

AGENDA

**REGULAR MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
MONDAY, SEPTEMBER 9, 2019
3:00 P.M.
CITY HALL – HR CONFERENCE ROOM
333 W. ELLSWORTH STREET
MIDLAND, MI 48640**

1. Roll Call
2. Approval of Minutes
 - a. [June 3, 2019 \(Regular Meeting\)](#)
3. New Business
 - a. [CDBG Annual Action Plan Revision](#)
 - b. [2020 Meeting Schedule](#)
4. Reports
 - a. Senior Housing Report
 - i. [Riverside Place - Kim Samborn](#)
 - ii. [Washington Woods – Lori Jung](#)
5. Communications
 - a. 2918 Dauer Street Update
 - b. 214 W. Carpenter Street Update
 - c. Future CDBG Program Consideration
6. Public Comments
7. Future Meeting Date
 - a. December 2, 2019 at 3:00 P.M. – Regular Meeting
8. Adjournment

MINUTES
REGULAR MEETING OF THE MIDLAND CITY HOUSING COMMISSION
MONDAY, JUNE 3, 2019, 3:00 P.M.
333 W. ELLSWORTH STREET
HR CONFERENCE ROOM
MIDLAND, MICHIGAN

1. Roll Call
PRESENT: Mortensen, Garchow, Burgess, Wright

ABSENT: Loose

OTHERS
PRESENT: Grant Murschel, Director of Community Development; Nicole Wilson, Community Development Planner; Lori Jung, Washington Woods

2. Public Hearings
 - a. Community Development Block Grant 2019-2020 Budget
Wilson presented the staff recommendation for the 2019-2020 CDBG Budget, noting that there was a significant increase in the carry-forward figure due to an error in the method of calculation. The timing of the required calendar for CDBG in comparison to the close of the fiscal year requires an estimation of carryover.

Discussion around funding priorities and the alignment of the proposals with those priorities took place. The discussion focused on the targeted focus on housing versus more general social service activities and that the commission was pleased to see projects that addressed the needs and referenced the Midland County Housing Analysis.

Wright made a motion to approve the CDBG budget as proposed, seconded by Burgess. Motion carries 4-0.

3. New Business
 - a. 2918 Dauer Street Purchase
Murschel provided an overview of the potential to purchase two parcels of land adjacent to the former Franklin Center building on Dauer Street.

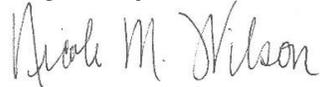
Discussion surrounded the manner in which the City of Midland came to be aware of the availability of the properties. Murschel responded that the Planning Department was contacted by the personal representative of the property owner after their passing.

Burgess made a motion to approve the purchase of the two properties for up to \$30,000, seconded by Wright. Motion carries 4-0.

4. Reports
 - a. Fair Housing Report – No report has been received.
 - b. Senior Housing Report
Murschel commented on great work being done by the Legacy Center around the development of ‘optimal senior living assets’ to identify and measure the outcomes of senior living in the Midland community.

- i. Riverside Place Update
Ms. Jung provided the senior housing report for Riverside Place in place of Ms. Samborn highlighting the challenges in identifying and repairing a leak in the metal roof system that is in place. Discussion surrounded the limitations of a roof warranty and the potential to use a drone to capture images of the area of the leak.
 - ii. Washington Woods Update
Ms. Jung gave the senior housing report for Washington Woods, highlighting the challenges in staff changes and learning new roles.
5. Future Meeting Date
 - a. September 9, 2019 at 3:00 P.M. – Regular Meeting
6. Adjournment
The meeting was adjourned by Commissioner Mortensen at 3:52 p.m.

Respectfully submitted,



Nicole M. Wilson, Community Development Planner

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



**STAFF REPORT TO THE HOUSING COMMISSION
FOR THE MEETING OF SEPTEMBER 9, 2019**

DATE: September 4, 2019

SUBJECT: 2019-20 Community Development Block Grant Annual Action Plan Updates

The Community Development Block Grant (CDBG) Annual Action Plan containing projects approved at the June 3 meeting of this body was submitted to the U.S. Department of Housing & Urban Development for review and approval. To date, the plan has not been approved, but is in the final stages of review.

Environmental Review Issue

It has been the practice of the City of Midland to perform Environmental Review (as required for projects funded via federal funds) after approval of proposed projects by the Housing Commission. Environmental Review training was attended by staff in early August, with review of revisions to regulations and manner of evaluations noted for completion. It was during this training that it was noted that the section of review that covers Explosive & Flammable Facilities posed an issue for the location of the Midland County Habitat for Humanity's proposed project at 311 Sam Street.

Explosive & Flammable Facilities are regulated under 24 CFR Part 51, Subpart C. HUD provides the following description "*There are inherent potential dangers associated with locating HUD-assisted projects near hazardous facilities which store, handle, or process hazardous substances of a flammable or explosive nature. Project sites located too close to facilities handling, storing or processing conventional fuels, hazardous gases or chemicals of an explosive or flammable nature may expose occupants or end-users of a project to the risk of injury in the event of an explosion.*"

To summarize the regulation, CDBG funds cannot be used within a 1-mile radius of aboveground stationary storage tanks that hold more than 100 gallons of common liquid industrial fuels, hazardous liquids or gases for projects where development, construction or rehabilitation activities will take place if residential densities will be increased. In this area of the city, several facilities exist that are home to exterior storage of hazardous liquids (both industrial fuels and in the general sense). The Sam Street project falls well within this radius (.41 miles) and would increase residential density. While this regulatory requirement prompts a closer look at the explosive and flammable facilities throughout this area, the timeline required for such an evaluation is concerning when considering the required timeline for spending HUD funds (by May 1, 2020).

Current Status

Staff is working closely and swiftly with adjacent facilities (behind the manufacturing fence line) to identify and understand the aboveground storage contents, capacities and manner of storage that exist, the acceptable separation distances required and the viability of working in the adjacent neighborhoods in perpetuity when evaluating for the same. Recognizing the potential need for alteration, Midland County Habitat for Humanity staff is working through estimations of cost to move the Sam Street plan to property the organization owns off Huntley Street property. Habitat is being mindful of realistic, projected expenditure possibilities within the required HUD timeframe.

To that end, staff is presenting three (3) potential options for consideration pending further information from those adjacent facilities and their resulting budget implications.

- Plan A / Best Case Scenario: The existing aboveground storage tanks do not contain materials requiring evaluation of acceptable separation distance. In this case, Sam Street could continue forward without modification. *Note: Staff does not believe this to be the case based on early conversations.
- Plan B / Sam to Huntley Street Shift: Midland County Habitat for Humanity could consider a shift of the utility and infrastructure project from Sam Street to property owned on Huntley Street.
 - Staff Concerns:
 - A CDBG National Objective based solely on soft costs (engineering) is extremely subjective and not a likely viable request.
 - Timeliness is of concern with regard to necessary timing for completion of construction documents, permitting, bidding requirements and ultimate construction prior to May 1, 2020 when considering the unpredictable length of wintery climate.
- Plan C / Worst case scenario: Staff would propose to remove the Habitat for Humanity multi-family request from the Annual Action Plan, replacing it with two different areas of focus, detailed below. Should this plan come forward, staff would work with both potential grantees to identify a priority list of expenditures and ensure their compliance with detailed national objectives and accompanying matrix codes.
 - Grove Street Park Improvements: The City of Midland alongside local philanthropic agencies are working in Grove Park to upgrade the well-loved park situated between the Downtown and Midtown neighborhoods. Funds would be used to construct a pavilion. No immediate concerns are held as it relates to environmental review clearance.
 - Washington Woods Senior Housing: Washington Woods has a list of immediate-need projects and accompanying budget approximations for consideration. At this time, these items range from replacement of air handlers, dining room HVAC, carpeting and fire system cellular conversion.

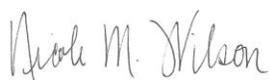
In scenarios 'B' and 'C' a revision to the Annual Action Plan will be required. In this event, a statutory notification period (30 days) is required for an amendment to the accepted plan to satisfy the public participation portion of the CDBG regulations.

Once required information has been received, staff will request and schedule a special meeting of the Housing Commission to allow for a decision to be made.

HOUSING COMMISSION ACTION

No action is required at this time. This memo exists to explain the current situation and to outline possibilities of resolution which would require Housing Commission consideration in the near future.

Respectfully Submitted,



Nicole M. Wilson
Community Development Planner



STAFF REPORT TO THE HOUSING COMMISSION

SUBJECT: 2020 Housing Commission
Meeting Schedule

DATE: September 9, 2019

REPORT

In advance of 2020 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 2, 2020

June 1, 2020

September 14, 2020

December 7, 2020

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.

**Housing Commission Report
September 2019
Senior Housing Report
Riverside Place**

Occupancy:

Riverside Place Average Daily Occupancy for June through August of 2019 was 98.22%. We have been able to fill all apartments with the exception of one apartment that is experiencing a leaky ceiling. Until we can find a solution, it will remain unfilled. We were able to have a roofing survey done and are currently awaiting the report.

Move-Outs: June	01
Move-Outs: July	02
Move-Outs: August	02

Move-Ins: June	03
Move-Ins: July	02
Move-Ins: August	03

Current Wait List:

Market	135 (4 actively wanting to move in)
Non-Market	046

Applications March-September:

Market	13
Non Market	04

Tours Dec-Feb:

June:	17
July:	15
August:	15

Market Rent =	68.6% (1 room unable to rent)
Discounted Rent =	30%

Activities:

Riverside Place has a new activities coordinator. Her name is Kristine Burleson. The residents truly enjoy working with her. Kristine has been navigating through monthly calendars and learning the routine for the events and activities at Riverside Place. Kristine is meeting regularly with the residents at Riverside Place to gain feedback and to help her make positive plans moving forward.

Some examples of Kristine's planning:

- Whiting Forest Trip / Sack Lunch

- June Picnic with Lou E Loon
- August Picnic with a 50's theme
- She brought bocce ball to a new level by increasing participation. She has gone from one bocce ball court to two courts! Kristine is a great encourager of residents to get out and try new things.

Health Programs June, July & August

- Senior Services: Overview of Services provided
- Finished series from MSU cooperative extension on Mindfulness
- Jake from Amigo – repair workshop

Activities/Exercise:

- Sit down & tone up every Monday
- Weekly walk to the farmers market on Wednesdays
- Fit for Life every Thursday

Other:

- Updating tag turning system – new tags, recruitment, etc.
- Outreach: Conference at SVSU for clinical site providers for upcoming Fall/Winter semester for nursing students.
- Outreach: Presentation at Senior Services highlighting services.

Maintenance:

- The new pull cord and intercom system is nearly completed at Riverside Place. We are working with the contractor to make tweaks and adjustments to the new systems as we are using them and working through any glitches that may be occurring. The system is a bit more difficult for the residents to use, but has more capabilities than the previous system in place.
- LED lighting for the dining room has been installed and has greatly improved our ability to see in the evenings at Riverside Place.
- The east end entrance recently had an old overhang and railing removed that was very rusty. It was replaced with a new railing that added more safety for residents.
- A roofing survey was completed in July. We are currently awaiting the survey report and recommendations from the contractor who surveyed the roof.

Respectfully,

Kim Samborn
Senior Housing Manager
Riverside Place and Washington Woods

**Housing Commission
September 9, 2019
Washington Woods**

Occupancy:

- Applicant interest remains high at Washington Woods. Unfortunately we have had a higher than usual amount of seniors moving out as they have required more personal care. Our nurses do their best to refer these residents to senior services and/or homecare; but many times the care that they need is too extensive and/or too expensive.
- Our total occupancy rate has been between 95-96%. The West side of the building has one open apartment that we are currently renovating. There are eleven apartments open on our East side.

Staffing:

- Over the last three months, Washington Woods has hired a new Activity Coordinator, Office Assistant, two high school front office co-ops, a full time maintenance employee and a part time maintenance employee. We just have one more part time maintenance position to fill.
- The new employees are bringing different ideas and a fresh perspective on routines and practices. It is exciting to have them as a part of our team!

Buildings and Grounds:

- This year Washington Woods has budgeted for a new chiller system for the west side of the building. The Maintenance Coordinator is currently working with MacMillan Associates out of Bay City to determine what is needed and to write up specifications for this major project.
- The front parking lot was resurfaced and striped in June.

Health and Wellness:

- During these summer months we have had two health programs on preventing dehydration and making healthy 'cool' treats to keep hydrated. In July we had Dr. Lieberman give a talk on Mature Women's Health. It was a very informative session with lots of questions and answers.
- We are currently providing an 8 week nutrition class given by Mt Pleasant Intermediate School District through an agricultural grant. This class has been very popular with the residents. We have about 40-50 residents attend each one.
- Podiatry services are back up and running at Washington Woods. Every month, a podiatrist from Mobile Medical Support comes for a Foot Care Clinic. Twenty five residents were seen for the first clinic.
- Our two part time nurses see over 550 residents each month either during clinic hours or in their apartment. They provide a vital role in helping our senior age in place!

Activities:

- Our new Activities Coordinator, Trisha Harner, started with us in mid-June. She is doing a fabulous job and the residents love her energy and enthusiasm. New activities added in the last quarter include: cookies & cornhole; bubbles & bocce ball; book club; checkers & chess; walking in the woods and Tai Chi classes.
- Because the once monthly pizza night is such a success, the residents decided that they would love to have more companies come in to provide food options on other Saturday nights. They approached area food establishments and arranged to have Mancino's, and Wendy's provide meals for a set price. All of these Saturday meals are organized and run by the residents themselves.
- The residents also have enjoyed monthly weekend cookouts this summer.