

**City of Westminster City Council Study Session
June 4, 2007**

Mayor Pro Tem Tim Kauffman called the Study Session to order at 6:35 PM. All Council was in attendance except Mayor McNally.

City Staff in attendance included: City Manager Brent McFall; Deputy City Manager Matt Lutkus; City Attorney Marty McCullough; Finance Director Tammy Hitchens; Pension Administrator Gordon Tewell; Community Development Director John Carpenter; Planning Manager Dave Shinneman; Public Information Specialist Joe Reid; Parks, Recreation and Library Director Bill Walenczak; and Management Intern Phil Jones.

The guest in attendance was Rachel Ceccarelli with the Westminster Window.

Modification to the Public Hearing Notice Procedures for Land Development Approvals

Staff believes that the current Westminster Municipal Code (WMC) requirements regarding mailing and preparation of public notice, required with public hearings for land development approvals, are in need of updating and improvement. Staff recommended that mailed public notices be mailed using first class mail instead of the current WMC requirement for certified first-class mail. This change would eliminate the need for many residents who are not home at the time of mail delivery to make trips to the post office – one trip for a public hearing notice required for a Planning Commission hearing and another trip for the notice for a City Council hearing. City Staff periodically receives complaints about this from Westminster residents. This will also reduce the cost and complexity in the preparation of mailed public notices.

Another requirement for the WMC is that the list of property owners to receive notice be prepared by a title company. Fewer title companies provide this service and City Staff continues to receive complaints from applicants for land development approvals that this is both unnecessary and inefficient. Therefore, with the proposed WMC modification, the applicant is now proposed to be the party responsible to prepare and certify this information. City Staff will continue to check this information as part of the development review process.

A Proposed Bill was presented, showing the revisions to Section 11-5-13(A) 6 and 7, regarding the preparation and mailing of public notices.

City council discussed current and proposed requirements of the WMC, and was comfortable with this appearing on the council agenda June 11, 2007.

Changes to Pension Ordinance

The Pension Protection Act of 2006 is the largest overhaul of retirement plan rules and regulations since the Economic Growth and tax Reconciliation Reform Act of 2001 (EGTRRA). While much of the PPA was directed at revamping traditional defined benefit plans, the Act did make available a number of provisions that benefit defined contribution plans like the City of Westminster Police and General Employee Pension Plans. Additionally, the PPA made permanent many provisions of EGTRRA that were due to sunset in 2010 including increased contribution limits and the Saver's Credit.

The proposed changes were discussed with both Pension Boards. The Pension Boards were in agreement with the recommended changes. The recommended changes were prepared by Staff and reviewed by Attorney Mary Brauer of Reinhart, Boerner, Van Deuren. Approving the amendments will bring the City of Westminster Pension Plans into compliance with updated tax law through the Pension Protection Act of 2006 and allow staff to submit for IRS approval in a timely manner.

City council was supportive of the pension updates and the pension plan amendments and directed staff to continue with the update process.

Adams County Open Space Policies

John Carpenter, Bill Walenczak, and Brent McFall updated council on the current standing of Adams County Open Space policies and procedures. Grant application and use of funds was discussed, as it relates to cities and park and recreation districts within the county.

Council appreciated the update and directed staff to continue advocating for Westminster and the cities of Adams County.

Mayor Pro Tem Kauffman adjourned the Study Session at 7:40 PM.