

**Jackson/Teton County Housing Authority
Regular Meeting
January 18th, 2017
Teton County Public Health Board Room**

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on January 18, 2017 at 1:00 p.m. at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Amy Robinson and Danielle Goldyn-Haigh were present. Vice-Chairman Robinson declared a quorum. HA Commissioner Matt Faupel was absent.

Approval of Minutes for December 21st, 2016

Goldyn-Haigh moved, Robinson seconded for approval of the minutes. Motion passed unanimously.

Review of Financials

Stacy Stoker, Housing Manager, presented the financials as informational only on the Millward development, and the missing financial information from K2 Property Management. No action taken.

The Grove Phases 1 and 2

Property Management

Stacy Stoker brought up the potential replacement of K2 Property Management with another contractor; RFP is out with one response so far. Discussion on K2's reliability.

Maintenance and Repair Issues

Stacy Stoker discussed a meeting with K2 in regards to building. Lots of fire alarms have been sounding that might be related to malfunction of compressors in dry system. This issue is being addressed

Fire System for Both Phases


Stacy Stoker discussed the shared fire system, parking (and plowing expenses), and some landscaping of Phase 1 & 2.

Shared Cost Agreement

Stacy Stoker discussed the shared cost agreement in place for aforementioned shared expenses between Phase 1 & 2.

TSSI Lease Offer for Ste 110

Stacy Stoker updated the board on the TSSI Lease offer for Ste 110. The lease was approved by town & county after initially getting denied; town and county wanted a ten year lease instead of the twenty that was initially proposed. After tenants expressed their disagreement with these terms, the town and county voted in favor of the twenty year lease. Designs still needs to be approved by the board.


Amy Robinson,
Commissioner/Vice-Chair

Date


Danielle Goldyn-Haigh
Commissioner/Clerk

Date

Jackson/Teton County Housing Authority
Special Meeting
February 3, 2017
260 W Broadway, Ste. B.

The special meeting of the Jackson/Teton County Housing Authority was called to Order on February 3, 2017 at 1:00 p.m. at the Jackson/Teton County Affordable Housing Department, 260 W Broadway, Ste. B., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioner Chair Matt Faupel was present. HA Commissioner Danielle Goldyn-Haigh was available by phone and declared a quorum. Vice-Chairman Robinson was absent.

Review and award of a property management company for The Grove, Phase I

There was some discussion. Goldyn-Haigh moved, Faupel seconded. Motion passed unanimously.

Resolution to remove K2 Management and Realty from all account signature cards

There was some discussion. Goldyn-Haigh moved, Faupel seconded. Motion passed unanimously.


Phase I Fire System issues update

The Housing Authority Board was made aware of the previous fire suppression system issues and that the issues appear to be resolved by the new system servicing vendor.

Adjourn

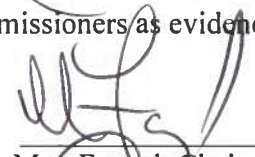
Faupel moved to adjourn, Goldyn-Haigh seconded. Motion passed unanimously to adjourn.

Respectfully Submitted:



Danielle Goldyn-Haigh, Clerk

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



Matt Faupel, Chair

_____ Date

Jackson/Teton County Housing Authority
Regular Meeting
February 15th, 2017
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on February 15th, 2017 at 1:04 p.m. at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioner Amy Robinson and Matt Faupel were present; Danielle Goldyn-Haigh called in. Matt Faupel declared a quorum.

Approval of Minutes for January 18th 2017 and the special meeting on February 3rd, 2017
Goldyn-Haigh moved, Robinson seconded for approval of both minutes. Motions passed unanimously.

Review of Financials

Stacy Stoker, Housing Manager, presented the financials as informational only. No action taken.

Residential Lease Agreement for Grove Phase 1 – Unit 305

Lease agreement was already approved at prior meeting; this version just had the tenant's names now that they have been selected for final approval by the board. Goldyn-Haigh moved to accept the lease and Robinson seconded. Motion passed unanimously.

Update on TSSI, LLC Progress for Leasing Ste 110 of the Grove

Stacy Stoker listed the changes in the lease agreement after a discussion between the tenant and JIM. Goldyn-Haigh moved to accept the changes and Robinson seconded. Motion passed unanimously.

Renewal of Listing Agreement for 260 W. Broadway Building

Stacy Stoker discussed the change in price, which was substantially lowered in the hopes of selling it more quickly. Goldyn-Haigh moved to accept the changes and Robinson seconded. Motion passed unanimously.

Potential tenant for 260 W. Broadway Building

Stacy Stoker went over the letter of intent from a potential tenant, including some discrepancies between what the tenant would like, and what we have requested for the space. The potential tenant wants to use the space as a daycare facility, and would need to renovate. Stacy has replied to the letter of intent requests first month's rent and a security deposit, \$20/square foot (instead of the tenant's requested \$19), and 5 years with two options to renew. Stacy also removed the tenant's confidentiality agreement. No action was taken, but the board recommends that these terms are brought to the JIM for discussion.

Housing Rules and Regulations Public Hearing

No comments – board decided to discuss Matt Faupel's questions first and then open it again to public comment.

Housing Rules and Regulations Board Discussion and Recommendations

Stacy Stoker led a discussion of questions and comments that Matt Faupel compiled after reviewing the Rules and Regulations. The board decided to put together a list of comments/discussion points that merit further consideration, and to continue to expand this list in an extended meeting next month (one and half hours). These are the items compiled so far:

1. Greg Epstein, County Commissioner, brought up the following question: Should homeowners in Affordable and Attainable homes be allowed to rent out rooms or sublet (without applying for this privilege in special circumstances) to ensure that there are the most people in the most rooms, which addresses the Housing Department's bottom line?
2. Should Affordable homeowners be allowed to own property after purchasing their Affordable home? Epstein, Robinson, and Goldyn-Haigh all agree that this should not be allowed, even if the second home is not in Teton County. Council Member Bob Lenz mentioned the Whistler Housing Authority, which does not allow second homes anywhere in the world.
3. Matt Faupel brought up some formatting redundancies – the general homeownership regulations are repeated for each specific category (e.g. Attainable or Affordable). Stacy Stoker agreed that the layout could be fine-tuned.
4. In section 105.4, the 2.5% CPI increase does not take into account down years in the housing market and depreciation when a home ages past a certain point and requires maintenance.
5. Barbara Haugh brought up the 30 hours/week requirement to be considered a full-time employee, and how this number should be increased. A discussion ensued on special circumstances, like school teachers and full-time seasonal workers.

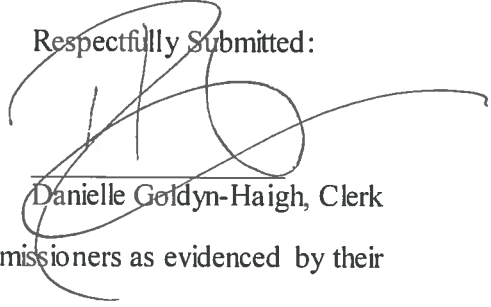
A few suggestions were also immediately addressed and don't require further discussion:

1. Why does JIM regulate who is on the Critical Service Providers list? Matt Faupel would like for this to go through board approval as well. Stacy Stoker said we can bring these requests to the board in the future.
2. There is a typo in section 104.6E (page 16 of 54 in the red-lined version): the ED is mentioned, but it should say Housing Manager as that is now the official title.

Adjourn

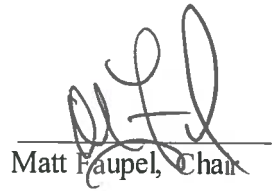
Robinson moved to adjourn, Goldyn-Haigh seconded. Motion passed unanimously to adjourn.

Respectfully Submitted:



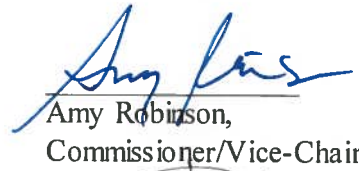
Danielle Goldyn-Haigh, Clerk

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



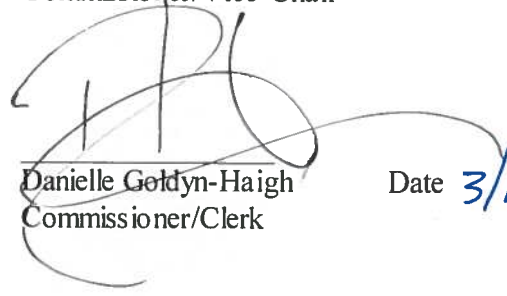
Matt Faupel, Chair

3/15/17
Date



Amy Robinson,
Commissioner/Vice-Chair

Date 3/15/17



Danielle Goldyn-Haigh
Commissioner/Clerk

Date 3/15/17

Jackson/Teton County Housing Authority
Special Meeting
February 24th, 2017, 1:00 PM
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on February 24th, 2017 at 1:00 PM at the Jackson Teton County Housing Authority Board Room located at 260 W. Broadway, Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Amy Robinson, Matt Faupel, and Danielle Goldyn-Haigh were present. Matt Faupel declared a Quorum.

Termination of Ground lease for Lot 83, Wilson Meadows Third Filing

Stacy Stoker introduced this item. The husband passed away, so his name needs to be removed from the ground lease; nothing else is changing. Goldyn-Haigh moved to terminate ground lease and Robinson seconded. There was no discussion. Motion passed unanimously.

Approval of new Ground lease for Lot 83, Wilson Meadows Third Filing

Stacy Stoker introduced this item – the new lease is identical to the old one, except the deceased husband's name has been removed. Goldyn-Haigh moved to terminate ground lease and Robinson seconded. There was no discussion. Motion passed unanimously.

Community land trust ground lease rider

Stacy Stoker introduced this item – it is a form that the bank requires to do a mortgage loan. It allows the bank to remove ground lease restriction if property goes into foreclosure. Some discussion followed on what would happen if we had to cure the loan. Robinson moved to terminate ground lease and Goldyn-Haigh seconded. Motion passed unanimously.

Adjourn

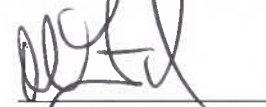
Faupel moved to adjourn.

Respectfully Submitted:



Danielle Goldyn-Haigh, Clerk

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



Matt Faupel, Chair

Date

Jackson/Teton County Housing Authority
Special Meeting
March 2nd, 2017, 8:30 AM
Housing Department Conference Room
260 W. Broadway, Jackson, WY

The special meeting of the Jackson/Teton County Housing Authority was called to Order on March 2nd, 2017 at 8:30 AM at the Housing Department Conference Room located at 260 W. Broadway Ave., Jackson, Wyoming.

Pronouncement of Quorum

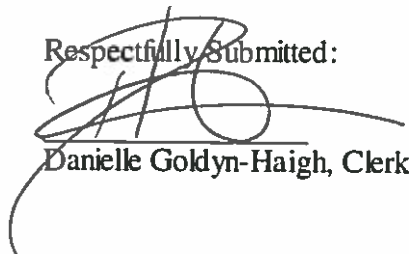
Housing Authority Commissioners Amy Robinson and Matt Faupel were present. Matt Faupel declared a quorum. Commissioner Danielle Goldyn-Haigh was absent.

Consideration of tenant improvement plans for 250 Scott Lane Ste 110

Stacy Stoker introduced this issue. The lease has already been reviewed by the board and needs to be signed. Teton Sports & Spine will be modifying this suite to accommodate an MRI machine, a patient waiting room, and examination rooms. Robinson made a motion to approve the plans; Faupel seconded. There was no discussion. The motion passed unanimously.

Adjourn


Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

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


Matt Faupel, Chair

4/19/17
Date


Amy Robinson,
Commissioner/Vice-Chair

Date 4/19/17


Danielle Goldyn-Haigh
Commissioner/Clerk

Date 4/19/17

Jackson/Teton County Housing Authority
Regular Meeting
March 15th 2017, 1 PM
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on March 15th, 2017 at 1:10 PM at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Amy Robinson, Danielle Goldyn-Haigh, and Matt Faupl were present. Robinson declared a quorum.

Approval of Minutes for February 2nd and 24th Special Meetings, February 15th Regular Meeting, and March 2nd Special Meeting

Goldyn-Haigh moved, Robinson seconded for approval of all of the minutes. Motion passed unanimously.

Review of Financials

Stacy Stoker, Housing Manager, presented the financials as informational only on the Millward development, and the missing financial information from K2 Property Management. No action taken.

Redmond Hall Agreement

Keith Gingery discussed financials of ground lease and agreement – where money is going to come in, and loan with Rocky Mountain Bank. Also discussed the potential of SPET ballot – if passed on SPET, where would money go? Could go to town and Housing Authority or could be used to pay off bank loan. Depends on where SPET money goes. If SPET money goes to pay off loan, then agreement will probably be renegotiated – but this requires mutual consent of all parties involved. Matt Faupl moved to approve Redmond Hall agreement and Ground Lease. Robinson seconded. No discussion; motion passed unanimously.

Commercial Lease amendments for units 101 and 105 at the Grove Phase I

Stacy Stoker discussed the utilities for these two commercial spaces at the Grove. There is a provision in lease that allows commercial tenants to set up their own utilities, but there is just one water meter for the entire building, which is getting divided between all 24 units in phase 1. The electric submeters will be read and divided between units. Mountain Property will be reading submeters monthly. Robinson moved to approve amendments; Goldyn-Haigh seconded. No discussion. Motion passed unanimously.

Chamber request for rent credit due to leaking roof

Stacy discussed this request. The roof leaked into one of the Chamber's empty office spaces that they were hoping to sublease. The office was cleaned and repaired within a few days, but the room is still waiting for ceiling tiles which had to be ordered. The office was not presentable for around ten days, but could've been shown without ceiling tiles with the understanding that they will be restored soon. Stacy

recommended a two week credit for a rental rate of \$600/month. Goldyn-Haigh suggested pro-rating at ten days. Robinson agrees with this rate. Robinson made a motion for a ten day credit; Goldyn-Haigh seconded. No discussion. Motion passed unanimously.

Rules and Regulations Discussion

Matt Faupl wants a schedule for discussed the remaining regulations. Stacy Stoker mentioned that the Planning Department has put out an RFP for a consultant to help with this whole process who also might help to draft the rules and regulations. In the meantime, focusing on big picture items is useful for the board. Stacy started with the issue of Attainable homes – the latest attainable was \$520,000 and a category two income limit. A discussion followed on the sunset clause, and how this makes the home worth more, and the possibility of foreclosure – the home would become a market home unless we buy it if that happens. Stacy also discussed compliance for our three housing unit types. Board was in agreement that compliance concerns should be on list of items for future discussion. Stacy then brought up neighborhood preference – someone already living in a development gets first preference for another unit in that development. Board thinks this regulation makes sense and doesn't need to be discussed. Matt suggest for next meeting that we ensure that everything is discussed for section 1 next time, and then start bringing up issues with section 2. Loring Woodman started discussing the lack of community understanding for our programs, and the need for PR.

Adjourn

Robinson moved to adjourn, Goldyn-Haigh seconded. Motion passed unanimously to adjourn.

Respectfully Submitted

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel, Chair

Date

4/17/17

Amy Robinson,
Commissioner/Vice-Chair

Date

4/19/17

Danielle Goldyn-Haigh
Commissioner/Clerk

Date

4/19/17

Jackson/Teton County Housing Authority
Regular Meeting
April 19th, 2017 at 1 PM
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on April 19th, 2017 at 1 PM at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Matt Faupel, Amy Robinson, and Danielle Goldyn-Haigh were present. Faupel declared a Quorum.

Approval of Minutes for May 15th Regular Meeting and May 2nd Special Meeting

Robinson moved, Goldyn-Haigh seconded for approval of the minutes. Motion passed unanimously.

Review of Financials

Stacy Stoker, Housing Manager, presented the financials as informational only on the high snow plow expenses and a fee-in-lieu missing for the Grove because it was listed with last year's financial information. No action taken.

Lease agreement for unit 205 of the Grove Phase I

Stoker presented on the lease agreement. It is the same on the lease always used by the Housing Authority, with some language added for the use of the security deposit to cover late rent, and to clarify our policies in regards to cleaning fees. Robinson moved to approve the lease and Goldyn-Haigh seconded. The motion passed unanimously without further discussion.

Letter of Intent to lease 260 W. Broadway, Suite B

Stoker presented on the Letter of Intent. Fine Dining is interested in the space for admin offices. Their letter of intent asks for \$18/sq foot. Brett from ReMax Obsidian presented on a possible commission of 5% for first two renewal periods; there was no official listing agreement with them. Faupel thinks \$18/sq foot is too low and discusses the impact of lease rate on the ability to sell the building. He suggests responding with \$24/sq foot. Greg Epstein, County Commissioner, speaks to the importance of not letting the space remain empty. Stoker asks about rent increases and Goldyn-Haigh suggest 2.5% per year. Stoker suggest keeping utilities, maintenance, and repair divided as they are currently. Faupel suggest dealing with the ReMax commission by making an official listing agreement and deciding the percentage when brought to JIM with a recommendation of 5% for the first term. Faupel moved to add an addendum to the listing agreement for \$25/sq. foot triple net and 5% for the first term. Robinson seconded. The motion passed unanimously without further discussion.

Matters from Staff

Stoker presented on Jean Ball's property at 2035 Hawthorne Lane in the Millward Development. Jean rented her space for a long time, and was required to either move back

into her space or give us a letter of intent to sell by December. She said she would move back in by March, but she did not. She submitted a letter of intent to sell in April, but has not signed the required paperwork (facilitation agreement), as she does not want an inspector to come in and evaluate her home. Greg Epstein suggests buying the house to rent. Keith Gingery suggests buying the house and subtract the cost of repairs that the Housing Authority's inspector found. Goldyn-Haigh moved to have staff and council negotiate to buy the house minus the cost of repairs. Robinson seconded. The motion passed unanimously without further discussion.

Rules and Regulations Discussion

Stoker discussed how the Planning Department is updating their Land Development and Housing Standard Regulations, and the benefits on collaborating with them to standardize the language between our departments. Consultants have been hired for Rules and Regulations public outreach on the 27th. Board agrees that we should continue discussion until after consultants have started working.

Executive Session on the Lewis Case

Keith Info

Adjourn

Robinson moved to adjourn, Goldyn-Haigh seconded. Motion passed unanimously to adjourn.

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,
Commissioner/Vice-Chair

5/17/17
Date

Danielle Goldyn-Haigh
Commissioner/Clerk

5/17/17
Date

Jackson/Teton County Housing Authority
Special Meeting
May 1st, 2017
2PM
Housing Department Conference Room
320 South King Street, Jackson, WY

The regular meeting of the Jackson/Teton County Housing Authority was called to Order at 2 PM on May 1st, 2017 at the Housing Department Conference Room located at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Housing Authority Commissioners Amy Robinson, Danielle Goldyn-Haigh, and Matt Faupel were present. Faupel declared a quorum.

3958 Hawthorne Lane Discussion

Stacy Stoker started the discussion by explaining that after submitting a request to appeal the Housing Department's determination that she was in default of her ground lease, Jeanne Ball and the Housing Department settled her appeal with an agreement that she could rent her home through March 31 of 2017, but had to move back in or sell by April 10th, and needed to notify us of her intent to sell by December 31st. She informed the Housing Department on December 30th that she would be moving back into her home no later than April 10, 2017. Jeanne sent another email in January informing the Housing Department of her intent to move back into her home by April 10, 2017. She did not move back into her home by April 10th, which put her in default of her ground lease. On April 11th, the Housing Department received a letter of intent to sell her home. Ms. Ball, now Ms. Rosser, was given all documents to proceed with selling her home. The Housing Department was informed that Ms. Rosser was not comfortable with the inspection process. Her attorney emailed Keith Gingery with concerns about the process. Her biggest concern was that a buyer could do an inspection, which could end up costing her a lot of money in repairs. It was explained to her that it is typical in any sale of a home, whether restricted or not that the buyer be allowed to do an inspection. Ms. Rosser continued stalling and neglected to sign the facilitation agreement to allow the sales process could continue.

If the Housing Department appoints ourselves attorney-in-fact to force a sale, it may be the best way to get the home sold in a timely manner. She is not living in home, and hasn't since March. Faupel asked what would happen if her attorney fought the sale. The answer was that it could end up in court. He also asked why we don't do any necessary repairs now prior to sale – Stoker was not sure if we could, as we don't currently own the home. Stoker will check with Gingery to see if it is legal for us to proceed with repairs. The letter to Jeanne Ball might need to be amended to state that we intend to proceed with repairs if it is determined that as Attorney-in-Fact, we can enter the property to do the repairs. Faupel moved to take over as attorney-in-fact; Robinson seconded. Motion passed unanimously without further discussion.

Adjourn

Faupel moved to adjourn and Robinson seconded. Motion passed unanimously to

adjourn.

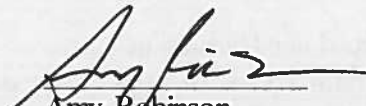
Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

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

Matt Faupel, Chair

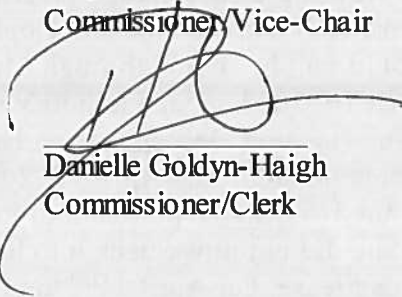
Date



Amy Robinson,
Commissioner/Vice-Chair

Date

5/17/17



Danielle Goldyn-Haigh
Commissioner/Clerk

Date

5/17/17

**Jackson/Teton County Housing Authority
Regular Meeting
May 17th, 2017 at 1 PM
Teton County Public Health Board Room**

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on May 17th at 1 PM at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Amy Robinson, and Danielle Goldyn-Haigh were present. Robinson declared a Quorum.

Approval of Minutes for April 19th Regular Meeting and May 1st Special Meeting

Goldyn-Haigh moved and Robinson seconded for approval of the minutes. Motion passed unanimously.

Review of Financials

No action taken.

Transfer of in Lieu Fees back to county

Stoker discussed audit by her and Stewart of all the bills paid for Grove Phase 2 and the funds that were received from the county as they transferred in lieu fees, and there was ~\$966,000 to transfer back to the county to be used for future affordable housing project. Robinson moved, Goldyn-Haigh seconded and the motion passed unanimously without further discussion.

Habitat for Humanity Phase Three construction loan

Stoker discuss Habitat's proposals from First Interstate and Rocky Mountain Bank and First Western Trust – all three proposals required mortgaging the property in order to get construction financing for the project. This wasn't a consideration when Habitat was approved to build the units. Keith and Audrey discussed with Stoker and Norton, and agreed that we could not mortgage the property. Habitat thinks they might have some other options. Informational only; no decision to make yet until we have more information.

Grove Phase Three update

Construction easement was recorded on the property and ground-breaking is supposed to happen very soon.

Lease Language

Grove unit leases – there are some changes. Stoker led discussion – there is an additional policy for what happens when a tenant wants to break a lease where they are responsible for paying the rent while we are searching for and qualifying a new tenant. Also, in the case of two roommates, if someone moves out, the new roommate needs to be qualified by the housing department. There will also be a change to the security deposit and damage as per recommendations from Keith. The new management company, Mountain Property,

was also included with contact information. Robinson moved, Goldyn-Haigh seconded and the motion passed unanimously without further discussion.

Housing Rules and Regulations outreach efforts

Stoker enumerated all the projects – LDR standards, parking, downtown LDR update, natural resources update, and housing rules and regulations. Peak Consulting was hired for the outreach. Open house on June 1st plus Latino outreach even on May 31st.

3958 Hawthorne Lane discussion

Scott Garland (owner's attorney) suggests that we just buy the house from the owner; she will just have to sign the documents and not worry about continued ground lease fees and mortgage payments. Any repairs and delinquent fees will come out of her proceeds from the house once it is closed. Contract was written to ensure that she pays for anything outstanding. Housing Authority will be official owners and then winner of lottery will buy the house from the Authority. Goldyn-Haigh moved to purchase the home and Robinson seconded. Motion passed without further discussion.

Matters from Staff

Tzompa appeal – Lisa Potzernitz discusses the progress in the Tzompa case. They had been informed that they were not meeting occupancy requirements, but have filed an appeal.

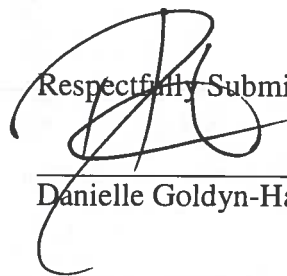
Customer service survey – April Norton discusses the results, and the follow-up she is doing with individuals who wanted more interaction. The survey ends on June 2nd. She also mentioned the town and county employee housing survey.

Sunset clause open houses – a number of homes have sunset clauses that are due to expire soon. Norton discusses our efforts to help homeowners through this process.

Adjourn

Robinson moved to adjourn at 1:50 PM, Goldyn-Haigh seconded. Motion passed unanimously to adjourn.


Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

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


Matt Faupel, Chair

7/19/17
Date


Amy Robinson,
Commissioner/Vice-Chair

7/19/17
Date


Danielle Goldyn-Haigh
Commissioner/Clerk

7/19/17
Date

Jackson/Teton County Housing Authority
Special Meeting
July 11, 2017
Jackson/Teton County Affordable Housing Department Conference
Room

The Special Meeting of the Jackson/Teton County Housing Authority was called to order on July 11, 2017 at 1:00 p.m. at the Jackson/Teton County Affordable Housing Department Conference room located at 320 S. King Street.

Pronouncement of Quorum

Housing Authority Commissioners Matt Faupel, Amy Robinson, and Danielle Goldyn-Haigh were present. Mr. Faupel declared a quorum.

First item for consideration

An Amendment to the current Jackson/Teton County Housing Authority By Laws was considered. The amendment was to Article 4, where it states meetings shall be held the third Wednesday of each month at the Teton County Public Health Board Room. The amendment will change the meeting date and location to the first Wednesday of each month at the Huff Memorial Old Teton County Library Conference Room located at 320 S. King Street. With no other changes, Danielle Goldyn-Haigh moved, Amy Robinson seconded for approval, all voted in favor, motion passed unanimously.

Hearing

An Appeal Hearing took place concerning an Attainable Category 3 home located at 4246 Melody Ranch Drive. The owners of the home are Moises Tzompa and Adela Tzompa. The Housing Department had found the Tzompas in default of their Restrictions because they were not using their home as their sole, exclusive, primary residence at least nine (9) months out of each calendar year. The Tzompas appealed the decision to the Housing Authority Board.

The Tzompas were represented by attorney, Kenneth Cohen. The Housing Department was represented by Chief Deputy County Attorney, Keith Gingery.

There was a translator, and a court reporter present. Mr. Cohen called three witnesses including the following:

Jim Triplet, an employee of the Virginian Motel,
Nellie Tzompa, the daughter of Moises and Adela Tzompa
Moises Tzompa

Mr. Gingery called two witnesses including the following:

Steve Genzer, a neighbor of the Tzompas
Margaret Aeckerle, a neighbor of the Tzompas

Each side gave closing statements and the board deliberated. Amy Robinson motioned to uphold the Housing Department's decision and find the Tzompas in default of the Restrictions recorded on the home. Matt Faupel seconded. The board voted unanimously in favor of the motion.

A full transcript of the hearing is forth coming from the Court Reporter.

Danielle Goldyn Haigh motioned to adjourn. Amy Robinson Seconded, and all voted in favor. The meeting was adjourned.



Respectfully Submitted:

Danielle Goldyn-Haigh, Clerk

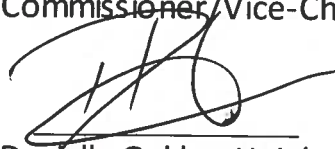
Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:


Matt Faupel, Chair

7/19/17
Date


Amy Robinson,
Commissioner/Vice-Chair

7/19/17
Date


Danielle Goldyn-Haigh
Commissioner/Clerk

7/19/17
Date

Jackson/Teton County Housing Authority
Regular Meeting
July 19th, 2017 at 1 PM
Teton County Public Health Board Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on July 19th at 1 PM at the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Amy Robinson, Matt Faupel, and Danielle Goldyn-Haigh were present. Robinson declared a Quorum.

Approval of Regular Meeting Minutes for May 17th, 2017 and Special Meeting Minutes for July 11th, 2017.

Goldyn-Haigh moved and Robinson seconded for approval of the minutes. Motion passed unanimously.

Review of Financials

No action taken. Discussion of how 260 West Broadway is currently a little in the red because of lease-related professional services.

Consideration of a change to the approved May 1 Housing Authority Board Special Meeting Minutes

Goldyn-Haigh moved and Robinson seconded for approval of the minutes. Motion passed unanimously without discussion.

Consideration of a purchase and sale agreement for 3958 Hawthorne Lane

Category 1 with a purchase price of \$122,987. Closed on or before August 31st wp we aren't holding on to it. Goldyn-Haigh moved and Robinson seconded. Motion passed unanimously without further discussion.

Consideration of Housing Authority buying houses back from owners vs. facilitating the sale of homes

Faupel mentioned that any further sales should first be evaluated by the board to see if we want to purchase it. Robinson moved and Goldyn-Haigh seconded. Motion passed unanimously without further discussion.

Consideration of an amendment to the JTCHA By Laws

The board would like the meeting moved to 320 South King Street on the first Wednesday of each month at 1 PM. Robinson moved and Goldyn-Haigh seconded. Motion passed unanimously without further discussion.

JTCHA Appeal Hearing Process Discussion

Keith Gingery had stated that the board may need a special meeting to discuss this and that we should postpone the conversation until August when an appeal is possible. April Norton requested that the board draft questions on the appeal process for our next meeting.

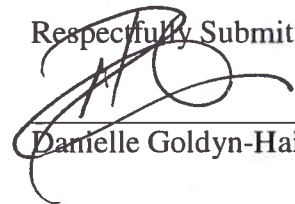
Matters from Staff

No matters from staff.

Adjourn

Robinson moved to adjourn at 1:30 PM, Goldyn-Haigh seconded. Motion passed unanimously to adjourn.


Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

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


Matt Faupel, Chair

8/16/17
Date


Amy Robinson,
Commissioner/Vice-Chair

8/16/17
Date


Danielle Goldyn-Haigh
Commissioner/Clerk

8/16/17
Date

**Jackson/Teton County Housing Authority
Regular Meeting
August 16th, 2017
Teton County Public Health Board Room**

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on August 16th, 2017 at 1 PM the Teton County Public Health Board Room located at 460 E. Pearl Ave., Jackson, Wyoming.

Pronouncement of Quorum

Housing Authority Commissioners Matt Faupel, Amy Robinson, and Danielle Goldyn-Haigh were present. Matt Faupel declared a quorum.

Approval of Minutes for July 19th, 2017

Goldyn-Haigh moved, Robinson seconded for approval of the minutes. Motion passed unanimously.

Approval of Findings of Fact and Conclusions of Law in Tzompa Appeal

Stacy Stoker told the board that this document had already been accepted by both attorneys and now can be signed and approved by the board. Robinson moved to accept for signature the document and Goldyn-Haigh seconded. All in favor with no further discussion.

Grove Phase 1 Lease

Stoker discussed the two major changes to the new leases for Grove Phase 1: the term “quite enjoyment” was added to address any noise complaints, and there are new regulations for lease termination – the tenant is responsible for the financial terms of the lease until a new tenant is found if their lease is terminated before it expires. Robinson moved to use this new lease template for all new leases and renewals and Goldyn-Haigh seconded. All in favor with no further discussion.

Amendment to bylaws

The board would like to meet on the first Wednesday of every month at 1 PM in the housing department conference room at 320 South King Street. Robinson moved to make this change and Goldyn-Haigh seconded. All in favor with no further discussion.

Amendment to Healing Waters lease

Pictures of the submeter reading are being added as a requirement in the lease. Robinson moved to make this change and Goldyn-Haigh seconded. All in favor with no further discussion.

Matters from Staff

Financials: Faupel asked for a 5-10% variance. No further discussion.

Millward ground lease: Motion to amend agenda to add approval of Millward ground lease template and authority to board to use the template. Robinson moved add agenda item and Goldyn-Haigh seconded. All in favor with no further discussion.

Millward ground lease template

Robinson moved approve the Millward ground lease template and the authority to the board to use it. Goldyn-Haigh seconded. All in favor with no further discussion.

Adjourn

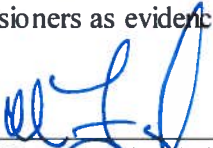
Faupel moved to adjourn.

Respectfully Submitted:



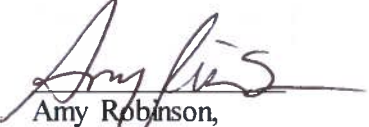
Danielle Goldyn-Haigh, Clerk

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



Matt Faupel, Chair

Date



Amy Robinson,
Commissioner/Vice-Chair

Date



Danielle Goldyn-Haigh
Commissioner/Clerk

Date

Jackson/Teton County Housing Authority
Special Meeting
August 28th, 2017
Housing Department Conference Room

A special meeting of the Jackson/Teton County Housing Authority was called to Order on August 28th, 2017 at 10:30 AM the Housing Department Conference Room located at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Housing Authority Commissioners Matt Faupel, Amy Robinson, and Danielle Goldyn-Haigh were present. Matt Faupel declared a quorum.

Consideration of purchase for 3943 Hawthorne Lane

Stacy Stoker, Housing Manager, led the discussion on the home. It is a category 2 2-bedroom home with a maximum resale value of \$221,674, which is a little higher than a usual category 2. The options are to purchase it and change it to category 3, or not purchase it. If category 3, there will be less of a balance between categories in the Millward Redevelopment. Faupel wanted to know how the price increased by this much – how did this one become way over value when a prior unit sold under value. Stoker discussed the grant received for this development – the category ones had a higher subsidy from the grant which enables them to have a lower price. The category one homes are required to stay that category for twenty years as a condition of the grant. This home would be affordable for people at the high end of the category income range, but not the lower end, which prices out some people in the category. Stoker thinks it will still be affordable for most people in category 2. She will put together some information on what price people can afford within each category income range. Robinson moves to not purchase 3943 Hawthorne Lane and Goldyn-Haigh seconds. All in favor with no discussion.


Adjourn

Faupel moved to adjourn.

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, Date

Commissioner/Vice-Chair

Danielle Goldyn-Haigh
Commissioner/Clerk

Date

Jackson/Teton County Housing Authority
Regular Meeting
October 4th, 2017
Housing Conference Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on October 4th, 2017 at 1 PM the Housing Conference Room at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Matt Faupel and Amy Robinson were present; Faupel declared Quorum.

Financials

Year to date profit and loss sheet is labelled 2015 – will revisit next month for up to date numbers. Matt Faupel asked about Millward account in the red, and Stacy Stoker, housing manager, explained that it was because of forced house sale and bus passes, and will not be in the red once reimbursed.

Approval of Regular Meeting minutes from September 6th, 2017 and Special Meeting minutes from September 25th, 2017

Robinson moved to approve minutes, Faupel seconded, all in favor with no further discussion.

Curry Hearing

Jim Lubing hired as facilitator at \$225.hour. Scheduled date on Oct. 12th in the afternoon if Danielle can confirm availability. Robinson moved to approve Jim Lubing as facilitator, Faupel seconded, all in favor with no further discussion.

Staff Updates

The board expressed appreciation for the updates and a desire to continue receiving them.

Engage 2017 – Overview

Stacy Stoker gave a presentation on the Engage 2017 Housing Rules and Regulations update.

Matters from Staff

Stoker discussed the employment-based units request to purchase: county clerk/treasurer/attorneys not in agreement so pulled from JIM and sold. A process needs to be established for next homes with everyone. Also discussed Phase 1 and 2 at the Grove in regards to the pooling of water on the parking lot. Phase 2 HOA wants to work with us to get it fixed (~\$5000). Proposal approval next month.

Adjourn

Faupel moved to adjourn.

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,
Commissioner/Vice-Chair

11.6.17

Danielle Goldyn-Haigh
Commissioner/Clerk

11/1/17

Jackson/Teton County Housing Authority
Special Meeting
October 18th, 2017
Housing Conference Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on October 19th, 2017 at 1 PM the Housing Conference Room at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Matt Faupel, Amy Robinson, and Danielle Goldyn-Haigh were all present; Faupel declared Quorum.

Public Comment Period

Bob Lenz: questions at public meetings were too technical; would've been better to focus on values instead of details.

Anne Cresswell: In agreement with Shelter JH comments – call for more empirical evidence/data to see how policies have performed over the years.

Bruce Hodan: Agree that public conversations and surveys were too technical.

Matt Vagan: Agree that public conversations and surveys were too technical. Also felt that public event was not a good representation of Jackson's demographics.

Review of and recommendations for the Housing Rules and Regulations update

Questions 1-8 were discussed, with Stacy Stoker presenting each question and April Norton leading the discussion. Board members made recommendations for each question.

Adjourn

Faupel moved to adjourn.

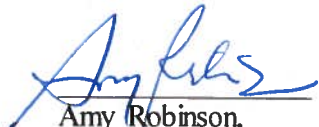
Respectfully Submitted:


Danielle Goldyn-Haigh, Clerk

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

Matt Faupel, Chair

Date


Amy Robinson,
Commissioner/Vice-Chair

Date

Commissioner/Vice-Chair



Danielle Goldyn-Haigh
Commissioner/Clerk

Date

11/1/17

Jackson/Teton County Housing Authority
Special Meeting
October 19th, 2017
Housing Conference Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on October 19th, 2017 at 1 PM the Housing Conference Room at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Matt Faupel, Amy Robinson, and Danielle Goldyn-Haigh were all present; Faupel declared Quorum.

Review of and recommendations for the Housing Rules and Regulations update

Questions 9 through 12 were discussed and then the board went back over all questions to ensure agreement. Motion was then made by Amy Robinson to approve the board recommendations as outlined in Rules and Regulations Housing Authority Board update recommendations document. Danielle seconded, all in favor, no further discussion.

Jackson/Teton County Housing Authority Electric Distribution Easement for Redmond Street Rentals

Amy moved, Danielle seconded, all in favor, no further discussion.

Adjourn

Faupel moved to adjourn.

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,

Date



Danielle Goldyn-Haigh
Commissioner/Clerk

11/1/17

Date

Jackson/Teton County Housing Authority
Regular Meeting
November 1st, 2017
Housing Conference Room

The regular meeting of the Jackson/Teton County Housing Authority was called to Order on November 1st, 2017 at 1 PM the Housing Conference Room at 320 South King Street, Jackson, WY.

Pronouncement of Quorum

Danielle Goldyn -Haigh and Amy Robinson were present; Robinson declared Quorum.

Financials

No discussion.

Approval of Regular Meeting minutes from October 4th, 2017 and Special Meeting minutes from October 18th and 19th, 2017.

Goldyn -Haigh moved to approve minutes, Robinson seconded, all in favor with no further discussion.

JHCHT request for letter of support for pending Forest Service Legislation

Goldyn-Haigh requested that this item be moved to the December Housing Authority Board Meeting.

1370 Primrose Appeal Hearing

The hearing is scheduled for December 1st at 4 PM.

Buy Back Program Policy

Goldyn -Haigh moved to approve the resolution, Robinson seconded, all in favor with no further discussion

Public posting of HAB meeting recordings

Goldyn -Haigh moved to begin posting meetings publically beginning with the special meeting on 10/18/17 and forward. Robinson seconded, all in favor with no further discussion

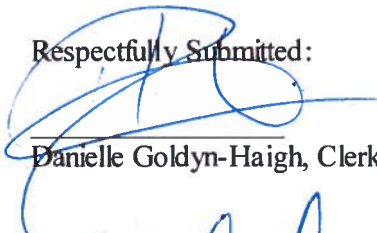
Engage 2017 Update

Matters from Staff

Adjourn

Goldyn -Haigh moved moved to adjourn, Robinson seconded, all in favor with no further discussion

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,
Commissioner/Vice-Chair

Date



Danielle Goldyn-Haigh
Commissioner/Clerk

Date