



**City of Saxman
City Council Work Session
January 11, 2025
9:00 AM**

AGENDA

Call to Order

Roll Call/Quorum

Prayer

Public Comments

Consideration of the Agenda

New Business

1. Parliamentary Procedure Training

Background: To provide an overview of parliamentary procedures to ensure effective and orderly meetings

2. SFY2025

Background: Overview of current and upcoming capital projects, budget allocations and funding sources, project timelines and milestones

3. School House

Background: Discuss the future of the schoolhouse building and property

4. Project Priority List 2025-2026

Background: Review and discuss proposed projects, approve priority rankings for 2025-2026 projects

5. Herring Eggs

Background: Discuss harvesting process and timeline

Adjournment

Role of the Presiding Officer

...according to Robert's Rules

Kacie Paxton, MMC, Borough Clerk

- 1. Know the rules of your organization – (Defend yourself against lawsuits)**
 - a. What type of meeting are you presiding over – legislative or quasi-judicial?
 - b. Do you vote?
 - c. What are your rules for quorum? What can you do without a quorum?
 - d. What are your rules for attendance? Can the presiding officer preside remotely?

- 2. Keep meetings on track - (Expedite business)**
 - a. Keeps discussion germane
 - b. Discourage repetition
 - c. Keep it rolling by eliminating side conversations
 - d. State, Restate, and State the Result

- 3. Maintain decorum at meetings (Preserve the rights of the minority)**
 - a. Determine who has the right to speak.
 - b. Be neutral and allow other members to speak first.
 - c. Be fair and impartial. Permit “pro” and “con” equal time. If you feel strongly about an issue and want to participate in debate with strong comments, pass the gavel.
 - d. Explain/clarify issues without bias.
 - e. Refrain from debate unless passing the gavel.
 - f. Facilitate instead of dictate.

- 4. Determine how formal you should be at the meeting.**
 - a. Consider the items on your agenda. Are they serious and/or controversial? Are there substantial financial risks to be considered?
 - b. Consider citizen comments and your audience.
 - c. Is it a special meeting for a specific purpose?
 - d. Discuss with staff when it is appropriate to relax the rules.

- 5. Communicate.**
 - a. Listen. Citizens want to be heard. Members want to be heard.
 - b. Observe. Watch for nonverbal cues.
 - c. Speak clearly, concisely, directly.

- 6. Prepare a script. (Or have your clerk prepare a script.)**
 - a. Be prepared, but also be prepared to be flexible. Remember Rule #5.
 - b. Prepare for rulings.

- 7. Other Presiding Officer duties according to Robert's:**
 - a. Sign documents for the organization.
 - b. Conduct ceremonial matters for the organization.
 - c. Serve as representative of the organization.
 - d. Make appointments for the organization.

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*
The Guerrilla's Guide to Robert's Rules
 Nancy Sylvester, MA, PRP, CPP-T www.nancysylvester.com

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. <i>Fix the Time to Which to Adjourn</i>	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. <i>Adjourn</i>	Closes the meeting	No	Yes	No	No	Majority
3. <i>Recess</i>	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. <i>Raise a Question of Privilege</i>	Asks an urgent question regarding rights	Yes	No	No	No	Ruled by chair
5. <i>Call for Orders of the Day</i>	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. <i>Lay on the Table</i>	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. <i>Previous Question</i>	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. <i>Limit or Extend Limits of Debate</i>	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. <i>Postpone to a Certain Time</i>	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. <i>Commit or Refer</i>	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. <i>Amend an amendment</i> (<i>Secondary Amendment</i>)	Proposes a change to an amendment	No	Yes	Yes ⁴	No	Majority
12. <i>Amend a motion or resolution</i> (<i>Primary Amendment</i>)	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. <i>Postpone Indefinitely</i>	Kills the motion	No	Yes	Yes	No	Majority
14. MAIN MOTION	Brings business before the assembly	No	Yes	Yes	Yes	Majority

1 Is debatable if the motion is made while no question is pending

2 Unless no question is pending

3 Majority, unless it makes the question a special order

4 If the motion it is being applied to is debatable

Note: Motions above are in the Order of Precedence of Motions.

Based on *Robert's Rules of Order Newly Revised, 11th Edition*

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MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
<i>Point of Order</i>	Requests that the rules be followed	Yes	No	No	No	Ruled by chair
<i>Appeal from the Decision of the Chair</i>	Challenges a ruling of the chair	Yes	Yes	Depends ⁴	No	Majority ⁵
<i>Suspend the Rules</i>	Allows the group to violate the rules (not bylaws)	No	Yes	No	No	Two-thirds
<i>Objection to Consideration</i>	Keeps the motion from being considered	Yes ⁶	No	No	No	Two-thirds ⁷
<i>Division of the Question</i>	Separates consideration of the motion	No	Yes	No	Yes	Majority
<i>Division of the Assembly</i>	Requires a standing vote	Yes	No	No	No	One member
<i>Parliamentary Inquiry or Request for Information</i>	Allows a member to ask a question about the business at hand	Yes	No	No	No	Responded to by chair
<i>Withdraw a Motion (after stated by the chair)</i>	Removes a motion from consideration	Yes	Depends ⁸	No	No	Majority
<i>Take from the Table</i>	Resumes consideration of a motion that was laid on the table	No	Yes	No	No	Majority
<i>Reconsider</i>	Considers a motion again	Yes ⁹	Yes	Depends ¹⁰	No	Majority
<i>Rescind or Amend Something Previously Adopted</i>	Repeals a previously adopted motion or amends it after it has been adopted	No	Yes	Yes	Yes	Depends ¹¹

⁴ If the motion it is being applied to is debatable

⁵ Majority in negative required to reverse chair's decision

⁶ Yes, until debate has begun or a subsidiary motion other than Lay on the Table has been stated by the chair

⁷ Two-thirds against consideration sustains objection

⁸ Yes, if motion is made by the person requesting permission; no, if made by another member

⁹ When another member has been assigned the floor, but not after he or she has begun to speak

¹⁰ Only if the motion to be reconsidered is debatable

¹¹ Requires a) a majority with notice, b) two-thirds, OR c) majority of entire membership

BASIC Parliamentary Procedure using Robert's Rules of Order

Kacie Paxton, MMC, Borough Clerk

January 11, 2025



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Applicable Rules

State Statutes

(Title 29 – OMA, Ethics)

Code of Ordinances

(Rules of Order)

Special Rules of the Governing Body (policies and procedures)

Adopted parliamentary authority

(Robert's Rules of Order)

2

2

Basic Statutory Requirements

- All members vote unless required to abstain by the chair**

•(AS 29.20.160(d))
- Meeting must be properly noticed to the public**

•AS 44.62.310
- Public has the right to be heard**

•AS 29.20.020(a)

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- The purpose of an Assembly, Board, or Commission meeting is to conduct the people's business.
- The public is an important part of the democratic process, and the officials need to hear from their constituents.
- There are rules in place for meeting to serve the best interests of the citizens and resources of the municipality. Certain rules address the way the public is involved in the meeting.
- The public should be provided a specific time to be heard, such as Citizen Comments at the beginning of the agenda.
- There are parliamentary provisions if the body wishes to extend those rights to a different time on the agenda.

Public Participation

Alaska Open Meetings Act - the right for the public to be informed and attend – AS 44.62.310-312

The right for the public to be heard - AS 29.20.020(a)

Roberts Rules of Order (RONR) 12th Edition– Section 43.10

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What is parliamentary procedure?

A system designed to help a group of people to hold a meeting in an organized manner and make decisions effectively and courteously.

It is designed so that the voice of the minority is heard, and the will of the majority is accomplished.

The system keeps the members on track and stay focused.

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Who was Robert?



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Basics of Robert's Rules

One thing at a time.

One person at a time.

Only one time per meeting.

Minimum for making a decision.

Vote requirements based on member rights.

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First Things First

There should be an organized agenda properly provided to all members according to your rules or bylaws

Know which of your members are voting members and which are ex-officio or non-voting members.

Know the voting rules in your bylaws.

Make sure you have a quorum according to the requirements in your bylaws or rules of procedure.

If your bylaws do not specify a number, a quorum is a majority of the total membership.
Quorum = Majority

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Special Rules



City of Saxman Rules of Procedure COS 2.05.160-250




Conflict of Interest COS 2.05.070

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General Meeting Protocol

- **Until a motion has been stated by the chair, no proposal may be debated**
- **The member who made the motion has the right to speak first**
- **Members address the chair and wait to be recognized**
- **All remarks must be addressed through the chair/presiding officer**
- **Each member has the right to participate and to share equally in the discussion**
- **No member may monopolize the discussion**



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General Meeting Protocol, cont.

Members cannot speak more than twice or more than the allotted time (policy may establish different rule)

Members may not interrupt, except to raise legitimate points of order

Motives or personalities may not be attacked during debate

All remarks must be relevant to the subject (germane)

Members must accept the will of the majority

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The Role of the Chair / Presiding Officer

Keep meeting on track

- ✓ Keeps discussion germane
- ✓ Discourage repetition
- ✓ Keep it rolling by eliminating side conversations
- ✓ State, Restate, and State the Result

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The Role of the Chair / Presiding Officer

Maintain DECORUM

- ✓ Determines who has the right to speak
- ✓ Be neutral and allow other members to speak first.
- ✓ Impartially permits “pro” and “con” equal time
- ✓ Explains/clarifies issues without bias
- ✓ Refrains from debate unless passing the gavel

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Respect the Role of the Chair

Remember all comments are made through the Chair

It is appropriate to use, “Your Honor...”

If a member disagrees with a ruling of the chair, a point of order can be raised. (More on that later)

Most members will likely have the opportunity to serve as chair at some point

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A member makes a motion.

Another member seconds the motion.

The chair states the motion, formally placing it before the body.

The members debate the motion.

The chair puts the question to a vote.

The chair announces the results of the vote.

Processing a Motion

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Making a Motion

1

Seek
Recognition
from the Chair.

2

Be Precise

3

Only Make
Motions You
Agree With

4

Keep language
positive and
worded in the
affirmative.

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Second the Motion

1. A member makes a motion

2. Another member seconds the motion

- The purpose of this step is to make sure that at least two members want to discuss the issue before the body spends time on it. The member who is the Second does not have to agree with the motion – only believe that it should be discussed and acted on.
- **No second, no debate.** If there is no second, then the motion dies for lack of a second. The group then proceeds to the next item on the agenda.

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Processing a Motion – The Chair States

After a motion has been made and seconded, the Chair states the motion.

The ownership of the motion has now been transferred from the maker to the body.

In order to withdraw a motion, the chair must ask permission from the body and there must be no objection.

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Debate on the Motion

Germane

- Debate must be germane (relevant) to the motion.

Concise

- Debate should be concise and productive, not repetitive.


Courteous

- Opposing comments should be given and received with respect and objectivity.
- Honor the role of the Chair. All comments are made through the Chair.

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Debate, Cont...




Only the members of the body engage in debate. Roberts Rules of Order (RONR) 12th Edition– Section 43.10

Rights in regard to debate are not transferrable. An assembly member cannot yield any expired portion of his time to another member, or to anyone else. **RONR** has no allowance for the public or anyone outside of the body to participate in debate or discussion during a meeting. There is no proper motion to yield a seat or yield time to a member of the public.



Refer to your Order of Business in Code or Policy for:

Citizen Comments
Public Hearings



The public does not have the right to speak during any other portion of the agenda, unless specifically allowed by the Assembly. This could occur one of three ways:

Through a ruling of the chair with no objection raised.
Through a motion to suspend the rules which requires a 2/3 vote to pass.
During a work session when formal rules are relaxed, and with no objection raised.

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Call for the Vote on the Motion

- **The Chair puts the motion to a vote.**
 - The chair should restate the motion to remind members what they are voting on.
 - The chair (or secretary) should call for votes in favor of and votes against the motion.
 - The chair determines if the motion passed or failed and announces the determination to the members by saying “the motion is adopted” or “the motion failed”.
 - Move to the **next** item on the agenda.

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Unanimous Consent / General Consent

- May be used for items of little importance or when there appears to be no opposition to a motion.
- If one member objects, the chair must go through the full motion process.

*“If there is no
objection...”*

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Types of Motions

Main

Privileged

Subsidiary

Incidental

Bring Back

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Main Motion

- **Original Main Motion.**
 - Introduces a substantive question as a new subject
 - Object: Bring business before the board
 - Form: I move that...or I move to.....

Rules:

- Needs a second.
- Is Debatable.
- Is amendable.
- Needs a majority vote.
- Can be reconsidered



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Privileged Motions

- Privileged motions are a class of motions that are important enough to warrant interrupting all other motions. Because they are urgent issues, debate on them is not allowed.
 - Fix the time to which to adjourn
 - Adjourn
 - Recess
 - Questions of privilege
 - Call for orders of the day

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Subsidiary Motions

- Lay on the table
- Previous Question
- Limit or extend limits of debate
- Postpone to a certain time
- Commit or refer
- Amend
- Postpone indefinitely

Subsidiary motions aid the body in treating or disposing of a main motion.

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Subsidiary Motions – Lay on the Table

(This motion clearly wins the award for the most overused and abused of all of the motions. It is too often used to kill a motion. It is also improperly used to postpone a motion to the next meeting.)

Designed for unexpected urgent situations. It is also designed for setting something aside when you do not know when it will be time to bring it back again.

- Needs a second
- Is NOT debatable
- Is NOT amendable
- Needs a majority vote
- To bring the tabled motion back before the group a member must make the motion to “take from the table” by the end of the next regularly scheduled meeting.

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Subsidiary Motions – Difference Between “Lay on the Table” and “Postpone”

- If you want to kill a motion, you should use the motion to **postpone indefinitely**.
 - Why? Because the motion to lay on the table is NOT debatable, therefore you can’t talk about it or amend it before you vote on it. Those are two things you would want to do before killing an idea; if you don’t you run the risk of violating the rights of the members.
- If you want to put something off until the next meeting, the proper motion is to **postpone to a certain time**.
 - The difference? Lay on the table is not debatable, is not amendable (so you can’t set a time and date for when to address it again) and when you do bring it back up it needs a motion to “take from the table” to accomplish that.

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Subsidiary Motions – Previous Question

- **Previous Question**
 - Used to stop debate on a motion and any subsidiary motions.
- **The motion must be seconded, no debate is allowed, and a two-thirds vote is needed.**
- This is the second most overused and abused of all of the motions.
- It is often misused to call it out, as a command, and intimidate the presiding officer into stopping debate without a vote.

QUESTION!

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Subsidiary Motions – Previous Question, cont...

- **Script:**
 - Member: I move the previous question
 - Chair: Is there a second?
 - Member: I second the motion
 - Chair: The previous question is moved and seconded, this is not a debatable motion and takes a two-thirds vote. If you want to close debate, vote in favor of the motion. If you want debate to continue, vote against the motion.

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Subsidiary Motions – Postpone to a Certain Time (Postpone Definitely)

- Allows for more information to be gathered before making a decision.
 - The time set to postpone is limited to the current meeting, and up until the close of the next regularly scheduled meeting.
 - Needs a second
 - Is debatable
 - Is amendable
 - Needs a majority vote
- The item will come back on the agenda at the next regular meeting as “Unfinished Business”, with the main motion still on the floor. At that time, the Chair will read the *motion pending* prior to postponement and discussion will resume.

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Subsidiary Motions – Commit or Refer

- This motion sends the main motion to a smaller group (a committee) for further examination and refinement before the body votes on it. Be specific.
- Item comes back to the members under “Unfinished Business” along with the committee report. Chair should read main motion which was made prior to sending to committee and discussion resumes.
- **Make sure to establish a due date, or deadline for the committee to report back.**

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Amendments to Motions

Primary Amendment – amends the main motion, must be germane to the main motion.

There is a limit on the number of amendments that can be pending. There can be only one main motion, one primary amendment, and one secondary amendment pending at a time.

Secondary Amendment – amends the primary amendment, must be germane to the primary amendment.

After a primary amendment has been voted on, if it passed, it becomes a part of the motion it was amending. At this point a new primary amendment could be offered. Same is true for a secondary amendment.

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The motion on the floor: “I move that we censure our president.”

Subsidiary Motions – Amendments, cont.

Amendment: I move to amend the motion by striking the word “censure” and inserting the word “thank” so that the motion will read “I move that we thank our president”.

Although the amendment must be germane, it does not have to maintain the intent of the main motion.

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Amendments, Cont.



An amendment to a motion can take three forms:



Insert or add. This involves inserting or adding words or paragraphs.



Strike out. This involves cutting words or paragraphs.



Strike and insert. This involves substituting a word, paragraph, or the entire text with new text.

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Amendments, Cont.

Limited number. To avoid confusion there is a limit on the number of amendments that can be pending.

There can be only one main motion, one primary amendment, and one secondary amendment pending at a time.

*Primary amendment amends the pending main motion.

*Secondary amendment can only amend the primary amendment.

*After a primary amendment has been voted on, if it passed, it becomes a part of the motion it was amending. At this point a new primary amendment could be offered. Same is true for a secondary amendment.

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Subsidiary Motions – Postpone Indefinitely

Used to “kill” a motion with a definitive motion and vote.

A member who is opposed to a motion cannot make the main motion, but may make a motion to postpone the motion indefinitely.

Makes the body aware of the intent to kill the main motion without having vote on the main motion.

Exception to “motion ladder”. If the motion to postpone indefinitely passes, you do not take the final step down the motion ladder. You do not vote on the main motion.

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Incidental Motions

- **Point of Order**
- **Appeal from the Decision of the Chair (Appeal)**
- **Suspend the Rules**
- **Division**
 - Division of the motion
 - Division of the assembly
- **Requests and Inquiries**
 - Parliamentary Inquiry
 - Point of Information
 - Withdrawal of a Motion

Incidental motions usually relate to matters of the business meeting rather than directly to the main motion.

They may be offered at any time when they are needed.

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Point of Order and Appeal

- **Point of Order**

- Requests that the rules be followed
- May interrupt speaker, No second needed, Not debatable
- Ruled by Chair

- **Appeal from the Decision of the Chair**

- Challenges a ruling of the chair
- Requires a second
- Question becomes, “Shall the ruling of the chair be upheld?”
- Majority vote needed



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Point of Order and Appeal, cont.



Appeal from the Decision of the Chair

Any member who disagrees with the ruling of the Chair may move to appeal the decision of the Chair. If the appeal is seconded, the Chair must state the question on it, explain the exact Parliamentary question at issue, allow for debate and put the question to a vote.

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Bring Back Motions

The bring back motions are used to bring back a motion that has already been before the body, just in case once wasn't enough.



Rescind



Amend Something Previously Adopted



Take from the Table



Reconsider

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Bring Back Motions – Take from the Table

- A motion that was laid on the table can only be taken from the table during the remainder of the meeting at which it was laid on the table or before the conclusion of the next regularly scheduled meeting. The motion to take from the table can be made by any member, and it requires a majority vote to pass
- Rules:
 - Needs a second
 - Is NOT debatable
 - Is NOT amendable
 - Needs a majority vote
 - May be made during the Unfinished or New Business portion of the agenda.

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Bring Back Motions - Reconsider

- This motion wins the award for the “most challenging”!
- The effect of the adoption of this motion is to erase the original vote on the motion and put the assembly in exactly the place it was in right before the vote occurred. If the motion to reconsider passes, the motion is put back on the floor, as if the original vote had not occurred, and discussion continues.
- **The motion to reconsider can be made only by a member who voted on the prevailing side. So, if the motion passed, you had to have voted “yes” on it to move to reconsider it; if the motion failed, you had to have voted “no” to move to reconsider it.**

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The Order of Precedence of Motions



1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone to a time certain
10. Commit or refer
11. Secondary Amendment
12. Primary Amendment
13. Postpone indefinitely
14. Main motion

When any of the motions on this list is the immediately pending motion, any motion above it on the list can be made at that time.

The motion below it on this list cannot be made at that time.

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The Order of Precedence of Motions



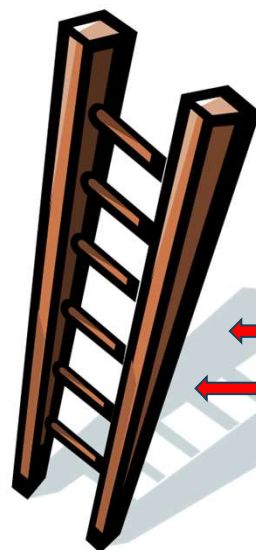
1. **Fix time to which to adjourn**
2. **Adjourn**
3. **Recess**
4. **Raise a question of privilege**
5. **Call for orders of the day**
6. **Lay on the table**
7. **Previous question**
8. **Limit/extend limits of debate**
9. **Postpone to a time certain**
10. **Commit or refer**
11. **Secondary Amendment**
12. **Primary Amendment**
13. **Postpone indefinitely**
14. **Main motion**

Every motion that is pending is a step up the rung of the ladder. When it is time to vote on the motion, you must come down the ladder, in reverse order of the steps taken up.

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Practice Climbing the Ladder



- ← 4. Postpone to a Time Certain
- ← 3. Secondary Amendment
- ← 2. Amendment
- ← 1. Motion

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The Vote and the Ladder



Vote on the motion to postpone to a certain time.

If this motion passes, the main motion and the amendments that are pending will be postponed along with it to the next meeting. At the next meeting, you will have three motions still pending.

If the motion to postpone fails, you move down to the next pending motion on the ladder, which is the secondary amendment.



Vote on the secondary amendment.

If the secondary amendment passes, *the primary amendment is now changed*. If it fails, you move down to the primary amendment as it was originally stated.

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The Vote and the Ladder, Cont...

- **Vote on the primary amendment.**
 - If the vote on the primary amendment passes, the main motion on the floor is now amended. If the primary amendment fails, the main motion on the floor is the original main motion.
- **Vote on the main motion.**
- **If you skip any of those steps, you violate the rules and fall off the ladder!**

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Ladder of Motions

You Can Go Back Up the Ladder

- The voting ladder in the precedence of motions is not a one-way ladder. You can move up and down it, and then up and down again before finally processing the main motion and getting off the ladder.

Basic Steps on the Ladder

- The immediately pending motion is the motion that was last stated by the chair.
- The precedence of motions indicates which motions precede other motions during debate.
- Motions that don't follow the precedence of motions should be called out of order.
- Don't skip steps on the ladder of motions!

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Ladder of Motions - Exception

The exception to the ladder voting rule is the **Motion to Postpone Indefinitely**.

- The purpose of the motion to postpone indefinitely is to kill the motion that is pending.
- If the motion to postpone indefinitely passes, the main motion is thus killed and there does not need to be a vote on the main motion. You do not come down the final rung of the ladder, and you do not vote on the main motion.

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Summary

- **Follow** ALL Applicable Rules
- **Voice** of the Minority, **Will** of the Majority
- **Respect** the Role of the Chair
- Debate must be **Germane, Concise, Courteous**
- **Stay** on the Ladder
- **Privileged** motions can interrupt
- **Subsidiary** motions dispose of main motion
- **Incidental** motions relate to matters of business and can happen at any time
- **Main** motions bring business before the body
- **Bring-Back** motions bring items again before the body



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Questions?



KACIE PAXTON, MMC,
BOROUGH CLERK



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907-228-6604

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Resources

- Roberts Rules of Order Newly Revised, 12th Edition; Henry M. Robert III
- The Complete Idiot's Guide to Robert's Rules; Nancy Sylvester, PRP, CPP-T

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City of Saxman

Strategic Planning Workshop Agenda

Date: [01-11-2025,01-12-2025, Day 1 & Day 2]

Time: 8:00 AM - 5:00 PM

Location: City Hall

Day 1: Agenda

8:00 AM - 8:30 AM: Welcome and Opening Remarks

- Ginger McCormick – City Clerk
- Purpose of the Workshop

8:30 AM - 9:00 AM: Overview of Workshop Objectives

- Establish strategic goals for city development
- Review ongoing and proposed capital projects
- Parliamentary procedure training

9:00 AM - 1:00 PM: Parliamentary Procedure Training

- Kacie Paxton KGB Clerk, Expert in Parliamentary Procedures
- Objectives: Improve meeting efficiency and decision-making

1:00 PM - 2:30 PM: Capital Projects Review and Planning (Part 1)

1. Mahoney Lake Hydroelectric Project

- Current status and next steps
- Key partners and funding sources
- Timeline and projected completion date

2. Saxman Community Center Parking Lot: Phase I and Phase II

- Review of Phase I progress
- Planning and budget for Phase II
- Community impact assessment

2:30 PM - 2:45 PM: Break

2:45 PM - 4:30 PM: Capital Projects Review and Planning (Part 2)

3. Saxman Public Works/Public Safety Upgrades

- Overview of critical infrastructure needs
- Proposed safety improvements
- Funding options and partnerships

4. New Raw Water Source Development

- Feasibility study outcomes
- Proposed sites and environmental considerations
- Timeline and budget

4:30 PM - 5:00 PM: Recap of Day 1 and Closing Remarks

Day 2: Agenda

8:00 AM - 8:30 AM: Welcome and Day 1 Recap

8:30 AM - 10:00 AM: Strategic Goal Setting

- Identifying priority projects for immediate action
- Long-term vision for the city
- Assigning roles and responsibilities

10:00 AM - 10:15 AM: Break (Refreshments Provided)

10:15 AM - 12:00 PM: Next Steps and Action Items

- Summary of key takeaways
- Setting the date for the next meeting
- Distribution of meeting minutes

12:00 PM - 1:00 PM: Lunch Break

1:00 PM - 2:30 PM: Capital Projects Review and Planning (Part 3)

5. Saxman Harbor: Phase I Construction

- Progress report on Phase I construction
- Future phases and long-term goals
- Economic benefits for the community

6. Saxman FireHouse and Fire Engines

- Current state of the fire house and equipment
- Proposed upgrades and acquisitions
- Grant and funding opportunities

2:30 PM - 2:45 PM: Break

2:45 PM - 4:30 PM: Finalization of Strategic Goals and Assignments

4:30 PM - 5:00 PM: Closing Remarks and Adjournment

- Ginger McCormick – City Clerk
- Thank you to all participants

Workshop Contact Information:

- Ginger McCormick – City Clerk
- Phone: 907-225-4166
- Email: cityclerksaxman@kpunet.net

Note: Attendees are encouraged to review the project documents provided prior to the workshop.



Greater Ketchikan Community Request for Fiscal Year 2026 State Funding

Project Title: Public Safety Building—Planning/Design/Construction

FY 2026 Funding Request: \$3,850,000.00

APPLICANT:	PROJECT PHOTO
City of Saxman 2841 S. Tongass Hwy. Route 2 Box 1 Ketchikan, AK 99901 (907) 225-4166 FEIN 92-0041226 Marissa Medford cityadmin@kpunet.net	

Is the request a one-time project or is additional State funding expected to be requested in the future? One-time

BRIEF PROJECT DESCRIPTION:
<p>The public safety building/fire station within Saxman was built in the 1970's and in addition to not being equip to handle current needs, the building itself has a rotten foundation and a leaking roof resulting in a mold issue. Renovation of the current facility doesn't make sense as the costs would exceed the value of the current building and more room is needed for emergency apparatus storage (the current location cannot accommodate the space needed).</p>

FUNDING PLAN
<p>State the total project cost: <u>\$3,850,000.00</u> State funding already secured: <u>\$0.00</u> State the amount of the State funding request for this fiscal year: <u>\$3,850,000.00</u> State the amount of funding available from other sources with an explanation where appropriate: <u>\$80,000.00</u> in land secured. Federal funding options available, however, the grants need to be applied for by the Tribe.</p>

DETAILED PROJECT CRITERIA:
<p>The project would create construction jobs and provide a safe facility for essential first responders and staff (VPSO, STVFD, EMS).</p>

The project is absolutely critical to the life, safety, and health of all Ketchikan Gateway Borough residents and businesses, not just Saxman. The recent fire that destroyed the South Tongass Fire Station, emergency apparatuses, and medical equipment highlights the need for additional emergency response resources on the South end, much like the North end has two locations. Continued increase in housing and economic development within Saxman and the Ketchikan Gateway Borough necessitate another location for the South Tongass Service Area. An additional facility would aid in decreasing response time, which is imperative for survival and to mitigate damages.

PROJECT DESCRIPTION AND JUSTIFICATION:

Deferred Maintenance: The public safety building is a key facility and necessary renovation and repairs have been needed for a long time. It has been deferred as the current location and facility do not fit current needs. A new location has been secured.

Infrastructure: The recent fire that destroyed the South Tongass Fire Station, emergency apparatuses, and medical equipment highlights the need for additional emergency response resources on the South end. Continued increase in housing and economic development within Saxman and the Ketchikan Gateway Borough necessitate another location for the South Tongass Service Area.

Public Safety: The recent fire that destroyed the South Tongass Fire Station, emergency apparatuses, and medical equipment highlights the need for additional emergency response resources on the South end. Continued increase in housing and economic development within Saxman and the Ketchikan Gateway Borough necessitate another location for the South Tongass Service Area. An additional facility would aid in decreasing response time, which is imperative for survival and to mitigate damages.

Private Sector Tools: Saxman Seaport has many private-sector growth opportunities / development possibilities—many are newly established with more on the horizon. It would be of significant benefit to have the additional emergency response resources as the community continues to expand and develop.

Investment in Future: Saxman has many growth opportunities / development possibilities—many are newly established with more on the horizon. It would be of significant benefit to have the additional emergency response resources as the community continues to expand and develop. Several housing development projects, Port Infrastructure Development to create an AMHS ferry terminal and to relocate the MV Lituya run / test electric ferries, a Food Hub to promote food security by KAPA, Three Bears grocery store, and Totem Harbor development.

Support for Essential Services: This project ensures the community will have necessary emergency services support, decrease response times for threats to life and property, and increase public safety.

Culture and Recreation: The Saxman Totem Park is a major attraction for Ketchikan area visitors. The park includes a tribal house, a carving center, and a cultural hall for traditional Tlingit dance exhibitions.

Underserved Community: Organized Village of Saxman has a rural designation. Of the roughly 400 residents within Saxman, 75% are Alaska Native and have been an underserved community and disproportionately disadvantaged since colonization. The community is currently without a VPSO presence and having an appropriate public safety building would help to attract and retain this necessary presence within our community.

PROJECT TIMELINE

The project would likely need 18-24 months for completion.

ONGOING OPERATION AND MAINTENANCE:

City of Saxman & Public Works / VPSO / STVFD & EMS



Greater Ketchikan Community Request for Fiscal Year 2026 State Funding

Project Title: Totem Harbor—Planning

FY 2026 Funding Request: \$6,230,521.75

APPLICANT:	PROJECT PHOTO
City of Saxman 2841 S. Tongass Hwy. Route 2 Box 1 Ketchikan, AK 99901 (907) 225-4166 FEIN 92-0041226 Marissa Medford cityadmin@kpunet.net	

Is the request a one-time project or is additional State funding expected to be requested in the future? One-time

BRIEF PROJECT DESCRIPTION:
<p>Saxman does not currently have a developed harbor facility. A new harbor would meet the recreation needs of residents, the commercial fleet, provide opportunities for charters to operate out of Saxman, provide seaplane service to Saxman, and provide moorage for vessels visiting Saxman. Visiting vessels include small cruise ships and the desire to make Saxman a turn-around port, and also provide moorage for yachts. With Ketchikan harbors beyond capacity, Saxman can meet some of the local demand while providing economic opportunities for the community. More details outlined in the 2021 Master Plan. This is just for the planning phase.</p>

FUNDING PLAN
<p>State the total project cost: <u>\$6,230,521.75</u> State funding already secured: <u>\$0.00</u> State the amount of the State funding request for this fiscal year: <u>\$6,230,521.75</u> State the amount of funding available from other sources with an explanation where appropriate: <u>\$1,000,000.00</u> in land secured.</p>

DETAILED PROJECT CRITERIA:

The project would create construction jobs and multiple year-round and seasonal job opportunities.

The project supports the life, safety, and health of Ketchikan residents by providing additional vessel moorage, improving quality of life by providing more recreation opportunities, allowing rescue boats/seaplanes a closer dock to provide lifesaving care to residents and to our neighbors in Metlakatla.

PROJECT DESCRIPTION AND JUSTIFICATION:

Transportation: Increases needed moorage capacity for the community. Would be able to accommodate several vessels from under 20 feet up to small cruise ships, yachts, and seaplanes. Would allow residents living on Pennock, Metlakatla residents, and commercial fishing vessels to dock and stock up on essentials and a place for rescue boats/seaplanes to dock and have emergency services provide lifesaving care sooner.

Infrastructure: Saxman does not currently have a developed harbor facility. A new harbor would meet the recreation needs of residents, the commercial fleet, provide opportunities for charters to operate out of Saxman, provide seaplane service to Saxman, and provide moorage for vessels visiting Saxman. Visiting vessels include small cruise ships and the desire to make Saxman a turn-around port, and also provide moorage for yachts. With Ketchikan harbors beyond capacity, Saxman can meet some of the local demand while providing economic opportunities for the community.

Public Safety: Would allow rescue boats/seaplanes a closer dock to provide lifesaving care to residents and to our neighbors in Metlakatla.

Private Sector Tools: Harbor development would increase tourism opportunities, provide more developed land for businesses, and create a location for the study and development of renewable tidal energy.

Investment in Future: Saxman does not currently have a developed harbor facility. A new harbor would meet the recreation needs of residents, the commercial fleet, provide opportunities for charters to operate out of Saxman, provide seaplane service to Saxman, and provide moorage for vessels visiting Saxman. Visiting vessels include small cruise ships and the desire to make Saxman a turn-around port, and also provide moorage for yachts. With Ketchikan harbors beyond capacity, Saxman can meet some of the local demand while providing economic opportunities for the community.

Support for Essential Services: Increases needed moorage capacity for the community. Would be able to accommodate several vessels from under 20 feet up to

small cruise ships, yachts, and seaplanes. Would allow residents living on Pennock, Metlakatla residents, and commercial fishing vessels to dock and stock up on essentials and a place for rescue boats/seaplanes to dock and have emergency services provide lifesaving care sooner. Creates a location for the study and development of renewable tidal energy.

Culture and Recreation: The Saxman Totem Park is a major attraction for Ketchikan area visitors. The park includes a tribal house, a carving center, and a cultural hall for traditional Tlingit dance exhibitions.

Underserved Community: Organized Village of Saxman has a rural designation. Of the roughly 400 residents within Saxman, 75% are Alaska Native and have been an underserved community and disproportionately disadvantaged since colonization. Saxman has the land available to facilitate economic growth and development for the entire community.

PROJECT TIMELINE

The project would likely need 12-18 months for completion. This is just for the planning phase.

ONGOING OPERATION AND MAINTENANCE:

City of Saxman & Public Works



Greater Ketchikan Community Request for Fiscal Year 2026 State Funding

Project Title: Saxman Water Line Replacement

FY 2026 Funding Request: \$10,000,000.00

APPLICANT:	PROJECT PHOTO
City of Saxman 2841 S. Tongass Hwy. Route 2 Box 1 Ketchikan, AK 99901 (907) 225-4166 FEIN 92-0041226 Marissa Medford cityadmin@kpunet.net	

Is the request a one-time project or is additional State funding expected to be requested in the future? One-time

BRIEF PROJECT DESCRIPTION:
<p>The water line infrastructure within Saxman is very dated and much of it is beyond repair and needs replacement. We do not have the staff or resources to handle the frequency of breakage and repair. There are several water line leaks throughout Saxman equating to a 60GPM loss of water from our water tank. This has put a serious hardship on the Water Plant in order to keep up with making and storing safe water and poses a significant risk of a water crisis within the community.</p>

FUNDING PLAN
<p>State the total project cost: <u>\$10,000,000.00</u> State funding already secured: <u>\$0.00</u> State the amount of the State funding request for this fiscal year: <u>\$10,000,000.00</u> State the amount of funding available from other sources with an explanation where appropriate: <u>Unknown</u></p>

DETAILED PROJECT CRITERIA:
<p>The project would create jobs as we do not have sufficient staff to handle the undertaking of a project of this magnitude.</p>

The project is absolutely critical to the life, safety, and health of Saxman residents and businesses. There are several water line leaks throughout Saxman equating to a 60GPM loss of water from our water tank. This has put a serious hardship on the Water Plant in order to keep up with making and storing safe water and poses a significant risk of a water crisis within the community.

PROJECT DESCRIPTION AND JUSTIFICATION:

Deferred Maintenance: The water line infrastructure is very dated and much of it is beyond repair and needs replacement. We do not have sufficient staff or resources to handle the frequency of breakage and repair.

Infrastructure: The water line infrastructure within Saxman is very dated and much of it is beyond repair and needs replacement. We do not have the staff or resources to handle the frequency of breakage and repair. There are several water line leaks throughout Saxman equating to a 60GPM loss of water from our water tank. This has put a serious hardship on the Water Plant in order to keep up with making and storing safe water and poses a significant risk of a water crisis within the community.

Public Safety: There are several water line leaks throughout Saxman equating to a 60GPM loss of water from our water tank. This has put a serious hardship on the Water Plant in order to keep up with making and storing safe water and poses a significant risk of a water crisis within the community.

Private Sector Tools: Saxman Seaport has many private-sector growth opportunities / development possibilities—many are newly established with more on the horizon. It is imperative that we have the update to the water line infrastructure so that we can continue to promote these growth opportunities and development for the community.

Investment in Future: Saxman Seaport has many growth opportunities / development possibilities—many are newly established with more on the horizon. It is imperative that we have the update to the water line infrastructure so that we can continue to promote these growth opportunities and development for the community and investment in the future. Port Infrastructure Development to create an AMHS ferry terminal and to relocate the MV Lituya run / test electric ferries, a Food Hub to promote food security by KAPA, Three Bears grocery store, and Totem Harbor development.

Support for Essential Services: Water is one of the bare necessities for human survival. This project ensures the community will have access to safe water and drastically decrease the risk of a water crisis.

Culture and Recreation: The Saxman Totem Park is a major attraction for Ketchikan area visitors. The park includes a tribal house, a carving center, and a cultural hall for traditional Tlingit dance exhibitions.

Underserved Community: Organized Village of Saxman has a rural designation. Of the roughly 400 residents within Saxman, 75% are Alaska Native and have been an underserved community and disproportionately disadvantaged since colonization. There is significant risk of a water crisis without the water line infrastructure replacement.

PROJECT TIMELINE

The project would most likely be completed in phases, with the water lines in the worst condition being replaced first. From RFP process through completion, estimated to take 12-18 months (taking into account delays for adverse weather conditions / needing to pause for winter months).

ONGOING OPERATION AND MAINTENANCE:

City of Saxman Public Works / ANTHC / ARWA

City of Saxman Priority List 2025-2026

1. Ditch Cleaning
 - Notes:
 - Status:
2. Tlingit Words for Building Signs
 - Notes:
 - Status:
3. Drinking Fountain
 - Notes:
 - Status:
4. Lights for the Red Hall Parking Lot
 - Notes:
 - Status:
5. Fix Gym Floor Bow
 - Notes:
 - Status:
6. Gym LED Lights
 - Notes:
 - Status:
7. Seaport Construction
 - Notes:
 - Status:
8. Timer for Gym Fans
 - Notes:
 - Status:
9. Gym Lights Switch Downstairs
 - Notes:
 - Status:
10. Sewer Lines Study
 - Notes:
 - Status:
11. Motion Sensors/Photo Cells
 - Notes:
 - Status:
12. Building Columns Totem Wrap
 - Notes:
 - Status:
13. Street Signs
 - Notes: maintain the street signs,
 - Status:
14. Fix Potholes
 - Notes:
 - Status:

15. Motion Sensors on Light Switches
 - Notes:
 - Status:
16. Building Numbers on All Buildings
 - Notes:
 - Status:
17. Community Center Foundation Repair
 - Notes:
 - Status:
18. Public Safety Building Repair
 - Notes:
 - Status:
19. New Water Lines
 - Notes:
 - Status:
20. Dump Truck
 - Notes:
 - Status:
21. Track Hoe
 - Notes:
 - Status:
22. Street Lights on Totem Row
 - Notes:
 - Status:
23. Level Both Sides of Totem Row
 - Notes:
 - Status:
24. Seaport Master Plan
 - Notes:
 - Status:
25. Covered Storage at Seaport
 - Notes:
 - Status:
26. Paving SCC Parking Lot
 - Notes:
 - Status:
27. Bulk Water Fill Station
 - Notes:
 - Status:
28. Upstairs SCC Kitchen
 - Notes:
 - Status:
29. Pave Seaport
 - Notes:

- Status:
- 30. Totem Poles
 - Notes:
 - Status:
- 31. Revise Ordinances
 - Notes: building ordinances/policy
 - Status:
- 32. Security Cameras
 - Notes:
 - Status:
- 33. Salvation Army Building
 - Notes:
 - Status:
- 34. SCC Corner Lot Purchase
 - Notes: DONE, been purchased.
 - Status:
- 35. Sell Land to Homeowners
 - Notes:
 - Status:
- 36. Apartments - Low Income
 - Notes:
 - Status:
- 37. Second Gym
 - Notes:
 - Status:
- 38. Post Office
 - Notes: Get started
 - Status: pending
- 39. Bathrooms
 - Notes: where do we place them? Gender Neutral bathrooms.
 - Status:
- 40. Parking lot
- 41. Surround sound
- 42. Screen for CC
- 43.

Completed Items

1. Paint Lobby
 - Notes:
 - Status: Done
2. Move Coho Street Sign
 - Notes:

- Status: Done
- 3. Website
 - Notes:
 - Status: Done
- 4. Boat Launch
 - Notes:
 - Status: Done
- 5. Impound Lot
 - Notes:
 - Status: Done
- 6. Towing Contract
 - Notes:
 - Status: Done
- 7. Council Table and Chairs
 - Notes:
 - Status: Done
- 8. Upstairs SCC Facelift
 - Notes:
 - Status: Done
- 9. Snow Plow
 - Notes:
 - Status: Done
- 10. Sander
 - Notes:
 - Status: Done
- 11. Master Plan for Tourism
 - Notes:
 - Status: Done
- 12. New Pick Up
 - Notes:
 - Status: Done