

REGULAR BOARD MEETING

Jackson/Teton County Housing Authority

Wednesday, August 2, 2023, 2:00 PM

Via Zoom: [Link to Join Meeting](#)



REGULAR MEETING – 2:00 PM

- 1. Call to Order**
- 2. Pronouncement of Quorum**
- 3. Public Comment for Items Not on the Agenda**
- 4. Approval of Meeting Minutes for July 13, 2023 Regular Meeting, and July 19 Special Meeting**
- 5. Review of June Financials**
- 6. 2019 SPET Distribution**
- 7. Housing Department Fee Schedule and Fee Waiver Policy**
- 8. Critical Services Organization Application – Ron’s Towing**
- 9. Matters from Staff**
- 10. Matters from Board**
- 11. Adjourn**



STAFF REPORT – JACKSON/TETON COUNTY HOUSING AUTHORITY REGULAR MEETING

PRESENTER: Stacy Stoker, Housing Manager
MEETING DATE: August 2, 2023

Item 1. Call to Order

Item 2. Pronouncement of Quorum

Item 3. Public Comment for Items Not on the Agenda

Item 4. Approval of Meeting Minutes

Attached: Minutes for July 13, 2023 Regular Meeting and July 19 Special Meeting.

Motion:

I move to approve the meeting minutes for July 13, 2023 Regular Meeting and the July 19 Special Meeting.

Item 5. Review of Financials

Attached: June Financials

Item 6. 2019 SPET Distribution

The Housing Authority recently purchased 90 Virginian Lane for \$28 million. The Authority worked with a bond placement agency to issue tax exempt bonds for a portion of the costs to acquire the property (\$18 million). The Authority is utilizing 2022 SPET funds to repay the obligation. However, based on the terms of repayment, the maximum total due (if the Authority chooses not to prepay any portion of the obligation) exceeds \$20 million. So, as part of the agreement between the Housing Authority and Bank of Oklahoma Financial (entity that purchased the bonds), the Housing Authority agreed to restrict the yet to be collected 2019 SPET funds (\$2,158,000) for the obligation repayment term.

These funds will be placed in the 2019 SPET Restricted Fund or the 2019 SPET Unrestricted Fund as follows:

1. \$986,592 is in the 2019 SPET Restricted Fund. A pro rata portion of these funds will be released annually based on the percentage of the obligation paid. The equation for this calculation is as

follows: (a) the amount on deposit in the 2019 SPET Restricted Fun multiplied by (b) 1.00 less the quotient derived by dividing (i) the total debt service on the Obligation after prepayment or unscheduled principal reduction by (ii) the total debt service on the Obligation prior to prepayment or unscheduled principal reduction. So, for example, if the Housing Authority pays \$3 million towards the debt plus \$400,000 in prepayment (as allowed each year) for a total of \$3.4 million, leaving \$14.6 million balance, then BOKF will release \$186,356.28 of the 2019 SPET Restricted Fund. [$\$14,600,000/\$18,000,000 = 0.8111111 \times \$986,592 = \$186,356.28$]

2. \$1,158,000 is in the 2019 SPET Unrestricted Fund. These funds will be released semiannually based on the amount of the obligation paid and the outstanding balance. The equation for this calculation is as follows: (a) the amount on deposit in the 2019 SPET Unrestricted Fund multiplied by (i) the quotient derived by dividing (b) the debt service paid on such date by (ii) the total debt service remaining on the Obligation at such time. So, for example, if the Housing Authority pays \$3 million to service the loan, leaving a \$15 million balance, then BOKF will release \$231,600 of the 2019 Unrestricted Fund. [$\$3,000,000/\$15,000,000 = 0.2 \times \$1,580,000 = \$231,600$]

The funds will be controlled by a Custodian (BOKF, N.A.). The Custodian will be responsible for investing the funds and will invest the money in the Invesco Treasury Portfolio Fund CUSIP 825252208 unless otherwise directed by the Housing Authority.

Housing staff request that the Housing Authority Board authorize the Teton County Treasurer to directly deposit the yet to be distributed 2019 SPET funds with BOKF instead of having the Treasurer deposit the funds with the Housing Authority and then having the Housing Authority deposit the funds with BOKF.

Motion:

I move to authorize the Teton County Treasurer to deposit all pledged 2019 SPET receipts for Community Housing to BOKF, N.A.

Item 7. Housing Department Fee Schedule and Fee Waiver Policy

The Jackson/Teton County Housing Department Rules and Regulations refer to the Housing Department Fee Schedule for Special Requests and Hearings. The Fee Schedule is required to be approved by the Housing Authority and published annually by the Housing Department. It has not been updated since 2019, and staff is requesting an update. Staff have also included a policy for waiving fees as none currently exists.

The fees are based on approximately \$50.00 per hour of staff time to process the requests and are conservative estimates of staff time. The fees for Transfer of Title, Transfer on Death Deed, and Release of Sunset Clause include recording fees and costs of providing a document template.

Item 8. Critical Services Provider Organization Application – Ron’s Towing

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.

Attached: Critical Services Provider Application from Ron's Towing.

Staff Recommendation: Staff discussed this matter with the Chief of Police and the Sheriff. They both confirmed that tow truck drivers are needed to respond quickly when vehicles are wrecked on the roadways. They also indicated that they do not have contracts with Ron's Towing. Staff has requested copies of the contracts that are referred to in the application and have not received them at the time of this staff report.

If staff receives copies of contracts from Public entities by the date of this meeting, staff recommends approval. As informed by the contracts, the applicant is the sole provider of towing services to public entities. Staff has also received confirmation that the tow truck drivers are needed to be on call 24 hours per day 7 days per week for public safety emergencies.

If staff copies of the contracts with public entities are not received by the time of this meeting, staff recommends tabling this item until contracts with public entities are provided or other verification is provided that proves this is a community based institutional or non-profit organization.

Motion:

(Motions are typically given in the affirmative and board members then vote for or against)

I move to approve Ron's Towing as a Critical Services Provider and to approve Tow Truck Drivers as an approved Critical Services Provider position.

Or

I move to table this item until further information is provided.

Item 9. Matters from Staff

Item 10. Matters from Board

Item 11. Adjourn

Jackson/Teton County Housing Authority
Regular Meeting
July 13, 2023
Zoom

1. Call to Order

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on July 13, 2023, at 3:01 P.M via Zoom. Attendees were Annie Kent Droppert, Estela Torres, and Stacy Stoker (Housing Manager).

2. Pronouncement of Quorum

Two of the three board members were in attendance. A quorum was declared.

3. Public Comment

No Public Comment.

4. Approval of Meeting Minutes

Annie Kent Droppert made the motion to approve the meeting minutes for June 14, 2023, Regular Meeting, Estela Torres seconded. The motion passed unanimously.

5. Review of Financials

The Board reviewed the May Financials. No action was taken.

6. Matters from Staff

Stacy Stoker informed the Board about an appeal from one of the Grove Tenants. The staff and Board discussed whether to hire a Hearing Officer and decided against it. No action was taken.

7. Matters from the Board

No matters from the Board.

8. Adjourn

Annie Kent Droppert made a motion to adjourn the meeting at 3:09 pm. Estela Torres seconded. The motion passed unanimously.

Respectfully Submitted:

Stacy A. Stoker, Housing Manager

Approved by the Jackson Teton County Housing Authority Board as evidenced by their signatures below:

Anne Kent Droppert

Estela Torres

Date 07/13/2023

Jackson/Teton County Housing Authority
Special Meeting
July 19, 2023
Zoom

1. Call to Order

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on July 19, 2023, at 9:33 A.M via Zoom. Attendees were Annie Kent Droppert, Justin Henry, Keith Gingery (Chief Deputy County Attorney), and April Norton (Housing Director).

2. Pronouncement of Quorum

Two of the three board members were in attendance. A quorum was declared.

3. Public Comment

No Public Comment.

4. 90 Virginian Lane Acquisition Suite of Documents

Annie Kent Droppert reviewed the 90 Virginian Lane Acquisition Suite of Documents. Annie Kent Droppert made a motion to approve the following documents for the Acquisition of 90 Virginian Lane:

1. Loan Agreement between Housing Authority and BOKF.
2. Housing Authority Specific Purpose Excise Tax 2023 Resolution.
3. Intergovernmental Agreement between Teton County, Wyoming, the Housing Authority, and the Teton County Treasurer.
4. Restrictive Covenant Agreement.
5. Ground Lease between the Housing Authority and Virginian RV Park LLC.
6. Right of First Refusal Agreement between the Housing Authority and the Virginian Lodge LLC.
7. Sanitary Sewer Easement Agreement.
8. All other documents related to the purchase and sale of 90 Virginian Lane, subject to review by the Teton County Attorney's Office and the Town of Jackson Attorney as well as the resolution allowing any member of the Housing Authority to execute the documents at closing. Justin Henry seconded. The motion passed unanimously.

Annie Kent Droppert made a second motion to approve the Acquisition of 90 Virginian Lane. Justin Henry seconded. The motion passed unanimously.

5. Matters from Staff

No matters from the Staff.

6. Matters from the Board

Annie Kent Droppert had questions about the scheduled closing time. Staff addressed the questions. No action was taken.

7. Adjourn

Annie Kent Droppert made a motion to adjourn the meeting at 9:38 am. Justin Henry seconded. The motion passed unanimously.

Respectfully Submitted:

April Norton, Housing Director

Approved by the Jackson Teton County Housing Authority Board as evidenced by their signatures below:

Anne Kent Droppert

Justin Henry

Date 07/19/2023

JACKSON/TETON COUNTY HOUSING AUTHORITY

Balance Sheet

As of June 30, 2023

	Jun 30, 23	May 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FIB - Administration	823,350.47	786,587.16	36,763.31
FIB - Millward Ground Lease	82,623.85	83,524.63	(900.78)
FIB - Supply	3,114,596.45	3,113,953.18	643.27
Total Checking/Savings	4,020,570.77	3,984,064.97	36,505.80
Accounts Receivable			
Ground Lease Receivables	2,282.35	872.32	1,410.03
Total Accounts Receivable	2,282.35	872.32	1,410.03
Other Current Assets			
Accounts Receivable	2,000.00	2,000.00	0.00
GASB 87 Lease Receivable	2,050,336.00	2,050,336.00	0.00
Notes Receivable	320,000.00	320,000.00	0.00
Prepaid Deposit	15,250.00	15,250.00	0.00
Total Other Current Assets	2,387,586.00	2,387,586.00	0.00
Total Current Assets	6,410,439.12	6,372,523.29	37,915.83
Fixed Assets			
Buildings & Improvements			
260 West Broadway	1,391,040.08	1,391,040.08	0.00
Accumulated Depreciation	(1,101,006.56)	(1,101,006.56)	0.00
The Grove Phase I	6,789,580.35	6,789,580.35	0.00
Total Buildings & Improvements	7,079,613.87	7,079,613.87	0.00
Furniture, Fixtures & Equipment	22,024.69	22,024.69	0.00
Land & Projects			
575 East Hall Avenue	1,159,017.60	1,159,017.60	0.00
Hall Street	2,565,214.22	2,565,214.22	0.00
Millward Neighborhood	1,412,795.50	1,412,795.50	0.00
Mountain View Meadows	450,000.00	450,000.00	0.00
The Grove	3,385,000.00	3,385,000.00	0.00
Wilson Meadows	353,080.00	353,080.00	0.00
Total Land & Projects	9,325,107.32	9,325,107.32	0.00
Total Fixed Assets	16,426,745.88	16,426,745.88	0.00
Other Assets			
Allowance for Doubtful Accounts	(273,481.00)	(273,481.00)	0.00
Snow King Apts. Int. Receivable	3,481.00	3,481.00	0.00
Snow King Apts. Note Receivable	270,000.00	270,000.00	0.00
Total Other Assets	0.00	0.00	0.00
TOTAL ASSETS	22,837,185.00	22,799,269.17	37,915.83
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	3,951.56	888.64	3,062.92
Total Accounts Payable	3,951.56	888.64	3,062.92

JACKSON/TETON COUNTY HOUSING AUTHORITY

Balance Sheet

As of June 30, 2023

	Jun 30, 23	May 31, 23	\$ Change
Other Current Liabilities			
Current Portion of LTD	123,000.00	123,000.00	0.00
Escrow Payable	21,185.58	3,973.50	17,212.08
GASB 87 Deferred Inflow	1,997,746.00	1,997,746.00	0.00
Security Deposits	40,704.58	36,979.58	3,725.00
Total Other Current Liabilities	2,182,636.16	2,161,699.08	20,937.08
Total Current Liabilities	2,186,587.72	2,162,587.72	24,000.00
Long Term Liabilities			
Current Portion of LT Debt	(123,000.00)	(123,000.00)	0.00
Note Payable - First Republic	2,353,425.31	2,358,308.49	(4,883.18)
Total Long Term Liabilities	2,230,425.31	2,235,308.49	(4,883.18)
Total Liabilities	4,417,013.03	4,397,896.21	19,116.82
Equity			
Retained Earnings	16,183,918.28	16,183,918.28	0.00
Net Income	2,236,253.69	2,217,454.68	18,799.01
Total Equity	18,420,171.97	18,401,372.96	18,799.01
TOTAL LIABILITIES & EQUITY	22,837,185.00	22,799,269.17	37,915.83

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

June 2023

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Rent Income	0.00	20,913.94	0.00	1,540.00	37,862.93	60,316.87
Total Income	0.00	20,913.94	0.00	1,540.00	37,862.93	60,316.87
Gross Profit	0.00	20,913.94	0.00	1,540.00	37,862.93	60,316.87
Expense						
Insurance	0.00	(162.38)	0.00	0.00	0.00	(162.38)
Management Fees	0.00	0.00	0.00	0.00	3,200.00	3,200.00
Professional Fees	1,860.00	0.00	0.00	0.00	0.00	1,860.00
Rent(Ground Lease Fee)	0.00	15,374.56	0.00	0.00	0.00	15,374.56
Repairs & Maintenance	0.00	1,707.09	0.00	341.21	12,781.65	14,829.95
Taxes & Licenses	0.00	(153.73)	0.00	0.00	0.00	(153.73)
Utilities	0.00	312.47	0.00	0.00	1,715.23	2,027.70
Total Expense	1,860.00	17,078.01	0.00	341.21	17,696.88	36,976.10
Net Ordinary Income	(1,860.00)	3,835.93	0.00	1,198.79	20,166.05	23,340.77
Other Income/Expense						
Other Income						
Interest Income	166.20	0.00	639.85	3.42	0.00	809.47
Other Income	0.00	0.00	0.00	0.00	50.00	50.00
Total Other Income	166.20	0.00	639.85	3.42	50.00	859.47
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	5,401.23	5,401.23
Total Other Expense	0.00	0.00	0.00	0.00	5,401.23	5,401.23
Net Other Income	166.20	0.00	639.85	3.42	(5,351.23)	(4,541.76)
Net Income	(1,693.80)	3,835.93	639.85	1,202.21	14,814.82	18,799.01

JACKSON/TETON COUNTY HOUSING AUTHORITY

Profit & Loss by Class

July 2022 through June 2023

	Administration	Broadway	Housing Supply	Millward	The Grove	TOTAL
Ordinary Income/Expense						
Income						
Contributions Income	0.00	0.00	36,858.50	0.00	0.00	36,858.50
Rent Income	0.00	243,021.00	5,662.40	17,444.65	429,065.10	695,193.15
SPET collections	0.00	0.00	2,124,815.21	0.00	0.00	2,124,815.21
Total Income	0.00	243,021.00	2,167,336.11	17,444.65	429,065.10	2,856,866.86
Gross Profit	0.00	243,021.00	2,167,336.11	17,444.65	429,065.10	2,856,866.86
Expense						
Bank Charges	0.00	0.00	25.00	0.00	0.00	25.00
Insurance	500.00	6,106.64	0.00	0.00	13,395.00	20,001.64
Management Fees	0.00	0.00	0.00	0.00	38,400.00	38,400.00
Office Supplies	0.00	0.00	5.00	0.00	0.00	5.00
Preservation Program Funds	0.00	0.00	118,400.00	0.00	0.00	118,400.00
Professional Fees	25,035.00	0.00	0.00	0.00	0.00	25,035.00
Rent(Ground Lease Fee)	0.00	167,747.02	0.00	0.00	0.00	167,747.02
Repairs & Maintenance	0.00	22,026.60	51,871.00	3,890.37	134,032.24	211,820.21
Taxes & Licenses	0.00	5,520.64	0.00	0.00	9,544.92	15,065.56
Telephone	0.00	0.00	0.00	0.00	1,797.95	1,797.95
Utilities	0.00	4,867.40	2,338.88	0.00	29,130.58	36,336.86
Total Expense	25,535.00	206,268.30	172,639.88	3,890.37	226,300.69	634,634.24
Net Ordinary Income	(25,535.00)	36,752.70	1,994,696.23	13,554.28	202,764.41	2,222,232.62
Other Income/Expense						
Other Income						
Gain/Loss on Sale of Investment	0.00	0.00	72,089.94	0.00	0.00	72,089.94
Interest Income	1,736.60	0.00	5,562.04	38.83	0.00	7,337.47
Other Income	0.00	0.00	0.00	0.00	1,075.00	1,075.00
Total Other Income	1,736.60	0.00	77,651.98	38.83	1,075.00	80,502.41
Other Expense						
Interest Expense	0.00	0.00	0.00	0.00	66,481.34	66,481.34
Total Other Expense	0.00	0.00	0.00	0.00	66,481.34	66,481.34
Net Other Income	1,736.60	0.00	77,651.98	38.83	(65,406.34)	14,021.07
Net Income	(23,798.40)	36,752.70	2,072,348.21	13,593.11	137,358.07	2,236,253.69

JACKSON/TETON COUNTY HOUSING AUTHORITY
Profit & Loss by Housing Supply

June 2023

	SPET	Other	TOTAL
Ordinary Income/Expense			
Income			
Rent Income	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00
Expense			
Insurance	0.00	0.00	0.00
Management Fees	0.00	0.00	0.00
Professional Fees	0.00	0.00	0.00
Rent(Ground Lease Fee)	0.00	0.00	0.00
Repairs & Maintenance	0.00	0.00	0.00
Taxes & Licenses	0.00	0.00	0.00
Utilities	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00
Net Ordinary Income	0.00	0.00	0.00
Other Income/Expense			
Other Income			
Interest Income	623.82	16.03	639.85
Other Income	0.00	0.00	0.00
Total Other Income	623.82	16.03	639.85
Other Expense			
Interest Expense	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	623.82	16.03	639.85
Net Income	623.82	16.03	639.85

JACKSON/TETON COUNTY HOUSING AUTHORITY
Profit & Loss by Housing Supply
 July 2022 through June 2023

	Hall	Redmond Project	SPET	Wilson Meadows	Wilson Park	Other	TOTAL
Ordinary Income/Expense							
Income							
Contributions Income	0.00	0.00	0.00	0.00	0.00	36,858.50	36,858.50
Rent Income	1,500.00	442.40	0.00	2,270.00	1,450.00	0.00	5,662.40
SPET collections	0.00	0.00	2,124,815.21	0.00	0.00	0.00	2,124,815.21
Total Income	1,500.00	442.40	2,124,815.21	2,270.00	1,450.00	36,858.50	2,167,336.11
Gross Profit	1,500.00	442.40	2,124,815.21	2,270.00	1,450.00	36,858.50	2,167,336.11
Expense							
Bank Charges	0.00	0.00	25.00	0.00	0.00	0.00	25.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Management Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00	5.00	5.00
Preservation Program Funds	0.00	0.00	118,400.00	0.00	0.00	0.00	118,400.00
Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent(Ground Lease Fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	51,871.00	51,871.00
Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00	0.00	2,338.88	2,338.88
Total Expense	0.00	0.00	118,425.00	0.00	0.00	54,214.88	172,639.88
Net Ordinary Income	1,500.00	442.40	2,006,390.21	2,270.00	1,450.00	(17,356.38)	1,994,696.23
Other Income/Expense							
Other Income							
Gain/Loss on Sale of Investment	0.00	0.00	0.00	0.00	0.00	72,089.94	72,089.94
Interest Income	0.00	0.00	5,446.63	0.00	0.00	115.41	5,562.04
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	5,446.63	0.00	0.00	72,205.35	77,651.98
Other Expense							
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	5,446.63	0.00	0.00	72,205.35	77,651.98
Net Income	1,500.00	442.40	2,011,836.84	2,270.00	1,450.00	54,848.97	2,072,348.21



SCHEDULE OF FEES

APPLICABILITY

This schedule outlines fees assessed for processing Special Requests required by the Jackson/Teton County Housing Department Rules and Regulations. Fees are based upon staff time, document preparation costs, and overhead. The Housing Manager may consider a fee reduction or waiver according to the Housing Department Fee Waiver Policy.

PAYMENT TYPES ACCEPTED

Cash, checks, and credit cards are accepted. An additional 2.5% fee is assessed for credit cards and a flat fee of \$1.50 will be assessed for use of an e-check.

Payment by credit card or e-check can be made [here](#). If you choose to pay by credit card or e-check, please attach a copy of your receipt for payment along with your Special Request Form.

FEE SCHEDULE

Owner Request for Capital Improvement	\$200.00
Request for Appeal Hearing to the Housing Authority Board	\$250.00
Request for Grievance	\$150.00
Request for Exception	\$150.00
Owner Request for Transfer of Title	\$150.00
Owner Request to Rent	\$200.00
Owner Request for Leave of Absence	\$100.00
Owner Request for Transfer on Death Deed	\$150.00
Owner Request for Certificate of Release – Sunset Clause Units	\$100.00
Request Qualified Mortgage	\$100.00
Request to Amend or Replace Special Restriction	\$250.00

FEE WAIVER POLICY

The Housing Manager may approve a full or partial waiver of fees when one of the following criteria is demonstrated and met:

1. If the household's income is less than 50% of Median Family Income (MFI). Verification of income will be required.
2. If the Housing Department is requiring an action (for example, if the Housing Department is requiring someone to rent their home or requiring/requesting an amendment to a deed restriction).
3. If there is duplication of effort (for example, if a household is requesting a leave of absence and to rent while they are away, the higher of the two fees will be required but not the fee for both).
4. If a Special Request is made in error.
5. When costs to the Housing Department are substantially reduced or eliminated.

Critical Services Provider Organization Application

This form is used for organizations who wish to obtain approval from JTCAH so that their emergency services employees or volunteers will be eligible to receive preference for homes in JTCAH weighted drawings.

Name of Organization: RONS Towing LLC

Address: 1190 US Hwy 89

Mission Statement of Organization:

To Provide emergency towing & Recovery Services for Jackson & Surrounding Areas

Contact Person (Supervisor)

Name: Bear Godfrey

Title: Owner - Manager

Phone: 208-716-2063

Email: bear@ronstowingllc.com

1. Does your organization provide immediate response for health and safety services?
 Yes No

If yes, please explain. If no, you can stop here.

Removal of Vehicles from Roadway

2. Please provide a real life example of a time that your organization provided emergency response for a public safety emergency. Removal of Vehicles from Roadways to Allow for Snow Removal from City Streets.

See Attached Example A.

3. Does your organization have paid employees or volunteers who are on call 24 hrs/day for public safety emergencies? Yes No

4. If you answered Yes to the above question, please provide job titles, provide a brief job description and required certification along with time to complete certifications for those positions. Please do this for each job position. (Use a separate sheet if needed).

Job Title: Tow truck drivers

Required Certification(s):
NO

Example A

On a daily basis we clear surrounding roadways of stuck/broke down vehicles. We also clear all accident vehicles in Teton County. We are the sole contractor for Jackson Hole Police Department, Teton County Sheriffs Office and Wyoming Highway Patrol and Grand Teton National Park, for this area. We are a 24hr towing and recovery service.

Time it takes to complete certification(s): _____

Job Description:

Job Title: _____

Required Certification(s):

Time it takes to complete certification(s): _____

Job Description:

Job Title: _____

Required Certification(s):

Time it takes to complete certification(s): _____

Job Description:

Job Title: _____

Required Certification(s):

Time it takes to complete certification(s): _____

Job Description:

Job Title: _____

Required Certification(s):

Time it takes to complete certification(s): _____

Job Description:

5. How does having the employees who fill the above positions living locally in Teton County affect your organization?

it Allows a 20 minute Response time for All
Emergency Accident Calls

Bear Godfrey
Name (printed)

CEO Ron's Towing
Job Title

Bear Godfrey
Signature

208-716-2065
Phone

Please print this application and complete the signature lines. Scan and email back to bjennings@tetonwyo.org, fax to 732-2897, or mail to JTCAH, P.O. Box 714, Jackson, WY 83001

This application will be considered by the Jackson/Teton County Housing Authority Board at their regular board meetings following receipt of the completed application. You will be notified in writing of their decision.



MEMO

TO: Jackson/Teton County Housing Authority Board
FROM: Housing Department Staff
DATE: July 28, 2023
SUBJECT: Monthly Staff Update

Administration

Online Systems – An RFP for database software has been released. Proposals were due June 20, 2023. Two proposals were received. One from Yardi Systems, Inc. and the other from WSD Digital ReFrame Solutions. Staff conducted interviews and will take the proposals with staff recommendation to the Board of County Commissioners at their August 1, 2023 Regular Meeting for award approval. [You can read the staff report here.](#)

Sales and Rentals

The chart below shows the rental and ownership units either closed or in the process of being rented or sold since January 1, 2023.

Address	Beds	Sales \$ Restriction Type	Total Applicants	Avg. Entries	Selected HH Entries	Status
7310 Rimrock Road	3	\$499,747 Workforce	1 (First Option Right GTMF)	NA	NA	Closed
199 E Pearl Unit 205	1	\$251,227 Workforce	41	4	10 entries, selected on 1	Closed
1864 Josephine Loop	2	\$320,781 Affordable 80 – 120%	20	3	8 entries, selected on 5	Closed
3936 Hawthorne Lane	3	\$276,401 Affordable 80 – 120%	8	4	11 entries, selected on 8	Closed
45 Pine Glades Drive	2	\$198,545 Affordable 50 – 80%	1	1	1	Closed
848 W Snow King Unit 35	2	\$274,420 Affordable 80 – 120%	16	5	10 entries, selected on 4	Closed
Unit 203 Grove Phase 1	2+	Affordable Rental 0 - 50% \$788 per month	1	1	1	Moved in

Unit 303 Grove Phase 1	2+	Affordable Rental 50 - 80% \$1,327 per month	5	4	7 entries selected on 2	Moving in 8/1
3455 S Tensleep Drive #15	2	Workforce \$735,531	13	7	Pending	Pending
Grove Unit 309	1+	Affordable Rental 0 – 50% \$720 per month	1	2	Only eligible entry	Move in approx.. 9/15
Unit 202 268 Scott Lane	2	Affordable Ownership 50-80% \$247,401	8	3	10 entries selected on 5	Closes on or before 9/15
1809 Ellingwood	3	Affordable Ownership 50-80% \$274,533	5	5	Exception Preference	Pending
Grove Unit 205	2	Affordable Rental 50 – 80% \$1,277 per month	Pending	Pending	Pending	Pending

Households who have purchased or rented a home this year include 15 adults and 8 children and are listed below.

Tess Malone

- Tess is the mother of 2 and works for Teton County School District as a Special Education Teacher.

Maidi Rivas

- Maidi is the mother of 1 and works for High Country Linen as a Laborer.

Veneta Hristova

- Veneta is a mother of 1 and works for Rocky Mountain Connection as a Sales and Operations Coordinator

Sylvia Ruth Sahinos

- Sylvia is a mother of 2 and cleans homes professionally.

Daniel Desorcy & Lindsay Lanham

- Daniel works at Teton Club and Lindsay works at Excel Physical Therapy

Shaun and Sandra Jastrab

- Shaun works at JH Compunet, and Sandra is a self-employed graphic designer.

Blake & Bailey Morley

- Blake works at Teton County Sheriff's Office, and Bailey works at SNB Hair Design, they have 2 children.

Katie Rose

- Katie works as the Program Manager for Eco Tours Adventures

Wade and Natasha Udem

- Wade is a self-employed Horse Shoer, and Natasha is a self-employed Caterer, and a Yoga instructor.

Steffan and Lindsay Larson

- Steffan works at Grand Teton Music Festival and Lindsay works at Frederick Mountain Group.

Grove Rental annual requalification’s – In 2023 18 units have been renewed at the Grove phase 1. The renewal process began in May and will be completed by June 30. Annual Qualifications are complete and new leases are being drafted with new rental rates based on the units’ income range and Housing Authority Board policy.

County Employee Rentals 1/1/2023 to present – 23 units have been rented to County employees in 2023. 15 new leases were signed with existing tenants to bring them in line with new County policy on rent calculations. 2 units are currently in the process of identifying a tenant.

Town of Jackson Employee Rentals 1/1/2023 to present – 21 units have been rented to Town employees in 2023.

Compliance

Compliance Request	Since January 1, 2022
Special Requests	20
Workforce Ownership Requalifications	Request for Requalification’s are sent in November
Affordable and WF Rental Requalifications	243 Approved in 2023
Affordable Check-ins	Request for Requalification’s are sent in November
Defaults	16

Units with Sunset Clause	Sunset Clause Expired	Total Releases Recorded	Expirations Pending (2023)	Expire in 2024	Expire in 2025
98	57	32	3	8	3

Community Presentations and Outreach

Staff is available to give presentations to the community to provide education about housing programs, developments, compliance, etc. Below are presentations given since January 1, 2023.

Presenter	Organization
April Norton	Blaine County Housing Roundtable
April Norton	Ketchum Library – Public Presentation
April Norton	NACo Annual Conference – Housing Taskforce, Rental Housing Panel
April Norton	Thursday Women’s Lunch Group
April Norton	CFJH Housing Working Group

Billi Jennings	C-V
April Norton	City Tour Group in Driggs, Idaho
April Norton	AWE Group
April Norton	Jackson Hole Working Housing 101

PEOPLE’S MARKET

The staff had a non-profit booth at the People’s Market on July 12, and is scheduled to have one again on August 4, and August 16th, we will be available to talk about our programs, assist households preparing to enter future weighted drawings for homes, receive feedback for our team, and answer questions.