



Marissa Medford

City Administrator Report

July/August 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.

- August 14, 2024 discussed having a two-part final design review before design is finalized for GMP and move forward. Ensuring everyone has access to ProCore. Eric Strong will be the authorized signer and work closely with us for owner input. Still on track.
- August 21, 2024 discussed the progress on civil drawings and foundation permits. Final draft should be complete early next week and wrapped up by the end of next week. Each building will require a separate permit from State Fire Marshall. Site prep can continue and Dawson wants to get a jump on that. Civil team is available the first week of September. Want to get the rebar coming from Bellingham. About a week and a half lead time. Can work on having the rebar bent up but cannot officially put mud on the ground until foundation approval and permits from State Fire Marshall. Welsh Whiteley Architects will be submitting the permits to the State Fire Marshall and keep everyone updated. Still on track.

The Ketchikan Gateway Borough Planning Commission approved 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 has submitted the final Mylar plat and Mayor Seludo and I need to schedule a time to stop by KGB to sign in front of a Notary and submit the final Mylar to the Planning Department.

There was a site visit July 24, 2024 with Alaska Housing Finance Corporation CEO/Executive Director Bryan Butcher, AHFC Director of Research and Rural Affairs Jimmy Ord, Chere Klein with Senator Murkowski and Senator Sullivan's office, Assistant Borough Manager Cynna Gubatayao, Vice Mayor Billy Joe Thomas, and myself. Visited the three lots that will be utilized for the Housing Development Project. Mr. Butcher mentioned that we are the Community that is the furthest along in the process and we are the example they use when they discuss the Last Frontier Housing Initiative projects. Mr. Butcher also mentioned that upon successful completion of this project, AHFC can take this project to the Governor for more funding opportunities through the State. This may be the best time for us to pursue the larger units.

There was a Design Kick-Off meeting on July 25, 2024 with City of Saxman, Ketchikan Gateway Borough, proHNS, and Dawson Construction. Housing unit designs/layouts and specifications were reviewed. Looked into the feasibility of changing some of the layouts to accommodate



some larger units. Unfortunately, it would change the structural components of the units too much—significantly adding to the cost and timeframe—and require all units be changed to reflect the same design/layout.

Met with Dorica Jackson on July 26, 2024 regarding the Eagle Beaver Totem Contract. Looking to have the contract executed by mid-October 2024.

Accounting meetings to discuss:

- Teuscher Walpole's scope of work and amending the engagement letter—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Ongoing Elgee Rehfeld FY23 audit—very close to completion.
- Budget for FY25.
- AHFC grant reporting requirements and responsibilities.

Conducted a second interview for the City Clerk position on August 6, 2024 with Council Member Woody Watson and Council Member Denny Blair. Candidate has accepted the position and will start at the beginning of September 2024.

Met with Kacie Paxton, Ketchikan Gateway Borough Clerk, over the phone on August 14, 2024 to discuss FY26 State Capital Project funding requests and election requirements.

Frequent communication with Ketchikan Wellness Coalition and ANTHC to host the community Alaska Blanket Exercise (ABE) on Thursday, August 22, 2024 in the SCC Gym starting at 1pm. Will continue working with Ketchikan Wellness Coalition to get a drug take back event scheduled for Fall 2024.

LC Refrigeration and Public Works unloaded the materials for the walk-in freezer/refrigerator unit. It sounds like there is going to be some leveling work necessary before they can start building the units.

Marissa Medford

City Administrator

August 21, 2024