



**City of Saxman
City Council Regular Meeting
January 17, 2024
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. January 11, 2024 Finance Committee Meeting Minutes
Background: Meeting Minutes presented for Council Approval.
2. January 11, 2024 Finance Recommendations
Background: Finance Recommendations Presented for Council Approval.
3. January 11, 2024 Building and Ordinance Committee Meeting Minutes
Background: Meeting Minutes Presented for Council Approval.
4. December 30, 2023 Special Meeting Minutes
Background: Meeting Minutes Presented for Council Approval.

Old Business

New Business

5. City Administrator Update
Background: The Mayor will provide an update on the City Administrator Interview that took place on January 12, 2024, and the Council will decide next steps.
6. Oath of Office
Background: Oath of Office for Councilor G. Blair. The City Clerk will assist the new Council Members in the "Council Members Oath" and present them with a certificate of Election.
7. 2024 Winter Legislative Conference - Alaska Municipal League
Background: The Mayor will be attending this conference along with one other Council Member.

8. Southeast Conference - 2024 Mid-Session Summit

Background: The 2024 Southeast Conference Mid-Session Summit will be held in Juneau, Alaska, from February 6-8, 2024. The Mayor will be attending with one other Council Member.

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

9. Mayor/Interim City Administrator Report

Background: Report from the Mayor/Interim City Administrator.

10. December Water Report

Background: Water Report presented from the Water Operator for Council Review.

Executive Session

Next Meeting Dates:

11. February Calendar

Background: Presentation of the February Calendar for Council Meetings.

Council/Mayor Comments

Adjournment



**City of Saxman
Finance Committee Meeting
January 11, 2024
4:00 PM**

MINUTES

Call to Order

Mayor Seludo called the Meeting to Order at 4:31 PM.

Councilor G. Blair requested that Councilor Watson lead this Finance Committee Meeting in a prayer for C. Thomas and their family.

Roll Call

PRESENT

Mayor Frank Seludo
Committee Member Woody Watson
Committee Member Denny Blair
Committee Member Norman Natkong Sr.
Committee Member Gabriella Blair

ABSENT

Vice Mayor Billy Joe Thomas
Committee Member Rick Makua

ALSO PRESENT:

Brianna Berg - City Clerk Taking Minutes
Mike Beach - Teuscher Walpole, LLC

Public Comments

There were no public comments.

FY24 Financials

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

Motion made by Committee Member Watson, Seconded by Committee Member Blair.
Voting Yea: Committee Member Watson, Committee Member Blair, Committee Member Natkong Sr., Committee Member Blair

Motion Passes.

1. December General Fund Financials

Background: Presentation of the General Fund Financials.

Mike B., with Teuscher Walpole, LLC, presented the December General Fund Financials.

Discussion:

The Mayor made a note that the City of Saxman was awarded the Health and Equitable Communities Grant - Round 2. In the total amount of \$15,000.00. We dedicated this funding to adding more tables and chairs to the Community Hall as it is our Community Emergency Operations Center. We have to spend the money before May and request reimbursement. He mentioned that we may go over the budget of \$15,000.00. He mentioned that the City Clerk is still waiting on the shipping quote to get a final price. This will be part of the FY24 Budget Modification.

There was concern of the Sales Tax Revenue we received from the past two months not showing up properly in the financials.

Councilor G. Blair questioned the sales tax payments we make quarterly to the Ketchikan Gateway Borough in regards of Head Count Fees for the Tour Season. She requested that we get a solid answer for the 2024 Tour Season that is coming up in May of 2024. Mike B., will find out more information on this.

Councilor G. Blair brought up removing the "Citation Penalties" under income in the General Fund as she does not for see the City of Saxman recognizing any of that as income. Mayor Seludo mentioned that this could be part of the FY25 Budget.

The Mayor requested that Mike B., present the Northrim Sweep Account Power Point at the next Finance Committee Meeting in February to refresh the Council Members and to get the decision process started.

Mayor Seludo mentioned that we need to start the budget modification process for FY24 and questioned Mike B., on how we initiate this with Teuscher Walpole, LLC. It was decided that we mark items that we need to increase during this meeting and generate a list to start processing the FY24 Budget Modification and have a draft to present at the next Finance Committee Meeting in February.

There was mention that the Administrative Staff will be generating and sending a letter over to Cape Fox Corporation in regards of the Totem Restoration Funds per the Cape Fox Tours Contract. The letter will be explaining what we plan to use the \$7,500 for from the 2022 Tour Season for and the \$7,500 from the 2023 Tour Season for. So we can receive the income to start these projects. The funding will be used to fix wings on Totems and Repaint some of the Totems. Mayor Seludo mentioned that he has a person in mind for the fixing of the wings and has reached out. He will connect with the person again.

Councilor G. Blair requested that the Clerk include a Totem & Tourism Committee List of Projects/Needs in the next Totem and Tourism Committee Meeting Agenda.

There was note of balancing out the travel/transportation/per diem expense line item under City Clerk as it went over budget and there will be no further travel during this fiscal year.

The Mayor requested that the Travel/Transportation/Per Diem for City Administrator and Mayor increase as there will be more travel during this fiscal year.

The part time employee under Public Works will be kept Part Time until the end of the fiscal year with the intent to increase hours FY25. The Current Water Operator and this Part Time Public Works Employee are signed up for virtual training for Water.

Councilor G. Blair would like the bottom of Eagle Avenue water leak issue addressed with diverting in the FY25 Budget.

There was note made by Mayor Seludo that the Finance Clerk position needs to be allocated for full time in the FY24 Bugden Modification and the FY25 Budget.

In regards of hiring an Administrative Assistant; The Mayor mentioned that we could use the \$25,000.00 in the Grants Class under Contracted Services to pay those wages for the meantime within this fiscal year. Then in FY25 Budget we will create own class, possibly labeled as "Office Manager".

In regards of the Class 20 - Old City Hall - Mayor Seludo mentioned that he would like to get the OVS Contract Lease completed and he is willing to add money into the 5550 - General Maintenance fund if the Maintenance Worker at OVS is willing to complete the work needed.

Mayor Seludo requested that we balance out the 5550 - General Maintenance under the 29 - AHFC Duplex as it went over budget after the last tenant moved out.

The City Clerk mentioned that there used to be a 5520 - Oil Account under the 34 - Fire Department Class and now there is not one so when we pay it; it is not showing that we budgeted for it. She requested we keep a budget for this as we will still have a fuel tank when we have the Heat Pump installed. She also mentioned that the 5350 - Fire Truck Insurance is also showing up as not budgeted because the expense item that should be used is the 5402 - Fire Truck Maintenance.

2. December Cash Accounts

Background: Presentation of the Cash Accounts.

Mike B., with Teuscher Walpole, LLC, presented the December Cash Accounts.

The City Clerk questioned when the Credit Card Account Balance will be transferred for the monthly dues and the lump sum over to the General Fund Reserves that was brought up at the last Finance Committee Meeting. As well as the Payroll Account - ensuring there are no outstanding payments awaiting and dropping the account down to \$200.00. This will be completed as soon as possible.

3. December Water and Sewer Financials

Background: Presentation of the Water and Sewer Financials.

Mike B., with Teuscher Walpole, LLC, presented the Water and Sewer Financials.

There was not a Water and Sewer - Profit & Loss Budget v. Actual presented in Cash Basis in the packet. There was only Accrual Basis. The City Clerk printed out a copy for the Council and will have it attached in the minutes.

4. December Seaport Financials

Background: Presentation of the Seaport Financials.

Mike B., with Teuscher Walpole, LLC, presented the Seaport Financials.

There was not a Saxman Seaport - Profit & Loss Budget v. Actual presented in the packet. The City Clerk printed out a copy for the Council and will have it attached in the minutes.

Adjournment

There was a motion made to adjourn the meeting.

Motion made by Committee Member Blair, Seconded by Committee Member Blair.
Voting Yea: Committee Member Watson, Committee Member Blair, Committee Member Natkong Sr., Committee Member Blair

Motion Passes. Meeting Adjourned at 5:51 PM.

Frank H. Seludo, Mayor

Brianna Berg, City Clerk

Saxman Seaport
Profit & Loss Budget vs. Actual
July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Income				
4101 · Storage				
4101.01 · Outdoor Storage	2,747.52	8,338.18	-5,590.66	33.0%
4101.02 · Indoor Storage	9,323.40	0.00	9,323.40	100.0%
4101.03 · Moorage	7,626.90	27,000.00	-19,373.10	28.2%
Total 4101 · Storage	19,697.82	35,338.18	-15,640.36	55.7%
4105 · Electricity	39,124.20	132,000.00	-92,875.80	29.6%
4106 · Misc. Income	0.00	0.00	0.00	0.0%
4100 · Income - Other	0.02			
Total 4100 · Income	58,822.04	167,338.18	-108,516.14	35.2%
4301 · Interest				
4302 · Finance Charges	129.80	750.00	-620.20	17.3%
4301 · Interest - Other	271.52	350.00	-78.48	77.6%
Total 4301 · Interest	401.32	1,100.00	-698.68	36.5%
44 · Other Revenue				
4402 · Recovery of Bad Debt	0.00	6,000.00	-6,000.00	0.0%
4510 · Bond Premium	702.90	1,405.80	-702.90	50.0%
Total 44 · Other Revenue	702.90	7,405.80	-6,702.90	9.5%
4800 · Transfer In From GF	0.00	59,108.83	-59,108.83	0.0%
Total Income	59,926.26	234,952.81	-175,026.55	25.5%
Gross Profit	59,926.26	234,952.81	-175,026.55	25.5%
Expense				
5200 · Public Works Payroll Expenses				
5201 · Employee Wages	0.00	0.00	0.00	0.0%
5204 · Health Insurance	0.00	0.00	0.00	0.0%
5200 · Public Works Payroll Expenses - Ot...	0.00	0.00	0.00	0.0%
Total 5200 · Public Works Payroll Expenses	0.00	0.00	0.00	0.0%
5210 · Finance Payroll Expense				
5211 · Wages	0.00	0.00	0.00	0.0%
5212 · Payroll Taxes Finance	0.00	0.00	0.00	0.0%
5213 · PERS Finance	0.00	0.00	0.00	0.0%
5214 · Health Insurance Finance	0.00	0.00	0.00	0.0%
Total 5210 · Finance Payroll Expense	0.00	0.00	0.00	0.0%
53 · Administrative				

Saxman Seaport
Profit & Loss Budget vs. Actual

July through December 2023

Accrual Basis

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
5301 · Office Supplies	0.00	500.00	-500.00	0.0%
5303 · Contract Services	677.15	3,000.00	-2,322.85	22.6%
5304 · Bank Service Charges	173.70	800.00	-626.30	21.7%
5305 · Computer and Internet Expenses	965.30	2,400.00	-1,434.70	40.2%
5306 · Dues and Subscriptions	125.00	700.00	-575.00	17.9%
5308 · Advertising and Promotion	0.00	250.00	-250.00	0.0%
5309 · Postage	0.00	200.00	-200.00	0.0%
Total 53 · Administrative	1,941.15	7,850.00	-5,908.85	24.7%
54 · Insurance Expense				
5401 · General Liability Insurance	0.00	0.00	0.00	0.0%
5402 · Worker's Compensation	0.00	0.00	0.00	0.0%
5403 · Property Insurance	13,611.06	29,198.00	-15,586.94	46.6%
Total 54 · Insurance Expense	13,611.06	29,198.00	-15,586.94	46.6%
55 · Utilities				
5501 · Electricity	30,775.67	144,000.00	-113,224.33	21.4%
5502 · Telephone Expense	407.79	2,555.16	-2,147.37	16.0%
Total 55 · Utilities	31,183.46	146,555.16	-115,371.70	21.3%
56 · Safety & Security	0.00	0.00	0.00	0.0%
5710 · Interest Expense	3,125.00	6,500.00	-3,375.00	48.1%
58 · Professional Fees				
5801 · Audit	0.00	7,699.65	-7,699.65	0.0%
5802 · Other	417.46			
Total 58 · Professional Fees	417.46	7,699.65	-7,282.19	5.4%
59 · Building				
5901 · Operating Supplies	0.00	500.00	-500.00	0.0%
5902 · Repairs & Maintenance	0.00	0.00	0.00	0.0%
5903 · Dock Repairs	0.00	20,000.00	-20,000.00	0.0%
5904 · Equipment Purchases	0.00	250.00	-250.00	0.0%
Total 59 · Building	0.00	20,750.00	-20,750.00	0.0%
5905 · Miscellaneous Expense				
5913 · Bad Debts	52.98			
60 · Equipment	258.54	6,500.00	-6,241.46	4.0%
6001 · Repairs and Maintenance	0.00	0.00	0.00	0.0%
6002 · Operating Expense	0.00	400.00	-400.00	0.0%
Total 60 · Equipment	0.00	400.00	-400.00	0.0%
6061 · Travel Expense	0.00	3,500.00	-3,500.00	0.0%
6062 · Per Diem	0.00	1,000.00	-1,000.00	0.0%

Saxman Seaport
Profit & Loss Budget vs. Actual
July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Total Expense	50,589.65	229,952.81	-179,363.16	22.0%
Net Ordinary Income	9,336.61	5,000.00	4,336.61	186.7%
Other Income/Expense				
Other Expense				
7500 · Savings Transfer	0.00	0.00	0.00	0.0%
7501 · Debt Service	0.00	0.00	0.00	0.0%
7800 · Transfer to General Fund	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	9,336.61	5,000.00	4,336.61	186.7%

Water & Sewer Profit & Loss Budget vs. Actual FY24

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4003 · Reimbursements	50.00	0.00	50.00	100.0%
4201 · Water Service Charges	65,891.29	154,860.00	(88,968.71)	42.5%
4202 · Sewer Service Charges	54,600.87	118,611.00	(64,010.13)	46.0%
4203 · Shut Off Fees	0.00	650.00	(650.00)	0.0%
4205 · NSF Fees	0.00	150.00	(150.00)	0.0%
4206 · Finance Charges	49.71	500.00	(450.29)	9.9%
4207 · Reconnect Fees	0.00	150.00	(150.00)	0.0%
4208 · W&S Installation Fees	439.67	3,000.00	(2,560.33)	14.7%
4410 · Interest Income	23.28	40.00	(16.72)	58.2%
4800.02 · Transfer In From GF - AARPA	0.00	27,069.66	(27,069.66)	0.0%
Total Income	121,054.82	305,030.66	(183,975.84)	39.7%
Gross Profit	121,054.82	305,030.66	(183,975.84)	39.7%
Expense				
5001 · Wages	32,047.50	54,080.00	(22,032.50)	59.3%
5005 · PERS Expense	6,994.13	11,897.60	(4,903.47)	58.8%
5010 · PayrollTaxes	2,598.44	4,677.92	(2,079.48)	55.5%
5015 · Health/Life Insurance	5,977.34	16,511.40	(10,534.06)	36.2%
5020 · Workman's Comp. Insurance	1,189.74	2,379.52	(1,189.78)	50.0%
5201 · Chemicals	10,780.95	20,000.00	(9,219.05)	53.9%
5202 · Water Testing Services	4,970.09	11,000.00	(6,029.91)	45.2%
5203 · Water Rights Service Fee	0.00	50.00	(50.00)	0.0%
5204 · Water TestingSupplies	963.41	400.00	563.41	240.9%
5207 · Water Plant Maintenance	7,988.88	10,000.00	(2,011.12)	79.9%
5208 · Booster Station Maint.	0.00	1,000.00	(1,000.00)	0.0%
5211 · Water System Maintenance	686.27	20,000.00	(19,313.73)	3.4%
5213 · Sewer System Maint.	0.00	10,000.00	(10,000.00)	0.0%
5220 · KGB Fees	0.00	73,366.56	(73,366.56)	0.0%
5301 · Office Supplies	350.05	1,000.00	(649.95)	35.0%
5310 · Postage	398.50	500.00	(101.50)	79.7%
5313 · Bank Charges	2,131.77	5,000.00	(2,868.23)	42.6%
5345 · Senior Exempt Service	0.00	1,512.00	(1,512.00)	0.0%
5460 · Computer Support	105.49	500.00	(394.51)	21.1%
5510 · Utilities	1,532.36	4,500.00	(2,967.64)	34.1%
5511 · Electricity-Booster Station	177.49	750.00	(572.51)	23.7%
5515 · Telephone	2,421.02	6,200.00	(3,778.98)	39.0%
5520 · Oil	0.00	750.00	(750.00)	0.0%
5530 · Supplies	1,175.76	2,500.00	(1,324.24)	47.0%
5551 · Furnace Maintenance	1,950.58	1,500.00	450.58	130.0%
5610 · Property/Contents Ins.	225.66	452.00	(226.34)	49.9%
5611 · Ins./PropertyWater Storage	265.26	531.00	(265.74)	50.0%
5612 · Ins./PropertyWater Treatment	2,301.42	4,603.00	(2,301.58)	50.0%
5613 · Ins. Property-New Water Plant	5,627.28	11,255.00	(5,627.72)	50.0%

Water & Sewer Profit & Loss Budget vs. Actual FY24

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
5630 · General Liability Insurance	913.68	1,600.00	(686.32)	57.1%
5740 · Dues/Fees	200.00	750.00	(550.00)	26.7%
5744 · Licenses/Fees	0.00	1,000.00	(1,000.00)	0.0%
5801 · Accounting/Audit	0.00	7,699.65	(7,699.65)	0.0%
5825 · Contracted Services	0.00	500.00	(500.00)	0.0%
5950 · Bad Debt Expense	48.96	0.00	48.96	100.0%
6010 · Travel - Transportation/Lodging	1,887.81	2,500.00	(612.19)	75.5%
6011 · Travel - Per Diem	570.00	1,000.00	(430.00)	57.0%
6040 · Registration	10.00	650.00	(640.00)	1.5%
7002 · Vehicle Operation	(138.97)			
7071 · Truck Expense - Chevy	965.58	3,000.00	(2,034.42)	32.2%
7073 · Truck Insurance - Chevy	519.48	1,140.00	(620.52)	45.6%
7074 · Truck Maintenance - Chevy	424.84	1,500.00	(1,075.16)	28.3%
7801 · Maintenance Reserves	0.00	6,775.00	(6,775.00)	0.0%
Total Expense	98,260.77	305,030.65	(206,769.88)	32.2%
Net Ordinary Income	22,794.05	0.01	22,794.04	227,940,500.0%
Net Income	22,794.05	0.01	22,794.04	227,940,500.0%



**City of Saxman
Finance
January 11, 2024
4:00 PM**

Item 2.

RECOMMENDATIONS

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

Motion made by Committee Member Watson, Seconded by Committee Member Blair.
Voting Yea: Committee Member Watson, Committee Member Blair, Committee Member Natkong Sr., Committee Member Blair



**City of Saxman
Building and Ordinance Committee
Meeting
January 11, 2024
3:30 PM**

Item 3.

MINUTES

Call to Order

Mayor Seludo called the Meeting to Order at 3:53 PM.

Roll Call

PRESENT

Mayor Frank Seludo
Committee Member Woody Watson
Committee Member Denny Blair
Committee Member Norman Natkong Sr.
Committee Member Gabriella Blair

ABSENT

Vice Mayor Billy Joe Thomas
Committee Member Rick Makua

ALSO PRESENT:

Brianna Berg - City Clerk Taking Minutes

Public Comment

There were no Public Comments.

Consideration of the Agenda

There was a recommendation made to use the Agenda as a Guide.

Motion made by Committee Member Watson, Seconded by Committee Member Blair.
Voting Yea: Committee Member Watson, Committee Member Blair, Committee Member Natkong Sr., Committee Member Blair

Motion Passes.

Old Business

1. Bear Clan Lot

Background: Discussion on the Bear Clan Lot presented in the agenda. The Mayor will verbally report more information on this for the Council to review and consider.

Mayor Seludo mentioned that he has not heard back on this lot yet and will update when he has more information.

2. Information for Housing Grant

Background: Discussion on new housing development funds to local governments presented by Mayor Seludo.

Mayor Seludo mentioned that he is waiting on a call from the Ketchikan Gateway Borough as they were supposed to have a phone meeting today and never received a call. When Mayor Seludo hears more he will report back.

3. EMS/Fire Fees

Background: Mayor Seludo will provide an update on this Agenda Item.

Mayor Seludo mentioned that the new amount will be doubled compared to what we pay now. He has met with the South Tongass Volunteer Fire Department Chief in regards of implementing things that may lower the cost when this renewal comes up. He is hoping that the Council can plan to have ideas and have this done by January/February 2024 as the Ketchikan Gateway Borough wants to have this take effect by July 1, 2024 (FY25). He noted that we have some time to plan and we will have to have a few more meetings on this Agenda Item.

New Business

Discussion:

Councilor G. Blair questioned the status of the New Outside Restroom Discussion we had previously at our Building and Ordinance Meetings. It would be CPV funding through the Ketchikan Gateway Borough to assist in building or extending our current bathroom situation in the upper parking lot for the Tour Season.

Mayor Seludo mentioned that he needs to do more internal research and have meetings with Cape Fox Tours and the Ketchikan Gateway Borough to determine the legal aspects out of it based on the funding type and will report back. The City Clerk mentioned that she will ensure this Agenda Item will show back up on the next Building and Ordinance Meeting in February.

Councilor G. Blair also mentioned that she would like to keep on top of all of the City of Saxman Contracts so we do not fall behind/lapse without knowing it. Mayor Seludo mentioned that the Administrative Staff can put this list together for her.

4. Property Inquiry

Background: Discussion in regards of a possible property that will soon be listed for sale within the City limits.

Mayor Seludo mentioned that this in regards of a lot that may be in foreclosure soon within the City of Saxman limits. It will take a lot of work to get the house back in condition, but would be a good lot for the Council to consider purchasing if budget allows.

Discussion:

Councilor G. Blair mentioned that she thinks this lot would be a good location as it is on a bus line, on the corner and the lot is a decent size. She questioned on whether or not it could be suitable for a four-plex. She requested that once more information is available that we should go as is and continue to discuss.

Mayor Seludo mentioned that the Realtor for this property had reached out and mentioned that he will continue to reach out when this property gets to the final closing stages. When it gets finalized they give us about two weeks to make a decision. There was an email we received in regards of this property although the Mayor and City Clerk have not heard anything since.

5. Water and Sewer Service Fees

Background: Discussion on the increase the City of Saxman is receiving in regards of water and sewer service fees and next steps.

Mayor Seludo mentioned that this Agenda Item came up because of the Annual EDU Fees with the Ketchikan Gateway Borough. We just received the invoice and the fees continue to increase drastically. He mentioned that the KGB informed us that the fees going up this year would be a drastic increase and offered to break it down for us. Mayor Seludo told them to just hit us with the fees all at once as we will end up having to pay anyways.

The reason for bringing up "Water and Sewer Service Fees" is because Mayor Seludo mentioned that we are not (City of Saxman) raising our rates accordingly. There are several properties that are being increased and we need to adjust our rates. He mentioned that he is not entirely sure if we budgeted the correct amount for the EDU Invoice for FY24. Although he would like to adjust on the new budget cycle so we are not having to do as much accounting work towards the end of the budget. As we are just starting our budget modification process - we need to also start the process of increasing the fees to take effect possibly around July 1, 2024.

Mayor Seludo mentioned that we will work on putting a package together for the Water and Sewer Service Fees discussed briefly during this meeting and once we complete that we can start to work on the EMS/Fire Fees.

Council Comments

There were no Council Comments.

Adjournment

There was a motion made to Adjourn the Meeting.

Motion made by Committee Member Blair, Seconded by Committee Member Blair.
Voting Yea: Committee Member Watson, Committee Member Blair, Committee Member Natkong Sr., Committee Member Blair by Councilor Member Gabe Blair and Seconded by Councilor D.Blair.

Motion Passes. Meeting Adjourned at 4:10 PM.

Frank H. Seludo, Mayor

Brianna Berg, City Clerk



City of Saxman
City Council Special Meeting
December 30, 2023
5:00 PM

MINUTES

Call to Order

Mayor Seludo called the Meeting to Order at 5:02 PM. Mayor Seludo mentioned that we will stand at ease until we have a Quorum. Councilor D. Blair walked in at 5:04 PM.

The Meeting began at 5:07 PM.

Prayer

Invocation by Councilor Watson.

Roll Call/Quorum

PRESENT

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

ABSENT

Council Member Gabriella Blair

ALSO PRESENT:

Brianna Berg - City Clerk Taking Minutes

Public Comments

There were no Public Comments.

New Business

Discussion:

Mayor Seludo mentioned to the Council in regards of the AHFC Housing Grant that he is going to write a letter to the Organized Village of Saxman to see if they want to use their cleared lot on Eagle Avenue to build a four-plex. If they want to proceed he is going to ask if the City of Saxman can manage the grant through until completion. Once the project is complete; the four-plex would be the Organized Village of Saxmans' property and the City of Saxman would charge a one time administration fee at the end. It would make the process simple if the City of Saxman would manage so we do not involve too many entities in the grant with the State of Alaska and the Ketchikan Gateway Borough.

1. Oath of Office

Background: Oath of Office for Councilor G. Blair. The City Clerk will assist the new Council Members in the "Council Members Oath" and present them with a certificate of Election.

Councilor G. Blair was unable to attend the meeting as she was not able to leave work. This will be postponed to the next Regular Meeting.

2. December 14, 2023 Finance Meeting Minutes

Background: The recommendations/motions and minutes presented so Council can see items that need further approval at this meeting.

There was a motion made to pass Agenda Item's under New Business and the December 14, 2023 Financials with Recommendations.

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

Motion Passes.

3. November 09, 2023 Finance Meeting Minutes

Background: The recommendations/motions and minutes presented so Council can see items that need further approval at this meeting.

There was a motion made to pass Agenda Item's under New Business and the November 09, 2023, Finance Meeting Minutes with Recommendations.

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

Motion Passes.

4. SCC Camera Quote

Background: SCC Camera Quote was presented for Council Review at the October 18, 2023, Regular Meeting, where the Vice Mayor mentioned he would report back with another quote compared prior to moving forward. The Vice Mayor did obtain another quote and mentioned that the price point is very close and this would be a good investment for the Community Center. The Council should review further and determine on whether or not they would like to proceed with this purchase with a motion and stating where the purchase should allocate within the budget coding.

Mayor Seludo mentioned that this Agenda Item needs a motion to pass at this meeting. There is an updated quote provided as the other quote expired although the totals did not change. This was originally brought up in October. The Mayor is requesting that the Council approve. We will be adding two new cameras at the SCC along with this.

There was a motion made to pass the SCC Camera Quote which will be paid from the Community Hall General Maintenance from the FY24 Budget.

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

The Mayor Called for a Roll Call Vote

Roll Call Vote:

Voting Yes: Councilor Makua, Councilor Thomas, Councilor D. Blair, Councilor Natkong SR and Councilor Watson.

Voting No: None.

Motion Passes.

5. Bobcat Quote

Background: Mayor Seludo discussed this Agenda item at the previous Finance Meeting and will provide more information on the terms and the quote to the Council.

Mayor Seludo mentioned that we are going to hold off on the Bobcat Quote for the meantime as he needs to go to the Bank and Bobcat and obtain more information. This will be postponed.

6. January Calendar

Background: January Calendar presented for Council's review.

Mayor Seludo would like to move the Building and Ordinance Committee Meeting as he will be traveling on the presented date. Move to the 10th or 12th.

7. Workshops

Background: The Council needs to set dates for workshops for the following; EMS/Fire Fees, Carving Center Rental Policy, Capital List, and the Totem Restoration Funds from Cape Fox Tours & City of Saxman Project.

EMS/Fire Fees: The Mayor mentioned that the Council needs to meet on this and discuss further.

Totem Restoration Funds from Cape Fox Tours: The Mayor mentioned that the Council needs to decide on the use of the funds and the Administrative staff will send a letter to Cape Fox explaining how we are going to use those funds.

Capital Project List: Mayor Seludo mentioned that we do really need to spend a day together (as a Council) to go over this. If there are any ideas just write it down in the meantime. We will set a date for a workshop soon.

8. Interim City Administrator/Mayor Report

Background: The Interim City Administrator/Mayor will provide an oral report.

Mayor Seludo mentioned that the Vice Mayor & himself attended the AML Conference in early December. He mentioned that he ran for the AML Board and he won the chair. He requested that we make sure that we budget for all the AML Meetings for Mayor Seludo to attend.

Mayor Seludo mentioned that he received a resume for a potential City Administrator and he will update when he sets a time for an interview. He received an application for an Administrative Assistant and has a scheduled interview for Tuesday.

Discussion:

Councilor Makua: Questioned on whether we are able to accomodate for part time for the Administrative Assistant from January through June of 2024. And then work on putting them to full time?

Mayor Seludo mentioned that we will need to discuss this with Finance.

Mayor Seludo informed the Council that the Letter of Intent was sent for the AHFC Grant.

Mayor Seludo requested permission from the Council to write a letter to the Organized Village of Saxman to consider using their recently cleared out Eagle Avenue Lot for the second four-plex.

Council Comments:

Vice Mayor Thomas: It would be nice to get them on board.

Mayor Seludo: I will write a letter to OVS requesting the use of the Eagle Avenue Lot for the second four-plex whereas the City of Saxman will manage the project throughout until completion. At the end of the project, it will be handed back over to OVS.

9. November Operator Report

Background: The Water Operator attached a written report on the status of the Water Plant for the month of November.

Mayor Seludo mentioned that the current Water Operator has been doing well with preventative maintenance. He informed the Council that there were some essential water plant supplies ordered late and we ended up ordering double. So during Finance Meeting you will see that increase in the expense item. Until we receive this item Mayor Seludo requested that the Water Operators shut down the plant in the evenings for now. Take samples every four hours because the plant is not working. Shutting down plant at 730 PM at night and it gets turned back on at 5 or 6 AM when the Water Operator comes in for the morning so we do not have to do those manual readings. That is all I have for that.

Mayor Seludo questioned on whether or not the Council had any further comments, questions or concerns on the November & December Operator Reports.

There was a motion made to accept the Reports.

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

Motion Passed.

10. December Operator Report

Background: The Water Operator attached a written report on the status of the Water Plant for the month December.

Written Report was reviewed and approved by Council.

Council/Mayor Comments

Councilor Watson: Good meeting. We got everything done right away. I am glad we are moving forward on all this.

Councilor Natkong SR: Good Meeting. I am glad to see everyone is here. That is all I have.

Councilor Makua: I apologize for arriving late.

Councilor D. Blair: Good Meeting. That is all.

Vice Mayor Thomas: I am excited for what 2024 brings. I hope we can get the Totem pole squared away and have it carved by summer.

Mayor Seludo: I wanted to bring up a few more things. The schoolhouse lot did get surveyed. Mayor Seludo requested that the Surveyor put in where the actual road extends on Eagle Avenue. Been working with DOT to get measurements. Thank you all for showing up and coming to the meeting. I will be out of town January 3-9, 2024, and so will Vice Mayor Thomas. Hopefully everything keeps going smoothly here in the office.

Adjournment

There was a motion made to adjourn the meeting.

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

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

Motion Passes. Meeting adjourned 5:42 PM.

Frank H. Seludo, Mayor

Brianna Berg, City Clerk



Tuesday, February 6th

- Opening Ceremony
- Governor’s Office
- Tribal Enterprises
- Southeast Alaska Economic Update
- Industry Forecast Roundtable
- Spruce Root’s P2P Winners
- Tourism Panel
- U.S. Senator Lisa Murkowski
- Alaska Senate Panel
- Fisheries Panel
- Federal Partnerships
- UAS Update
- Legislative Crystal Ball

Wednesday, February 7th

- U.S. Representative Mary Peltola
- Broadband
- Transportation Panel
- U.S. Senator Dan Sullivan
- Healthcare Panel
- Mariculture Panel
- Alaska House of Representatives Panel
- Energy Committee
- Workforce Development
- Economic Impacts
of an aging population, child care, climate



- AMHS Planning Update
- Vessel Overview
- Fleet of the Future - Low/No Emission Vessels
- State Planning Efforts
- AKDOT&PF Planning Projects
- Consider SEC Transportation Resolutions
- IJA: Funding your Transportation Project
- Transportation Program Resources
- Grant Writing Workshop

Saxman Water Report December 2023

December wraps up a successful year for the City of Saxman Water Plant and our staff. We got our violations down to one or two correctable violations due to weather which was out of our hands. This year the City of Saxman Water Treatment Plant got an award for the Water Treatment Plant of the year for 2023 according to Alaska Rural Water Association (ARWA) representative Sara Ramey. She will present our award to us in person here in Saxman, and we will let the council, and public, know as soon as we know a date for the award.

All the monthly Total Coliform tests for the year were good except for one where we had to do a retake of the sample at which time we got an acceptable reading, and no violation was issued. Also, all the Lead and copper tests came back normal for the year. The quality of our water for the year has been 100% because the problems, issues, obstacles we face do not affect the quality of our water, only the timeliness. One of the issues we faced recently was with the CL17 that takes the Chlorine Residual Sample of the treated water, somehow the company (USA Bluebook) got our order mixed up for the Buffer and Analyzer solution, so we made the decision to shut the plant down at night to conserve testing solution while waiting on our shipment of solution. After exhausting all our options locally, we got ahold of Sara Ramey (ARWA) and she was able to find us some CL17 solution from the Water Treatment Plant in Craig, AK that we can replace when our shipment gets sorted out.

We have also, in conjunction with the Borough and the South Tongass fire Dept. been able to test all the fire hydrants in Saxman to get Residual pressure, and flow pressure information the fire dept. uses to determine how adequate they will be in time of emergency. We have been building good relationships with outside entities such as the Borough and their Water Treatment facility and, Wastewater facility, throughout the year they have helped us several times when we as The City of Saxman were in a bind, whether it be something as big as a fire hydrant (Three Bears), down to a training manual (Waste Water 1), or helping us clear a blocked sewage line (Killer Whale Ave.) (South Tongass Hwy) We can count on them to help form solutions to problems as they arise.

Also, the new storage building for the Water Treatment Plant is getting wrapped up with the finishing touches. It will bring dry storage for our sand (Roads), and other equipment and trucks, as well as storage for all our inventory pipe fittings and hardware. As we have been more active in repairing all our own small engine equipment such as the MQ cement mixer, the snow blower, and the water pumps (2) all of which were not running previously and will now have dry storage.

The Water Treatment Plant aside we also have been working on the roads, preparing the end of Dog Salmon Rd. for blacktop we are extending existing water shutoff valves (5 in total) to the height of the new blacktop that will extend from South Tongass Hwy to the gate of the WTP. We are also working on patching the blacktop throughout Saxman starting on Eagle Ave. (worst case), and we will also begin work on sealing the roads wherever there is a seam mostly in the centers we will apply sealant to keep the water out from underneath the road preventing future washouts, and potholes .

Water Operator, Robert Sero

Robert Sero 01-05-24

February 2024

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