

MINUTES

DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, April 3, 2025 - 5:00 PM

CITY COUNCIL COMMITTEE OF THE WHOLE

5:00 p.m. - 5:50 p.m.

CALL TO ORDER

Mayor Traci Buxton called the Committee of the Whole meeting to order at 5:00 p.m.

ROLL CALL

Council Present:

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

Council via Zoom:

Councilmember Jeremy Nutting

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Assistant City Manager Adrienne Johnson-Newton; Director of Community/Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Police Chief Ted Boe; Public Works Director Michael Slevin; Community Development Director Rebecca Deming; Planning & Development Services Manager Laura Techico; Senior Planner Jason Woycke; Land Use Planner I Alicia Jacobs; Civil Engineer Allyssa Beaver; Land Use Planner II Peyton Murphy; Finance Director Jeff Friend; Assistant City Attorney Matt Hutchins; City Prosecutor Tara Vaughn; and City Clerk Taria Keane

COMMITTEE OF THE WHOLE ITEMS

NEIGHBORHOOD TRAFFIC CALMING PROCEDURES

- Civil Engineer Allyssa Beaver presented a PowerPoint to Council on Neighborhood Traffic Calming Procedures.

CONTRACTING ALARM MANAGEMENT

- Police Chief Ted Boe presented a PowerPoint to Council on

Contracting Alarm Management.

ACCESSORY DWELLING UNITS

- Land Use Planner Alicia Jacobs presented a PowerPoint to Council on Accessory Dwelling Units.

CITY COUNCIL STUDY SESSION, **6:00 p.m. - 9:00 p.m.**

CALL TO ORDER

Mayor Traci Buxton called the City Council Study Session to order at 6:05 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember JC Harris.

ROLL CALL

Council Present:

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

Council via Zoom:

Councilmember Jeremy Nutting

Staff Present:

City Manager Katherine Caffrey; City Attorney Tim George; Assistant City Manager Adrienne Johnson-Newton; Director of Community/Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Police Chief Ted Boe; Public Works Director Michael Slevin; Community Development Director Rebecca Deming; Planning & Development Services Manager Laura Techico; Senior Planner Jason Woycke; Land Use Planner I Alicia Jacobs; Civil Engineer Allyssa Beaver; Land Use Planner II Peyton Murphy; Finance Director Jeff Friend; Assistant City Attorney Matt Hutchins; City Prosecutor Tara Vaughn; and City Clerk Taria Keane

CORRESPONDENCE

- There was no further correspondence aside from 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.

- Barbara McMichael, Chapter 4, Conservation & Environment

DISCUSSION ITEMS

Item 1: CITY LOGO DISCUSSION

- Director of Administration Bonnie Wilkins presented a PowerPoint to Council regarding the City Logo.

Item 2: CITY COUNCIL PROTOCOL MANUAL REVIEW

- The Council reviewed the City Protocol Manual and discussed the proposed changes.
- Councilmember Yoshiko Grace Matsui suggested the following changes.
 - Item 1: Bring back 26a - second reading of all ordinance changes - Council did not agree and will bring this back for discussion at another Council Meeting.
 - Item 2: Adjournment 8.06 (Q) Order of Business - Proposed this rule to be changed to read "beyond 10:00 p.m." - Council did not agree and will bring this back for discussion at another Council Meeting.

Item 3: COMPREHENSIVE PLAN UPDATE

- Community Development Director Rebecca Deming, accompanied by Planning and Development Services Manager Laura Techico, presented an in-depth PowerPoint briefing to the Council on the Comprehensive Plan Update.

Following the presentation, the Council provided feedback and suggested changes to the staff.

Item 4: CITY PROTOCOL MANUAL REVIEW CONTINUED

- Councilmember Yoshiko Grace Matsui suggested the following changes.
 - Item 3: Executive Session 8.06 (O) Order of Business – Regular Meetings. Proposed we add a section on how to extend an Executive session. According to MRSC (Municipal Research and Services Center), the "If the executive session runs long, the presiding officer must come back to the location of the regular meeting and announce the new time the open session will reconvene." No vote is needed, three other councilmembers don't need to accompany the Mayor back to the dais.

Direction/Action

Motion made by Mayor Traci Buxton to approve the Executive Session extension policy (Item 3) as discussed into a draft to revise the Protocol Manual for future Council Consideration; seconded by Councilmember Yoshiko Grace Matsui.

Motion passed 6-1.

For: Mayor Traci Buxton; Deputy Mayor Harry Steinmetz; Councilmember Gene Achziger; Councilmember Yoshiko Grace Matsui; Councilmember JC Harris; and Councilmember Matt Mahoney.

Against: Councilmember Jeremy Nutting.

1. Item 4: Code of Conduct - Assistant City Manager Adrienne Johnson-Newton will bring back the Code of Conduct policy for Councils approval.
 - Mayor Traci Buxton suggested the following changes.
 - Item 5: Adding the Councils Vision/Mission/Value to the foreward.

Direction/Action

Motion made by Mayor Traci Buxton to include item #5 as discussed into a draft revised Protocol Manual for future Council consideration; seconded by Deputy Mayor Harry Steinmetz.

Motion passed 6-1.

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

Against: Councilmember JC Harris.

- Item 6: Same item as Item 2 and will be brought back for further discussion
- Item 7: 2.08.A.6 – DMMC needs to be reflected to show that Councilmembers shall not serve on appointed City Advisory Bodies. - Council to bring back at a later date.
- Item 8: 8.5.03.B – Not practical in real life. Recommend: “The following is my opinion alone and may or may not reflect that of City of Des Moines Staff or my colleagues.” The rest can stay as information for the reader without the need to post.

Study Session Minutes
April 3, 2025

Direction/Action

Motion made by Mayor Traci Buxton to extend the meeting until 9:05 p.m.; seconded by Deputy Mayor Harry Steinmetz.
Motion failed 4-3.

For: Mayor Traci Buxton; Deputy Mayor Harry Steinmetz;
Councilmember Gene Achziger; and Councilmember JC Harris.

Against: Councilmember Yoshiko Grace Matsui; Councilmember Matt Mahoney; and Councilmember Jeremy Nutting.

EXECUTIVE SESSION

NEXT MEETING DATE

April 10, 2025 City Council Regular Meeting

ADJOURNMENT

Direction/Action
Motion made by Councilmember JC Harris to adjourn; seconded by Councilmember Matt Mahoney.
Motion passed 7-0.

The meeting adjourned at 8:59 p.m.