

**City of DuPont  
Regular City Council Meeting  
February 27, 2007  
7:00 p.m.**

- Call To Order:** Deputy Mayor Cumberbatch called the meeting to order at 7:00 p.m.
- Roll Call:** Those present were Councilmembers Coffey, Crouse, Cumberbatch, Ehrenreich, Westman, and Wilcox. Councilmember Pottorff and Mayor Young were excused.
- Staff Present:** Those present were Assistant City Administrator Schauer, Assistant Fire Chief Easton, City Administrator McDonald, City Attorney Kerslake, City Clerk Larsen, Community Development Director Darling, Fire Chief Jensen, Public Works Director Zahn, and Police Chief Pohl.
- Pledge:** Deputy Mayor Cumberbatch led the flag salute.
- Appointments:** Deputy Mayor Cumberbatch recommended the re-appointment of Kathleen Trotter and Linda Jordan to the Planning Agency. A motion was made and seconded to confirm the re-appointments of Kathleen Trotter and Linda Jordan to the Planning Agency. Wilcox/Coffey 6/0 motion carried.
- Approval of Agenda:** Councilmember Westman moved item 7c Contract with K & L Gates for attorney services, to New Business. A motion was made and seconded to approve the agenda as amended. Coffey/Wilcox 6/0 motion carried.
- Public Comment:**  
*Don Dresser (1437 Heron Ct.)* expressed concern that the Parks Master Plan was not on the City website and that the citizens would not have enough information for the upcoming community meeting.  
*City Administrator McDonald* stated that the City is attempting to post the document on the website; however, there have been technical problems. He stated that hard copies are available at City Hall.  
*Maurice Toussant (1163 Cospers St)* stated that the Park Agency has discussed the Parks Master Plan at their regular meetings for 18-months. He stated that all meetings are open to the public. Mr. Toussant also suggested that citizens utilize their driveways to help with parking issues on narrow streets and posting no parking signs on the fire hydrant side of the streets. He recommended an Ordinance to address these parking issues.

**Approval of Consent Agenda Items:**

- February 13, 2007 – Regular Council Meeting Minutes;
- Claim Vouchers List – February 27, 2007 (D. Schauer);
- Sanitary Sewer Easement for Bell Hill (P. Zahn).

A motion was made and seconded to approve the consent agenda as amended. Ehrenreich/Crouse 6/0 motion carried.

**Discussion Items:**

**Exempt Employee Policy Report**

*City Administrator McDonald* provided background information on the research completed to date and highlighted key issues.

*Council* discussed individual exempt employee contracts, retention, equity among all City employees, cola increases, annual salary increases, policies, and Mayor and Council roles and responsibilities. The Council concurred to add this topic to their next work session agenda for further discussion.

**Branding the Business Community**

*City Administrator McDonald* provided background information on DuPont community branding. He requested feedback from the Council and stated that he plans to take the information back to the Lodging Tax Committee.

*Council* concurred that the report was accurate.

*Councilmember Coffey* stated that Councilmember Pottorff, although not in attendance, wished to express support for an RFP.

**Report on the Planning Agency's Review of the Sign Code**

*Community Development Director Darling* provided an update on the Planning Agency's discussions on changes to the sign code. The Planning Agency's recommendation is to maintain the sign code as is. He stated that potential problems could occur if the entire code was opened up for changes. Community Development Director Darling recommended possibly making minor changes to the sign code. He stated that he would bring specific recommendations back to the Council in April.

*Council* inquired about public signs, locations for signs, banner signs, insurance, reader boards, the roles of the ROA, and sandwich boards.

*Councilmember Westman* recommended briefing the business association on signs and expressed concern for controlling signs on private property.

*Councilmember Coffey* suggested that the City price a cherry picker for hanging signs.

**Planning Agency Status**

*Community Development Director Darling* provided background on the creation of the Planning Agency and their duties. He updated the Council on the status of the current members and informed them that there have been two vacancies for some time. He requested help redefining the Planning Agency or getting the community involved.

*City Administrator McDonald* added that according the Council Rules of Procedure, standing committees are to be reviewed by Council. He stated that we have posted numerous ads for the vacancies with no response.

*Council* concurred to help recruit for the vacancies.

**Mayor's Report: (Provided by Deputy Mayor Cumberbatch)**

- Provided a report on the PowderWorks Park Groundbreaking Ceremony that occurred on February 24, 2007, at 1 p.m.;
- Announced the Community Meeting for the Parks Master Plan scheduled for February 28, 2007, at 6 p.m.
- Informed Council that an agenda for their next workshop will be e-mailed;
- Requested feedback from Council on a possible retreat and topics for discussion;
- Reminded Council of the Cities & Towns Meeting at the Fife Bar and Grill on March 1, 2007 at 6:30 p.m.

**City Administrator's Report:**

- Informed Council that the State Audit Report is due to be released on March 2, 2007; *Councilmember Ehrenreich* thanked Finance Director Schauer and inquired as to when the next audit will occur. *Assistant City Administrator Schauer* stated that the next audit will cover 2006/2007 and occur in 2008.
- Informed Council that the spring clean-up is being scheduled for May and that we will be switching to a curbside pick up. He stated that the Goodwill donation site will still be available to our residents.

**Councilmember Reports:**

*Councilmember Wilcox* provided an update on the Council Committee System and stated that the Council has concurred to move forward. He also shared a concern from DuPont residents and Chloe Clark School about dog waste in the community.

*Police Chief Pohl* recommended that we send another reminder to citizens in the City newsletter.

*Councilmember Coffey* recommended that citizens have their doggie bags visible when walking.

*Councilmember Westman* provided an update on the Cultural Heritage Committee Meeting held on February 15, 2007. He invited Council to attend the March 1<sup>st</sup> and 15<sup>th</sup> Meetings at the City Museum at 7 p.m.

**New Business:**

**Ordinance Establishing a Donations Fund- Second Reading**

*Assistant City Administrator Schauer* provided background information on the proposed Ordinance stating that the policy was adopted at the last Council meeting. She recommended approval.

*Councilmember Westman* inquired about land donations.

*Assistant City Administrator Schauer* stated that the ordinance only addresses cash donations.

A motion was made and seconded to adopt an Ordinance amending DuPont Municipal Code Chapter 5.11 and establishing a Donations Fund. Coffey/Wilcox 6/0 motion carried. Ordinance No. 07-828

**Contract for K & L Gates for Attorney Services**

*City Administrator McDonald* provided background information on the contract for services and how the firm was chosen. He stated that we have received three proposals for the Civic Center Project and that we will need an experienced firm to negotiate the lease terms.

*City Attorney Kerslake* added that she highly recommended the firm because they have experience in dealing with lease, lease-back options and have created necessary documents that can be used as samples; therefore, decreasing the overall cost to the City.

*Councilmember Westman* inquired as to the role of the Finance Director.

*City Administrator McDonald* confirmed that she will play a supporting role to the Attorneys.

A motion was made and seconded to authorize the Mayor to sign the contract with K & L Gates for legal services associated with the Civic Center Project. Crouse/Wilcox 6/0 motion carried.

**Public/Council Comment:**

*Maurice Toussant (1163 Cosper St)* expressed support for keeping the words “nuisance” and ‘hazardous’ in the proposed Tree Ordinance and stated that property damage is not the only concern. He supported the City Council moving forward on adoption of the Ordinance before the next season change or major storm.

*Councilmember Coffey* expressed concern for moving forward on the Tree Ordinance at this time stating that it still needs additional work.

*Councilmember Ehrenreich* concurred with Councilmember Coffey and expressed appreciation for public comments on this issue.

*Councilmember Westman* thanked Councilmember Wilcox for bringing dog waste concerns forward and recommended addressing with a policy. He also recommended that we send a letter to Chloe Clark suggesting signs to restrict dogs on school property. He also reminded Council that the AWC Annual Conference will be held in Tacoma on June 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>.

*Councilmember Cumberbatch* suggested that Principal Gary Yoho could send information regarding dog waste on school grounds in his Wednesday letter home to parents.

**Adjournment:**

*Deputy Mayor Cumberbatch* adjourned the meeting at 8:45 p.m.

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Linda B. Cumberbatch, Deputy Mayor

Attest:

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Erin Larsen CMC, City Clerk