



**City of Saxman  
Regular Meeting  
August 17, 2022  
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. July 20, 2022 Regular Meeting Minutes  
Background: Meeting Minutes presented for approval.
2. July 20, 2022 Finance Meeting Minutes  
Background: Meeting Minutes presented for approval.
3. July 20, 2022 Finance Meeting Recommendations  
Background: Finance Meeting recommendations for approval.
4. July 28, 2022 Totem and Tourism Committee Meeting Minutes  
Background: Meeting Minutes Presented for Approval.
5. August 16, 2022 Finance Meeting Minutes  
Background: Meeting Minutes Presented for Approval.
6. August 16, 2022 Finance Meeting Recommendations  
Background: Finance Meeting Recommendations for Approval.
7. City Administrator Report  
Background: The City Administrator presents a verbal report.
8. Water Operator Report  
Background: The Water Plant Operator verbally presents the water operator report for the month of August.

### **Old Business**

9. Additional charge for forklift  
Background: The forklift being used at Seaport is at 5 weeks of billable use. The best suggestion would be to keep it for another 3 weeks to get the discounted 1 month

rental charge. Staff would like Council to approve an additional spending of line item 5902 by \$3700.00.

## **New Business**

[10.](#) Resolution #07.22.02

Background: A resolution authorizing the Entity to enter into a payment contract for any outstanding balance and the FY 2023 Notice of Deposit Contribution.

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

## **Unfinished Business**

### **Staff Reports**

### **Executive Session**

### **Next Meeting Dates:**

[11.](#) September Calendar

Background: Meeting dates for the Council's review.

## **Council/Mayor Comments**

## **Adjournment**



**City of Saxman  
Regular Council Meeting  
July 20, 2022  
5:30 PM**

## **MINUTES**

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### **Call to Order**

*Mayor Seludo called the meeting to order at 5:41 PM.*

### **Roll Call/Quorum**

#### **PRESENT**

Mayor Frank Seludo  
Council Member Billy Joe Thomas  
Council Member Rick Makua  
Council Member Denny Blair  
Council Member Woody Watson  
Council Member Gabriella Blair

#### **ABSENT**

Council Member Norman Natkong Sr.

### **Prayer**

Invocation by Councilor Watson.

### **Public Comments**

The Village Public Safety Officer (VPSO) M. Nunnally, gave a verbal report on the recent work he has done in the City of Saxman and what he is currently focusing on in the community.

### **Consideration of the Agenda**

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

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

1. June 10, 2022 Building and Ordinance Committee Meeting Minutes

Background: Meeting Minutes presented for approval.

2. June 10, 2022 Totem and Tourism Committee Meeting Minutes

Background: Meeting Minutes presented for approval.

3. Water Operator Report

Background: The Water Plant Operator presents the water operator report for the month of July.

Mayor Seludo verbally presented the Water Operator Report for the month of July. He mentioned that there are current electrical issues with the Water Plant due to recent power outages. There will be expenses to replace the electrical and to invest in a surge. The expenses will be presented to the Council when it comes time to replace the old electrical at the Water Plant.

### **Old Business**

### **New Business**

4. Water Plant Operator Applications for Council Review

Background: Presentation of the applicants for the Water Plant Operator position.

The Deputy Clerk verbally reported on the status on the applications for the Water Plant Operator position to update the Council. The Council requested we keep this off the agenda and that the administrative staff handle.

**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**

There was no unfinished business.

### **Staff Reports**

### **Executive Session**

### **Next Meeting Dates:**

5. August Calendar

Background: Calendar for the Council's Review.

The Council requested the date for the Regular Council Meeting to be moved to August 17 at 5:30 PM.

### **Council/Mayor Comments**

There were no council comments.

**Adjournment**

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

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

The meeting was adjourned at 6:30 PM.

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Frank H. Seludo, Mayor

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Lori Richmond, City Clerk



**City of Saxman  
Finance  
July 20, 2022  
5:00 PM**

## **MINUTES**

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### **Call to Order**

*Mayor Seludo called the meeting to order at 5:08 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 Gabriella Blair

#### **ABSENT**

Committee Member Norman Natkong Sr.

### **Public Comments**

There were no public comments.

### **FY22 Financials**

*A motion was made to recommend to the City Council approving June Financials. Motion Passed.*

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

1. June General Fund Financials

Background: Presentation of the General Fund Financials.

2. June Water and Sewer Financials

Background: Presentation of the Water and Sewer Financials.

3. June Seaport Financials

Background: Presentation of the Seaport Financials.

4. June Cash Accounts

Background: Presentation of the Cash Accounts.

5. Seaport Expenses

Background: Discussion on the labor and equipment rates for Seaport. Council needs to make a motion to approve the expenses for Seaport.

Discussion:

The rental is under the City of Saxman and was taken care of by CFC.

**Adjournment**

*The Mayor called for a motion to adjourn. Motion Passed at 5:40 PM.*

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

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Frank H. Seludo, Mayor

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Lori Richmond, City Clerk



**City of Saxman  
Finance  
July 20, 2022  
5:00 PM**

Item 3.

## **RECOMMENDATIONS**

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1. *A motion was made to recommend to the City Council approving June Financials.  
Motion Passed.*  
Motion made by Committee Member Watson, Seconded by Committee Member Makua.  
Voting Yea: Mayor Seludo, Vice Mayor Thomas, Committee Member Watson,  
Committee Member Makua, Committee Member Blair, Committee Member Blair





Item 4.

**City of Saxman  
Totem and Tourism Committee  
Meeting  
July 28, 2022  
4:00 PM**

**MINUTES**

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**Call to Order**

*Vice Mayor Thomas called the meeting to order at 4:13 PM.*

**Roll Call**

**PRESENT**

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

**ABSENT**

Mayor Frank Seludo  
Committee Member Gabriella Blair

**Public Comment**

1. Fire Hydrant

Background: Presenting the public comment in regards of the Fire Hydrant on Killer Whale Avenue that is out of service.

Vice Mayor Thomas requested the City Clerk write a letter to Lee in regards of the action taken for the fire hydrant on Killer Whale Avenue. It is on the waiting list to be fixed. We had to wait for the new budget to cycle in order to continue the process.

**Consideration of the Agenda**

**Old Business**

There was no Old Business.

**New Business**

2. Hiring Temporary Labor to Repair and Paint Totems

Background: The City Administrator will verbally discuss this topic and seek the Council's approval.

The City Administrator presented the hiring temporary labor to repair and paint totems topic verbally for the Council's consideration.

**Discussion:**

Councilor Natkong provided two names of whom he recommends to clean up the standing poles and maintain them in order for them to last throughout the winter.

Councilor Watson requested we paint the Shame Poles white as that is the color they should be.

*The City Administrator requested that the original paint and actual painting of face on totems be added to Recommendations at the next Totem and Tourism Meeting so the Council can vote it in and she can work on getting the approval for washing and painting the poles.*

Councilor Watson will check with a possible carver in Klawock to see if he would be interested in carving the poles we have logs for. He will update us at the next Totem and Tourism Meeting.

Councilor D. Blair questioned the status of the totem inspections previously discussed during the previous Totem and Tourism Meetings. The City Administrator directed the answer to be obtained from Mayor Seludo at the next Totem and Tourism Meeting.

The City Administrator requested that the Clerk make a note to include the approval from the Council to edit the current RFP'S where they can include photos through email with the application. She also informed the Council of the date change on the current RFP's to another year from the recent deadline.

*A motion was made to approve spending Totem Restoration Funds for Temporary Labor and Supplies for the repair and maintenance of the standing totems.*

Voting Yea: Vice Mayor Thomas, Committee Member Makua, Committee Member Blair, Committee Member Natkong Sr., Committee Member Watson

**Council Comments**

**Adjournment**

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

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

Meeting adjourned at 4:38 PM

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Frank H. Seludo, Mayor

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Lori Richmond, City Clerk



**City of Saxman  
Finance  
August 16, 2022  
4:00 PM**

## **MINUTES**

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### **Call to Order**

*Mayor Seludo called the meeting to order at 4:08 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.  
Committee Member Gabriella Blair - Telephonically

### **Public Comments**

There were no public comments.

### **FY23 Financials**

*A motion was made to recommend to the City Council approving July Financials. Motion Passed.*

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

1. July General Fund Financials  
Background: Presentation of the General Fund Financials.
  
2. July Water and Sewer Financials  
Background: Presentation of the Water and Sewer Financials.
  
3. July Seaport Financials  
Background: Presentation of the Seaport Financials.

4. July Cash Accounts

Background: Presentation of the Cash Accounts.

5. File Hold Record Management Software

Background: Currently the City keeps all paper records. This is time consuming and takes up a lot of space. It also makes it difficult to find records and dispose of records according to the retention schedule. If the City invests in file management software it will make a dramatic change in the ease of access, timely filing, and timely disposal of all city records. The Clerk has investigated several options and finds this company to be the best quote with the easiest program.

*A motion was made to recommend to the Council to approve the spending for the File Hold Record Management Software and to bring it to the Regular Council Meeting on August 17, 2022.*

*Motion Passes.*

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

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

The City Administrator will work on the budget and ensure it gets to the budget mod.

## Adjournment

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

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

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Frank H. Seludo, Mayor

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Lori Richmond, City Clerk



**City of Saxman  
Finance  
August 16, 2022  
4:00 PM**

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## **RECOMMENDATIONS**

1. *A motion was made to recommend to the City Council approving July Financials. Motion Passed.*  
Motion made by Committee Member Watson, Seconded by Committee Member Makua.  
Voting Yea: Mayor Seludo, Vice Mayor Thomas, Committee Member Watson,  
Committee Member Makua, Committee Member Blair, Committee Member Natkong Sr.,  
Committee Member Blair
2. *A motion was made to recommend to the Council to approve the spending for the File Hold Record Management Software and to bring it to the Regular Council Meeting on August 17, 2022. Motion Passes.*  
Motion made by Committee Member Watson, Seconded by Committee Member Makua.  
Voting Yea: Mayor Seludo, Vice Mayor Thomas, Committee Member Watson,  
Committee Member Makua, Committee Member Blair, Committee Member Natkong Sr.,  
Committee Member Blair

City of Saxman  
RR2 Box 1  
Ketchikan, AK 99901

Resolution # 07.22.02

***A RESOLUTION authorizing the Entity to enter into a payment contract for any outstanding balance and the FY 2023 Notice of Deposit Contribution.***

**WHEREAS**, the not-for-profit Alaska Municipal League Joint Insurance Association, Inc. (AMLJIA) is established under AS 21.76 to provide risk management services for Alaska municipalities, school districts and regional educational attendance areas, of which this entity is a member; and,

**WHEREAS**, the AMLJIA provides the pooling of risks for the purpose of self-insurance, joint purchase of insurance, claims administration and defense, loss prevention and control, and other risk management services on behalf of its members for workers' compensation, general liability, public officials liability, auto liability and property coverages; and,

**WHEREAS**, the entity has no other means to secure or maintain delivery of the essential public services without insurance coverage; and,

**WHEREAS**, the entity wishes to enter into a payment contract with the AMLJIA for the payment of any outstanding balance; and,

**WHEREAS**, the entity agrees to accept the terms and conditions of the FY23 payment contract; and,

**WHEREAS**, should the entity as a member and participant in the AMLJIA become delinquent in the payment of the approved payment contract, coverage may be cancelled;

**NOW, THEREFORE, BE IT RESOLVED**, the entity may enter into a FY23 payment contract with the AMLJIA.

This **RESOLUTION** shall be effective upon enactment.

**PASSED** and **APPROVED** by the city council of the City of Saxman this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Signed: \_\_\_\_\_ (Authorized Signatory)

Printed Name: \_\_\_\_\_

Attest: \_\_\_\_\_

# September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	<b>5</b> Labor Day	6	7	8	9	10
11	12	<b>13</b> Building and Ordinance Committee Meeting 4:00 PM Totem and Toursim to follow	14	<b>15</b> Finance Meeting 4:00 PM	16	17
18	19	20	<b>21</b> Regular Council Meeting 5:30 PM	22	23	24
25	26	27	28	29	30	1