

## **AGENDA**

**CITY OF WESTMINSTER**  
**Mayor and Common Council Meeting**  
**Monday, March 9, 2026, at 7:00 pm**  
**City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157**  
[City YouTube Channel Link](#)

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
  - A) Mayor and Common Council Meeting Minutes of February 23, 2026
- 3. CONSENT CALENDAR**
  - A) Approval of a Professional Services Agreement with SB& Company, LLC, to Perform the City's Financial Statement Audits and Single Audits for FYs 2026 through 2028
- 4. REPORT FROM THE MAYOR**
- 5. REPORTS FROM COMMITTEES**
  - A) Arts Council
  - B) Economic and Community Development Committee
  - C) Finance Committee
  - D) Personnel Committee
  - E) Public Safety Committee
  - F) Public Works Committee
  - G) Recreation and Parks Committee
  - H) Technology Committee
  - I) Intergovernmental Relations Committee
- 6. COUNCIL COMMENTS AND DISCUSSION**
- 7. ORDINANCE AND RESOLUTIONS**
  - A) Adoption of Resolution 26-09, a Resolution of the Mayor and Common Council of Westminster Establishing Snow Emergency Streets Pursuant to §§ 155-44 and 155-45 of the Code of the City of Westminster. – Chief of Police Price
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
- 10. DEPARTMENTAL REPORTS**
- 11. CITIZEN COMMENTS**
- 12. ADJOURNMENT**

## **MINUTES**

**CITY OF WESTMINSTER  
Mayor and Common Council Meeting  
Monday, February 23, 2026, at 7:00 p.m.  
City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157  
[YouTube Channel Link](#)**

### **CALL TO ORDER**

**Elected Officials Present:** Mayor Becker, Council President Chiavacci, Councilmember Dayhoff, and Councilmember Pecoraro.

**Staff Present:** Director of Human Resources Brown, Director of Housing Services Brown, Director of Recreation and Parks Gruber, City Administrator Imhulse, Director of Technology Services Moore, Chief of Police Price, and Director of Finance Rodgers.

### **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

Council President Chiavacci led the Pledge of Allegiance and a moment of silence.

### **APPROVAL OF MINUTES**

A motion was made by Councilmember Pecoraro and seconded by Councilmember Hoff to approve the Mayor and Common Council Meeting minutes of February 9, 2026, and the Mayor and Common Council Work Session Meeting minutes of February 17, 2026. There was no discussion.

### **VOTE**

**AYES:** Councilmember Dayhoff, Councilmember Hoff, and Councilmember Pecoraro.

**NAYS:** None.

### **CONSENT CALENDAR**

A motion was made by Councilmember Dayhoff and seconded by Councilmember Hoff to approve the consent calendar that consisted of the following: Approval of Departmental Operating Report – January 2026. There was no discussion.

### **VOTE**

**AYES:** Councilmember Dayhoff, Councilmember Hoff, and Councilmember Pecoraro.

**NAYS:** None.

### **REPORT FROM MAYOR**

Mayor Becker thanked Director of Recreation and Parks Gruber for the wonderful Wakefield Valley Park Event Center Ribbon Cutting Ceremony that was held on Friday, February 20, 2026.

### **REPORTS FROM COMMITTEES**

Council President Chiavacci, on behalf of the Public Safety Committee, noted that the City of Westminster Police Department recently held a hiring event.

Councilmember Pecoraro, on behalf of the Public Works Committee, thanked the Department of Public Works for all their work.

### **COUNCIL COMMENTS AND DISCUSSION**

Councilmember Dayhoff thanked the City staff for their great work on the Wakefield Valley Park Event Center Ribbon Cutting Ceremony.

Councilmember Hoff provided an update on ZMA 24-01- the Willows, as it has been discussed at the City of Westminster's Planning and Zoning Meetings.

**BID**

**Award of Bid to Donald B. Smith Roofing, Inc. and Approval of a Contract for Roof Replacement Services in an Amount not to Exceed \$245,630.00**

A motion was made by Councilmember Pecoraro and seconded by Councilmember Dayhoff to award a bid to Donald B. Smith Roofing, Inc. and the approval of a contract for roof replacement Services in an amount not to exceed \$245,630.00. City Administrator Imhulse provided the staff report on the item. The Common Council discussed.

**VOTE**

**AYES:** Councilmember Dayhoff, Councilmember Hoff, and Councilmember Pecoraro.

**NAYS:** None.

**UNFINISHED BUSINESS**

There was no unfinished business to be discussed by the Mayor and Common Council.

**NEW BUSINESS**

There was no new business to be discussed by the Mayor and Common Council.

**DEPARTMENTAL REPORTS**

**Administration**

City Administrator Imhulse thanked all those involved in making the Wakefield Valley Park Event Center Ribbon Cutting Ceremony such a wonderful event. City Administrator Imhulse closed by thanking the City of Westminster's Streets Department and the Westminster Police Department for their work dealing with the recent weather event.

**Housing Services**

Director of Housing Services Brown advised that the department will be out in the City reminding residents of their responsibility in the removal of the snow on public rights-of-way (sidewalks).

**Westminster Police Department (WPD)**

Chief of Police Price provided several highlights on the department. Chief of Police Price closed his report by noting the upcoming City of Westminster Police Department Annual Award Ceremony being held on Wednesday, April 15, 2026, at the Wakefield Valley Park Event Center.

**CITIZEN COMMENTS**

There was no one wishing to address the Common Council.

**ADJOURNMENT**

Council President Chiavacci announced that the next meeting of the Mayor and Common Council would be held on Monday, March 9, 2026, at 7:00 p.m. He adjourned the meeting at 7:20 p.m.

Respectfully Submitted,

Douglass A. Barber, MMC  
City Clerk

Full audio version is available on [www.westminstermd.gov](http://www.westminstermd.gov)

Adopted by the City of Westminster Common Council on \_\_\_\_\_.



To: Mayor and Common Council  
From: Theresa M. Rodgers, Director of Finance  
Date: March 9, 2026  
Re: Approval of a Professional Services Agreement with SB & Company, LLC for Auditing Services

**Background**

In June 2023, the City posted an RFP for independent audit and financial reporting services, requesting a bid for three fiscal years (FYs) which included FY23 through FY25. Four bids were received and the two lowest bids were discarded due to the submission of incomplete bid packages. The remaining two bids were evaluated based on several criteria: qualifications, relevant experience, references, overall cost, and overall value for the proposed cost.

After thorough due diligence, staff recommended SB & Company, LLC (SBC) to the Mayor and Common Council who subsequently approved and awarded the work to SBC. Staff have found SBC competent, assigning staff to the audits who are appropriately skilled in performing the work, and SBC’s management responsive and communicative with City staff throughout each engagement, identifying areas of most importance and minimizing demands on City staff. SBC has an extensive list of governmental clients and is very well known in Maryland.

**Discussion**

The City’s Finance staff is currently implementing a new ERP (financial) system, which is anticipated to span several FYs. Due to this implementation and the competency of SBC, Staff is recommending the City continue working with its current audit firm, SBC, for the next three years. SBC has provided a proposal to prepare the City’s financial statement audit and Single Audit for FYs 2026 through 2028. The proposed fees and year-over-year increases are summarized below.

Fiscal Year	Price	Increase Over Prior Year
2026	\$ 50,000	0.00%
2027	\$ 51,500	3.00%
2028	\$ 53,000	2.91%

**Recommendation**

Staff recommends the Mayor and Common Council’s approval of a professional services agreement with SB & Company, LLC to perform the City’s financial statement audits and Single Audits for FYs 2026 through 2028, at the rates proposed above.

cc: Sara Imhulse, City Administrator



To: Mayor and Common Council

From: Christian Price, Chief of Police

Date: March 9, 2026

Re: Adoption of Resolution 26-09, a resolution of the Mayor and Common Council of Westminster establishing the City's Snow Emergency Streets.

### **Background**

Pursuant to City of Westminster Code §155-44, the Mayor and Common Council are granted the authority to designate streets or portions of streets as "snow emergency streets" by resolution. This designation is intended to facilitate the safe and efficient removal of snow during winter weather events.

City Code §155-44 further authorizes the Director of Public Works, upon the accumulation of snow to a depth of two inches or more within the City, to declare a snow emergency at their discretion. Upon such declaration, vehicles parked on designated snow emergency streets are required to be removed to ensure that snow removal operations and emergency vehicle access can be conducted without obstruction. The snow emergency remains in effect until the Director of Public Works determines that it is no longer necessary.

### **Recommendation**

Recommend adoption of Resolution No. 26-09, a resolution of the Mayor and Common Council of Westminster establishing the following City Streets as City's Snow Emergency Streets.

#### **Primary Arterial Routes (Citywide Priority)**

- Main Street – City limits to City limits
- Pennsylvania Avenue – within City Limits
- Manchester Avenue – within City Limits
- Washington Road – within City limits
- Railroad Avenue – Entire length
- John Street – Entire length
- Englar Road – Entire length

#### **Secondary Collector Routes**

- Anchor Street
- Longwell Avenue
- Center Street
- Green Street
- Bond Street
- Hahn Road
- Market Street
- Uniontown Road
- Royer Road
- Windsor Drive
- Tahoma Farm Road
- Meadow Branch Road
- Poole Road

cc: Sara Imhulse, City Administrator  
Theresa Rodgers, Director of Finance

**RESOLUTION NO. 26-09**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF  
WESTMINSTER ESTABLISHING SNOW EMERGENCY STREETS  
PURSUANT TO §§ 155-44 AND 155-45 OF THE CODE OF THE  
CITY OF WESTMINSTER**

**WHEREAS**, pursuant to the authority granted under the Charter of the City of Westminster and Chapter 155, Articles I and II, of the Code of the City of Westminster (the “Code”), the Mayor and Common Council of Westminster (the “Common Council”) possess the power and authority to regulate traffic and parking upon public streets within the corporate limits of the City; and

**WHEREAS**, Section 155-44 of the Code authorizes the designation of certain public streets or parts thereof as snow emergency streets in order to facilitate the safe and efficient removal of snow; and

**WHEREAS**, Section 155-44 of the Code further provides that whenever snow has accumulated to a depth of two inches in the City, the Director of Public Works may, in his discretion, declare a snow emergency, upon which declaration all vehicles on streets designated as snow emergency streets shall be removed immediately in order to facilitate snow removal; and

**WHEREAS**, Section 155-45 of the Code requires that all streets designated pursuant to § 155-44 as snow emergency streets shall be marked by appropriate no-parking signs during any period of snow emergency; and

**WHEREAS**, the Common Council finds that the designation of certain streets as snow emergency routes is necessary to promote the public health, safety, and welfare of the residents of the City of Westminster by ensuring adequate access for emergency services and effective snow removal operations; and

**WHEREAS**, the Common Council has reviewed the recommendations regarding streets

appropriate for designation as snow emergency routes.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of Westminster, that pursuant to §§ 155-44 and 155-45 of the Code of the City of Westminster, the streets, or portions thereof, set forth in the attached **Exhibit A**, are hereby designated as Snow Emergency Streets within the corporate limits of the City of Westminster.

**AND BE IT FURTHER RESOLVED**, that upon the declaration of a snow emergency by the Director of Public Works, parking shall be prohibited on the above-designated Snow Emergency Streets for the duration of the declared snow emergency.

**AND BE IT FURTHER RESOLVED**, that appropriate signage shall be erected to provide notice of the designation of Snow Emergency Streets as required by the Code.

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect upon its adoption by the Mayor and Common Council of Westminster.

**INTRODUCED** this \_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_  
Douglass A. Barber, City Clerk

**PASSED** this \_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_  
Douglass A. Barber, City Clerk

**APPROVED** this \_\_\_ day of \_\_\_\_\_ 2026

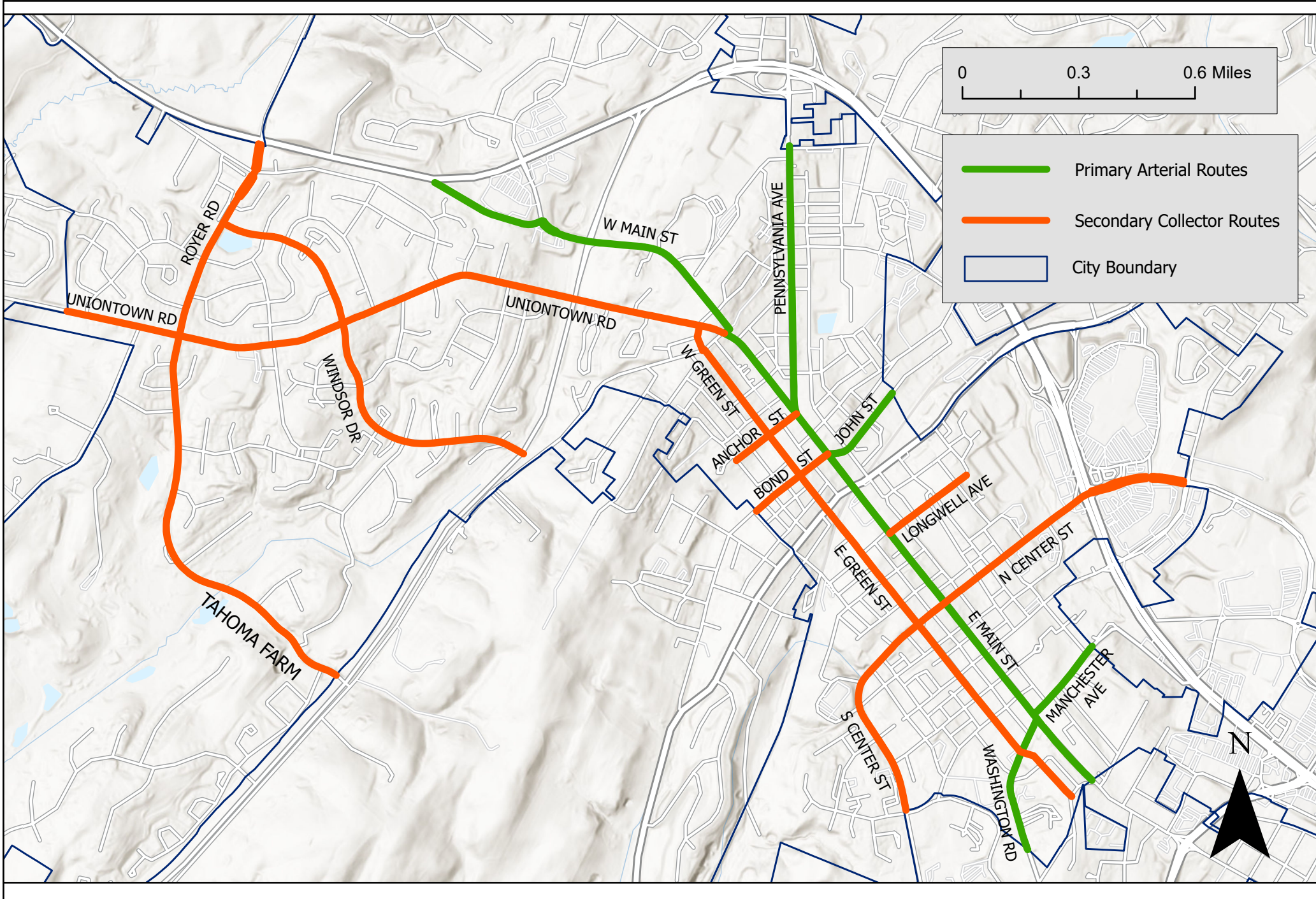
\_\_\_\_\_  
Dr. Mona Becker, Mayor

**APPROVED AS TO FORM AND SUFFICIENCY**

this \_\_\_ day of \_\_\_\_\_ 2026

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Ramsay M. Whitworth, Esq., City Attorney



# SNOW EMERGENCY STREETS

Westminister, MD



City of Westminister  
GIS Department

Produced by Westminister GIS  
(tramarao) Reference only