

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, FEBRUARY 08, 2018

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 8, 2018 at the office of the Housing Authority of the City of Monroe, Louisiana located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

Absent: None

Also present were: Henry Bonner, Jr., MHA Board of Commissioners Chairman Emeritus, Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford, Administrative Director, Janet Wells Planning and Development Director, Karen Crowell, Executive Staff Officer and William Smart, President, Properties for Retired and Family Living Board.

Guest in attendance were: Sgt. Mickey Tucker, Monroe Police Department and Todd Little, Little and Associates.

NOTICE OF REGULAR MEETING

TO: Mr. Hal 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 8, 2018 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
3. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this February 1, 2018

Chairman Hal Hinchliffe called the meeting to order and William Smart was asked to open the meeting with a prayer.

Chairman Hinchliffe asked the Board for any comments regarding the January 18, 2018 meeting. There were none and Commissioner Joe Farr introduced a motion that the Minutes of the previous meeting be approved. Vice-Chairman Rick Miller seconded the motion and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker, Monroe Police Department, to provide an update on crime statistics. Sgt. Tucker reported that Eugene Ellis was appointed to the position of Chief of Police for the Monroe Police Department. Commissioner Farr spoke on behalf of all the members and asked Sgt. Tucker to convey the Boards' support for Chief Ellis. Sgt. Tucker acknowledge he would and went on to say that Neighborhood Watch and community engagement were top priorities for Chief Ellis. Sgt. Tucker said that crime statistics were normal and there

were no major incidents to report at this time. The Members expressed their appreciation and thanked Sgt. Tucker for his report.

Mr. Wilcox asked Sgt. Tucker to extend an invitation to Chief Ellis to attend the upcoming Resident Council Meeting set for February 27, 2018 at 11:30 a.m. as well as the March 8, 2018 meeting of the Board. Sgt. Tucker acknowledge he would and then left the meeting.

Chairman Hinchliffe called on Mr. Frank L. Wilcox, Executive Director, to discuss the topics on the agenda. Mr. Wilcox called on Todd Little, of Little and Associates, to provide an update on the Robinson Place II financing deal. Mr. Little reported that with property taxes and other adjustments there was an approximate \$400,000.00 shortfall in funding necessary to close the deal. Mr. Little's advice to the Board was to increase the amount of gap financing from Monroe Facilities Trust from \$1.5 million to \$2 million. Mr. Little also suggested that MHA consider pursuing AHP grant funds to offset some of these costs.

The Monroe Housing Facilities Corporation Board adopted the following Resolution. See excerpt from the MHFC Minutes below:

Accordingly, after discussion, Director Joe Farr introduced the following Resolution:

*A RESOLUTION AUTHORIZING MONROE HOUSING FACILITIES CORPORATION
AND ITS AUTHORIZED AGENT, FRANK L. WILCOX,
ON BEHALF OF THE MONROE HOUSING AUTHORITY,
TO LOAN UP TO \$2 MILLION DOLLARS IN
MONROE FACILITIES TRUST FUNDS TO ROBINSON PLACE II, LP
TO FACILITATE FINANCING FOR
THE DEVELOPMENT OF ROBINSON PLACE II*

BE IT RESOLVED by the Board of Directors of Monroe Housing Facilities Corporation, Monroe, Louisiana, that all previous Resolutions regarding the set aside of Monroe Facilities Trust funds for the purpose of facilitating financing for the development of Robinson Place II are hereby rescinded; and

BE IT RESOLVED that Monroe Housing Facilities Corporation and its authorized agent, Frank L. Wilcox, on behalf of the Monroe Housing Authority, are now hereby authorized to loan up to \$2 million dollars in Monroe Facilities Trust Funds to facilitate financing for the development of Robinson Place II; and

BE IT RESOLVED that these funds shall be in the form of a long-term loan, in the amount of \$750,000.00, a short-term loan in the amount of \$750,000.00, and a short-term loan in the amount of \$500,000.00. All loans shall be at a rate of interest of 4% per annum; and

BE IT RESOLVED that Frank L. Wilcox, Executive Director, Monroe Housing Authority, shall be and is authorized to act on the behalf of this corporation and to sign any and all documents related to this matter; and

BE IT FURTHER RESOLVED that Monroe Housing Facilities Corporation and its authorized agent, Frank L. Wilcox, on behalf of the Monroe Housing Authority, are hereby authorized to apply for Affordable Housing Program (AHP) Grant Funds to pay off all or part of these loans.

President Hal Hinchliffe abstained from the vote due to a conflict of interest due to business relationships.

The above Resolution was seconded by Director Beverly Lewis and carried the following vote:

AYES: Vice-President Rick Miller, and Directors Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

ABSTAIN: President Hal Hinchliffe

The Board thanked Mr. Little for the update and Mr. Little left the meeting.

Mr. Wilcox brought to the Board's attention a memorandum from the planning and development department stating that after completing five units, Mr. Robinson, low bidder for the contract for ceiling repairs for various sites, notified MHA that he could no longer fulfill the obligations of the agreement and resigned. Therefore, as a result, MHA was requesting permission to reject all current bids and re-advertise for bids for Ceiling Repairs for various sites. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3633

A RESOLUTION AUTHORIZING PERMISSION TO REJECT
ALL CURRENT BIDS AND TO RE-ADVERTISE FOR BIDS
FOR CEILING REPAIRS FOR VARIOUS SITES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the current Bids for Ceiling Repairs for Various Sites are hereby rejected; and,

BE IT FURTHER RESOLVED that Monroe Housing Authority is hereby granted permission to re-advertise for bids for Ceiling Repairs for Various Sites.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to review the bids received for Plumbing Repairs for Various Sites. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3634

A RESOLUTION ACCEPTING THE OVERALL LOW BID
SUBMITTED BY TERRELL HEAT AND AIR, INC. FOR
PLUMBING REPAIRS FOR VARIOUS SITES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the overall low Bid submitted by Terrell Heat and Air, Inc. in the amount of \$64.50 per hour per Master Plumber, \$43.00 per hour per Helper and \$275.00 per day equipment fee for trenching (as needed when MHA equipment is not available) is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to review the bids received for Demolition and Site Clearing for South 3rd and South 4th Street. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3635

A RESOLUTION ACCEPTING THE LOW BID SUBMITTED BY
ANDING CONSTRUCTION FOR
DEMOLITION AND SITE CLEARING SERVICES
FOR 1500 AND 1501 SOUTH 4TH STREET AND 1113 SOUTH 3RD STREET

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low Bid submitted by Anding Construction in the amount of

\$19,400.00 for Demolition and Site Clearing Services for 1500 and 1501 South 4th Street and 1113 South 3rd Street is hereby approved;

BE IT FURTHER RESOLVED that funding will come from non-HUD funds from the Facilities Trust.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to review the bids received for Lawn Service for Various Sites. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3636

A RESOLUTION ACCEPTING THE LOW BIDS FOR LAWN SERVICE AS FOLLOWS:

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low Bids submitted for Lawn Care Services as detailed below:

Unique Lawn Service was low bidder on the following:

Breece/Lock	\$18,002
Johnson Carver	\$31,450
Foster Heights	\$20,000
Miller Square	\$36,395
Chauvin Pointe	\$21,741
Passman Plaza	\$29,687

Unique Lawn Service withdrew their bid for Miller Square, Chauvin Pointe, and Passman Plaza and retained their bid for Breece/Lock, Johnson Carver and Foster Heights.

P & D recommends accepting the low bid from Unique Lawn Service for the following:

Breece/Lock \$18,002
Johnson Carver \$31,450
Foster Heights \$20,000

US Lawn Care had the low bid for Burg Jones \$46,700, therefore, P & D recommends accepting this bid

US Lawn currently has two contracts with MHA, South Pointe and Claiborne Creek. Unique Lawn Service withdrew their bid for Miller Square, therefore, **US Lawn becomes the low bidder at \$45,720.** US Lawn has the manpower and equipment to handle four contracts, therefore, **P & D recommends accepting the bid from US Lawn for Miller Square.**

The Perfect Cut Lawn was low bidder on the following:

McKeen Plaza	\$ 5,375
Chauvin Pointe	\$25,950
Passman Plaza	\$31,150

P & D recommends accepting the low bids from The Perfect Cut Lawn

Salter Lawn Care was the only bidder for Robinson Place, \$62,900. This bid would be a 40% increase from the previous contract, therefore, P & D recommends rejecting this bid and re-advertising this development.

There were no bids for Frances Tower, therefore, P & D is requesting to re-advertise this project.

are hereby approved.

BE IT FURTHER RESOLVED that Monroe Housing Authority is hereby authorized to reject the Bid from Salter Lawn Care for Robinson Place Lawn Care Services and to re-advertise for Bids for Lawn Care Service for Robinson Place and for Frances Tower.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox informed the Board that he had asked Cheryl Farmer, Director of Operations, to develop a new Homeownership Program to benefit residents of the Public Housing and Housing Choice (Section 8) Voucher Program. Mr. Wilcox then called on Ms. Farmer to provide the Board with an update on the program's development.

Ms. Farmer informed the Board that participation from local lenders, realtors and other housing experts was very good and the committee was enthusiastic at the prospect of bringing this resource to the community. Ms. Farmer said she anticipated having enough of the details firmed up in time to introduce the program at the upcoming Health and Wellness Expo to be held on Saturday, March 17, 2018 at the Miller Square Community Center. Commissioner Farr suggested that there may be Community Development Block Grant funds available from the City of Monroe to support this program. The Members expressed their support for this initiative and thanked Ms. Farmer for her report.

After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3637

**A RESOLUTION AUTHORIZING PERMISSION FOR
MONROE HOUSING AUTHORITY TO ALLOCATE FUNDS
IN THE AMOUNT OF \$50,000.00
FOR A HOMEOWNERSHIP PROGRAM**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization for the Monroe Housing Authority to allocate funds in the amount of \$50,000.00 for use for a Homeownership Program is hereby approved; and,

BE IT RESOLVED that these funds shall be used to pay for associated program costs and to provide program participants with funds to assist with down payment and closing costs; and

BE IT RESOLVED that the funds are to be used solely to facilitate homeownership for participants in Monroe Housing Authority's Public Housing and Housing Choice Voucher (Section 8) Programs; and,

BE IT RESOLVED that each home purchased must be located within the City Limits of the City of Monroe, Louisiana; and

BE IT FURTHER RESOLVED that contributions are not to exceed \$2,000.00 per participant.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Chairman Hinchliffe then moved to the report section of the meeting and asked for updates. Mr. Wilcox called on Karen Crowell, Executive Staff Officer, to provide an update on the Resident Services Programs. Ms. Crowell provided the Board with information on current resident programs including early childhood literacy, family enrichment, adult education, career training, supportive services for seniors and community-wide outreach events. The Board was pleased with the volume and variety of programs and events being offered as well as the resident participation rate. The Members thanked Ms. Crowell for her report.

Mr. Wilcox then called on Ms. Crowell to provide information on the Utility Analysis report. Ms. Crowell stated that there were no significant increases to report at this time and overall there was a decrease in utility consumption and costs for the quarter. The Board thanked Ms. Crowell for her report.

Mr. Wilcox then reviewed the Vacancy Report and Rent Roll Analysis and reported that the numbers were good. As the Crime Statistics had already been discussed by Sgt. Tucker, Mr. Wilcox moved on to the Employee Report. Mr. Wilcox stated that there were no significant staff changes to report at this time. The Board thanked Mr. Wilcox for the reports and expressed appreciation to him and the entire MHA staff for their hard work.

Mr. Wilcox called on Janet Wells, Director of Planning and Development, to provide an update on Construction, Planning and Development. Ms. Wells provided the Members with an update on all current contract work and planned development. Ms. Wells stated she would have the Capital Fund budget

available for the Board's review at the next scheduled meeting. The Members thanked Ms. Wells for her report.

Mr. Wilcox called on Janet Sanderford, Administrative Director, to summarize the Financial Reports. Ms. Sanderford stated that the numbers were good and indicated the agency was in a sound financial position. Ms. Sanderford asked the Members to review the reports in detail and to contact her should there be any questions. The Members thanked Ms. Sanderford for her report.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Commissioner Farr made a motion to adjourn the meeting. Commissioner Gix seconded the motion and it carried unanimously. The meeting was adjourned.

HAL HINCHLIFFE, 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 08, 2018 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 8th day of February 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)