



**City of Saxman**  
**City Council Regular Meeting**  
**May 15, 2024**  
**5:30 PM**

## AGENDA

---

**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. Approval of March 14, 2024 Totem and Tourism Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 2. Approval of March 14, 2024 Finance Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 3. Approval of March 20, 2024 Totem and Tourism Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 4. Approval of March 20, 2024 City Council Regular Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 5. Approval of March 28, 2024 Totem and Tourism Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 6. Approval of April 10, 2024 Building and Ordinance Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 7. Approval of April 11, 2024 Totem and Tourism Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 8. Approval of April 11, 2024 Finance Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 9. Approval of April 17, 2024 City Council Regular Meeting Minutes**  
Background: Meeting minutes presented for Council approval.
- 10. Approval of April 23, 2024 Totem and Tourism Committee Meeting Minutes**  
Background: Meeting minutes presented for Council approval.

**Unfinished Business**

**11. Ordinance #24-01 FY24 Budget Modification #1**

Background: Second reading and adoption of Ordinance #24-01 FY24 Budget Modification #1.

**Old Business**

**New Business**

**Staff Reports**

**12. Mayor's Report to Council**

Background: The Mayor will verbally report.

**13. City Administrator's Report to Council**

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

**14. Water Operator's Report to Council**

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

**Next Meeting Dates**

**15. Set Late-May & June 2024 Council Meetings**

Background: Discuss and approve late-May and June 2024 calendar for Council meetings.

**Council/Mayor Comments**

**Adjournment**



**City of Saxman  
Totem and Tourism Committee  
Meeting  
March 14, 2024  
3:30 PM**

## MINUTES

---

### Call to Order

Mayor Seludo called the meeting to order at 3:50pm.

### Roll Call

#### PRESENT

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

#### ABSENT

Council Member Rick Makua

#### ALSO PRESENT

Marissa Medford, City Administrator

### Public Comment

There were no public comments.

### New Business

#### 1. Rock Oyster Totem Pole & Funds for Party

Background: Status update on the Rock Oyster pole and further discussion of totem raising and party logistics.

Discussion: Council Member Denny Blair passed along a message that Adrianna Oliva-Parks with Cape Fox is willing to help and support this community event.

Council Member Gabe Blair brought up having invitations created.

Mayor Seludo will follow-up with Jon Rowan and ask if his dance group would to come over for the celebration. This brought about discussion of how many dance groups to have at the event. It was settled that it would be nice to have three dance groups (Jon Rowan, Cape Fox, and another dance group from Ketchikan). Council Member Woody Watson knows Jon Rowan typically does a Carver/Pole raising dance and mentioned he will speak to Mr. Rowan when he goes over to Klawock.

#### 2. Painting of Totems

Background: Further discussion of necessary personnel and funding.

Discussion: Mayor Seludo believes there will be enough funds in Totem Pole Restoration to have two seasonal employees start on or around April 16th to assist in the Public Works Department, including painting totems when weather permits.

**3. Contract for Nathan Jackson Eagle/Beaver Totem**

Background: Status update and discussion on the Eagle/Beaver Totem contract.

Discussion: A recommendation was made to contact Nathan Jackson to move forward with a contract for the Eagle/Beaver Totem.

**4. Totem Wings Norman Natkong Jr.**

Background: Status update and discussion on having Norman Natkong Jr. fix totem wings.

Discussion: A recommendation was made to contact Norman Natkong Jr. to move forward with an agreement to fix totem wings.

**Council Comments**

Council Member Gabe Blair: Inquiring about head fees/land use fees and agreements for the new Cape Fox tours.

Council Member Denny Blair: Reminder to reach out to Adrianna Oliva-Parks regarding assistance Cape Fox can provide for the totem pole raising event.

Mayor Seludo: The next Totem & Tourism meeting will be scheduled for Wednesday, March 20th at 5pm.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Denny Blair. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 4:22pm.

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator



**City of Saxman  
Finance Committee Meeting  
March 14, 2024  
4:00 PM**

## **MINUTES**

---

### **Call to Order**

Mayor Frank Seludo called the meeting to order at 4:28 pm.

### **Roll Call**

#### **PRESENT**

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

#### **ABSENT**

Council Member Rick Makua

#### **ALSO PRESENT**

Marissa Medford, City Administrator

### **Public Comments**

There were no public comments.

### **FY24 Financials**

There was a recommendation made to pass the February Financials as presented.

Motion made by Council Member Woody Watson. Seconded by Vice Mayor Billy Joe Thomas.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Vice Mayor Billy Joe Thomas, Mayor Seludo.

All in favor.

None oppose.

*Motion passes.*

#### **1. Sweep Accounts PowerPoint**

Background: Mike Beach from Teuscher Walpole, LLC emailed the PowerPoint for the Sweep Accounts and associated changes to the Northrim Bank Accounts for review and discussion.

Discussion: Mayor Seludo verbally reviewed the Northrim Sweep Accounts PowerPoint with City Council.

Council Member Gabe Blair recalls there was one specific aspect that was a bit of a hold up the last time the Northrim Sweep Accounts were presented and she believes it was regarding the positive pay.

Council would like to know what it will take to transition over to this. Mayor Seludo indicated that he would need to reach out to Northrim to get this answered for Council. He will have an answer by Wednesday, March 20th.

## 2. February General Fund Financials

Background: Mike Beach and Jimmie Kinder from Teuscher Walpole, LLC emailed the General Fund Financials for review and discussion.

Discussion: The budget target percentage for 8 months should be at 66.67% or less.

Mayor Seludo mentioned that Fund 03 City Clerk will only have half a month. Every month we go without a City Clerk, we will have money available. 5301-Office Supplies is over budget. It was noted that the previous City Clerk ordered office supplies right before she resigned. A laptop and docking station will be included in this fund. Will also need to add two computer monitors.

Mayor Seludo explained that Fund 04 City Administrator will go over budget in 5301-Office Supplies with the order of the laptop and docking station.

Fund 05 Public Works is where Mayor Seludo wants to add the two seasonal hires. We will have to purchase a new sander for the water truck. The sander will need to be priced out and added to FY25 budget.

Fund 06 Roads budget is on track. Mayor Seludo noted that there are many potholes on Eagle Avenue that are really bad and will need to be fixed during Spring when the weather is nicer.

Fund 13 Finance 5825-Contracted Services are currently over \$39,000 due to being short-staffed and the assistance provided from Teuscher Walpole, LLC for the audit. 5001-Wages, 5005-PERS Expense, and 5010-Payroll Taxes will also continue to increase as the Finance Clerk officially became Full-Time and started benefits.

Fund 24 Tribal Hall Mayor Seludo noted that we made it through Winter without anything severe happening.

Fund 29 AHFC Duplex Mayor Seludo noted that this is where the previous City Administrator was residing and necessitated a significant amount of work after move out causing the budget overspend in 5550-General Maintenance.

Fund 34 Fire Department Mayor Seludo will be having Vincent Heating Solutions install a heat pump and he will follow up on that.

## 3. February Cash Accounts

Background: Mike Beach and Jimmie Kinder from Teuscher Walpole, LLC emailed the Cash Accounts for review and discussion.

Discussion: No questions from Council on February Cash Accounts.

## 4. February Water and Sewer Financials

Background: Mike Beach and Jimmie Kinder from Teuscher Walpole, LLC emailed the Water and Sewer Financials for review and discussion.

Discussion: City Administrator reported that the Finance Clerk has been pulling account credits and applying those toward customer invoices to decrease our total liabilities. We won't be accepting payments from customers until their account credits have been fully applied in order to avoid increasing our total liabilities.

## 5. February Seaport Financials

Background: Mike Beach and Jimmie Kinder from Teuscher Walpole, LLC emailed the Seaport Financials for review and discussion.

Discussion: No questions from Council on February Seaport Financials.

## New Business

### 6. Bobcat Excavator Options

Background: Discussion on lease vs. purchase options of Bobcat Excavator. Mayor Seludo will verbally report more information on this for the Council to review and consider.

Discussion: Council Member Gabe Blair asked Mayor Seludo what his thoughts are regarding Pros and Cons for purchasing vs. leasing the Bobcat Excavator. Mayor Seludo went over all the money the City would be able to save on various projects that we have had to contract out for because we didn't have the necessary equipment. There are plenty of projects the Bobcat Excavator could be used for right away. We will be looking into adding the funds to the FY25 Public Works budget.

Vice Mayor Billy Joe Thomas, Council Member Denny Blair and Council Member Woody Watson think the lease option is the best way to go. They also noted that the City can also decide to purchase the Bobcat Excavator down the road if necessary.

Vice Mayor Billy Joe Thomas questioned if it would be possible to put two separate line items in the budget between Public Works and Roads for the Bobcat Excavator.

There was a motion made to lease the Bobcat Excavator and purchase the trailer adding on that the Council gives the Mayor and the City Administrator the power to exercise which option to go with. Motion made by Vice Mayor Billy Joe Thomas. Seconded by Council Member Gabe Blair.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Vice Mayor Billy Joe Thomas, Mayor Seludo.

All in favor.

None oppose.

*Motion passes.*

### 7. Alder Tree Removal T&H (Original Senior Housing)

Background: Discussion regarding Public Works cutting down Alder trees at 2708 Halibut St.

Discussion: City Administrator was contacted by T&H Senior Housing regarding Public Works cutting down Alder trees due to safety concerns for the residents. Mayor Seludo mentioned that we could include it in the FY25 Public Works budget and do it in July. Mayor Seludo indicated that it would be nice to rent the manlift for the entire month of

July and take care of all the places around Saxman that need it. City Council agreed with Mayor Seludo to authorize it for FY25 Public Works budget.

There was a motion made to add tree removal for T&H Senior Housing to the FY25 budget.

Motion made by Vice Mayor Billy Joe Thomas. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Vice Mayor Billy Joe Thomas, Mayor Seludo.

All in favor.

None oppose.

*Motion passes.*

### **Council Comments**

Council Member Gabe Blair: Wasn't sure about the Bobcat excavator at first but looking forward to all of the projects and what we can do with it.

Vice Mayor Billy Joe Thomas: City is moving along, which is great. Excited to see what is happening with the totem poles. Looking forward to what we can get done with the Bobcat.

Council Member Denny Blair: Thank you to everyone.

Council Member Woody Watson: Thank you to everyone.

Council Member Norman Natkong Sr.: Thank you to everyone.

Mayor Frank Seludo: Would like to thank everyone for showing up.

### **Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Vice Mayor Billy Joe Thomas, Mayor Seludo.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 5:45pm.

---

Frank H. Seludo, Mayor





**City of Saxman  
Finance Committee Meeting  
March 14, 2024  
4:00 PM**

**RECOMMENDATIONS**

---

1. *There was a recommendation made to pass the February Financials as presented.*

Motion made by Council Member Woody Watson. Seconded by Vice Mayor Billy Joe Thomas.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Vice Mayor Billy Joe Thomas, Mayor Seludo.



**City of Saxman  
Totem and Tourism Committee  
Meeting  
March 20, 2024  
5:00 PM**

Item 3.

## MINUTES

---

### Call to Order

Mayor Seludo called the meeting to order at 5:13pm.

### Roll Call

#### PRESENT

Mayor Frank Seludo  
Council Member Woody Watson  
Council Member Norman Natkong Sr.—arrived at 5:17pm.  
Council Member Gabe Blair  
Council Member Denny Blair

#### ABSENT

Vice Mayor Billy Joe Thomas  
Council Member Rick Makua

#### ALSO PRESENT

Marissa Medford, City Administrator

### Public Comment

There were no public comments.

### New Business

#### 1. Rock Oyster Totem Pole & Funds for Party

Background: Status update on the Rock Oyster pole and further discussion of totem raising and party logistics.

Discussion: Mayor Seludo spoke with Jon Rowan to determine the measurements for the steel piling needed for the pole. Mr. Rowan believes a steel piling one foot in diameter that will reach halfway up the pole will be fine. Mr. Rowan was going to speak to his bosses about having the dance group come over for the celebration--he stated to plan on the dance group coming. Mayor Seludo indicated that everything is on track so far with the May 4th date. Mr. Rowan plans on sending the pole over on Samson barge. Two parts of the totem pole are already painted. Once the pole is fully painted, it will be sealed. Mayor Seludo is going to leave it to Public Works and their knowledge to determine the best way to raise the pole. It was discussed by Council that how the pole is raised is dependent upon the weather. If it's raining we might need to use the crane because it could be hard to raise with ropes if the ground is saturated and hard to get good footing. If the weather is nice we should use ropes to raise the pole.

Totem Pole Raising and Celebration is still planned to be on May 4th at 3pm.

Council Member Gabe Blair noted that the priority task for the upcoming week should be to talk to Kelly White about co-hosting and determining how to handle food.

**2. Painting of Totems**

Background: Further discussion of necessary personnel and funding.

Discussion: No discussion was had regarding this agenda item.

**3. Contract for Nathan Jackson Eagle/Beaver Totem**

Background: Status update and discussion on the Nathan Jackson Eagle/Beaver Totem contract.

Discussion: No discussion was had regarding this agenda item.

**4. Totem Wings Norman Natkong Jr.**

Background: Status update and discussion on Norman Natkong Jr. fixing totem wings.

Discussion: No discussion was had regarding this agenda item.

**Council Comments**

There were no council comments.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 5:23pm.

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator



**City of Saxman  
City Council Regular Meeting  
March 20, 2024  
5:30 PM**

Item 4.

## **MINUTES**

---

### **Call to Order**

Mayor Seludo called the meeting to order at 5:35pm.

### **Prayer**

Invocation by Council Member Woody Watson.

### **Roll Call**

#### **PRESENT**

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

#### **ABSENT**

Council Member Rick Makua

#### **ALSO PRESENT**

Marissa Medford, City Administrator  
Steve Rydeen, STVFD Fire Chief and Borough Emergency Manager  
Harvey Shields, Resident

### **Public Comments**

Harvey Shields discussed the need for clearing out the culverts in front of houses.

### **Consideration of the Agenda**

There was a motion made to use the agenda as a guide.

Motion made by Council Member Woody Watson. Seconded by Council Member Denny Blair.

All in favor.

None oppose.

*Motion passes.*

**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 made to approve the Consent Agenda items 1 and 2.*

Motion made by Council Member Gabe Blair. Seconded by Vice Mayor Billy Joe Thomas.

All in favor.

None oppose.

*Motion passes.*

**1. February 29, 2024 Finance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval.

Discussion: Item approved in consent agenda.

**2. March 4, 2024 Totem and Tourism Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval.

Discussion: Item approved in consent agenda.

**3. March 6, 2024 Building and Ordinance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval.

Discussion: This item was pulled aside for further discussion and review. Council Member Woody Watson would like Council to reconsider the recommendation to forgive OVS 2022 rent.

Council Member Gabe Blair would like to know what the rental agreement with OVS looked like in 2022.

Council decided to hold off on making a decision regarding the OVS 2022 rent until the City Administrator can look into the prior rental agreements.

**Old Business**

There was no old business.

**New Business**

**4. 2024 GKA Multi-Jurisdictional Emergency Operations Plan**

Background: Steve Rydeen will present the plan to Council for consideration, discussion, and adoption.

Discussion: Steve Rydeen informed Council that the last Multi-Jurisdictional EOP was done in 2007 and needed to be rewritten. Steve Rydeen, Abner Hoage, and Corey Patron had started to rewrite it in 2019. In 2022, it was decided that it needed to be revised and meet the needs of the community and bi-weekly meetings commenced. All changes were vetted by the local emergency planning committee. The local emergency planning committee integrated mechanisms to maintain the plan because it's a living document. If Saxman feels like something needs to be changed for Saxman, it allows that to happen without having to go through an entire plan rewrite. They have made the

EOP very comprehensive and as detailed as possible without tying hands with political red tape.

The Ketchikan Gateway Borough Assembly approved this resolution on March 18th.

Steve Rydeen is asking Saxman to adopt the updated EOP for 2024 and keep the plan at City Hall and include it on our website.

There was a motion made to adopt the 2024 GKA Multi-Jurisdictional Emergency Operations Plan City of Saxman Resolution NO. 02-2024-02.

Motion made by Vice Mayor Billy Joe Thomas. Seconded by Council Member Woody Watson.

All in favor.

None oppose.

*Motion passes.*

## 5. KIC Office of Education School Renaming Initiative Letter

Background: Council will review and discuss letter submitted by KIC's Office of Education.

Discussion: Resident spoke in favor and knows that if further clarification is needed that someone could come to present that to Council. Mayor Seludo was going to inquire about how far along they are in this process.

There was a motion made to send a letter of support from City Council to KIC Office of Education regarding renaming the Middle School. Motion made by Council Member Gabe Blair. Seconded by Vice Mayor Billy Joe Thomas.

All in favor.

None oppose.

*Motion passes.*

**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.*

There were no public hearings.

## Unfinished Business

### 6. Lot Development

Background: The Mayor will provide an update and discuss next steps. Council previously approved this item.

Discussion: Mayor Seludo wants to get this going before Paul Hamilton gets too busy with his Summer schedule. The lots need to be ready as soon as possible to allow plenty of time for them to settle before development begins with the AHFC housing project.

## Staff Reports

### 7. Mayor Report

Background: The Mayor will verbally report.

Discussion: Mayor Seludo has been working a lot with the new City Administrator. They will be working on updating the job description for City Clerk. There have been several short meetings with the Tribe and President Williams. DOWL/ANTHC project for videoing the sewer lines is wrapping up. It was recommended that we flush the sewer lines once a quarter—when we have plenty of water.

## 8. City Administrator Report

Background: The City Administrator will verbally report.

Discussion: The City Administrator and Mayor Seludo have been working together on the various projects going on within the City. Asked Council what they would like to see in the future regarding the report from the City Administrator.

### Water Operator Report

Background: The Mayor will verbally report.

Discussion: The Public Works crew and the water plant are going on 10 days straight of work, no breaks. Water issues have been happening for a full week now—still unresolved.

## Executive Session

There was a motion made to enter into Executive Session.

Motion made by Vice Mayor Billy Joe Thomas. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

*Motion passes.*

In Executive Session at 6:55pm.

There was a motion made to end Executive Session.

Motion made by Vice Mayor Billy Joe Thomas. Seconded by Council Member Woody Watson.

All in favor.

None oppose.

*Motion passes.*

Out of Executive Session at 7:20pm.

## Next Meeting Dates

### 10. April 2024 Calendar

Background: Discuss and approve the April 2024 calendar for Council meetings.

Discussion: April 10th Building and Ordinance Meeting at 4:30pm. April 11th Totems and Tourism Meeting at 4pm; Finance Meeting at 4:30pm. April 17th Regular City Council Meeting at 5:30pm.

**Council/Mayor Comments**

Council Member Woody Watson: Good meeting. Thank you to our staff.

Council Member Norman Natkong Sr.: Good meeting.

Council Member Gabe Blair: Nice to have our first City Administrator report. Good meeting.

Council Member Denny Blair: Good meeting. Thank you to our staff for their hard work.

Vice Mayor Billy Joe Thomas: Good meeting.

Mayor Frank Seludo: Good meeting. Thank you to everybody for coming.

**Adjournment**

There was a motion made to adjourn the meeting.

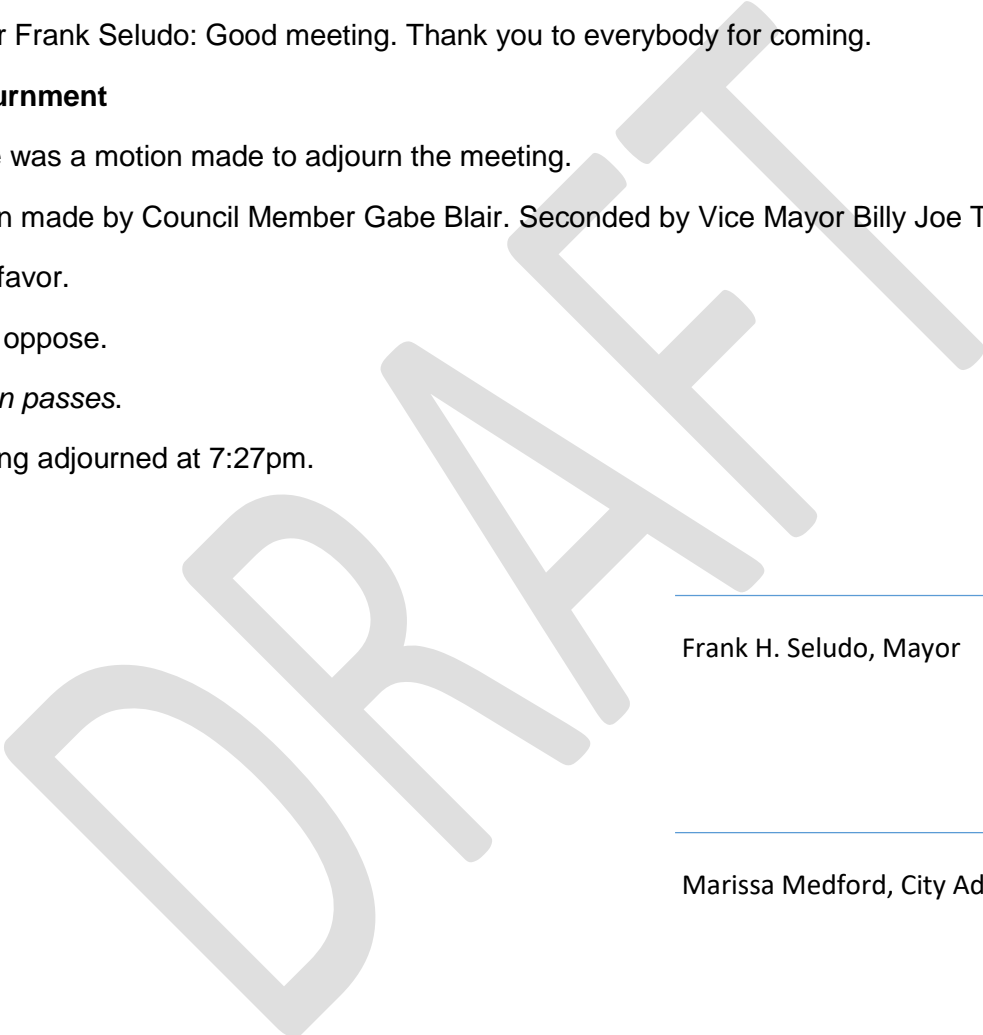
Motion made by Council Member Gabe Blair. Seconded by Vice Mayor Billy Joe Thomas.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 7:27pm.



---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator





**City of Saxman  
Totem and Tourism Committee  
Meeting  
March 28, 2024  
4:30 PM**

Item 5.

## MINUTES

---

### Call to Order

Vice Mayor Billy Joe Thomas called the meeting to order at 4:37pm.

### Roll Call

#### PRESENT

Vice Mayor Billy Joe Thomas  
Council Member Woody Watson  
Council Member Norman Natkong Sr.  
Council Member Rick Makua  
Council Member Gabe Blair

#### ABSENT

Mayor Frank Seludo  
Council Member Denny Blair

#### ALSO PRESENT

Marissa Medford, City Administrator

### Public Comment

There were no public comments.

### New Business

#### 1. Rock Oyster Totem Pole & Funds for Party

Background: Status update on the Rock Oyster pole and further discussion of totem raising and party logistics.

Discussion: Jon Rowan is currently traveling, but plans on being in Saxman the second week of April. Vice Mayor Thomas will talk to Kelly White about co-hosting the event if Mayor Seludo hasn't already talked to him about it. The hope is that Kelly White will be able to provide background knowledge of the Rock Oyster totem pole even if he doesn't feel up to co-host the event. Vice Mayor Thomas will discuss with Adrianna Oliva-Parks about having Cape Fox do finger food for the event. Council Member Woody Watson believes this event will at least have 200-300 people in attendance (especially with 2-3 dance groups participating).

Council Member Gabe Blair wants to start discussing how we're going to decorate and what we're going to use for decorations, who is going to be responsible for acquiring decorations, etc. It would be nice to have tablecloths. Have elders at the tables and utilize the bleachers for seating. Need to work on the invitations. Mentioned that she and City Administrator can work on the invitations and it would be great if we could find an old picture of the totem pole to include on the invitation and in the newsletter.

Council Member Woody Watson wants to know if we should have any other speakers at the event? Mayor Seludo, Kelly White presenting the history of the pole, Carver Jon Rowan, Harvey and Richard Shields.

**Council Comments**

Council Member Makua: Need to know if we will need fuel for the dump truck for Spring Clean-up.

Council Member Gabe Blair: Will coordinate with City Administrator for the necessary items for the Spring Clean-up BBQ.

**Adjournment**

There was a motion made to adjourn the meeting.

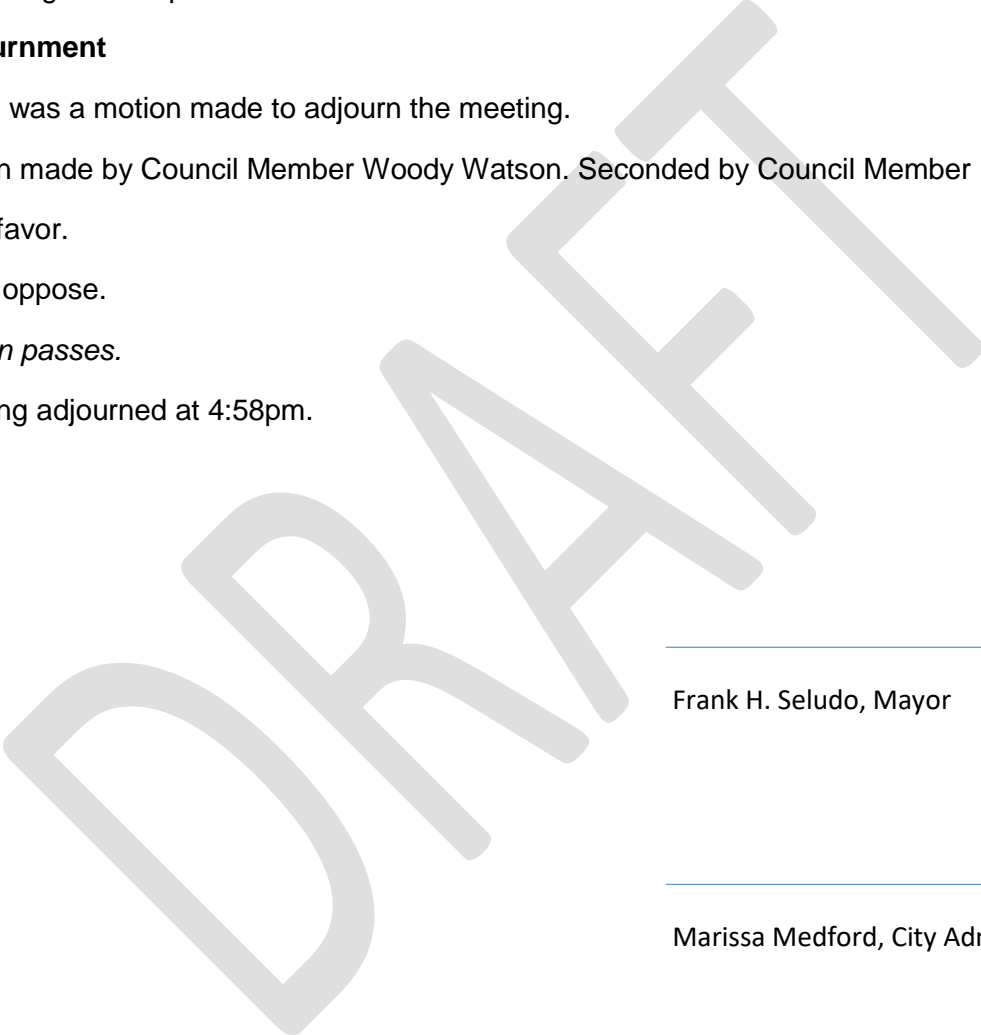
Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 4:58pm.



---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator



**City of Saxman  
Building and Ordinance Committee  
Meeting  
April 10, 2024  
4:30 PM**

Item 6.

## MINUTES

---

### Call to Order

Mayor Seludo called the meeting to order at 4:41pm.

### Roll Call

#### PRESENT

Mayor Frank Seludo  
Council Member Woody Watson  
Council Member Norman Natkong Sr.  
Council Member Rick Makua  
Council Member Gabe Blair

#### NOT PRESENT

Vice Mayor Billy Joe Thomas  
Council Member Denny Blair

#### ALSO PRESENT

Marissa Medford, City Administrator  
Carol Skultka, Resident

### Public Comment

Carol Skultka reported a concern regarding confidentiality and requested it be addressed.

### Consideration of the Agenda

There was a motion made to use the agenda as a guide.

Motion made by Council Member Woody Watson. Motion seconded by Council Member Rick Makua.

All in favor.

None oppose.

*Motion passes.*

### New Business

#### 1. OVS Old School House Lease

Background: Discussion and review of updated OVS Old School House Lease.

Discussion: The City Administrator presented the updated lease for OVS. Seeking Council input for the highlighted sections. Council agreed to increase the lease term from three years to five years effective January 1, 2024. The City Administrator will be

reaching out to Alaska Waste to determine what the price would be for a dumpster and weekly/twice monthly service instead of having Public Works collect and make dump runs.

## 2. Lot Purchase

Background: Discuss purchasing 2600 S. Tongass Hwy. lot for sale.

Discussion: The City Administrator noticed this lot come up for sale within City limits. Mayor Seludo noted this particular lot purchase would have to happen quickly and would like Council to set a maximum amount to offer.

There was a motion made to purchase the lot at 2600 S. Tongass Hwy. with an offer amount not to exceed \$57,000.

Motion made by Council Member Gabe Blair. Seconded by Council Member Rick Makua.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Council Member Gabe Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## 3. Wolf Street Lot Clearing

Background: Discussion of clearing Lots 11 and 12 on Wolf Street for AHFC project. The Mayor will verbally report more information on this for the Council to review and consider.

Discussion: Mayor Seludo spoke to Paul Hamilton and it is going to cost \$80,000 total to clear and pad both lots (\$40,000/lot). The City Administrator and Mayor Seludo reported that this cost would count towards the 15% AHFC match for the grant.

There was a motion made to move forward with clearing Wolf Street Lots 11 and 12 for \$80,000 total for the AHFC project.

Motion made by Council Member Gabe Blair. Seconded by Council Member Rick Makua.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Council Member Gabe Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## 4. AHFC Project Update

Background: Discussion and update on AHFC project.

Discussion: The City Administrator provided an update on the AHFC housing project. City Administrator will bring the grant agreement and other attachments to the regular city council meeting. It was noted that the Ketchikan Gateway Borough would make

themselves available to come out to the regular city council meeting if that's something Council would be interested in.

**Council Comments**

Council Member Woody Watson: Good meeting and we got a lot accomplished. Thank you to everyone for being here.

Council Member Norman Natkong Sr.: Good meeting. Glad to see we are underway and moving along with projects.

Council Member Rick Makua: Appreciates everything that's going on and good investments.

Council Member Gabe Blair: Good meeting. Excited about the lot development. Lights on Totem Row.

Mayor Frank Seludo: Thank you to everyone for coming. Going to be an exciting Summer. Working on a budget mod. Trying to get the strategic plan down on paper for what the needs of the City will be.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Gabe Blair. Motion seconded by Council Member Rick Makua.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 6:11pm.

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator



**City of Saxman  
Totem and Tourism Committee  
Meeting  
April 11, 2024  
4:00 PM**

**MINUTES**

---

**Call to Order**

Mayor Frank Seludo called the meeting to order at 4:20pm.

**Roll Call**

**PRESENT**

Mayor Frank Seludo  
Council Member Woody Watson  
Council Member Norman Natkong Sr.  
Council Member Rick Makua

**NOT PRESENT**

Vice Mayor Billy Joe Thomas  
Council Member Gabe Blair  
Council Member Denny Blair

**ALSO PRESENT**

Marissa Medford, City Administrator

**Public Comment**

There were no public comments.

**New Business**

**1. Rock Oyster Totem Pole & Funds for Party**

Background: Status update on the Rock Oyster pole and further discussion of totem raising and party logistics.

**Rock Oyster Totem Pole & Funds for Party**

Background: Status update on the Rock Oyster pole and further discussion of totem raising and party logistics.

Discussion: It was decided to save any discussion and updates until the next meeting as several updates would be coming from Council Members that were unable to attend today's meeting.

**Council Comments**

There were no council comments.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Norman Natkong Sr. Seconded by Council Member Rick Makua.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 4:25pm.

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator

DRAFT



**City of Saxman  
Finance Committee Meeting  
April 11, 2024  
4:30 PM**

## **MINUTES**

---

### **Call to Order**

Mayor Seludo called the meeting to order at 4:28pm.

### **Roll Call**

#### **PRESENT**

Mayor Frank Seludo  
Council Member Woody Watson  
Council Member Norman Natkong Sr.  
Council Member Rick Makua

#### **NOT PRESENT**

Vice Mayor Billy Joe Thomas  
Council Member Gabe Blair  
Council Member Denny Blair

#### **ALSO PRESENT**

Marissa Medford, City Administrator

### **Public Comments**

There were no public comments.

### **FY24 Financials**

*There was a recommendation made to pass the March Financials as presented.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

#### **1. March General Fund Financials**

Background: Bret Raby from Teuscher Walpole, LLC dropped off the General Fund Financials for review and discussion.

Discussion: The City Administrator reviewed the General Fund Financials with Council and presented the notes Bret Raby from Teuscher Walpole, LLC provided. Many items will be addressed in the upcoming budget mod.



Fund 6 Roads Council Member Woody Watson wants to ensure that funds have been allocated for installing speed bumps in 5210-Road Maintenance.

Fund 13 Finance Mayor Seludo discussed Teuscher Walpole, LLC new contract proposal, scope of work, and cost.

Fund 14 Grants City Administrator and Mayor Seludo noted that Administrative Assistant wages are coming out of 5001-Wages for now.

Fund 15 VPSO candidate decided to withdraw. Still waiting for more potential candidates from T&H.

## 2. March Cash Accounts

Background: Bret Raby from Teuscher Walpole, LLC dropped off the Cash Accounts for review and discussion.

Discussion: No questions from Council on March Cash Accounts.

## 3. March Water and Sewer Financials

Background: Bret Raby from Teuscher Walpole, LLC dropped off the Water and Sewer Financials for review and discussion.

Discussion: Mayor Seludo noted that the Toyo heaters were serviced. Many items will be addressed in the upcoming budget mod.

## 4. March Seaport Financials

Background: Bret Raby from Teuscher Walpole, LLC dropped off the Seaport Financials for review and discussion.

Discussion: No questions from Council on March Seaport Financials.

## New Business

### 5. Spring Clean-up Event Budget

Background: Discuss increasing budget for Spring Clean-up event.

Discussion: The City Administrator noted that we may need to think about increasing our budget after purchasing some of the food for the Spring Clean-up BBQ. Council originally budgeted \$500 for the event. Council wants to increase the budget an additional \$750 for a total budget of \$1,250 for the event.

There was a motion made to increase the Spring Clean-up BBQ budget an additional \$750.

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Seludo.

All in favor.

None oppose.

*Motion passes.*

The event will be held on Saturday, April 20th 3-5pm BBQ Red Hall Parking Lot. Facebook postings, flyers, and see if OVS will help get the word out.

**Council Comments**

There were no council comments.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 5:15pm.

DRAFT

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator



**City of Saxman  
Finance Committee Meeting  
April 11, 2024  
4:30 PM**

**RECOMMENDATIONS**

---

1. *There was a recommendation made to pass the March Financials as presented.*

Motion made by Council Member Woody Watson. Seconded by Council Member Rick Makua.

Voting Yea: Council Member Woody Watson, Council Member Rick Makua, Council Member Norman Natkong Sr., Mayor Frank Seludo.

DRAFT



**City of Saxman**  
**City Council Regular Meeting**  
**April 17, 2024**  
**5:30 PM**

Item 9.

## MINUTES

---

### Call to Order

Mayor Seludo called the meeting to order at 5:34pm.

### Prayer

Invocation by Council Member Watson.

### Roll Call

#### PRESENT

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

#### ABSENT

Vice Mayor Billy Joe Thomas  
Council Member Rick Makua

#### ALSO PRESENT

Marissa Medford, City Administrator

### Public Comments

There were no public comments.

### Consideration of the Agenda

*There was a motion made to use the agenda as a guide.*

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**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 made to approve the Consent Agenda item 1.

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

All in favor.

None oppose.

Motion passes.

**1. Approval of March 6, 2024 Building and Ordinance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval.

Discussion: Item approved in consent agenda.

**Unfinished Business**

**2. March 6, 2024 Building and Ordinance Committee Meeting Minutes**

Background: Meeting minutes presented for Council approval. Council considered this at the previous Regular Council meeting on March 20, 2024. It was postponed for further discussion.

Discussion: Council considered this item at the previous Regular Council meeting on March 20, 2024. It was postponed for further discussion. The recommendation to forgive OVS 2022 rent was not approved by Council. OVS will be responsible for all rent owed to the City of Saxman. The City Administrator is working on the 2024 lease agreement for OVS.

**New Business**

**3. Resolution # 04.2024.04 - Supporting AKDOT & Public Facilities Planning and Design Efforts to Relocate the M/V Lituya Ferry Landing to the City of Saxman**

Background: Resolution shows the City of Saxman's support for the 2024 PIDP project.

Discussion: Council Member Gabe Blair inquired if this is the same project as in the past that didn't end up going anywhere. The City Administrator indicated that we are applying for the grant again and it is the same project. Will be adding the resolution, letters of support, and various other supporting documentation to the application narrative.

There was a motion made to accept Resolution # 04.2024.04 - Supporting AKDOT & Public Facilities Planning and Design Efforts to Relocate the M/V Lituya Ferry Landing to the City of Saxman.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**4. Resolution # 04.2024.05 - Supporting KGB Submitting a 2024 Port Infrastructure Development Grant for the Saxman Seaport Alaska Marine Highway System Ferry Dock and Terminal**

Background: Resolution shows the City of Saxman's support for the 2024 PIDP grant application.

Discussion: There was a motion made to accept Resolution # 04.2024.05 - Supporting KGB Submitting a 2024 Port Infrastructure Development Grant for the Saxman Seaport Alaska Marine Highway System Ferry Dock and Terminal.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**5. Resolution # 04.2024.06 - Confirming the KGB Mayor's Declaration of Disaster for the Loss of the South Tongass Fire Station and Emergency Apparatus**

Background: Resolution shows the City of Saxman's support for the Declaration of Disaster from the fire at STVFD on April 9, 2024.

Discussion: There was a motion made to accept Resolution # 04.2024.06 - Confirming the KGB Mayor's Declaration of Disaster for the Loss of the South Tongass Fire Station and Emergency Apparatus.

Motion made by Council Member Gabe Blair. Seconded by Council Member Denny Blair.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

**6. Approve KGB's Procurement Code**

Background: Council will review and discuss approving KGB's Procurement Code (Chapter 11.20 Competitive Bidding Purchasing Procedures and Contracts) to follow throughout the AHFC affordable housing grant project.

Discussion: The City Administrator presented the Ketchikan Gateway Borough's Procurement Code and explained the necessity of approving the procurement code for the AHFC project. The KGB Procurement Code follows all applicable Federal and State laws. Encourages an open and transparent solicitation of proposals for a minimum advertisement period of 21 days.

There was a motion made to approve and follow KGB's Procurement Code (Chapter 11.20 Competitive Bidding Purchasing Procedures and Contracts) throughout the AHFC affordable housing grant project.

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## **7. AHFC Grant Agreement**

Background: Council will review and discuss moving forward with finalizing and submitting AHFC Grant Agreement for affordable housing project.

Discussion: The City Administrator presented the AHFC Grant Agreement to Council.

There was a motion made to move forward with finalizing and submitting AHFC Grant Agreement for affordable housing project.

Motion made by Council Member Woody Watson. Seconded by Council Member Norman Natkong Sr.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## **8. Contract for Affordable Housing Project Management/Administration Services**

Background: Council will discuss approving a contract for project management/administration services for the affordable housing project, subject to approval of grant agreement.

Discussion: The City Administrator discussed the need to utilize project management/administration services to help manage and facility the AHFC housing project.

There was a motion made to approve a contract for project management/administration services for the affordable housing project, subject to approval of grant agreement.

Motion made by Council Member Gabe Blair. Seconded by Council Member Woody Watson.

Mayor Seludo called for a roll call vote.

Voting Yea: Council Member Woody Watson, Council Member Norman Natkong Sr., Council Member Gabe Blair, Council Member Denny Blair, Mayor Frank Seludo.

All in favor.

None oppose.

*Motion passes.*

## **9. STVFD Utilizing SCC Downstairs Lobby/Kitchen**

Background: The Mayor will discuss with Council regarding the STVFD utilizing SCC downstairs lobby/kitchen on Thursdays for meetings due to the loss of their station in the fire on April 9, 2024.

Discussion: Mayor Seludo discussed the STVFD need to utilize the downstairs lobby/kitchen area of SCC on Thursdays for their membership meetings. It probably wouldn't be every Thursday, but the time is typically 7pm-9pm. Need more information from Fire Chief Steve Rydeen.

Council Member Gabe Blair wants them to follow normal facility rental protocol and fill out the rental/key agreement and deposit. No charge for the facility usage and will have the deposit refunded once they return the keys.

There was a motion made to donate the use of the SCC lower lobby and kitchen area as a good gesture to the STVFD due to the loss of their station in the fire on April 9, 2024.

Motion made by Council Member Woody Watson. Seconded by Council Member Norman Natkong Sr.

All in favor.

None oppose.

*Motion passes.*

## **Staff Reports**

There was a motion made to accept all staff reports.

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

*Motion passes.*

## **10. Mayor's Report to Council**

Background: The Mayor will verbally report.

Discussion: Mayor Seludo attended the AML Infrastructure Symposium earlier in the month in Anchorage. First time the City of Saxman has attended the Infrastructure Symposium. Learned more about RUBA, water & sewer infrastructure, etc. It was recommended to send the City Administrator to in-person training but online training is also available. Continue to have meetings with AHFC and develop lots for the housing project. Meetings with the auditors and accounting team.

## **11. City Administrator's Report to Council**

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

Discussion: The City Administrator submitted a written report and is working closely with Ketchikan Gateway Borough and S.E. Conference on the 2024 PIDP Grant. Also working closely with Ketchikan Gateway Borough and Alaska Housing Finance



Corporation on the Affordable Housing Construction Grant. In the process of creating an MOA and moving forward with the grant agreement.

Officially closed on the Bear Clan lot and City of Saxman owns more land.

Accounting team meetings to discuss Teuscher Walpole's scope of work, which will continue to evolve as roles and responsibilities are clearly defined and staff are trained further. Ongoing FY23 audit. FY24 budget mod and FY25 budget.

Working on updating the OVS lease agreement.

Completed the Independent Tour Agreements for 2024. Implementing the head count slips and daily sheets for 2024 documentation/accounting purposes.

CCR Certification Form for 2023 completed and distributed to customers to maintain compliance.

Meetings with FileHold, Ketchikan Wellness Coalition, STVFD, and First Bank.

## 12. Water Operator's Report to Council

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

Discussion: The Water Operator submitted a written report. Mayor Seludo received an email today from Sarah at ARWA and she is going to come diagnose leak issues in May. Will also have more seasonal staff starting this weekend with Spring Clean-up and will continue on with other projects (painting totems, cleaning ditches, clearing brush, etc).

## Next Meeting Dates

### 13. Set Late-April & May 2024 Council Meetings

Background: Discuss and approve late-April and May 2024 calendar for Council meetings.

Discussion: Mayor Seludo wants to have a strategic planning session on Tuesday, April 30th from 10am-3pm.

Totems and Tourism meeting on Tuesday, April 23rd at 4pm. Will reevaluate more Totems and Tourism meetings and the frequency on Tuesday, April 23rd.

Finance meeting on Thursday, May 9th at 4:30pm.

Building and Ordinance meeting on Friday, May 10th at 4:30pm.

Regular City Council meeting on Wednesday, May 15th at 5:30pm.

## Council/Mayor Comments

Council Member Woody Watson: Good meeting. Thank you to everyone for being here. Excited that we are buying land.

Council Member Norman Natkong Sr.: Good meeting. Glad we're moving forward.

Council Member Gabe Blair: Excited to see the PIDP and AHFC grant moving forward. Likes the direction the new City Administrator is going and the forward thinking for our Community. Excited to have her on our team.

Council Member Denny Blair: Good meeting.

Mayor Frank Seludo: Good meeting.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Woody Watson. Seconded by Council Member Gabe Blair.

All in favor.

None oppose.

*Motion passes.*

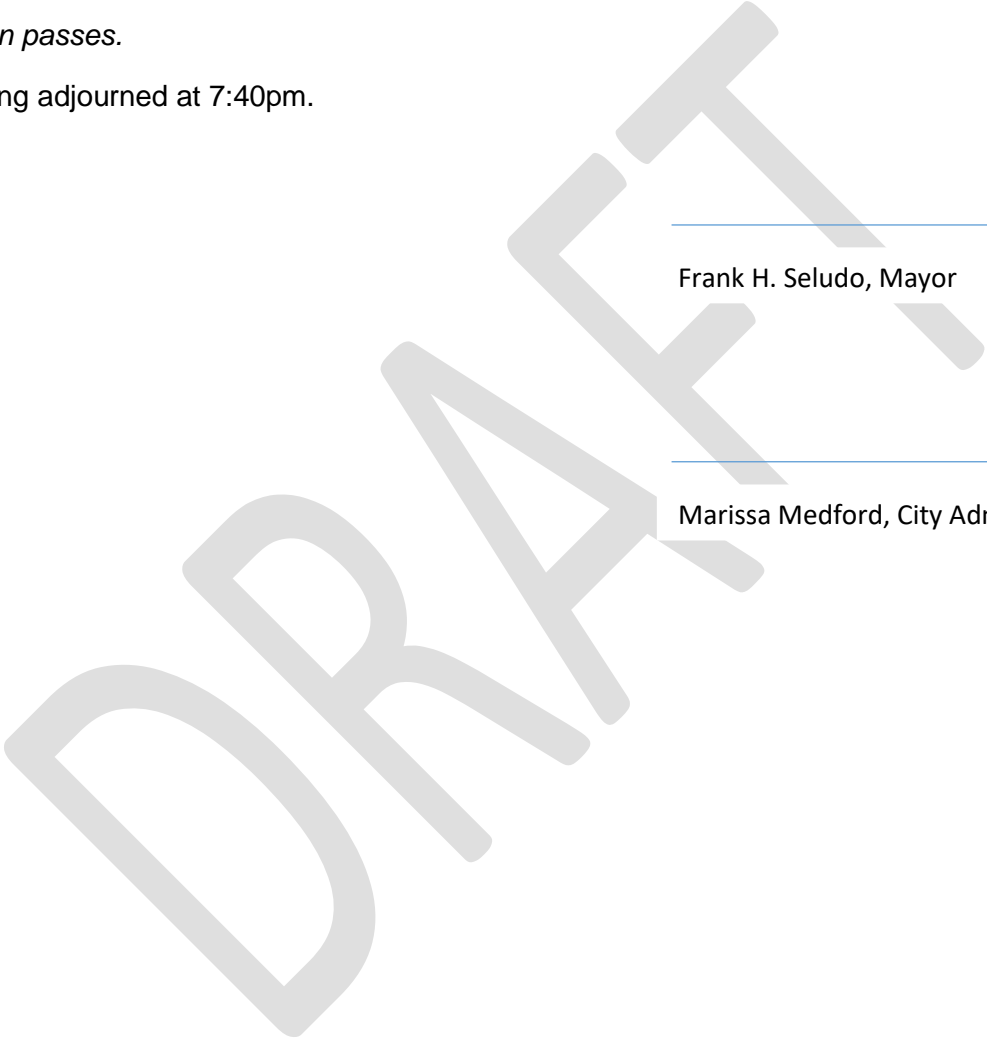
Meeting adjourned at 7:40pm.

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator





**City of Saxman  
Totem and Tourism Committee  
Meeting  
April 23, 2024  
4:00 PM**

Item 10.

## **MINUTES**

---

### **Call to Order**

Mayor Frank Seludo called the meeting to order at 4:11pm.

### **Roll Call**

#### **PRESENT**

Mayor Frank Seludo  
Council Member Woody Watson  
Council Member Rick Makua  
Council Member Gabe Blair

#### **NOT PRESENT**

Vice Mayor Billy Joe Thomas  
Council Member Norman Natkong Sr.  
Council Member Denny Blair

#### **ALSO PRESENT**

Marissa Medford, City Administrator

### **Public Comment**

There were no public comments.

### **New Business**

#### **1. Rock Oyster Totem Pole & Funds for Party**

Background: Status update on the Rock Oyster pole and further discussion of totem raising and party logistics.

Discussion: Mayor Seludo spoke with Samson barge and the totem pole is supposed to be arriving in Ketchikan on Wednesday, April 24th, but may take a few days for the offload and to be delivered to Saxman. The totem pole raising and celebration is going to need to be postponed as we need the pole to be here first to accurately determine the steel piling dimensions necessary. Mayor Seludo noted that we will need to have the Public Works Department determine how much of the back is exposed so we can get that accurate measurement for the steel piling. As far as storage for the totem pole, Mayor Seludo will need to check the carving center and make sure there is plenty of room to safely store it there until the ceremony.

Council discussed and determined that the new date for the totem pole raising and celebration will be Saturday, June 29th starting at 3pm. Mayor Seludo called Jon Rowan to discuss the new date for the totem pole raising ceremony to make sure that it would work for him and his dance group. Everything looks good for Mr. Rowan on that date.

**Council Comments**

There were no council comments.

**Adjournment**

There was a motion made to adjourn the meeting.

Motion made by Council Member Gabe Blair. Seconded by Council Member Rick Makua.

All in favor.

None oppose.

*Motion passes.*

Meeting adjourned at 4:38pm.

DRAFT

---

Frank H. Seludo, Mayor

---

Marissa Medford, City Administrator

Marissa Medford

City Administrator Report

April/May 2024

---

City of Saxman Council:

Currently working with Peter Amylon from the Ketchikan Gateway Borough and Kaitlyn Jared from S.E. Conference for the 2024 Port Infrastructure Development Program (PIDP) Grant. The grant application was submitted and I will report back when I have an update on the status of the grant application. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this grant.

Having weekly meetings (at minimum) with Cynna Gubatayao, Peter Amylon, and Amy Briggs from the Ketchikan Gateway Borough regarding the Alaska Housing Finance Corporation (AHFC) Last Frontier Housing Initiative (LFHI) Grant. The Ketchikan Gateway Borough is assisting the City of Saxman by providing administrative support for this project.

- Grant Agreement with AHFC fully executed.
- Memorandum of Agreement (MOA) with Ketchikan Gateway Borough created, approved, and fully executed.
- Request for Proposals (RFP) with Ketchikan Gateway Borough created, approved, and posted on May 10, 2024. Currently open for bids until June 4, 2024 at 3:00pm.

There is a Pre-Proposal Site Visit scheduled on May 22, 2024 at 2:00pm for any potential bidders to take a look at the five proposed lots. Proposals will be reviewed on June 5, 2024 with Notice of Intent to Award taking place on June 5/6, 2024.

The Ketchikan Gateway Borough and has been instrumental in ensuring these grants will be executed effectively and I sincerely appreciate their support and guidance.

In the process of consolidating Lots 1 and 2 of Block 19 of USS 1652A located at Eagle Avenue & Frog and Lots 11 and 12 of Block 24 of USS 1652A located at Coho Road and Wolf Street for AHFC LFHI Grant. We should have a decision from KGB Planning Director in early June.

Capital Title and Escrow is working on Title Reports for all lots that will be utilized for the AHFC LFHI Grant. This will ensure that nothing has been filed in error on any of the lots causing a project delay.

Alpine Real Estate is working on Brokers Opinion of Value report for all lots that will be utilized for the AHFC LFHI Grant. This will ensure we have an accurate land value to submit for our match requirement.

GT Landy Surveying, LLC set all missing property corners and flagged all property lines for Lot 9A Block 23 of USS 1652A located at Eagle Avenue and Lots 11 and 12 of Block 24 of USS 1652A located at Coho Road and Wolf Street for site development.

P&T Construction has already started site development on Lot 9A on Eagle Avenue.

Accounting meetings to discuss:

- Teuscher Walpole's scope of work—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Ongoing Elgee Rehfeld FY23 audit.
- FY24 Budget Mod completed.
- Budget for FY25.

Discovered the City of Saxman's SAM.gov registration hadn't been active since July 2022 and we had a duplicate UEI number assigned, preventing registration renewal. Was able to have the duplicate UEI number removed and renew registration. We now have an active registration with SAM.gov. Not having an active SAM.gov registration prevented the City of Saxman from receiving Federal Assistance Awards.

LC Refrigeration Project with OVS for custom walk-in refrigerator and freezer units. OVS will be utilizing grant funds for this project. LC Refrigeration came for a site visit and has provided a quote and project specs. All information has been provided to OVS.

Working with Robert and Richard to complete the State of Alaska Fire Marshall corrections at SCC. All orders have been placed and delivered as of today. A few corrections still need to be taken care of now that all orders have arrived. Corrections are due on June 3, 2024.

Melissa and Diane have created a monthly invoicing and tracking system for tourism and it seems to be working out well for everyone involved and the feedback has been positive.



Marissa Medford

City Administrator

May 15, 2024

## Saxman Water Report April 2024

The month of April has been successful at the water treatment plant. We were able to figure out problems we were having last month with the Polymer pump and the chlorine pump. We replaced our finished water effluent turbidity sample line, and the Raw water turbidity sample line. I also recalibrated the SCD machine, and we are using a lot less polymer and the machine doesn't jump around anymore, and we are getting consistent and stable numbers making it easier to track the polymer percentage. With the polymer working correctly we were able to bring our chlorine consumption down also as we don't need as much chlorine to disinfect our water.

So with our treatment systems working better and putting out the conserve water notices we were able to get the 802 tank up to 15ft. So, we were able to keep up with demand and build up our tank level so we will have more adequate pressure. We are also pressure-testing the water lines throughout Saxman to determine where the leaks are so we can repair them. We also have gauges for testing household pressure through the outside water hose connection, all we are going to do is connect gauge to house and charge line, then we will shutoff water at main and check to see if gauge holds pressure. We will also hook up to the fire hydrants and close off sections of the water main, also checking to see if we lose pressure at gauge. So, some residents may lose pressure during these test times usually never more than 15 to 20 min. We will let them know ahead of time of any testing that day.

With everything going better this month at the Water Plant, we had more time to focus on other things and we were able to get to the potholes on Eagle Ave, and Raven Ave by T&H HeadStart filled. We have two new helpers that helped with the potholes and will continue to help this summer with cleaning ditches and clearing brush and they will also be cleaning and painting totems.

Both Marlin and I passed our provisional in water distribution level one. So, our training went well, and we look forward to more classes in the future.

At this time the water plant is doing good, and we will continue to figure out solutions to our problems as they arise.

Water Operator, Robert Sero 05/13/24

