

To: President and Members of the Munster Town Council
From: Patricia Abbott, Controller/Interim Town Manager
Date: February 17, 2025
Re: Engagement Letter: On-Call Planning

The Community Development Department has requested approval of an engagement letter with HWC to perform on-call planning services to through December 31, 2025, at a cost not to exceed \$57,470.00. The scope of work includes a separate item to update the Rules and Regulations of the Munster Board of Zoning Appeals and Munster Plan Commission for a lump sum fee of \$2,530.00. The total cost would not exceed \$60,000.00 and would be paid from the LIT-Economic Development Fund.

RECOMMENDED ACTION:

By motion and roll call vote, approve the Agreement to Provide Services dated February 4, 2025, to provide on-call planning services and update of the Rules and Regulations of the Munster Board of Zoning Appeals and Munster Plan commission, for an amount not to exceed \$60,000.00 to be paid from the LIT-Economic Development Fund.