

MINUTES

DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, June 5, 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 Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Public Works Director Mike Slevin; Finance Director Jeff Friend; City Engineer Tommy Owen; Community Development Director Rebecca Deming; Planning & Development Services Manager Laura Techico; Assistant City Attorney Matt Hutchins; City Prosecutor Tara Vaughn; and City Clerk Taria Keane

COMMITTEE OF THE WHOLE ITEMS

- Item 1: MODERA WOODMONT DEVELOPMENT
- City Attorney Tim George and Community Development Director Rebecca Deming presented a PowerPoint on the Modera Woodmont Development Agreement.
- Item 2: SOUND TRANSIT FEDERAL WAY LINK EXTENSION UPDATE

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- Public Works Director Mike Slevin, accompanied by Linneth Riley-Hall the Executive Project Director with Sound Transit, presented a PowerPoint on the Sound Transit Federal Way Link Extension Project Updates.

Item 3: DRAFT 2026-2045 TRANSPORTATION IMPROVEMENT PLAN (TIP)

- City Engineer Tommy Owen presented a PowerPoint on the 2026-2045 Transportation Improvement Plan (TIP) Updates.

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 6:00 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 Administrative Services Bonnie Wilkins; Harbormaster Scott Wilkins; Public Works Director Mike Slevin; Finance Director Jeff Friend; Community Development Director Rebecca Deming; Planning & Development Services Manager Laura Techico; Assistant City Attorney Matt Hutchins; City Prosecutor Tara Vaughn; and City Clerk Taria Keane

CORRESPONDENCE

- There was no further correspondence 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.

- There were no public comments.

DISCUSSION ITEMS

Item 1: UPDATING RESOLUTION 1118 CONCERNING THE PROCESS OF PUBLIC CONTRACTING

- Assistant City Attorney Matt Hutchins presented a PowerPoint on proposed updates to the City of Des Moines Public Works Contracting Policies.

Item 2: 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.

Item 3: CITY COUNCIL PROTOCOL MANUAL REVIEW

Councilmember Yoshiko Grace Matsui suggested the following changes:

- Item 1: Bring back 26a - Second to reading of all ordinance changes. Council discussed change. Proposed amendment to have ordinance changes brought back on the Consent Agenda for a second reading.
- Item 2: Adjournment 8.06 (Q) Order of Business. Council discussed change. Proposed amendment to extend the ending time without a vote to 10:00p.m.
- Item 4: Code of Conduct. Proposed to add Weapons Policy and Equal Opportunity/Nondiscrimination Policies.

Mayor Traci Buxton suggested the following changes:

- Item 8: 5.03.B - Proposed the following disclaimer: "The following is my opinion alone and may or may not reflect that of City of Des Moines Staff or my colleagues." Council discussed and it was proposed to remove "staff".
- Item 9: 5.07.A, B and C - Recommended keeping A and eliminating B regarding communication to a Councilmember. Council discussed and approved the proposed amendment.

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- Item 10: 8.08.F - Proposed clarification on procedure for remote attendance to Council meetings. Council discussed item and approved the amendment.

Councilmember Matt Mahoney suggested the following changes:

- Item 11: 4.02 Add C - Proposed needing Council approval for expenses exceeding \$1,000. Council discussed eliminating tuition from the paragraph, but it did not have the support of Council to move forward. Council agreed to move forward with \$1,200.
- Item 12: 5.07 C Add 5 - Proposed to create an amendment to reference the RCW regarding personal emails. Council discussed and approved the change.
- Item 13: 7.06 3rd paragraph - Recommend adding "shall request or direct the City Manager, Department Directors, Staff or outside entity to initiate any action or prepare any report..." Council discussed the amendment and it was approved.
- Item 14: 7.08 - It was proposed to add "Councilmember interactions with staff, including the City Manager, shall be in a respectful and professional manner at all times." The amendment was approved.

Councilmember JC Harris suggested the following changes:

- Item 15: 2.08A.4 - Proposed to amend to "All committee meetings shall be noticed to the public, video recorded, and available to the public for viewing..." Council discussed and agreed to amend it further to state "staffed and appointed committees of the Council", rather than "all committee meetings".
- Item 16: 2.08 A.6 - Proposed to remove "Councilmembers may be appointed or removed by the Mayor". Council discussed the change and to also add "from committee". The amendment did not move forward.
- Item 17: 2.08 - Regarding Councilmembers being appointed as a liaison. This will be discussed further when the code is revised in regards to committees.
- Item 19: 5.01 - Recommended changing the first sentence to "An important role of a Councilmember is communication". The amendment moved forward.
- Item 20: 5.04 - Proposed to strike the first paragraph "To promote a favorable image of the City" in regards to the Mayor's role. This proposed amendment did not move forward.

EXECUTIVE SESSION

Mayor Traci Buxton called the Special Meeting to order at 8:33 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

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 20 minutes.

No formal action was taken. The Executive Session lasted 20 minutes.

NEXT MEETING DATE

June 12, 2025 City Council Regular Meeting

ADJOURNMENT

Direction/Action

Motion made by Councilmember JC Harris to adjourn; seconded by Councilmember Matt Mahoney.
Motion passed 6-0.

The meeting adjourned at 9:00 p.m.

[Projected Future Agenda Items](#)