

# AGENDA

**SPECIAL MEETING OF THE MIDLAND CITY HOUSING COMMISSION  
TO TAKE PLACE MONDAY, SEPTEMBER 13, 2021 AT 3:00 P.M.,  
AT COUNCIL OVERFLOW, CITY HALL,  
333 W. ELLSWORTH STREET, MIDLAND, MICHIGAN**

Meeting Agenda:

1. **Roll Call**
2. **Approval of Minutes**
  - a. [6/7/2021 Regular Meeting](#)
  - b. [7/20/21 Special Meeting](#)
3. **“Why” Discussion**
4. **Senior Housing Updates**
  - a. [Riverside Place](#)
  - b. [Washington Woods](#)
5. **2021-22 CDBG Update**
  - a. CDBG (Annual)
  - b. CBDG-CV
  - c. CDBG-DDR
6. **Future Meeting Date**
  - a. December 6, 2021 – Regular Meeting
  - b. Possible special meeting (Fall 2021)
7. **Adjournment**

## 6.7.21 Regular Housing Commission Meeting

#midland/Housing/Commission

### Meeting Agenda:

#### Roll Call

Present: Garchow, King, Mortenson, Moten, Walker

Absent: None

Mortensen: Led introductions so that Erin Walker, the newest commissioner, would become familiar with the commissioners and City staff.

#### Approval of Minutes

a. 3.8.21 Minutes

b. 5.10.21 Minutes

- Motion: Moten/King
- Motion passed 5:0

#### Senior Housing Updates

a. Riverside Place

- Discussion/Questions (None)

b. Washington Woods

- Discussion/Comments (None)

#### Master Plan Update

- Show Work Plan
- Mention the website
- Transportation & Mobility
  - Midland Moves Walking Routes
  - Midland Moves St. Andrews
  - Mobility Challenge
  - T+M Survey
- Neighborhoods & Livability
  - Neighborhood map input
  - Neighborhood Survey
  - Livability Survey

- Sustainability & Resiliency
  - TBD
- Other
  - Resource library (other communities, evidence-based or best practices)
  - June Newsletter out soon
  - Public Participation Plan
  - Community Engagement Plan
  - Neighborhood planning toolkit
  - Speaker Series
  - Looking at in-person engagement as things open back up
- Discussion/Questions
  - Mortensen: What has the engagement looked like and what opportunities are there?
    - Tom: Spoke about the survey as and gaps in demographic groups in the city.
    - Murschel: engaging with groups and trying to inject the information into as many groups as possible.
    - Mortensen: MCM in the Communities of Excellence group
    - Moten: Set up a booth to get feedback at events like Art Fair?
    - Mortensen: River Days participation?
    - King: QR code's as a means for participation
    - Moten: Also used QR codes so that people could take a survey.
    - Walker: Likes the QR code, face to face, and the website as a tool

### **Housing Investment Fund**

- Murschel: Started at the inception of the housing commission in 1968 to allow the City to have dollars to advance needs in the community. The fund was a FLHB recipient for new construction, new mortgages, rehab/construction, and seeding the building trades program. Building Trades partnership with Midland school district as a means to give students skilled trades experience. Repayment of some of these funds has gone back into the HIF. Dollars coming in have very few requirements compared to CDBG.
- Discussion/Questions:
  - Possible ADU pilot
  - King: Would like to digest the information
  - Garchow: Would these ADUs be rentals?
  - Mortensen: Could help build wealth and also make housing more affordable.
    - Share models or examples with commissioners? Provide to the group over the summer.
    - Research other communities that have housing funds
  - Walker: Interested in some of the progressive ideas that other communities have

tried to address housing needs and how they positively impact other areas of a person's life.

- Garchow: How would the money be used to encourage investment.
- Mortensen: Likes the idea of a pilot/demonstration project.

### **Housing Code of Ordinances Update**

- Murschel: Written in the 1950s and 1960s. Definitions don't always apply. Physical codes/standards are out of date. The City has moved closer to the International Property Maintenance Code, which links to the IBC. The City is looking to have conversations with the landlord community about code enforcement and how the program operates. Every rental is certified every two years. Currently, fees are per dwelling unit. It is a health and safety inspection. There are a few landlords who continually have issues. There are no re-inspection fees and other modern programmatic elements that incentivize good behavior and streamline the process.
- Discussion/Questions
  - Moten: Are there fines for those who do not pass inspection?
    - Murschel: Condemnation is the most severe of consequences. Most enforcement occurs through warnings and then sent on to the attorney's office (also warnings). The teeth are not strong enough that we can get sound compliance right away.
  - Garchow: During the housing study, the discussion included the lack of benefit of having substandard rentals on the market. Inexpensive and substandard rental units have remained in service indefinitely and get in the way of improving conditions for the future. Initiatives to bring new units online is the thing to figure out.
  - Mortensen: Wishes there were more teeth for certification. Many are poorly cared for, and so the utility costs add a financial burden to lower-income families.
  - Moten: What shakes out of the process of consequences for substandard properties.
  - Garchow: Another city that took an approach is Ann Arbor to remedy problematic substandard housing.
  - Murschel: Some of the work has been benchmarking from other similar communities. Possible longer rental inspection term for good properties. Looking to advocate for vulnerable populations.

### **Community Development Block Grant Update**

a. Staff Report

### **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, the staff recommends that we use unspent funds to support energy efficiency upgrades to the East side of Washington Woods. The project cost is over \$400,000.00, and the addition of CDBG funding would offset the cost while achieving our housing objectives.

- Discussion/Questions
  - Garchow: would be in support
  - Moten: Agreed that if WW can leverage grant money, that would be a good use of funds.
  - Garchow: It's a large population of vulnerable elderly.
  - Mortensen: Like the idea of a match as a leverage point.

### **CDBG-CV Update**

Staff continues to work toward programming these funds. As a reminder, the total CV funding available is \$336,317. Staff has explored several options for projects and activities. Unfortunately, many of our avenues have not panned out for many reasons, which staff will share during this meeting.

### **Future Meeting Date**

- a. September 13, 2021 - Regular Meeting

**Adjournment:** 4:39 pm

## ○ Special Housing Commission Meeting Tue Jul 20, 2021 at 4:00 PM - 5:00 PM

- Roll Call:
  - Present: Mortensen, Garchow, Walker, King, Moten
  - Absent: None
  - Staff: Murschel & Wyatt
  - Community Members: None
- Amendments to the 2020-25 ConPlan and 2021-22 AAP
  - CDBG Regular
    - [@Mortensen](#) What is the mechanism for providing feedback on activities that would be funded in the Neighborhood Improvement Fund?
      - All ideas would be collected and presented at the 9/13/21 Regular meeting.
      - ✓ ~~Can staff send a map that indicate the areas where the activities can occur?~~
        - August 15th deadline
  - CDBG-CV
    - [@Moten](#) Will HUD revise the rules and the City will be subject to repaying inelligible activity costs?
    - [@Moten](#) What is the list of capital repairs (planning ahead)?
      - [@Murschel](#) We can get that put together and sent out.
  - CDBG-DDR
    - [@Murschel](#) Described the DDR funding to the commissioners.
    - [@Moten](#) Asked questions about the mechanics about the 1:1 housing match.
    - [@Mortensen](#) Can the HC be more proactive about connecting the initiatives in the community to advocate for things that benefit the community at large. Things such as Habitat, Eastlawn, the Midtown Neighborhood project strategy, ADU pilot
    - [@Murschel](#) the \$1MM would cover the gap from FEMA and insurance.
    - [@Muschel](#) There are a number of LIHTC developers competing this October for LIHTC funding.
    - [@Moten](#) Motion to approve the amenement of the Con Plan and Anual Action Plan
    - [@Walker](#) Second on the motion
- Commissioners were presented with the Updated Code of Conduct for their signature.
- Special meeting in August around the PILOT for Center City Lofts (Cancelled)
- Adjournment: 5:03 pm

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

**Summary (Maintenance):**

**Lower Level:** Serenus Johnson is making great progress in the lower level at Riverside Place. The heating boilers, air-handling units and domestic water boilers have now been replaced. The brick pavers that surrounded the back patio have been removed and colored cement has been poured in their place. Next on the list are sump pumps, control panels, aluminum siding doors for the apartments, case work and door replacements for the interior of the building. The custom carpets have been approved and are now being made in the carpet factory. Time of completion is on-target so far for the end of January. There will be delays in getting the contents of the building replaced due to long furniture wait times, but staff at Riverside Place are working on these replacements and getting them ordered as soon as possible.

The new roof plans for RP are coming along. We continue to experience leaks in the 4<sup>th</sup> 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)
- 78 Market Rent apartments leased
- 44 Discounted Rent apartments leased

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11 apartments available to rent – 3 -1 bedrooms and 8 studios available for lease now.

**Current Occupancy: 81.333% (using 150 apartments)**

**Move-OUTS:**

June: 1  
July: 1  
Aug: 2

**Move- INS:**

June: 1  
July: 2  
Aug: 4

**Current Wait List:**

Market: 137

Non-Market: 042

**Applications (March - May):**

Market: 08

Discount: 03

**Tours:**

June: 19

July: 27

Aug: 15

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

- Two new positive COVID-19 cases have been reported to the Riverside Place nursing staff since the last Housing Commission meeting. One resident who was vaccinated and one employee who was not vaccinated. We are following City protocol for staff and the resident is in quarantine with daily phone checks by the nursing staff and family.
- 95% of the residents are vaccinated at Riverside Place at this time with the first two shots.
- The Midland County Health Department is indicating that a third shot of vaccine is available now to those who are medically compromised such as transplant patients and those receiving chemotherapy. These are not booster shots. They do not know when they will have access to booster shots or how they will roll it out. They are using 8 months as the marker to get a booster shot and most of our residents are in this time frame. There are still unknown factors regarding the booster shot moving forward and it is not fully known how long the current vaccines are helpful. We are awaiting word from the Midland County Health Department and advising residents to speak with their doctors if they have concerns on their current vaccine waning.
- Exercise classes continue with limited capacity on multiple days.
- Educational flyers, bulletin board and activities on various health topics posted and distributed regularly.
- Assessments for new move-ins and new resident orientations are filling much of the RN's time.
- Vial-of-Life updates are scheduled for September by appointment.
- Flu vaccines are scheduled for October with Great Lakes Pharmacy and they will be going to individual apartments.
- Ongoing social and emotional support for residents who continue to struggle with isolation, hoarding, and mental health conditions.

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

- Activities resumed to full capacity in July and we celebrated by having Christmas in July including a visit from Santa, and the Grinch. Just Trombones joined the celebration along with our resident Dan who entertained on the Marimba. The residents also have been enjoying musical entertainment on our Pergola when weather has permitted.
- In August we took a road trip to Whiting Forest where we enjoyed a picnic lunch outside of the Education Center and the weather was perfect for our residents. Over 30 residents attended the picnic and many of them took advantage of the day and toured the area in groups.
- Meal Deals with local restaurants continues to be a bit hit with the residents. Now that Sodexo is working in the kitchen again we are offering one meal a month. On average at least 50% of the residents are taking advantage each month and many of the residents are enjoying fellowship while having a fun meal.
- We are blessed this September to have 2 residents turning 100 this year. A special social celebration is planned for this month for both of them. It has been a conversation piece with residents and they are so happy to be part of the special day.
- As fall approaches our writing group, and Bible class are resuming to provide more options for the residents. We are also going to play intercom bingo again this month since we still have no access to the dining room. This however has been very popular with the residents and many look forward to checking their numbers each day to see if they won.

We continue to make the best of the challenges we are all facing with COVID and are trying our best to stay safe and have fun too.

Thank you, Kim Samborn

## Housing Commission September 13, 2021

### Washington Woods

#### Occupancy:

Washington Woods continues to experience a good occupancy rate of 97 – 100%. Lately we have had several move outs due to residents needing a higher level of care. The maintenance team have had a challenge renovating these apartments in a timely manner due to low maintenance staffing, vacations, carpet replacement schedules and the amount of renovation work needed. At the current time we have five apartments not bringing in revenue. There are seniors holding these apartments once they are renovated.

#### Buildings and Grounds:

A total of five grants have been written and submitted for the replacement of the East Side Chiller. One grant was denied, three grants have been approved and one grant is under review. The following chart has the approved grants for the East Side Chiller:

Hemlock Semiconductor – MACF Donor Advised	\$ 10,000
Community Development Block Grant -Coronavirus Relief	\$ 315,000
MACF – Quarterly Grant Cycle	\$ 40,000
<b>Subtotal</b>	<b>\$ 365,000</b>

MacMillan Associates have been contracted to write the specifications and complete the project management for this chiller.

We are grateful to the volunteers from the 242 Community Church in Bay City. They spent an afternoon cleaning up part of the woods next to Washington Street. Washington Woods presently is down two part time maintenance employees.

## Health/Wellness and Covid Response:

Our dining room opened for meal service on June 29<sup>th</sup>. After 15 months of being closed, the opening went smoothly. The residents were very happy to have the opportunity to get together and eat with their friends.

We are thankful to have had no reported cases of Covid 19 or the Delta variant with our residents over this last quarter. Following the City of Midland directive, employees and visitors are wearing masks. Mask use for residents is not required.

Our nurse Health Coordinator needed to resign due to health reasons. We are looking for a replacement for this critical position. Our part time LPN nurse is doing a great job keeping the clinic going and seeing to the needs of our residents.

## Activities:

The activity programs are now back in full swing. The garden club has been re-ignited and organized. Those in the club were assigned different flower garden spots around the building. The Garden Club sponsored a 'fairy walk' where people walked around the emergency drive. Along the pathway fairies, gnomes and various decorations were intermixed with the flowers.

Along with the normal activities of bingo, exercise, church, craft time, coffee groups and card games; resident participated in 'Christmas in July' with blow ups, dress up and singing.

Residents also enjoyed the celebrating the summer with two ice cream socials and a Hawaiian Tropical Day with live entertainment.

In August, Councilman Wazbinski came for a town hall meeting with the residents. He explained how the City government worked. There was plenty of time for questions and answers.



**STAFF REPORT TO THE HOUSING COMMISSION  
FOR THE MEETING OF SEPTEMBER 13, 2021**

DATE: September 10, 2021

SUBJECT: 2021-22 CDBG Program Update

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**CDBG (Annual Allocation)**

The City of Midland is ahead of schedule compared to prior years. Sub-recipient agreements will be ready for signatures the week of September 13. Sub-recipients are preparing to start projects ASAP. The year-end report, also referred to as the CAPER is on track to be submitted prior to September 30 deadline.

From a programming perspective, it has taken staff slightly longer to assemble a list of possible projects that could be part of the Neighborhood Improvement Fund. This activity is funded to the amount of \$156,399.00. Planning staff engaged with Public Works and Public Safety staff to generate a list of possible projects that fall within the low to moderate income areas of the City. During the September, 13 Housing Commission meeting, Karen Murphy and Chief Ford will be present to discuss possible activities with Housing Commissioners.

**CDBG-CV (CARES Act)**

The City of Midland is in the process of signing the grant agreement for both rounds of CARES Act funding. Once the agreement is returned to HUD, Washington Woods will be able to move forward on the east side chiller replacement. Staff expects this project to go smoothly given that the project is similar to last year's Washington Woods CDBG project.

**CDBG-DDR (Flood Relief)**

The City of Midland received official allocation letter on the same day that City Council approved the DDR budget. The final amount of DDR funding is \$5,476,035.00. This was \$76,035.00 higher than what Council approved on August 9. Council will hold a public hearing on September 13, 2021 at 7:00pm and then vote on the budget amendment for the full DDR allocation amount. To accommodate the increase in

funding, staff added those funds to the general planning and administration portion of the budget. HUD allows up to 20% of an allocation (in this case, \$1.1M) to be used for planning and administration. Staff have budgeted 5.9% of the allocation for these purposes.

### **Housing Commission Action**

Staff does not anticipate any specific recommendation to City Council during this meeting. The purpose of the CDBG neighborhood improvement fund discussion is to provide an update and discuss which activities the Commissioners would like staff to explore further. A special meeting in the fall, may be necessary to finalize these activities.

Respectfully Submitted,

Tom Wyatt, Community Development Planner