

Minutes Des Moines City Council Municipal Facilities Committee – 06/27/2024

Council Members

Jeremy Nutting, Chair
Matt Mahoney, Vice-Chair
Gene Achziger

City Staff

Tim George, Interim City Manager
Tommy Owen, Acting Public Works Director
Scott Wilkins, Harbormaster
Bonnie Wilkins, Director of Community and Admin Services
Cortney Wilt, Events and Facilities Manager
Tommy Owen, Acting Public Works Director
Matthew Hutchins, Acting City Attorney
Laura Hopp, Admin Coordinator I

Guests: Mayor Traci Buxton

Chuck Coleman, Bill Lindscott

Meeting called to order: 4:04 pm on June 27, 2024 in the Council Chambers

Agenda

1. Approval of 04.25.2024 Minutes
2. Rental Facilities Update
3. Beach Park Buildings Discussion
4. Marina and Beach Park Paid Parking Operations and Financial Updates

Meeting:

1. The 04.25.2024 Municipal Facilities Minutes were approved as submitted.
2. Bonnie Wilkins, Director of Community and Admin Services distributed an updated 2023/2024 Events and Facilities Revenue/Expenditures chart. The goal of creating a self-sustaining Rentals Department was discussed. Some of the discussion included:
 - The Activity Center and Field House have been added back into the rental inventory after closing down during the pandemic.
 - A new limited term employee has recently been added to staff to focus on marketing.
 - The platform at Soundview Park has also been added as a possible facility rental.
 - Rentals may be booked with a deposit and must pay in full 30 days prior to event.
 - Some events require three days (typically a Friday set-up, Saturday event, Sunday clean up), but the fee is for the day of the event only.
 - Council approved fee reduction or waivers impact the revenue
 - Non-profit groups receive a 20% reduction in rental fees.
 - Is there value in the City supporting facility rentals without financial benefit?

It is recommended that the committee review the Rental Facility process and consider policy decisions. More information regarding the groups receiving discounts will be provided.

3. Ms. Wilkins provided an update on Beach Park Buildings. LED programmable outdoor lighting has been installed on the Dining Hall, the Auditorium, the Picnic Shelter and the Bathroom. It has been well received. For a fee, the lighting can be customized for events. The Founders Lodge is currently uninhabitable after asbestos remediation. It is hoped that a feasibility study and funding will give a future timeline for reestablishing use. City staff are pursuing talks with Highline School District about potential use of 3-4 classrooms. The cabin at the NW corner of the property has been designated historic. It may not be demolished. WCIA has been contacted to determine if there is an insurance liability. Although not at the Beach Park, the barn at Sonju Park was also discussed for potential demolition.
4. Harbormaster Scott Wilkins stated the Marina paid parking has been going well. Revenue for the twenty-four days of operations is over \$50,000 including sales of parking passes. It was suggested that the two parking gates as you enter the North Marina should be more clearly marked since many users assume that one of the gates is an Entry. Mr. Wilkins will follow up with additional **Do Not Enter** signs. Information on police response would be helpful in continuing discussions regarding paid parking. The paid parking equipment for Redondo is stored and ready for installation pending the construction of the Redondo Restroom. Harbormaster Wilkins anticipates bringing information on the dry stack storage to this committee in July.

The meeting was adjourned at 4:44 p.m.

Minutes submitted by: Jodi Grager, Public Works Admin Coordinator