

AGENDA
REGULAR MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
MONDAY, SEPTEMBER 14, 2020 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.

To join via videoconference, go to:

<https://zoom.us/join> | **Webinar ID:** 828 2728 2768 | **Password:** 750627

To join via telephone, dial:

+1 (312) 626-6799 or +1 (646) 558-8656 | **Webinar ID:** 828 2728 2768 | **Password:** 750627

Meeting Agenda:

- 1. Roll Call**
- 2. Approval of Minutes**
 - a. [2.25.20 Special Meeting Minutes](#)
 - b. [4.20.20 Special Meeting Minutes](#)
 - c. [5.1.20 Special Meeting Minutes](#)
- 3. Public Hearings**
 - a. [2020-21 Community Development Block Grant Budget Amendments](#)
- 4. Senior Housing Reports**
 - a. [Riverside Place](#)
 - b. [Washington Woods](#)
- 5. Public Comments** (unrelated to items on the agenda)
- 6. Communications**
- 7. Future Meeting Date**
 - a. December 7, 2020 – Next regular meeting
- 8. Adjournment**

**MINUTES
SPECIAL MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
TUESDAY, FEBRUARY 25, 2020 3:00 P.M.
CITY HALL - COUNCIL OVERFLOW CONFERENCE ROOM
333 W. ELLSWORTH STREET
MIDLAND, MI 48640**

1. Call to Order

Loose called the meeting to order at 3:05 pm.

2. Roll Call

PRESENT: Mortensen, Garchow, King, Moten, Loose

ABSENT: None

OTHERS

PRESENT: Grant Murschel, Director of Community Development
Nicole Wilson, Community Development Planner

3. Public Hearing

a. Community Development Block Grant 2020-2021 Budget

Garchow indicated his position on the board of directors for Midland County Habitat for Humanity; as such, he indicated he would abstain from voting on the proposed budget in light of Habitat for Humanity's grant request.

The proposed staff budget was presented by Wilson. Members of the Commission discussed the limited availability of funds compared to prior years and the limited amount of proposed grants to be funded, as proposed by staff.

The Commission debated funding other grant requests instead of Cleveland Manor in full, this would allow continuation of single-family housing rehabilitation programs to continue to receive CDBG funding.

It was also discussed that staff's proposal to have other grants be prioritized to receive funding in the event of additional funding is the right proposal. This includes 1) fully funding the Washington Woods project (\$32,591), 2) funding the Collaborative Roofing Initiative between Midland County Habitat for Humanity and Home to Stay (\$50,000), and 3) funding Home to Stay's Home Repairs (\$40,000).

Mortensen made a motion to recommend approval of Community Development Block Grant 2020-2021 Budget as presented by staff, seconded by King.

Yeas: King, Loose, and Mortensen

Nays: Moten

Abstain: Garchow

Motion carries 3-1

3. Public Comments

None

4. Future Meeting Date
 - a. Mid-March Special Meeting TBD
 - b. June 1, 2020 Regular Meeting

5. Adjournment

The meeting was adjourned by Chairman Loose at 4:14 p.m.

Respectfully submitted,



Grant Murschel, Director of Planning and Community Development

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

**MINUTES
SPECIAL MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
MONDAY APRIL 20, 2020 3:00 P.M.
MEETING HELD ELECTRONICALLY DUE TO THE COVID-19 PANDEMIC**

1. Call to Order

Loose called the meeting to order at 3:00 pm.

2. Roll Call

PRESENT: Mortensen, Garchow, King, and Loose

ABSENT: Moten

OTHERS

PRESENT: Grant Murschel, Director of Community Development and Tadd Underhill,
Manager of Information Services.

3. Public Hearings

a. Consolidated Plan 2020-2025

Murschel gave an overview of the proposed plan.

Moten joined the meeting at 3:06 p.m.

King asked about affordable rent for low income earners, he wondered if \$500 a month was correct. Murschel commented that this is the approximate price for which those making \$20,000 to \$25,000 a year or less can afford.

Loose commented that the average sale price for a home has risen over the past 5 years. Of course, the current stay at home orders due to the pandemic are having an impact.

b. Fair Housing Plan 2020

Murschel provided an overview of the proposed fair housing plan.

Mortensen commented on the state of the City's rental code. Murschel confirmed that it is important to comprehensively review and update this in the near future. Any proposed changes would be in front of the Housing Commission for their review and recommendation to City Council.

There were no public comments on either plan.

King made a motion to recommend approval of the Consolidated Plan 2020-2025 as presented by staff, seconded by Mortensen.

Yeas: King, Loose, Garchow, Moten and Mortensen

Nays: None

Motion carries 5-0

Moten made a motion to recommend approval of the Fair Housing Plan 2020 as presented by staff, seconded by King.

Yeas: King, Loose, Garchow, Moten and Mortensen
Nays: None

Motion carries 5-0

4. New Business

a. Community Development Block Grant funds Coronavirus (CDBG-CV)

Murschel explained that the City anticipates receive just over \$130,000 to undertake activities that directly support efforts to combat the current COVID-19 public health emergency. There are eligible activities that can be funded. To date he has spoken to Senior Services regarding meals on wheels needs and has a call into MidMichigan Health.

Mortensen indicated that 2-1-1 would be a good reference for community needs as well as the Midland Public Schools, Vail House and the Arc of Midland.

Murschel indicated that there might be needs within the City as an organization as well, including Senior Housing. He asked for the Commission to schedule a special meeting for the following week to discuss potential projects in more detail.

5. Communications

Murschel provided an update regarding minor changes to the proposed CDBG budget for 2020-2021. He indicated that the carry-over number was slightly reduced following further review with the City Finance Department. As a result, Washington Woods has a slightly less award amount. He anticipates that a budget amendment will be needed in the next few months as the impacts to subrecipients from COVID-19 are more understood.

6. Public Comments

None

7. Future Meeting Date

- a. Special Meeting – Late April
- b. June 1, 2020 Regular Meeting

8. Adjournment

The meeting was adjourned by Chairman Loose at 3:56 p.m.

Respectfully submitted,



Grant Murschel, Director of Planning and Community Development

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

**MINUTES
SPECIAL MEETING OF THE
MIDLAND CITY HOUSING COMMISSION
FRIDAY, MAY 1, 2020 11:00 A.M.
MEETING HELD ELECTRONICALLY DUE TO THE COVID-19 PANDEMIC**

<https://zoom.us/join> | Webinar ID: 868 7562 9004 | Password: 970584

1. Call to Order

Loose called the meeting to order at 11:00 am.

2. Roll Call

PRESENT: Mortensen, Garchow, King, and Loose
ABSENT: Moten

OTHERS

PRESENT: Grant Murschel, Director of Community Development and Tadd Underhill,
Manager of Information Services.

3. Public Hearings

a. Community Development Block Grant funds Coronavirus (CDBG-CV)

Commissioner Moten joined the meeting at 11:05 a.m.

Murschel gave an overview of the proposed grant allocations for the special dollars that have been received by the City for coronavirus relief. He indicated that he had spoken with MidMichigan Health, Senior Services, the City's Police and Fire Departments, as well as other City Departments, to determine existing needs that have arisen from the pandemic. All general government expenses are not eligible to be covered under CDBG or CDBG-CV regulations.

The category where the most need is currently in the city of Midland is within the Public Services area. This category is capped at 15 percent of the total grant allocation, or \$19,837.05. As such, staff is recommending funding the requests of MidMichigan Health up to that cap amount.

The Commission indicated that it was logical to fund MidMichigan Health for these activities as this organization has borne a large responsibility to addressing the immediate health needs in the community.

The Commission directed staff to research more on the economic development options and requirements. This might be a potential option for future use of the dollars, in there are eligible activities to fund and an eligible entity to sub-grant to.

Mortensen made a motion to recommend approval of the proposed partial 2020-21 CDBG-CV budget, as prepared by staff. The motion was seconded by King.

Yeas: Garchow, King, Loose, Morten, Mortensen
Nays: None

The motion was approved 5-0.

4. Public Comments: None

5. Communications

Murschel indicated that the City Council had approved the proposed CDBG budget for 2020-21 for the regular dollars during their meeting on April 27, 2020. He also indicated that as grant requests become known or other community needs service, that are eligible to be funded through CDBG-CV, he will be working on an updated budget. This will likely be presented during the regular meeting on June 1.

6. Future Meeting Date

- a. June 1, 2020 Regular Meeting

7. Adjournment

The meeting was adjourned by Chairman Loose at 11:24 a.m.

Respectfully submitted,



Grant Murschel, Director of Planning and Community Development

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



DEPARTMENT OF PLANNING
AND COMMUNITY DEVELOPMENT

**STAFF REPORT TO THE HOUSING COMMISSION
FOR THE MEETING OF SEPTEMBER 14, 2020**

DATE: September 11, 2020

SUBJECT: Proposed 2020-21 Community Development Block Grant Budget Amendments

Additional Funding

The COVID-19 pandemic impacted the City's CDBG program in a few ways. Many of our CDBG subrecipients had projects that were impacted by the COVID emergency orders. As a result, some subrecipients have come in under budget, while others were unable to spend all of their allocated funding. Additionally, we received a special allocation of funding for COVID related activities that were programmed into the City's budget in June.

Staff has formulated the following proposed CDBG budget amendments for the 2020-21 program year that began July 1, 2020. The total funding available for the annual budget is the sum of three pieces: yearly entitlement (including the special COVID allocation known as CDBG-CV), carry-over from previous years, and anticipated program income.

Our total entitlement for 2020-21 is \$357,056 (\$224,809 original entitlement + \$132,247 COVID entitlement). \$303,391 in unspent and unallocated funds will be carried over from the 2019-2020 program year. This is an increase from our earlier estimation of \$97,282 in unspent and unallocated funds. Lastly, \$20,000 in program income is estimated to be collected during the year. The total resulting amount is \$680,447 (an increase of \$333,356).

Proposed Activity Expenditures

The following is a summary of the proposed expenditures and the activities proposed to be funded. All proposed activities are considered to be in line with the goals and objectives of the 2020-2025 Consolidated Plan that is currently being drafted by staff. In April 2020, the Housing Commission also recommended three activities to be funded in the event additional dollars became available. The proposed amendments are able to spread the additional dollars across two of these three activities.

GENERAL PROGRAM PLANNING AND ADMINISTRATION

The Planning & Administration category is capped at 20% of the year's entitlement amount (est. \$224,809) plus prior year program income (\$23,000). For 2020-21, staff calculates this value at \$49,561.

Planning/Administration

Staff Recommendation: \$49,500

These funds cover a portion of the salary and benefits of city staff (primarily the Community Development Planner) for administering the CDBG program, the cost of HUD training throughout the year, office supplies needed to administer the CDBG program, required notices in the Midland Daily News, and mortgage recording fees amongst other planning costs. At \$49,500, this is a recommended slight increase to cover a larger budget. As it stands, no Planning/Administration dollars are being allocated from the CDBG-CV funds.

HOUSING REHABILITATION

Home to Stay: Health & Safety Home Repairs

Staff Recommendation: \$29,300 (unspent funds from PY 2019-2020)

Home to Stay (HTS) used PY 2019-2020 funds to provide eligible low-income city of Midland homeowners with health, safety, and emergency repairs to their homes. The emergency orders connected to COVID19 halted HTS' ability to continue the program in a timely manner given the program year constraints. This funding focuses primarily on covering the costs associated with small, urgent-need repair projects. The projects are provided to the homeowners as a grant where the costs do not need to be repaid. Home to Stay was awarded \$30,000 for this project in PY 2019-20 and the recommendation is to fund the remainder of this award into 2020-21.

Midland County Habitat for Humanity & Home to Stay: Collaborative Roofing Initiative

Agency Request \$50,000

Staff Recommendation: \$99,000 (\$50,000 extension + \$49,000 in additional funding)

Midland County Habitat for Humanity and Home to Stay submitted a joint application for CDBG funding to cover costs associated with a new collaborative effort between the two organizations. This effort will seek to meet the needs of low-income homeowners who are in need of roof repairs or replacements. Home to Stay would conduct the intake and initial assessment, and Habitat for Humanity would provide the construction and financial administration. This joint venture between the two organizations was funded at \$50,000 in PY 2019-20. We are recommending an extension of the unspent PY 2019-2020 funds + an additional \$49,000 to almost cover all of their request for 2020-21. Similar to the HTS Health & Safety Repairs, this activity was unable to be completed in a timely manner due to emergency orders brought on by COVID that halted the construction industry in the spring. This was the activity given second priority to fund during the April 2020 Housing Commission meeting.

PUBLIC FACILITY IMPROVEMENTS

Grove Park Improvements

Staff Recommendation: \$30,000

Staff recommends an extension on PY 2019-20 funding to use the unspent funds. This project has been able to be completed but the funds are no longer available in the CDBG budget. Similar to other construction projects, this one was delayed due to COVID-19.

Washington Woods: Energy Efficiency (Air Handling & Heat Pumps)

Approved Funding: \$188,055

Staff Recommendation: **\$225,646** (Increased to full request)

Washington Woods has requested a total of \$225,646 to complete the air handling project for which specifications were completed in PY 2019-20 (bids received were over budget) and to replace heat pumps at the facility. Washington Woods was awarded \$188,055 in PY 2019-20 for energy efficiency upgrades that were to include lighting, exterior door and air handling projects; it is anticipated that the lighting and exterior door projects will be completed with the air handling portion proposed as an extension. **(Subject to Davis-Bacon Requirements)** Staff recommends funding at the full requested amount now that additional dollars are available. This was the activity given first priority to fund during the April 2020 Housing Commission meeting.

CONTINGENCY

Contingency

Approved Funding: \$5,000

Staff Recommendation: **\$10,000** (increase of \$5,000)

Contingency funds are a best practice and thus included in the CDBG budget, as HUD allocations are not confirmed and unforeseen cost overruns for funded projects are possible. Staff is recommending an increase in these funds to cover a large budget.

A table of the summary above can be found on the next page, labeled Attachment A.

Housing Commission Action

Staff currently anticipates that the Housing Commission will formulate a recommendation to City Council on the 2020-2021 CDBG Budget during its September 14, 2020 meeting. If this takes place, we anticipate that on September 28, 2020 the City Council will set the public hearing date for November 9, 2020 allowing for a 30-day public comment period. On November 9, 2020, we anticipate that the City Council will consider the 2020-2021 CDBG budget. Please note that these dates are preliminary and may be adjusted due to Housing Commission action and City Council agenda scheduling.

Respectfully Submitted,

Tom Wyatt, Community Development Planner

2020-21 CDBG Proposed Budget Amendments

<u>Revenue</u>	<u>Approved Budget</u>	<u>Proposed Amendments</u>
HUD 2020-21 Entitlement	\$ 224,809	\$ 224,809
CDBG-CV Allocation	\$ 132,247	\$ 132,247
Program Income	\$ 20,000	\$ 20,000
<u>Prior Year Carry-forward</u>	<u>\$ 97,282</u>	<u>\$ 303,391</u>
	\$ 474,338	\$ 680,447
<u>Expenditures</u>		
Planning/Administration	\$ 48,900	\$ 49,500
Housing Rehabilitation		
Home to Stay – Health & Safety Home Repairs	\$ 0	\$ 29,300
<u>HTS/Habitat for Humanity – Collaborative Roofing Initiative</u>	<u>\$ 0</u>	<u>\$ 99,000</u>
Public Facilities	\$ 0	\$ 128,300
Public Facility Improvements		
Grove Park Improvements	\$ 0	\$ 30,000
Cleveland Manor – Kitchen & Bath Renovation	\$ 100,000	\$ 100,000
<u>Washington Woods – Energy Efficiency</u>	<u>\$ 188,055</u>	<u>\$ 225,646</u>
Public Facilities	\$ 288,055	\$ 355,646
Public Services		
MidMichigan Health – Drive-thru Testing*	\$ 6,000	\$ 6,000
MidMichigan Health – COVID Telehub*	\$ 13,837	\$ 13,837
<u>Legal Services - Fair housing testing</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>
Public Services	\$ 24,337	\$ 24,337
Contingency	\$ 5,000	\$ 10,000
Sub-Total	\$ 366,292	\$ 568,033**

*denotes a CDBG-CV activity

**Un-programmed dollars total \$112,414 and are the remaining CDBG-CV funds that must still be programmed.

Housing Commission Report
September 2020
Senior Housing Report
Riverside Place

Summary:

Riverside Place has a story to tell for 2020! Beginning in March, COVID-19 became the central focus in our senior living setting. Staff in Senior Housing began putting measures into place to protect our residents. Guidance from the City of Midland began pouring in daily as we all chartered new territory. Building sanitation became a very routine part of our day and steps were put into place to eliminate as many up-close and personal interactions between staff and residents as possible. Activities were cancelled, daily meals were delivered to each apartment and restrictions on non-essential visits were put into place. Educating residents on proper hand washing, encouraging them to do their business by phone with Riverside Place staff and empathizing with them (and their families) as they slowly became cut-off from many of their emotional support systems became a top priority.

In April, our staff of thirteen were brought down to a staff of six in order to meet Stay Home Stay Safe Executive Orders. This resulted in even more dramatic reductions in services to the residents at Riverside Place. Staff that remained had to figure out how to continue to keep the meal plan rolling, the office somewhat functioning, the building cleaned and sanitized as well as continue working on essential maintenance needs. During this time, residents were extremely supportive and understanding, but it was beginning to take an emotional toll on them.

As we were getting used to the new normal, on May 19th, we received the dreaded call that dam failure was eminent and Riverside Place had to prepare to fully evacuate all residents. Although, COVID-19 was a serious matter, evacuation and support for the evacuation became top priority. We called all staff that were not furloughed to Riverside Place and began the process of safely evacuating residents. We had a handful of volunteers that helped out as well. The full evacuation took about three and a half hours and it couldn't have happened without the amazing

support of the resident's families, friends and support groups in the community. Most all of the residents went with family and friends. We had a handful that went to Midland High School for shelter and by May 22nd, all those at the shelter found placement.

For the next twelve weeks, the City of Midland and staff of Riverside Place along with countless volunteers and vendors began the process of working towards getting all the emergent things completed to allow residents to come home as soon as possible. First the clean-up had to occur. Then, the fire system, elevators, HVAC systems, pull cords, intercoms, and electrical systems had to be put back into working order.

The residents could not wait to return and they were updated regularly via voice mail and internet updates. Once the initial disaster recovery was under control, we staffed the office and began answering the many phone calls and helping residents with the stressors that they were facing while being away. Our office staff and nurse staff went above and beyond and were taking calls well into the evenings and weekends during this time from their homes.

With all the essential operations up and running, residents returned home on August 7th!

Currently, the lower level is still out of service. The lower level houses the commercial kitchen, the library, the beauty shop, the laundry rooms, all mechanical rooms, and ten apartments. This process will take time as the City of Midland is following all FEMA procedures required in hopes for assistance with the cost. The initial assessment with all damages was completed by WTA Architects and turned into the City of Midland at the end of August. The Assistant City Manager and the Procurement Department are working on next steps.

The residents are being served through a mobile kitchen and although they do have access to the lower level for laundry services, the entire lower level is closed off for resident use. At the time of this report, we are not sure of the time-line for completion, but the residents truly needed to be home and it is good to have the Riverside Place family back where they belong.

We'd like to give a formal shout out to the many who were instrumental in getting Riverside Place back open, but that list is far too exhaustive for this report. But, special thanks to the many different departments at the City of Midland who supported our mission of getting residents home

COVID-19 precautions are still in effect and restrictions are still in place by Governor's orders through the end of September. The building is now operating with a full staff and we are in the process of finding another new normal while celebrating the fact that residents are home and doing what we can to protect our residents and staff from the threat of COVID-19.

Occupancy Report:

Pre COVID and pre FLOOD: Jan-March occupancy = **97.78%**

Just before the flood and during COVID, May 19th occupancy = **94.6%**

- Rooms were not filled as they were vacated during the COVID, therefore occupancy began dropping at this time

Post Flood Return: August 7th = **66%**

- Unfortunately, we lost occupancy due to the following:
 - Residents decided to move closer to family
 - Residents decided to remain with family
 - Residents passed away
 - Residents needed higher levels of care – assisted living
 - Heartland Supportive Program discontinued by Heartland forcing residents in the Supportive Program to vacate to higher levels of care

Occupancy August 31st = 111, = **74%**

- Of those 111 apartments, 36% are discounted and 64% are market
- 18 One bedrooms to fill at end of August
- 21 Studios to fill at the end of August

Tours = 20 Tours with COVID precautions since August 7th. The phone is ringing, people are interested.

- Hurdles = lower level not inhabitable or usable, it is the hub of building. COVID. People want on the wait list, but want to see how COVID goes before making the move.

Completed Applications Market Rent: March through August = 10 applications

Completed Applications Non Market Rent: March through August = 5 applications

NOTE: One of the hurdles we are facing is recovering from furlough and getting the numerous empty apartments ready for move-ins. We have been moving people in as fast as we can once an apartment is renovated. There have been hang ups on flooring with supply chain management issues and that has also slowed down move-ins. The effects of COVID continue to have residual effects in the operations of Riverside Place.

Nursing Coordinator Report, by Michel Hupfer:

- Our team successfully evacuated all residents within 3.5 hours on May 19.
- I began by calling all emergency contacts of supportive and ‘fragile’ resident’s first so arrangements could be made as quickly as possible for a safe evacuation.
- I kept a log as each resident left and which family member/friend they were going with along with the location & phone number.
- 23 residents were taken to MHS for immediate shelter. I began the next day from home reaching out to those families to assist with securing a more ‘permanent temporary’ housing situation (many lived out of town and couldn’t get here the night before). Within the next 24-36 hours all but 4 residents had been picked up by family members. By Friday, May 22 I had all of our residents placed in a more suitable environment.
- The majority of residents stayed with family, however, 7 residents stayed at Colonial Villa, 4 residents went to WW, 2 went to Bickford Cottage, 1 to Brookdale, 8 stayed at Springhill suites, 1 at Hampton Inn, 3 stayed at Doherty hotel in Clare, 4 stayed at Cascades, 1 at Candlestone, 1 at Stratford Pines, 1 at Auburn Fields, 2 went to Independence Village.

- During our vacancy I continued to reach out to residents & families via telephone daily. Assisting with coordination of in-home care where needed & reaching out to physician's as necessary to obtain orders for services. Contacting pharmacies and physician's to assist with replacement prescriptions for medications that were lost in the flood for 8 residents in the Lower Level.
- Worked with the Red Cross Social Worker and Nurse who were servicing our residents at the local hotels on-going; answering questions and assisting with their needs until they returned to RP.
- 6 residents passed away during this time period. Maintained the Memorial book/obituary.
- Upon return to RP assisted residents/families as necessary with anything they needed: homecare services, grocery delivery services, change of address, reconciling lab work (done/not done) and getting that scheduled - whatever was needed.
- **Our homecare agency, Heartland decided 9 days before the residents could move back home that they would no longer provide support services to our residents.** This had a direct impact on 31 of our residents who were receiving services ranging from weekly housekeeping, medication reminders, assistance with showers and full supportive care. 13 residents did not return to RP, moving to Assisted Living to receive a higher level of care, 18 residents receiving minimal services have returned. I have worked (and continue to do so) with these residents & families individually providing them the various options available to determine the best possible outcome for a safe return to RP.
- The part-time nurse retired just prior to the flood. We have hired a new part-time nurse, Jamie Keskey, who started 2 weeks before our return to RP. Jamie's training was completed during this time frame. I have been very busy with assisting residents with getting back into their routine, making referrals for homecare (as many residents condition has changed during this 3 month period), etc. We are seeing residents both by appointment and open clinic (maintaining social distancing) and encouraging the use of masks. I continue to assess many new residents for move in's.

Activities Coordinator Report, by Kristine Burleson:

The activities at Riverside Place have been greatly impacted by COVID and flooding that occurred. On March 16 we were furloughed due to COVID and residents were more or less quarantined in their apartments until the flood occurred on May 19th. My job status changed on May 27th when I was called back to help field calls and office operations. We spent all of June and July helping those residents who found other housing options to coordinate the move and preparing for the residents to return. On August 7th they were able to return home. My primary position remained in the office due to having no Co-ops in the position yet. Near the middle of August one Co-op was hired for the rest of the school year and this is now leaving more time to focus on the activities with the residents. Due to COVID restrictions still in place I have started with just a few things to do for the month of September with the hope we can increase this as time goes on.

For September we have a month long game of Back Home Bingo and numbers will be called daily throughout the month with lots of basic needs for prizes such as, dish soap, tide pods and sweet individually wrapped snacks. We are trying to have stretching exercises outside for social distancing but this will be weather pending. Also, if weather is good we will be playing BOCCE ball with safety precautions in place to keep everyone safe while having fun. On September 17th there will be a fall craft and residents need to sign up to meet the 10 or less requirement. We were also very lucky to have a generous family and resident who made a new set of corn hole boards when they heard our set was ruined in the flood. The plan is play this indoors during the fall and winter and maintain the current amount of residents allowed in a group.

In closing we are glad our residents are back and will do the best we can to keep them busy and stay safe. Due to the flooding at Riverside our spaces available to host any indoor activity have been greatly reduced but we will continue to work as a team to keep everyone safe and healthy.

Maintenance Report:

During COVID, maintenance staff was reduced to one maintenance person in the building at a time with very little overlap. The two maintenance staff that remained cleaned and sanitized and did only the very essential work orders for residents. No apartment renovations could occur and

general building maintenance like weeding and deep cleaning took a back seat. Once the flood occurred, much of the Riverside Place staff were brought back from furlough to assist and support post flood activities. Although, the residents were not living at Riverside Place, their work was only beginning. Maintenance organized volunteers, helped with clean up and storage, triaged all issues and problems post flood. Maintenance spent all their energies working on projects that would allow for residents to return as soon as possible. During COVID, two maintenance staff retired. Due to COVID, hiring was a bit delayed. In the first week of September, we finally have a full maintenance team. They are working diligently on apartment renovations, yard clean up, building clean up and landscaping issues that must be addressed ASAP from flood damage.

In conclusion, it is apparent that Riverside Place is more than a building of brick and mortar. The services that are provided here and the community that supports one another is extremely unique. It is a privilege to be able to serve our residents and to help them rest, heal and move forward with renewed hope as we continue to restore the building after the flood and continue to do it as safely as possible while navigating the appropriate COVID responses and proactive measures needed each day.

Thank you,

Kim Samborn
Senior Housing Manager

Housing Commission September 14, 2020

Washington Woods

COVID Response:

At the beginning of March, Washington Woods had several cases of the Noro (stomach) virus within the building. Upon guidance of the health department, we shut down activities, and started daily sanitizing of the common areas. The dining room was also shut down and all meals were delivered to the individual resident apartments. In mid-March, our Noro virus was eliminated, but the Corona Virus had hit Michigan and Midland County. Because of this, all of our precautions and proactive measures remained in place.

On March 23, 2020, Governor Whitmer issued a Stay in Place – Stay Safe executive order. The City Manager of Midland ordered that only essential staff remain in their position with reduced hours and work from home as much as possible. To comply with this, most of the Washington Woods staff was furloughed, with those remaining needing to pick up more responsibilities and duties. As with all businesses, many procedures were changed and adjusted.

- The front office was closed.
- No activities
- Meals delivered to individual apartments
- Daily sanitizing all common areas
- Only essential/medical care visitors allowed in the building
- No nursing clinic hours
- No tours for potential residents
- Only emergency work orders completed
- Beauty shops, gift shop and resale shop closed
- Some chairs removed from lobbies to maintain social distancing
- Everyone entering the building need face coverings or masks
- Hand sanitizing stations placed at entrances

The Midland community showed great concern and compassion for our seniors during this difficult time. For instance; the local Girl Scout troop made hearts and cards for our residents.

Three cases of toilet paper were donated by a church and a local business. Another senior living facility donated cases of canned food to give out to those residents in need. A local food bank donated fresh fruit and vegetables for distribution here. Hidden Harvest donated a pallet box of fresh corn for our residents. We received several calls from community people inquiring if our residents needed anything. It is wonderful living in a caring community!

The Washington Woods furloughed employees started coming back to work in June. When our Activity Coordinator came back, she started some outdoor activities such as: Riddle Walk, Twins Day, Tai Chi, Patio Stretch, Detroit Tiger Day, Elvis Dance Party, Day at the Beach, Walk a Thon and Music on the Patio. In September, we are starting to have limited indoor activities with 10 or less participants with social distancing. These include activities such as exercise, book club, knitting club, bible study, quilting and crafts. The residents are very anxious to get back to some sort of social life, even though it is greatly limited.

At the present time, Governor Whitmer still is restricting visitors to essential workers only for independent living facilities. That means that our residents are still not allowed to have social visits from friends or family within the building.

Currently, our food contractor is continuing to deliver all meals to the resident's apartments. The two beauty shops have opened with appointment only customers. The front office hours have been reduced slightly. The hours are from 9:00-3:00 Monday thru Friday.

Washington Woods is giving limited tours to potential residents only on a scheduled basis. No drop in touring has been done. We are allowing people to move into apartments. If a new move in comes to us from another state or a high COVID area, we are requiring them to quarantine in their apartment for 14 days. Residents coming back from rehab centers are also required to complete a 14 quarantine or have a negative COVID test.

As of now, there has been no active cases of COVID 19 within the building.

Occupancy:

Prior to the COVID shutdown, Washington Woods was near the 100 percent occupancy level. Throughout the last six months, people have passed away or moved out due to needing a higher level of care. After the Midland flood, Washington Woods was able to offer seven Riverside

residents a temporary apartment while Riverside was closed. Of those seven residents, five return back to Riverside, one remained at Washington Woods and one moved to another senior living complex. As of September 10, 2020, Washington Woods is 99% occupied, with two available apartments. The Residency Coordinator has interested seniors for these apartments. Once the building is filled, the Residency Coordinator will be building up a waiting list for future open apartments.

Building and Grounds:

The Currie Foundation gave Washington Woods a three year grant to remove buckthorn (an evasive species) from the wooded area. In June, all of the larger buckthorn was cut and killed in the woods. The Washington Woods maintenance team will now clean up the fallen buckthorn from the property.

Washington Woods is in the process of replacing the west side chiller. Bids have gone out and been received. The chiller project will be ongoing throughout the next few months.

Respectfully Submitted,

Lori A. Jung

Assistant Manager of Senior Housing