



**City of Saxman
City Council Regular Meeting
March 20, 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. February 29, 2024 Finance Committee Meeting Minutes

Background: Meeting minutes presented for Council approval.

2. March 4, 2024 Totem and Tourism Committee Meeting Minutes

Background: Meeting minutes presented for Council approval.

3. March 6, 2024 Building and Ordinance Committee Meeting Minutes

Background: Meeting minutes presented for Council approval.

Old Business

New Business

4. 2024 GKA Multi-Jurisdictional Emergency Operations Plan

Background: Steve Rydeen will present the plan to Council for consideration, discussion, and adoption.

5. KIC Office of Education School Renaming Initiative Letter

Background: Council will review and discuss letter submitted by KIC's Office of Education.

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

6. Lot Development

Background: The Mayor will provide an update and discuss next steps. Council previously approved this item.

Staff Reports

7. Mayor Report

Background: The Mayor will verbally report.

8. City Administrator Report

Background: The City Administrator will verbally report.

Executive Session

9. Sawmill Purchase

Background: Discuss finalizing the purchase of the Sawmill.

Next Meeting Dates:

City Council Meeting:

Building and Ordinance Meeting:

Seaport Meeting:

Public Safety Planning Meeting:

Finance Meeting:

Tourism Master Planning Meeting:

Totem and Tourism Meeting:

Additional Meetings:

10. April 2024 Calendar

Background: Discuss and approve the April 2024 calendar for Council meetings.

Council/Mayor Comments

Adjournment



**City of Saxman
Finance Committee Meeting
February 29, 2024
3:30 PM**

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 3:52pm.

Roll Call

PRESENT

Mayor Frank Seludo
Council Member Woody Watson
Council Member Norman Natkong
Council Member Rick Makua—arrived at 3:58pm.
Council Member Gabe Blair

ABSENT

Vice Mayor Billy Joe Thomas
Council Member Denny Blair

ALSO PRESENT

Marissa Medford, Saxman City Administrator
Mike Beach, Teuscher Walpole
Anna Laffrey, Ketchikan Daily News

Public Comments

There were no public comments.

FY24 Financials

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

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

Motion passes.

1. January General Fund Financials

Background

Mike Beach with Teuscher Walpole, LLC will present the General Fund Financials

Discussion:

Mike Beach from Teuscher Walpole discussed the General Fund Financials.

Magic percentage we are looking for is 58%.

Budget mod has been sent to Mayor Frank Seludo for review.

Cape Fox Corp is submitting the invoice for the past two years.

Council Member Gabe Blair had questions on 4805 Totem Restoration. Asked for an update from Mike Beach for next meeting.

Budget for totem pole raising celebration. TBD on which account to pull funds from.

Mayor Frank Seludo discussed open City Clerk position. Council recommends to pursue candidate. 5301- Office Supplies expense needs to be adjusted and allocated (pallet of paper). Laptop and docking station expense to also include two monitors.

City Administrator laptop and docking station expense.

Council Member Gabe Blair wanted an update on how it's going out there with roads. Need to look into how much a new sander would cost to replace the broken one.

The Mayor requested Mike Beach explain 6010–Travel (Transportation/Lodging). Mike Beach requested they get on a call tomorrow to discuss.

The Administrator discussed the State of Alaska PERS participation agreement and the resolution from 2000 that states that all elected officials for the City of Saxman should be enrolled in PERS.

The Mayor asked Mike Beach if we were caught up on Finance. Now that we have the Administrator we can now have her sign off on anything over \$500 instead of waiting for The Mayor. The Mayor asked for an update from Mike Beach for the next meeting.

The Mayor recommends to increase 5550–General Maintenance budget for Old City Hall.

Council Member Gabe Blair asked if they are done working on the Tribal Hall. The Mayor indicated that an oil tank needs to be replaced behind the Tribal Hall and to trim brush.

The Mayor would like to get hot water in the outside restrooms by the Clan House. Would like to get electric hot water heaters so we're not heating water unnecessarily (would like to do this on all of the outside restrooms).

Council Member Gabe Blair feels like we need to have someone that can address Grant Writing and Tourism as soon as possible.

The Mayor is going to figure out the heat pump and reach out for the Fire Dept.

2. January Cash Accounts

Background

Mike Beach with Teuscher Walpole, LLC will present the Cash Accounts

No questions on January 2024 cash accounts.

3. January Water and Sewer Financials

Background

Mike Beach with Teuscher Walpole, LLC will present the Water and Sewer Financials

No questions on January 2024 Water and Sewer financials.

4. January Seaport Financials

Background

Mike Beach with Teuscher Walpole, LLC will present the Seaport Financials

Mayor Seludo updated council on the dormant bank account that has been reinstated. Has about \$18,000 in the Old Seaport account. Only interest payments.

Adjournment

There was a motion made to adjourn the meeting.

Motion made by Council Member Gabe Blair. Seconded by Council Member Rick Makua.

All in favor.

None oppose.

Motion passes.

Meeting adjourned at 6:03pm.

Frank H. Seludo, Mayor

Marissa Medford, City Administrator



**City of Saxman
Totem and Tourism Committee
Meeting
March 04, 2024
5:30 PM**

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 5:53pm.

Roll Call

PRESENT

Mayor Frank Seludo
Council Member Woody Watson
Council Member Norman Natkong Sr.—arrived at 6:10pm.
Council Member Rick Makua—arrived at 6:14pm.
Council Member Gabe Blair
Council Member Denny Blair

ABSENT

Vice Mayor Billy Joe Thomas

ALSO PRESENT

Marissa Medford, City Administrator
Tim Lewis, President Cape Fox Commercial Services
Adrianna Oliva-Parks, GM Cape Fox Tours

Public Comment

There were no public comments.

New Business

1. Cape Fox Sawmill Tours

Background: Tim Lewis and Adrianna Oliva-Parks from Cape Fox will discuss their Sawmill Tours proposal.

Cape Fox Sawmill Tours

Background: Tim Lewis and Adrianna Oliva-Parks from Cape Fox will discuss their Sawmill Tours proposal.

Discussion: Originally tried to go through OVS to purchase the Sawmill for the tour. There has been some miscommunication on the purchase of the Sawmill and Cape Fox doesn't want to go to the cruise lines to have to pull the tours from the ships. Three new tours, across four cruise lines.

Council Member Gabe Blair wanted clarification on whether this is the City's asset and Cape Fox would just be using it. Cape Fox wants to ensure that it's a working asset.

Tim Lewis let us know that the other option is to go through the CDC if the City of Saxman isn't interested in moving forward.

Mayor Seludo noted that if we move forward, we would be in a holding pattern to hear back from Cape Fox on whether OVS has secured the Sawmill.

Council Member Gabe Blair wants to know what a contract with Cape Fox would look like on this Sawmill tour. Tim Lewis feels like a 5 year contract to start and would use a standard contract. If the council decides to move forward Tim Lewis said he would send over a sample contract for everyone to look at.

Council Member Gabe Blair wants to know that if OVS does follow through with this if there would still be a contract with Cape Fox for the City for land use/head fees.

Tim Lewis stated that they need to have this Sawmill ordered within the next week in order for it to arrive here by the end of the month as the first ships arrive in about a month and that's when the tours start.

Mayor Seludo and Tim Lewis want to make sure that the correct totem pole stories are being told. There will be more of a physical presence around these areas.

Cape Fox is running 600-1,000 people/day through the park. Cape Fox Tours is continuing to grow significantly. Cape Fox is looking to facilitate grant money to restore and improve structures around the City.

Council Member Woody Watson made a motion to move forward, if needed and OVS has not secured it already, to purchase the Sawmill for \$90,000. Motion seconded by Denny Blair.

All in favor.

None oppose.

Motion passes.

2. **Rock Oyster Totem Pole & Funds for Party**

Background: Status update on the Rock Oyster pole and discussion on funds to be allocated/logistics for party.

Rock Oyster Totem Pole & Funds for Party

Background: Status update on the Rock Oyster pole and discussion on funds to be allocated/logistics for party.

Discussion: Cape Fox is willing to help facilitate the pole raising. John Rowan is hoping to be done by the end of March—he's finishing the wings and then will be ready to start painting. Council Member Watson will be going over in about 2.5 weeks and has volunteered to go over and take a look at progress and get pictures.

\$5,000 allocated for the party. John Rowan's dance group plus another dance group. Have Cape Fox put together a menu for finger food. Council Member Gabe Blair is curious if ANB/ANS would be interested for fundraising for traditional food for the party. Council Member Gabe Blair said she would reach out to both camps to see if this would be an option.

Planning on doing the totem raising and party on Saturday, May 4th.

Totem & Tourism Committee meeting scheduled for Thursday, March 14th at 3:30pm.

3. KVB Saxman Travel Guide Ad

Background: Last year we had an 1/8 page for \$759. Pete from KVB is supposed to email Marissa what we did last year and the deadline for publishing.

KVB Saxman Travel Guide Ad

Background: Last year we had an 1/8 page for \$759. Pete from KVB is supposed to email Marissa what we did last year and the deadline for publishing.

Discussion: Marissa indicated that there's a good chance we won't be able to have an ad published this year due to missing the deadline, but waiting for clarification from KVB. Council Member Gabe Blair would like to see this just be a line item on the new budget for June. Add this to the agenda for the Finance Committee meeting on Thursday, March 14th.

4. Painting of Totems

Background: Discuss necessary personnel and funding (two part-time employees?)

Painting of Totems

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Discussion: Mayor Seludo wants all supplies to come out of FY25 budget, which starts July 1. Wants to include these employees in Public Works. Wants to add this to next weeks Totem & Tourism Committee meeting on Thursday, March 14th with numbers to include for FY25.

Council Comments

Council Member Watson: Yellow line on Totem Row to prevent busses from parking anywhere.

Council Member Natkong: Good meeting and hope to get the totem poles painted soon and get Spring cleanup going.

Council Member Makua: Look into what it would take to get the totems secured so nothing falls. Rest of the meeting was great.

Council Member G. Blair: Good meeting.

Council Member D. Blair: Good meeting and excited for Rock Oyster totem pole back up.

Adjournment

There was a motion made to adjourn the meeting.

Motion made by Council Member Woody Watson. Seconded by Council Member Denny Blair.

All in favor.

None oppose.

Motion passes.

Meeting adjourned at 7:18pm.

Frank H. Seludo, Mayor

Marissa Medford, City Administrator

DRAFT



**City of Saxman
Building and Ordinance Committee
Meeting
March 06, 2024
4:00 PM**

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 4:16pm.

Roll Call

PRESENT

Mayor Frank Seludo
Council Member Woody Watson
Council Member Gabe Blair—called in via phone.
Council Member Denny Blair
Council Member Rick Makua—arrived at 4:38pm.

NOT PRESENT

Vice Mayor Billy Joe Thomas
Council Member Norman Natkong Sr.

ALSO PRESENT

Marissa Medford, City Administrator
Joe Williams, OVS President

Public Comment

There were no public comments at this time.

Consideration of the Agenda

Motion made by Council Member Woody Watson to approve the agenda. Motion seconded by Council Member Denny Blair.

All in favor.

None oppose.

Motion passes.

New Business

1. OVS Refrigerators/Freezers

Background: Discussion and update on OVS utilizing City of Saxman property to install walk-in refrigerators and freezers. The Mayor will verbally report more information on this for the Council to review and consider.

Discussion: OVS President Joe Williams stated the Tribe has money in the bank right now to purchase a large enough refrigerator and freezer to contribute to the City of

Saxman. Needs to know the square footage of the area where we would potentially want to install. Went to take a look at the kitchen to get a better idea of placement. Need to come up with a size and whether or not it is going to go inside or outside.

Mayor Seludo and Administrator Medford will go to WebstaurantStore and look at options and present to City Council.

A recommendation was made by Council Member Woody Watson to move forward with allowing OVS to purchase a walk-in refrigerator and freezer.

2. OVS Use of Kitchen

Background: Discussion and update on OVS using SCC Kitchen to process fish. The Mayor will verbally report more information on this for the Council to review and consider.

Discussion: OVS President Joe Williams and the Tribe will be purchasing Salmon from E.C. Phillips & Son and they need to be able to process it and vacuum pack it to distribute to the community of Saxman. They would like to distribute as soon as possible. The Tribe will also be purchasing pressure cookers and vacuum sealers. Would ideally like to start training people on the vacuum sealers in the next few weeks. The Tribe also talked with E.C. Phillips about purchasing aluminum tables to put into the SCC kitchen for processing the Salmon.

Mayor Seludo wants to put together a use agreement.

3. OVS Rent

Background: Discussion and update on OVS rent. The Mayor will verbally report more information on this for the Council to review and consider.

Discussion: OVS President Joe Williams states the Tribe needs to cure the rent so they can close out their books for 2023. He is of the opinion that they have been in the building and they should be paying rent. There are some members of their council that feel that it should be forgiven and he feels like that is a big ask.

Council Member Gabe Blair asks if the Tribe is struggling or why do they need the forgiveness.

President Joe Williams says they are not struggling and that it would just be easier for the bookkeeping.

Mayor Seludo mentioned that the Tribe wants to move forward with a rental agreement/contract and wants this done before their next meeting on March 19th. Charlie White recommends not changing much as there weren't any objections from their council and it's already been approved. Charlie will be sending the old agreement/contract to Administrator Medford for review.

A recommendation was made by Mayor Seludo to forgive OVS 2022 rent, but to move forward with charging OVS 2023 through current.

Council Comments

There were no council comments at this time.

Adjournment

There was a motion made to adjourn the meeting.

Motion made by Council Member Woody Watson. Motion seconded by Council Member Denny Blair.

All in favor.

None oppose.

Motion passes.

Meeting adjourned at 4:55pm.

Frank H. Seludo, Mayor

Marissa Medford, City Administrator

DRAFT

**KETCHIKAN GATEWAY BOROUGH
CITY OF KETCHIKAN
CITY OF SAXMAN**

**BOROUGH RESOLUTION NO. 3048;
CITY OF KETCHIKAN RESOLUTION NO. 24-2918;
CITY OF SAXMAN RESOLUTION NO. 02-2024-02**

A Joint Resolution of the Assembly of the Ketchikan Gateway Borough, Council of the City of Ketchikan, and Council of the City of Saxman, Adopting the 2024 Greater Ketchikan Area Multi-Jurisdictional Emergency Operations Plan

RECITALS

- A. WHEREAS**, Alaska Statute (AS) 26.23.060 requires each political subdivision to ensure that a written local or interjurisdictional disaster emergency plan for its area is prepared, maintained, and distributed to all appropriate officials, and the plan must include a clear and complete statement of the emergency responsibilities of all local agencies and officials, and
- B. WHEREAS**, the most recent Greater Ketchikan Area (GKA) Emergency Operations Plan (EOP) was implemented on March 31, 2007, following adoption by the Ketchikan Gateway Borough (KGB) Assembly, City of Ketchikan (CoK) Council, and City of Saxman (CoS) Council, and
- C. WHEREAS**, the GKA EOP has recently undergone a substantial update, building upon the 2007 version adopted by the GKA Municipalities. This update incorporates valuable insights from training exercises and local disasters, including the 2020 Ketchikan Lakes Dam Emergency/Evacuation and the global pandemic caused by the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) in 2020, and
- D. WHEREAS**, the Greater Ketchikan Area Multi-Jurisdictional Emergency Operations Plan (MJEOP) satisfies the statutory requirements and is a comprehensive, multi-disciplinary strategy designed to manage major emergencies and disasters within the KGB, CoK, and CoS, collectively referred to as the GKA, and
- E. WHEREAS**, the primary purpose of the GKA MJEOP is to deploy the resources outlined within it when the need arises, with the goal of saving lives and safeguarding property and critical infrastructure, and
- F. WHEREAS**, the GKA MJEOP provides a framework from which the KGB, CoK, and CoS can combine resources and operate as a single decision-making body for the purposes of responding to and recovering from a major disaster that would otherwise overwhelm individual abilities to respond, and

- G. WHEREAS**, this plan offers clear directives to GKA officials, delineating procedures, organizational structures, and assigned responsibilities. It promotes a cohesive and coordinated response involving local, state, and federal agencies, and
- H. WHEREAS**, the development of this plan adheres to the rigorous standards set forth by the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, the National Response Framework (NRF), National Incident Management System (NIMS), Presidential Directives, as well as relevant authorities and guidelines pertaining to Emergency Management duties and responsibilities within the State of Alaska, KGB, CoK, CoS, and the United States, and
- I. WHEREAS**, the MJEOP is designed to fulfill the disaster emergency planning mandates of federal, state, borough, and city agencies and departments with jurisdiction over these matters, and will serve as a valuable reference and training resource for municipal, regional, industry, and other emergency response personnel, ensuring an efficient and effective response to and management of disaster emergencies in the Community of Ketchikan.

NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FACTS, IT IS RESOLVED BY THE ASSEMBLY OF THE KETCHIKAN GATEWAY BOROUGH, COUNCIL OF THE CITY OF KETCHIKAN, AND COUNCIL OF THE CITY OF SAXMAN as follows:

Section 1. The Greater Ketchikan Area (GKA) governments hereby officially adopt this Multi-Jurisdictional Emergency Operations Plan (MJEOP) as a cornerstone of our collective preparedness and response efforts.

Section 2. The 2024 GKA MJEOP supersedes and replaces in entirety the GKA Emergency Operations Plan (EOP) as adopted by the KGB, CoK, and CoS, and as implemented on March 31, 2007.

Section 3. Effective Date. This resolution shall be effective upon adoption by the Ketchikan Gateway Borough Assembly, Ketchikan City Council, and Saxman City Council.

ADOPTED by the Borough Assembly this ___ day of ___, 2024.

ADOPTED by the Ketchikan City Council this ___ day of ___, 2024.

ADOPTED by the Saxman City Council this ___ day of ___, 2024.

Ketchikan Gateway Borough Signatures:

City of Ketchikan Signatures:

Rodney Dial, Borough Mayor

Dave Kiffer, City Mayor

ATTEST:

ATTEST:

Kacie Paxton, Borough Clerk

Kim Stanker, City Clerk

APPROVED AS TO FORM:

Glenn Brown, Borough Attorney

City of Saxman Signatures:

Frank Seludo, City Mayor

ATTEST:

City Clerk



Office of Education
 615 Stedman Avenue- Ketchikan, AK 99901
 (907) 228-9365 Phone
 www.kictribe.org

Saxman City Council
 2841 S Tongass Hwy
 Ketchikan, AK 99901

March 14, 2024

Dear Saxman City Council,

Ketchikan Indian Community's Tlingit Language Team has started an initiative to rename Ketchikan's middle school to, Kichxáan Héeni Middle School. We chose this name because the school sits next to this historic creek and would be Ketchikan's first name change using a traditional place name. We are reaching out to Native Corporations, Councils, School Districts, Elders, Clan Leaders, and organizations in various communities for support of this initiative.

The initiative is an effort to reintegrate traditional place names to the land and start revitalizing language on a different level. The initiative has sparked much conversation and questions—providing opportunity to share about the creek's origin with Naa.aa ádi and its history, the creek being gifted to Gaanax.ádi Yan Wulihashi Hít, and the totem poles that have stood next to it.

It has been a long-time interest of the Tlingit Language Team to not share *only* cultural knowledge, but *place-based* knowledge—Kichxáan's indigenous history: where kwáan borders are, which clans resided on this land, and the *original* names of the land. We are optimistic about reintegrating traditional place names all around the island. Part of the reintegration needs to include the history.

If you have any questions or would like to find out more about our initiative please contact us via email at lmilnedewitt@kictribe.org or phone (907) 228-9487. We look forward to hearing from you!

Gunalchéesh, Háw'aa, Ndoyackshn. If you or anyone you know are willing, please provide a letter of support addressed to Ketchikan Indian Community Tlingit Language Team.

Sincerely,

Xáa Tooch Sonya Skan
 Education & Training Director