



# CITY AND BOROUGH OF SITKA

## Meeting Agenda Sustainability Commission

**Officers:** Chair Katie Riley, Vice Chair Angie Bowers, Secretary Carol Voisin

**Members:** Elizabeth Bagley, Kent Barkhau, Aurora Taylor, Fernanda Zermoglio

**Staff Liaison:** Bri Gabel, Sustainability Coordinator

**Assembly Liaison:** Kevin Mosher

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Tuesday, April 4, 2023

6:00 PM

Harrigan Centennial Hall

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**I. CALL TO ORDER AND ROLL CALL**

**II. CONSIDERATION OF THE AGENDA**

**III. CONSIDERATION OF THE MINUTES**

Approve the March 7, 2023 minutes

**IV. PERSONS TO BE HEARD** *(not to exceed 3 minutes on topics off the agenda)*

**V. REPORTS**

**VI. UNFINISHED BUSINESS**

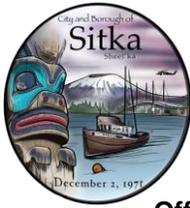
**VII. NEW BUSINESS**

- A. Recommend the Assembly Fund a Sitka-based Heat Pump Assessor via Alaska Heat Smart
- B. Draft a Letter of Support for Sitka Local Foods Network and Transition Sitka's Community Garden Concept
- C. Recommend a Sustainability Commissioner for Appointment by the Assembly to Serve on the Tourism Task Force
- D. Decide the Next Steps for Executing the 2023-2024 Annual Work Plan Goals
- E. Approve ETIPP Application Resolution Draft

**VIII. PERSONS TO BE HEARD** *(not to exceed 3 minutes on topics on or off the agenda)*

**IX. SET NEXT MEETING DATE AND AGENDA**

**X. ADJOURNMENT**



# CITY AND BOROUGH OF SITKA

## Meeting Minutes Sustainability Commission

**Officers:** Chair Katie Riley, Vice Chair Angie Bowers, Secretary Carol Voisin

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Tuesday, March 7, 2023

6:00 P.M.

Harrigan Centennial Hall

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### I. CALL TO ORDER AND ROLL CALL

**Chair Riley called the meeting to order at approximately 6:03 P.M.**

**Present:** Katie Riley (Chair), Elizabeth Bagley, Kent Barkhau, Angie Bowers, Aurora Taylor, Carol Voisin, Fernanda Zermoglio (telephonic), Thor Christianson (Alt. Assembly Liaison, left at 6:55 P.M.)

**Absent:** Kevin Mosher (Assembly Liaison)

**Staff:** Bri Gabel (Sustainability Coordinator), Amy Ainslie (Planning Director)

**Public:** Barb Bingham, Larry Edwards, Joel Hanson, Eric Jordan, Lisa Sadleir-Hart

### II. CONSIDERATION OF THE AGENDA

No agenda changes.

### III. CONSIDERATION OF THE MINUTES

Approve the February 7, 2023 minutes.

**Bagley moved to approve the February 7, 2023 minutes.**

**Motion PASSED 7-0 by roll call vote.**

### IV. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics off the agenda)*

Joel Hanson reported on the community garden proposal that was sent to the Commission and was looking to restart community gardens. He had gone to commissions and asked for letters of support.

Lisa Sadleir-Hart thanked the Commission for its work and the process thus far.

### V. REPORTS

**Staff:** Gabel reported that the Pacific Northwest to Alaska green Corridor Initiative would have its first public webinar on April 6<sup>th</sup>. She explained the Sustainability Commission would recommend a seat on the newly created Tourism Task Force at their meeting in April.

**Chair:** Riley gave a brief update on the Inflation Reduction Act rebate timelines. She explained that the state was waiting for federal guidance on rebates and that they would likely start late 2023 or early 2024.

**Commissioners:** Voisin announced the Sitka Electrification Expo was March 18<sup>th</sup> and financial information on electrification options would be available.

Bagley was a keynote speaker at the OneHealth Conference in Fairbanks and served on a panel with Micah Hahn, a professor at UAA, who expressed encouragement about Sitka's sustainability efforts.

Zermoglio shared observations and lessons learned while working in South Africa where the community is involved in water planning and conservation.

**Assembly:** Christianson clarified that the Commission would recommend a representative to the Assembly and the Assembly would make the official appointments to the Tourism Task Force.

## VI. UNFINISHED BUSINESS

## VII. NEW BUSINESS

### A. Present Public Survey Results

Gabel presented the public survey results collected from January 24<sup>th</sup> to February 28<sup>th</sup>. She noted the limitations the survey had and that overall, it was useful to get a sense of the community's desires but should not be used to definitively rank what the Commission should or should not do.

Christianson explained the Assembly's capital projects ranking process and noted that money is often the largest determiner of which projects were prioritized. Barkhau added that there may be some capital projects yet to be identified in the community energy plan.

Eric Jordan gave some examples of success then noted that since the Commission had come to no agreement on the problem they could not come up with a solution. Larry Edwards reinforced the need for a community-wide greenhouse gas (GHG) emissions inventory and high-quality surveys.

### B. Discuss and Prioritize Projects for the 2023-2024 Work Plan Draft

Gabel presented the City staff feedback on the nine project proposals and explained it was meant to help the Commission balance the equation for sustainable change, not rank projects. She highlighted that project intensity, the amount of time and effort for City staff and the Commission would need to carry out projects, was critical for finalizing priority list.

Community members stated their top priorities. Barb Bingham: renewable energy strategy, right-sizing tourism, solid waste, GHG inventory. Sadleir-Hart: renewable energy strategy with weatherization and GHG emissions inventory, solid waste strategy. Jordan: GHG emissions inventory. Hanson: GHG emissions inventory in the renewable energy plan, composting. Edwards: GHG emissions inventory.

Riley asked Commissioners to focus on three questions: look for opportunities to combine plans, how many projects were feasible without being overloaded, and what was the specific goal. She added that tourism would be addressed by the new Tourism Task Force and suggested that the City shouldn't have two tourism projects at the same time.

Riley expressed concern that a community renewable energy strategy might not be feasible in one year. Zermoglio believed that it could be done in one year, explained the nuances between a strategy and a plan, and added that action plans would fill out areas that the strategy would identify. Bowers noted that the community renewable energy strategy addressed many of the concerns of the Commission.

Riley asked if the community renewable energy strategy could be done if Sitka was unsuccessful in getting the Energy Transitions Initiative Partnership Project (ETIPP) technical assistance. Zermoglio explained that there were alternatives that could be pursued such as other funding sources or could be done through partnerships with a university. Voisin summarized her conversation with Rob Jordan, the regional partner for ETIPP in Alaska, in which he said that he believed Sitka had a good chance of receiving technical assistance again.

Bagley spoke to the timeliness of a solid waste strategy as the City's contract for waste management would expire in the future and they would need a plan. She noted the Commission's unique position, ability to help with this effort, and the desire to find ways to support work already being done by staff.

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Bagley wondered if the municipal fleet transition plan was helpful for the staff and recommended it be combined with the electric vehicle infrastructure plan. Barkhau voiced his desire to see the municipality transition to electric vehicles. Riley noted that it supported Resolution 2022-18: Decarbonization of City Operations by 2030.

Voisin proposed that the Commission work on right-sizing tourism, finding the number of tourists the community was comfortable with and suggesting a limitation based on that number, during the six months that the Tourism Task Force wasn't meeting. Barkhau noted that there are many sustainability issues woven into the tourism issue. Bowers added tourism would always be part of Sitka's sustainability issues. Taylor agreed that tourism was a big issue. Gabel agreed with Commissioners that there were certainly aspects of tourism to which sustainability pertained, but expressed concern about the Commission determining the right-size for tourism as it was not clearly defined as a Commission topic in its establishing ordinance and was outside of her expertise.

The Commission agreed that the energy conservation and weatherization project and the GHG emissions inventory could be wrapped into the community renewable energy strategy. They also agreed that the municipal fleet transition and electric vehicle infrastructure plan projects could be combined.

Commissioners anonymously ranked the six projects and discussed how many could be done based on the collective Commissioner-ranked list and the project's intensity. It was determined that each project should be ranked in order of importance and worked on individually until there was a lull, in which case the next project would be focused on.

**Bowers moved to adopt the following priorities:**

- 1. Community renewable energy strategy with weatherization and energy conservation and greenhouse gas emissions inventory**
- 2. Solid waste strategy**
- 3. Municipal fleet electrification and EV infrastructure plan**

**Motion PASSED 7-0 by roll call vote.**

#### **C. Introduce and Explain the Project Proposal Staff Feedback Rubric**

Gabel introduced the 2023-2024 work plan draft and explained the need for a work session to finalize the formatting of the plan and fine tune language as needed. Riley requested Commissioners look through the plan early and come to the work session with desired changes to increase efficiency. Ainslie explained that these changes needed to be made in a public setting and that Commissioners need to present any rewrites, not the staff.

#### **VIII. PERSONS TO BE HEARD** *(not to exceed 3 minutes on topics on or off the agenda)*

Jordan commented that combining projects was a good idea because it made the more priorities unique.

Ainslie reinforced that City staff did care about the sustainability of Sitka and the Commission's goals.

#### **IX. SET NEXT MEETING DATE AND AGENDA**

The work session to format the 2023-2024 work plan was scheduled for Monday, March 23, 2023 at 6:00 P.M., Harrigan Centennial Hall.

The next meeting was scheduled for Tuesday, April 4, 2023 at 6:00 P.M., Harrigan Centennial Hall.

#### **X. ADJOURNMENT**

**Chair Riley moved to adjourn the meeting.**

**Seeing no objection, the meeting ADJOURNED at 9:20 P.M.**

Minutes By: Carol Voisin, Secretary

The Sustainability Commission recommends that the City and Borough of Sitka allocate \$9976.00 to fund the creation of a heat pump assessor program in Sitka, Alaska to capitalize on momentum created by Alaska Heat Smart's Sitka Clean Heat Incentive Program (CHIP).

### Context

- AHS estimates that 70-80% of households that receive home heat pump assessments purchase heat pumps for their home
- The City and Borough of Juneau has funded AHS since 2019 after passage of the Juneau Renewable Energy Strategy (JRES) in 2018. The JRES calls for 80% of Juneau's energy to be met by renewable sources by 2045. AHS helps CBJ in meeting both its energy and housing goals.
- In FY23, CBJ approved \$142,000 in funding for AHS. Due to increased interest in heat pumps and programs, along with staffing growth and inflation, AHS is requesting roughly 150% of that for FY24
- AHS uses CBJ funding, in combination with the Department of Energy and the Department of Housing and Urban Development grants, to support its programs. CHIP helps households earning between 80%-125% of median area income access incentives that support the purchase and installation of heat pumps.
- In order to qualify for an incentive, which range from \$1500-\$2500, households must have household incomes below specified caps and they must receive an AHS assessment. The assessment provision not only educates the homeowner about heat pumps and how one may integrate with legacy home heating equipment, the assessment ensures that the home is heat pump ready.
- The assessment provision also provides AHS an opportunity to train and hire a local assessor to help expand heat pump education and adoption in Sitka

### AHS Sitka Home Heat Assessor Position Budget

- AHS received permission from the DOE to put 10% of their \$525,000 grant towards incentivizing heat pumps for Sitka households. This is their first pilot program outside of Juneau. AHS is currently taking applications for this pilot program, which will provide a heat pump incentive and free home assessment for the first 19 qualified households.
- Training a Sitka assessor during the CHIP program provides the opportunity for continuation of the assessment program. CBJ funding is not available to finance a Sitka employee. AHS projects 50 assessments during the position's first year after CHIP funding is expended.
- An assessment averages three hours, one hour site visit and two hours of report writing.
  - 50 assessments over 12 months at three hours average = 150 hours
  - Average Juneau assessor wage = \$50/hr
  - Total hourly wage for six months at \$45/hr = \$3,375
  - Total hourly wage for six months at \$50/hr = \$3,750
  - Fringe and payroll tax = \$2,138 + \$713
  - **TOTAL: \$9976.00**

- This is a local workforce development opportunity. AHS and CHIP will pay for a Juneau assessor to conduct Sitka assessments for 19 qualified households. During this time, the Juneau assessor can train a local applicant on the AHS home heat pump assessment process. Funding from the City of Sitka will support a local employment opportunity for a Sitkan to gain this training to conduct future assessments in Sitka.
- Training assessments will run from mid-April through May. Once independent and assessment-ready, the AHS Sitka home heat pump assessor will conduct assessments with AHS guidance and support
- The work hours required for this position are flexible. AHS assessors and administrative staff in Juneau will be available seven days a week to offer assistance when needed.

#### **Benefits resulting from funding allocation:**

- **Support Sitka's municipal utility**
  - It is important to give full consideration to local capacity and demand when new loads are considered. In order to avoid use of diesel and higher electrical rates, increasing energy efficiency and conserving existing supply are paramount.
  - Heat pumps are 2-3x more efficient than resistance electrical heating
  - Installing heat pumps can help our Electrical Department conserve energy. The Sitka CHIP program will seek to be 'grid neutral' by only allowing for 14 oil to pump incentives, with five incentives for resistance heat to pump conversions.
- **Helps Sitkans save money**
  - Beneficial electrification will help keep utility money circulating in the local economy
  - Homeowners who purchase a heat pump will also be eligible for up to a \$2000 federal tax credit from the Inflation Reduction Act. This legislation contains funding for other new energy/home tax credits and rebates, including up to 30% of the cost for electric panel (up to \$600) Weatherization credit is also available.
- **Creates local workforce development opportunities**
  - Supports **CBS Strategic Plan Goal 3.3**: Convene economic partners to explore the addition of business support services and employment training programs by creating an employment training program that supports current businesses
  - This funding will create a local employment opportunity.
  - AHS has roughly seen a 30% annual increase in assessment demand and has now conducted nearly 600 assessments
- **Partners with local organizations and businesses**
  - AHS has partnered with the Sitka Conservation Society, the Sitka Carbon Offset Fund (an SCS project), and Transition Sitka to do community outreach and engagement with Sitkan households
  - As a result of outreach by AHS and Sitka Conservation Society, Tongass Federal Credit Union has created a new heat pump loan offering rates as low as 4.5% for qualifying applicants who complete an AHS home heat pump assessment
    - True North FCU in Juneau offers a similar heat pump loan for qualifying applicants who complete an AHS home heat pump assessment
- **Increases energy independence and reduces GHG emissions**

- This action is in line with **Resolution 2022-18** to increase Sitka’s Energy Independence by Decarbonizing Municipal Operations by 2030, by supporting an opportunity to “collaborate, incentivize, set policy, and engage with local businesses, institutions, and residential and commercial developments to encourage similar decarbonization efforts in the private sector”.
- Transitioning our community from fossil fuels to clean energy is essential to slow the worst impacts of climate change and increase the self-sufficiency of our community
- Having Alaska Heat Smart’s assessor program and process in place helps lay groundwork that may potentially facilitate the Inflation Reduction Act rebate process (early 2024) by increasing the ability of homeowners to make informed decisions about clean energy investment decisions.

**CBS funding will NOT** finance any CHIP incentive payments or associated CHIP applicant home heat pump assessments. CHIP will provide funding for household assessments and incentives for 19 households, hand in hand with the opportunity to train a Sitka assessor in preparation for employment supported by CBS funding, which will just pay for post-CHIP assessments

- With a finished AHS assessment, homeowners will be able to access loan products from Tongass FCU or True North FCU.
- They will also be able to utilize the tax credit available from the Inflation Reduction Act *after* purchasing a heat pump if they chose to do so.
- In addition, they will be informed about the upcoming IRA heat pump rebates that will be coming late 2023/early 2024.

# Sitka Community Gardens Proposal

## Q&A

**Q:** Who is organizing this effort?

**A:** Two groups: Sitka Local Foods Network (SLFN), a well-established tax exempt 501(c)(3) nonprofit, and Transition Sitka (TS), a registered domestic Alaska nonprofit corporation established in 2022 with help and support from the Sitka Chapter of the non-partisan national advocacy group Citizens Climate Lobby (CCL).

**Q:** What is the main reason for this proposal?

**A:** Sitka's food security situation is not what it should be. The January 2023 (most recent) US Consumer Price Index indicated that the rate of food price inflation for Americans who purchase groceries to eat at home is 11.3% year-over-year. The risk of food supply chain interruptions in Sitka currently has a low likelihood of occurrence, but a high likelihood of severe impact. Community garden developments will help raise the level of food supply resilience.

**Q:** Why is this proposal being put forward now?

**A:** The City and Borough of Sitka (CBS) recently adopted its 5-year Strategic Plan which identified several priority initiatives. Goal 1.5 directs municipal leadership to, "Convene community partners to develop an action plan that will address the challenges of food security." This proposal establishes SLFN and TS as key 'partners' committed to addressing food security. It also puts forward the argument that a key component of any 'action plan' must include planning for the development of a network of community gardens.

**Q:** Sitka had a community garden behind Blatchley Middle School a few years ago that was closed. What happened?

**A:** Blatchley Community Garden operated for more than ten years but was closed in the fall of 2016 for several reasons. Probably the biggest single reason was that the garden was not fenced and gated, so issues arose regarding produce pilfering and vagrancy. Contributing to this, the garden was officially a project of the now defunct Sitka Community Schools, an after-school activities program which operated out of an office inside the middle school building. When gardeners had concerns or complaints, they sometimes erroneously assumed that they could raise their issues with the middle school office staff and principal who actually had no connection whatsoever to the garden's operations. Gradually, minor grievances and misunderstandings led to the conclusion that the garden *as it was organized and operated at that time* was not a good fit for that location.

**Q:** How will a new community garden located near Blatchley avoid making the same mistakes?

**A:** First, the new garden will not be associated in any way with Blatchley Middle School and it will even be given a completely disconnected name: Osprey Street Community Garden. Second, the garden's normal operations will not be under the direct supervision of Sitka Parks and Recreation which has taken over the after-school activities program from Sitka Community Schools with an office, once again, in the middle school building. Third, the garden's operations will be controlled under terms established in a MOA between principals SLFN and CBS, which will include outlines for a clear process to both avoid and resolve issues of concern. Fourth, the garden will be fully fenced and gated. Fifth, and finally, a new set of guidelines for gardeners will be established and enforced so that past mistakes are not repeated.

**Q:** Is there sufficient interest in community gardening to warrant establishing a network of garden sites?

**A:** Until such time as CBS demonstrates some level of commitment to allowing the creation of one or more long-term community gardens in one or more locations around town, it is extremely difficult to accurately determine how many members of the community might be willing to participate as plot renters. Nonetheless, two assumptions can be made: 1) when the old Blatchley garden was closed it had developed a long waitlist for plot rentals, so we can assume a not insignificant level of interest; and, 2) well-established and efficiently operated community gardens all around the state and all around the country typically have long waitlists. Community gardens, in general, are very popular public amenities wherever they are located.

**Q:** How much will plot rentals cost?

**A:** First and foremost, plots are meant to be affordable. The Juneau Community Garden Association, which this proposal is modeled after, has set its standard 10' by 20' plot rental rate for the 2023 gardening season at \$35.

**Q:** How does the plot rental application process work?

**A:** New applications must be submitted by all interested gardeners every year by early February, with no exceptions. All applications are reviewed and plot assignments awarded according to an established process that provides an initial screening designed to favor those applicants demonstrating the greatest need for garden space, while also allowing prior-year gardeners the ability to keep their prior-year plots. Unsuccessful applicants are put on a waitlist and may be awarded space during the season if space should become available.

**Q:** Do gardeners have other obligations besides just paying a plot rental fee?

**A:** Yes! Every successful applicant automatically becomes a member of the Sitka Community Gardens Association for the term of one year, which carries with it a requirement for the performance of a modest minimum number of service hours. Association members must fulfill their service hour obligations in order to maintain their membership in good standing. New gardeners may choose to serve by helping with the maintenance of the garden's buildings and other infrastructure, while more experienced gardeners may choose to serve by helping to lead work parties or provide guidance to garden visitors to ensure that acceptable rules of conduct are observed.

**Q:** What other provisions will there be for making sure that established gardening rules are followed?

**A:** Initially, oversight will be carried out by either a designated representative of the SLFN Board of Directors or an employee hired by the Board for this purpose. Over time, it is expected that a cadre of more experienced gardeners with consistent Association membership will gradually evolve to help make sure that gardening rules are followed. And, in addition to these provisions, the terms established in the MOA will provide for onsite inspections of garden operations by city officials on an 'as necessary or appropriate' basis.

**Q:** For half the year, active gardening won't be taking place. What then?

**A:** Gardeners will be required to put their plots to bed in the fall and leave them in an orderly condition. Non-compliance with this requirement may affect a gardener's future application approval. Onsite water supplies will be turned off by October 31<sup>st</sup> and only turned on again after the threat of a hard freeze has passed sometime in April.

**SAMPLE**

# Guidelines for Community Gardeners in Sitka

## 2023 Association Member Handbook

(This sample assumes a **hypothetical scenario** where two garden sites have been approved by CBS, are fully developed, and are in normal operation)

## Introduction

The Sitka Community Gardens Association (SCGA) is a project of the 501(c)(3) nonprofit Sitka Local Foods Network, with assistance and support from the nonprofit Transition Sitka. The SCGA, via its Steering Committee, is responsible for the management and operations of Sitka's network of community gardens (known also as allotments) which currently consist of two sites on leased municipal lands: *Jarvis Street Community Garden* and *Osprey Street Community Garden*.

These gardens are intended to be permanent civic amenities that depend primarily on SCGA members to contribute both financially and physically to the operation and maintenance of the sites and their immediate surroundings.

The sites have been made available for the public's use and enjoyment by the City and Borough of Sitka in order to help enhance community food security and foster a positive and cooperative environment for teaching and learning the art and science of cultivating a variety of edible and floral plants in Sitka's challenging climate.

Garden spaces within these sites are offered to the public for a small rental fee through a seasonal application process. Successful applicants become members of SCGA for a one-year term and agree to abide by the rules and conditions outlined in this Handbook.

SCGA garden sites are also demonstration gardens, therefore members are expected to welcome non-members who wish to enter, explore and enjoy the gardens. However, to avoid risk of misuse or unauthorized harvests, sites are fenced and gated so that non-members cannot generally gain access to the gardens unless members or recognized member partners with gate access are also present onsite.

SCGA will periodically offer or otherwise make available community education workshops for members and non-members, typically using designated 'teaching plots' for hands-on experience.

For the purpose of detailing SCGA's standard operating procedures and clarifying what is expected of members, this Handbook provides information regarding:

- The application and approval process
- Fees, service hours and alternatives to fees
- Garden space assignments
- Garden maintenance requirements
- General rules and conditions

This material, and much more, can be found on SCGA's website.

## Site Details

### ***Jarvis Street Community Garden***

Located at the top end of Jarvis Street uphill from the U.S. Post Office on Sawmill Creek Road, this half-acre site is adjacent to the Homeless Coalition Shelter Cabin development and close to neighborhoods along Indian River, around Jamestown Bay and in the Crescent Harbor vicinity. It includes 50 standard 10' by 20' plots, 15 standard 2' by 8' vertical garden beds for climbing or tall plantings, one teaching plot, onsite water and toilet facilities. The garden perimeter is fenced and gated.

### ***Osprey Street Community Garden***

Located adjacent to the Vilandre Ballfield next to Blatchley Middle School on Halibut Point Road, this half-acre site is close to downtown, Swan Lake and Edgecumbe Drive neighborhoods. It includes 54 standard 10' by 20' plots, 22 standard 2' by 8' vertical garden beds for climbing or tall plantings, one teaching plot, onsite water and access to nearby public toilet facilities at Vilandre Ballfield. The garden perimeter is fenced and gated. A small 'fruit tree

grove' and berry patch located outside the fenced area along Osprey Street is maintained by garden members as a public 'food forest' for general use and enjoyment. Because of this garden site's proximity to Blatchley Middle School and to the Vilandre Ballfield where Sitka Parks and Recreation activities are routinely offered, some parking and general access restrictions may need to be applied during weekday school hours and occasional baseball tournaments.

## Definition of Terms

"Garden site" means either *Osprey Street Community Garden* and immediate surroundings, or *Jarvis Street Community Garden* and immediate surroundings.

"Garden space" means an individual standard 10' by 20' plot or individual standard 2' by 8' vertical garden bed for climbing or tall plantings.

"Member" means any individual who has signed a Membership Agreement form for a given term. Honorary membership may be awarded to certain ex-members or members of the general public at the discretion of the Steering Committee.

"Membership Committee" means a group of experienced members or non-members whose task is to review and approve applications during the first week of February and to further help make sure that all members are properly organized and oriented throughout the gardening season.

"Membership Coordinator" means an individual on the Membership Committee serving in a lead role. If a gardener needs to contact someone to help address issues regarding tools, equipment, infrastructure, or conflict with other gardeners, they are to first consult a Senior Gardener then, if there is no resolution, contact the Membership Coordinator.

"Senior Gardener" means one or more designated gardeners with sufficient experience at a given garden site to help provide general direction to other gardeners, including guidance relating to Service Hour performance. Typically, Senior Gardeners have at least two (2) years' experience gardening at a garden site.

"Steering Committee" means a group of members (and possibly some non-members) who serve as SCGA's core organizing and decision-making group.

"Term" means a one-year period starting February 15<sup>th</sup>—the deadline for annual fee payment and kickoff date for the new season—and ending the following February 15<sup>th</sup>

## Application and Approval Process

Applications are open to all year-round or seasonal Sitka residents over the age of eighteen (18) and to public service or non-profit entities. Applications submitted by entities require that an individual Sitka resident (full-time or seasonal) is identified as 'agent' who will then be held responsible for the entity's compliance with all SCGA rules and conditions. Applicants who have been assigned garden space as agents of entities may not also be members entitled to separate garden space assignments.

All who wish to rent community garden space(s) during a given growing season are required to complete an application form for SCGA membership during the preceding winter. Applications must be submitted no earlier than November 1<sup>st</sup> and no later than January 31<sup>st</sup>. Applications submitted before November 1<sup>st</sup> will not be considered—please respect organizers' wishes to take a bit of time off after the growing season, like most gardeners. Applications may be accepted after the January 31<sup>st</sup> deadline only if there are no waitlisted applicants and there is garden space available.

Applicants are highly encouraged to submit applications online, available through the Sitka Community Garden Association website. Paper applications are generally available at the Sitka Public Library or may be obtained upon request to the SCGA Membership Coordinator.

All applications are reviewed by the SCGA Membership Committee and scored on a simple scale to ensure fair consideration of need. Scoring is based on three criteria:

1. An applicant’s residency—preference is given to applicants (or agents of entities) who are year-round Sitka residents.
2. An applicant’s expressed interest in different types of gardening—preference is given to those most interested in growing food.
3. An applicant’s access to alternative garden spaces—preference is given to applicants without ready access to unshaded alternative garden space, principally those who live on small or wooded lots, in multi-family housing units, or on boats.

Applicants scoring on all three criteria have their applications reviewed first, by date of application (first come, first served). Remaining applicants have their applications reviewed next, by date of application.

Successful applicants are notified by email. Unsuccessful applicants do not receive notification but are waitlisted in order of earliest date of application. The date of a waitlisted application may be ‘carried over’ to following years only if applications are consistently submitted each year during the normal application window by the same applicant. Consistency of interest will be respected.

**An applicant’s membership approval notice and garden space assignment(s) are incorporated into a Membership Agreement form issued to successful applicants in the first week of February. The signed form and assessed rental fees must be returned no later than February 15<sup>th</sup>. If form and fees are not received by this deadline, or if fee alternatives have not been arranged, garden spaces will be awarded to waitlisted applicants.**

## Fees, Service Hours and Fee Alternatives

Community gardens are communal in nature and all members are expected to contribute to the cost and/or labor necessary for site maintenance and improvements. SCGA’s success is absolutely dependent upon these contributions. Outlined in the table below is the current fee and service hour schedule:

<b>Garden Space Type</b>	<b>Fee + Service Hours</b>
Standard 10’ by 20’ plot	\$40 + minimum 8 hours of service
Standard 2’ by 8’ vertical garden bed	\$10 + minimum 2 hours of service

Fees are non-refundable after April 1st.

All members are required to perform service hours in order to benefit the garden sites and surroundings as a whole. Regular maintenance on a member’s garden space, on walkways/aisles between spaces, or on another member’s space DO NOT count toward the performance of service hours. All service hours must be coordinated with and approved by a Senior Gardener. Work parties will be periodically announced and held. Only members may be given credit for performing service hours. A member’s partner or friend is welcome to contribute their help, but their time doesn’t count toward service hour credit.

New members must attend one or more scheduled orientations, for which they will earn no more than ½ service hour. Returning members may also earn ½ service hour for attending one or more scheduled orientations

Membership application forms ask what kinds of service a member is willing to perform. Options are:

- **Steering Committee**—Organizers are needed who can consider the ‘greater good’ of the organization without losing sight of the needs and interests of different gardeners and different garden sites.
- **Membership Committee**—Experienced returning gardeners are needed who can help organize and respond to the needs/questions/concerns of the general membership.
- **Maintenance**—Different kinds of labor are needed to maintain and improve the garden’s physical infrastructure. This could include helping to clean/repair communal tools and equipment, maintain common areas and structures, or to serve as Senior Gardeners in coordinating service hour performance or helping to resolve various issues onsite. The performance of maintenance service hours must be completed by October 31<sup>st</sup>.

To ensure that all SCGA members have an opportunity to garden regardless of their financial circumstances, fee alternatives are provided. If you are unable to pay a full fee, you can increase your service hours to “equal” the fee at a rate of one (1) service hour per \$10. We urge members, however, to pay the fee if at all possible as funds are always needed to cover ongoing maintenance and improvement costs.

Approved service hours must be reported online, where they will be tallied and posted for reference on the SCGA website’s service hour logbook page.

## Garden Space Assignments

New and lapsed members are assigned one (1) randomly selected standard 10’ by 20’ garden plot in the garden site of their choice, and they have until February 15<sup>th</sup> to accept the assignment by returning a signed Member Agreement form with payment.

Returning gardeners in good standing (i.e., those having observed all rules, submitted all fee payments and completed all service hour requirements) are awarded their prior season garden space(s) unless specific change requests are detailed in their applications. Like new members, they have until February 15<sup>th</sup> to accept the assignment(s) by returning a signed Member Agreement with payment. Change requests may be granted if not in conflict with other member assignments, but are not guaranteed. The Membership Committee reserves the right to make decisions regarding requests for space assignment. Returning gardeners are eligible for selecting up to two (2) standard 10’ by 20’ garden plots plus one (1) standard 2’ by 8’ vertical garden bed for climbing or tall plantings.

If a new or returning gardener needs to release their assignment(s) during a growing season for some reason, they may not pick a successor. However, if the departing member is in good standing with SCGA and has listed a partner on their application form who has worked regularly with the departing member, that partner may ‘inherit’ the garden space(s) for the remainder of that season and will be considered a ‘returning gardener’ the following year. The partner will also inherit unperformed service hour obligations which must be fulfilled.

## Garden Space Maintenance

The two most important elements contributing to the success of a community garden are strong community support and willing gardener compliance with basic rules of operation. The following rules are intended to support, not impede, chances for success.

1. Members who wish to share the upkeep responsibilities of maintaining their garden space(s) may list a 'partner' on their application or make arrangements with friends for their help. However, members who sign the Membership Agreement form are ultimately responsible for their garden space(s), not their partners or friends.
2. In order to prevent shading of neighboring garden spaces, low profile permanent and seasonal structures such as raised garden beds, half-barrel planters and row cover hoops or frames may be erected in garden plots as long as the total height of such structures plus the plants they are intended to contain remains less than four (4) feet above adjacent average walkway levels. The height limit for vertical garden beds (including trellising structures and plants) is eight (8) feet above walkway level. Variances may be permitted where shading is not a concern.
3. Rocks, untreated lumber, logs, cinderblocks or other materials may be placed along garden space perimeters, but should not be allowed to 'creep' into walkway or aisle spaces.
4. If a gardener chooses to erect a fence around their garden space, it must be erected entirely within the space perimeter and may not exceed four (4) feet in height above adjacent walkway levels. Plastic drainage pipes and water lines may be buried beneath walkways and aisles, so driving stakes into these spaces is not allowed. The following materials may not be used for fencing: plastic sheets, tarps, orange snow fencing and flagging.
5. Members are responsible for weeding and mowing walkways and aisles adjacent to their garden spaces. Some plants are incorrigible spreaders, but members must make reasonable efforts to contain escaping plants within the confines of their assigned garden space. No trees or large shrubs are allowed in garden spaces. Be good neighbors.
6. Composting is encouraged, and members are allowed to keep one (1) compost barrel, tumbler, or other such portable enclosable bin onsite per assigned garden plot, as long as walkway and aisle traffic is not obstructed. Do not bring material from outside sources to put in your compost bin other than clean additives intended to aid the composting process. Strictly avoid composting any rodent-attractive materials such as meats, kitchen garbage scraps and processed starches like bread.
7. Members must follow organic gardening practices. For the health and safety of all gardeners and visitors, the use of non-organic pesticides, herbicides, or fertilizers is prohibited in and around garden sites. Treated or painted lumber may not be used in the construction of raised beds, trellises or other structures.
8. Communal tools, wheel barrows, water hoses, etc., are available for members' use. Please take good care of communal property and return cleaned garden tools when finished with them. Individual member-owned tools and items such as drip hoses may be brought onsite, but their maintenance is the owner's responsibility. SCGA does not provide storage space for private items and cannot be held responsible for the loss or replacement of personal property left unattended.
9. During, and especially at the end of the growing season, members must keep their spaces orderly. Crop residues after harvest must be removed. Diseased and thorny plant cuttings must be disposed of offsite, and temporary structures such as raised plastic or fabric row coverings no longer serving their intended purpose must be removed to prevent winds from shredding them. Plastic sheets or other coverings laid flat on top of a garden bed as protection against extreme cold may be left to over-winter as long as the material is carefully secured and not showing signs of disintegration or decay. Garden spaces should be put to bed for the winter by October 31<sup>st</sup>. Water service is turned off and hoses placed in storage between November 1<sup>st</sup> and April 1<sup>st</sup>.
10. Material improvements to a garden space should benefit both present and future gardeners of that space. All the work you put into making a space more productive may

not be undone when you give up membership. Returning gardeners who requested and were authorized the assignment of a different garden space may move the contents of their relinquished space to the new one. Generally, however, if you relinquish a space, superficial and temporary structures should be removed but raised bed structures and garden soil must stay.

## Other Rules and Conditions

- **Pets**

Dogs (including assistance dogs) brought onto a garden site must be kept on a leash, under strict control at all times, and cleaned up after. Pets that are unduly loud, rambunctious or aggressive are not welcome.

- **Gated access to garden sites**

Gate access codes are not to be shared. Only members and members' partners (those individuals listed on a membership application form) are provided with codes. Notwithstanding this safety and security precaution, public access is allowed and encouraged when members are on site, so gates should be kept open during these times but closed when the last remaining member or partner leaves.

- **Liability**

By signing the Membership Agreement form, members acknowledge that gardening may carry certain risks of personal injury for which SCGA cannot be reasonably held responsible. Nonetheless SCGA, as a project of Sitka Local Foods Network, maintains general liability insurance coverage for community garden operations.

- **Vehicles**

Motor vehicles (except electric bicycles and power wheelchairs) are not allowed on garden sites unless delivering or collecting heavy or bulky materials, and should be removed promptly. Bicycles must be walked on walkways or aisles.

- **Vandalism**

If members witness acts of trespass, vandalism or rule violations, the appropriate first course of action is to courteously confront the perpetrators and ask them to cease and desist or leave the site. The appropriate second course of action is to call law enforcement, which will pursue further action as they deem necessary.

- **Rules for unruly members**

Breaking or deliberately overstressing rules may be cause for revocation of SCGA membership, forfeiture of garden space assignments and eviction from garden sites.

Willful violations are addressed through this four-step process:

1. You will receive one verbal warning from a Senior Gardener or other recognized SCGA official.
2. If no response or corrective action is taken, you will receive a written email notice from the Membership Coordinator.
3. If no response or corrective action is taken following this step, you will receive a written final email notification that you have forfeited all gardening privileges and access to the garden site.
4. You will be allowed to reapply for membership after one year, but membership restoration will be subject to Membership Committee discretion.

- **Policy statement on non-discrimination, anti-harassment and child abuse**

The following behaviors will not be tolerated when interacting with fellow gardeners and others:

  - Displays that promote, foster or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
  - Personal attacks, harassment, insults or threatening language.
  - Abuse of any type against a minor, including, but not limited to, sexual abuse, physical abuse and mental or emotional abuse (as well as any type of bullying or hazing). Individuals seen demonstrating such behavior onsite will be told to leave immediately. Members demonstrating such behavior will have their membership and right of access to garden sites subject to suspension.
- **Restrictions on paid labor and sale of produce**

Members may not use paid labor to perform plot maintenance on an ongoing basis. Produce grown on garden sites is primarily for personal and shared use, not for monetary gain. Donations of produce to the Sitka Local Foods Network may be sold at that organization's table during Farmers Markets or at other benefit events.
- **Smoking, drug use and alcohol consumption**

SCGA garden sites are non-smoking and drug-free areas. Alcohol consumption is prohibited except during special events such as Midsummer Festival or Fall Harvest Celebration.

## Contact Information

(Details tba)

**MEMORANDUM OF AGREEMENT**  
**between**  
**CITY AND BOROUGH OF SITKA**  
**and**  
**SITKA LOCAL FOODS NETWORK**

**I. INTRODUCTION**

This Memorandum of Agreement (“MOA”) is entered into by and between the City and Borough of Sitka (the “CITY”) and Sitka Local Foods Network (SLFN), a tax exempt 501(c)(3) nonprofit whose mission is to increase the amount of locally produced and harvested food in the diets of Southeast Alaskans. The above entities are individually referred to as a “PARTY” and collectively referred to as “PARTIES”.

**II. PURPOSE**

This MOA sets forth the guidelines for the PARTIES’ development, operations and maintenance of the JARVIS STREET COMMUNITY GARDEN and the OSPREY STREET COMMUNITY GARDEN, collectively referred to as “the GARDENS, on property owned by the CITY, as further described in Section IV herein.

**III. MISSION**

In furtherance of SLFN’s mission, the GARDENS are intended to improve the health and well-being of the community in four specific areas:

1. Food—enable community members to grow and consume fresh produce
2. Family—provide the opportunity for families to have a wholesome activity together
3. Fitness—increase physical exercise through gardening activities
4. Formation of skills—help gardeners develop skills for greater self-reliance

**IV. LOCATION**

The JARVIS STREET COMMUNITY GARDEN, located on property owned by the CITY, is approximately 0.5 acres in size and is located at the northwest end of Jarvis Street in Sitka, Alaska, adjacent to the Sitka Homeless Coalition cabin shelter development and opposite a commercial mini-storage complex at 310 Jarvis Street.

The OSPREY STREET COMMUNITY GARDEN, located on property owned by the CITY, is approximately 0.5 acres in size and is located on the north side of Osprey Street in Sitka, Alaska, adjacent to the Vilandre Ballfield and Blatchley Middle School, and opposite several private residential properties.

V. **DURATION AND TERMINATION**

The GARDENS are intended to be permanent public amenities akin to parks and playgrounds. This MOA shall take effect when authorized representatives of both PARTIES have signed this AGREEMENT and shall remain in effect until terminated by either PARTY. Either PARTY may terminate this MOA upon not less than ninety (90) days prior written notice to the other PARTY. The PARTIES agree that the GARDENS shall continue to be operated under the terms of this MOA so long as the terms and conditions in this MOA are upheld.

VI. **AMENDMENTS**

This MOA may be amended or supplemented by mutual consent of the PARTIES. Such amendments or supplements shall not be binding unless they are in writing and signed by personnel authorized to bind each of the PARTIES.

VII. **PROVISION OF LAND**

In consideration for the services SLFN shall provide for developing, operating and managing the GARDENS, the CITY shall provide use of the PREMISES described in Paragraph IV herein at no cost to SLFN. In consideration for the use of the PREMISES, SLFN shall organize and promote educational use and enjoyment of the GARDENS in the best interests of the general public, and consistent with the CITY's and SLFN's missions.

VIII. **UTILITIES AND RESTROOM FACILITIES**

In further consideration for SLFN's services, the CITY shall provide and pay for the cost of ensuring that connections to the CITY's water, electricity and sewer utilities are extended either onto or near to the PREMISES. Water supplies shall be unmetered. Provision of electricity, as well as construction and maintenance of restroom facilities (as required) for the gardeners, visitors and others attending or working in the GARDENS will be negotiated between the PARTIES and attached as an amendment to this MOU.

IX. **STRUCTURES**

Plans for all new structures and for modification of existing structures on the PREMISES must be presented to representatives of the CITY for approval. All PARTIES must approve the plan before modification or construction of the structure can commence. For the purpose of this subsection, "structures" shall include signage, fences and gates. The final decision on any structural improvements will be made by the PARTIES in a separately negotiated amendment to this MOA as needed, such amendment to include at a minimum the costs to be borne by each PARTY for construction of the improvements and who shall own the improvements.

X. **MAINTENANCE OF GARDENS**

SLFN will ensure that the GARDENS are maintained in an orderly manner, and normal upkeep responsibilities such as mowing, weeding, trash removal and proper storage of bulk garden materials such as mulch and compost are carried out. Reasonable assurances shall be made for the health and safety of gardeners, visitors and other members of the public while on the PREMISES. Through coordinated periodic inspections, the PARTIES jointly shall make the final determination of whether the GARDENS are adequately maintained.

Rules and regulations for the GARDENS' maintenance shall be distributed to plot renters addressing at minimum the following: (i) gardener's responsibility for maintaining their plots; (ii) maintenance of common areas; (iii) operating hours; (iv) acceptable behavior; (v) approved parking areas; (vi) generation of garbage and proper disposal; (vii) and other such conditions PARTIES jointly or singly deem reasonable and necessary to ensure the acceptable use of the PREMISES.

XI. **INDEPENDENT CAPACITY**

The employees or agents of each PARTY who are engaged in the performance of this MOA shall continue to be the employees or agents of that PARTY and shall not be considered for any purpose to be employees or agents of the other PARTY.

XII. **DISPUTES**

If a dispute arises under this AGREEMENT, a Dispute Panel shall determine the matter in the following manner: each PARTY to this Agreement shall appoint one member to the Dispute Panel, and the members so appointed shall jointly appoint an additional unbiased third-party member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the PARTIES. The PARTIES shall share equally the costs, if any, for resolution of the dispute.

XIII. **COMPLIANCE WITH LAWS**

All PARTIES shall comply with all federal, state and local laws, rules, and regulations in carrying out this MOA. All PARTIES agree that there will be no discrimination in the performance of this Agreement on the basis of race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation (including gender identity), age, genetic history, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.





March 23, 2023

To Whom it May Concern,

As members of the Tree and Landscape Committee, we are writing this letter in support of the Proposal for the Development of community gardens in the City of Sitka. This endeavor is being spearheaded by project lead, Joel Hanson and supported by two local groups, Transition Sitka and Sitka Local Foods Network. The Tree and Landscape Committee (TLC) is a volunteer group dedicated to the beautification of our fine city through rendering hours of free labor enhancing and maintaining the grounds of city properties.

Development of community gardens is an important first step in tackling one of the main challenges facing all of us of living on an island in Alaska—food insecurity. Community gardens can be an essential resource for providing fresh, healthy food for our community.

There are many additional benefits that can be reaped from the establishment of community gardens. Besides being a source of fresh fruit and vegetables, community gardens also facilitate a sense of community and establish engagement and cooperation that can lead to friendships, enhanced feelings of belonging, and a sense of purpose from working towards a common goal.

Community gardens promote healthier lifestyles by encouraging exercise and by offering an opportunity for people to get out of the house and connect with one another. Gardening can reduce stress and result in increased feelings of wellness just from being outdoors and connecting with others.

Community gardens are found in many cities across the country, and as members of the Tree and Landscape Committee, we believe that Sitka would benefit immensely by the establishment of community gardens. We fully support this endeavor.

Sincerely,

Deb Miller, Chair

Joe D'Arienzo

Lisa Moore

Liz McKenzie

## **Draft Letter of Support**

**By: Commissioner Voisin**

To Whom It May Concern

As members of the Sustainability Commission, we are writing this letter in support of the Proposal for the Development of Community Gardens in the City of Sitka. Joel Hanson is leading this effort along with two Sitka non-profits – Transition Sitka and Sitka Local Foods Network.

The Sustainability Commission is a newly formed city commission. Its intent is “to work towards catalyzing a healthy community now and in the future by proposing solutions to environmental, social, and economic concerns of the city and borough of Sitka...”

A community gardens project fits squarely into the commissions intent. In fact, community gardens are an important step in facing one of the challenges all of us face living in Sitka – food security. Community gardens can be an essential resource for providing food and well being for our community.

Both the City’s Five Year Strategic Plan and the Comprehensive Plan clearly note the need for food security in Sitka. Community gardens specifically address those needs mentioned as well as the commission’s intent for serving the city.

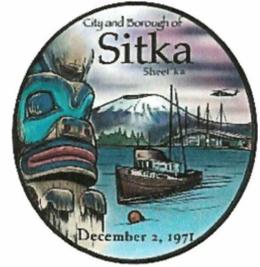
This project not only promotes healthier lifestyles, but also increases wellness through gardening. All this falls within the intent of the sustainability commission. Therefore, we fully support the Proposal for the Development of Community Gardens in the City of Sitka.

Commissioners

**POSSIBLE MOTION:**  
**NOMINATION FOR THE RECOMMENDATION OF**  
**A TOURISM TASK FORCE MEMBER**

**I MOVE** to nominate Barb Bingham as the Sustainability Commission's recommendation to the Assembly for the Tourism Task Force.

**APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS**



**Board/Commission/Committee:** Tourism Task Force

**Seat Applying For (select only ONE):**

- Sitka Tribe of Alaska Representative
- Ports and Harbors Commission Representative
- Sustainability Commission Representative
- Downtown Business Corridor
- Business in General
- Tours and Attractions
- Sitka Sound Cruise Terminal
- Community At-Large

**Name:** Barbara Bingham **Phone Number:** [REDACTED]

**Address:** [REDACTED]

**Email Address:** [REDACTED]

**Length of Residence in Sitka:** 40 years **Registered to vote in Sitka?**  Yes  No

**Employer:** Retired

**Organizations you belong to or participate in:**

Transition Sitka  
Citizens' Climate Lobby

**Explain your main reason for applying:**

It's critical that we look seriously at the impacts of tourism on our community, and the potential negative consequences of uncontrolled growth. I believe we can find a healthy balance that allows us to benefit economically from "right-sizing" both the quantity of tourist numbers and the quality of visitor experience Sitka is known for.

**What experience or credentials will you bring to the board, commission, or committee membership?**

Extensive experience in Sitka's tourism industry, including interactions with cruise ship passengers. Former business owner providing personalized fishing and ecotours to visitors and residents, current member of Island Artists Gallery Coop. Commitment to helping protect and improve the quality of life we Sitkans treasure.

**Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:**

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

**To be considered, your application must be complete AND include a letter of interest, or a resume.**

**Date:** March 30, 2023 **Signature:** Barbara L Bingham Digitally signed by Barbara L Bingham  
Date: 2023.03.30 08:50:05 -08'00'

Return your completed application and letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

PLEASE NOTE: All information submitted is public and will be published online. Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed?  Yes  No

**RETURN TO: Jess Earnshaw, Deputy Clerk/Records Specialist  
Municipal Clerk's Office, 100 Lincoln Street, Floor 3 ~ Fax: 907-747-7403 ~ clerk@cityofsitka.org**

March 29, 2023

## Bingham Letter of Interest for application to the Tourism Task Force:

My name is Barbara Lynn Bingham and I'm applying for the sustainability seat on the Tourism Task Force, which the Assembly will be creating in April. I've been a Sitka resident since the early 1980's, and have no plans and no inclination to live anywhere else. I'm now retired from varied career with a common thread of "customer service", much of it for visitors.

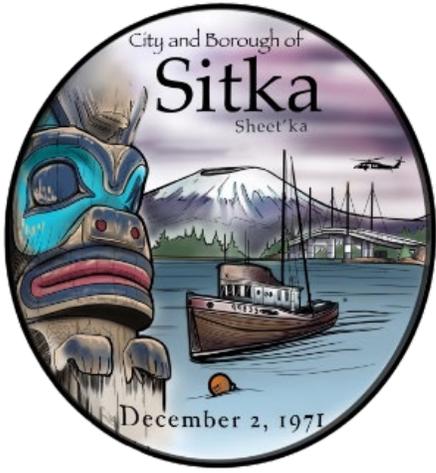
I worked my way through college as a waitress and bartender. After working for several years as a teacher's aide and then as a junior high teacher, I chose another path entirely. Starting as a deckhand in 1982, gillnetting and longlining, the desire to have my own boat and business led me, during the summer of 1984, to take a job on an ecotour boat running tours to St. Lazaria Island and around Sitka Sound. At that time our cruise ship season mostly consisted of three Holland America ships a week, and less frequent visits by the "Universe Explorer", specializing in educational cruises. Qualifying for a master's license in 1985, I worked as a hired skipper for 3 seasons before getting my own boat and joining the charter fishing line-up in 1988, running half-day fishing trips for cruise ship passengers. Acquiring a larger vessel in 1996 allowed me to expand into multi-day ecotours and other charter work around Southeast Alaska, until 2003 when I closed the business and sold the boat. I worked for Alaska Airlines from 2004 until 2014, as a customer service agent for most of that time. From the end of 2008 until October 2021, I was also resident manager at Fisherman's Quay, a converted cannery leasing space for Sitka's largest marine supply store, now LFS, 90 storage units and starting in 2012, three short term lodging units. I'm a founding and current member of the Island Artists Gallery Cooperative, open year-round on Lincoln St, and celebrating our 10<sup>th</sup> year as of March 2023. All of these occupations brought and continue to bring me into contact with both residents and visitors, and I have always found interactions with others to be enjoyable and satisfying, and maybe especially while guiding visitors, including cruise ship passengers, around the precious and incomparable beauty of Sitka Sound and Southeastern Alaska.

I'm applying for the *sustainability* seat on the Tourism Task Force because I believe that by objectively identifying and examining the impacts, both beneficial and detrimental, of tourism on Sitka, we can reach consensus on solutions that will allow us to retain our character and uniqueness, as well as continue to grow our economy. I recognize that this won't be an easy task, but I think it's critical for our community that we consider all competing interests and potential outcomes, as we strive to find a balance that will protect our economy, our health and well-being and our beautiful, friendly home town, while allowing us to continue to welcome visitors to our shores. I think that my professional experience and my appreciation of daily life in this special place make me well qualified to work through the issues the task force will address.

As required, I'm disclosing that I gain financially from the cruise ship and visitor industry. My net income from my sales at Island Artists Gallery is less than \$10,000 a year, which includes sales to residents and their visiting family and friends. This benefit will not influence my work on the task force in any way, because I believe the necessity of planning for a long-term future for Sitka far outweighs any (minimal) gain I personally accrue. I don't have any other conflicts of interest.

Barbara Bingham





# SUSTAINABILITY COMMISSION WORK PLAN NEXT STEPS

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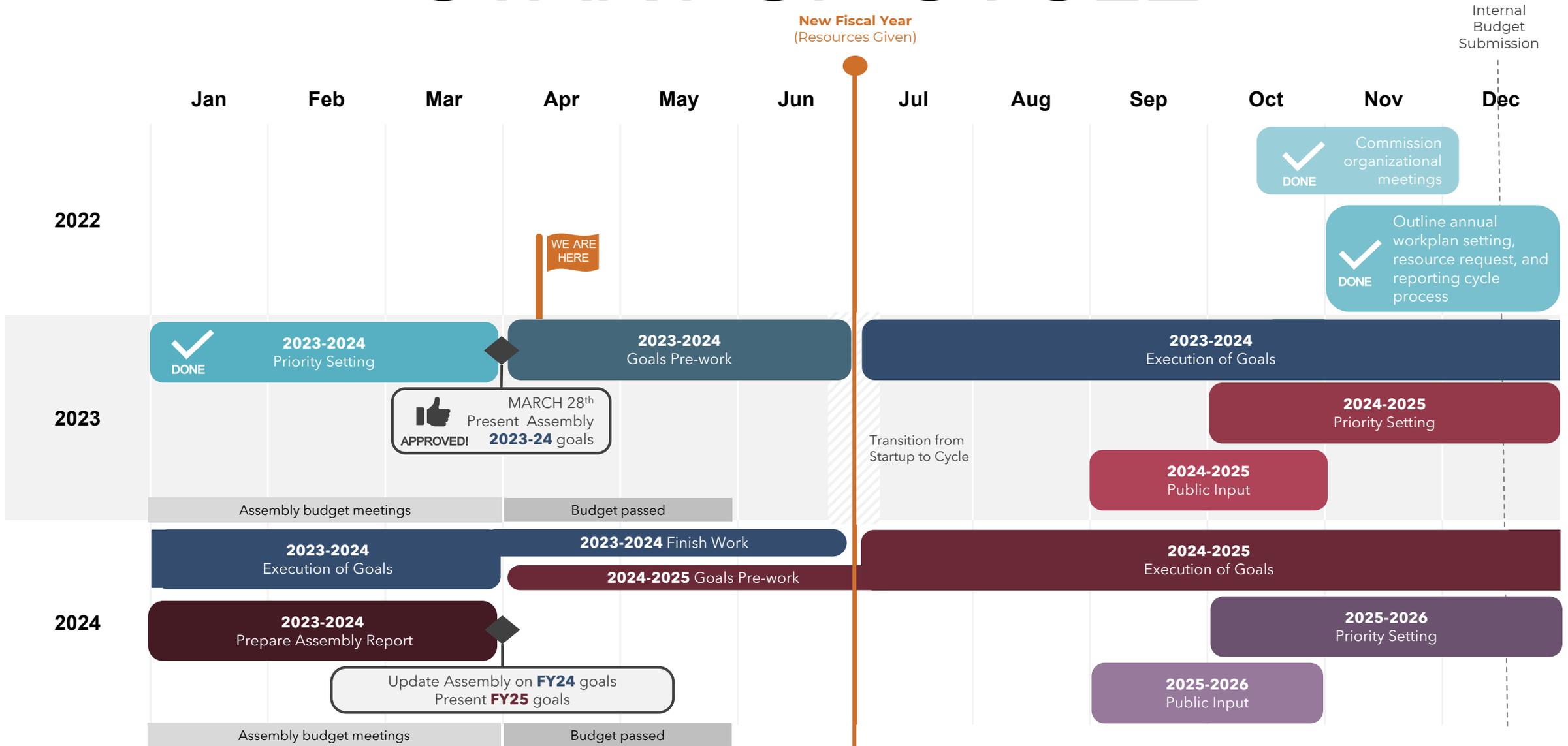


Bri Gabel | Sustainability Coordinator

Created: April 2023

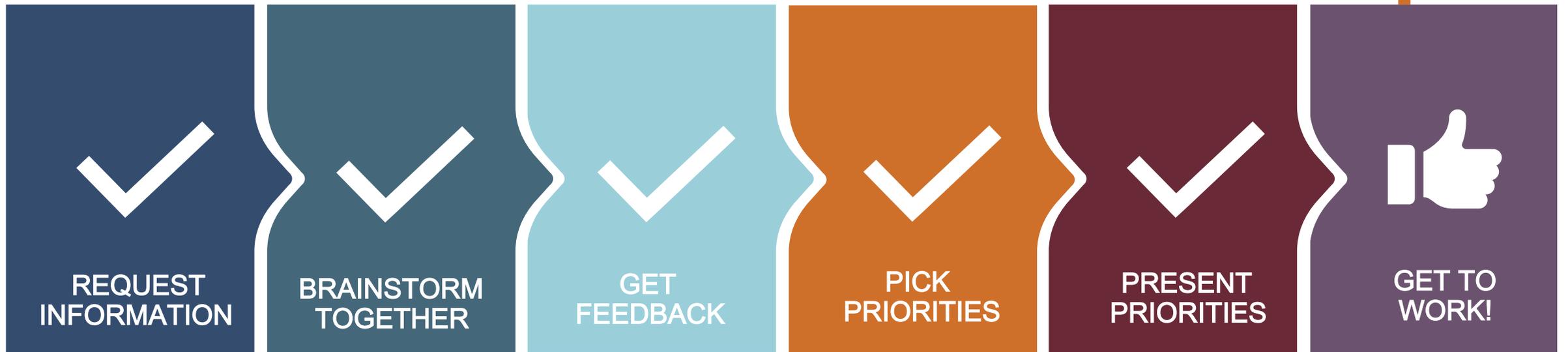


# START UP CYCLE





# PRIORITY SETTING PROCESS OUTLINE





# 2023 - 2024 GOALS



## Goal 1: Create a Community Renewable Energy Strategy

The application for 2023 is very different than 2021

### Next Steps:

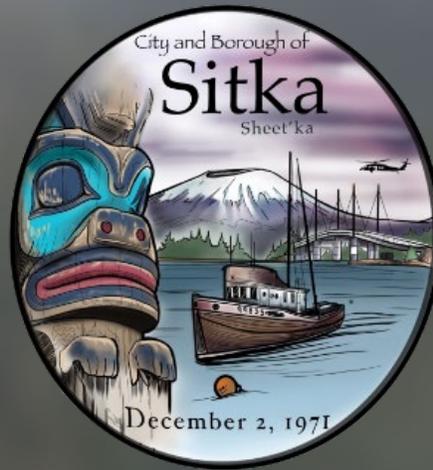
- Assembly permission to apply – Requested for April 25<sup>th</sup>
- Reminder: ETIPP Application deadline is May 19<sup>th</sup>



## Goal 2: Analyze Opportunities for Diversion of Municipal Solid Waste

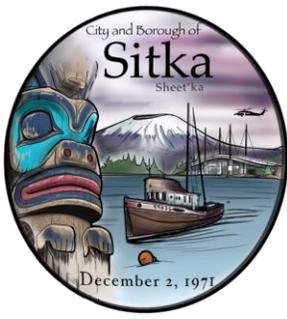


## Goal 3: Create a Municipal Fleet Transition Plan and EV Infrastructure Strategy



## Mission:

To provide public services for Sitka that support a livable community for all



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Mayor Eisenbeisz and Assembly Members  
**Thru:** John Leach, Municipal Administrator  
**From:** Amy Ainslie, Planning and Community Development Director  
Bri Gabel, Sustainability Coordinator  
**Date:** April X, 2023  
**Subject:** National Renewable Energy Laboratory (NREL) Energy Transitions Initiative Partnership Project (ETIPP) Application

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### **Background**

In 2021, the CBS Electric Department applied for and received technical assistance through the ETIPP program. This 18-month long collaboration concluded in December 2022 with a detailed report outlining the viability of various forms of renewable energy options Sitka has. The final report has not been finalized. However, many of these options will take years to implement. As electrification continues to increase as well as development in the community, Sitka is quickly approaching its firm capacity for renewable energy.

On March 28, 2023, the Assembly approved the Sustainability Commission's 2023-2024 work plan which listed the development of a community renewable energy strategy as their top priority. The Sustainability Commission has recommended the pursuit of a second-round of technical assistance to support the development of a community renewable strategy as it is well positioned to build on the initial ETIPP findings. A community renewable energy strategy will establish a shared vision of Sitka's energy future. Components of the strategy could include but are not limited to refreshing the existing baseline assessment of community emissions; forecasting energy demands and identifying priority actions; recommending feasible renewable energy options for the city to pursue, and municipal policies for consideration to increase efficient use of the current generation capacity.

Whereas the previous ETIPP work was conducted by the CBS Electric Department, this project will be managed by the Sustainability Coordinator in the Planning and Community Development Department.

### **Analysis**

This work is critical to increase the time available for the Electrical Department to amplify their renewable energy generation capacity to meet the growing demand. By building a strategy that guides efficient energy usage aimed to slow, if not negate the need of diesel generators in the future, this would also minimize the associated surge in cost for rate payers and pollutants of diesel-generated energy.

By issuing a statement of support, the Assembly demonstrates a commitment to this effort to secure Sitka's renewable energy future.

### **Fiscal Note**

If CBS is selected, the Department of Energy laboratories will work with CBS to develop a community renewable energy strategy at no cost. The only investment required is staff labor, primarily the Sustainability Coordinator, for collaboration.

### **Recommendation**

Approve the resolution supporting pursuit of technical assistance via the ETIPP.

Encl: ETIPP Application

**CITY AND BOROUGH OF SITKA  
RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING  
THE MUNICIPAL ADMINISTRATOR TO APPLY FOR THE NATIONAL RENEWABLE ENERGY  
LABORATORIES (NREL) ENERGY TRANSITIONS INITIATIVE PARTNERSHIP PROJECT (ETIPP)**

- WHEREAS**, the duly elected representatives of the City and Borough of Sitka (Sitka Assembly) are concerned for the well-being of future generations; and,
- WHEREAS**, renewable energy and climate change are issues for which the CBS has repeatedly demonstrated its concern; and
- WHEREAS**, the Assembly desires to show the NREL that the CBS has a firm commitment to its stakeholders and further its track record of implementing energy efficiency and renewable energy projects; and
- WHEREAS**, the CBS has created the Sustainability Commission and hired a Sustainability Coordinator to further demonstrate its dedication to Sitka’s sustainable future; and
- WHEREAS**, on March 28 2023, the Assembly approved the Sustainability Commission’s 2023-2024 work plan which listed the development of a community renewable energy strategy as their top priority; and
- WHEREAS**, the CBS seeks to build upon the information collected from the successful 2021 ETIPP work and utilize it to the fullest extent by supporting the development of a community renewable energy strategy; and
- WHEREAS**, a community renewable energy strategy will establish a shared vision of Sitka’s energy future with components that may include but are not limited to refreshing the existing baseline assessment of community emissions, forecasting energy demands and identifying priority actions, recommending feasible renewable energy options for the city to pursue, and municipal policies for consideration to increase efficient use of the current generation capacity; and
- WHEREAS**, the CBS desires to continue its success by finding new partners to collaborate with; and
- WHEREAS**, the NREL program is in alignment with the goals and ambitions of the CBS, with a focus on energy resiliency, renewable energy development, efficiency planning, community training, grid analysis, short and long-term planning, program financing, carbon reduction, permitting, new technologies, disaster preparedness, and resource analysis.
- NOW, THEREFORE, BE IT RESOLVED** that the Assembly of the City and Borough of Sitka hereby supports the project and authorizes the CBS Municipal Administrator to apply for the National Renewable Energy Laboratories Energy Transitions Initiative Partnership Project.
- PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on this Xth day of April, 2023.