

**Saxman City Council Regular Meeting**  
**September 16, 2020**  
**5:30 p.m.**

**Agenda**

- A. Call to Order
- B. Prayer
- C. Roll Call/Quorum
- D. Public Comments
- E. Consideration of the Agenda
- F. 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. City Council Regular Meeting August 25, 2020
    - a. Minutes
  - 2. Building and Ordinance September 9, 2020
    - a. Minutes
    - b. Recommendations
  - 3. CARES Act Funding Committee September 10, 2020
    - a. Minutes
    - b. Recommendations
  - 4. Finance Committee September 10, 2020
    - a. Minutes
    - b. Recommendations
  - 5. Staff Reports
    - a. Mayor Report
    - b. Administrator
    - c. Grant Manager: Report in the form of the cost analysis of different funding allocations.
    - d. Water Treatment Operator
    - e. Public Works
- G. Old Business
  - 1. CARES Act Projected Spending Plans

**Saxman City Council Regular Meeting**  
**September 16, 2020**  
**5:30 p.m.**

*Background: The CARES Act Funding committee asked the Grant Manager, Tom Gubatayao, to prepare and present 3 options for spending the remainder of the CARES Act money. Council could adopt one of the plans now or send it back to the committee for further discussion.*

H. New Business

1. Resolution #09.2020.07 appointing election judges and Canvass Board for Regular Election on October 6, 2020.

*Background: The Regular election on October 6, 2020 requires the council to appoint registered voters to be election judges. The three in the resolution have been the Cities judges of record for many elections.*

- I. 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.*

No public hearings scheduled

J. Unfinished Business

- K. Next Meeting Dates: *The Council should review the dates as arranged by the permanent committee meeting schedule, alter as needed and make a motion to approve the upcoming meeting dates.*

1. City Council Meeting: October 21, 2020
2. Canvass Board: October 7, 2020
3. Building and Ordinance: October 8, 2020
4. Seaport October 15, 2020
5. Public Safety Planning October 13, 2020
6. Finance October 15, 2020 (Because October starts on a Thursday this should be moved to the 3<sup>rd</sup> Thursday for this month ONLY)
7. Tourism Master Planning Call of the Chair
8. Totem and Tourism Call of the Chair
9. CARES Act Funding: October 8, 2020 (move to the same day as Finance?)

L. Council/Mayor Comments

M. Adjournment

**Saxman City Council Special Meeting  
(re-scheduled regular meeting 8/19/2020)  
August 25, 2020, 2020  
5:30 p.m.**

**Minutes**

**A. Call to Order** at 5:33 PM

**B. Prayer** by Councilor Watson

**C. Roll Call/Quorum**

Council Present:

City Clerk: Lori Richmond

Mayor Frank Seludo

Vice Mayor Billy Joe Thomas

Woody Watson

Rick Makua

Corey Padron Absent

Denny Blair

Norman Natkong Sr.

**D. Public Comments** None

**E. Consideration of the Agenda**

*M/ W. Watson 2/ R. Makua to approve the agenda as presented. Motion Passed.*

**F. 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".*

*M/ W. Watson 2/ R. Makua to approve the consent agenda. Motion Passed.*

**1. City Council Regular Meeting July 15, 2020**

**a. Minutes**

**2. Seaport Committee August 4, 2020**

**a. Minutes**

**b. Recommendations**

**3. Finance Committee August 11, 2020**

**a. Minutes**

**b. Recommendations**

**4. Staff Reports**

**a. Mayor Report**

**b. Administrator**

**Saxman City Council Special Meeting  
(re-scheduled regular meeting 8/19/2020)  
August 25, 2020, 2020  
5:30 p.m.**

- c. Grant Manager
- d. Water Treatment Operator
- e. Public Works

**G. Old Business**

**H. New Business**

**1. Proposed Ordinance 8.2020.11 Remote Sellers Sales Tax Code**

***Background: This Ordinance is adopting by reference the Ketchikan Gateway Borough Remote Sellers Sales Tax Ordinance. The Council has previously adopted a Resolution to join the joint commission of remote sales tax collectors. The recommended motion, if so desired, would be to set Ordinance #8.2020.11 for Public Hearing.***

*M/W. Watson 2/ R. Makua to set a public hearing for the next regular meeting. Motion Passed.*

**2. Facility Use Agreement – Red Cross**

***Background: This facility use agreement gives the Red Cross permission to use the Community Center as an emergency shelter. The recommended action, if so desired, would be to make a motion to approve the Red Cross Facility Use Agreement for Mayor signature.***

*M/ W. Watson 2/ B.J. Thomas to approve the Red Cross Emergency Shelter agreement. Motion Passed.*

**3. Resolution 08.2020.06 A resolution of the Saxman City Council to enter into a cooperative agreement with the Alaska Department of Fish and Game, Division of Sport Fish for a Saxman Seaport Boat Launch.**

***Background: This grant was awarded sometime ago, however the city was concerned that the grant only reimburses 75%. Funding for the other 25% will have to come from another non-federal source. Staff would like the council to approve entering into the agreement and allowing the staff to continue to look for other sources for funding. Recommended Action, if so desired, would be to make a motion allowing the City to enter into the cooperative agreement.***

*M/ R. Makua 2/ D. Blair to enter into a cooperative agreement with the Alaska Department of Fish and Game, Division of Sport Fish for a Saxman Seaport Boat Launch. Motion Passed.*

- I. 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.*

**No public hearings scheduled**

**J. Unfinished Business**

**K. Next Meeting Dates**

- 1. City Council Meeting September 16, 2020
- 2. Building and Ordinance September 9, 2020 4:00 PM
- 3. Seaport September 9, 2020 Following Building and Ordinance
- 4. Public Safety Planning Call of the chair

**Saxman City Council Special Meeting  
(re-scheduled regular meeting 8/19/2020)  
August 25, 2020, 2020  
5:30 p.m.**

- 5. Finance September 10, 2020 5:00 PM**
- 6. Tourism Master Planning Call of the Chair**
- 7. Totem and Tourism Call of the Chair**
- 8. CARES Act Funding Committee September 10, 2020 4:00 PM**

**L. Council/Mayor Comments**

**M. Adjournment**

*M/ R. Makua 2/ B.J. Thomas to adjourn the meeting. Motion Passed. 6:22 PM*

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Frank Seludo, Mayor

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Lori Richmond, City Clerk

CITY OF SAXMAN  
Building and Ordinance Committee Meeting  
September 9, 2020  
4:00 pm  
Minutes

**A. Call to Order**

**B. Roll Call**

**C. Public Comment**

**D. Consideration of the Agenda**

*M/D. Blair 2/ B.J. Thomas to add #4 Kah Shakes house to new business and add #5 Bear Proof Cans to New Business. Motion Passed.*

**E. Old Business**

1) Land sales by the city.

*Background: The COS code states that any land sales over \$50,000.00 must be done by a general election. The Mayor would like to discuss if this threshold is too low to practically sell land for residential development. Currently there is no policy on the procedure for selling land.*

Discussion: Councilor B. J. Thomas suggested scheduling a workshop.

Staff: Set up a land sale workshop to discuss and plan a residential lot sales. September 22, 2020 at 4:00 PM.

**F. New Business**

1) Move Fire Station

*Background: The Mayor would like to discuss moving the fire station/public safety building to a more appropriate location.*

Discussion: The Mayor asked the council to consider moving the location of the fire station/public safety building to an area near the upper entrance of the community center. The council discussed a culturally appropriate design, re-zoning and options for funding. They impressed the walking trails should remain intact. The Mayor stated that STVFD Chief Rydeen is asking the city to consider 3 bays, and 75 foot by 50 foot building.

Staff: Prepare a grant presentation for funding. Prepare a report on the zoning issues.

1) Building Codes

*On behalf of the City Administrator: With the work being done to update the master Plan the City Administrator would like the council to consider building codes that would allow the city dome control over the type and style of architecture that is visible from high tourist traffic areas.*

CITY OF SAXMAN  
Building and Ordinance Committee Meeting  
September 9, 2020  
4:00 pm  
Minutes

Discussion: Councilor Thomas states that he thinks there would be a lot of push back from the residents. That residents will not want to be told what to do on their own property. Mayor Seludo offers a suggestion of green space to separate private property from Totem Park. The council would like to see examples of codes like this from other south east Alaska communities.

Staff: Please gather examples of other codes from south east that establish precedence for codes like this.

**3) Chief Kah Shakes House**

*Background: James Stanley faxed a letter to the City Hall addressed to "Saxman Corporation" requesting that if the city abates this dangerous building they will "[take] care..." and "be responsible for damage..." of various Alaska Native artifacts that exist on this site.*

Discussion: The Mayor states that currently it is unknown what type of hazardous materials are part of the collapsed building. He suggests to the council a "land trade" so the city can consider re-zoning that property to commercial. Council would like an estimate to abate that building. The council also would like staff to look at grant opportunities for abatement of the building.

Staff: Obtain an estimate of costs to abate the building and then return to the committee and present.

**4) Bear Proof Cans for City Owned Duplexes**

*Background: Vice-Mayor Thomas requested a discussion about the cities garbage service to include bear proof garbage service.*

Discussion: The discussion opened with the City Administrator giving a quick overview of how the city conducts garbage service. It is currently only offered for city owned buildings with a \$25 monthly fee to the renters of the city buildings. Vice-Mayor Thomas requests that the council consider purchasing bear proof cans for city owned buildings. Although it may be cost prohibitive. There was a discussion about creating an Enterprise Garbage Service. Council requested that a bear Proof Can be purchased for the currently occupied buildings.

Staff: Create a projection to present to council if the city created a city run garbage service.

**5) Schedule Permanent Days for Committee Meetings**

*Background: To help facilitate the new meeting management software and to limit confusion staff suggests the Council create a permanent reoccurring schedule for all council meetings.*

Discussion: Council agreed and set a reoccurring schedule for the most used committee meetings.

Staff: Take note of new reoccurring committee meeting dates.

**G. Council Comments**

**H. Adjournment 5:45**

CITY OF SAXMAN  
Building and Ordinance Recommendations  
September 9, 2020

1. Conduct a Work Shop to create a procedure, policy and amendment to the ordinance regarding land sales. September 22, 2020 4:00 PM
2. Consider and continue work on planning a Fire Station in a new location.
3. Council agreed on a schedule of reoccurring committee meetings.



CITY OF SAXMAN  
CARES Act Funding Committee Meeting  
September 10, 2020  
4:00 PM  
Minutes

**A. Call to Order**

**B. Roll Call**

**C. Public Comment**

**D. Consideration of the Agenda**

**E. Old Business**

1) Brief report on CARES Act expenditures

*Background: The City Administrator will report on the current progress of the Seaport security improvements as well as a brief accounting of current CARES Act expenditures.*

2) Legislative Priority List

*Background: The City Council should discuss options for the legislative priority list. Last year the COS had the Bulk Water Fill Station with associative paving as #2 on the joint list. The PW and WTO vehicles were also discussed however, the city has already fulfilled that need. The bulk water fill station would be a good project for the CDBG Grant. The CDBG grant is not enough for a new Fire Station, however legislative money might be a good use of the state funds for a new fire station.*

Discussion: The Council looked over the priority list that was created during the retreat last year. Council decided Fire Station should be #1, Fix community Center Foundation #2 and Repair Gym Floor should be #3. CDBG project should be the bulk water fill station.

Staff: Create the legislative priorities documents with the decided upon priorities.

**F. New Business**

1) Utility/Rent/Mortgage Grant

*Background: The City of Ketchikan and the Borough are planning on administering funds for rental assistance through December. Estimates are that one or both programs will run out of funds then. Staff is requesting a recommendation to either plan for the City of Saxman to continue through December, which will mean asking the borough for an additional allotment above the Assemblies original allotment or ask the borough to take applicants from Saxman if COS runs out of money first.*

Discussion: Council reviewed current spending and projected spending.

Staff: Council asked the Grant Manager to create a few spending scenarios to the Council can make an informed decision.

**G. Council Comments**

**H. Adjournment 5:00 PM**

CITY OF SAXMAN  
CARES Act Funding Committee Meeting  
September 9, 2020  
Recommendations

1. Legislative Priority List as following

#1 New Fire Station

#2 Repair to Community Center Foundation

#3 Repair to Community Center Gym Floor

City of Saxman  
Finance Committee Minutes  
September 10, 2020  
5:00 PM

**A. Call to Order at 5:42 PM**

**B. Roll Call**

Council Present:

City Clerk: Lori Richmond

Mayor Frank Seludo

Vice Mayor Billy Joe Thomas

Woody Watson

Rick Makua

Corey Padron Absent

Denny Blair

Norman Natkong Sr.

Also Present: Kayleigh Slagle, Crystal Williams, Tom Gubatayao

**C. Public Comments None**

**D. FY21 August Financials**

**1) General Fund**

**2) Water and Sewer Fund**

**3) Saxman Seaport**

Motion made to recommend Council approve August financials. Motion Passed.

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

**E. Adjournment at 6:30 pm**

CITY OF SAXMAN  
Finance Recommendations  
August 11, 2020  
4:00 PM

1. To approve August financial statements

Administrator's Report  
September 16, 2020  
Reporting on August

City Council:

CARES Act spending continues. There is a steady income of applications and the Officer Manager and Grant department are doing a great job of staying ahead of it. The residents often get their money and food cards in the same week that they applied.

The food card grant is closing as the City has expended the \$40,000.00 budget allocated for the Isolated Persons Grant.

The Clerk's office is getting further along with the Agenda Management software. As staff is working on training and working out the "bugs" you will find different forms of the agenda and minutes depending on where I am with the software. I appreciate the patience of the council as I attempt to start integrating this software in our usual and customary routine.

The city has received the additional 25% funding for Phase 1 of the boat launch. This moves this project from planning to executing.

Tom and I are working with FEMA to identify those costs that may be reimbursable.

The Assembly agreed to pay the continued lease of the theater.

The Assembly also agreed to change the CPV project from Chief Ebbits to the Oyster Man pole. The council should consider starting the RFP for this project. It will be brought to the Totem and Tourism Committee.

Please see the Grants Manager's report for an in-dept report of CARES Act spending.

Thank you for your time.

Respectfully,

Lori Richmond

City Administrator/City Clerk

September 2020

## Water Report

### WATER PLANT

During the last month, the heavy rains just like last month still shortened the filter runs. But we had some good weather this month which made some pretty good runs. The impoundment, new signs up at the impoundment as well as tools for me to take care of the reservoir, the impoundment walls, impoundment vault, lift gate, etc. the first sign posted is a public advisement to no swimming in the reservoir due to it being a source to treat from for public consumption and usage. The second sign is a drowning hazard sign due to there being two large suction intake screens. Two other signs are to show the step by step process of what I do for maintaining the reservoir. Have 98% of the brush cut from inside the backwash pond, still need to haul it out but it has been cut.

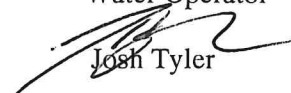
### SEAPORT

Dropped trees behind the fence on the north end of the warehouse exposing the north end bay door for the alley storage area. Additional cutting will be the entrance road/gate to the seaport, the seaport island parking.

### MISC.

More ditches to be cleared of grass, debris, and bushes. Also, will be using the backhoe for a couple of the drainages in the ditches.

Water Operator



Josh Tyler











City of Saxman  
Public Works  
September 11<sup>th</sup>, 2020

Talked to the people at Harri plumbing. They said they will email us an estimate to do our sprinklers whenever they are able to make it down from Juneau. They also said they would email us a report to give to the Fire Marshall to show we are getting the sprinklers up to date.

Cut the grass on Totem Row, raked and hauled away. Then used our blower to get the grass off the sidewalks.

Josh and I took the carpet and padding out of the rental Cory was in and brought to the garage dump.

Cut the grass on 4 ditches in Saxman and cleared it out.

Helped Josh get signs put in at the new water source.

Brought a load of gravel to Lori's rental by the shed so it's not as big as drop off from the last step.

Did the weekly garbage run for Saxman.

The toilet in woman's bathroom in the upstairs lounge is now fixed.

Respectfully submitted by:

Bruce Booth, Public Works



City of Saxman

Utility/Rent/Mortgage Assistance Program OPTION 1

Description	Participants	Amount	Total	Period
Round 1	70	400.00	28,000.00	July & August
Round 2	81	1,100.00	89,100.00	September Estimate
Round 3	81	1,000.00	81,000.00	October Estimate
Round 4	81	1,000.00	81,000.00	November Estimate
Round 5	83	800.00	66,400.00	December Estimate
			<u>345,500.00</u>	
CARES Act Funds from KGB			200,000.00	Paid to COS
CARES Act Funds from Alaska			239,342.10	Paid to COS
CARES Act Funds from Alaska			53,778.00	Balance due to COS
CARES Act Funds from KGB			167,775.00	Additional request to KGB
			<u>660,895.10</u>	
Total CARES Act Funds Available			660,895.10	
Less:				
CARES ACT wages & admin.			(65,000.00)	Estimate from March to December
Flooring for emergency shelter			(65,097.00)	Estimate
Seaport security improvements			(78,529.00)	Estimate
COVID-19 lobby work			(8,206.99)	Estimate
COVID-19 Expenses-Other			(15,740.24)	Estimate
CARES Act isolated persons program			(40,000.00)	Actual
CARES Act iPad assistance program			(10,000.00)	Estimate
CARES Act Web casting			(32,600.00)	Estimate
Utility/rent/mortgage assistance			<u>(345,500.00)</u>	Estimate
CARES Act Funds to be returned			<u>221.87</u>	

- NO FEMA  
money  
- OURS IS NOT  
ALLOCATED  
\$440,000 IS  
OUR MONEY

**City of Saxman**

**Utility/Rent/Mortgage Assistance Program OPTION 2**

Descriptic Participant Amount			Total	Period
Round 1	70	400.00	28,000.00	July & August
Round 2	81	1,100.00	89,100.00	September Estimate
Round 3	81	1,200.00	97,200.00	October Estimate
Round 4	81	1,200.00	97,200.00	November Estimate
Round 5	85	400.00	34,000.00	December Estimate
			<u>345,500.00</u>	
CARES Act Funds from KGB			200,000.00	Paid to COS
CARES Act Funds from Alaska			239,342.10	Paid to COS
CARES Act Funds from Alaska			53,778.00	Balance due to COS
CARES Act Funds from KGB			167,775.00	Additional request to KGB
			<u>660,895.10</u>	
Total CARES Act Funds Available			660,895.10	
Less:				
CARES ACT wages & admin.			(65,000.00)	Estimate from March to December
Flooring for emergency shelter			(65,097.00)	Estimate
Seaport security improvements			(78,529.00)	Estimate
COVID-19 lobby work			(8,206.99)	Estimate
COVID-19 Expenses-Other			(15,740.24)	Estimate
CARES Act isolated persons program			(40,000.00)	Actual
CARES Act iPad assistance program			(10,000.00)	Estimate
CARES Act Web casting			(32,600.00)	Estimate
Utility/rent/mortgage assistance			<u>(345,500.00)</u>	Estimate
CARES Act Funds to be returned			<u>221.87</u>	

**City of Saxman**

**Utility/Rent/Mortgage Assistance Program OPTION 3**

Description	Participant	Amount	Total	Period
Round 1	70	400.00	28,000.00	July & August
Round 2	81	1,100.00	89,100.00	September Estimate
Round 3	81	1,200.00	97,200.00	October Estimate
Round 4	81	1,200.00	97,200.00	November Estimate
Round 5	86	900.00	77,400.00	December Estimate
			<u>388,900.00</u>	
CARES Act Funds from KGB			200,000.00	Paid to COS
CARES Act Funds from Alaska			239,342.10	Paid to COS
CARES Act Funds from Alaska			53,778.00	Balance due to COS
CARES Act Funds from KGB			167,775.00	Additional request to KGB
			<u>660,895.10</u>	
Total CARES Act Funds Available			660,895.10	
Less:				
CARES ACT wages & admin.			(65,000.00)	Estimate from March to December
Flooring for emergency shelter			(65,097.00)	Estimate
Seaport security improvements			(35,379.00)	Estimate with cameras deleted
COVID-19 lobby work			(8,206.99)	Estimate
COVID-19 Expenses-Other			(15,740.24)	Estimate
CARES Act isolated persons program			(40,000.00)	Actual
CARES Act iPad assistance program			(10,000.00)	Estimate
CARES Act Web casting			(32,600.00)	Estimate
Utility/rent/mortgage assistance			<u>(388,900.00)</u>	Estimate
CARES Act Funds to be returned			<u>(28.13)</u>	

**CITY OF SAXMAN**

Resolution # 09-2020-07

**A RESOLUTION of the City Council of Saxman, AK appointing the judges and Canvass Board for the regular election to be held on October 6, 2020.**

**WHEREAS**, The City Council is authorized to appoint judges for the City of Saxman, all of whom shall be qualified voters of the City of Saxman.

**THEREFORE, BE IT RESOLVED**, by the Council of the City of Saxman:

The following persons are hereby appointed to be judges for the Regular City of Saxman Election to be held on October 6, 2020:

Delores Peterson

Debra Tavares

Diane Markle

The **City Council Members** are hereby appointed as the Election Canvass Board, for the October 6, 2020 Regular Election.

**EFFECTIVE DATE: This resolution is effective upon adoption.**

**ADOPTED** this 16<sup>th</sup> day of September 2020.

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Frank Seludo, Mayor

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ATTEST: Lori Richmond, City