

Jackson/Teton County Housing Authority
Meeting Minutes
August 7, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on August 7, 2019 at 2:00pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Amy Robinson, Annie Droppert Kent, and Stacy Stoker.

Pronouncement of Quorum

Board Chair, Matt Faupel and Vice Chair, Amy Robinson and Clerk, Annie Droppert were present. Housing Authority Board Chair, declared a quorum.

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for July 3, 2019

Amy Robinson motioned to approve the Regular Meeting Minutes for July 3, 2019. Matt Faupel seconded. The motioned was approved unanimously.

Review of May Financials & Staff Update

Melody Ranch Townhomes Update - purchase of Workforce Restrictions.

Staff let the Board know that Staff has been approached by one market owner about a potential purchase of a Workforce Restriction purchase on their unit. No formal request has been made. Staff also let the Board know that First Interstate Bank has declined individual financing to the townhome owners and are currently having discussions with the HOA for other financing options. A discussion occurred between the Board, Staff, and Adam, one of the Melody Ranch Townhome owners. No action was taken.

440 W Kelly Ave Update

Staff let the Board know that the Town of Jackson voted for building the 16-unit design. The County voted against the 16-unit design then reconsidered, and then pulled the motion from the floor. The Town and County will revisit this in the future to discuss how to move forward with this property. A discussion occurred. No action was taken.

105 Mercill Ave Update

Staff let the Board know that the project chosen for this property is the Mercill Partners Project. A Development Agreement and Ground lease are currently being drafted. A discussion occurred. No action was taken.

174 N King St Update

Staff let the Board know that the Low-Income Housing Tax Credit application for this project was denied, and that the Town Council will discuss how they would like to move forward with this property. A discussion occurred. No action was taken.

Housing Department Rules and Regulations Clean-up Update

Staff let the Board know that the Rules and Regulations clean-up went before the JIM on July 23rd. Staff reviewed the six policy questions that were decided as follows:

1. Should all adults residing in a restricted unit be required to be on title to the home?

The electeds voted for Staff and Housing Authority recommendation. All adults residing in the home must sign an Occupancy Agreement.

2. Should owners of Affordable units be required to wait one year before moving another person in with them?

The electeds voted for Staff and Housing Authority recommendation. Owners of Affordable units must wait one year before moving another adult into the home.

3. Should the minimum occupancy requirements be changed?

The electeds voted for Housing Authority recommendation. Change the minimum occupancy requirements so that 2-person households can enter drawings for two-bedroom homes. There is no occupancy requirement for Workforce units, and if a family does meet the Affordable minimum occupancy requirements, they receive a point (extra entry) in the drawing.

4. If a homeowner meets the minimum employment requirement of 1,560 hours worked per year at a local business, should s/he be required to occupy her/his home a minimum of 10 months per year for ownership or 80% of the lease term for rentals?

The electeds voted for Staff and Housing Authority recommendation. Owners must occupy their home a minimum of 10 months per year or for tenants, 80% of their lease term.

5. How should Local Business be defined for the purpose of determining whether a household is locally employed?

The electeds voted for Staff and Housing Authority recommendation:

The definition of local business should be in two parts:

A. A local business means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.

Or

B. A business physically located in Teton County, Wyoming who employs two or more Qualified Employees who must work in Teton County Wyoming to perform their job.

6. Should there be any other school positions included in the definition of Teacher such as counselor, front desk personnel, early childhood caregivers?

The Housing Authority Board recommendation was the same as staff recommendation except that staff was directed to look into whether other school employees needed the extra hours. Staff contacted Teton County School District Admin and was informed that counselors, front desk workers, etc. had plenty of hours to cover 1,560 per year. The electeds went with staff recommendation. The definition of Teacher is as follows:

Teacher is defined as any individual who [1] works with individuals age three (3) - twenty-four (24), and [2] whose duties involve classroom or other instruction or other direct educational support, and [3] whose primary employment is at least thirty (30) hours a week for at least nine (9) months per year, but is not employed in that position for at least two (2) months per year.

Staff reviewed the terms of the mandated 45-day public comment period before the revisions to the Rules & Regulations can go into effect (in October). A short discussion occurred. No action was taken.

3590 Kennel Lane Listing

Staff let the Board know that the Town and County voted to direct the Housing Authority to list 3590 Kennel Lane (Rains Property) for sale for \$2,200,000. Attached are the following that need the Chair's signature or initials:

- Brokerage Disclosure
- Exclusive Right to Sell Listing Contract
- Seller's estimated net proceeds
- Exhibit A: Additional Provisions

Motion:

Amy Robinson moved to approve the Brokerage Disclosure, Exclusive Right to Sell Listing Contract, Seller's Estimated Net Proceeds and Exhibit A: Additional Provisions to move forward with the sale of 3590 Kennel Lane as directed by the Jackson Town Council and the Teton County Board of Commissioners. Matt Faupel seconded the motion. The motion was approved unanimously.

Matters from Staff

No matters from Staff.

Matters from the Board

A discussion occurred regarding the Melody Ranch Townhomes. No action was taken.

Adjourn

Matt Faupel moved to adjourn the meeting at 2:48pm. Amy Robinson seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Droppert Kent, Clerk



Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

Matt Faupel
Chair

Date _____



Amy Robinson
Vice Chair

Date 9/4/19



Annie Droppert Kent
Clerk

Date 9/4/19


