

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, FEBRUARY 14, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Thursday, February 14, 2019, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Patricia Gix

Absent: Chairman Hal H. Hinchliffe and Commissioner Joe Farr

Also, present were: Frank L. Wilcox, Monroe Housing Authority Executive Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; John Wheeler, Facilities Maintenance Manager; Kara Jenkins, Executive Staff Officer; Jim Rountree, Attorney; and Steve North, Attorney.

NOTICE OF REGULAR MEETING

TO: Mr. Hal H. Hinchliffe, Chairman
Mr. Rick Miller, Vice-Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Mr. Joe Farr, Commissioner
Ms. Patricia Gix, Commissioner
Ms. Beverly V. Lewis, Commissioner
Mr. James A. Rountree, Attorney

You are hereby notified that the Board of Commissioners of the Housing Authority of the City of Monroe is called to meet in Regular Session at 2:00 P.M. on Thursday, February 14, 2019, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

1. Approve Minutes of Previous Meeting
2. Presentation of Management and Financial Reports
2. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this February 6, 2019

Vice-Chairman Rick Miller called the meeting to order, and Commissioner Beverly Lewis was asked to open the meeting with a prayer.

Vice-Chairman Miller asked the board for any comments regarding the January 15, 2019, meeting. There were none, and Commissioner Patricia Gix introduced a motion that the minutes of the previous meeting be approved. Commissioner Beverly Lewis seconded the motion, and it carried unanimously.

Vice-Chairman Miller called on Frank Wilcox, Executive Director, to introduce the Topics for Discussion from the agenda.

Mr. Wilcox began by introducing John Wheeler, Facilities Maintenance Manager, and asking him to discuss the plan for cameras around the 3rd and 4th Street build site. Mr. Wilcox then called on Janet Wells, Planning and Development Director, to inform the board about the upcoming ribbon cutting for the 3rd and 4th Street Project, also known as Preservation Mills. Ms. Wells directed attention to the press release she had passed out previously and invited everyone to attend the event. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3700

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY

TO SPEND \$15,000 TO ACQUIRE CAMERA COVERAGE IN THE
PRESERVATION MILLS (3RD AND 4TH STREET) AREA

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to spend \$15,000 on camera coverage for Preservation Mills (3rd & 4th Street build site), to be paid out of Monroe Housing Facilities Corp., is hereby granted.

The above Resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then asked Mr. Wheeler to discuss the lawn maintenance bids received for various locations. Ms. Wells provided the spreadsheet, and Mr. Wheeler read the low bid for each property. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3701

A RESOLUTION AWARDED LAWN MAINTENANCE
CONTRACTS FOR VARIOUS LOCATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the following low bids be accepted and lawn maintenance contracts be awarded for these specified properties:

<u>Contractor</u>	<u>Bid Amount</u>	<u>Property</u>
US Lawns	\$23,875	Claiborne Creek
US Lawns	\$27,775	Chauvin Pointe
KC Lawn	\$7,625	Ouachita Grand Plaza
KC Lawn	\$29,500	Passman Plaza
US Lawns	\$42,500	South Pointe
KC Lawn	\$6,857	Frances Tower
KC Lawn	\$54,000	Robinson Place & Robinson Place II

The above Resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then directed the board's attention to drainage issues near Foster Heights. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3702

A RESOLUTION AUTHORIZING FRANK L. WILCOX TO ENTER INTO A COOPERATIVE
ENDEAVOR AGREEMENT BETWEEN THE CITY OF MONROE AND MONROE HOUSING
AUTHORITY FOR REPAIRS AND IMPROVEMENTS OF THE LOUBERTA STREET (FOSTER
HEIGHTS) DRAINAGE IMPROVEMENT PROJECT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Frank L. Wilcox may enter into a Cooperative Endeavor Agreement with the City of Monroe for drainage system repair affecting Foster Heights.

NOW, BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Monroe Housing Authority is authorized to participate financially in the drainage system repair at an estimated cost of \$36,131.33.

The above Resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then introduced a request for permission to advertise for the annual water heater replacement contract. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3703

**A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR THE ANNUAL WATER HEATER REPLACEMENT CONTRACT.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to advertise for bids for the annual water heater replacement contract is hereby approved.

The above Resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved on to discuss his plans for retirement. Commissioner Lewis thanked Mr. Wilcox for a phenomenal job, and Commissioner Gix commended him for meeting the housing needs of so many in the community. Vice-Chairman Miller expressed agreement with the sentiments expressed by the commissioners. After discussion, Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3704

**A RESOLUTION AUTHORIZING RETIREMENT BENEFITS
BE PAID TO FRANK L. WILCOX**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Frank L. Wilcox surpassed the six-month notice requirement by providing two years' notice in Executive Session in 2017 and has now submitted written notice, dated February 7, 2019, confirming his intent to retire August 1, 2019.

NOW, BE IT FURTHER RESOLVED that Frank L. Wilcox be granted full retirement benefits upon his retirement date of August 1, 2019, as allowed by MHA policy for those retiring with at least 6 months' notice.

BE IT FURTHER AUTHORIZED that Frank L. Wilcox be allowed to use annual leave down to a balance of 300 hours, at which time the remaining annual leave and one-half of the balance of sick leave accrued will be paid out in one lump sum.

The above Resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then called on Ms. Wells to discuss the progress on ceiling repairs. She informed the Board that total expense for ceiling repair to date at Robinson, Lidell, Standifer, Alabama, Breece, and Locke is \$76,051.78.

Mr. Wilcox then asked Ms. Wells to provide an update on pending change orders. She reported that additional siding was required for storage rooms at Burg Jones Lane and explained that Johnson interior renovations currently has a credit balance due to the fact that some of the units did not require all of the modifications that were planned.

This concluded the Topics for Discussion.

Vice-Chairman Miller then moved to the report section of the meeting and asked for updates.

Mr. Wilcox reviewed the Vacancy Reports. He mentioned that some units were being held vacant at Johnson Carver for the renovations but that public housing was still at 98% full and the retirement communities were at 99%. Mr. Wilcox then moved on to the Rent Roll Analysis, stating that the

numbers were good. He reviewed the Crime Statistics report and noted that there were 11 incidents near Burg Jones. He informed the Board that we are in the process of getting 31 cameras up to deter crime on and near that property. Mr. Wilcox then moved on to the Employee Payroll Report. He remarked that the employee count is stable and mentioned that workers from Westaff are being utilized to assist our maintenance employees in preparing the properties for HUD's REAC (Real Estate Assessment Center) inspections.

Mr. Wilcox called on Ms. Wells to present the construction report. She discussed the active projects at each location, commenting that the work at Breece is about 80% complete and Johnson interior renovations are tracking at about 10%. She informed the Board that the City of Monroe had reported a forced main issue that could affect construction plans for the Burg Jones office renovation. Ms. Wells also mentioned that construction on 3rd and 4th Street and St. John would soon commence. Mr. Wilcox asked her to tell the Board about the grant from the City of Monroe. She explained that the City, through their Home Funds program, had allocated a \$47,000 grant to be used for improvements to 1402 S. 3rd Street, which is part of Preservation Mills. Ms. Wells also informed the Board that Robinson Place II is fully underway, with 14 of the 50 units released and 6 of those filled.

Mr. Wilcox then asked Janet Sanderford, Administrative Director, to provide an update on the financial reports. Ms. Sanderford informed the Board that the housing authority is below budget on several projects and noted that no one is running at a deficit.

Vice-Chairman Miller asked if there was any other business to come before the Board. Mr. Wilcox directed his attention to the notice of Mayor Mayo's Annual City of Monroe State of the City Address. Vice-Chairman Miller read the invitation aloud. There being no further business, Vice-Chairman Miller made a motion to adjourn the meeting. Commissioner Lewis seconded the motion and it carried unanimously. The meeting was adjourned.

RICK MILLER, VICE-CHAIRMAN

FRANK L. WILCOX, SECRETARY

CERTIFICATE

Frank L. Wilcox, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of Monroe, Louisiana, do hereby certify that the attached extract from the Regular Meeting of the Board of Commissioners of said Authority held on Thursday, February 14, 2019, is a true and correct copy of the Original Minutes of said Meeting on file and of record insofar as said attached extract, and I do further certify that each such Resolution appearing in said attached extract is a true and correct copy of Same Resolution adopted at said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 14th day of February, 2019.

FRANK L. WILCOX, SECRETARY

(SEAL)