagle Ave, and some on Killer Whale. We are not finished with Killer Whale, and we are putting one on Raven Ave when we get the rest of the hardware that is on backorder at Tyler Industrial. They will contact us soon as it gets in, we checked all other locations in Ketchikan for hardware and Tyler was the best option. We will get speed bumps installed soon as we get our order in. In the mean time we are also cutting the grass throughout Saxman and over at the entrance to 3 Bears grocery store. We are also getting our chainsaws ready for trimming the Alders throughout Saxman also.

At this time, the water plant is doing better, and we are building water in the 802 tank. The filters are doing better with fewer hang-ups than we were experiencing in the past we can concentrate on making water.

WaterOperator, RobertSero

06-17-24

