

A G E N D A

**REGULAR MEETING OF THE MIDLAND CITY HOUSING COMMISSION
MONDAY, JUNE 5, 2023 AT 3:00 P.M.
COUNCIL OVERFLOW, CITY HALL, MIDLAND, MICHIGAN**

1. Call to Order
2. Roll Call
3. Approval of the Minutes
 - a. Special Meeting – April 5, 2023
4. Senior Housing Reports
 - a. Riverside Place
 - b. Washington Woods
5. Presentation from Legal Services of Eastern Michigan
6. Adopt 2023-25 Goals
7. Adopt 2022-23 Annual Report
8. Communications
9. Items for Next Agenda – September 11, 2023
10. Adjournment

MINUTES

**SPECIAL MEETING OF THE MIDLAND CITY HOUSING COMMISSION
WEDNESDAY, APRIL 5, 2023 AT 3:30 P.M.
COUNCIL OVERFLOW, CITY HALL, MIDLAND, MICHIGAN**

1. Chair Mortensen called the meeting to order at 3:30 p.m.

2. Roll Call

PRESENT: Mortensen, Moten, Walker

ABSENT: Garchow, King

OTHERS PRESENT: Jacob Kain, Director of Planning & Community Development; Ryan Smith, Community Development Planner; and one others.

3. Approval of Minutes

Moten moved to approve the minutes of March 6, 2023. Walker seconded.

Motion carried 3-0.

4. 2023-2024 CDBG Budget and Annual Action Plan

Kain reviewed the proposed 2023-2024 CDBG Budget.

Moten asked for a review of the adjustments to the budget since the last meeting.

Mortensen asked about the current DR budget and potential reallocation.

Moten moved to recommend that City Council approve the 2023-2024 budget amendment as presented. Walker seconded. Motion approved 3-0.

5. Goal Setting

Kain reviewed the outcomes from the December goal setting discussion. Discussion ensued on champions for each goal and potential action steps and metrics. Staff will prepare a summary to share with the commission.

6. Communications – None.

7. Items for Next Agenda – June 5, 2023

8. Adjournment

The meeting was adjourned by Chair Mortensen at 4:39 p.m.

Respectfully submitted,



Jacob Kain, AICP
Director of Planning & Community Development

**Housing Commission Report
June 2023
Senior Housing Report
Riverside Place**

Summary (Maintenance):

Flood Mitigation: Currently, the City of Midland has HUD dollars earmarked for flood mitigation at Riverside. We went out to bid for engineering services for the design of a flood mitigation berm along the south section of the rear parking lot. A part of this project will be the redesign of the parking lot to accommodate the new flood mitigation berm. As part of any HUD project, there is the requirement of conducting an environmental study and that process has begun through the City’s Grant Coordinator. Once that study has been completed and approved by HUD our next steps will be going presenting to City Council the approval of the selected Engineering firm.

Day-To-Day Operations: I am happy to report that we are back to what we like to call normal, day-to-day operations at Riverside Place. There are currently no large projects going on and we are getting back into the routine of spring cleaning, building upkeep, grounds upkeep and planting flowers and improving landscaping. This will be the first spring in many years that the residents can enjoy the outdoors at Riverside Place without major interruptions or distractions. The Garden Club unknowingly has awakened many residents and people are now out and about and enjoying daily activities! The vibrancy is contagious. It is amazing what some flowers, dirt and good ole’ fashioned work can do for the soul. Even those who are not able to help are coming out and enjoying the social time with the Garden Club and admiring the handy work. The residents are enjoying moving forward again, rather than recovering.

Occupancy Report:

150 Apartments
- 53 Discounted Rent apartments leased
- 92 Market Rent apartments leased

05 Vacant Apartments Total (1 Guest Studio, 3 Studios, 1 Model Room, and 0 standard one-bedroom, large one-bedrooms and two-bedrooms)

Current Occupancy: 97% (using 150 apartments)

Move-OUTS:

Mar: 3
Apr: 3
May: 1

Move- INS:

Mar: 3
Apr: 4
May: 3

Current Wait List:

Market: 131
Non-Market: 048

Applications (March-May):

Market: 06
Discount: 01

Tours:

Mar: 14
Apr: 06
May: 11

Nursing Coordinator Report, by Michel Hupfer:

Data collected for this quarter as follows:

New resident orientations/revisits: 10
Clinic Visits: 521
Apartment Visits: 38
Family Conferences: 5

- Nurses hold clinic Hours and do apartment visits coordinating services and support for residents.
- Nurses do new move-in orientations and revisits of new residents.
- Resident Exercise class continues twice weekly and is well attended!
- 26th annual Riverside walking program:
 - 43 participants walked **1089 miles** – which means we walked to Pensacola Florida!
- Participated with Residency Coordinator at the Midland Mall Senior Expo April 12.
 - One inquiry actually moved in!
- Monthly health education seminars:
 - Alzheimer’s Association presented: *Healthy living for your brain & body.*
 - Program on stroke prevention (May is national stroke awareness month).
 - Bulletin board outside of health clinic updated based on education seminars.
- We now have an on-site podiatrist coming to RP every two months and they will bill insurances. This is a wonderful service and has been well received!

Activity Coordinator Report, by Eileen Surbrook:

Summary (Activities):

- March
 - Added putting green
 - Added Golden Gents club
 - Law day
 - St Brigid Tiger Cub magic show
 - Saturday Meal Deals – Dominos, The Menu Manager
 - Saturday Cinemas – Elvis Movie and The Sound of Music
 - Crafts with Eileen
 - Crafts with Judy Drummond
 - St Patty’s Day Pot Luck
 - Dial-a-Ride Seminar
 - Greater Midland Community Center Seminar
 - Shuffleboard Tournament
 - Ladies Tea
 - Music
 - Sweet Friends & Music
 - Joan & Friends

- April
 - The Chosen Television Study Group
 - Wildlife Recovery Association Presentation
 - Resident fashion show
 - Saturday Meal Deal – China Palace
 - Saturday Cinema – The Bucket List
 - Calligraphy Club
 - Delta College Astronomy presentation
 - Michigan birds presentation
 - Garden Club
 - “Bringing Saxxy Back” Dance
 - Music
 - Midland Saxophone Quartet
 - Jim Quales
 - Sheree Lovell

- May
 - Bocce Ball
 - Midland Garden Club-Container Gardening presentation
 - Kentucky Derby party
 - Crafts with Judy Drummond

- Crafts with Eileen
- Mother's Day Tea
- Riverside Garden Club
- Saturday Meal Deals - Olive Garden, Amazing Deli
- Saturday Cinemas-80 for Brady, Second Hand Lions
- Alzheimer's Association presentation
- Meet and Greet/ Birthday Bash
- Ariana's Farwell Dance
- Music
 - Michael Wechter
 - Michel Spitz
 - DJAM
 - The Golden Guild

Along with the above activities we continue to enjoy, coffee social every other Friday, Grange Bingo, corn hole, Busy Bees, Riverside Writers, religious visitors, shuffleboard and card playing.

Respectfully submitted,

Kim Samborn

Senior Housing Manager

Housing Commission Meeting

June 5, 2023

Washington Woods

	MOVE OUT'S	MOVE IN'S	TOURS	INTERNAL MOVES	Occupancy average
MARCH	2	3	13	2	95%
APRIL	1	2	9	5	96%
MAY	5	3	5	1	96%
Total	8	8	27	8	

Occupancy: Jonda Zelek

We had less move outs this quarter but more internal moves. Most of our internal moves resulted because of an increase in our meal plan. The West side is not required to participate in the meal program so the internal moves were residents from the East side moving over to the West so that they don't have to pay for the food plan. Our occupancy rate has stayed about the same.

Buildings and Grounds: Amy Wilhelm

CDBG Chiller Project: Our new chiller on the East side is up and running!

CDBG Steam Table: Our steam table should be delivered by mid-June. WW maintenance will be installing it.

CDBG East Side Lock Replacement: We are hoping to have this project started in July.

We finished our East Side entrance and dining room painting project in April. The funds for this were donated by the Currie Foundation.

Our carpet project will start in June. We will be replacing the carpet in our 3 entrances, all of the hallways (both sides, all floors) and if we have funds left over, the dining room. We are super excited for this project as most of the carpet is original to the building.

Health and Wellness: Nurse Jamie Keskey

The nurses had a busy quarter. Every category listed below had higher numbers than last quarter except the COVID number, which is a good thing!

Labs – 39

Clinic Visits – 852

Apt. Visits – 380

Nurse Lunches – 124

Orientations –8

Revisits –6

Covid Positives –1

Foot Clinics- 28 total on 3/1/23, 22 total on 5/4/23

Resident care programs included the Foot Clinic, chair exercise, a weekly grief support group and a presentation by a representative of Alzheimer's Association

Activities: Julie Moe

Spring has sprung at Washington Woods, and the residents have kept busy.

On weekends in March the residents played board games, tie dyed t-shirts and attended movie nights. They participated in Easter crafts, bingo, card making and a friendship bread class. The residents enjoyed informative presentations on Birding, Senior Services of Midland and Native American Spirituality Sound Healing. The big event of the month was the St. Patrick's party—filled with stand-up comedy, treats, music and everyone wearing green.

In April there were numerous dress-up days including Wacky Hat and Hair Wednesday and Tropical Thursday. Residents enjoyed five live performances by various local musicians. Weekday evenings were full of Cribbage, Euchre and Bingo. Weekends were scheduled with crafts, a Salad class and luncheon, and the highlight of the month-- a pancake breakfast with one of the Co-ops cooking the pancakes--which was attended by approximately 110 residents.

Monthly Tenant Council Saturday potlucks started back up in May.. Residents danced at a beach party with DJ music, and watched a group of Irish dancers perform in the Dining Room. The Garden Club is in full swing with residents planting flowers and tidying the grounds. A bird sanctuary has been set up at the back of the building, and residents sit and enjoy watching various birds visit the feeders and nests. The graduation party for the high-school Co-ops was very well-attended as everyone gathered to celebrate the graduates and enjoy refreshments.

Manager's note: Amy Wilhelm

On Wednesday, May 10th we had an outdoor work day for all of the WW staff. We concentrated on the grounds by raking, laying mulch and stone down, trimming bushes, planting flowers and overall sprucing everything up! We had some residents come out and help and

many just came outside and watched. I was very proud of the staff for all of their hard work. The residents absolutely loved seeing staff outside and appreciated it very much.

Memo



To: Midland City Housing Commission
From: Jacob Kain, AICP
Director of Planning & Community Development
Date: June 5, 2023
Re: Goal Setting

At your April 5, 2023 regular meeting, the Housing Commission continued a discussion on goals for the upcoming 24-36 month time period. A summary of that discussion is attached. With the completion of the goal setting occurring in June, staff will include a review of the goals on the June 2024 meeting agenda and annually thereafter. We will include time for an update on goals on each regular meeting agenda.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jacob Kain".

Jacob Kain, AICP
Director of Planning & Community Development

**MIDLAND CITY HOUSING COMMISSION
2023-25 GOALS**

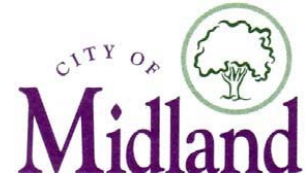
- *Incentives for developers*
 - Champions: Garchow, King
 - Incentives to explore:
 - Land Bank
 - Brownfield
 - OPRA district

- *Bringing partners together for discussion*
 - Champion: Walker
 - Areas for discussion:
 - CDBG-DR housing funds
 - Neighborhood connection and inclusion
 - Areas where we have funded projects
 - Leveraging the CDBG input process for engagement and education
 - Considering an off-site (non-City Hall) meeting location for one or more meetings

- *Identifying 1-3 key zoning changes needed and advocating with appropriate boards and councils*
 - Champion: Moten
 - Changes to explore:
 - Accessory dwelling units
 - Mixed use zoning
 - Increasing opportunities for multiple-family housing

- *Having a speaker about a critical housing need at each meeting and invite to media to attend or promote a follow-up story*
 - Champion: Mortensen
 - Potential speakers:
 - Legal Services
 - Housing Forward
 - Local resident perspectives

Memo



To: Midland City Housing Commission
From: Jacob Kain, AICP
Director of Planning & Community Development
Date: June 5, 2023
Re: Annual Report

A report summarizing the activities of the Housing Commission for the 2022-23 fiscal year has been prepared in accordance with the requirements of Section 2-158 of the City of Midland Code of Ordinances.

HOUSING COMMISSION ACTION

The Housing Commission will consider the adoption of the 2022-23 Annual Report on June 5, 2023. We anticipate that on June 12, 2023, City Council will receive and file the same.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jacob Kain".

Jacob Kain, AICP
Director of Planning & Community Development

ANNUAL REPORT 2022-23
CITY OF MIDLAND HOUSING COMMISSION



CITY OF MIDLAND HOUSING COMMISSION

William Garchow

Stephen King

Sharon Mortensen, Chair

Haseeb Moten

Erin Walker

STAFF

Jacob Kain, AICP, Director of Planning and Community Development

Ryan Smith, Community Development Planner

Beth Robb, CDBG Grant Administrator

INTRODUCTION

This report is provided in accordance with Section 2-158 of the City of Midland Code of Ordinances. It reports the Housing Commission's activities during the 2022-23 fiscal year.

ABOUT THE HOUSING COMMISSION

The Midland City Housing Commission was created in 1975 as provided for under Public Act 18 of 1933 (Housing Facilities). Under PA 18, commissions such as the Midland City Housing Commission may purchase, acquire, construct, maintain, operate, improve, extend or repair housing facilities and eliminate housing conditions which are detrimental to the public peace, health, safety, morals or welfare. The Housing Commission regularly advises City staff, the City Manager, and City Council on these issues.

The Housing Commission consists of five members who are appointed by the City Manager. The Commission conducts regular, public meetings in the Overflow Conference Room on the main floor of City Hall on the first Tuesdays of each quarter at 3:00 p.m. The agendas and minutes are posted on the City of Midland's web site.

The Housing Commission plays an important role in the budgeting of the City's Community Development Block Grant (CDBG) funds. The City is a CDBG entitlement community and receives funding annually, based on federal formula, for the purposes of benefiting low- to moderate-income individuals and households in the City. The Housing Commission reviews and makes recommendation on the CDBG Five-Year Consolidated Plan, the Annual Action Plan, and the annual budget. The Housing Commission also reviews budget amendments from time to time and has also provided recommendations on the allocation of CDBG Declared Disaster Recovery funds received as a result of the 2020 flood.

The Housing Commission also plays an important role in the vetting of requests for an affordable housing incentive known as a payment-in-lieu-of-taxes (PILOT). A PILOT is an agreed fee that is paid annually to the taxing authority instead of ad valorem property taxes and is required for Low Income Housing Tax Credit projects. The Housing Commission receives a presentation from the party requesting the PILOT and reviews that request against a variety of criteria, including but not limited to the following:

Minimum qualifications of the Michigan State Housing Development Authority (MSHDA):

1. The owner of the project is a nonprofit housing corporation, consumer housing cooperative, limited dividend housing corporation, mobile home park corporation, or mobile home park association.
2. The project is financed with a federally-aided or authority-aided mortgage, or an advance or grant from the authority.
3. The project must serve low income persons, as defined by MSHDA.

Adopted standards of Midland City Council:

1. That the proposed development will meet a demand not adequately addressed in the existing inventory of community rental housing.
2. That the proposed development will not have a negative impact on the existing rental housing market for substantially similar units.
3. That a PILOT agreement is essential to the financing of the proposed development.

Required application materials and additional standards (not adopted by City Council):

1. Complete City application form.
2. Must meet MSHDA eligibility and be approved as a non-profit housing corporation.
3. Must be financed with a MSHDA or other similar financing program.
4. Provide site/project-specific third-party market study (completed within the past 12 months). City Council would have discretion to waive this requirement.
5. All units within a proposed project must serve those at 50% or below of median income (as defined by HUD or MSHDA) and include units to serve those at 30% or below of median income.
6. Specify targeted rental rates by unit and income eligibility guidelines.

ACTIVITY SUMMARY

During fiscal year 2022-23, the Housing Commission held four regular meetings and two special meetings. Each regular meeting includes updates to the Housing Commission from staff at the City's senior housing facilities, Riverside Place and Washington Woods.

The following are additional topics addressed by the Housing Commission this fiscal year:

- December 2022
 - Discussion on goals for the upcoming period
- February 2023
 - Reviewed and recommended approval of:
 - a PILOT request from DeShano Development for Lincoln Park Residences Phase II
 - a CDBG budget amendment at the request of Habitat for Humanity
 - an updated CDBG Citizen Participation Plan
- March 2023
 - Heard presentations on 2023-24 CDBG funding requests from potential sub recipients and developed tentative budget priorities
 - Continued discussion of goals for the upcoming period
- April 2023
 - Reviewed and recommended approval of the 2023-24 CDBG budget and associated Annual Action Plan
 - Finalized discussion of goals for the upcoming period
- June 2023
 - Presentation from Legal Services of Eastern Michigan on fair housing
 - Adopted goals for the upcoming period (attached)