



**City of Saxman
City Council Regular Meeting
August 21, 2024
5:30 PM**

AGENDA

Call to Order

Prayer

Roll Call/Quorum

Public Comments

Consideration of the Agenda

New Business

1. Resolution # 08.2024.08 - Establishing a Sales Tax Holiday on October 5, 2024

Background: Resolution shows the City of Saxman is in favor of the tax holiday, a declaration establishing a sales tax holiday, and Saxman City Council declared a sales tax holiday in 2023.

2. FY26 Capital Projects

Background: Council will review capital project list submitted for FY25 and identify the FY26 capital projects to be submitted for prioritization at the upcoming Lobbying Executive Committee Meeting.

The following process is recommended for the Community of Ketchikan capital project funding requests:

*August-September -- Municipal governing bodies identify respective infrastructure priority capital projects.

*September -- Lobbying Executive Committee requested to convene to discuss prioritization of community capital projects.

*Second Meeting September -- Municipal governing bodies approve community capital project priority list.

*September/October -- Borough Clerk's office submits the capital priority project list to the Governor.

*November/December -- Borough Clerk's office enters capital projects into the Legislature's Online Capital Project System (CAPSIS).

*February -- Community of Ketchikan representatives advocate for Ketchikan capital projects and policy issue statements.

3. SCC Picnic Tables

Background: City Administrator reached out to Ketchikan High School Wood Shop/Construction Teacher to discuss the possibility of the class building some picnic tables for SCC. Council will review and discuss.

Staff Reports

4. Mayor's Report to Council

Background: The Mayor will verbally report.

5. City Administrator's Report to Council

Background: City Administrator Report presented for Council review and discussion.

6. Water Operator's Report to Council

Background: Water Operator Report presented for Council review and discussion.

Next Meeting Dates

7. Set Late-August & September 2024 Council Meetings

Background: Discuss and approve late-August and September 2024 calendar for Council meetings.

Council/Mayor Comments

Adjournment

RESOLUTION # 08.2024.08

A Resolution of the Saxman City Council Establishing a Sales Tax Holiday on October 5, 2024

RECITALS

- A. **WHEREAS**, the Saxman City Council finds that it is in the best interest of the community to provide an opportunity for a "sales tax holiday" upon which no sales tax would be collected by participating merchants in order to promote economic development; and
- B. **WHEREAS**, KGBC 4.50.340 sets forth the procedures by which the Saxman City Council may declare a sales tax holiday; and
- C. **WHEREAS**, the Saxman City Council finds that any sales tax holiday will only be effective if it is offered and promoted by the Ketchikan Gateway Borough and the City of Ketchikan; and
- D. **WHEREAS**, the Ketchikan Gateway Borough Assembly and the Ketchikan City Council will be considering the authorization of a sales tax holiday at upcoming meetings.

NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FACTS, IT IS RESOLVED BY THE SAXMAN CITY COUNCIL as follows:

Section 1. The Saxman City Council declares that October 5, 2024, shall be a sales tax holiday subject to the terms of KGBC 4.50.340. Further the Saxman City Council finds that the requirement in KGBC 4.50.340 shall be satisfied at which time the Ketchikan Gateway Borough Assembly and Ketchikan City Council declared the same day a sales tax holiday.

Section 2. Effective Date. This resolution shall be effective upon the adoption of a similar action of the Ketchikan Gateway Borough Assembly and Ketchikan City Council approving a sales tax holiday for October 5, 2024.

ADOPTED this ____ day of _____, 2024.

Frank H. Seludo, Mayor

ATTEST:

Marissa Medford, City Administrator

Marissa Medford

City Administrator Report

July/August 2024

City of Saxman Council:

Having weekly OAC (Owner, Architect, Contractor) meetings with Dawson Construction, Welsh Whiteley Architects, and Ketchikan Gateway Borough staff regarding the Alaska Housing Finance Corporation (AHFC) Last Frontier Housing Initiative (LFHI) Housing Development Project.

- August 14, 2024 discussed having a two-part final design review before design is finalized for GMP and move forward. Ensuring everyone has access to ProCore. Eric Strong will be the authorized signer and work closely with us for owner input. Still on track.
- August 21, 2024 discussed the progress on civil drawings and foundation permits. Final draft should be complete early next week and wrapped up by the end of next week. Each building will require a separate permit from State Fire Marshall. Site prep can continue and Dawson wants to get a jump on that. Civil team is available the first week of September. Want to get the rebar coming from Bellingham. About a week and a half lead time. Can work on having the rebar bent up but cannot officially put mud on the ground until foundation approval and permits from State Fire Marshall. Welsh Whiteley Architects will be submitting the permits to the State Fire Marshall and keep everyone updated. Still on track.

The Ketchikan Gateway Borough Planning Commission approved the subdivision of Lot 9A into Lot 9A-1 and Lot 9A-2 to allow Dawson Construction to put two structures on the lot. GT Land Surveying, LLC has submitted the final Mylar plat and Mayor Seludo and I need to schedule a time to stop by KGB to sign in front of a Notary and submit the final Mylar to the Planning Department.

There was a site visit July 24, 2024 with Alaska Housing Finance Corporation CEO/Executive Director Bryan Butcher, AHFC Director of Research and Rural Affairs Jimmy Ord, Chere Klein with Senator Murkowski and Senator Sullivan's office, Assistant Borough Manager Cynna Gubatayao, Vice Mayor Billy Joe Thomas, and myself. Visited the three lots that will be utilized for the Housing Development Project. Mr. Butcher mentioned that we are the Community that is the furthest along in the process and we are the example they use when they discuss the Last Frontier Housing Initiative projects. Mr. Butcher also mentioned that upon successful completion of this project, AHFC can take this project to the Governor for more funding opportunities through the State. This may be the best time for us to pursue the larger units.

There was a Design Kick-Off meeting on July 25, 2024 with City of Saxman, Ketchikan Gateway Borough, proHNS, and Dawson Construction. Housing unit designs/layouts and specifications were reviewed. Looked into the feasibility of changing some of the layouts to accommodate

some larger units. Unfortunately, it would change the structural components of the units too much—significantly adding to the cost and timeframe—and require all units be changed to reflect the same design/layout.

Met with Dorica Jackson on July 26, 2024 regarding the Eagle Beaver Totem Contract. Looking to have the contract executed by mid-October 2024.

Accounting meetings to discuss:

- Teuscher Walpole’s scope of work and amending the engagement letter—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Ongoing Elgee Rehfeld FY23 audit—very close to completion.
- Budget for FY25.
- AHFC grant reporting requirements and responsibilities.

Conducted a second interview for the City Clerk position on August 6, 2024 with Council Member Woody Watson and Council Member Denny Blair. Candidate has accepted the position and will start at the beginning of September 2024.

Met with Kacie Paxton, Ketchikan Gateway Borough Clerk, over the phone on August 14, 2024 to discuss FY26 State Capital Project funding requests and election requirements.

Frequent communication with Ketchikan Wellness Coalition and ANTHC to host the community Alaska Blanket Exercise (ABE) on Thursday, August 22, 2024 in the SCC Gym starting at 1pm. Will continue working with Ketchikan Wellness Coalition to get a drug take back event scheduled for Fall 2024.

LC Refrigeration and Public Works unloaded the materials for the walk-in freezer/refrigerator unit. It sounds like there is going to be some leveling work necessary before they can start building the units.



Marissa Medford

City Administrator

August 21, 2024

Saxman Water Report
July 2024

July has been going well with water production. We were able to get our 802 Tank level up to 15 ft, close to overflowing, with all the sunshine we have been having and no rain. I have figured out why our water plant has been having so many emergencies and I know how we are going to correct this problem. This is how it started when the last water operator was working here, he never put all the planks in at the reservoir, and then Richard and I added 2 more planks in 2023 and since then we have had a few times that the water was so bad it took 2 days for the filters to clear up, and here is why, because when we added the 2 extra planks it added about 2 more feet of depth at the reservoir which is a good thing because it added more PSI which will give us more gallons per min at the water plant without turning on any of the booster pumps. But here lies the problem when the reservoir gained 2ft of depth it allowed the water level to rise in the vault to the point where the water was bypassing the strainers allowing anything up to 8 inches in diameter to get in the water line and straight to the filters causing all the problems we have been having since then like when the SCD machine was pumping all the polymer in one day the SCD machine was on automatic and it responded accordingly to the water it was receiving because depending on if we make a 3% solution or 4% solution the SCD machine decides how much polymer percentage to pump based on its calculations by the laser particle counter which gives us our NTU number and with the Raw water bypassing the strainer this is what has been causing us to not be able to make water sometimes waiting on filter to waste for hours until the NTUs come down to a good number. Sometimes the NTUs would be in the thousands and now we know why the polymer was being overdosed those times because no amount of polymer can treat unstrained water so the SCD machine kept polymer percentage going up because it was on automatic it would go to 100% trying to treat the unstrained water causing all the problems we had, thinking it was the polymer pump or the SCD machine not knowing that the water was bypassing the strainers all those times we had high levels of rain. This is how we are going to fix the problem without having to keep an eye on the Reservoir all hours of the day and night and pulling one of the planks once the water gets high enough to bypass the strainers, the next time we shut down the plant for a backwash we will drain the reservoir and I have an 8in pipe coupler and piece of 8in HDPE pipe that will add 12in to the vent line on the strainers and the water will never be able to bypass the strainers again because this was the root of all our problems recently we thought it was a problem at the plant but it was the water bypassing the strainers causing all our machines to go haywire. Now that we know what the problem was, we can mix our polymer accordingly. Because this was also why the polymer percentage got so high in the first place because we didn't know the water was bypassing the strainers causing us to use more polymer and chlorine to treat the water. We are always making good water, but sometimes it takes more treatment than others, like when it rains, there are more

Saxman Water Report
July 2024

inorganics in the water, and we must slow the GPM to prolong filter life and maintain quality of water. Now we know what the problem was and how to fix it.

Water Operator , Robert Sero 08/21/24

A handwritten signature in black ink that reads "Robert Sero". The signature is written in a cursive style with a long horizontal stroke at the end.