

Be it Remembered that the Common Council of the City of Plymouth, Indiana, met in regular session on December 10, 2018. The meeting was held in the Council Chambers, 124 N. Michigan St., Plymouth, Indiana. The meeting was called to order at 7:20 p.m.

Mayor Senter led the Pledge of Allegiance and Council Member Ecker offered prayer.

Mayor Senter presided for Councilmembers Culp, Ecker, Houin, Longanecker, Milner, and Walters. Councilmember Cook was absent.

Council Members Culp and Houin moved and seconded to approve the minutes of the last regular Common Council meeting on November 26, 2018, as presented. The motion carried.

City Attorney Surrisi presented the following Agreement for Planning Services for 2019

**AGREEMENT FOR PLANNING SERVICES**

This Agreement made and entered into by and between CITY OF PLYMOUTH, a municipal corporation of the State of Indiana acting by and through its duly elected public officials hereinafter referred to as "City" and RALPH BOOKER, of Marshall County, Indiana, hereinafter referred to as "Planner"

WITNESSETH:

WHEREAS, the City is desirous of hiring a Plan Consultant, referred to herein as "Planner," for purposes of providing planning consultation services on various planning matters which come before said City; and

WHEREAS, the parties desire to set forth the specific duties and responsibilities of said Planner.

NOW, THEREFORE, in consideration of the mutual promises and subject to the terms and conditions hereof, the parties hereto mutually agree as follows:

1. **SERVICES TO BE PERFORMED**

Planner agrees to furnish and perform the following planning services for City:

- A. Attend all meetings of the Plan Commission, Board of Zoning Appeals ("BZA") and Common Council when matters are pending before such bodies of a planning or zoning nature. Provide such bodies advice and consultation at such meetings regarding all matters then before the bodies. Make oral presentations at such meetings regarding the Planners opinions and recommendations regarding all matters then before the bodies. Perform such other miscellaneous tasks as required by the Mayor, the City Attorney or the members of the BZA, Plan Commission or Common Council at such meetings.
- B. Review all pending matters before the Plymouth Board of Zoning Appeals ("BZA") and Plymouth Plan Commission ("Plan Commission");
- C. Provide consultations as required with members of the BZA, members of the Plan Commission, City Attorney, the Mayor and other representatives of the City with regard to matters presently pending or which have been pending before the BZA or Plan Commission;
- D. Prepare written staff reports with maps, in a format suitable for printing by City personnel, for the BZA, Plan Commission and the City's Common Council with regard to all planning and zoning

matters pending before said bodies. Generate address labels for neighbors within 300' of the petitioned property and provide such labels, in a format suitable for printing, to the Recording Secretary of the Plan Commission;

- E. Offer advice and work on subdivision and zoning ordinances for the City, including the Comprehensive Plan, and assist with matters involving annexation;

- F. Aid and assist the City and its officials with regard to planning and/or zoning matters;
- G. Provide assistance to the City Engineering Department in keeping the City zoning map up-to-date;
- H. Give all recommendations from the Plan Commission and BZA to the Common Council in written form;
- I. Assist the Plan Commission Recording Secretary with all legal advertisements for the Plan Commission and BZA;
- J. Perform such other miscellaneous tasks as required by the Mayor, the City Attorney or the members of the BZA, Plan Commission or Common Council.

2. COMPENSATION FOR PLANNING SERVICES

The City agrees to pay Planner on a monthly basis from the General Fund Building Commission Department. It is agreed that the total amount for the 2019 calendar year shall be Sixteen Thousand One Hundred Fifty-One Dollars and Seventy-Six Cents (\$16,151.76), paid in monthly payments of One Thousand Three Hundred Forty-Five Dollars and Ninety-Eight Cents (\$1,345.98).

3. BINDING AGREEMENT.

It is understood and agreed that this Agreement shall be binding upon the parties hereto pursuant to its terms and conditions and both parties are duly authorized to enter into, effectuate and carry out the Agreement pursuant to its terms. Neither this Agreement nor any interest therein may be assigned by either party without the prior written consent of the other party being first had and obtained.

4. TERM.

It is understood and agreed that the effective date of this Agreement shall be January 1, 2019, and that this Agreement shall be in full force and effect for the entire calendar year of 2019.

5. TERMINATION.

Notwithstanding, paragraph number 4 above, either party to this Agreement may terminate this Agreement, with or without cause, by giving the other party thirty (30) days prior notice that the party wishes to terminate this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY:

\_\_\_\_\_  
Mark Senter, Mayor

ATTEST:

\_\_\_\_\_  
Jeanine M. Xaver, IAMC/CMC, Clerk-Treasurer

PLANNER:

\_\_\_\_\_  
Ralph Booker, Plan Consultant

Council Member Culp and Ecker moved and seconded to adopt the agreement as presented. The motion carried.

Surrisi also presented the Agreement for Transportation Services for 2019.

Council Members Ecker and Houin moved and seconded to adopt the agreement as presented. Upon further discussion, Ecker rescinded his motion and motioned to table it until the January meeting. Houin seconded the motion. The motion carried. Council Member Walters abstained.

City Attorney Surrisi presented Ordinance No. 2108-2144, An Ordinance Adopting the Fee Schedules for the Department of Aviation and the Department of Parks and Recreation for the City of Plymouth and Addressing Miscellaneous Fee Matters, on first reading.

Surrisi then presented the following:

- Resolution No. 2018-834, A Resolution Providing for the Transfer of Appropriation in the Law Enforcement Continuing Education Fund
- Resolution No. 2018-835, A Resolution Providing for the Transfer of Appropriation in the Deferral and Diversion Fund
- Resolution No. 2018-836, A Resolution Providing for the Transfer of Appropriation in the Local Road and Street Matching Grant Fun
- Resolution No. 2018-837, A Resolution Providing for the Transfer of Appropriation in the Local Road and Street Matching Grand Fund – 2017

Council Members Houin and Ecker moved and seconded to approve Resolutions No. 2108-834 through 837. The motion carried by roll call vote:

AYES: Culp, Ecker, Houin, Longanecker, Milner, Walters

NAYS: None

ABSENT: Cook

Members Ecker and Houin moved and seconded to accept the following communications:

- Minutes of the Board of Public Works and Safety meeting of November 26, 2018
- Minutes of the Urban Forest and Flower Committee meeting of November 21, 2018

The motion carried.

There being no further business to come before the council, Mayor Senter declared the meeting adjourned at 7:30 p.m.

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Jeanine M. Xaver, IAMC / CMC  
Clerk-Treasurer

APPROVED

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Mark Senter, Mayor