



Marissa Medford

City Administrator Report

August/September 2024

City of Saxman Council:

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

- September 4, 2024 discussed foundation permits being processed, when they can start mobilizing equipment to finish site development, updated schedule.
- September 11, 2024 discussed Dawson being onsite next week to clear, grub, and level sites. Foundation permits should be done shortly.
- September 21, 2024 discussed progress on site development. Getting Lot 2 cleared. Need to dig down to rock on Lot 1. Depending on what they find on Lot 1, there is a chance they may need to blast in about 2 weeks. Dawson will apply for permits and there will need to be public notice. Will need to rotate the unit on Wolf St. to avoid rock. Still on schedule and things are starting to move fast.

Mayor Seludo and I stopped by the Ketchikan Gateway Borough to sign the final Mylar in front of a Notary and submitted to the Planning Department for recording.

The Ketchikan Gateway Borough helped the City of Saxman with obtaining a \$300,000 Denali Commission grant for matching funds for the AHFC LFHI housing development project.

Had good turn out and participation for the Alaska Blanket Exercise (ABE) event we hosted in partnership with Ketchikan Wellness Coalition and ANTHC. Will continue working with Ketchikan Wellness Coalition to get a drug take back event scheduled.

Completed City of Saxman's three State Capital Project Funding Requests for FY2026.

Moving forward to partner with Ketchikan High School Wood Shop class to build picnic tables for the Saxman Community Center.

SOC Waiver Renewal Application completed and sent to the State.

Accounting meetings to discuss:

- Teuscher Walpole's scope of work, amending the engagement letter, and new personnel—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Elgee Rehfeld FY23 audit—close out meeting is scheduled for Thursday, September 26th.
- Budget Mod for FY25—most likely occur at 6-month mark.



Mayor Seludo and I attended meetings with:

- ANTHC inflow and infiltration review for the sewer line project.
- OVS to discuss current projects and ideas and grant funds.

LC Refrigeration poured the concrete pad for the walk-in freezer/refrigerator unit.

Continuing the search to fill the City Clerk position.

Currently working on completing the Lead Service Line Inventory (LSLI) with Sarah from Alaska Rural Water Association and City of Saxman Public Works. This is mandatory to complete for the State. City of Saxman will receive money (amount to be determined) from the State upon completion and final review.

A handwritten signature in blue ink, reading "M. Medford", written over a horizontal line.

Marissa Medford

City Administrator

September 25, 2024