



# Parks and Recreation Committee Agenda

Tuesday, February 13, 2024 12:00 PM  
Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – James Poulson, Ben Hughey, Brandon Marx  
Rich Krupa, Katherine Prussian, Steve Black  
Assembly Liaison: Kevin Mosher

## I. CALL TO ORDER

## II. ROLL CALL

## III. AGENDA CHANGES

## IV. APPROVAL OF MINUTES

A. November 14, 2023

## V. REPORTS

Chair:

Members:

City Staff:

Assembly Liaison:

Other(s): Sitka Trail Works

## VI. PERSONS TO BE HEARD *(For items OFF the agenda - not to exceed 3 minutes)*

## VII. UNFINISHED BUSINESS

B. Update on Parks and Rec Plan

## VIII. NEW BUSINESS

C. Recognition-Barb Morse

D. Commercial Use Permit Applications

- Sitka Tundra Tours
- Sitka Sunshine Kayaks
- Alpenglow Adventures Sitka, LLC
- Bumble Expeditions
- Sitka Walking Tours

E. Nominations for Chair / Vice Chair

F. Rental Fee Schedule

## IX. PERSONS TO BE HEARD *(For items ON or OFF the agenda – not to exceed 3 minutes)*

## X. ADJOURNMENT



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Parks and Recreation Committee Minutes  
Tuesday, November 14, 2023, 12:00 p.m.  
Harrigan Centennial Hall

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Members: Chair – James Poulson, Ben Hughey, Brandon Marx  
Rich Krupa, Steve Black, Katherine Prussian  
Assembly Liaison: Kevin Mosher

**I. CALL TO ORDER**

Chair James Poulson called the meeting to order at approximately 12:00p.m.

**II. ROLL CALL**

Present: James Poulson, Ben Hughey, Brandon Marx, Rich Krupa, and Steve Black

Absent: Katherine Prussian

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Clerk, Kevin Knox, Parks and Recreation Coordinator, and Connor Dunlap Buildings, Grounds & Parks Supervisor

Others: None.

**III. AGENDA CHANGES**

None.

**IV. APPROVAL OF MINUTES**

A. September 12, 2023, and October 10, 2023

**Marx moved to amend the September 12, 2023 as amended to include:**

During the discussion of the motion, Mr. Knox, and others spoke in favor of the motion made clear that the intent of the motion and the effect of the motion was not to amend or change in any way the City's priority of use policy concerning Upper Moller field, but it was to provide an arbiter to help resolve scheduling conflicts when they arise withing the context of the current field use policy.

**Marx moved to approve the September 12, 2023, minutes as corrected. The motion passed by a unanimous voice vote.**

**Black moved to approve the October 10, 2023, minutes as written. Motion passed by a unanimous voice vote.**

**V. REPORTS**

Chair: None.

Members: Marx reported on the ongoing use of facilities despite the busy season. He expressed gratitude to the city for allowing them to use the dugouts during fall ball, which was miraculously rain-free. He also mentioned the deteriorating condition of the pads in the field, which needed to be protected from the rain.

City Staff: Kevin Knox, Parks, and Recreation Coordinator reported the timely submission of the Land and Water Conservation grant, a collaborative effort with the Parks and Recreation Department and Public & Government Relations Director. Despite initial challenges with the state's email system, the application stood out among nine competitors. He discussed departmental progress, highlighting increased interest and new programs, including after-school activities and summer plans. They are actively recruiting for a Parks and Rec Specialist, finalizing meeting schedules, and preparing quarterly calendars. The departure of Drew Roseman by December 10th was noted, along with the ongoing finalization of an interagency MOU with the National Park Service. Connor Dunlap, Supervisor of Buildings, Grounds & Parks, provided updates on the winterization efforts at Moller Field and outlined plans for addressing aging infrastructure through repair and replacement. Additionally, he deliberated on the suitable storage arrangements for bases and other ball field equipment during the winter season.

Assembly Liaison: None.

Other(s): Ben Hughey, Sitka Trail Works, reported about Trail forks application emphasizing its strong back-end features for land management, including issue reporting, maintenance tracking, and effective communication.

**VI. PERSONS TO BE HEARD** (For items OFF the agenda - Not to Exceed 3 Minutes)

None.

**VII. UNFINISHED BUSINESS**

None.

**VIII. NEW BUSINESS**

None.

**XI. PERSONS TO BE HEARD** (For items on or off the agenda - Not to Exceed 3 Minutes)

None.

**VIII. ADJOURNMENT**

The next meeting would be on December 12, 2023, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 12:30 p.m.

Attest:  
Jess Earnshaw, Deputy Clerk

**I MOVE** to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Tundra Tours

at Whale Park, and Thimbleberry/ Heart Lake /Cross Trail

as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

# City and Borough of Sitka

## Commercial Use of Lands

### ANNUAL PERMIT APPLICATION

Feb 13 Meeting  
p. 10/11/24



**APPLICANT INFORMATION:**

Today's Date: 1/8/2024

Business Name: Sitka Tundra Tours

Commercial Use Location: Whale Park, Thumbberry to Heart Lake, Cross Trail

Contact: Ann-Marie Parker

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Application must include the following:**

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

**Description checklist:**

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

**Commercial use regulations:**

- i. Permits shall expire on December 31<sup>st</sup> of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 150  
# of Clients X \$2.00: \$ 300 = Total Client Fee

\$250.00 Annual Application Fee  
\$100.00 Minimum Client Fee

+  
200.00 Estimated Client Fee exceeding \$100

=  
550.00 SUBTOTAL

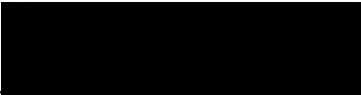
33.00 CITY SALES TAX

583.00 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

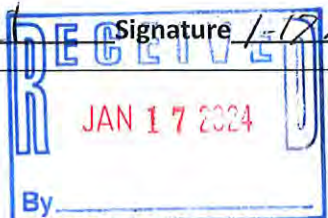
I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 1-11-24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Bonhard Signature [Signature] 1-18-24 / Date



# Sitka Tundra Tours



January 17, 2024

City & Borough of Sitka  
100 Lincoln St. , 2nd Floor  
Sitka, AK. 99835  
publicworks@cityofsitka.org

Dear COS Public Works Dept.,

Enclosed is a check to cover our Annual permit application fee for a Commercial Use permit for COS lands. I am enclosing copies of our EIN, Business License, Certificates of Liability and Motor Vehicle Ins.

We would like to be able to utilize some short stops in Sitka for our van tours.

## **OPERATING PLAN:**

**Whale Park:** for van stops of 14 clients at a time. We are hoping to utilize the heavy cruise ship days and hoping that the total for the day would be max visitors of 85 per day rounded out to 118 days. These would be staggered with potential arrival times between 0830 and 1700. For example we could use the times of 0830, 0900, 1200, 1230, 1500, 1530 stopping at Whale Park for approximately 15 minutes max for up to 14 people max, to show visitors whale park, the lookout, and for a photo op. We will be tightening up our time frames with Fortress of the Bear soon and then we would have a better time of when we would like to stop at Whale Park for a few minutes. In other words we are flexible but would like it to coincide with either pre or post Fortress of the Bear time. Bathrooms would be utilized here.

**Thimbleberry/Heart Lake/Cross Trail:** Day hikes of max groups of 6-8 from thimbleberry to heart lake and the Cross trail for 100 days. We would be interested in



doing these walking/hiking tours at any time but are flexible and would try our best to refrain from impeding on locals use of heart lake and the trail being courteous to their local use as we realize that a lot of people swim at heart lake and we would not want to ruin a local's experience. This would target cruise ship visitors as well as independent visitors. The time from a would be 1.5- 2.5 hours for the thru hike. Bathrooms would be utilized at whale park, or at fortress of the bear (if we incorporate a stop there as well.) We would pack out any trash and carry water. All guides are CPR/First Aid Certified and would carry a cell phone and a VHF radio, along with bear spray and firearm if allowed depending on the season for bear protection only, if there has been recent bear activity in the area.

**BACKGROUND:**

Three out of four of our guides are state of Alaska Bear Game Guides, and have 28 years of experience out in the wilderness and among bears. We have lived in Sitka for over 30 years. We are all certified in CPR/First

**ADVERTISING:**

We are hoping to create our own client base thru social media, our website, and our advertising with Visit Sitka, as well as direct bookings thru our own online booking software 'fareharbor'. We have obtained an 3 year advertising square permit at Sentinel Hall as well as our Load Unload permit. Clients would book online and our dispersement happens after the tour has been conducted. Clients would have the option to cancel their trip online in case of weather or cruise ship cancellation for no charge.

We have two 2023 Ford 350XLT Eco Boost vans. These carry a total of 15 people and are 19 ft length and 8 ft wide. These do not require a CDL permit and they can easily fit in a normal parking space (no different than a chevy suburban). I have enclosed copies of vin numbers asap and when the vehicles arrive in Sitka they will be licensed by AK DMV. They are in the process of being insured thru USAA and I will get this to you hopefully by the end of the day.

Sincerely yours,



Sitka Tundra Tours

Bruce, Ann-Marie, Ruger & Molly Parker

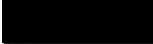


# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (855) 222-5919 E-MAIL ADDRESS: support@nextinsurance.com FAX (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: State National Insurance Company, Inc. NAIC # 12831 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Sitka Tundra Tours LLC 	

**COVERAGES**      **CERTIFICATE NUMBER:** 256700303      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NXTL4DLQRJ-00-GL	01/16/2024	01/16/2025	EACH OCCURRENCE	\$1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$100,000.00	
							MED EXP (Any one person)	\$15,000.00
							PERSONAL & ADV INJURY	\$1,000,000.00
							GENERAL AGGREGATE	\$2,000,000.00
							PRODUCTS - COMP/OP AGG	\$2,000,000.00
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X		NXTL4DLQRJ-00-GL	01/16/2024	01/16/2025	EACH OCCURRENCE	\$ 1,000,000.00
	AGGREGATE						\$ 1,000,000.00	
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Certificate Holder is City and Borough of Sitka. This Certificate Holder is an Additional Insured on the General Liability policy and Umbrella/Excess Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

<b>CERTIFICATE HOLDER</b> City and Borough of Sitka Public Works Department 100 Lincoln St Sitka, AK 99835	<b>LIVE CERTIFICATE</b>  Click or scan to view	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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Progressive  
PO Box 94903  
Cleveland, OH 44101

1-800-444-4487

**PROGRESSIVE**  
COMMERCIAL

**Policy number: 00272176-0**

Underwritten by:  
United Financial Casualty Company  
January 17, 2024  
Page 1 of 2

## Certificate of Insurance

### Certificate Holder

Additional Insured  
CITY AND BOROUGH OF SITKA  
PUBLIC WORKS DEPARTMENT  
100 LINCOLN STREET  
SITKA, AK 99835

### Insured

SITKA TUNDRA TOURS LLC  
[REDACTED]

### Agent/Surplus Lines Broker

USAA INS AGCY INC  
9800 FRDRCKSBRG HSVCW  
SAN ANTONIO, TX 78288

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This Certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies.

Policy Effective Date: Jan 17, 2024

Policy Expiration Date: Jan 17, 2025

### Insurance coverage(s)

### Limits

Bodily Injury/Property Damage	\$1,000,000 Combined Single Limit
Uninsured/Underinsured Motorist	\$1,000,000/\$1,000,000

### Description of Location/Vehicles/Special Items

#### Scheduled autos only

2023 FORD T-350 TRANSIT W 1FBAX9XG5PKB99282

	Stated Amount	\$73,000
Uninsured Motorist Property Damage	\$50,000 w/\$250 Ded	
Medical Payments	\$10,000	
Comprehensive	\$1,000 Ded	
Collision	\$1,000 Ded	

2023 FORD T-350 TRANSIT W 1FBAX9XG4PKB98933

	Stated Amount	\$73,000
Uninsured Motorist Property Damage	\$50,000 w/\$250 Ded	
Medical Payments	\$10,000	
Comprehensive	\$1,000 Ded	
Collision	\$1,000 Ded	

**Policy number: 00272176-0**

Page 2 of 2

**Certificate number**

01724A15176

**Please be advised that additional insureds and loss payees will be notified in the event of a mid-term cancellation.**

A handwritten signature in black ink, appearing to be "J. P. M." with a stylized flourish at the end.

Form 5241 (10/02)

Colorado VAN via #

### 3 Messages

Sat Phone Boat 11:45 AM  
Hi Matt: We need the VIN # for th...

**Matthew Hedrington** 6:30 PM  
To: Sat Phone Boat >


## RE: VIN #

Sorry, I have been out of the office today. The VIN is  
1FBAX9XG4PKB98933.

Will both of you be present in the dealership on Saturday?

**Matt Hedrington**  
Commercial Fleet Manager  
Groove Ford

MHedrington@grooveauto.com  
Main: (303) 649-1145 x216125  
Cell: (720) 938-0298

**GROOVE**  the power of

This email originated from someone outside of our  
① organization. Please do not click on any links or open  
attachments unless you can verify the sender and content.

Hi Matt:  
We need the VIN # for the new transit van we  
have purchased from you so we can get our insurance  
lined up for it, please forward asap, also you should have  
received our wire deposit in full by now, please confirm, if  
not it will be in tomorrow at latest but should of show up  
there on Friday please confirm

**I MOVE** to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Sunshine Kayaks

at Starrigavin, Back Beach, Herring Cove, Blue Lake, and Swan Lake as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

# City and Borough of Sitka

## Commercial Use of Lands

### ANNUAL PERMIT APPLICATION



**APPLICANT INFORMATION:**

Today's Date: 1/15/24

Business Name: SITKA SUNSHINE KAYAKS

Commercial Use Location: MOBILE

Contact: PAT SWANSON

Phone: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

**Application must include the following:**

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

**Description checklist:**

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

**Commercial use regulations:**

- i. Permits shall expire on December 31<sup>st</sup> of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.





COMMERCIAL USE OF LANDS  
ANNUAL PERMIT APPLICATION

Business Name: Sitka Sunshine Kayaks  
Date: 01/15/2024

Description checklist:

- a. Location: Kayak rentals will be delivered to proposed launch sites such as Starrigavin, Back Beach, Herring Cove, Blue Lake, Swan Lake, and less seldomly to Sitka harbors.
- b. Description of transportation to site: Mode of transportation will be truck and trailer. Clients will be instructed to park vehicles in designated parking areas.
- c. Estimated group size: Maximum ten (10) clients per group.
- d. Time of desired usage: Daytime hours.
- e. Restroom, litter, emergency evac. & safety briefing: Clients will be instructed to use restroom before arrival to the launch site; they will be instructed to pack all refuse and return to landing for proper disposal at launch site; prior to kayak launch, clients will confirm their ability to swim, watch safety videos and demonstrate use of knowledge, file a float plan, and sign a liability waiver prior to kayak rental.
- f. Training requirements: n/a other than owner (self); no personnel.
- g. Schedule of fees/charges: 1/2 day (up to 5 hours): \$60/tandem kayak; Full day (5 hours or more): \$100/tandem kayak.
- h. Physical descriptions and license #'s of vehicles: 1997 White Toyota T-100, AK License plate GVT815; EzLoader Trailer, AK License plate #6068RZ.




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/03/2023

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<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL: support@nextinsurance.com ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> patrick swanson patrick swanson dba sitka sunshine kayaks 	<b>INSURER A:</b> State National Insurance Company, Inc.	<b>NAIC#</b> 12831
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 289320580      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NXTJWRPCV7-00-GL	05/03/2023	05/03/2024	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COM/POP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Certificate Holder is city and borough and it's officers and employee's. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. This Certificate Holder will receive at least 30 days prior written notice of cancellation, for any reason including for nonpayment, of any of the following policies: General Liability. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

<b>CERTIFICATE HOLDER</b> city and borough and it's officers and employee's 100 Lincoln St Sitka, AK 99835	<b>LIVE CERTIFICATE</b>  Click or scan to view	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---	---

Named insured

PATRICK SWANSON  
SITKA SUNSHINE KAYAK

**Policy number: 00591624-0**

Underwritten by:  
United Financial Casualty Company  
April 29, 2023  
Policy Period: Apr 27, 2023 - Apr 27, 2024  
Page 1 of 2

**progressive.com**

**Online Service**

Make payments, check billing activity, print policy documents, or check the status of a claim.

**1-800-895-2886**

For customer service and claims service,  
24 hours a day, 7 days a week.

# Commercial Auto Insurance Coverage Summary

## This is your Declarations Page

Your coverage began the later of April 27, 2023 at 12:01 a.m. or at the time your application is executed on the first day of the policy period. This policy period ends on April 27, 2024 at 12:01 a.m.

Your insurance policy and any policy endorsements contain a full explanation of your coverage. The policy limits shown for an auto may not be combined with the limits for the same coverage on another auto, unless the policy contract allows the stacking of limits. The policy contract is form 6912 AK (01/21). The contract is modified by forms 2852AK (01/21), 4757AK (01/21), 5701AK (01/21), 4852AK (01/21), 4881AK (01/21) and Z228AK (11/12).

The named insured organization type is a sole proprietorship.

### Outline of coverage

Description	Limits	Deductible	Premium
Liability To Others			\$351
Bodily Injury and Property Damage Liability	\$1,000,000 combined single limit		
Uninsured/Underinsured Motorist	\$100,000 each person/\$300,000 each accident		86
Uninsured Motorist Property Damage	\$25,000 each accident	\$250	19
Medical Payments	\$10,000 each person		20
Comprehensive			58
See Auto Coverage Schedule	Limit of liability less deductible		
Collision			82
See Auto Coverage Schedule	Limit of liability less deductible		
<b>Total 12 month policy premium</b>			<b>\$616</b>

### Rated driver

1. PATRICK SWANSON

### Auto coverage schedule

1. **1997 Toyota T100** Actual Cash Value (plus \$2,000.00 Permanently Attached Equip)  
VIN: JT4UN24D3V0034582 Garaging Zip Code: 99835 Radius: 50

	Liability	UM/UM BI	UM PD	Med Pay	
Liability Premium	\$342	\$86	\$19	\$20	
Physical Damage Premium	Comp Deductible \$1,000	Comp Premium \$50	Collision Deductible \$1,000	Collision Premium \$74	Auto Total \$591

2. **2023 EZ Loader Trailer**  
VIN: 1ZEAAAKA85A022677

Stated Amount: \*\$2,000 (including Permanently Attached Equip)  
Garaging Zip Code: 99835 Radius: 50

**Liability  
Premium**

Liability  
\$9

**Physical Damage  
Premium**

Comp Deductible	Comp Premium	Collision Deductible	Collision Premium	Auto Total
\$1,000	\$8	\$1,000	\$8	\$25

\*A vehicle's stated amount should indicate its current retail value, including any special or permanently attached equipment. In the event of a total loss, the maximum amount payable is the lesser of the Stated Amount or Actual Cash Value, less deductible. Be sure to check stated amount at every renewal in order to receive the best value from your Progressive Commercial Auto policy.

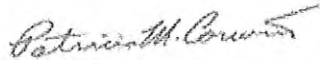
**Premium discount**

Policy

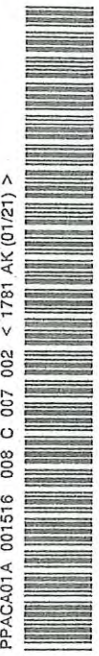
00591624-0

Paid In Full

**Company officers**



Secretary



PPACA01A 001516 008 C 007 002 < 1781 AK (01/21) >

## Alpenglow Adventures Sitka LLC

**I MOVE** to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for

Alpenglow Adventures Sitka, LLC

at Herring Cove to Beaver Lake, Gavan Hill to Sitka Cross Trail, Indian River Trail, Heart Lake/Thimbleberry Trails, Sitka Cross Trails, and Medvejie

as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

# City and Borough of Sitka

## Commercial Use of Lands

### ANNUAL PERMIT APPLICATION



**APPLICANT INFORMATION:**

Today's Date: 2/5/2024

Business Name: Alpenglow Adventures Sitka, LLC

Commercial Use Location: Herring Cove to Beaver Lake, Gavan Hill from the Sitka Cross Trail, Indian River Trail, Heart Lake/Thimbleberry, Medvejje, Sitka Cross Trail

Contact: Laura Tirman

Address: [REDACTED]  
[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

**Application must include the following:**

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

**Description checklist:**

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

**Commercial use regulations:**

- i. Permits shall expire on December 31<sup>st</sup> of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 150  
# of Clients X \$2.00: \$300 = Total Client Fee

\$250.00 Annual Application Fee  
\$100.00 Minimum Client Fee

+  
\$200 Estimated Client Fee exceeding \$100

=  
\$550 SUBTOTAL

\$22.50 CITY SALES TAX

\$572.50 TOTAL



*paid by credit card on phone*

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: \_\_\_\_\_

Date: 2/5/2023

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Bernhardt Signature 2-5-2024 Date



**Alpenglow Adventures Sitka, LLC Application for Commercial Use**  
City and Borough of Sitka Trails

1. Herring Cove to Beaver Lake
2. Gavan Hill from the Sitka Cross Trail
3. Indian River Trail
4. Heart Lake/Thimbleberry Trail
5. Medvejie Lake Trail
6. Sitka Cross Trails (to access other trails, such as Indian River Trail and Gavan Hill)

## Description of proposed commercial recreation activities on CBS lands

**a. Location and explanation of proposed use, including maps.**

As a hiking guide, I plan to take small groups (2-8 people max) on day-long hiking trips in and around Sitka. I plan to take clients on trails such as Herring Cove to Beaver Lake, Gavan Hill from the Sitka Cross Trail, Indian River Trail, Heart Lake/Thimbleberry Trails, Sitka Cross Trails, and Medveje

**b. Description of transportation to site, including mode of transportation and plan for client parking.**

I plan to drive clients in my personal vehicle, or to collaborate with the 'Cool Bus', a local Sitka shuttle. If using the shuttle, we will be dropped off and will not need parking. My personal vehicle is a Volvo XC 70, 2006, Blue/gray with license plate JVH 486. This seats 4 people maximum. I will pick up/drop off clients to/from their accommodations and will therefore not require downtown parking. I will park at designated trailheads appropriately.

**c. Estimate number of participants and/or group size.**

Maximum group number is 8 due to desire to guide small groups and vehicle/trail use limitations.

**d. Time of desired usage.**

I plan to take clients on half-day or full-day hikes, from April 1st to September 30th. I will pick up clients between 8 and 9 am, and will drop them off between 4 and 6 pm (or earlier, if half-day hike). I anticipate the busiest months for me will be May - July.

**e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.**

I will ask clients to use the restrooms in their accommodations before leaving on the trips. I will be sure to use designated public restrooms once we are out of town. I am trained in Leave No Trace and will ensure we operate under these standards at all times. I will carry a Garmin InReach, my cell phone, and will communicate with a contact in town in case of emergency. I have submitted all permitting applications for National Forest Service use, which includes emergency protocol and procedures. All trips will have a safety briefing prior to beginning the hike. This safety briefing will include information about the terrain, the weather, wildlife (especially brown bears), poisonous plants, hydration and staying fueled, and the dangers of not staying with the group. We will advise clients using information in 'The Essentials for Traveling in Bear Country'. I will always carry bear spray and will provide bear spray to any client who requests to carry it on their person. Any client requesting it will be trained how to safely use it prior to being issued a canister. See supplemental document that was submitted to Forest Service for full details

**f. Training requirements for personnel conducting transport and tour activities.**

I may have one or two employees working for me this season. I will require employees to have a current Wilderness First Aid training certificate. I personally have 8 years experience as a guide and extensive experience driving passengers all over the world. I have my Wilderness First Responder certification and completed an Alpine

Mountaineering and Technical Leadership course with American Alpine Institute in April of 2023. See attached certifications and receipts for proof of these trainings.

**g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents, or cruise ship companies.**

I will charge clients \$229/full day hike and \$129/half day hike, per person. This payment will be collected via Wix online or in person. I currently don't have plans to have commission or similar arrangements with other companies. I am hoping to collaborate with Sitka Trail Works to help arrange hikes for tourists as well as community members, and potentially help fundraise for them through these commercial hikes. I currently don't have any contracts or schedule setup with any cruise companies; however, the small cruise line called Hurtigruten has reached out to me enquiring about my tours.

**h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.**

2006 Volvo XC 70, 4 passenger + driver, blue/gray. License plate JVH 486. See photo attached.

# Medvejie Lake Trail



Contour Interval 100 feet

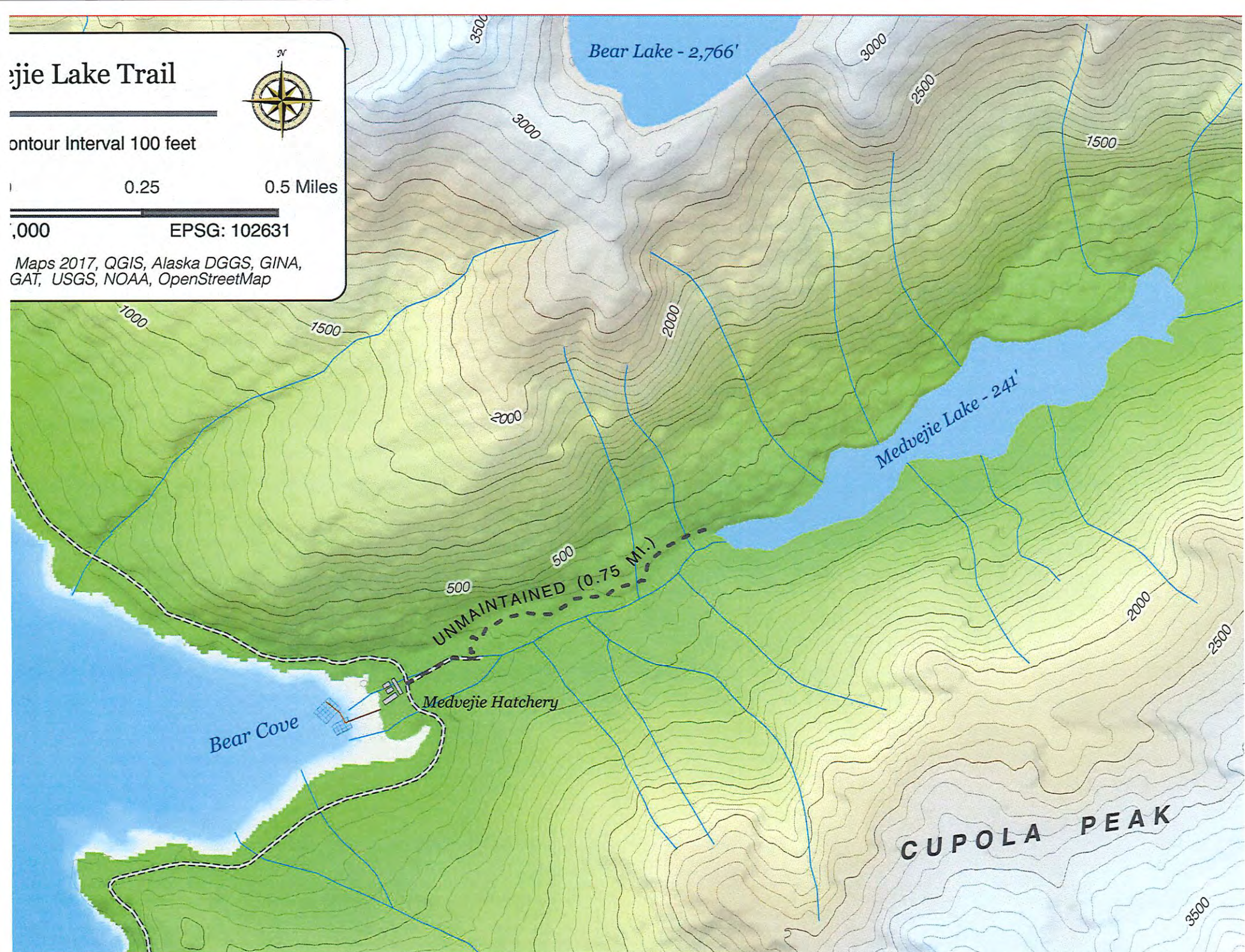
0.25

0.5 Miles

1:50,000

EPSG: 102631

Maps 2017, QGIS, Alaska DGGS, GINA, GAT, USGS, NOAA, OpenStreetMap





# Sitka Cross Trail

- Trail and Ski Access
- Publicly
- Open to the Public
- Trail Head
- Trail Head
- Trail Head
- Trail Head
- Trail Head



Contour Interval 100 feet

0.25 0.5 Miles

EPSG: 102631

Map data © 2017, QGIS, Alaska DGGs, GINA, USGS, NOAA, OpenStreetMap

# Beaver Lake & Herring Cove Trails

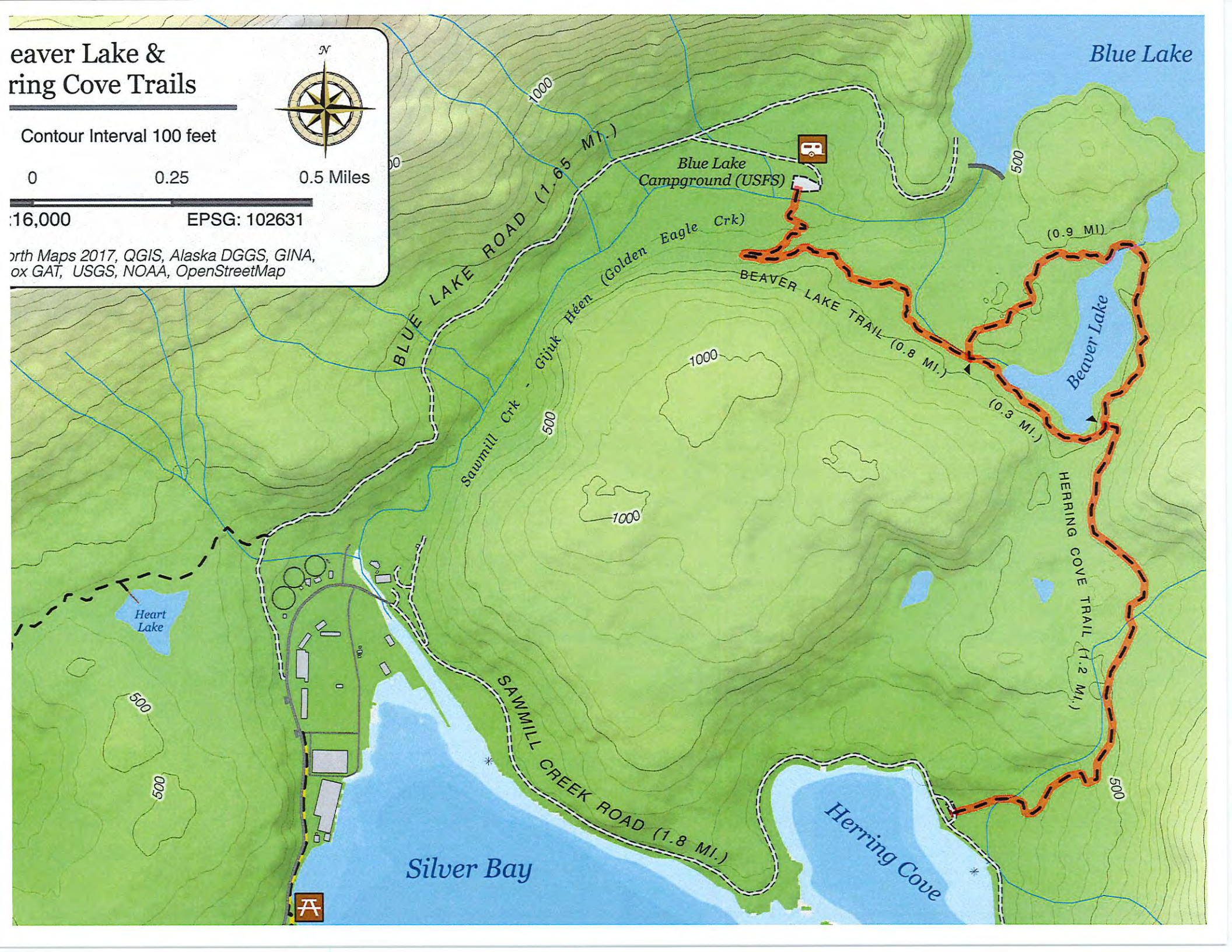
Contour Interval 100 feet



0 0.25 0.5 Miles

16,000 EPSG: 102631

North Maps 2017, QGIS, Alaska DGGs, GINA, GAT, USGS, NOAA, OpenStreetMap





# Hill - Harbor ountain Trail

Contour Interval 100 feet  
0.25 0.5 0.75 1 Miles



10,000 EPSG: 102631

Maps 2017, QGIS, Alaska DGGS, GINA, USGS, NOAA, OpenStreetMap, USFS

# Indian River Trail

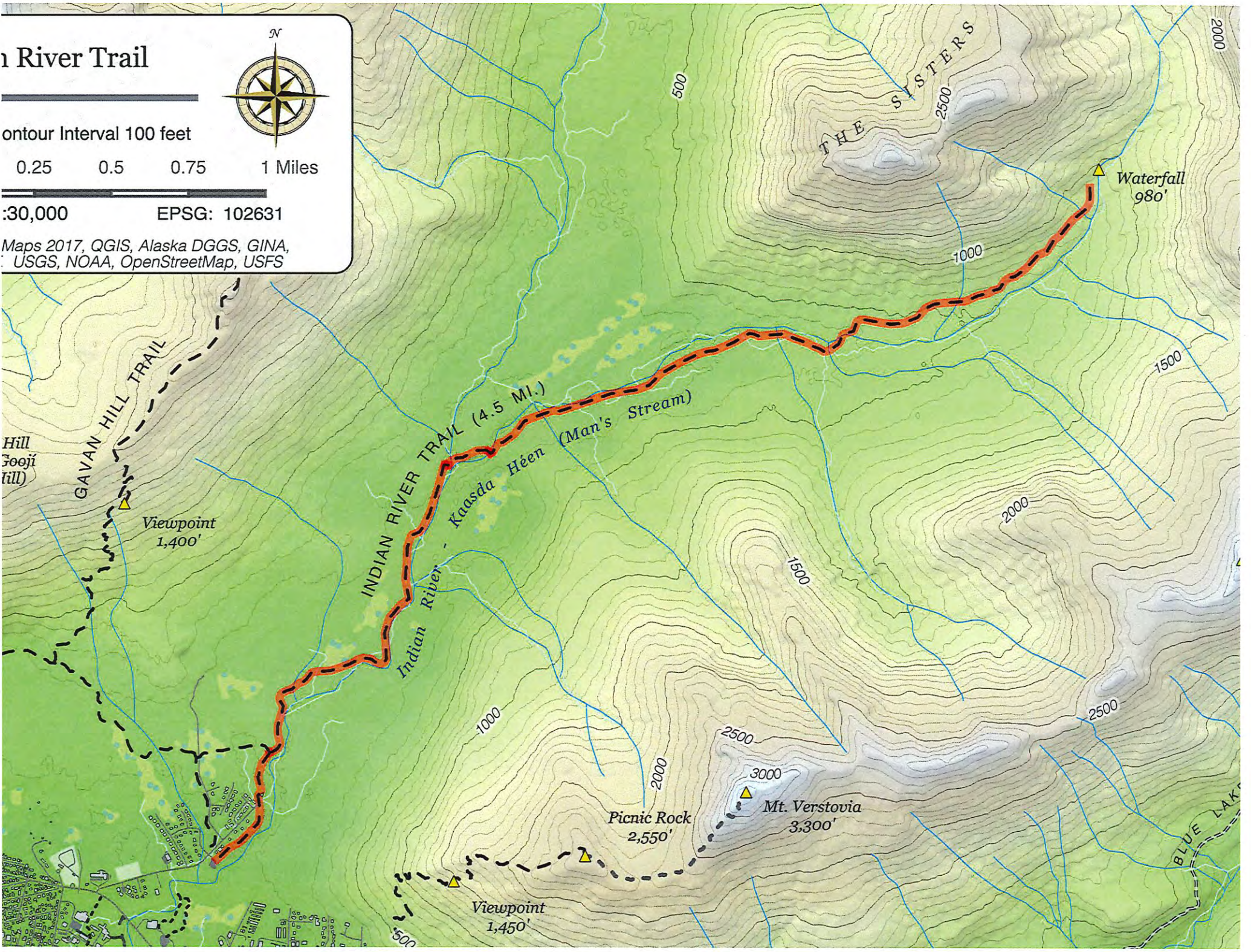


Contour Interval 100 feet

0.25 0.5 0.75 1 Miles

Scale: 1:30,000 EPSG: 102631

Maps 2017, QGIS, Alaska DGGs, GINA, USGS, NOAA, OpenStreetMap, USFS





# Thimbleberry Lake - Heart Lake Trail

Sawmill Creek Multi-Use Path

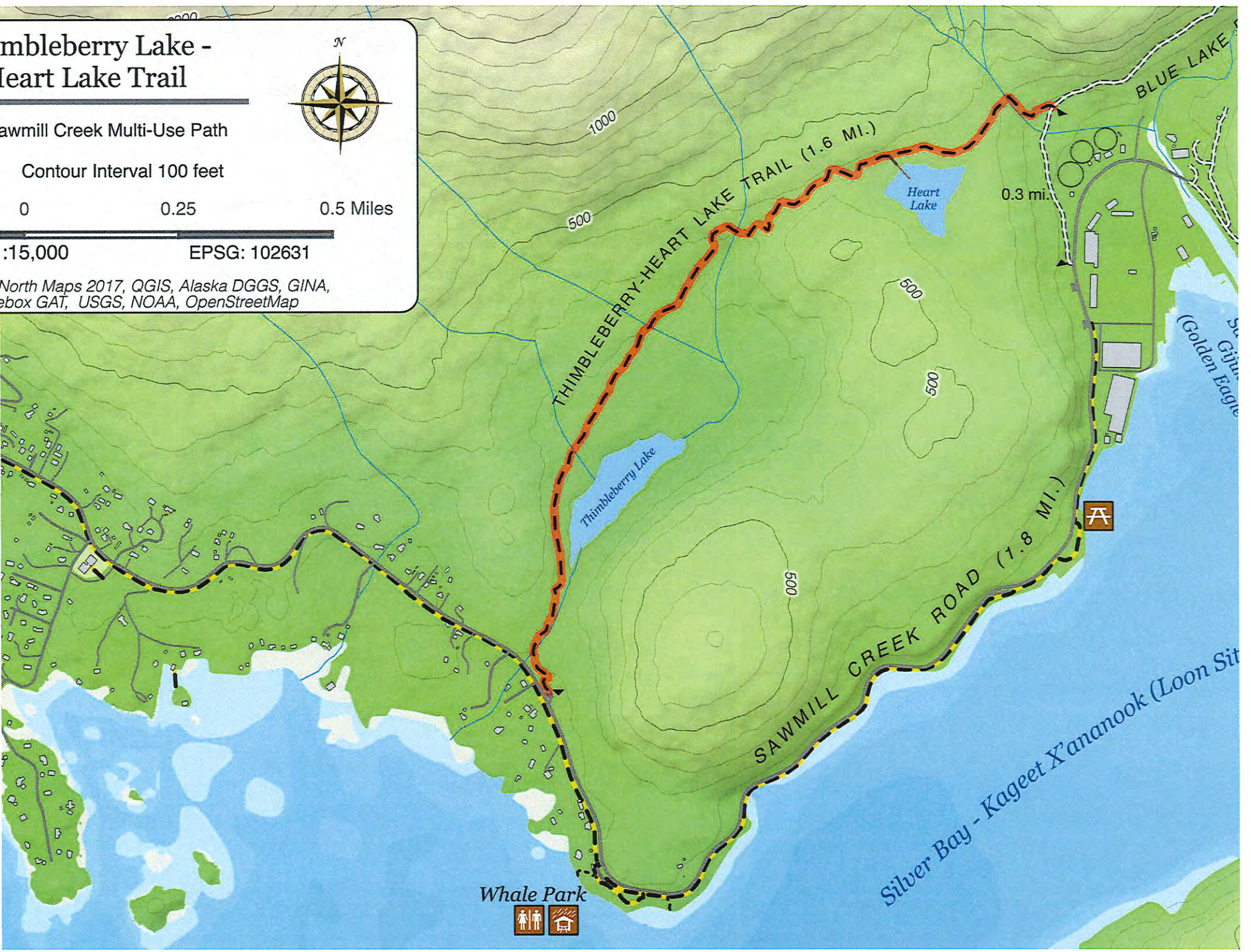


Contour Interval 100 feet

0 0.25 0.5 Miles

Scale: 1:15,000 EPSG: 102631

Map Data: North Maps 2017, QGIS, Alaska DGGs, GINA, Esri, Mapbox GAT, USGS, NOAA, OpenStreetMap



Whale Park  
 

Silver Bay - Kageet Xananook (Loon Site)



**I MOVE** to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Bumble Expeditions LLC

at Thimbleberry/Heart Lake Trail, Herring Cove Trail, and Indian River Trail as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

# City and Borough of Sitka



## Commercial Use of Lands

### ANNUAL PERMIT APPLICATION

#4

#### APPLICANT INFORMATION:

Today's Date: 02/02/2024

Business Name: Bumble Expeditions LLC

Commercial Use Location: Thimbleberry/Heart Lak Trail, Herring Cove Trail, Indian River Trail

Contact: Sara Hadad-Dembs

Address:

Phone:

Email:

#### Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

#### Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

#### Commercial use regulations:

- i. Permits shall expire on December 31<sup>st</sup> of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 200

# of Clients X \$2.00: 400.00 = Total Client Fee

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<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>300.00</u>	Estimated Client Fee exceeding \$100
=	
<u>650.00</u>	SUBTOTAL
<u>39.00</u>	CITY SALES TAX
<u>689.00</u>	TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 02/02/2024

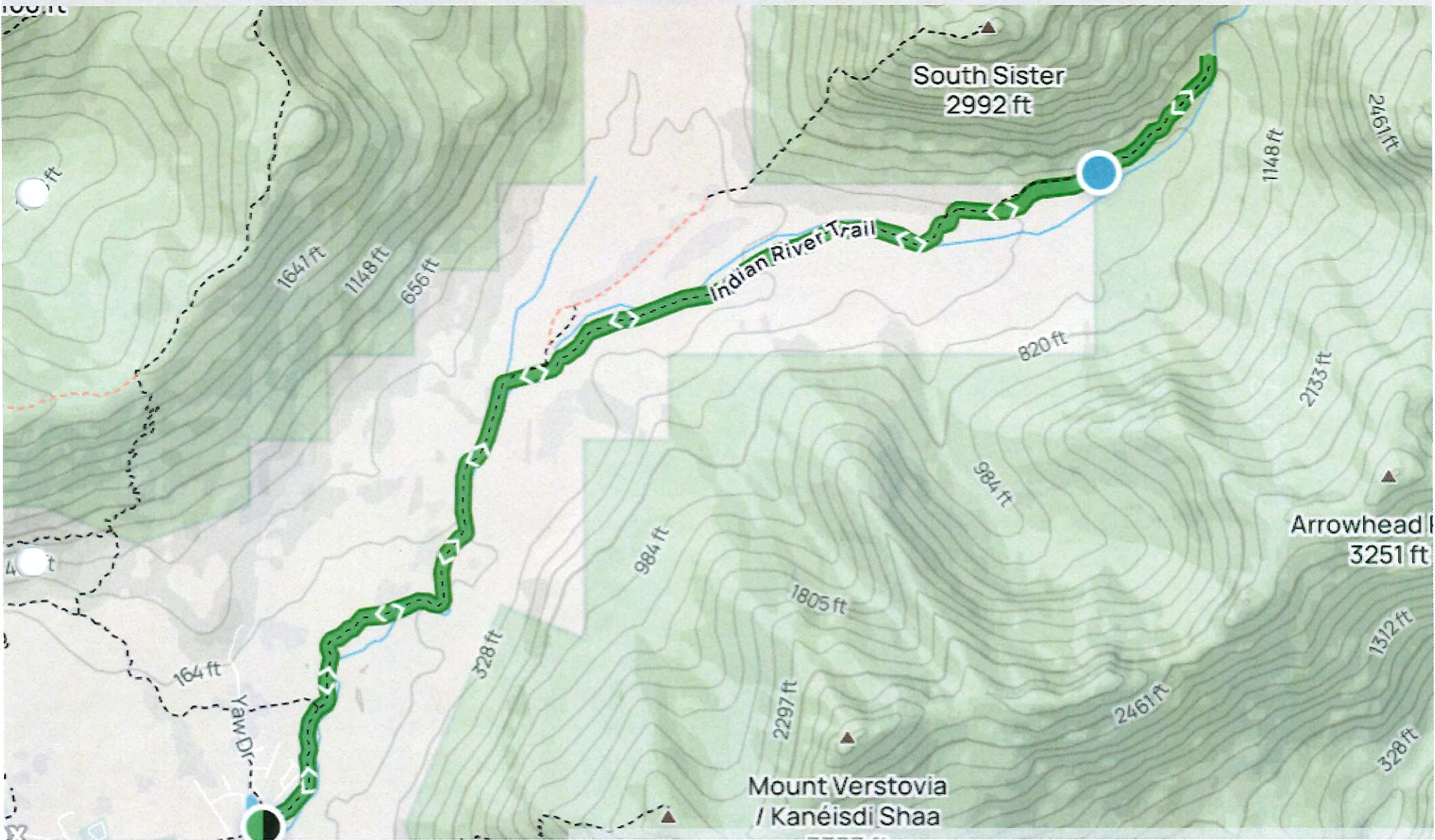
Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Bombardieri Signature 2-5-2024 Date

## Description checklist

- A. Herring cove trail. Hiking from parking area to waterfall and back, daytime only.  
Indian river trail. Day hiking east of sawmill creek rd.  
Thimbleberry/Heart lake trail. Day hiking only.
- B. Clients will be transported to each site by tour vehicles, tour guides will handle all parking.
- C. 18 max. Participants per day. Group size 2-vans, 7 person max. Per van. 1-truck, 4 person max.
- D. Daytime use only, depending on ship schedules.
- E. Restrooms at whale park, harrigan hall. All guides carry trash bags, two-way radios, and gps monitors.
- F. Training requirements for all guides will include, but are not limited to, CPR, First Aid, and bear safety training.
- G. Charges breakdown; \$125.00 per person/ per tour. (gross)  
Commission to reservation vendors- 22-27%  
Collection through booking site (zau)- 6%  
Entry fee to Fortress of the bear- \$10.00
- H. Description of vehicles.  
2022 Toyota Sienna Hybrid van, white, license plate JWM295  
2022 Toyota Sienna Hybrid van, gray, license plate LJR764  
2016 Toyota Tundra, orange, license plate KAL764

Alaska • Tongass National Forest • Indian River Trail

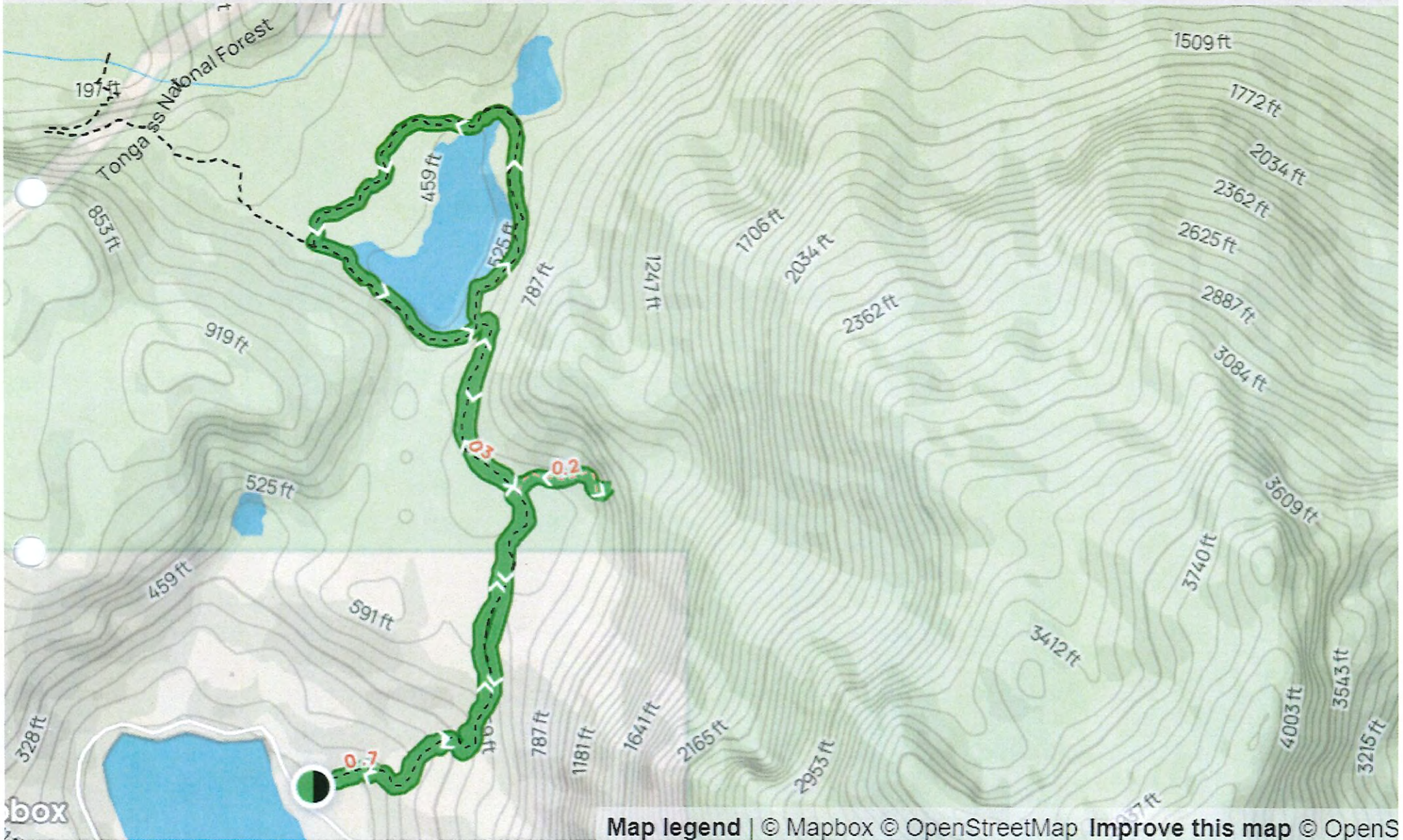


• [Alaska](#) • [Sitka](#) • Thimbleberry Lake and Heart Lake Trail





tes • Alaska • Tongass National Forest • Herring Cove Trail





# CERTIFICATE OF LIABILITY INSURANCE

BUMBL-1

OP ID: SBH

DATE (MM/DD/YYYY)  
01/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Business Insurance Associates 7731 E Northern Lgts Blvd #250 Anchorage, AK 99504 Christopher Pobieglo	907-274-4142	<b>CONTACT NAME:</b> Christopher Pobieglo <b>PHONE (A/C, No, Ext):</b> 907-274-4142 <b>FAX (A/C, No):</b> 907-274-8721 <b>E-MAIL ADDRESS:</b> chris@businessinsuranceassociates.com
	<b>INSURED</b> Bumble Expeditions LLC	
<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURER A:</b>	Great Divide Insurance Company	NAIC # 25224
<b>INSURER B:</b>	National Indemnity Co	20087
<b>INSURER C:</b>	Markel Insurance Company	38970
<b>INSURER D:</b>	Liberty Mutual Insurance	23043
<b>INSURER E:</b>		
<b>INSURER F:</b>		

### COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GC1398815	02/14/2023	02/14/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			70APS111467	04/25/2023	04/25/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
D	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	WC5-33S-B2434C-013	06/01/2023	06/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 100,000
			N/A				E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$
C	Watercraft			MTD0000719227	04/25/2023	04/25/2024	Liability	1,000,000
							Hull	131,400

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  City & Borough of Sitka 100 Lincoln St. Sitka, AK 99835	<b>CITY&amp;BO</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**I MOVE** to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Walking Tours LLC

at Baranof Cross Trail and 1 Block of the Seawalk

as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

# City and Borough of Sitka

## Commercial Use of Lands

### ANNUAL PERMIT APPLICATION



#### APPLICANT INFORMATION:

Today's Date: 11/2/2023

Business Name: Sitka Walking Tours LLC

Commercial Use Location: Baranof Cross Trail segment (& 1 block of Seawalk)

Contact: Andrew Hinton

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

#### Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

#### Commercial use regulations:

- i. Permits shall expire on December 31<sup>st</sup> of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.



In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 250

# of Clients X \$2.00: 500 = Total Client Fee

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

+  
400 Estimated Client Fee exceeding \$100

=  
750 SUBTOTAL

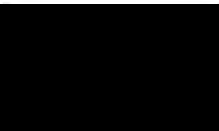
~~37.5~~ 45.00 CITY SALES TAX 6% A.H.

~~787.5~~ 795.00 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: 

Date: 11/2/2023

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Wendy Bernhardt Signature 2-6-2024 Date

City and Borough of Sitka  
Commercial Use of Lands  
**ANNUAL PERMIT APPLICATION - Description Checklist**

**SITKA WALKING TOURS**

1) Location and explanation of proposed use, including maps.

a) Seawalk



i)

ii) The hike would start from Centennial Hall and walk along the Seawalk for less than 0.1 miles. The groups will then head up Baranof Street to the Baranof Trailhead of the Cross Trail

b) Cross Trail



i)

ii) The hike would walk from the Baranof Trailhead up to the main Cross Trail. The group would continue south until the National Forest boundary near the Gavan Hill trailhead. The group would then turn around and come back to town.

2) Description of transportation to site, including mode of transportation and plan for client parking.

a) We will start all hikes from Centennial Hall. The hike itself is entirely outdoors. Most of the people on the tours will be from the cruise ships. The cruise ship shuttle service drops passengers at Centennial Hall. For the rare non-cruise ship passenger, they would park in the parking lot by Centennial Hall. The hike lasts 2 hrs.

3) Estimate number of participants and/or group size.

a) The tours will have a max of 10 participants, plus one guide. An average tour will have 4 participants, plus one guide.

4) Time of desired usage.

a) We would like to lead 1 hike per day, 4 days/week. The standard tour lasts 2 hrs.

- 5) Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
  - a) Restroom accommodations
    - i) We will direct participants to the seasonal restroom facilities on city property. We will encourage them to use the restroom in front of the Centennial parking lot before the tours begin.
  - b) Litter control
    - i) We will direct the participants to use the available public trash cans throughout town. If we are out on a trail we will store the trash in the guide's own pack, bring it out, and dispose of it in our own trash can.
  - c) emergency evacuation
    - i) We will instruct the participants as to the emergency tsunami routes in town. All emergency protocol we will explain clearly in the clientele safety briefing.
  - d) clientele safety briefing
    - i) Before each tour we will gather the participants and explain proper bear safety protocol. The guide will carry a first-aid kit and bear spray on every hike. We will explain that we walk on sidewalks in an active commercial area and must follow all pedestrian laws. We will only cross streets at official crosswalks.
  
- 6) Training requirements for personnel conducting transport and tour activities.
  - a) No personnel will conduct transport.
  
- 7) Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
  - a) Hike
    - i) Individuals: \$119
    - ii) Youth 5-14: \$90
  - b) Other arrangements
    - i) TripAdvisor takes 21% commission
  
- 8) Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.
  - a) n/a





**CITY AND BOROUGH OF SITKA PARKS AND RECREATION RENTAL FEE SCHEDULE**

SSD FACILITY RATES/HOUR	NON-PROFIT: YOUTH ORG	NON-PROFIT: ADULT ORG
SHS/BMS GYM	\$35.00	\$45.00
KEET GYM	\$20.00	\$30.00
SHS AUXILIARY GYM	\$20.00	\$30.00
BMS/KEET/BARANOF MPR	\$20.00	\$30.00
BMS COMMONS	\$20.00	\$30.00
SHS COMMONS	\$50.00	\$60.00
CLASSROOM	\$10.00	\$10.00

SSD FACILITY RATES/HOUR	GENERAL USE	COMMERCIAL
SHS/BMS GYM	\$70.00	\$100.00
KEET GYM	\$40.00	\$75.00
SHS AUXILIARY GYM	\$40.00	\$75.00
BMS/KEET/BARANOF MPR	\$40.00	\$75.00
BMS COMMONS	\$40.00	\$75.00
SHS COMMONS	\$75.00	\$100.00
CLASSROOM	\$10.00	\$25.00

- Rates do not include City Sales Tax, which is 5%/6%. Additional fees for building supervision and deposits may apply.
- For more information, contact Parks and Recreation at [recreation@cityofsitka.org](mailto:recreation@cityofsitka.org) or 907.747.4031

**CITY AND BOROUGH OF SITKA PARKS AND  
RECREATION PICNIC AND OUTDOOR FACILITY  
FEE SCHEDULE**

FACILITY RATES/HOUR	GENERAL USE
PIONEER PARK SHELTER	\$25/DAY
CRESCENT HARBOR PICNIC TABLE	\$25/DAY
MOLLER PARK SHELTER	\$25/DAY
WHALE PARK GAZEBOS	\$25/DAY
SWAN LAKE PENINSULA (OVER 75 HEAD COUNT)	\$200/DAY

**CITY AND BOROUGH OF SITKA PARKS AND  
RECREATION ATHLETIC FIELD FEE SCHEDULE**

FACILITY RATES/PLAYER	NON- PROFIT	GENERAL USE
UPPER MOLLER FIELD		
LOWER MOLLER FIELD		
KIMSHAM FIELDS (A,B,C,D, PITCH)		
KEET FIELDS		
VILANDRRE FIELD		