

AGENDA
SPECIAL MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
MONDAY, June 7, 2021 at 3:00 P.M.

This meeting will be held electronically due to the COVID-19 pandemic.

The City of Midland will utilize Zoom to conduct this video conference meeting.

To join via videoconference, go to: [https://us02web.zoom.us/j/82833097928?](https://us02web.zoom.us/j/82833097928?pwd=Uk0vcGIDTFFaY0lhTXpzYXRXRTdFQT09)

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Webinar ID: 828 3309 7928 | **Password:** 192544

To join via telephone, dial:

+1 312 626 6799 or +1 646 558 8656 | **Webinar ID:** 850 8162 8431 | **Password:** 027328

Meeting Agenda:

- 1. Roll Call**
- 2. Approval of Minutes**
 - a. [3.8.21 Minutes](#)
 - b. [5.10.21 Minutes](#)
- 3. Senior Housing Updates**
 - a. [Riverside Place](#)
 - b. [Washington Woods](#)
- 4. Master Plan Update**
- 5. Housing Investment Fund**
- 6. Housing Code of Ordinances Update**
- 7. Community Development Block Grant Update**
 - a. [Staff Report](#)
- 8. Future Meeting Date**
 - a. September 13, 2021 – Regular Meeting
- 9. Adjournment**

AGENDA
REGULAR MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
MONDAY, MARCH 8, 2021 at 3:00 P.M.

This meeting will be held electronically due to the COVID-19 pandemic.

The City of Midland will utilize Zoom to conduct this videoconference meeting.

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1. Roll Call

- Present: King, Garchow, Moten, Mortenson

2. 12/7/20 Minutes

3. 2/8/21 Minutes

- Motion to approve both sets of minutes
 - King/Moten
 - Motion approved unanimously

4. Meeting Policies

- Code of Conduct
- Rules for the procedure for virtual meetings

5. Senior Housing Reports

- Riverside Place
 - Working on lower level repairs with FEMA
 - The biggest issue is the mobile kitchen is the cost (\$1000 per week) due to the commercial kitchen being offline.
 - Occupancy is around 70%
 - Interest from discounted renters (non-market rate)
 - Vaccination is at close to 90% for round 1.
 - End of April everyone should have vaccine 2
 - A lot of activities that do not require getting together

- Washington Woods
 - 99% occupancy rate
 - CDBG work is underway
 - Capital maintenance is underway
 - No active covid cases
 - Issues with getting vaccinated
 - 50 residents went through covid clinic on-site
 - 80% vaccinated
 - Trying to keep residents occupied in leu of restrictions and limitations due to covid

6. New Business

- CDBG Amendment (Huntley Request)
 - King/Moten
 - Motion passed / 1 abstention (Garchow)
- 2021-22 CDBG Budget
 - King/Moten
 - Motion Passed / 1 abstention (Garchow)
- Other Business (Direction from HC Members)
 - Staff will check on the status of HC vacancy applicants with the City Manager's office
 - Proposal: A discussion of the ideas being discussed within the housing task force groups.
 - Question: Do we have eviction statistics
 - Staff can check with CoC or Landlord/Tenant office.
 - Proposal: Commissioners desire to expand the work that they are involved in beyond CDBG and Senior Housing.

7. Future Meeting Date

- June 7, 2021 – Regular Meeting

8. Adjournment 4:04 PM

5/10/21 Special HC Mtg.

#midland/Housing/Commission/2021

Agenda:

- Roll Call
 - Present: Moten, Garchow, Mortensen, King
- 2020-21 CDBG Amendments
 - Staff presented the changes in carry over and program income.
- 2021 CDBG Budget
 - Additional funding available
 - Garchow: Can we look at requests that we did get.
 - Mortensen: What about a Grove Park focus? Is there a Phase 2 planned for improvements? Alternatively, possibly splitting the unallocated funds. A percentage to housing org. to expand the what they are already doing, and park improvements.
 - King: What about the other neighborhoods identified and assessing their need? What does the master plan tell us?
 - Fair Housing Testing
 - Garchow: If there is an issue after second test, then they will make a complaint with HUD. May make it above reproach. Has had capacity issues where they had some challenges. May have had issues in the past with reporting and made those changes.
 - Mortenson: Having a 3rd party is beneficial given what little they are funded for. It may take the pressure off the City.
 - Moten: Agrees with others.
- CDBG-CV
 - MBA Small Business Assistance
 - Moten and Garchow: looking at other areas including downtown. Ashman Circle?
 - Use of park for small business pop ups?

**Housing Commission Report
June 2021
Senior Housing Report
Riverside Place**

Summary (Maintenance):

Lower Level: Things are moving along for Riverside Place! City Council approved Serenus Johnson Construction for the lower level restorations. It is anticipated that they can begin in the next few weeks and the estimated completion time is expected to take four to five months. The commercial kitchen equipment is ordered and the projected arrival date is for late July. This will enable Riverside Place to do away with the mobile kitchen and allow Sodexo, the food contractor to begin using the commercial kitchen again.

The City of Midland is continuing to work towards funding with FEMA, however, the City was able to identify another avenue of temporary funding available to enable the restoration process to move forward. Riverside Place staff and residents truly appreciate the countless hours and efforts that staff at City Hall have given in an effort for us to become whole. It has been thirteen months since the flood, so the next state of restoration is highly welcomed by all.

The new roof plans for RP are coming along. We continue to experience leaks in the 4th floor apartments. Professional services have been hired for the engineering assessments, specification writing and oversight of the project. The engineers have identified the type of structure for the roof that the building can handle and have proposed recommendations to the City of Midland. Those recommendations were accepted and they are now working on the specifications for the new roof so that we can go out for competitive bid. The timeline for bid has not been established yet.

Occupancy Report:

150 Apartments

- 2 Cannot rent due to water damage ceiling
- 10 Lower Level apartments not rentable
- 5 Studios (music, beauty shop, exercise, quilters, Sodexo prep)
- 69 Market Rent apartments leased
- 45 Discounted Rent apartments leased

19 apartments available to rent - of those, 1 is complete and ready for move-in.

Current Occupancy: 76.0% (using 150 apartments)

Move-OUTS:

Mar: 4
Apr: 3
May: 3

Move-INS:

Mar: 2
Apr: 5
May: 2

Current Wait List:

Market: 134

Non-Market: 045

Applications (March - May):

Market: 11

Discount: 03

Tours:

Mar: 14

Apr: 19

May: 12

In order to help gain occupancy at Riverside Place, a new model room has been established. Like the model room at Washington Woods, it was established to help during and after renovations that took place and it has proven to be a wonderful asset in attracting new prospects.

Nursing Coordinator Report, by Michel Hupfer:

- No new positive COVID-19 cases have been reported to the Riverside Place nursing staff since the last Housing Commission meeting. 96% of the residents are vaccinated at Riverside Place.
- In person exercise classes have resumed and residents are very happy to be together again for health and wellness group activities. In order to meet current orders for gathering, two classes are currently being offered.
- Health and Wellness classes are being scheduled moving forward as the expectation that restrictions on gatherings will ease. Many providers in the area are calling to set up informative and educational classes for our residents.
- Recent socially distanced educational materials included: Staying hydrated and What does your blood pressure mean?
- The nurse continues to come in every other Saturday to help with delivering meals from local area restaurants that the residents purchase as a group. This is another way to stay connected to residents.
- Assessments and new resident orientations have been steady with the amount of move-ins we have had in the past few months.

Activities Coordinator Report, by Kristine Burleson

Activities at Riverside Place have slowly been resuming per guidelines. We were able to have group activities for 12 or less starting in May. This includes monthly services with the United

Methodist Church and Reverend Yum as well as Our Lady of Grace Church with Father Dan. Rosary is held again each week. We have also reintroduced Coffee Social for residents twice a month along with exercise, Riverside Place Writers, Riverside Place Readers, crafts, ladies' tea, Bible class, a knitting group and shuffleboard.

We would normally lighten up the calendar for the summer but this year we are going to continue as much as we can to keep everyone busy. The meal deals continue to be a huge hit with the residents. In May we had Amazing Deli and Olive Garden. For June we have Panera Bread and The Boulevard Lounge.

June also brought the addition of card playing again including Pinochle, Euchre and Bridge. Also, we are doing our best to bring back music to Riverside and there are two separate musical performances planned outdoors at our Pergola. It has been very difficult for the residents to have zero access to our back yard due to renovations and construction. Bocce ball and other activities are being held on the front lawn at this time and for the foreseeable future as the lower level renovations will be staged on the back lawn. The residents are becoming pros at finding positive options that suit the majority for activities based on the circumstances.

Thank you, Kim Samborn

Housing Commission June 7, 2021

Washington Woods

Occupancy:

Washington Woods has maintained an occupancy rate between 98 – 100% for the last quarter. Even though we have no active waitlist, we have been able to fill vacant apartments with new inquiries and walk-ins. However, during this last month, we have seen a decrease in phone inquiries for apartments.

Buildings and Grounds:

The new west side chiller has been installed and it has been started up with no issues. It has been functioning well and we are pleased with how quiet it runs.

The two CDBG energy efficiency projects (2 heat pumps and basement air handler) were completed in May. They are operational and doing well.

The west side parking area off Cambridge will be having new asphalt in June. Black Jack has been awarded the bid for this project.

In May, when the east side chiller was being fired up, it was discovered that it was not functioning due to a split in the barrel. Contractors were able to weld a patch onto the barrel where it had corroded away. Whereas the 34 year old chiller is currently functioning today – experts in the field are stating that it needs to be replaced before next summer. Just last week, this chiller's supply line developed a leak. Due to it, the east side residents were without air conditioning for two days while part of the back parking lot asphalt was removed and a clamp placed on the line.

The chiller was slated to be replaced in 2026, but we cannot wait this long. Washington Woods does not have existing capital outlay for this expense (\$300,000– 400,000), without draining the fund and risking other planned repairs. At the present time, we are reaching out to the community philanthropic organizations/foundations in hopes to raise enough funds for a 50% match.

This chiller provides air conditioning for the entire east side apartments (114), common lobbies (4), hallways (9), the dining room and front offices.

We are continuing to clean up the property woods by removing the evasive species such as buckthorn. S & R Environmental is in the second year of their three year contract to do this work. The Currie Foundation has graciously provided the money for this project to be accomplished.

Recently, Washington Woods had a donor who started an endowment fund through the Midland Area Community Foundation. This fund is designated for building maintenance infrastructure. We are grateful for this generous donation! During the Give Local Midland campaign, Washington Woods received over \$1700 to add to this fund.

Washington Woods presently has one part time maintenance employee out on medical and another full time maintenance employee moving out of the area.

Activities:

Activity programs are starting to begin again! Residents are thrilled to be out and socializing with each other. The quilt club is piecing together an autograph quilt. Next they will begin a 'veterans' quilt. We also are having a monthly movement/walking marathon where residents compete to see how many minutes they can actively move in a month. The gardening club is well underway. We have purchased 4 raised flower beds for those who have difficulty stooping and bending.

Health/Wellness and Covid Response:

The nursing clinic has opened five days a week. Lab draws are continuing on Monday mornings.

We had a Covid vaccine clinic at Washington Woods in March and April. Forty residents were vaccinated during this clinic. At the present time Washington Woods has approximately 80% of residents vaccinated. The other 20% are not interested or cannot receive the vaccine. Once the Covid restrictions are completely lifted, we will open the dining room to in-person meals.

Over the next few weeks, we are having several residents move out due to needing a higher level of care.



**STAFF LETTER TO THE HOUSING COMMISSION
FOR THE MEETING OF June 7, 2021**

DATE: June 4, 2021

SUBJECT: CDBG Updates

2020-21 CDBG Budget Update

As we near the end of the 2020-21 CDBG program year, staff estimates approximately \$74,000 in unspent grant funds. Once the fiscal year closes, staff will work with the Finance Dept. to determine the actual funds available (including program income). The majority of the unspent funds come from Washington Woods (\$60,000). Cleveland Manor and Home To Stay both had unspent funds of around \$2,000.00 each. Additionally, the City did not need to use its contingency fund of almost \$10,000.00.

2021-22 CDBG Budget Update

As stated in the 2020-21 update, Staff will review the available funds with the Finance Department in early July. Once the actual unallocated funding is determined, staff will bring a proposed budget amendment to Housing Commission. At this time, it is the recommendation of staff, that we use unspent funds to support energy efficiency upgrades to the East side of Washington Woods. The cost of the project, is over \$400,000.00 and the addition of CDBG funding would offset the cost while achieving our housing objectives.

CDBG-CV Update

Staff continue to work toward programming these funds. As a reminder, the total CV funding available is \$336,317. Staff have explored a number of options for funding. Many of our avenues have not panned out for a number of reasons which will be discussed during this meeting.

Respectfully Submitted,

Tom Wyatt, Community Development Planner