



Marissa Medford

City Administrator Report

June/July 2024

City of Saxman Council:

Having weekly meetings (at minimum) with Cynna Gubatayao, Amy Briggs, and Frank Maloney 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.

Meeting with Amy Briggs (Ketchikan Gateway Borough) and Scott Brandt-Erichsen (Attorney for City of Saxman) on Tuesday, June 25th to discuss issuing Notice of Award for Project Management Inspection Services. Notice of Award issued on Wednesday, June 26th to proHNS, LLC.

- Dawson Construction contract fully executed and Notice to Proceed issued on Friday, July 12th.
- proHNS contract fully executed and Notice to Proceed issued on Tuesday, July 9th.

There was a Pre Pre-Construction meeting on July 10, 2024 with City of Saxman, Ketchikan Gateway Borough, and proHNS to brief proHNS on the grant/project scope and how they will be facilitating this project.

Garret Gladsjo, Contract Manager stopped by City of Saxman to meet in person and further discuss proHNS' role and how the Pre-Construction meeting would be structured.

There was a Pre-Construction meeting on July 17, 2024 with City of Saxman, Ketchikan Gateway Borough, proHNS, and Dawson Construction. Introduced team members, discussed responsibilities, contractor schedule and approach to the project, grant requirements, outside agency requirements/coordination. There will be a Design Kick-Off meeting where design and specifications will be finalized next week. Dawson Construction will provide an updated project schedule at that time. Hoping to have site development continue starting mid-late August and for construction to begin in mid-September in order to have roofs on by November/December 2024.

Completed the Platting Action Application to start the subdivision of Lot 9A into Lot 9A-1 and Lot 9A-2 to allow Dawson Construction to put two structures on the lot. GT Land Surveying, LLC moved the property line per Architect's recommendation and submitted the documents to Ketchikan Gateway Borough Planning Department for the subdivision.

Accounting meetings to discuss:

- Teuscher Walpole's scope of work and engagement letter—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Ongoing Elgee Rehfeld FY23 audit.



- Budget for FY25.
- SLFRF Treasury Portal Access/ARPA money.

Met with Kacie Paxton, Ketchikan Gateway Borough Clerk to discuss and review upcoming election requirements. I created the Notice of Offices to be Filled post based on the Borough's template. Notice of Offices to be Filled had a deadline to be posted by Monday, July 15th and it was submitted on Friday, July 12th to Ketchikan Daily News to be posted in that Weekend Edition paper. Notice of Offices to be Filled is also posted in three public places around the City of Saxman. Working on updating the Declaration of Candidacy Forms.

Conducted an interview for the City Clerk position on Wednesday, July 3rd. Waiting to hear back from the candidate on if she wants to proceed.

Met with Ketchikan Wellness Coalition, ANTHC, and KIC to discuss the tentative dates for the Alaska Blanket Exercise (ABE). Looks like the events will be held the week of August 19th and should be finalized soon. I will distribute the flyers as soon as everything is solidified. I have the flyer for the Introduction to the Prevention Core Competencies 3-day training conducted by The National Indian Education Association at the Ted Ferry Civic Center from July 30-August 1, 2024. Please take a look and share the information. The training is free to attend, but you need to register beforehand.

A handwritten signature in blue ink that reads "M. Medford". The signature is written over a horizontal line.

Marissa Medford

City Administrator

July 17, 2024