

## **AGENDA**

### **MEETING OF THE MIDLAND CITY HOUSING COMMISSION MONDAY, SEPTEMBER 12, 2016**

**3:00 P.M.**

**CITY HALL | COUNCIL CHAMBERS OVERFLOW ROOM  
333 WEST ELLSWORTH STREET  
MIDLAND, MI 48640**

1. Roll Call
2. Approval of Minutes
  - a. June 6, 2016 Regular Meeting
  - b. July 8, 2016 Special Meeting
3. Public Comments
4. Reports
  - a. Senior Housing – Kim Samborn & Lori Jung
5. New Business
  - a. 2017 Meeting Schedule
6. Fair Housing Update
7. Communications
8. Future Meeting Date
  - a. Mid-October 2016 – Special meeting
  - b. December 5, 2016 – Next regular meeting
9. Adjournment

**MINUTES**  
**REGULAR MEETING OF THE MIDLAND CITY HOUSING COMMISSION**  
**MONDAY, JUNE 6, 2016 AT 3:00 P.M.**  
**WASHINGTON WOODS SENIOR LIVING COMMUNITY**  
**GERSTACKER ROOM**  
**821 CAMBRIDGE STREET**  
**MIDLAND, MICHIGAN**

**1. Roll Call**

PRESENT: Burgess, Mortensen, Garchow, and Wright

ABSENT: Loose

**OTHERS**

PRESENT: Brad Kaye, Assistant City Manager for Development Services; Grant Murschel, Community Development Planner; Kim Samborn, Manager of Senior Housing; Lori Jung, Assistant Manager of Senior Housing; and one (1) other.

**2. Approval of Minutes**

**a. February 8, 2016 – Special Meeting**

**b. March 2, 2016 – Special Meeting**

**c. April 4, 2016 – Special Meeting**

It was moved by Wright and supported by Burgess to approve the meeting minutes of February 8, 2016, March 2, 2016, and April 4, 2016 as written. The motion was approved unanimously.

**3. Public Comments**

None

**4. Reports**

**a. Senior Housing – Kim Samborn & Lori Jung**

Samborn and Jung reviewed the quarterly Senior Housing reports with the Commission. They explained the collection of events and activities that have been going on in each facility, as well as the occupancy rates and waitlist updates.

**5. Fair Housing Update**

Murschel presented the latest fair housing testing data sent to him by Legal Services of Eastern Michigan. He reported that ongoing tests have shown some instances of differential treatment but that so far in 2016, LSEM has not submitted any formal discrimination complaints due to circumstances within the city.

**5. Communications**

Murschel updated the Commission on the need to begin the process of developing PILOT review standards. Kaye and Murschel indicated that the development of these policy standards would be primarily facilitated by a work group that would be set up as an advisory group to the Housing Commission. The project would start with a comprehensive look at PILOT policy standards of the past and a thorough history of the program presented to the Housing Commission. From there the work group would be formed to begin drafting standards and reviewing applicable research on best practices in other communities. Out of this work group

would come a set of standards recommended to the Housing Commission. The Housing Commission would ultimately forward an agreed upon set of standards to the City Council for their review and approval.

Garchow wondered if the work group that is set up would be given guidelines to avoid the debate about whether or not PILOTs should exist. Kaye commented that the debate over PILOTs existing is one for City Council to have; the purview of the work group would be to develop a set of policy standards that meet best practices and the need within the community to provide additional housing supply for the lowest of income residents.

The Commission agreed to this outline and will work on setting a special meeting to review the history in the later part of June or early July.

Murschel, Samborn and Jung communicated that an update to a portion of the senior housing policy is needed. Samborn and Jung review examples and discussed the best ways of moving forward on this review. The Commission agreed that review of the policy appears necessary and encouraged Samborn and Jung to bring forward additional information at an upcoming meeting to discuss any proposed changes.

#### **7. Washington Woods Rehabilitation Project Tour**

Samborn and Jung gave a tour of the ongoing rehabilitation activity that is taking place at Washington Woods.

#### **8. Future Meeting Date**

- a. Late June 2016 – Special Meeting**
- b. September 12, 2016 – Next Regular Meeting**

#### **6. Adjournment**

The meeting was adjourned by Vice-Chairman Mortensen at 4:32 p.m.

Respectfully submitted,



Grant Murschel  
Community Development Planner

MINUTES ARE NOT FINAL UNTIL APPROVED BY THE MIDLAND CITY HOUSING COMMISSION.

**MINUTES**  
**SPECIAL MEETING OF THE MIDLAND CITY HOUSING COMMISSION**  
**FRIDAY, JULY 8, 2016 AT 9:00 A.M.**  
**COUNCIL CHAMBERS OVERFLOW ROOM**  
**CITY HALL**  
**333 WEST ELLSWORTH STREET**  
**MIDLAND, MICHIGAN**

**1. Roll Call**

PRESENT: Loose, Mortensen, Garchow, and Wright

ABSENT: Burgess

OTHERS

PRESENT: Brad Kaye, Assistant City Manager for Development Services; Grant Murschel, Community Development Planner; and one (1) other.

**2. Public Comments (unrelated to items on the agenda)**

None

**3. New Business**

**a. PILOT Policy Review Project**

Murschel began by explaining the contents of the staff report on this item. The report included a detailed summary of the recent Payment in Lieu of Taxes (PILOT) proposals by Lockwood Development for Bracken Woods Apartments. He highlighted the various sections particularly as it related to the lessons learned during the two review cycles. The lessons learned will provide the basis for the goals and objectives of the proposed work group that will be charged with drafting PILOT policy revision recommendations to the Housing Commission.

Mortensen commented that she would like the group to also review the feasibility of annual income recertification of the tenants living within future PILOT developments and that the *Exhibit 1* questions that were drafted by City Council should be included as a starting point. She also commented that the idea of new requirements for ongoing maintenance might also be good to explore.

Garchow wondered if the burden would lie on the landlord/property manager or on the Michigan State Housing Development Authority (MSHDA) for annual recertification of tenants. This should be explored by the work group.

Kaye commented that it appears that the best time for recertification would be at the time of lease renewal.

Wright questioned whether or not the current City Council is supportive of future PILOTs. If not, the review of the PILOT policy might prove to be inappropriate at this time. Kaye commented that it is the posture of the current Council to have the Housing Commission review the current policy and provide a recommendation on revisions to improve it. Since there are many PILOTs that have been approved within the city, it can be known that previous City Councils have been supportive of these types of housing developments.

Garchow spoke regarding the situation where extremely low-income residents might qualify to live in a PILOT unit but the rental rate as set by MSHDA might still be "unaffordable" for that person, meaning more than 30% of their income. Murschel indicated that it will be key to narrow down the focus of the work group to the income levels that are experiencing the most need in the community. This way the word "affordable" will be less elastic and more significant. Murschel stated that it will also be important for the group to study the existing rental market segments within the city's market. PILOT rental rates are set by MSHDA on an annual basis; it will be important for the work group to know how these rates compare to the rents being charged by local landlords. While this information might be difficult to obtain voluntarily from landlords, it will prove where

PILOT projects are directly competing in the market.

The Housing Commission compiled the following list of groups or organizations to participate in the work group, in no particular order:

1. Midland County Continuum of Care
2. Midland Area Homes – Midland County's designated Housing Assistance and Resource Agency (HARA)
3. Affordable Housing Alliance
4. Midland Area Real Estate Investors Association (MAREIA)
5. Midland Board of Realtors
6. A local landlord or property manager not represented by MAREIA
7. Housing specific attorney – either real estate or fair housing
8. Two (2) members of the Housing Commission – Burgess, Mortensen, or Loose
9. Local bank or other lender
10. Department of Health and Human Services (DHHS)

Sid Hansen, member of MAREIA, indicated that it might be appropriate to have a MSHDA representative to participate. The Commission decided that it would be appropriate to bring in a MSHDA representative as a subject matter expert rather than having one participate in every meeting.

Garchow indicated that since City Council has demonstrated that they are willing to have PILOTs in the community as long as they are serving a need, it will be important for the work group to draft a policy that does not defeat the feasibility of PILOT projects altogether.

It was moved by Mortensen and supported by Wright to establish the PILOT policy work group as a subcommittee of the Housing Commission with the objectives as discussed and with the representation as listed. The motion passed unanimously (4-0).

#### **4. Communications**

Murschel explained that the U.S. Department of Housing and Urban Development has approved the City's 2016-17 Annual Action Plan for the Community Development Block Grant (CDBG) program. This approval includes all of the proposed activities that were part of the approved CDBG budget as approved by City Council and recommended by the Housing Commission.

#### **5. Future Meeting Date**

- a. **September 12, 2016 – Next Regular Meeting**

#### **6. Adjournment**

The meeting was adjourned by Chairman Loose at 10:36 a.m.

Respectfully submitted,



Grant Murschel  
Community Development Planner

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**Housing Commission Report  
September 12, 2016  
Senior Housing Report  
Riverside Place**

**Occupancy:**

Riverside Place Average Daily Occupancy since January 2016 has been 98.66%. We have averaged five vacancies per month so far in the calendar year. Over the spring and summer, we moved in all of the people that were ready to move in from the market wait list and also moved in several from the discounted list. It is about a 3 to 6 month wait for market rent apartments and about a one to two year wait for discounted apartments.

June: 98.85%;

July: 98.62%;

August: 99.14%

As of September 8, 2016, Riverside Place is officially at 100% occupancy. We are not aware or expecting any move outs at this time.

**Activities:**

Summer programming included three picnics. The all-Riverside Place picnic in the dining room and patio featured a baseball theme with special guest Lou E. Loon. Continuing our sports theme, the July picnic at Emerson Park celebrated the Tour de France while the August picnic revolved around the Olympic Games in Rio. Residents participated in games and won medals.

In addition to musical guests for our birthday parties, we had two special programs. Butch Heath and his daughter performed in July and the Resonators livened things up on our back lawn in August.

We look forward to two new programs that will begin in September: a resident-led monthly sing-along and a writing/discussion group led by a Dow High student who is working on this project for her International Baccalaureate.

**Health Services Programs:**

Our Health Coordinator and part-time nurse continue to work with residents & families daily to ensure a safe, healthy living environment for our seniors. Much of their day is absorbed by new move-in assessments, clinic hours, lab preparations, family meetings and orientations for new move-ins.

Health Programs include:

- Cold vs. allergies
- Fall Prevention & Free Balance Screening tests
- Ongoing exercise class offered 3 times/weekly
- SVSU first year nursing students here again this semester
- Flu clinic in October
- 10K summer walking program (21 participants)

### **Maintenance:**

Maintenance has been enjoying a break from unit turns and has been catching up on work orders, landscaping needs and repairs needed around Riverside Place.

In the report from last quarter, we shared that Riverside Place was seeking competitive bids for exterior building painting. We were not able to obtain an affordable bid for painting the exterior of the building. We are uncertain of the direction we will take on this project at this time.

The Endowment Fund Committee would like to report that the patio/ pergola project is in progress. KJP Sales, Inc. is excavating and preparing for the cement pad this week. The pergola will be installed next week if all goes as planned. The residents have been very supportive and raised enough money to purchase three benches for the patio/ pergola project. Residents are very excited to have a place on Riverside Place property that allows them access to the downtown happenings and most importantly, gaining private outdoor access for those with walkers, wheelchairs and amigos. Once the patio, pergola and benches are complete, the next step will be landscaping the area for safety and beautification. This may not happen until spring.

As part of our landscaping goals at Riverside Place, the back hill by the rail trail continues to be a very big challenge. This hill is very steep and weeds thrive on this hill all season long due to the rising river that covers this area each spring. Mulching can be a futile effort as the river carries it away each year. Over the years, Riverside Place has been adding plants and ground cover to slowly take over the area to help curb the weeds. This year, we added hydrangeas and are slowly working our way towards the Poseyville Bridge. At this time, there is still a section of the hill that is too dangerous to plant grass for mowing and it has become consumed with weeds. We are aware of this and concerned about our public appearance as many people use that part of the rail trail now that it connects to the East End building and the ball park. We are meeting with Stephanie, the city horticulturist to talk about options for this hill. Our goal is to find a solution that will eliminate the need to pull weeds all summer long in this particular area.

## **Housing Commission September 12, 2016 Washington Woods**

### **West Side Asbestos/Renovation Update:**

During this last quarter, Washington Woods has renovated a total of six west side apartments by using our own subcontractors. Five of those six apartments have been rented to community market rate seniors.

In August, we put the west side apartment renovation project out for general contractor bids. Graham Construction out of Saginaw presented the low bid and was approved by City Council. Once contracts are signed, Graham Construction will begin work around the beginning of October. They have a goal of completing 5-8 resident apartments every 4-6 weeks. With this schedule, the entire west side apartment renovation will be completed within a year and a half.

Due to this timeline, the schedule of resident moves will need to be very structured and steady. Resident moves will be in order of residency seniority. At this time we have 38 residents who are willing to move to new apartments and 30 residents who wish to have their current apartment back once it is renovated. In order to accomplish this, Washington Woods has set aside four 'interim' apartments. (Three on the west side and one on the east side) Those residents wishing to return to their current apartments will be able to move into these 'interim' apartments for 6-9 weeks until their present apartment is completed.

At the present time, Washington Woods is going to the top seniority residents and giving them the choice of the 20 available, empty and gutted apartments to move into. Those chosen apartments will be the first ones that Graham Construction will start on.

It is expected that the resident moves will begin towards the end of October. Washington Woods will pay a contracted moving company to complete one move per resident. (Those moving into 'interim' apartments will need to arrange and pay for their move out of the 'interim' and into their renovated apartment.) The residents will need to ensure that their belongings are packed and ready to be transported by the moving company.

The anticipation of packing and moving is very stressful to the residents. We are trying to give them the support that they need to make this change. The nursing staff will be monitoring those residents who tend to have high anxiety and those who have hoarding tendencies. Resident meetings to relay information have been given. One to one resident and family discussions will continue daily through this whole project.

### **Occupancy:**

Washington Woods has a brand new part time Residency Coordinator, Kelly O'Farrell. Kelly will be responsible for maintaining occupancy in both the east and west sides of the building. Washington Woods will continue to see a much lower occupancy level on the west side due to

the renovation project. On the east side, Washington Woods is currently at 98.2% occupancy. Maintenance is updating two empty east side apartments and there are seniors who have committed to those apartments when they are finished.

**Building/Grounds Maintenance:**

No major repairs or maintenance has occurred at Washington Woods over this last quarter! Outside cement repair work is currently underway in the front of the building.

**Health Services:**

The Washington Woods nurses continue to remain busy. Over the last three months they saw 933 residents in the daily clinics and made over 234 apartment visits to sick residents. The nurses also stay in contact with family members. They had 29 face to face family conferences and over 50 family conference calls.

The senior housing nursing staff is not 'hands on' – meaning they do not fill medication planners, give medication, treat wounds, or physically assist with basic resident care. However, they play a vital role in allowing the residents maintain their independence and 'age in place'. Many of the Washington Woods residents would not be able to successfully remain in their apartment without the nurses present. The availability of nursing staff is a wonderful perk and service that our senior housing provides. This service is provided at no charge to the residents.

Our resident health programs for this quarter included classes on chronic pain, balance assessment, foot care, amigo check and repairs, dental hygiene and incontinence

**Activities:**

The Washington Woods residents enjoyed the summer weather by having monthly picnic potlucks. These potlucks are completely organized and run by the residents themselves. We also had many special music groups coming in such as; Indian Flute Music, the Lucy Barnes' Line Dancers, the Troubadours and Sentimental Strings. As always, bingo is continually a favorite activity with all.



## **STAFF REPORT TO THE HOUSING COMMISSION**

SUBJECT: 2017 Housing Commission  
Meeting Schedule

DATE: August 16, 2016

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### **REPORT**

In advance of 2017 calendar year, each Board and Commission is required to establish a meeting schedule. Below is a list of Housing Commission meeting dates for your review and approval:

March 6, 2017

June 5, 2017

September 11, 2017

December 4, 2017

Please note that the quarterly meetings will still be held on the first Monday of each quarter in the City Council Overflow conference room. Meetings will begin at 3:00 p.m.