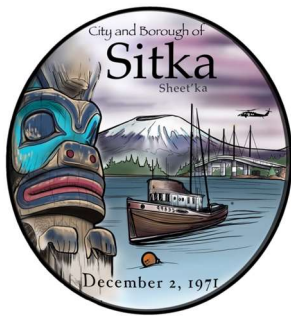


POSSIBLE MOTION

I MOVE TO approve a Memorandum of Agreement between the City and Borough of Sitka and Sitka Recreation Foundation for feasibility studies and design concept creation for a new recreation athletic facility and authorize the Municipal Administrator to execute the document.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz & Assembly Members

Thru: John Leach, Municipal Administrator *John Brantley*, Acting

From: Amy Ainslie, Planning and Community Development Director *AA*
Kevin Knox, Parks & Recreation Manager *KK*

Date: January 20, 2026

Subject: MOA for Athletic Field Feasibility Studies and Design Concepts

Background

The Sitka Recreation Foundation (SRF) and its subcommittee Sitkans for Community Outdoor Recreation Enhancement (SCORE), intends to pursue funding to evaluate the potential revitalization of existing or construction new athletic facilities in Sitka. Specifically, SRF proposes to fund necessary feasibility studies and potential design concepts for a track and field facility at either Lower Moller Field or Kimsham Field. Additionally, the scope of work includes evaluating an upgrade to the women's softball field at the Kimsham Field complex to a lighted turf surface.

To facilitate this project, a Memorandum of Agreement (MOA) has been drafted. This project-specific MOA establishes the responsibilities between the City and Borough of Sitka (CBS) and SRF, supplementing the existing Memorandum of Understanding between the parties.

SRF was formed specifically to support the strategic goals and vision of the Parks and Recreation Program as well as partnering in capital improvement projects by seeking collaborative funding opportunities from grants and donations. Formed in 2025, the SCORE team is committed to bringing improved recreation facilities to Sitka in the form of an outdoor rubber track, synthetic turf infield (for football, soccer, field events, etc.), and a turf women's softball field. SRF and SCORE have merged to align their common interests, drawing on SRF's non-profit infrastructure and its strategic relationships with CBS and Parks and Recreation.

While this project has been discussed within CBS, particularly as it related to the 2025 regular election ballot proposition #1, it has not yet been recognized as a CBS project or

included in our capital planning processes. The proposed approach as laid out in the draft MOA seeks to strike a balance between community interest and momentum for the project, CBS staffing and resource priorities, and pending completion of a Parks & Recreation Master Plan. This approach allows an interested community group to move forward with the project, and ensure that its endeavors result in usable products should the municipality choose to move forward with the project in the future – this why SRF has requested that CBS staff review the scope of work and ensure that studies and design plans meet CBS needs and specifications.

Analysis

The proposed MOA outlines a collaborative process wherein SRF bears the responsibility for securing funding and procuring professional services, while the CBS retains oversight on scope and standards.

- **Scope of Studies:** The feasibility studies will examine engineering, environmental, geotechnical, permitting, constructability, and cost considerations for a track and field at each potential site.
- **Design Concepts:** Once a preferred site is identified, SRF will contract a design firm to create a design concept that includes detailed site plans, capital cost projections, and maintenance needs. This phase will also include the design for upgrading the women's softball field at Kimsham.
- **CBS Oversight:** Before SRF contracts for these studies, they will provide draft scopes of work to the CBS for review to ensure they meet relevant CBS standards and guidelines.
- **Deliverables:** Upon completion, SRF will provide the final studies and concepts to the CBS for its use, ownership, and future planning as an in-kind donation.
- **Donor Recognition:** To assist SRF in fundraising, the MOA authorizes a tiered donor recognition structure, including plaques, signage, and naming rights for legacy donors, provided these strategies adhere to established naming and donation CBS policies.

Fiscal Note

There is no immediate fiscal impact to the City and Borough of Sitka for the feasibility studies or design concepts.

- **SRF Obligations:** SRF is responsible for securing all necessary funding and paying for the contracts in full.
- **Contingency:** SRF's obligations are contingent upon successfully securing funding; if they are unable to do so, they, nor the CBS, are required to complete the unfunded portions.
- **No CBS Obligation:** The MOA explicitly states that the CBS is not obligated to fund, design, or construct the facility. However, the CBS may contribute to future

phases if funds are available through grants or funding sources accessible exclusively to government entities.

- **Indemnification:** The CBS is held harmless regarding any commitments entered into by SRF with third-party donors.

Recommendation

Authorize the Municipal Administrator to sign the Memorandum of Agreement with the Sitka Recreation Foundation regarding the feasibility study and design concepts for athletic fields.

Encl:

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