



Parks and Recreation Committee Agenda

Tuesday, July 9, 2024 12:00 PM
Harrigan Centennial Hall, 330 Harbor Drive

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

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA CHANGES

IV. APPROVAL OF MINUTES

A. May 14, 2024

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

VIII. NEW BUSINESS

C. Commercial Use Permit Applications

- M/Y lady L

D. Blatchley Pool Fee Schedule

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

X. ADJOURNMENT



Parks and Recreation Committee Minutes

Tuesday, May 14, 2024, 12:00 p.m.
Harrigan Centennial Hall

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 12:05 p.m.

II. ROLL CALL

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

Absent: Ben Hughey (excused)

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. March 12, 2024 and April 9, 2024

**Krupa moved to approve the March 12, 2024 and April 9, 2024, minutes as written.
Motion passed 6-0 by voice vote.**

V. REPORTS

Chair: None.

Members: Katherine Prussian announced May as Bike Month.

City Staff: Kevin Knox, Parks, and Recreation Coordinator mentioned swim lessons were fully booked but tumbling registrations had open spots and discussed deploying infrared counters on trails. Connor Dunlap, Supervisor of Buildings, Grounds & Parks reported on the successful turf repair and maintenance progress of the new collapse bridge, and confirmed the field was in excellent condition.

Assembly Liaison: None.

Other(s): None.

VI. PERSONS TO BE HEARD (For items OFF the agenda - Not to Exceed 3 Minutes)
None.

VII. UNFINISHED BUSINESS

B. Update on Parks and Rec Plan

Knox stated the project was still moving forward.

VIII. NEW BUSINESS

C. Parking Options for Swan Lake Park

Michael Harmon Municipal City Engineer presented a detailed analysis of parking options for Swan Lake to the committee, focusing on potential impacts and guidelines. The Committee provided feedback and felt option A was the best.

D. Commercial Use Permit Applications

Alaska Bound Charters

Krupa moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Alaska Bound Charters -M/Y Dauntless at Baranof Warm Springs 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. Motion passed 5-1 by a roll call vote.

Ted Laufenberg and Bridget Kaufman commented on Baranof Warm Springs Commercial Use Permits requesting to the limit for up sizes to 5 guests and stagger arrivals to avoid overwhelming the community, and consider using alternative landing sites to reduce pressure on Warm Springs.

Committee member Prussian raised concerns about consistency in decision-making for commercial use permits.

Yes- Poulsen, Rutledge, Marx, Krupa, Black

No- Prussian

Absent- Hughey

Alaska Luxury

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Alaska Luxury Tours at Baranof Warm Springs 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. Motion passed 5-1 by a roll call vote.

Yes- Poulsen, Rutledge, Marx, Krupa, Black

No- Prussian

Absent- Hughey

Alaska Sea Adventures

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Alaska Sea Adventures at Baranof Warm Springs 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. Motion failed 3-3 by a roll call vote.

Ted Laufenberg and Bridget Kaufman commented on Baranof Warm Springs Commercial Use Permits.

Committee member Marx emphasized the importance of preserving the area for future generations.

Yes- Poulsen, Rutledge, Krupa

No- Prussian, Black, Marx

Absent- Hughey

Alaska Wilderness Charters, LLC

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Alaska Wilderness Charters, LLC at Baranof Warm Springs 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. Motion passed 4-2 by a voice vote.

Dan Evans commented on Baranof Warm Springs Commercial Use Permits.

Parks and Recreation Committee

Draft Minutes May 14, 2024

Page 3 of 6

Yes- Poulsen, Rutledge, Marx, Krupa

No- Prussian, Black

Absent- Hughey

Beyond The Dock Tours

Krupa moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Beyond The Dock Tours LLC at Sitka Seawalk and 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. Motion passed 6-0 by a voice vote.

Kealoha Harmon provided an overview of her business.

Yes- Poulsen, Rutledge, Marx, Krupa, Black, Prussian

Absent- Hughey

Discovery Journeys

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Discovery Journeys at Baranof Warm Springs 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. Motion passed 4-2 by a voice vote.

Ben Swanson provided an overview of his business.

Yes- Poulsen, Rutledge, Marx, Krupa

No- Prussian, Black

Absent- Hughey

Lone Eagle Resorts, Inc. DBA Pybus Point Lodge

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Lone Eagle Resorts, Inc. DBA Pybus Point Lodge at Baranof Warm Springs Dock & 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. Motion passed 4-2 by a voice vote.

Darryl Bosshardt provided an overview of his business.

Ted Laufenberg commented on Baranof Warm Springs Commercial Use Permits.

Committee Member Prussian spoke about the consistency of issuing permits and concerns about the permitting process.

Yes- Poulsen, Rutledge, Marx, Krupa

No- Prussian, Black

Absent- Hughey

Sailing Alaska Limited

Krupa moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sailing Alaska Limited at Baranof Warm Springs 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. Motion passed 5-1 by a voice vote.

Yes- Poulsen, Rutledge, Marx, Krupa, Black

No- Prussian

Absent- Hughey

Sitka Bike & Hike LLC

Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Bike & Hike at Herring Cove and Back Beach 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. Motion passed 6-0 by a voice vote.

Michelle Barker provided an overview of her business activities.

Yes- Poulsen, Rutledge, Marx, Krupa, Black

No- Prussian
Absent- Hughey

Sitka Wild Coast Kayaks

Krupa moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Wild Coast Kayaks at Crow Island, Gagarin Island, Middle Island, Little and Big Gavanski, Crescent Harbor Loading Dock, Herring Cove, Beard Cove, Head of Silver Bay, and Calligan Island 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. Motion passed 60 by a voice vote.

Yes- Poulsen, Rutledge, Marx, Krupa, Black, Prussian
Absent- Hughey

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 June 11, 2024, at noon in Harrigan Centennial Hall.
Hearing no objection, Chair Poulson called the meeting adjourned at 1:05 p.m.

Attest:
Jess Earnshaw, Deputy Clerk

I MOVE to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

M/Y Lady L

at Baranof Warm Springs

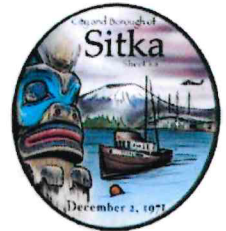
It has been determined the use as proposed:

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: 21 June 2024

Business Name: M/Y Lady L

Commercial Use Location: Baranof Warm Springs

#2024 - 25

Contact: Angel Holbrook

Address: [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 31st 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: 80

of Clients X \$2.00: 160 = Total Client Fee

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

+
60 Estimated Client Fee exceeding \$100
=
410 SUBTOTAL
24.60 CITY SALES TAX
434.60 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: Angel Holbrook

Date: 21 June 2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: Robert Benhardt Signature 6-25-2024 Date

MY LADY L- BARANOF WARM SPRING PROPOSAL

The MY Lady L would like to anchor in Baranof Warm Springs (BWS) and use the dock to access the area. The vessel plans on taking their tender to the dock and dropping guests and crew. Each time the vessel will pay the \$30 use fee for the dock. The vessel plans to anchor closer to the mouth of the bay to not impose on the residents of BWS.

The guests and one crew member (accompanying for safety purposes) plan to use the area between the dock and the tubs. There will be no more than 10 total people per trip. While dates are uncertain, the requested time frame is every other week starting early to mid-July with no more than 8 visits over the course of July and August. The visits will be no more than a couple of hours. The Captain plans on watching the area and using it when there are low use days. If there are already two larger vessels in the area they will wait until one departs.



The vessel plans to leave no trace, which includes respecting the local residents, lands, vegetation, designated trails/use areas, lack of restrooms, and leaving no trash behind. The vessel will hold a briefing prior to each trip ashore to go over these details as well as safety details such as slips, trips, and falls, and bear safety.

The vessel is aware there is not public restroom facilities and plans to limit their time ashore to accommodate the lack of restrooms and will have a tender ready to pick up any guests that may need to get back to the vessel to use the facilities.

The MY Lady L is not a charter yacht and only has the owner and their family aboard. There will be no monetary gain for the crew or vessel from visiting BWS.

Policy No. 81791269-88
Customer No. MC340745
Insurance period
from 11/05/2024 to 11/05/2025 noon

ADDENDUM
Third Party Liability

Policyholder
Insertia Limited
7th Floor, Loucaides Building
Arch Kyprianou 1
3036 LIMASSOL
CHYPRE

Reason for change from 24/06/2024

With effect from 24/06/2024, City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835 added as additional insured.

Insured Vessel

Kind of yacht / type:	MY / Heesen
Year built:	2012
Name:	LADY L
Measurements / material:	44,00 m / Aluminium
Engine / HP:	2 x 2720 kW (= 3698,2 HP)
Gross Tonnage:	463
IMO No.:	9653044
Hull Identification No.(HIN):	743688
Flag or Registration:	Cayman Islands
Port of Registry:	George Town

Sum insured per claim event

USD	18.000.000,00	combined single limit for personal injury and/or property damage
USD	9.500.000,00	max. indemnification per person for personal injury
USD	7.000.000,00	for pecuniary damages

The total indemnification which the insurer is obliged to pay for all claim events within one insurance year may not exceed twice the insured sum.

Basic annual premium Premium according to offer/invoice

Payment frequency: Half-yearly

Conditions

Pantaenius-Superyacht-Clauses (PSYC) Section D. Third Party Liability Insurance, Section E. General Terms and Conditions (D UK ESP MC MEU/ EN/ PSYC 0116)

Instead of the sums insured stated on the policy document, the following sums insured apply to all liability claims which are asserted under American or Canadian law, irrespective of the place of jurisdiction:

Personal injury and/ or property damage: USD 2.000.000,00 / Max. per person:
USD 2.000.000,00/ Pecuniary damage: USD 2.000.000,00.

Skipper charter usage of the Yacht is covered under this insurance.

Co-Assured(s)

The below partie/s are noted as Co-Assureds on this policy for their respective rights and interests:

Elite Yacht Group LLC (Florida) as yacht manager

Elite Yacht Group Crewing Ltd (Guernsey) as crew employer

Policy No. 81791269-88

City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835 as additional insured

With reference to Condition Precedent §2.3, the Yacht's Captain is to be on board the Yacht and in command of the Yacht when the Yacht is underway, it is noted that the approval of the Captain of this vessel in no way implies that the Insurers have verified that they are legally licensed to operate the vessel under the legal provisions of the country in which the vessel is registered or operating and does not affect §4.9 Exclusions applicable to Section A, Hull and Property Insurance. Furthermore it is a Condition Precedent, that the Insured is obliged to ensure that there is always a sufficient number of qualified crew on board or the monitoring of the vessel is warranted by similar measures (professional security guard service, functional alarm system) when the vessel is not underway.

Captain: Matt Davies, [REDACTED]

Relief/Dockside Captain: Bradley Nelson, [REDACTED]

A deductible of EUR 1.000,00 (or the equivalent amount in the policy's currency) applies for each and every claim.

Extended Liability Clause (AT CH D DK ESP MC MEU NO SE UK/ EN 0921)

Cruising area

Mediterranean Sea including the Dardanelles, the Sea of Marmara, the Bosphorus and the Straits of Gibraltar as far as Longitude 6° West. (MM)
Waters of continental Africa are excluded.

The Baltic Sea, the North Sea, the Norwegian Sea, and the North Atlantic between the Latitudes 28° North and 67° North and Longitudes 12° West and 30° East. (NEURO)
Waters of Russia are excluded.

Waters of the Atlantic between Latitudes 7° North and 23.5° North and Longitudes 12° West and 50° West. (CAPVERDE)
Waters of continental Africa are excluded.

Waters of the Atlantic between Latitudes 23.5° North and 52° North and Longitudes 12° West and 50° West. (CANMADAZO)
Waters of continental Africa are excluded.

Waters of the Caribbean and Gulf of Mexico between Latitudes 7° North and 23.5° North and as far as Longitude 50° West. (CARMEX)

Inland waters of Florida. Coastal waters of Florida and the Gulf of Mexico between Latitudes 23.5° North and 30.5° North and as far as Longitude 50° West. (FLMEX)

Waters of the East Coast of the USA and Canada, including the Gulf of St Lawrence, between Latitudes 30.5° North and 52° North and as far as Longitude 50° West. (USEA+CA)

Waters of Canada and Alaska between Latitudes 52° North and 67° North and Longitudes 50° West and 170° West. (SCA+ALA)

Waters of West Coast USA between Latitudes 27° North and 52° North and as far as Longitude 135° West. (USWEST)

Waters of West Coast South America between Latitudes 15° North and 50° South and as far as Longitude 100° West, as well as the Panama Canal. (SAMWEST)

Waters of West Coast of Mexico between Latitudes 15° North and 27° North and as far as Longitude 135° West, as well as the Gulf of California. (CAMWEST)

Monaco, 24. June 2024

On the behalf of the participating Underwriters

Under Special Authority 

Consortium: EUROTPL

Participating underwriters:

(The underwriter mentioned first is the lead underwriter)

25,00% Chubb European Group SE, Direktion für Deutschland

25,00% Allianz Global Corporate & Specialty SE, Deutschland

25,00% Kravag Logistic Vers. AG, Deutschland

25,00% AIG Europe S.A., Direktion für Deutschland

Possible Motion

I MOVE TO approve the implementation of the proposed fee schedule and the new cancelation policy.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION DIVISION MEMORANDUM

To: Parks and Recreation Committee

From: Kevin Knox- Parks and Recreation Coordinator

Date: 6/25/2024

Subject: Blatchley Pool Fee Schedule

Background

On July 1, 2024, the City of Sitka Parks and Recreation assumed operational and programming responsibilities of the Blatchley Pool. The fee schedule for pool use has not been updated in many years and operational expenses have increased, necessitating a review of the pool fee schedule.

The following fee schedule attempts to balance accessibility to aquatics programming with revenue generation through a robust program schedule. The Blatchley Pool is a very high demand facility for Sitka School District use and public programming. A Blatchley Pool Addendum to the SSD and CBS Facilities Use MOU will be finalized to outline pool scheduling and other expectations for SSD pool use. General bookings for SSD school related programs will not be assessed a fee by Parks and Recreation.

Youth and Senior daily and monthly pass fees have been kept low to encourage use and facilitate access to aquatics programs. This maximizes both youth access to strengthen swimming skills and the benefits of low-impact aquatics to seniors.

Hourly rates have been proposed with a Non-Profit Youth Organization and General Rate schedule. The Non-Profit Youth Organization rate has been proposed to encourage access to organizations providing educational and youth services. Providing affordable access to these organizations allows for increased safety and awareness around aquatic environments as well as opportunities for young swimmers to increase skills in the water.

The graduated rates based on number of swimmers considers the need for increased staffing with more patrons in the water. Each level assumes one additional lifeguard on deck. The equipment add-on has been added to account for additional risk and facility maintenance (deck, tank, and mechanical systems), and is a per occurrence fee.

Two levels of bulk rate have been proposed for rental groups using the facility at high hourly reserved times on an annual basis. 200+ annual hours past examples: Public Safety Academy,

USCG, UAS. 700+ annual hours only includes the Baranof Barracudas Swim Club. Bulk users generally provide their own lifeguards.

All fee schedules will be adopted within the Parks and Recreation RecDesk platform effective July 1st. Fees already paid by facility renters will be honored as current.

Revenue Estimate

Pool rate structure - hourly rates				
Rate code	Rate	projected annual	total revenue	
High Use Bulk	\$ 55.00	770	\$	42,350.00
Normal Bulk	\$ 85.00	400	\$	34,000.00
Non-Profit Youth	\$ 120.00	100	\$	12,000.00
General	\$ 150.00	100	\$	15,000.00
Total		1370	\$	103,350.00
Equipment Add-on	\$ 40.00	25	\$	1,000.00
Instruction Classes (LG/WSI)	\$ 35.00	60	\$	2,100.00
Youth/Senior daily	\$ 5.00	1500	\$	7,500.00
General daily	\$ 8.00	1000	\$	8,000.00
Family monthly	\$ 125.00	20	\$	2,500.00
Total			\$	124,450.00

Request

The Parks and Recreation Division requests that the Parks and Recreation Committee support the implementation of the proposed fee schedule and the new cancelation policy.

**CITY AND BOROUGH OF SITKA PARKS AND
RECREATION BLATCHLEY POOL FEES AND
RENTAL SCHEDULE**

BLATCHLEY POOL PATRON FEES	DAILY	MONTHLY
YOUTH	\$5.00	\$45.00
ADULT	\$8.00	\$80.00
SENIOR	\$5.00	\$45.00
FAMILY (2 ADULTS + 3 YOUTH)	\$20.00	\$125.00

BLATCHLEY POOL RATES/HOUR	NON-PROFIT: YOUTH ORG	GENERAL RATE
LESS THAN 20 SWIMMERS	\$100.00	\$120.00
21-35 SWIMMERS	\$120.00	\$150.00
36-50 SWIMMERS	\$160.00	\$180.00
EQUIPMENT ADD-ON (SCUBA, KAYAKS, ETC)	\$40.00	\$40.00
HIGH USE BULK (500+ HOURS)	\$55.00	
REGULAR BULK (200+ HOURS)	\$85.00	