

# **A G E N D A**

**REGULAR MEETING OF THE MIDLAND CITY HOUSING COMMISSION  
MONDAY, SEPTEMBER 12, 2022 AT 3:00 P.M.  
COUNCIL OVERFLOW, CITY HALL, MIDLAND, MICHIGAN**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Minutes**
  - a. Regular Meeting – June 6, 2022**
- 4. Senior Housing Reports**
  - a. Riverside Place**
  - b. Washington Woods**
- 5. 2023 Meeting Schedule**
- 6. Communications**
- 7. Items for Next Agenda – December 5, 2022**
- 8. Adjournment**

# MINUTES

REGULAR MEETING OF THE MIDLAND CITY HOUSING COMMISSION  
MONDAY, JUNE 6, 2022 AT 3:00 P.M.  
COUNCIL OVERFLOW, CITY HALL, MIDLAND, MICHIGAN

1. Chair Mortensen called the meeting to order at 3:02 p.m.

2. **Roll Call**

**PRESENT:** Mortensen, Moten, Walker

**ABSENT:** Garchow, King

**OTHERS PRESENT:** Beth Ann Robb, Community Development Grant Specialist; Ryan Smith, Community Development Planner; and two others.

3. **Approval of Minutes**

Moten moved to approve the minutes of March 23, 2022. Walker seconded.

Motion carried 3-0.

4. **Senior Housing Reports**

a. **Riverside Place**

Kim Samborn presented the quarterly report for Riverside Place. Occupancy is at 89% with a waitlist already filling up for the basement units.

b. **Washington Woods**

Lori Jung presented the quarterly report for Washington Woods. The facility is averaging an occupancy rate between 97 and 99 percent.

5. **Public Hearing**

a. **Community Development Block Grant 2022-23 Budget and Annual Action Plan**

Robb presented the recommended budget amendment. The actual HUD CDBG allocation of \$202,897 was \$7,103 lower than estimated for the approved budget. Staff recommends removal of the \$5,000 contingency item and a decrease of \$2,103 for the Cleveland Park Improvements item to align the budget to actual funds available.

There was no public comment brought before the Housing Commission.

Moten moved to recommend approval of Community Development Block Grant 2022-2023 Budget Amendment as presented. Walker seconded.

Yeas: Mortensen, Walker, Moten

Nays: None

Absent: Garchow, King

Motion carried 3-0.

6. **Future Meeting Date**

The next regular meeting of the Housing Commission is scheduled for September 12, 2022.

7. **Adjournment**

The meeting was adjourned by Chair Mortensen at 3:58 pm.

# MINUTES

Respectfully submitted,

A handwritten signature in black ink that reads "Ryan Smith". The signature is written in a cursive style with a large initial 'R' and a distinct 'S'.

Ryan Smith, Community Development Planner

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

**Housing Commission Report  
September 2022  
Senior Housing Report  
Riverside Place**

**Summary (Maintenance):**

**Roof:** The roof construction is going extremely well. They are working at a much faster pace than anticipated and all reports indicate that the work completed to date has been stellar. The maker of the roof panels has been very pleased with Wendling Sheet Metal's installation.

**Camera Security Project:** The Riverside Place security camera system is obsolete. Following City of Midland Purchasing Policy, a contractor has been selected. We are currently awaiting parts before the installations can begin.

**Occupancy Report:**

- 150 Apartments
- 2 Cannot rent due to water damage ceiling 4<sup>th</sup> floor
- 1 Studio Guest Studio
- 09 **Non-rented studios without stove/oven - (7 studios currently leased)**
- 1 Model Room (will rent if no other's available)
- 49 Discounted Rent apartments leased
- 87 Market Rent apartments leased

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91% Occupancy

**Current Occupancy: 91% (using 150 apartments)**

**Move-OUTS:**

June: 1  
July: 0  
Aug: 2

**Move- INS:**

June: 4  
July: 1  
Aug: 4

**Current Wait List:**

Market: 138  
Non-Market: 049

**Applications (March-May):**

Market: 13  
Discount: 07

**Tours:**

June:	13
July:	16
Aug:	25

**Nursing Coordinator Report, by Michel Hupfer:**

COVID has picked up at Riverside Place which is no surprise as Midland County numbers are on the rise. Residents are reporting very mild symptoms and the only residents that have gone to the hospital have gone for preventative treatments, not because they were very sick. The majority of residents and families are not worried about COVID at this time. Senior Housing Management follows an in-house policy when cases tick-up in our buildings. Based on number of cases in each building, we make decisions on what we will do to help reduce the spread. We use CDC recommendations and are also in contact with the Midland County Health Department on a regular basis.

**Activity Coordinator Report, by Kristine Burleson:**

- **In June**, our annual Loon's Picnic was in the dining room. Sodexo grilled hamburgers and brats and Lou E Loon stopped by to see us. This was a fun experience for everyone, especially our new residents.
- Game Night is up and running! Residents get to decide which game they would like to play. Mexican train and cribbage seem to be the most popular so far.
- The craft in June was a jar with flowers painted into it with translucent paint. This is hanging on many balconies now and finding many unique purposes.
- The meal deal for June was provided by Decker's and they had their choice of burgers with sides.
- **In July**, we started the month by participating with Mini on Main and the residents were able to participate and enjoy watching the families play.
- There were two crafts in July. Door hangers and South West Fiesta decorations were made for the August picnic.
- The residents took a field trip to Delta's Midland campus and enjoyed a presentation on stargazing along with some awesome snacks and goodies to bring back.
- There was a nature presentation hosted by Jim McLean Nature Preserve and residents are eager to have him return.
- With summer in full swing we had a musical performance along with Root Beer Floats.

- Our meal deal was a variety of Panini's from Shier's Deli.
- **August** was challenging when we had to cancel activities for about a week due to COVID.
- A new activity was started in August: The Busy Bees Quilters & Sewers have been getting together for a crafting session once a month. They have pre-set projects for any resident to work on. Many of these projects are intended to create items for donations once complete. This activity is very successful and the time has already been extended into an all-day event in September.
- The meal deal was from Panera.
- Our second picnic was held in the dining room and theme was South West Fiesta. The residents enjoyed the unique menu Sodexo created and most of them wore the bright colors to match the decorations.

Along with the above activities we continue to enjoy our monthly Ladies' Tea, coffee social every other Friday, Grange Bingo, corn hole, shuffleboard and card playing.

Respectfully submitted,

Kim Samborn

Senior Housing Manager

## Housing Commission Meeting

September 12, 2022

Washington Woods

We are pleased to report that the new Assistant Manager of Senior Housing is Amy Ostyn. Amy started on August 29<sup>th</sup> and will do the day to day management of Washington Woods.

### Occupancy:

Over the last quarter, Washington Woods has had several residents move out due to needing more physical care. This has caused our occupancy rate to drop slightly, however we are still maintaining between 97-98%.

	MOVE OUT'S	MOVE IN'S	TOURS	INTERNAL MOVES	Occupancy average
JUNE	5	2	9	1	98%
JULY	3	3	10	1	97%
AUGUST	2	2	11	1	98%
Total	10	7	30	3	

### Buildings and Grounds:

Our CDBG energy efficiency projects of heat pumps and air compressor have been completed. End of project paperwork will be turned in soon.

The East side Chiller project will be starting shortly. Demolition of the old chiller will begin on September 19<sup>th</sup>. Once this begins, there will be no air conditioning for all east side apartments, east common areas, and the connector building. The construction schedule states that the majority of the new installation will be finished by late October.

At the beginning of June, our outside supply water line broke on the west side. With help from the City Water Dept. a clamp was applied for a short term fix. However, it was reported to us that the water line was crumbling and new water line should be installed as soon as possible. As an emergency repair, Pat's Gradall completed the new water line installation at a cost of \$48,400. The majority of budget money used for this unexpected repair was taken from the Washington Woods contingency fund and the money saved for the sprinkler system.

Senior Housing and Washington Woods is struggling with maintaining a full maintenance staff. As with the whole business sector, job postings are producing very little qualified candidates. It

was decided to convert two part time positions into one full time position, both at Riverside Place and Washington Woods. Washington Woods part time employees were promoted to these full time positions. Currently, Washington Woods is down one full time and one part time maintenance person. We are hoping to fill these position soon.

### Health/Wellness:

Washington Woods two nurses have been busy with the various resident needs. They saw 725 residents in their daily clinics and completed 376 apartment visits. They delivered 51 meals to those residents who were sick or were under quarantine due to Covid issues. The Health Coordinator completed 10 health needs assessments on potential move-in's.

Our Monday morning lab from Mid-Michigan saw 36 residents for blood work.

Over the last quarter, Washington Woods was aware of 8 positive Covid residents.

### Activities:

As of July 11<sup>th</sup>, Washington Woods has a new Activities Coordinator, Julie Moe. Julie is doing a great job learning the position and putting her own twist on the activities.

The summer months brought many seasonal activities such as ice cream socials, corn hole, and cook outs. The garden club did a fantastic job of sprucing up the flower beds and adding color to our walking path.

At the end of June, Washington Woods had our annual Fairy Walk. The residents have made various fairy villages/houses and place them around the walking path. This event drew many community families and children who enjoyed games, bubbles and giveaways. We expanded the Fairy Walk this year by providing hot dogs and chips for all. Washington Woods had over 25 resident volunteers who worked and made this event possible.

Disney Day was enjoyed in August. A Washington Woods resident had family members who had full Mickey and Minnie costumes. They came in costume and gave a musical presentation for our quarterly birthday celebration.



# Memo



**To:** Midland City Housing Commission  
**From:** Jacob Kain, AICP  
Director of Planning & Community Development  
**Date:** September 12, 2022  
**Re:** 2023 Meeting Schedule

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In advance of 2023 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, 2023  
June 5, 2023  
September 11, 2023  
December 4, 2023

All meetings are proposed to be held in the City Council Overflow conference room at 3:00 p.m.