

Jackson/Teton County Housing Authority
Regular Meeting Minutes
January 2, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on January 2nd at 2:00 p.m. in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Danielle Goldyn-Haigh, Amy Robinson, Keith Gingery, April Norton, Julia Johari, and members of the community.

Pronouncement of Quorum

Board Chair, Matt Faupel and Clerk, Danielle Goldyn-Haigh, and Vice Chair, Amy Robinson were present. Housing Authority Board Chair, Matt Faupel declared a quorum. A change to the agenda was requested moving item 4 – Executive Session to Discuss Real Estate until after item 13 – Melody Ranch Townhome Discussion. A decision was made to approve this request.

Public Comment

Amy Robinson read a letter from a select group of Melody Ranch Townhome owners regarding taking core samples of their roofs. A decision was made to discuss this item during the Melody Ranch Townhome Discussion.

Approval of Minutes for November 7, 2018

Amy Robinson moved, and Matt Faupel seconded for approval of the minutes. The motion passed unanimously.

Review of November Financials & Staff Update:

Grove budgetary concerns were discussed. A decision was made to discuss this further during the February or March HAB meeting. No action was taken.

Grove Phase 1 Budget Update

No further discussion occurred regarding the Grove Phase 1 Budget Update.

260 W Broadway Ste A and Ste D Lease Renewal

It was stated that the lease with the Chamber of Commerce for 260 W Broadway Ste A and Ste D expires on April 30, 2019, and that the lease agreement terms for renewal have been revised. Amy Robinson moved to approve the lease renewal with the Chamber of Commerce for an additional five years and approve the lease as presented. The motion passed unanimously.

Grove Phase 1 Former Tenants: No response to invoice

A discussion occurred regarding former tenants of Grove Phase 1 who broke their lease. Staff asked for direction on how to move forward collecting these funds. The County Attorney recommended sending a debt collection letter. It was recommended to follow-up with this discussion in 30 days. No action was taken.

4307 S. Sage Meadows Road – Purchase of sunset clause

The homeowner of 4307 Sage Meadows Drive has indicated that she is willing to sell her unit to the Housing Authority for a reduced price. Staff recommended purchasing the home for an amount not to exceed \$600,000, replace the current restriction with a Workforce Ownership restriction, and to sell the qualified household for \$150,000 less than the purchase price. A discussion took place regarding the terms of this proposed sale, including money that would be saved by the seller from the absence of brokerage fees. Amy Robinson moved to recommend the purchase of 4307 S. Sage Meadows Road for an amount not to exceed \$575,000. Subsequent to that purchase, she recommended that the Housing Department record a Workforce Ownership restriction on the unit and sell to a qualified household. The motion was unanimously approved.

Redmond Street Rentals Ground Lease Addendum

On December 20, 2018, the Town Council and Board of County Commissioners directed and authorized the Jackson/Teton County Housing Authority Board to sign an Addendum to the ground leases for Redmond Street Rentals. The Addendum serves to memorialize the current Project Percentages for each of the three project partners and to clarify how surpluses, deficits, and future contributions to the Project Percentages will be handled. A discussion took place regarding the proposed addendum. Danielle Goldyn-Haigh moved to approve the Addendum to the Ground Lease for Redmond Street Rentals. Amy Robinson Seconded the motion. The motion was unanimously approved.

Healing Waters Update

On December 21, 2018 Healing Waters signed the 2nd amendment to their lease making a flat rate of \$304 for electricity and water, which is an average of the last year's bills. They also paid their outstanding balance of \$195.41. A short discussion took place. No further action was taken.

Melody Ranch Townhome Discussion

Several Melody Ranch Townhomes have faulty structural issues due to poor construction. Costs to fix the structural damage of these homes is projected to be above the collateral value of the homes, and therefore not financeable. The HOA approached the Housing Authority for help because 8 of the units are deed restricted. There will be an impact on the Housing Authority due to the projection of these units falling into disrepair, or due to homeowners not being able to cover all costs, thus defaulting on their Qualified Mortgages. Staff and the HOA asked for recommendations from the Board to present to the elected officials for help with this issue. A 1.5-hour discussion occurred. The HOA agreed to survey the homeowners to get more information from them. The Board agreed upon several options to present to the elected officials. No further action was taken.

Executive Session to Discuss Real Estate

A discussion occurred regarding Housing Authority Real Estate. No action was taken.

Matters from Staff

Nothing

Matters from Board

Nothing

Jackson/Teton County Housing Authority
Regular Meeting Minutes
February 6, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 6th, 2019 at 2:09pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Danielle Goldyn-Haigh, Amy Robinson, April Norton, Julia Johari, and Stacy Stoker.

Pronouncement of Quorum

Board Chair, Matt Faupel and Clerk, Danielle Goldyn-Haigh, and Vice Chair, Amy Robinson were present. Housing Authority Board Chair, Matt Faupel declared a quorum.

Public Comment

No Public Comments

Approval of Minutes for January 2nd, 2019

Danielle Goldyn-Haigh moved, and Amy Robinson seconded for approval of the minutes. The motion passed unanimously.

Review of December Financials & Staff Update

There was a brief Staff update regarding JTCAH's contract with Greenwood Mapping. No action was taken.

Grove Phase 1 Budget

Staff updated the Board to let them know that The Grove Phase 1 Budget is status quo from the January meeting, and that a Facilities Condition Assessment (FCA) is being done on January 30, 2019. Staff let the Board know that a complete report of each component of the building, its life span and maintenance/replacement cost will be provided by the company doing the assessment, and that it will be available for review at the March board meeting. No action was taken.

The Grove Phase 1 Unit 105 Lease Renewal

Staff updated the Board to let them know that on December 31, 2018, the Housing Department received a written request to renew the lease with Healing Waters (Unit 105). Staff recommended that the lease be renewed, since they have met the following requirements for lease renewal: Their lease requires that they request the renewal at least 120 days before the lease expires, which is June 30, 2019. Provided the tenant is not in default of the terms or conditions of their lease, the tenant has the option to renew for two additional three-year terms. As of December 21, 2018, the tenants had cured any defaults. Beginning July 1, 2019 the rent amount will be adjusted up each year at a rate of 2.5%.

Motion

Danielle Goldyn-Haigh moved to approve the lease renewal with Healing Waters for Unit 105 of The Grove for an additional three years and approve the lease amendment as presented. Amy Robinson seconded. The motion passed unanimously.

Amendment to 260 W. Broadway Ste C Lease

Staff updated the Board to let them know that the TSA is requesting an amendment to their lease to include cleaning of their space in their monthly rent. The change is due to the method GSA uses to pay these bills. They have indicated that it is much less cumbersome for GSA to include it in the monthly rent instead of processing monthly invoices from a cleaning company. They have proposed the following:

Current Monthly Operating Costs Paid by GSA	Proposed Operating Costs
\$4,651.31	\$5,491.31

This is a difference of \$840.00 per month for cleaning.

The current contract is with Premiere Cleaning and is for \$840.00 per month.

Motion

Amy Robinson moved to approve the proposed amendment to the 260 W. Broadway Lease to include cleaning in the rent in the amount of \$840.00 per month. Danielle Goldyn-Haigh seconded. The motion was approved unanimously.

Melody Ranch Townhome Update

Staff updated the Board to let them know that Town Council and Board of County Commissioners have removed this item from their February 4, 2019 Joint Information Meeting by the Mayor and County Commissioner Chair. Staff updated the Board regarding next steps. A discussion took place. No action was taken.

4275 Polo Pony Road Amendment and Restatement Special Restriction

Staff updated the Board to let them know that 4275 Polo Pony Road, a Workforce Ownership unit, has sold and needs updated restrictions. A short discussion took place.

Motion

Amy Robinson moved to approve the Complete Amendment and Restatement Special Restrictions for Workforce Ownership Housing Located at 4275 Polo Pony Road Teton County, Wyoming. Danielle Goldyn-Haigh seconded. The motion was approved unanimously.

Units 5 and 7 Raver Condominiums Amendment and Restatement Special Restrictions

Staff updated the Board regarding Unit 7 of Raver Condominiums, which is a one-bedroom Affordable Rental unit that is not allowed to be owner occupied. Unit 5 is an identical one-bedroom Workforce Housing unit that is allowed to be owner occupied. Unit 7 was sold without notice to the Housing

Department to someone who expected to occupy it as their primary residence. Through our Compliance Program, it was discovered that the new owner was in default because he was occupying the unit. Otherwise, his employment history qualifies his occupation of a Workforce unit. To resolve this issue, and maintain compliance, staff recommended that the restriction types be swapped such that Unit 7 will now be a Workforce unit, and Unit 5 will be an Affordable Rental.

Motion:

Amy Robinson moved to approve the Complete Amendment and Restatement Special Restrictions for Workforce Ownership Housing Located at 250 W. Snow King Avenue Teton County, Wyoming for Unit 7 and the Complete Amendment and Restatement Special Restrictions for Affordable Rental Housing Located at 250 W. Snow King Avenue Teton County, Wyoming for Unit 5. Danielle Goldyn-Haigh seconded. The motion was approved unanimously.

Budget Timeline

Staff updated the Board to let them know that the Housing Authority budget is due to the Town and County by February 22, and that it will need to be reviewed and approved by the Housing Authority Board before then. Staff let the Board know that The Grove, 260 W Broadway, and Ground Lease payments will be the focus of budget revisions. Staff let the Board know that budget revisions regarding The Grove will be informed by the FCA (Facility Condition Assessment). Staff recommended a Special Meeting sometime during the week of February 18 to review and approve the budget. A discussion took place. A meeting was scheduled for Wednesday, February 21st from 9:30 – 10:30am. No action was taken.

Matters from Staff

Nothing

Matters from Board

Nothing

Executive Session to Discuss Real Estate in accordance with W.S. §16-4-405 (a.iii)

A confidential Executive Session took place. No action was taken.

Adjourn

Matt Faupel moved to adjourn the meeting at 3:04pm. Danielle Goldyn-Haigh seconded. The motion passed unanimously.

Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel
Chair

Date_____

Amy Robinson
Vice Chair

Date_____

Danielle Goldyn-Haigh
Clerk

Date_____

Jackson/Teton County Housing Authority
Special Meeting Minutes
February 21, 2019
Teton County Old Library

The special meeting of the Jackson/Teton County Housing Authority Board was called to order on February 21st, 2019 at 9:34am in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Danielle Goldyn-Haigh, Amy Robinson, April Norton, Julia Johari, and Stacy Stoker.

Pronouncement of Quorum

Board Chair, Matt Faupel and Clerk, Danielle Goldyn-Haigh, and Vice Chair, Amy Robinson were present. Housing Authority Board Chair, Matt Faupel declared a quorum.

Public Comment

No Public Comments

Staff Updates

An update to the agenda was made, changing "Grove Phase I" to "JTCAH Budget".

Review of the Proposed Jackson/Teton County Housing Authority Budget for FY19/20

The purpose of this Special Meeting is for the Housing Authority Board to review and approve the budget for Fiscal Year 2019/2020. The budget is due to Teton County by 5:00 p.m. on February 22, 2019. Staff reviewed the proposed Jackson/Teton County Housing Authority Budget for FY19/20 with the Board. Four key issues in the proposed Housing budget were discussed: Millward Ground Lease Funds, the Supply Account, the Administration Account, and the Grove Phase 1 Reserves Account.

Motion

Danielle Goldyn-Haigh moved to approve the Housing Authority Budget for FY 2019/2020 with the following changes:

- Create a supply account instead of using a reserve account
- Include the sale of 4307 Sage Meadows Road in the supply account

Amy Robinson seconded. The motion was approved unanimously.

Adjourn

Amy Robinson moved to adjourn the meeting at 10:00am. Matt Faupel seconded. The motion passed unanimously.

Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel Date _____
Chair

Amy Robinson Date _____
Vice Chair

Danielle Goldyn-Haigh Date _____
Clerk

Jackson/Teton County Housing Authority
Meeting Minutes
March 6, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to order on March 6th, 2019 at 2:00 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Amy Robinson, April Norton, Julia Johari, and Stacy Stoker.

Pronouncement of Quorum

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

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for February 6 and February 21, Special Meeting

Amy motioned to approve the Regular Meeting Minutes for February 6 and Special Meeting Minutes for February 21. Matt seconded. The motion was approved unanimously.

Review of January Financials & Staff Update

A short discussion occurred regarding the January Financials & Staff Update. No action was taken.

Melody Ranch Townhomes

The Housing Department has received communications from the County Attorney concerning the Covenants Conditions and Restrictions for Melody Ranch Townhomes. Staff has also received a letter from the HOA written by their attorney, Frank Hess. The elected officials have indicated that they do not want to hear this item unless all outstanding questions are answered and there is a strong recommendation from the Housing Authority Board.

Outstanding Questions

1. What is the actual cost of fixing these roofs?
2. How do we know if all roofs are affected?
3. Where in the process is the RFP for the architect and engineer that the HOA put out?
4. Were the buildings originally built to code? Is it absolutely a certainty that at the time of construction the wrong materials were used?
5. What is the obligation of the Housing Department to enforce maintenance on the homes?

The HOA updated the Board and staff with new information regarding this situation. A discussion occurred between Board members, staff and the HOA. Staff asked for direction from the Board on next steps, and then staff and the Board provided recommendations to the HOA. No action was taken.

Update on 4307 Sage Meadows Drive

The closing for 4307 Sage Meadow Road was completed on February 26, 2019. The former owner will be leasing the property back from the Housing Authority through the end of March. A new Workforce Housing Restriction will be recorded on the property, and the home will be sold for \$500,000 through the Housing Department's Weighted Drawing Process. The price is based on MFI for 3 and 4 person households. The goal for Workforce units is to price them at a price that's affordable to a household earning more than 120% of Median Family Income. This unit is priced at about 175% MFI for a 3 person household and 150% MFI for a 4 person household. The closing is projected to take place the first week of June. As discussed during budget approval, proceeds from the sale will go into the Housing Supply Account. A short discussion occurred between staff and the Board. No action was taken.

199 E. Pearl Amendment and Restatement Special Restriction

199 E. Pearl #205 is a condominium in the 199 E. Pearl building located on the corner of Pearl and Willow. It currently for sale and has an Employment-based restriction on it, and this Amendment and Restatement Special Restriction will bring it up to date with the standardized Workforce Housing Restriction.

Motion: Amy Robinson moved to approve the Amendment and Restatement Special Restriction for Workforce Housing located at 199 E. Pearl Condominium Addition Unit 205 Town of Jackson Wyoming. Matt Faupel seconded. The motion was approved unanimously.

4307 Sage Meadow Road Amendment and Restatement Special Restriction

4703 Sage Meadow Road is a property recently purchased by the Housing Authority. Its current Affordable Category 2 restriction has a sunset clause in the restriction that is due to expire in approximately one year, which would make it a market home. This Amendment and Restatement restriction will reclassify the home as a Workforce Housing unit, bring it up to date with the standard restrictions, and remove the sunset clause allowing the home to stay in the program in perpetuity.

Motion: Amy Robinson moved to approve the Amendment and Restatement Special Restriction for Workforce Housing located at 4307 Sage Meadow Road, Teton County Wyoming. Matt Faupel seconded. The motion was approved unanimously.

Extension of Listing Agreement for 260 W. Broadway

Matt Faupel moved to approve the Extension of Listing Agreement for 260 W. Broadway. Amy Robinson seconded. The motion was approved unanimously.

Matters from Staff

No matters from Staff.

Matters from Board

No matters from the Board.

Jackson/Teton County Housing Authority
Special Meeting Minutes
March 15, 2019
Teton County Old Library

The special meeting of the Jackson/Teton County Housing Authority Board was called to order on March 15, 2019 at 2:00 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Amy Robinson, and Stacy Stoker.

Pronouncement of Quorum

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

Public Comment

No Public Comments

Interviews of Candidates for Open Board Position

The following candidates were interviewed by the board for the open board position.

Executive Session

Amy Robinson motioned to move into Executive Session to discuss the interviews, and Matt Faupel seconded. The motion passed unanimously.

Appointment of New Board Member

The board came out of Executive Session and entered into their Special Meeting. Amy Robinson motioned to appoint Annie Kent Droppert as the new board member. Matt seconded. The motion passed unanimously.

Adjourn

Amy Robinson moved to adjourn the meeting at 10:00am. Matt Faupel seconded. The motion passed unanimously.

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

Matt Faupel Date _____
Chair

Amy Robinson Date _____
Vice Chair

Jackson/Teton County Housing Authority
Meeting Minutes
April 3, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on April 3rd, 2019 at 2:02 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Matt Faupel, Amy Robinson, John Graham, April Norton, Julia Johari, Stacy Stoker, and members of the public.

Pronouncement of Quorum

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

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for March 6, 2019 and Special Meeting minutes for March 15, 2019

Matt motioned to approve the Regular Meeting Minutes for March 6 and Special Meeting minutes from March 15. Amy seconded. The motion was approved unanimously.

Review of February Financials & Staff Update

Melody Ranch Townhomes

Staff has been working on a draft of the staff report that will go to the JIM on May 6 as long as pertinent information has been received from the Melody Ranch Townhomes HOA. At the time of this memo, staff has not received any communication from the HOA since the last board meeting including bid amounts, a timeline, or a written plan moving forward (plan to assess an amount to the owners etc.). A separate memo was provided as part of the Board Packet, giving the history and the potential options that have been narrowed down.

Representation from the Melody Ranch Townhomes HOA updated the Board and Staff regarding information about the Melody Ranch Townhomes. The HOA agreed to submit all pertinent information to Housing Department Staff by April 18th. A subsequent Special HAB Meeting will be scheduled for the 23rd of April, 2019, sometime between 10:00am – 4:30pm.

Staff reviewed Option 1 and Option 2 from the memo on pages 21 –22 of the Board Packet:

Option 1

Change the units from Affordable to Workforce Housing and raise the value of their home to meet the bid amount. Home values would be \$XXX for a three bedroom and \$XXX for a two bedroom. This option would require the owners to get their own private financing. If they are unable to get or afford financing, they would need to sell their home. The Housing Department would hold the funds from their

sales proceeds to repair the roofs. In this option, the owners are being made whole without spending public funds, and without a foreclosure situation.

Key Issues: The units may be difficult to sell if people know they are going to have to move out for 3 months while the roofs get fixed. Some owners may not be able to afford to get financing at the higher value. They may have to sell their home, however, they would still be made whole and would avoid the potential of foreclosure. The cost to fix the roof is being passed on to new owners if the home sells. The units will be lost to the Affordable Program but will be permanently restricted for the workforce.

Option 2

Change the units from Affordable to Workforce Housing and raise the value of their home to meet the bid amount. Town/County will provide financing to the owners. This option would finance the repairs for the owners with no payments for a period of time (eg. 20 years max). Town and County could charge interest to make up for lost bank interest. The money would be paid back at resell of the unit.

Key Issues: This would cost the public a total of \$XXXX, which would be held up for potentially 20 years and is money that could be going toward additional restricted housing. Owners in other developments will expect the same type of help. The units will be lost to the Affordable program but will be permanently restricted for the workforce.

Based on prior discussions, staff recommended the following options be presented to the JIM with a recommendation from the Housing Authority Board for one of the options. A discussion occurred. No action was taken.

Housing Department Work Plan

A decision was made to move this discussion to the next regular HAB meeting.

CSP Application – Gros Ventre OB/GYN

Staff has received a Critical Services Provider application from Gros Ventre OB/GYN asking for approval of their organization as CSP for the following positions:

- Medical Doctor
- Certified Nurse Midwife

The Housing Authority is tasked with determining whether organizations and positions meet the definition of Critical Services Provider according to the Housing Rules and Regulations. Critical Services Provider: An employee or volunteer of a community based institutional or non-profit organization on call 24 hours per day for public safety emergencies. The application on pages 48 – 50 of the Board Packet was reviewed. A discussion occurred.

Motion

Amy Robison moved to approve the Grove Ventre OB/GYN as an approved Critical Services Provider Organization along with the positions of Medical Doctor and Certified Nurse Midwife. Matt Faupel seconded the motion. The motion was approved unanimously.

848 W. Snow King Amended and Restated Restriction

This home is currently under contract. As homes come up for sale, staff has been directed by the elected officials to record the approved standard restriction on the units. The existing restriction requires the JTCHA and the owner to sign any modifications.

Motion

Amy Robinson moved to approve the Amendment and Restatement Special Restriction for ownership Workforce Housing located at 848 W. Snow King Avenue, Jackson Wyoming. Matt Faupel seconded the motion. The motion was approved unanimously.

Ross – Siegler Escrow Agreement

270 W. Pearl Avenue is currently under contract. The HOA has indicated roof repairs are being done, and owners will be charged a portion of the expense as a Special Assessment. Since this is maintenance that needs to be done during the current ownership, it is the responsibility of the seller to pay for it. The HOA has estimated the assessment to Mr. Ross will be approximately \$7,500. The Housing Authority will hold \$10,000 in escrow until the assessment is levied. Once the assessment is levied (approximately 30 days from now) the Housing Authority will pay the assessment and disburse any remaining funds to the seller.

Motion

Amy Robinson moved to approve the escrow agreement between Michael Ross, Nate Siegler, and the Housing Authority as presented. Matt Faupel seconded the motion. The motion was approved unanimously.

270 W. Pearl Ave Unit 107 – Reclassify as 80% - 120% Income Range

Staff let the board know that this one-bedroom unit is currently up for sale and is restricted as a Workforce Housing unit, which is intended for households earning more than 120% of median. The pricing of the unit is 95% of median family income (MFI) for a one-person household and 110% of MFI for a two-person household. This means it is affordable to households earning between 80% - 120% of MFI. Staff analyzed demand, and there is a high demand for one-bedroom units in the 80% - 120% Income range. Lower income range units are a higher subsidy than Workforce so they are more difficult to get built. Staff recommends reclassifying this unit to 80% - 120% using the approved Amended and Restated restriction template.

Motion

Amy Robinson moved to approve reclassifying 270 W. Pearl Ave. Unit 107 to an 80% - 120% Income Range by recording a standard approved Amended and Restated restriction. Matt Faupel seconded the motion. The motion was approved unanimously.

Matters from Staff

Staff updated the Board to let them know that the RFP proposals for 440 W Kelly are due Friday, April 6th.

Matters from the Board

None

Adjourn

Matt Faupel moved to adjourn the meeting at 2:55pm. Amy Robison seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Droppert, Clerk

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

Matt Faupel
Chair

Date _____

Amy Robison
Vice Chair

Date _____

Annie Droppert
Clerk

Date _____

Jackson/Teton County Housing Authority
Meeting Minutes
May 9, 2019
Teton County Old Library

Item 1: Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on May 9, 2019 at 10:00 am 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, John Graham, April Norton, Julia Johari, and Stacy Stoker.

Item 2: Pronouncement of Quorum

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

Item 3: Public Comment

There was one public comment regarding Rules and Regulations. The Board recommended that it be discussed during the Rules and Regulations item on the agenda.

Item 4: Approval of Regular Meeting Minutes for April 3, 2019 and Special Meeting Minutes for April 23, 2019

Matt Faupel motioned to approve the Regular Meeting Minutes for April 3, 2019 and Special Meeting Minutes for April 23, 2019. Amy Robinson seconded the motion. The motion was approved unanimously.

Item 5: Review of March Financials & Staff Update

Staff asked the Board if there were any questions regarding the March Financials & Staff Update. A brief discussion occurred regarding Spanish language translations. No action was taken.

Item 6: Melody Ranch Townhomes Update

Staff let the Board know that this item will not be discussed at the May 6 JIM and that the Town and County are considering holding a workshop to discuss it. At the time of this memo, a workshop has not been scheduled, and there has been no word as to whether the JIM will discuss this item at all. There was a brief discussion. No action was taken.

Item 7: Housing Department Workplan

Staff let the Board know that the Housing Department Workplan for FY19/20 has been completed. It will be used to present to the Town Council and Board of County Commissioners along with the Budget to allow them a better understanding of the scope of work the Housing Department does. This is the proposed work plan and could be changed if the Housing Department budget gets changed.

Item 8: Update to Housing Department Fee Schedule

The Housing Department fee schedule has not been updated in several years. Staff presented an updated fee schedule to the Board.

Motion:

Amy Robinson moved to approve the updated fee schedule as proposed by Housing Department staff. Matt Faupel seconded the motion. The motion was approved unanimously.

Item 9: 260 W. Broadway Listing

Staff let the Board know that the 260 W. Broadway counter offer has not yet been accepted. A brief discussion occurred. No action was taken.

Item 10: 36 Pine Glades Drive – Potential Buy Back

Staff let the Board know that this unit is a Workforce housing unit in the Pine Glades subdivision on Snow King. It is 1480 SF with 3 bedrooms and 2 bathrooms with a 2-car garage. It was built in 2014. The maximum selling price for the current owner is \$483,000. This is affordable to a household earning 138% of median family income (MFI) (based on a family of 4).

Staff let the Board know that this home could be purchased back and sold for \$530,000 making it affordable to households earning 150% of MFI (based on a family of 4). After closing costs, approximately \$47,000 would go into the Supply account. Staff reviewed the following key issues:

Key Issues:

1. This is a very nice larger sized home with a 2-car garage. Two car garages are unusual in restricted homes. There is a small greenspace in back, but essentially there is no yard. It is only 4 years old.
2. A Workforce unit just went under contract in the Sage Meadows subdivision that is a 19-year-old 1,036 SF with 2 bedrooms and a loft. It has a small one-car garage and a yard. It went under contract for \$500,000.
3. Workforce units are intended to be affordable to households earning >120% of MFI. Initial sales prices will be set by developers. The developers will likely get as much as they can for the units so they will likely be affordable only to households earning between 160% to 200% of MFI. This will make it so those earning 120% - 160% will not be able to afford a home.
4. If the existing Workforce units that are priced lower all get changed to a higher price, the households earning 120% to 160% will be blocked out of our programs.

A discussion occurred between Staff and the Board regarding these issues, specifically that if the Board agrees to reprice this unit that it does not set a precedent for all workforce units.

Motion

Amy Robinson moved to purchase the 36 Pine Glades Drive unit back and resell it for \$530,000. Matt Faupel seconded the motion. The motion was approved unanimously.

Item 11: Housing Department Rules and Regulations Clean-Up

In June of 2018, the Jackson Town Council and Teton County Board of County Commissioners adopted the Jackson/Teton County Housing Department Rules and Regulations. Now that staff has been working with the rules for almost a year, several necessary and recommended changes have been identified. These include everything from scrivener's errors to policy changes.

Staff has provided a spreadsheet with each of the changes along with staff recommendation.

Staff and the Board walked through Staff's recommended changes to the Rules and Regulations along with the five policy questions and to then provide as recommendations to the JIM. Changes were made to the spreadsheet, accordingly.

Motion

Amy Robinson moved to continue the Rules and Regulations Clean-Up at a Special Board meeting scheduled for Tuesday, May 14 from 1:30 – 4:00pm. Matt Faupel seconded the motion. The motion was approved unanimously.

Item 12: Staff Update

Staff updated the Board regarding the new Town Attorney. A short discussion occurred regarding deed restrictions for larger scale rental projects that are over 20 units. No action was taken.

Item 13: Board Update

No matters from the Board.

Item 14: Adjourn

Matt Faupel moved to adjourn the meeting at 12:08pm. Amy Robison seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk

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

Matt Faupel Date_____ _____
Chair

Amy Robinson Date_____ _____
Vice Chair

Annie Kent Droppert Date_____ _____
Clerk

Jackson/Teton County Housing Authority
Meeting Minutes
June 5, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on June 5, 2019 at 2:01pm 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, John Graham, April Norton, Julia Johari, 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

Melody Ranch Townhomes Update

Staff let the Board know that at the time of writing this memo, the Melody Ranch Townhomes issue is scheduled to be discussed at the June 3, 2019 JIM. No action was taken.

36 Pine Glades Drive – Amendment and Restatement Restriction

At the May 1, 2019 Housing Authority Board meeting, the Board voted to buy this unit and resell it at a higher price. This item is the new Workforce Ownership Housing Restriction that will be recorded on the unit to bring it in line with the standard restriction templates. No action was taken.

Housing Department Rules and Regulations Clean-up - Update

The Housing Department Rules and Regulations Clean-up is currently scheduled for the July 1 JIM. Staff has requested a Special Meeting for this item as it will need more than one hour for the elected officials to discuss. No action was taken.

Matters from Staff:

Restriction Template Update Westview Townhomes has requested some changes to the restriction templates. The changes would allow the developer to own the units until they are sold. The changes would also allow a construction loan to be a “Qualified Mortgage”. A short discussion took place. No action was taken.

Adjourn

Matt Faupel moved to adjourn the meeting at 2:18pm. Amy Robison seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Droppert, Clerk

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

Matt Faupel Date _____
Chair

Amy Robinson Date _____
Vice Chair

Annie Droppert Date _____
Clerk

Jackson/Teton County Housing Authority
Meeting Minutes
June 11, 2019
Teton County Old Library

The special meeting of the Jackson/Teton County Housing Authority Board was called to Order on June 11, 2019 at 2:02pm 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, John Graham, Julia Johari, 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

36 Pine Glades Drive – Buy Sell Agreement

The purpose of this item was for the Board to approve and sign a contract to purchase 36 Pine Glades Drive from the current owner. A short discussion occurred.

Motion

Amy Robinson moved to approve entering into the contract for the purchase of sale of the residential real estate for the purchase of 36 Pine Glades Drive as proposed by Staff. The motion was seconded by Annie Droppert. The motion was approved unanimously.

Adjourn

Amy Robinson moved to adjourn the meeting at 2:05pm. Matt Faupel seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Droppert, Clerk _____

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

Matt Faupel Date _____
Chair

Amy Robinson Date _____
Vice Chair

Annie Droppert Date _____
Clerk

Jackson/Teton County Housing Authority
Meeting Minutes
July 3, 2019
Teton County Old Library

The special meeting of the Jackson/Teton County Housing Authority Board was called to Order on July 3, 2019 at 2:00 pm 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 Kent Droppert, Stacy Stoker, and Julia Johari.

Pronouncement of Quorum

Board Vice-Chair, Amy Robinson and Clerk, Annie Kent Droppert were present. Amy Robinson declared a quorum. Housing Authority Board Chair, Matt Faupel arrived at 2:18pm.

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for June 5, 2019 and Special Meeting Minutes for June 11, 2019

Amy Robinson motioned to approve the Regular Meeting minutes for June 5, 2019 and Special Meeting Minutes for June 11, 2019. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

Review of May Financials & Staff Update

Staff updated the Board, reminding them that money from the Millward Ground Leases since 2013 was transferred to the main Housing Authority Board Admin. Account.

Melody Ranch Townhomes Update

On June 3, 2019 at their Regular JIM, the Jackson Town Council and Teton County Board of County Commissioners voted to raise the value of the eight (8) permanently restricted townhomes at Melody Ranch Townhomes in an amount equal to the actual cost of construction limited to \$150,000 with an additional \$10,000 for costs of relocation of the owners during construction. Staff was directed to work with the owners of market units and units with Sunset Clauses on a case by case basis to purchase restrictions on those units. These will be brought separately before the JIM to be heard and decided.

Staff updated the board to let them know that the next step in this process is for the Melody Ranch Townhomes HOA to assess the owners for the costs of the roof repair and to provide the Housing Department with the method to be used to track costs of construction. New restrictions will then be recorded raising the value of the eight (8) restricted units by \$160,000. The restriction will also outline the process and require a new restriction to be recorded once the roofs have been repaired and actual costs are known. This will set the value that will then begin to appreciate.

Staff updated the board to let them know that the Housing Department has been contacted by a few owners who wish to sell their homes. When the HOA levies the assessment for the roof repair, and the new restrictions have been recorded raising the value, the Housing Department will move forward with the selling process. At closing, the Housing Department will hold \$160,000 from the proceeds to pay the

assessment for the roofs. Any remaining funds after the roof repairs will be returned to the new owners. A short discussion occurred. No action was taken.

Housing Department Rules and Regulations Clean-up Update

Staff let the Board know that the Housing Department Rules and Regulations Clean-up is currently scheduled for a JIM Special Meeting on July 17, 2019.

Authority to Sign for Closing – 36 Pine Glades Drive

Staff let the board know that this item is a request for the Board to approve a resolution that would allow any board member (whoever is available) to sign when the Housing Authority is exercising its authority through the Buy Back Program to purchase back restricted homes and resell them.

Motion

Amy Robinson moved to the resolution 2019-0701 to allow any of three (3) duly approved members of the Housing Authority Board, Matt Faupel, Amy Robinson, or Annie Kent Droppert, as authorized to sign any and all closing documents to effectuate the purchase of 36 Pine Glades Drive, Jackson, Wyoming, on behalf of the Jackson/Teton County Housing Authority Board. Matt Faupel seconded the motion. The motion passed unanimously.

Matters from Staff

No matters from Staff

Matters from the Board

No matters from the Board

Adjourn

Matt Faupel motioned to adjourn at 2:15pm. Amy Robinson seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk

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

Matt Faupel

Date _____

Chair

Amy Robinson

Date _____

Vice Chair

Annie Droppert Kent

Clerk

Date _____

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_____

Annie Droppert Kent
Clerk

Date_____

Jackson/Teton County Housing Authority
Meeting Minutes
September 4, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on September 4, 2019 at 2:01 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Annie Kent Droppert, Stacy Stoker, April Norton, Julia Johari, and attorney John Graham.

Pronouncement of Quorum

Board Vice-Chair, Amy Robinson and Clerk, Annie Kent Droppert were present. Amy Robinson declared a quorum.

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for August 7, 2019

Amy Robinson motioned to approve the Regular Meeting minutes for August 7, 2019. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

Review of May Financials & Staff Update

Staff agreed to review the Housing Authority financials from FY19 with accounting at the next Regular HAB meeting on October 2nd, 2019. No action was taken.

Melody Ranch Townhomes Update

Staff informed the Board that the Melody Ranch Townhomes HOA has been denied financing. They are working to find another solution. A short discussion occurred. No action was taken.

Critical Services Provider Application for JH Airport

Motion

Amy Robinson moved to approve the Jackson Hole Airport Board's request to add the position of Transportation Security Officer (TSO) as an approved Critical Services Provider position. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

440 W. Kelly Ave. Update

Staff informed the Board that no decisions have been made. No action was taken.

105 Mercill Ave. Update

Staff informed the Board that a workshop was held to discuss some of the key points for the development agreement and ground lease. No action was taken.

174 N. King St. Ave. Update

Staff informed the Board that the Housing Trust was selected to develop the project. No action was taken.

Housing Department Rules and Regulations Clean-Up – Update

Staff informed the Board that the 2nd Ordinance was read, approved, and that there has been no public comment. No action was taken.

Matters from the Staff

Staff updated the Board about a situation with Millward homeowners building structures. The Housing Department has reached out to the Millward HOA to find out what the terms of their allowances for structures are. The Housing Department’s ground leases state that homeowners are not allowed to build structures on their properties. A short discussion occurred. No action was taken.

Staff informed the Board that the lease at the Grove Phase I states that tenants are responsible for maintenance of their own appliances. Staff asked for the Board’s recommendation to clarify the terms of what repair costs the Housing Department is responsible for. The Board directed staff to pay for replacement of appliances when they cannot be repaired or when cost to repair is more than cost to replace.

Matters from the Board

No matters from the Board.

Adjourn

Amy Robinson motioned to adjourn at 2:23pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk _____

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

Matt Faupel

Chair

Date_____

Amy Robinson

Vice Chair

Date_____

Annie Kent Droppert

Clerk

Date_____

Jackson/Teton County Housing Authority
Meeting Minutes
October 10, 2019
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 10, 2019 at 2:02 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Matt Faupel, Stacy Stoker, Julia Johari, attorney John Graham, and two members of the public.

Pronouncement of Quorum

Board Vice-Chair, Amy Robinson and Chair, Matt Faupel were present. Matt Faupel declared a quorum.

Public Comment

No Public Comments

Approval of Regular Meeting Minutes for September 4, 2019

Matt Faupel motioned to approve the Regular Meeting minutes for September 4, 2019. Amy Robinson seconded the motion. The motion was approved unanimously.

Review of August Financials & Staff Update

A discussion occurred regarding the 791 Wind River Lane Weighted Drawing, and the 763 Wind River Lane Weighted Drawing. This discussion included the Rules & Regulations update that went into effect on October 7th, 2019. No action was taken.

St John's Medical Center CSP Application

Purpose of Agenda Item – Consideration of St. Johns Medical Center's request for the position of Director Critical Care as a Qualified Critical Services Provider (CSP) position. St. John's Medical Center is already an approved CSP Organization. Background – Community based institutional or non-profit organizations that have paid or volunteer employees who are on call 24 hours per day for public safety emergencies can apply to the Housing Authority Board to become qualified CSP Organizations with approved CSP positions. Qualified CSPs receive one point (entry) in weighted drawings with a maximum of two per household. They must have completed all required certifications, have worked at least one year at a local business and have a recommendation from their supervisor. Definition of a Critical Services Provider: An employee or volunteer of a community based institutional or non-profit organization on call 24 hours per day for public safety emergencies.

Staff reviewed the Key Points from the application:

- The position provides immediate response for health and safety services.
- The position has employees on call 24/hrs. per day for public safety emergencies.
- The position is full-time during day and night shifts and is on call if not scheduled for the shift.
- The position requires completion of BSN-Nursing, BLS, ACLS, ENPC or PALS, and TNCC or ATCN.
- Time it takes to complete certification is 4 years. Attachments
- Critical Services Organization Application from St. Johns Medical Center.

A short discussion occurred.

Motion

Amy Robinson moved to approve St. Johns Medical Center's Director Critical Care as a Qualified Critical Services Provider position. Matt Faupel seconded the motion. The motion was approved unanimously.

440 W. Kelly Ave. Update

Staff let the Board know that the Town Council and County Commissioners will be discussing this property at the October 7th Joint Information Meeting.

105 Mercill Ave. Update

Staff let the Board know that a workshop was held to discuss some of the key points for the development agreement and ground lease. No action was taken.

174 N. King St. Ave. Update

John Graham gave an update to Staff and the Board Staff regarding the ground lease and development agreement, with an emphasis on financing. A discussion occurred. No action was taken.

Housing Department Rules and Regulations Clean-Up – Update

Staff let the Board know that the 2nd Ordinance was read, approved, and that there has been no public comment. No action was taken.

Matters from the Staff

Staff updated the Board about a situation with Millward homeowners building structures. The Housing Department has reached out to the Millward HOA to find out what the terms of their allowances for structures are. The Housing Department's ground leases state that homeowners are not allowed to build structures on their properties. A short discussion occurred. No action was taken.

Staff let the Board know that the lease at the Grove Phase I states that tenants are responsible for maintenance of their own appliances. Staff asked for the Board's recommendation to clarify the terms of what repair costs the Housing Department is responsible for.

Matters from the Board

No matters from the Board.

Adjourn

Amy Robinson motioned to adjourn at 2:36pm. Matt Faupel seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk

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

Matt Faupel

Date _____

Chair

Amy Robinson

Date _____

Vice Chair

Annie Droppert Kent

Date _____

Clerk

Jackson/Teton County Housing Authority
Meeting Minutes
November 6, 2019
Teton County Old Library

1. Call to Order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on November 6, 2019 at 2:03pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Matt Faupel, Annie Droppert Kent, accountant Stewart Johnson, attorney John Graham, staff Stacy Stoker, Julia Johari, April Norton, and five members of the public.

2. Pronouncement of Quorum

Board Vice-Chair, Amy Robinson and Chair, Matt Faupel were present. Matt Faupel declared a quorum.

3. Public Comment

Public Comment: Barbara Haugh made public comment concerning the Melody Ranch Townhome roof issue.

4. Approval of Regular Meeting Minutes for October 2, 2019

Amy Robinson motioned to approve the Regular Meeting minutes for October 2nd, 2019. Matt Faupel seconded the motion. The motion was approved unanimously.

5. Review of August Financials & Staff Update

Staff introduced accountant Stewart Johnson, who prepares the monthly and YTD financials. No discussion occurred and no action was taken.

6. End of FY 18/19 Budget Review

Staff reviewed unexpected costs. These included a tax increase, (drain), and appliances (specifically washers and dryers). A short Q&A occurred regarding the reconciled FY19 budget and projected FY20 budget. No action was taken.

7. Melody Ranch Townhomes Roof Repair Financing and Purchase of Restrictions

Staff updated the Board regarding the following:

On October 24, 2019 the JIM directed the Housing Authority to provide financing to the eight permanently restricted unit owners in the amount of \$160,000 per unit at no interest for three years. After three years, the money must be repaid. This can be done by selling the home with an increased value making the home a Workforce unit instead of an Affordable unit, or the owners can refinance with a lending institution with the increased value allowing for equity.

If an owner can demonstrate that they do not have the ability to repay the loan, they will be allowed to keep the loan with 3% compounded interest for an additional seven years at which time the loan must be repaid and the restriction on the home will remain an Affordable restriction.

The JIM also directed the Housing Authority to purchase deed restrictions on Market and Sunset units. An Affordable restriction will be purchased for \$160,000 and a Workforce restriction will be purchased for \$100,000. The funds are limited to \$1,043,260. Affordable restrictions will be given priority and the funds will be used first come first served.

The Town will be providing 45% of the funding and the County will provide 55%.

The Melody Ranch Townhomes HOA voted unanimously on October 28, 2019 to assess each owner \$160,000 for the roof repair and relocation. The Housing Department is currently waiting for a copy of the minutes for that meeting.

The Housing Department will send a letter to the homeowners explaining the financing, restriction purchase and the process for applying once receiving minutes from the meeting.

A short discussion occurred.

Motion:

Amy Robinson moved to approve financing in the amount of \$160,000 for each permanently restricted unit and the purchase of Workforce or Affordable restrictions as directed by the Jackson Town Council and Teton County Board of Commissioners at their October 24 Special JIM meeting. Annie Droppert Kent seconded the motion. The motion was passed unanimously.

8. 440 W. Kelly Ave. Update

Staff indicated that the Board of County Commissioners and Town Council will consider this item at the December 2nd JIM. No action was taken.

9. 105 Mercill Ave. Update

Staff is working with Mercill Partners to finalize a Development Agreement and Ground Lease. These documents will be provided to the Board of County Commissioners at their December 3, 2019 meeting if not sooner. No action was taken.

10. 174 N. King St. Update

Staff indicated that the Town Council is considered the Development Agreement for this item at the November 4, 2019 Meeting. Negotiations are still taking place for the Housing Trust to build deed restricted units. A discussion occurred. No action was taken.

11. Aspen – Pines Water & Sewer District CSP application

The Board reviewed the Aspen – Pines Water & Sewer District CSP application. Staff recommended approval.

Motion:

Amy Robinson moved to approve the Aspen Pines Water and Sewer District as a CSP Organization and their request to add the position of Water and Wastewater Operators as approved Critical Services Provider positions. Annie Droppert Kent seconded the motion. The motion was approved unanimously.

12. Amended and Restated Restrictions for 1510 Sublette Drive, 30 Pine Glades Drive, and 36 Pine Glades Drive.

Staff updated the Board to let them know that the Town Council and Board of County Commissioners have directed the Housing Department to replace restrictions with the newly approved restriction templates as units are sold. These units are all under contract and will be closing within the next month. The prior restrictions require the Housing Authority along with the owner to make any modifications.

A discussion occurred.

Motion:

Amy Robinson moved to approve the amended and restated restrictions for 1510 Sublette Drive, 30 Pine Glades Drive, and 36 Pine Glades Drive. Annie Droppert Kent seconded the motion. The motion was approved unanimously.

13. Millward Ground Lease Compliance – Exterior Structures.

Staff let the Board know that there are currently two versions of ground leases at Millward. Some units have the original ground lease and some have the new version that was modified in 2013. Both are attached along with the Millward Rules and Regulations. It has come to the attention of the Housing Department that structures such as green houses, raised gardens, fences and playhouses are beginning to pop up at Millward. The addendum “Restrictions” Sections C.1 and C.3 and of the original ground lease does not allow additional structures or fences. Section 6 and 9 of the Millward Rules and Regulations do not allow additional structures or fences. In the past, the owners were required to get approval from the HOA and the Housing Department. Approval has only been given for decks.

Staff requested the Housing Authority’s guidance about whether the Housing Department should be involved in enforcement of ground lease rules regarding external structures, or whether this should be at the discretion of the Millward HOA. Staff has also requested guidance for this to inform general policy for other developments. A discussion occurred. Housing Director April Norton directed staff to call the HOA Board for feedback to report back to the Board. No action was taken.

14. Matters from the Staff

Grove Phase 1 Purchase Offer

Staff let the Board know that the Housing Authority has received a Grove Phase 1 Purchase Offer, attached to the Board Packet. Staff requested direction from the Board regarding a long term plan for the mixed use (commercial & residential) Grove Phase 1 property, located at 250 Scott Lane. A discussion occurred regarding maintaining affordability long term and balancing that with costs such as property maintenance and time spent by Staff facilitating both commercial and residential rental occupancies. Staff also requested direction from the Board regarding a general policy recommendation to own the ground lease for rental properties, but sell the improvements. A discussion occurred regarding the general pros and cons of the Housing Authority owning properties that are occupied by commercial tenants. The Housing Board did not come to a unanimous recommendation. No action was taken. The Board requested a Staff Report to help structure a better informed discussion at a special meeting to be scheduled on Thursday, November 21st.

Raines Property Negotiations

The Raines property is a 5-acre property that is currently zoned for a single-family home. The Housing Authority purchased the property in 2006 for \$1.2M. The property has been listed for \$2.2M. There has been one buyer who has offered \$1.4M. Staff asked for direction from the Staff for recommendations to the elected officials regarding selling or rezoning. A discussion occurred. The Board strongly recommended a rezone of the property first, and to consider the buyer’s offer only if rezoning is not possible. No action was taken.

15. Matters from the Board

No matters from the Board.

16. Executive Session

No executive session was held.

17. Adjourn

Matt Faupel motioned to adjourn at 3:16pm. Amy Robinson seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk

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

Matt Faupel

Date_____

Chair

Amy Robinson

Date_____

Vice Chair

Annie Droppert Kent

Date_____

Clerk