



**City of Saxman
Regular Meeting
June 16, 2021
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. May 6th Special Meeting Minutes
Background: May 6th Special Meeting Minutes for approval.
2. May 19th Regular Council Meeting Minutes
Background: May 19th Regular Council Meeting Minutes for approval.
3. June 10th Building and Ordinance Committee Minutes
Background: June 10th Building and Ordinance Committee minutes for approval.
4. Building and Ordinance Recommendations
Background: Recommendations from June 10th Building and Ordinance Committee meeting.
5. June 10th Finance Committee
Background: June 10th Finance Committee minutes for approval.
6. Finance Committee Recommendations
Background: Finance Committee recommendations
7. May's Administrator Report
Background: Administrator Report for Council Review

Old Business

New Business

8. Resolution #06.2021.03
Background: The Building and Ordinance Committee recommended Council Approval of this Resolution.

Staff Recommended Action: *"I make a motion to approve Resolution #06.2021.03 a Resolution of the Council to name an Authorized Contact for Grant Management."*

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

Executive Session *SCC 20.05.150 Only the following subjects may be discussed in an executive session: (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the City; (2) Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public*

9. Background: The Administrator requests an Executive Session with the Council to discuss matters regarding the city offices that may have a financial impact on the city.

Next Meeting Dates

10. July Meeting Calendar

Background: July Meeting calendar for review and approval.

Council/Mayor Comments

Adjournment



City of Saxman
City Council Special Meeting
May 06, 2021
4:00 PM

MINUTES

Call to Order

Meeting called to order at 4:12 PM.

Prayer

Invocation given by Councilor Watson.

Roll Call/Quorum

PRESENT

Mayor Frank Seludo
Council Member Denny Blair
Council Member Norman Natkong
Council Member Woody Watson

ABSENT

Council Member Rick Makua
Council Member Billy Joe Thomas
Council Member Gabriella Daniels

Public Comments

New Business

1. Emergency Ordinance #20-02

Background: The last Emergency Ordinance #21-01 expired in April. With the recent uptick of local CoVid-19 cases increasing the EOC risk level to level 3 it is prudent to re-instate the Emergency Ordinance that allows for no public a council meetings, meetings live streamed, an alters the 24 hour notice.

Motion made by Councilor Watson to approve Emergency Ordinance #20-02. Motion declared passed.

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

Council/Mayor Comments

Adjournment

Motion to adjourn made by Councilor Watson. Motion declared passed.

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

Meeting adjourned at 4:18 PM.



City of Saxman
Regular Meeting
May 19, 2021
5:30 PM

Item 2.

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 5:35.

Prayer

Invocation by W. Watson

Roll Call/Quorum

PRESENT

Mayor Frank Seludo
Council Member Billy Joe Thomas
Council Member Rick Makua - Late
Council Member Denny Blair
Council Member Norman Natkong
Council Member Woody Watson
Council Member Gabriella Daniels

Public Comments

The Clerk's office received no public comment.

Consideration of the Agenda

A motion was made to accept the agenda as presented. Motion passed.

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

Consent Agenda

A motion was made to approve the Consent Agenda. Motion passed.

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

1. March 17th Regular Council Meeting Minutes
Background: March 17th Regular meeting minutes to be approved.
2. April 21st Regular Council Meeting Minutes
Background: April 21 Regular Council Meeting Minutes for approval.

3. May 17th Special Meeting Minutes
Background: May 17th Special Meeting Minutes for Council approval.
 4. May 11th Building and Ordinance Committee Minutes
Background: Building and Ordinance Committee minutes for approval.
 5. May 11th Building and Ordinance Committee Meeting Recommendations
Background: Recommendations for Council approval
 6. May 13th Finance Committee Minutes
Background: Finance Committee minutes for recommendations.
- **Note the recommendations from this Committee are listed in *New Business***

Old Business

New Business

7. FY21 Budget Modification
Background: FY21 budget modification recommended by the Finance Committee for approval.

Staff recommended action: *"I make a motion to see the FY21 Budget modification for Public Hearing"*

A motion was made to set non-codified Ordinance #20-06 FY21 Budget Modification #2 for Public Hearing.

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

Motion Passes.
8. FY22 Budget
Background: FY22 recommended for Public Hearing by the Finance Committee.

Staff Recommended Action: *"I make a motion to set the FY22 Budget for Public Hearing"*

A motion was made to set non-codified Ordinance #20-07, FY22 Budget for Public Hearing.

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

Motion Passed.
9. Co-Committee OVS and COS assignments

Submitted by the Mayor

Background: The Mayor would like to discuss volunteers for a Co-Committee with OVS. This could be a very active committee and volunteers should be able to attend regularly.

Staff suggested Action: "I recommend _____ and _____ for the Co-Committee with OVS."

Background: The Mayor presents the motion topic for consideration of the Council.

Discussion. The Mayor asked for volunteers. Councilor Daniels and Vice-Mayor Thomas volunteered. The Mayor stated he would Chair. Vice-Mayor Thomas requested that the COS Clerk clerk for the meetings. Council agreed.

10. Land Sale Amendment

Background: The Building and Ordinance Committee in the May meeting recommended amending Ordinance #16.15.050 Land Sale Procedures. If the Council approves the May recommendation then setting a date for Public Hearing would be in order.

Staff Recommended Action: "I make a motion to se Ordinance Amendment #16.15.050 for Public Hearing on June 16th, the next scheduled Regular Meeting."

A motion was made to set Ordinance Amendment #21-04 (16.05.050) Land Sales Procedures, for public hearing.

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

Motion Passed.

Unfinished Business

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.*

11. Public Hearing Ordinance Amendment #21-05 Adjustment of Rental (SCC16.20.060)

Background: At the Special Meeting on Monday the Council voted to set Ordinance #21-05, Adjustment of Rental (SCC16.20.060) for Public Hearing.

The Administrator informs the Council that this Ordinance Amendment draft was recommended by the Building and Ordinance Committee in the form presented.

The Mayor opened the floor for public comment. The Clerk stated that the Clerks office did not receive any requests for comment.

The Mayor closed Public Hearing and asked the Council if there was a motion.

A motion was made to approve Ordinance Amendment #21.05 (SCC16.20.060) Adjustment of Rental.

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

Motion Passed.

Staff Reports

Executive Session

Next Meeting Dates

12. Calendar of June Meeting Dates

The Mayor asked the Council to consider a Special Meeting before the end of May to Hold a Public Hearing and move to pass the FY22 Budget and Budget Modification #2.

A motion was made to deviate from Ordinance and hold the meeting at 1:00PM on May 26, 2021

Motion made by Council Member Watson.

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

Motion Passed.

Council/Mayor Comments

Adjournment

A motion to adjourn was made.

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

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

Motion Passed.

The Mayor adjourned the meeting at 6:28 PM.

Frank Seludo, Mayor

Lori Richmond, City Clerk



Item 3.

**City of Saxman
Building and Ordinance Committee
Meeting
June 10, 2021
5:00 PM**

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 5:07.

Roll Call

PRESENT

Mayor Frank Seludo
Vice Mayor Billy Joe Thomas
Committee Member Woody Watson
Committee Member Denny Blair
Committee Member Norman Natkong

ABSENT

Committee Member Rick Makua
Committee Member Gabriella Daniels

Public Comment

There was no public comment

Consideration of the Agenda

A motion was made to approve the agenda as presented. Motion passed.

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

Old Business

There was no old business discussed.

New Business

1. Winter Service Fee

Background: The Mayor would like to charge a service fee for the maintenance of the roads during winter.

Background: The Mayor presents for consideration initiating a Winter Service Fee on the Water Sewer Utility bill. This would be a fee that specifically covers the cost of road maintenance during the winter.

W. Watson says it would be nice to give customers the option to spread it over a year.

Mayor would like a Resolution to end in one year.

B.J. Thomas Give lots of notice so the public can have a chance to give comment.

W. Watson suggested putting it in a newsletter.

The Committee requested the Clerk draft a Resolution and return to the next Building and Ordinance Committee.

2. Resolution Naming an Authorized Contact

Background: The Administrator needs a blanket permission to find, apply and report on grants. With one Resolution I am able to send it to any granting body for approval to be the Authorized Signature.

The Administrator asks the Committee to consider naming her as the Authorized Contact for Grant Management. As a resolution it would be readily available as requested by funding sources.

A motion was made to recommend that Resolution #06.2021.03 be approve by the Council. Motion passes.

Motion made by Committee Member Watson, Seconded by Committee Member Natkong.

Voting Yea: Mayor Seludo, Vice Mayor Thomas, Committee Member Watson, Committee Member Blair, Committee Member Natkong

Council Comments

Adjournment

A motion was made to adjourn the meeting at 5:39. Motion Passes.

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



**City of Saxman
Building and Ordinance Committee
Meeting
June 10, 2021
5:00 PM**

RECOMMENDATIONS

1. Resolution Naming an Authorized Contact

Background: The Administrator needs a blanket permission to find, apply and report on grants. With one Resolution I can send it to any granting body for approval to be the Authorized Signature.

The Administrator asks the Committee to consider naming her as the Authorized Contact for Grant Management. As a resolution it would be readily available as requested by funding sources.

A motion was made to recommend that Resolution #06.2021.03 be approve by the Council. Motion passes.

Motion made by Committee Member Watson, Seconded by Committee Member Natkong.

Voting Yea: Mayor Seludo, Vice Mayor Thomas, Committee Member Watson, Committee Member Blair, Committee Member Natkong



**City of Saxman
Finance
June 10, 2021
4:00 PM**

MINUTES

Call to Order

Meeting called to order at 4:26 PM

Roll Call

PRESENT

Mayor Frank Seludo
Vice Mayor Billy Joe Thomas
Committee Member Woody Watson
Committee Member Denny Blair
Committee Member Norman Natkong

ABSENT

Committee Member Rick Makua
Committee Member Gabriella Daniels

Public Comments

There was no public comment.

FY20 May Financials

1. General Fund Financials
Kayleigh Slagle presents the General Fund financials
2. Water and Sewer Financials
Kayleigh Slagle presents the Water and Sewer financials.
3. Seaport Financials
Kayleigh Slagle presents the Seaport financials
4. Seaport Balance Sheet
Kayleigh Slagle presents the Seaport financials
5. Cash Accounts
Kayleigh Slagle presents the Cash Accounts financials
W. Watson asks to recommend financials for council recommendation. Committee approved.

Adjournment

The Mayor adjourned the meeting at 5:06 PM.



**City of Saxman
Finance
June 10, 2021
4:00 PM**

Item 6.

RECOMMENDATIONS

FY20 May Financials

Recommend approval of May financials.

1. General Fund Financials
2. Water and Sewer Financials
3. Seaport Financials
4. Seaport Balance Sheet
5. Cash Accounts

W. Watson asks to recommend financials for council recommendation. Committee approved.

Administrator's Report
June 16th 2021
Reporting on May

Item 7.

City Council:

I have taken over the duties of the Grant Manager. This includes applying for new grants as well as managing the current grants. The CPV Grant for the Oyster Pole is still awaiting a carving contract. There was a trip to the Sealaska log lot to choose logs for donation by Sealaska. USFS has found \$100,000.00 to grant the tribe that will in turn be given to the City for execution. That is awaiting granting documents. The boat launch is in pre-construction engineering and the plan will be submitted for approval once finished. I have applied for \$115,000.00 from the SBA for the Shuttered Operators Venue grant. I am awaiting a decision. I am currently in the middle of applying for 4 other Federal grants.

The totems are continuing to show wear and weathering and currently we have 3 totems to be repaired and 2 to be replaced. Although there are a lot of conversations about the need of the restoration, action is difficult between lack of carvers, lack of logs and lack of funds. This continues to be a problem with no obvious solutions.

The office has received calls from independent tour operators asking if the park would be open and what the fees would be. After consulting with the Mayor we decided that since there is no stability in the cruise ship schedule we would waive registration fees. To keep from having to hire a part time worker we are asking the independents to use the honor system in dropping off tour slips.

Ketchikan Outdoors continues to violate the terms of it's lease and are often late on their payments. The financial decision has been made to not renew their lease. Staff is actively looking for new renters for the warehouse.

Crystal has unfortunately left to accept a full-time position at KPU. Loosing good employees to jobs that pay more and offer more benefits is one of the biggest challenges for the city. I can offer non-monetary incentives but with the cost of housing so high it is still difficult to keep employees without offering a competitive wage. Her position is posted as Receptionist as Deputy Clerk is a promoted position.

The Mayor, Water Plant Operator and I took a small water plant certification class and took a test. All 3 of us passed which means the city now qualifies for 5 more points on our best practices score.

As the vaccinated rate continues to climb in Ketchikan the chance of the city needing to return to a higher risk level continues to decrease. The policy group considers when and how to step down the response of the EOC and pivot to recovery operations.

Specifically, I would like to thank the counsel for their continued support. The staff appreciates the Council thanking us for our service and are proud to be of service. While Diane and I attempt to cover the responsibilities left by Crystal we ask for your patience and understanding.

Thank you for your time.

Respectfully,

Lori Richmond

City Administrator/City Clerk

A RESOLUTION of the Saxman City Council to authorize the City Administrator, Lori Richmond to be the authorized contact to apply for, accept and manage grants on the City of Saxman’s behalf.

WHEREAS, per Saxman City Code 2.30.010 Document Approval, all legal documents requiring assent of the City shall be:

- (a) Approved by the Council;
- (b) Signed by the Mayor on behalf of the City;
- (c) Attested to thereon by the Clerk. [Ord. 01-77 Ch. 11 § 1].

WHEREAS, the Council maintains the authority to appoint an *authorized contact* for certain documents that require day to day management and;

WHEREAS, The City of Saxman depends on grant allocation to provide funding for capital improvements and;

WHEREAS, the Mayor has deferred to the City Administrator the general day to day operations of City Hall and;

WHEREAS, the City Administrator has already taken many of the responsibilities of Interim Grant Manager while that position remains unfilled and;

WHEREAS, to apply for many of the state and feral grants an authorized signer must be identified to manage grant compliance.

THEREFORE, BE IT RESOLVED,

1. The City of Saxman City Council names the City Administrator, Lori Richmond, to act as the authorized signer as it relates to daily grant management.
2. The City of Saxman City Council authorizes the City Administrator, Lori Richmond, to seek out and apply for grant funding on the Cities behalf.
3. The City of Saxman City Council will require council authorization when accepting any grant.
4. The City of Saxman City Council will require a monthly report from the interim Grant Manager while this authorization is in effect.

Effective Date: This resolution is effective upon adoption.

PASSED and **APPROVED** by the Saxman City Council this 16th day of June 2021.

Frank Seludo, Mayor

ATTEST: Lori Richmond, City Clerk

June 2021

June 2021							July 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1	2	3	4	5
6	7	8 5:00pm Seaport	9	10 4:00pm Finance 5:00pm Building and Ordinance Committee Meeting	11	12
13	14	15	16 5:30pm Regular Meeting	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Jul 1	2	3