

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 ^{AKS} seconded the motion. The motion was approved unanimously.
 Kent Droppert

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 12-4-19

Chair

Amy Robinson

Date 12-4-19

Vice Chair

Annie Droppert Kent

Date 12/4/19

Clerk