

MINUTES

DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, March 6, 2025 - 6:00 PM

CALL TO ORDER

Mayor Traci Buxton called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Jeremy Nutting.

ROLL CALL

Council Present:

Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Yoshiko Grace Matsui; Councilmember JC Harris; Councilmember Matt Mahoney; and Councilmember Jeremy Nutting

Council Absent:

Councilmember Gene Achziger

Direction/Action

Motion made by Councilmember Jeremy Nutting to excuse Councilmember Gene Achziger; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 6-0.

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Assistant City Manager Adrienne Johnson-Newton; Senior Human Resource Analyst Jeff Schneider; Police Chief Ted Boe; Director of Community/Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Finance Director Jeff Friend; Public Works Director Michael Slevin; Community Development Director Rebecca Deming; City Prosecutor Tara Vaughn; IT Manager Chris Pauk; and City Clerk Taria Keane

CORRESPONDENCE

- No further correspondence was received beyond the emails already received by Council.

COMMENTS FROM THE PUBLIC

Comments from the public must be limited to the items of business on the Study Session Agenda. Please sign in prior to the meeting and limit your comments to three (3) minutes.

- Victoria Andrews, Citizens Advisory Committee
- Collen Gants, Citizens Advisory Committee
- Bettina Carey, Citizens Advisory Committee

DISCUSSION ITEMS

Item 1: DAY TO REMEMBER MASTER POLICE OFFICER STEVEN J. UNDERWOOD PROCLAMATION

Direction/Action

Motion made by Councilmember Jeremy Nutting to approve the Proclamation recognizing March 7, 2025 as a day to remember Master Police Officer Steven J. Underwood; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 6-0.

Mayor Traci Buxton read the Day to Remember Master Police Officer Steven J Underwood Proclamation into the record.

Item 2: City Manager Katherine Caffrey acknowledged and welcomed Jeff Schneider as the City's new Senior HR Analyst.

Item 3: DISCUSSION ON DEVELOPING A STRATEGIC PLAN

City Manager Katherine Caffrey presented a PowerPoint Presentation on developing a Strategic Plan to the Council.

Councilmember Gene Achziger arrived at the Council meeting at 6:35 p.m.

Item 4: DISCUSSION ON CITY COUNCIL COMMITTEES AND APPOINTIVE COMMITTEES

City Manager Katherine Caffrey presented a PowerPoint Presentation on City Council Committees and Appointive Committees to the Council.

Council discussed Council Committee recommendations.

Direction/Action

Motion made by Deputy Mayor Harry Steinmetz to initiate a 6-month

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pilot of the Committee of the Whole, with the option to refer subjects back to individual Committees as needed; seconded by Councilmember Jeremy Nutting.

Motion passed 5-2.

For: Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger, Councilmember Yoshiko Grace Matsui, and Councilmember Jeremy Nutting.

Against: Councilmember JC Harris, and Councilmember Matt Mahoney.

Council discussed Appointive Committee recommendations.

Council agreed to have staff consult with the Human Services Advisory Committee, Senior Services, and the Arts Commission to gather their input on Appointive Committee Recommendations.

EXECUTIVE SESSION

The Special Meeting was called to order by Mayor Traci Buxton at 7:55 p.m.

Roll Call

Council Present:

Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger, Councilmember Yoshiko Grace Matsui, Councilmember JC Harris, Councilmember Matt Mahoney, and Councilmember Jeremy Nutting.

Others Present:

City Manager Katherine Caffrey, and Assistant City Manager Adrienne Johnson-Newton.

The purpose of the Special Meeting was to hold an Executive Session to discuss the Performance of a Public Employee under RCW 42.30.110(1)(g). The Executive Session was expected to last 30 minutes.

At 8:22 p.m. Mayor Traci Buxton extended the Executive Session to 8:35 p.m.

At 8:34 p.m. Mayor Traci Buxton extended the Executive Session to 8:45 p.m.

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No formal action was taken. The Executive Session lasted 50 minutes.

The meeting adjourned at 8:45 p.m.

NEXT MEETING DATE

March 13, 2025 City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember Jeremy Nutting to adjourn; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 7-0.

[Projected Future Agenda Items](#)