

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 18<sup>th</sup>. A subsequent Special HAB Meeting will be scheduled for the 23<sup>rd</sup> 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 6<sup>th</sup>.

### **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:

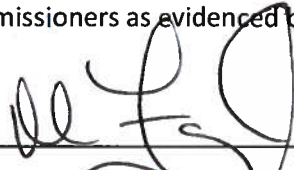
Annie Droppert, Clerk

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

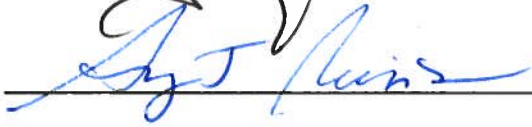
Matt Faupel  
Chair

Date 6/5/19

  
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Amy Robison  
Vice Chair

Date 6-5-19

  
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Annie Droppert  
Clerk

Date 6/5/19

  
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