

**CITY OF CARSON PUBLIC HEARING REGARDING PROPOSED APPLICATION TO CDBG GRANT PROGRAM FOLLOWED BY THE REGULAR CITY COUNCIL MEETING – OCTOBER 10, 2022**

Council Present: Houser, Pilling (via phone), Richardson, and Graves was in attendance via phone from 7:53 PM – 8:15 PM. Mayor Todd was present. Council Absent: Rose. Staff present: Duede. Public Present: City Attorney Steve Krohn, Grand Anderson-MAPA, Tyler VonWeihe City Structural Engineer-Shuck Britson, Jill Richardson-Judge Richard Distillery LLC.

Mayor Todd opened the public hearing regarding the proposed application to the Community Development Block Grant (CDBG) for Assistance for Downtown Upper Story Housing at 7:32 PM. Grant Anderson of MAPA was present to discuss the City's intent to apply to the Iowa Economic Development Authority, Upper Story Housing Conversion CDBG grant program. The Developer/Property Owner provided detailed information regarding the project, stating there would be a team consisting of an engineer, general contractor, (MAPA) Metro Area Planning Agency, the City, and the Developer/property owner working together to complete the project within one year from the start to the completion of the project. The need for this proposed project was identified in the City Housing Study that was completed in 2020 and the City's Housing Assessment Study that was completed in 2022, which identified the need for Carson to have 5 new workforce housing rental units. This proposed project would fulfill 3 of those units. The city is finishing up its city community needs strategic plan in 2022. Anderson summarized the following information regarding the project: the proposed activity will be funded and sourced of funds from City LMI funding allocation \$75,000, Property Owner Contribution \$105,000, and a request to the upper story CDBG program \$375,000 plus an administration fee established by MAPA. The City's application will be submitted by November 1, 2022, and request \$375,000 in CDBG Grant funds plus the administration fee established by MAPA. The City and the developer state that 100% of all of the grant and project funds will benefit persons of low to moderate income. The site for the proposed project activities will be conducted at 114 and 116 Broadway Street, Carson, Iowa. These three upper-story housing units will be new to the market and there will be no displacement of persons or businesses as a result of the funded activities project, therefore no plans are needed to assist any persons or businesses due to displacement. MAPA read the developer's plans for the nature of the proposed activity: 114 Broadway Street – Upper story was home to the Carson Critic Newspaper. The proposal includes rehabbing this space into 2 two-bedroom 1-bathroom apartments that meet Iowa Green Streets criteria. 116 Broadway Street – Upper story had contained housing at one time the last occupancy of this unit was over 25 years ago. The proposal for this space is to rehab the unit into a three-bedroom 2-bathroom unit that meets Iowa Green Street criteria. All of these units will be rented at affordable rental rates for Low to Moderate Income occupancy. The developer/property owner stated the Iowa Green Street Criteria set the standards for insulation, HVAC efficiencies, doors and windows. Additional information regarding the project is on file for public review regarding the project. There were no further comments to read or were made during the public hearing. Mayor Todd closed the hearing at 7:37 PM.

Mayor Todd called the regular City Council meeting to order at 7:37 PM, followed by the pledge of allegiance.

Richardson made a motion to approve the meeting agenda, seconded by Houser – 3 ayes.

Public Forum. No comments were made.

Houser made a motion to approve Resolution 2022-32 (Approve Proposal for Asbestos Removal Services- 119 & 121 Broadway-Bockmann Inc. of Lincoln, Nebraska \$6,400), seconded by Richardson – Roll Call 3 Ayes: Houser, Pilling, Richardson.

Steve Krohn, City Attorney and Tyler VonWeihe, City Structural Engineer of Shuck Britson were present to discuss the plans for the demolition of the City-owned structures at 119 & 121 Broadway, as well as the Letter of Intent that was sent to the Property Owners of 115 Broadway regarding the City's intent to demolish the property at 119 & 121 Broadway and the work that will be done to shore up the common wall between 119 and 115 Broadway. The city engineer will be visiting the site during key moments of the project to provide inspections and monitor the work. Council member Graves joined the meeting via phone at 7:53 PM. The mayor provided an update on the discussion regarding the downtown demolition.

Houser made a motion to approve Resolution 2022-33 (Approving Plans, Specifications, and Form of Contract Building Demolition), seconded by Richardson – Roll Call Vote 4 Ayes: Houser, Pilling, Graves, Richardson.

City Council reviewed the demolition bid tabulation. Only one bid was received from Nixon Construction of Council Bluffs, Iowa for the building demolition of City-owned properties at 119 & 121 Broadway, \$440,895.10. The structural engineer, VonWeihe, recommends the acceptance of this bid for the project.

Richardson made a motion to approve Resolution 2022-34 (Making Award of Contract for Building Demolition - Nixon Construction of Council Bluffs, Iowa, \$440,895.10), seconded by Houser – Roll Call 4 Ayes: Houser, Pilling, Graves, Richardson.

Structural Engineer VonWeihe discussed Change Order No. 1 for the Demolition Project. Richardson made a motion to approve Change Order No. 1 for Building Demolition Contract, reducing the Nixon Construction Contract amount to \$338,527.60, seconded by Houser – 4 ayes.

City Council Reviewed the Contract and Bonds for the 2022 Water and Sewer Main Project. Houser made a motion to approve Resolution 2022-35 (Approving Contract and Bonds for 2022 Water and Sewer Main Extension-Vicker

Drilling of Creston, Iowa, \$183,742.00), seconded by Richardson – Roll Call 4 ayes: Houser, Pilling, Graves, Richardson.

Jill Richardson was present to discuss a proposal for a new family Judge Richard Distillery LLC operation in Carson and request a temporary zoning use permit to manufacture the distillery at parcel 7440 02 360 025 and request a street address for the parcel. Jill Richardson stated they once they were operational, they would like to purchase property in downtown Carson and build a new facility that would include a tasting room, and upper-story housing unit(s), and relocate the distillery manufacturing to the downtown site. Administrator Clerk Duede stated the city zoning ordinance needs to be amended to address distillery operations, perhaps as commercial business operations, and review the lot size requirements for industrial zone parcels. Houser made a motion to recommend that the City Planning Zoning &/or Board of Adjustment proceed with considerations to temporarily permit Judge Richards Distillery LLC to utilize their residentially zoned parcel at 7440 02 360 025 as a manufacturing site pending the results from the required public hearing proceedings and neighboring property notifications for public comment on the request, seconded by Pilling – 3 ayes: Houser, Pilling, Graves. 1 abstain Richardson. Motion carried. The City Administrator Clerk will notify the Planning and Zoning and Board of Adjustment and will schedule public hearings and public notifications regarding this consideration and further discussion.

Grant Anderson of MAPA discussed community development and housing needs assessment. Anderson stated the city has proactively maintained a current housing needs assessment study in 2020 and again in 2022 and that the city has the knowledge and is making efforts to promote fair and affordable housing efforts. Anderson also stated the city's comprehensive plan is approximately 8 years old and the city's strategic needs assessment capital improvement plan is regularly maintained and updated. Anderson discussed LMI households for workforce housing, as well as HUD standards and requirements.

Houser made a motion to approve Resolution 2022-36 (Approve Supporting a Community Development Block Grant Upper Story Housing Conversion Program Application), seconded by Richardson – Roll Call 3 Ayes: Houser, Pilling, Richardson.

Phone connection was lost with Council member Graves at 8:15 PM, he was recorded as absent at that time.

Houser made a motion to approve Resolution 2022-37 (Schedule public hearing and notice to advertise for bid letting for city-owned residential vacant lots: 316 North Central Street, 218 North Locust Street), seconded by Richardson – 3 Ayes: Houser, Richardson, Pilling.

Houser made a motion to approve resolution 2022-38 (Amend Employee Handbook – Employee Insurance Benefits Waiting Period from 90 days to 60 days to comply with the federal healthcare reform/affordable care act ACA), seconded by Richardson – 3 ayes: Houser, Richardson, Pilling.

Houser made a motion to approve Resolution 2022-39 (Declaring an Official Intent Under Treasury Regulation 1.150-2 to Issue Debt to Reimburse the City for Certain Original Expenditures Paid in Connection with Specified Projects), seconded by Richardson – 3 ayes: Houser, Richardson, Pilling.

Richardson made a motion to approve Resolution 2022-40 (Approve Amendment to City Zoning for Parcel 408 South Rodeo Drive, Carson, Iowa), seconded by Houser – 3 ayes: Houser, Pilling, Richardson. Houser made a

motion to approve Resolution 2022-41 (Approve Temporary Street Closure for City Surplus Property Auction – October 29, 2022), seconded by Richardson – 3 ayes: Houser, Pilling, Richardson. Richardson made a motion to approve the first Reading of Ordinance 254 (Amend Section 90.11 Installation of Water Service Pipe), seconded by Houser – 3 Ayes: Houser, Pilling, Richardson. Houser made a motion to approve the first Reading of Ordinance 255 (Amend Section 49.05 Violations Local Ordinance), seconded by Richardson – 3 Ayes: Houser, Pilling, Richardson. City Council reviewed a proposal from Fox Creek for grant writing and administration services, no action taken.

City Administrator Clerk will contact Fox Creek regarding the city's current project commitments. Houser made a motion to pay for June 15, 2022 storm damage repairs from cash on hand rather than filing an insurance claim, seconded by Richardson – 3 ayes. Houser made a motion to approve releasing the housing rehab grant lien from the property at 350 North Allen as sufficient time has passed since the agreement was executed between the property owner and city, seconded by Richardson – 3 ayes. Houser made a motion to approve the consent agenda, seconded by RICHARDSON – 3 ayes. The consent agenda consisted of September minutes, October bills, Utility Report, Community Center Report, Fire Department Report, Overtime Report, Clerk & Treasurer Reports, Municipal Infraction Report, and Sheriff's Report.

Richardson made a motion to adjourn at 8:26 PM, seconded by Houser – 3 ayes.

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Tim Todd, Mayor

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Attest: Brianne Duede, City Administrator Clerk

**City of Carson July Income 2022:** General \$27,966.23. Road Use \$8,105.55. TIF \$10,004.55. Debt Service \$880.21. Capital Project Downtown Revitalization \$17,456.92. Water \$15,643.80. Sewer \$15,917.19. Garbage \$6,099.99. Total Income \$102,074.44. **City of Carson July Expense 2022:** Capital Project Downtown Revitalization \$19,215.08. General \$32,501.92. Road Use \$5,241.28. Debt Service \$500.00. Water \$11,149.57. Sewer \$11,206.41. Garbage \$4,961.77. Total Expense \$84,776.03.