

RESOLUTION NO. 1555

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF WEST BRANCH AND THE UNIVERSITY OF IOWA'S SCHOOL OF URBAN AND REGIONAL PLANNING.

WHEREAS, the City of West Branch is in need of planning services to assist the West Branch Preservation Commission in updating the City's 2009 Historic Preservation Plan; and

WHEREAS, the update of the West Branch Preservation Plan is part of the process for the City obtaining Certified Local Government (CLG) status, which would assist the City of West Branch in the pursuit of various historic preservation grants, and

WHEREAS, the City of West Branch is also in need of planning services to assist the West Branch Planning and Zoning Commission in updating the West Branch Comprehensive Plan, amended April 1, 2013; and

WHEREAS, it is the best practice to update comprehensive plans every five years, and

WHEREAS, the University of Iowa's School of Urban and Regional Planning has submitted a planning services agreement to perform these service in 2017; and

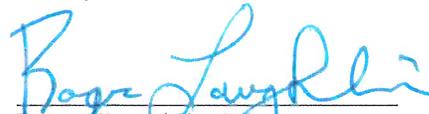
WHEREAS, the agreement calls for two students to provide planning services during the spring semester in the amount of \$9,408; and

WHEREAS, the agreement calls for one student to provide planning services during the fall semester in an amount not to exceed \$5,000; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with the University of Iowa's School of Urban and Regional Planning is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 17th day of January, 2017.

  
\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

  
\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

**Proposed Agreement between the City of West Branch  
and the University of Iowa's School of Urban and Regional Planning**  
December 23, 2016

The School of Urban and Regional Planning (Planning) will assist the City of West Branch (City) in producing by the end of calendar year 2017: (1) an update to the City's 2009 Historic Preservation Plan, and (2) an update and extension of the City's 2012 Comprehensive Plan.

Best municipal practice is to update and revise such plans approximately every five years. Moreover, cities need current plans for various grant programs. (For example, the plan requirements for obtaining and keeping Certified Local Government (CLG) Status in Iowa are described on page 39 of the revised 2015 Guide to Iowa's Certified Local Government Program at <https://iowaculture.gov/history/preservation/certified-local-governments>. CLG status is an application prerequisite for various historic preservation grants. Over 100 cities and counties in Iowa have Certified Local Government status, but not West Branch.)

This work will employ two of the Planning School's second-year graduate students on a quarter-time basis during the spring of 2017, and one second-year student during the fall of 2017. The students will be supervised by Professor John W. Fuller. Planning will provide workspace and computer facilities for the students, including mapping capabilities through geographic information systems software.

It is anticipated that these planning efforts will involve meetings and interviews with City Council members, city staff, and members of city commissions. On-site investigations are expected. Public hearings in West Branch are also anticipated for both plan updates. City Manager Matt Muckler will act as liaison for these activities.

The City and Planning will share the cost of student employment equally. It is Planning's practice to cost-share such efforts with selected local governments where opportunities exist for students to engage in suitable professional planning activity. For the spring semester the support cost to the City will be \$4,704 per student, one-half the student employment expense. This sum will be billed to the City towards the end of the semester. The per-student cost for the fall semester will be determined at the start of the University's fiscal year, and is expected to be slightly higher.



GRADUATE COLLEGE  
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January 26, 2017

Roger Laughlin  
Mayor  
City of West Branch  
PO Box 218 – 110 N. Poplar St.  
West Branch City, IA 52358

Dear Mr. Laughlin,

We are pleased that, as stated in Resolution No. 155, we will be able to assist the City of West Branch with planning services during the Spring 2017 semester, by providing two students from our program. As discussed with Dr. Fuller, your portion of funding for the semester will be \$9,408.00. The Spring semester began on Tuesday, January 17<sup>th</sup> and ends on Friday, May 12<sup>th</sup>.

A quarter-time assistantship averages a ten-hour per week effort for the duration of the appointment.

We will send you a bill the first part of May for the Spring semester.

If you are in agreement with the above, please sign below.

Sincerely,

Charles E. Connerly  
Director and Professor

Roger Laughlin  
City of West Branch Mayor

Date