



**City of Saxman  
Regular Meeting  
February 15, 2023  
5:30 PM**

## **AGENDA**

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**Call to Order**

**Prayer**

**Roll Call/Quorum**

**Public Comments**

**Consideration of the Agenda**

**Consent Agenda:** *Matters listed under the consent agenda are routine and will be enacted by one motion and one vote. There will be no separate discussion on these items. If the Mayor or council member requests discussion, that item will be removed from the consent calendar and will be considered under "Unfinished Business".*

1. January 18, 2023 Regular Meeting Minutes

Background: Meeting Minutes Presented for Council's Approval.

2. February 3, 2023 Special Meeting Minutes

Background: Meeting minutes presented for approval.

3. February 10, 2023 Finance Meeting Minutes

Background: Meeting minutes presented for approval.

**Old Business**

**New Business**

**Public Hearings:** *After the reading of each draft Ordinance the Mayor will ask for comments from the public. After public comments are closed by the Mayor motions may be made.*

**Unfinished Business**

**Staff Reports**

4. City Administrator Report

Background: The City Administrator will give report to the Council on the last 30 days.

5. Water Operator Report

Background: The Water Plant Operator verbally presents the Water Operator Report for the month of February.

6. January-February VPSO Report

Background: The VPSO submits a written report for the Councils consideration.

**Executive Session**

**Next Meeting Dates:**

7. March Calendar

Background: March Calendar presented for Council's Review.

**Council/Mayor Comments**

**Adjournment**



**City of Saxman  
Regular Meeting  
January 18, 2023  
5:30 PM**

Item 1.

## **MINUTES**

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### **Call to Order**

*The meeting was called to order at 5:32 PM by Mayor Seludo.*

### **Prayer**

Invocation by Councilor Watson.

### **Roll Call/Quorum**

#### **PRESENT**

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

### **Public Comments**

Harvey Shields, resident of Saxman, spoke during public comment in regards of water cleaning/cleaning of the water dams. He emphasized the importance of the city looking into the water useage change when Three Bears opens up and ensuring the dams are cleaned. He mentioned he has pumps and hoses to clean the dams and is willing to volunteer his time to help when needed.

Mayor Seludo decided he will include this concern in the next Building and Ordinance Meeting for the Council to discuss.

Trudi Swink, resident of Saxman, spoke during public comment to thank the City Council and the staff for working with the Organized Village of Saxman to administer the food voucher/utility grants. She mentioned that the State of Alaska - Food Stamp Division - is currently working on processing applications from July of 2022 and they are almost ready to start processing the August applications. Even new applicants have an estimated wait time of three months for their application to even be processed. She mentioned that these grants are a blessing for this community especially during this time.

1. Three Bears Update

Background: The Mayor is presenting Tim Lewis, Cape Fox Commercial Manager, for an update on Three Bears to the Council.

Tim Lewis gave a verbal update on Three Bears and informed the City Council that he will be able to provide monthly updates through email if requested.

2. Audit Report

Background: Max Mertz, auditor, has finished with the audit and will present it to the Council via Zoom.

Max Mertz presented the audit report through Zoom.

### Consideration of the Agenda

*A motion was made to use the Agenda as a guide. Motion Passed.*

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

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

**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".*

*A motion was made to approve the Consent Agenda line items 3-7. Motion Passed.*

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

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

3. December 21, 2022 Regular Meeting Minutes

Background: Meeting Minutes presented for approval.

4. November 8, 2022 Totem and Tourism Committee Minutes

Background: Committee meeting minutes that should have been approved in December.

5. January 12, 2023 Finance Meeting Minutes

Background: Meeting Minutes Presented for Approval.

6. January 12, 2023 Finance Meeting Recommendations

Background: Finance Meeting Recommendations for Approval.

7. Resolution #01.2023.01 Shared Fisheries Business Tax Resolution for Application

Background: Every year we apply for a portion (based on state calculation) of the fisheries business tax. This resolution is in support of that application.

## Old Business

There was no old business.

## New Business

There was no new business.

**Public Hearings:** *After the reading of each draft Ordinance the Mayor will ask for comments from the public. After public comments are closed by the Mayor motions may be made.*

## Unfinished Business

## Staff Reports

The City Administrator, Lori Richmond, verbally reported an update on her health to the Council.

### 8. Water Operator Report

Background: The Water Plant Operator verbally presents a report for the month of January.

Mayor Seludo reported that there is leak testing occurring on each street throughout the week to find any water leaks. He mentioned that Eagle Avenue seems to be an area of problems for leaks so far. He also reported that there are a few issues with the water pipes in the treatment plant that the staff is working on ordering parts for.

## Executive Session

*The Mayor called for executive session at 6:39 PM. The Council requested that the City Administrator and Deputy Clerk leave the meeting room for this discussion.*

*Council notified City Administrator and Deputy Clerk to return to the meeting room at 7:03 PM and informed them that the discussion consisted of complaints received from residents in the City of Saxman and could not go into further detail at this time.*

*The Mayor closed executive session at 7:03 PM.*

## Next Meeting Dates:

### 9. February Calendar

Background: Council Meeting Dates for the Council's Review.

## Council/Mayor Comments

*Councilor Watson:* Good Meeting. We accomplished a lot. Thank you for the hard work council and staff.

*Councilor Natkong:* Good Meeting. It was nice to see all the council and staff members here.

*Councilor Makua:* I would like to thank the staff for all their hard work and the Mayor. Good Meeting.

*Councilor G. Blair:* This was a good meeting. I would like to thank the Mayor and staff for their hard work. We have a lot to look forward to this year. I am proud of the work put in by all three entities this past year that benefits the community as a whole.

*Councilor D. Blair:* Thank you staff and council for all the hard work. Looking forward to moving forward with Three Bears and for future accomplishments for the City of Saxman.

*Vice Mayor Thomas:* Thank you for a good meeting. I appreciate all the work put in by staff for our council meetings. Looking forward to what this year brings.

*Mayor Seludo:* I would like to thank the council for attending the meetings and signing checks when needed - we have had very good attendance this past year with our meetings and I am looking forward to the new year and opportunities for Saxman. Good Meeting.

## Adjournment

*A motion was made to adjourn the meeting. Motion Passed.*

The meeting was adjourned at 7:19 PM.

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

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

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Frank H. Seludo, Mayor

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Lori Richmond, City Clerk



**City of Saxman  
Review of Three Bears Lease  
February 03, 2023  
6:30 PM**

Item 2.

## **MINUTES**

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### **Call to Order**

Mayor Seludo called the meeting to order at 6:33 PM.

### **Prayer**

Innvocation by Joseph Williams SR. (President Williams)

### **Roll Call/Quorum**

#### **PRESENT**

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

#### **OTHER**

Scott-Brandt Erichsen – Municipal Attorney  
Lori Richmond – City Administrator  
Brianna Berg – Deputy Clerk taking minutes

#### **ABSENT**

Council Member Gabriella Blair

### **Public Comments**

Public attending for listening: Joseph Williams with no comments.

### **New Business**

**Executive Session** *Procedure: Motion is made stating the subject matter to be discussed and then voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled separate from the other*

#### **1. Three Bears Proposed Lease**

Background: Three Bears has proposed a lease agreement for the Council's consideration concerning the long term rental of the Seaport Wearhouse and property

*A motion made to go in executive session at 6:36 PM to discuss the Three Bears Proposed Lease.*

*Motion made by Council Member Watson, Seconded by Council Member Makua.*

*Voting Yea: Mayor Seludo, Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Denny Blair*

Mayor Seludo ended Executive Session.

### **Council/Mayor Comments**

Councilor Watson: Good meeting a lot was accomplished here thanks Scott for being here. Like what we accomplished so far thank you,

Councilor Natkong: good meeting. Glad to see everyone here.

Councilor Makua: Sorry I'm late. I didn't want to continue this going because I didnt ask a question – I'm sure it was all covered. Covered all at the last meeting have all the faith in the world in mayor. Thank you for coming.

Councilor Denny Blair: Good meeting. like moving forward with this.

Mayor Seludo: Thank you all for coming, thank you Scott for coming out and explaining everything. we are getting closer and hopefully we hear back by the end of the week if we hear something - we will call another meeting to do the ordinance and get that done and moving forward. I will be out of town next week. Another special meeting will have to take place when we get it back from Scott and send off to Joan.

### **Adjournment**

A motion was made to adjourn at 7:21 PM by Mayor Seludo.





**City of Saxman  
Finance Committee  
February 10, 2023  
4:00 PM**

Item 3.

## **MINUTES**

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### **Call to Order**

The meeting was called to order at 4:19 PM.

### **Roll Call**

#### **PRESENT**

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

#### **ALSO PRESENT**

Lori Richmond- City Administrator  
Brianna Berg- Deputy Clerk taking minutes

### **Public Comments**

No public comment

### **Mayors Report**

The Mayor explained that Jay Johnson doesn't want to continue the relationship with the City of Saxman and their last day was February 1, 2023. He explains there will be a Special Meeting about the subject.

#### **1. Accounting RFP**

Background: The Mayor will update the Council on the accounting firm and request an RFP.

The Council reviewed an RFP for Accounting Firm that the City Administrator drafted. The Mayor gave the directive to have the RFP posted with the closing date 2/28/2023, postmarked by the 24th.

The Mayor asked the Council to decide if the Special Meeting for personnel issue should be next week when he is out of town or the following week. The decision was for the meeting to be after the 20th.

### **Adjournment**

The Mayor adjourned the meeting at 3:16 PM.

City Administrator Report  
February 15, 2023

Dear Council:

I had a debrief with MURAD about the PIDP grant. It was very good news. The project scored very well, the suggestions they had will be easy to change in this years grant application. They said the application was impressive for a first-time submission.

The RFP for the accounting firm was posted. We have a full response from Teuscher-Walpole. There were no other accounting firms with emails in Ketchikan. I delivered via USPS 3 other RFPs announcements.

I have been filling in the accounting requirements that staff knows how to do, like end of the month reconciliation, deposit reports, transfers, billings, ect.

I have submitted 3 projects for Senator Murkowski's ear-mark budget.

I am preparing an application to the Denali Commission for the community plan and the fires station plans and construction.

I am working with Rain Coast data to update the BCA for the PIDP grant.

I need direction from the Council for a rental lease with OVS while ownership gets decided.

I was reminded these last few weeks that my job to the Council is one of information and advisement. With that said I would like to start the following discussion:

In November I asked the Council for leniency in my attendance due to a debilitating illness. A member of the Council asked if I had everything I needed to work from home, and I said that I did. I asked for 3 months of no more than 6 hours a day in the office. In December I took 44 hours of paid time off, or approximately 1 work week. Many of these hours I continued to work from home but any time I was not in the office I used paid time off that I have been accruing for the last 4 years. I had told the Council it might take as much as 3 months to get better but I have been very lucky and have not had any work from home days in January/February. I took a day off last week but had plenty of "over worked" hours to cover it.

I understand the frustration when staff gets sick, especially if it is chronic or long term illness. It is less a problem of staff "always" being gone and more an issue of having the lowest staffing we have had in recent years. When the last City Administrator left the then accountant would answer the door or phone if the finance clerk was gone. The grant manager was also here and as well as 2 full time public works employees and Councilor Watson would come sit and answer phones when the Finance Clerk wanted off.

You will never be able to hire an employee and know what off work life will look like for them. It is best practice in the human resources world to worry more about why an employee is taking off a lot of time and much cheaper to try to keep them employed. It is true that you can write up discipline action for attendance, but if you follow that to it's conclusion you are out an employee anyway when you release them, and that is the complaint that started the discussion in the first place.

Respectfully Submitted,

Lori Richmond  
City Administrator

Incident total = 43

SAXMAN VPSO PUBLIC SAFETY REPORT  
JANUARY 17 2023 to February 15 2023

Item 6.

Security Check	Civil	Assist Agency	Trespass	Serve Court Doc	Weapon Violations	Welfare Check
3						6
Assist Motorist	REDDI	Theft	Assist Medical	Traffic	Public Appearance	Deceased Person
					5	4
						1
Missing Person	Harassment	Abandoned Vehicle	Assist Public	Miscellaneous	Disturbance	DUI
1				10	1	1
						1
Fire	Patrol Request	Violate Conditions	Assault	Drugs	Warrant Arrest	Suspicious
		6			1	
						2
Collision Vehicle	Suicide	Municipal Violation	Burglary	Littering	Vandalism/Destruction	Criminal Mischief
						1