



**City of Saxman**  
**Regular Council Meeting**  
**May 18, 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. April 20, 2022 Regular Meeting Minutes

Background: Meeting Minutes presented for approval.

2. April 12, 2022 Totem and Tourism Committee Meeting Minutes

Background: Meeting Minutes presented for approval.

3. Water Operator Report

Background: The Water Plant Operator presented the water operator report for the month of May.

4. Administrator Report

Background: City Administrator Report for the City Council

**Old Business**

**New Business**

5. Ordinance #22-01 Amendment to Compensation of Councilmembers

Background: This ordinance is an amendment to Ordinance 00-03-008 §1 Compensation of Council members. The Building and Ordinance Committee and the Finance Committee approved this Ordinance for recommendation.

Possible Motions: "I make a motion to set Ordinance #22-01, an amendment to "Council Compensation" for public hearing on May 23 at 5:30 PM"

6. Ordinance #20-06 Amendment to "Mayor's Salary".

Background: An amendment to Ordinance #20-06 § 2 regarding the Mayor's salary. The Finance and Building and Ordinance Committees approved a recommendation for approval.

Possible Motion: "I make a motion to set Ordinance #20-06, an amendment to "Mayor's Salary", for Public Hearing on May 23, 2022.

7. Ordinance 22-03 FY23 Budget

Background: Fiscal year 2023 budget appropriations approved and recommended by the Finance Committee. This Ordinance would need to be recommended for Public Hearing.

Possible Motion: "I make a motion to set Ordinance 22-03 Fiscal Year 2023 Budget Appropriations for a Public Hearing on May 23, 2022."

8. Request for training approval of the City Clerk/Administrator

Background: Attached is a letter that details the training request. In the City clerk position it is an industry standard for City Clerks to get continuing education and eventually a designation as a *Certified Municipal Clerk*. For the last 2 years there has been a freeze on spending for travel and training. The Clerk/Administrator is asking the Council to approve no more than \$2500.00 for course fees, air fare, and per diem. Because it was decided at the last minute to offer this training that has been postponed for 2 years because of CoVid, it was not included in the FY21 Budget Modification and the training takes place June 18-23.

Possible Motions: "I make a motion to approve no more than \$2500.00 for course fee, air fare, and per diem for City Clerk/Administrator training."

**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**

**Council/Mayor Comments**

**Next Meeting Dates:**

9. Background: Calendar for review of June meeting dates.

**Adjournment**



City of Saxman  
Regular Meeting  
April 20, 2022  
5:30 PM

## MINUTES

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### Call to Order

Mayor Seludo called the meeting to order at 5:40 PM.

### Prayer

Invocation by Councilor Watson.

### Roll Call/Quorum

#### PRESENT

Mayor Frank Seludo  
Council Member Denny Blair  
Council Member Norman Natkong Sr.  
Council Member Woody Watson  
Council Member Gabriella Blair

#### ABSENT

Council Member Billy Joe Thomas  
Council Member Rick Makua

### Public Comments

There were no public comments.

### Consideration of the Agenda

*There was a motion to approve the consideration of the agenda. Motion Passed.*

Motion made by Council Member Watson, Seconded by Council Member Blair.  
Voting Yea: Mayor Seludo, 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".*

*There was a motion to approve line items one through seven including the recommendations in the Finance Meeting Minutes. Motion Passed.*

Motion made by Council Member Watson, Seconded by Council Member Blair.  
Voting Yea: Mayor Seludo, Council Member Blair, Council Member Natkong Sr., Council Member Watson, Council Member Blair

1. March 16, 2022 Regular Meeting Minutes  
Background: Meeting Minutes presented for approval.
2. February 22, 2022 Totem and Tourism Meeting Minutes  
Background: Meeting Minutes presented for approval.
3. March 8, 2022 Building and Ordinance Committee Meeting Minutes  
Background: Meeting Minutes presented for approval.
4. April 12, 2022 Building and Ordinance Committee Meeting Minutes  
Background: Meeting Minutes Presented for Approval.
5. April 14, 2022 Finance Committee Meeting Minutes  
Background: Meeting Minutes presented for approval.
6. Water Operator Report  
Background: The Water Plant Operator presented the water operator report for the month of March.  
The City Administrator verbally presented the Water Operator Report for April.
7. City Administrator Report  
Background: City Administrator report for Council Approval  
The City Administrator verbally presented the City Administrator Report.

## Old Business

## New Business

8. Resolution #04.2022.01  
Background: A Resolution opposing a Constitutional Convention and supporting AMLs efforts to educate the public and policy makers on this subject.  
AML reached out to us as a member organization open up constitution to allow people to take more power away from local government putting more restrictions on it and fund out of constitutions so local school boards raise that money instead of state taxes. Local governments support a non constitutional organization and advertise against it. Offering support for those things for AML.  
*Motion to accept resolution 04.2022.01. Motion Passed.*

**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

Mayor Seludo mentioned to the council that when DOT starts the project for widening Totem Row we should replace the water lines from the highway up to Eagle Avenue. The Council should start considering this now. The City of Saxman would pay for the cost and set up an agreement with DOT prior to the pavement project on Eagle Avenue. We should then receive a

notice with an agreement. The agreement would be for payment for the pavement and water lines. The cost for the pipe and labor is undetermined.

**Executive Session**

**Next Meeting Dates:**

9. Calendar for Council Review

The council requested to move the Finance Meeting to May 13, 2022 at 4:00PM. Public Hearing by the 14<sup>th</sup> and have a Special Meeting on May 23<sup>rd</sup>, 2022 at 5:30 PM. The Council also requested the Totem and Tourism Committee Meeting to be moved to May 11<sup>th</sup>, 2022 at 3:00PM with the Building and Ordinance Committee Meeting to follow.

**Council/Mayor Comments**

*Councilor Watson: Good meeting. Thank you to the staff for getting this set up for the meeting. We need our speed bumps there are cars racing on Eagle Avenue.*

*Councilor D. Blair: Good meeting. Thanks to all the staff for the work they put in.*

*Councilor Natkong: Good meeting. It was nice to see totems move into the Carving Center.*

*Mayor Seludo: Thank you all for coming in and signing checks. We are shorthanded this year for spring clean-up although we are getting work done.*

**Adjournment**

There was a motion to adjourn the meeting at 6:07 PM. Motion Passed.

Motion made by Council Member Blair, Seconded by Council Member Watson.  
Voting Yea: Mayor Seludo, 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  
Totem and Tourism  
April 12, 2022  
5:00 PM

Item 2.

## MINUTES

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### Call to Order

Mayor Seludo called the meeting to order at 4:52 PM.

### Roll Call

#### PRESENT

Mayor Frank Seludo  
Committee Member Denny Blair  
Committee Member Norman Natkong Sr.  
Committee Member Woody Watson

#### ABSENT

Vice Mayor Billy Joe Thomas  
Committee Member Rick Makua  
Committee Member Gabriella Blair

### Public Comment

There were no public comments.

### Consideration of the Agenda

#### Old Business

1. Chief Ebbits Pole

Background: At the last meeting it was identified that a plan to get a pole and carver for the Chief Ebbits pole needs to be made. Mayor Seludo will contact one of the carvers in mind to get more information and invite him over for our next Building and Ordinance Meeting. Administrative staff is working with President Williams to get an AML quote.

The City Administrator informed the council of the completed RFP for Chief Ebbits and made it available to the public. A copy will be sent to Kelley and anyone else per the Council's request.

2. Totem Inspection

Background: At the last meeting the Council discussed hiring an inspection team for all of the Totems. The Council requested that the administrative staff put together a more detailed contract for the inspector prior to approaching

The City Administrator is working on a draft contract and will present it to the Council for approval at the next meeting.

### 3. Rock Oyster Pole Restoration

Background: The Council requested staff make a draft RFP for the Rock Oyster Pole. Staff is presenting a draft RFP for consideration.

AML agreed to ship over logs for the Oyster Pole at no charge. President Williams mentioned that the focus now is to get five logs from Prince of Wales over here to use the grant funds (\$100,000) to pay the costs. For the replacement of “poles” eagle pole?

The logs for the Oysterman Pole need to be shipped to here so we can start working on them.

The City Administrator informed the Council of the completed RFP for Rock Oyster Pole and made it available to the public.

### 4. Repair of Current Poles

Background: At the last meeting a plan was started for a carver and finances for repairing totems that are still standing but have some damage. Mayor Seludo mentioned that there is a gentleman in Sitka that he could get in contact with to see what his fees are. The Administrator did some research on at least getting the wings up by the end of April.

Mayor Seludo mentioned that he has not heard a response from Tommy Joseph. He will contact him this week.

## New Business

### 1. Monthly Grind

Background: The City Administrator presented to the Council the requests of Peggy from the Monthly Grind.

The Monthly Grind has been renting our Tribal House for 32 years and would like for the City of Saxman to host – sponsor them? Meaning the City of Saxman’s insurance would cover for once a month or sponsor so they can be covered under our insurance. The Council requested the City Administrator consult our insurance adjustor to discuss and the Monthly Grind would have to pay the insurance increase if applicable. The Council approved this request on terms of admission fees being charged and rental payment is made if the insurance is approved by adjustor.

### Discussion

*Councilor Watson: The Monthly Grind has been around for a long time. I do not see a reason as to why we do not sponsor them. If the Monthly Grind is willing to pay the insurance increase (if applicable) then I approve this request. They pay the rent of the Tribal House when they utilize the facility, and this would be a good community outreach for us.*

2. Cape Fox Tours Contract

Background: The Council would like to make an amendment in our contract with Cape Fox for Tour Season 2023

The Council requested we make it Cape Fox Tours responsibility to teach our youth about the totem poles. In a more cultural aspect where they teach younger generations the stories of why and who carved them. The City Administrator and the Mayor will have a meeting with Clifford Blair and President Joe Williams on this subject and will go from there.

3. School Funds for Totem Pole Carving/Teaching

Background: Set up a totem carving classes for the youth

President Joe Williams mentioned that we should teach local kids in our community how to carve totem poles and start a school class for this. He will look into purchasing cuts of required thickness or purchasing a Wood Meister for the youth to practice on. The entirety will be paid through him. The question is where we would put the Wood Meister. Request he come down to visit us. There is a possibility of having these schools. We would use school funding instead of totem funding. Request he come down before the end of April.

4. 2022 Independent Tour Contract

Background: The City Administrator would like to present the color of the permits for the Tours Season along with the Pre-Season Meeting for the Independent Tour Companies to the Council.

The City Administrator informed the Council of the Pre-Season Independent Tour Company Meeting at the Saxman City Hall. The meeting is scheduled for April 13, 2022, at 3:00PM. She presented the permits for the 2022 Tour Season. The permits will be purple with a gold seal.

**Council Comments**

**Adjournment**

*There was a motion to adjourn the meeting at 5:31 PM. Motion Passed.*

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

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Frank H. Seludo, Mayor

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Lori Richmond, City Clerk



Water Operator Report

April 20-May 18, 2022

Operator of Record: Lori Richmond

Tech: Richard Shields Jr.

The water plant is still achieving long filter runs and everything is running smoothly.

Preventative maintenance is being done during back washes.

We have been able to stock up on at least one back up part for each mission critical part in the plant.

Joe Hess, the engineer on the plant, paid us a visit and helped Richard replace a clinoid that articulates one of the large valves.

Richard Shields Jr. is no longer working for the City.

Richard Shields Sr. is covering everything by himself.

Respectfully Submitted,

Lori Richmond

City Administrator Report  
May 18, 2022

Dear Council:

With ARPA funding we have been working on deferred maintenance around the Community Center. There have been 3 restrooms that have been out of service for almost 2 years. The biggest barrier in fixing them has been because of the foundation shifting and pipes not lining up anymore.

We are operating with only one public works/water technician. We added an advertisement for the water operator position in the paper.

Deb Tavares quit her position as custodian. Flo McGinton was hired in her place.

We got the Benefit Cost Analysis back from Raincoast Data. It is very promising for decreasing effects on the environment. With current White House administration, this will make the Saxman Harbor Project qualify on a bigger scale.

I submitted for the Port Infrastructure Development grant. It is a large submission, around 100 pages. Since I had very little help it was very much a learning exercise. I will be better at applying for the next one that comes along.

I am still working on drafting the Public Nuisance Ordinance and the new Council/Mayor Compensation Ordinance.

Respectfully,

Lori Richmond  
City Administrator

**City of Saxman**

Ordinance #22-01

Compensation of Councilmembers

AN ORDINANCE OF THE CITY OF SAXMAN, AMENDING ORDINANCE 00-03-008 §1 REGARDING THE COMPENSATION OF COUNCIL MEMBERS.

**BE IT ENACTED BY THE CITY OF SAXMAN, ALASKA AS FOLLOWS:**

Section 1: Classification: This is a codified ordinance

Section 2: Enactment:

Councilmembers shall receive compensation at the rate of \$200.00 for each Regular Meeting attended. Councilmembers shall receive \$150.00 for each Special Meeting attended. Council Members shall receive \$15.00 for each Committee Meeting attended so long as they have been assigned to that Committee through the Mayor or his designee.

The Mayor, serving as Chairperson, shall receive a rate of \$130.00 for each Regular meeting chaired. The Mayor, serving as Chairperson, shall receive \$100.00 for each Special Meeting chaired. The Mayor, serving as ex-officio to all Committee meeting shall receive \$15.00 for each Committee meeting attended.

In the event the Mayor is unable to preside over a meeting of any sort, the Vice-Mayor, or other councilmember approved by the Mayor, shall receive the defined Chairperson compensation.

Section 3: Effective date: This ordinance becomes effective upon adoption.

Date Introduced: May 18, 2022

Public Hearing: May 23, 2022

Passed ad approved by the City of Saxman, Alaska this \_\_\_\_\_ day of May, 2022.

\_\_\_\_\_

Frank Seludo, Mayor

\_\_\_\_\_

Lori Richmond, City Clerk

**CITY OF SAXMAN**

Ordinance # 22-02

MAYOR'S SALARY

AN amendment to ORDINANCE # Ord. 20-06 § 2; Ord. 01-77 Ch. 5 § 3 OF THE CITY OF SAXMAN REGARDING THE MAYORS SALARY

**BE IT ENACTED BY THE CITY OF SAXMAN, ALASKA AS FOLLOWS:**

Section 1. Classification: This is a codified ordinance

Section 2. Enactment:

The Mayor will receive a stipend of \$650.00 per month for their service as Mayor. The Mayor's salary may change during a term if a City Administrator is not on staff. If there is no City Administrator the Mayor's salary will increase to \$1150.00 in the calendar month following the absence of an Administrator, until such time that an Administrator is hired. Once an Administrator is hired the Mayor's salary will return to \$650.00 in the calendar month following the appointment.

In the event the Mayor is not able to actively serve, this salary shall be paid to the Vice Mayor or designee serving as the acting Mayor.

Section 3. Effective Date: This ordinance becomes effective upon adoption.

Date Introduced: May 18, 2022

Public Hearing: May 23, 2022

Passed and approved by the City of Saxman, Alaska this \_\_\_\_\_ day of May, 2022.

\_\_\_\_\_  
Frank Seludo, Mayor

\_\_\_\_\_  
Lori Richmond, City Clerk

**City of Saxman**  
Ordinance #22-

Fiscal Year 2023 Budget

AN ORDINANCE OF THE CITY OF SAXMAN, ALASKA MAKING APPROPRIATIONS FOR FISCAL YEAR 2023, BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, BY PROVIDING FOR THE ESTABLISHMENT AND ADOPTION OF A LINE ITEM BUDGET AND DESIGNATING AN EFFECTIVE DATE.

Be it enacted by the City of Saxman as follows:

SECTION 1. CLASSIFICATION: This is a non-code ordinance.

Section 2. GENERAL PROVISIONS: The budget documents attached provide for the authorized revenues and expenditures and the change in cash balances as a part of the budget for the period July 1, 2022 through June 30, 2023 as a matter of public record.

Section 3. AUTHORIZATION AND APPROPRIATION: Upon receipt of the revenues listed in the budget documents included in this ordinance, appropriation and expenditures in the amounts indicated are made and authorized for the period July 1, 2022 through June 30, 2023. The Mayor is hereby authorized to draft and execute such documents as may be necessary to provide for the transfer of revenues to the budgets for which revenues have been allocated consistent with this approved fiscal year 2023 approved budget. The Mayor may transfer from one authorized appropriation to another any amount which would not exceed 10% of the annual allocation of that line item category or \$10,000.00 whichever is less. Larger modifications to the line item budget may be made only by resolution of the City Council.

Section 4. APPROPRIATIONS: The appropriation of \$1,544,677.46 is authorized as follows:

GENERAL FUND BUDGET	\$ 729,293.66
WATER/SEWER FUND BUDGET	\$ 259,253.00
SAXMAN SEAPORT BUDGET	\$ 556,130.80
TOTAL	\$ 1,544,677.46

Section 5. EFFECTIVE DATE: This ordinance shall become effective upon the date this ordinance is adopted

INTRODUCTION / 1ST READING: 5/18/2022  
2nd READING/PUBLIC HEARING:  
ADOPTION:

\_\_\_\_\_  
Frank Seludo, Mayor

\_\_\_\_\_  
ATTEST: Lori Richmond, City Clerk

April 22, 2022

Dear Mayor Seludo and the Saxman City Council,

The City Clerk position is one that is prescribed by law. It is a professional position that involves strategic decision making, creative thinking, and a requirement to stay up to date on laws, best practices, and innovative solutions. For that reason, I am requesting the Council approve the Professional Development III course through the Alaska Association of Municipal Clerks, and the Northwest Clerks Institute.

I have completed Professional Development I and II. Upon completion of all four courses, I will become eligible for the elite "Certified Municipal Clerk" designation. Communities with a Certified Municipal Clerk decrease their exposure to liability.

In the Professional Development Course I will learn the following topics:

1. Decision Making
2. Developing effective workplace policies
3. Purpose driven leadership
4. Using Social Media as a tool in local government
5. Minimize workplace gossip
6. Differentiated leadership
7. Crisis communications for Clerks
8. Working with hybrid teams
9. Effective presentation skills

Each of these topics is taught by industry leaders, are multiple hours long, and attendance is mandatory for certification.

Please approve \$2500.00 for course fee, air fare and per diem for the Northwest Clerks Institute Professional Development III.

Respectfully,



Lori Richmond

# June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7 <i>Totem and Tourism Committee Meeting 4:00 PM</i>  <i>Building &amp; Ordinance to follow</i>	8	9 <i>Finance Meeting 4:00 PM</i>	10	11
12	13	14	15 <i>Regular Council Meeting 5:30 PM</i>	16	17	18
19 Juneteenth	20 Juneteenth (observed)	21	22	23	24	25
26	27	28	29	30	1	2