

Jackson/Teton County Housing Authority  
Meeting Minutes  
January 6, 2021  
Zoom Virtual Meeting

**1. Call to order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on January 6, 2021 at 2:01 pm via ZOOM. Attendees were Estela Torres, Annie Kent Droppert, Amy Robinson, housing staff April Norton, Stacy Stoker and Brandon Hernandez. And TOJ attorney Lea Colasuonno.

**2. Pronouncement of Quorum**

Amy Robinson Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Minutes for December 2<sup>nd</sup>, 2020**

Estella Torres made a motion to approve the regular meeting minutes from December 2<sup>nd</sup> 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**5. Review of November 2020 Financials and Staff Update**

Stacy Pointed out Rains property was removed on the balance sheet. No further Commentary.

**6. Covid-19 Update**

a) a. Staffing, level of Service the County is in the Red phase of reopening. Staff are back on the A-B schedule. Brandon is in the office every day. Billi and Lisa are in the office every other day. April and Stacy will be in the office one or two days a week staggered.

b. Requests for reduced Rent / Rent Assistance

No new requests have been received, and rent is paid in full by all tenants through December.

**7. Preservation Program**

Housing Director, April Norton, shared with the Board that the Preservation program was to go Infront of Board and Counsel for pilot approval. The Housing Authority Board will be responsible for receiving and approving Applications.

**8. Restriction for 931 Sandcherry Way**

Golf and Tennis affordable development unit. As directed by the Town Council and Board of County Commissioners, staff is replacing the existing restriction with a new updated, approved template. Estella Torres motioned to approve the Amendment and Restatement Special Restriction for Affordable Ownership Housing Located at 931 Sandcherry Way Teton County, Wyoming. Annie Kent Droppert seconded the motion. Motion was approved unanimously.

#### **9. Special Restriction for 765 W Windriver Lane**

Melody Ranch Townhome that needs roof repair. Selling price of unit was increased by cost to fix roof. Estella Torres motions to approve the Amendment and Restatement Special Restriction for Workforce Ownership Housing located at 765 W Windriver Lane. Annie Kent Droppert Seconded the motion. Motion was approved unanimously.

#### **10. Escrow Agreement 45 Pine Glades unit A**

Sellers of the unit have requested to occupy the unit until the day after closing date. Buyers have agreed, so long as \$500 is held in Escrow in case there is additional cleaning required. Annie Kent Droppert motioned to approve the Escrow Agreement between the Housing Authority, Buyer, and Seller of 45 Pine Glade unit A. Estella Torres seconded the motion. Motion was approved unanimously.

#### **11. Matters from Staff**

Housing Manager, Stacy Stoker, informed the board that the reammortization was taken care of for re-finance of Grove. Requirements was that Housing Department moves our bank account to First Republic Bank. Additionally, Stacy informed the board that eventually all accounts will be moved to First Republic Bank. Stacy Stoker introduces and informs the board that TOJ attorney Lea Colasuonno will be regularly attending Housing Authority Board meetings moving forward.

Adjourn

Amy Robinson moved to adjourn the meeting, Estella Torres seconded. Motion passed. HAB meeting adjourned 2:17P.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

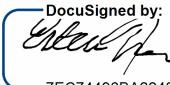


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Annie Kent Droppert, Vice Chair

12/21/2021

Date



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Estela Torres, Clerk

12/21/2021

Date

**Jackson/Teton County Housing Authority  
Meeting Minutes  
February 12, 2021  
Zoom Virtual Meeting**

**1. Call to order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 12, 2021 at 3:02 pm via ZOOM. Attendees were Estela Torres, Anne Kent Droppert, Justin Henry housing staff April Norton and Stacy Stoker . And TOJ attorney Lea Colasuonno.

**2. Pronouncement of Quorum**

All board members were present. Anne Kent Droppert, Estella Torres and new board member, Justin Henry were Present.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Minutes for January 6<sup>th</sup>, 2021**

Estella Torres made a motion to approve the regular meeting minutes from January 6<sup>th</sup> 2021. Anne Kent Droppert seconded the motion. The motion was approved unanimously.

**5. New Board Member Introduction**

Introduction of Justin Henry as new board member. Lisa Potzernitz, Wyoming Notary, Swore Justin Henry in as new member of Housing Authority Board.

**6. Election of Officers**

Justin Henry nominated Anne Kent Droppert as new Chair of the Housing Authority Board following Amy Robinson's departure from the board, Annie accepted and nominated Estella Torres as Vice-Chair. Justin Henry was nominated as clerk of Housing Authority Board. Anne Kent Droppert Motioned to make the changes. Estella Torres seconded; motion passed unanimously.

**7. Preservation Program**

The Housing Department staff has received three applications that are qualified under the workforce housing program. These three households are Ben Vincent and Charlotte DiPrisco, Anthony and Jennie Swentosky, and Morgan Gurney. All three households have applied for down payment assistance. Estella Torres moves to approve the Swentosky, Vincent and DiPrisco, and Gurney households as qualified households to receive down payment assistance per the Preservation Program. Anne Kent Droppert seconded the motion. Motioned passed unanimously.

Housing Director, April Norton requested that the Housing Authority Board meet on a more regular basis to speed up the home purchasing process for households that are found to be qualified. Housing Authority Board agreed.

**8. Matters from Staff**

Housing Director, April Norton reminded board of important upcoming dates on County Calendar.

**9. Matters from Board**

No matters from board.

**10. Adjourn**

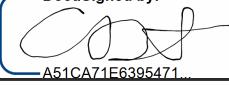
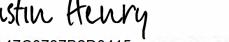
Anne Kent Droppert moved to adjourn the meeting, Estella Torres seconded. Motion passed. HAB meeting adjourned 2:32P.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

<p>DocuSigned by:  A51CA71E6395471</p>	12/21/2021
<p>Annie Kent Droppert, Chair</p>	Date
<p>DocuSigned by:  7EC74496BA22433</p>	12/21/2021
<p>Estella Torres, Vice Chair</p>	Date
<p>DocuSigned by:  A47C00737B2D0416</p>	12/22/2021
<p>Justin Henry, Clerk</p>	Date

**Jackson/Teton County Housing Authority  
Meeting Minutes  
March 3, 2021  
Zoom Virtual Meeting**

**1. Call to order**

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on March 3, 2021 at 2:00 pm via ZOOM. Attendees were Estela Torres, Annie Kent Dropert, Justin Henry and Housing staff April Norton, and Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Dropert, Estella Torres and, Justin Henry were all in attendance.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Regular Meeting Minutes for February 12 and Special Meeting Minutes for February 22, 2021.**

Estella Torres moved to approve the regular Meeting Minutes for February 12 and Special Meeting Minutes for February 22, 2021. Justin Henry Seconded the motion. Motion passed unanimously.

**5. Review of December and January Financials**

Financials Reviewed by board. No Questions were asked.

**6. FY 21/22 Budget & Housing Department Work Plan**

Board was provided the budget for FY21/22. The front page is the summary of all accounts, and each account has its own tab with details. Housing Department's draft annual work plan was also attached. Estella Torres moved to approve the FY 21/22 budget as presented by staff. Justin Henry Seconded the motion. Motion passed unanimously.

**7. Preservation Program**

The Housing Department staff received one application that staff has found to be qualified under the workforce housing program. This household is a one person household, Ashley Eppler Operating Room Nurse at St. John's. The household has applied for down payment assistance. Estella Torres moved to approve the household as qualified households to receive down payment assistance per the Preservation Program. Justin Henry seconded the motion. Motion passed unanimously.

**8. Amendment to GSA Lease for 260 W Broadway Ste C**

GSA has requested that their lease be amended because of a miss typed name. They have it as Teton Housing Authority and it needs to match with their other records that show us as Teton County Housing Authority. To make TSA's lease payments through their SAM system, GSA needs the name to match. Estella Torres moved to approve Lease Amendment Number 5 with GSA for 260 W Broadway Ste C to change the name on the lease from Teton Housing Authority to Teton County Housing Authority. Justin Henry Seconded the motion. Motion passed unanimously.

### 9. RFP for The Grove exterior paint

The Grove exterior paint is due for repainting. Board provided with Request for Proposals (RFP) for a painting contractor Estella Torres moved to approve the RFP for exterior painting of The Grove building as presented by staff. Justin Henry Seconded the motion. Motion passed unanimously.

**10. Letter of Authorization for Grove Phase 3 Plat Application** – Teton Habitat is ready to file their plat for Phase 3 of Grove Phase 3. The Town of Jackson requires a Letter of Authorization from the property owner to file an application. The Housing Authority is the property owner and needs to approve the attached Letter of Authorization. Estella Torres moves to approve the Letter of Authorization to allow Teton Habitat for Humanity to file the plat application with the Town of Jackson for Phase 3 of The Grove Phase 3. Justin Henry Seconded the motion. Motion passed unanimously.

### 11. Matters from Staff

There were no matters from staff.

### 12. Matters from Board

There were no matters from the Board.

### 13. Adjourn

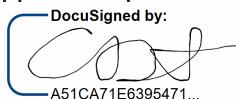
Estella Torres moved to adjourn the meeting; Justin Henry seconded. Motion passed unanimously. HAB meeting adjourned 2:26P.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

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12/21/2021

Annie Kent Doppert, Chair

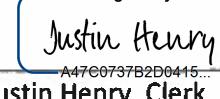
Date

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12/21/2021

Estela Torres, Vice Chair

Date

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12/22/2021

Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority  
Meeting Minutes  
March 24, 2021  
Zoom Virtual Meeting**

**1. Call to order**

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on March 24, 2021 at 9:00 am via ZOOM. Attendees were Estela Torres, Annie Kent Doppert, Justin Henry and Housing staff April Norton, and Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Doppert, Estella Torres and, Justin Henry were all in attendance.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Preservation Program**

The Housing Department staff received four application that staff has found to be qualified under the workforce housing program. The four households are Heather & Michael Devine and their child, Joseph and Sarah Peterson and their two children, Elizabeth Koutrelakos and Blake Votilla and lastly Alison Kalenak. All four households have applied for down payment assistance. Estella Torres moved to approve both households as qualified households to receive down payment assistance per the Preservation Program. Justin Henry seconded the motion. Motion passed unanimously.

**4a. Preservation Program**

Staff has received their first qualified application for Purchase of a Restriction on Existing Residence as part of the Preservation Program. Griffin Post would like to sell his condominium but would wishes to record a restriction on it so that it can go to the workforce. Estella Torres moved to approve Griffin Post as a qualified applicant to receive funds in exchange for recording a restriction on his property under the Preservation Program. Justin Henry seconded the motion. Motion passed unanimously.

**5. Termination of Ground Lease for of Ground Lease and New Ground Lease for 3947 Hawthorne Lane**

The Housing Authority Board has been asked to approve the Termination of Ground Lease and the New Ground Lease for 3947 Hawthorne Lane because of a transfer of tittle. Estella Torres moved to approve the Termination of Ground Lease and the New Ground Lease for 3947 Hawthorne Lane as presented by staff. Justin Henry seconded the motion. Motion passed unanimously.

**6. Matters from Staff**

There were no matters from the Staff.

**6. Matters from Board**

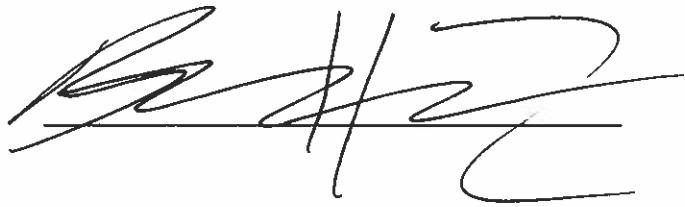
There were no matters from the Board.

**8. Adjourn**

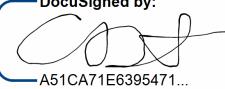
Estella Torres moved to adjourn the meeting, Justin Henry seconded. Motion passed unanimously. HAB meeting adjourned 9:12 A.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

DocuSigned by:  


12/21/2021

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Annie Kent Dropert, Chair

Date

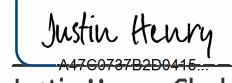
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12/21/2021

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Estela Torres, Vice Chair

Date

DocuSigned by:  


12/22/2021

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Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority  
Meeting Minutes  
April 7, 2021  
Zoom Virtual Meeting**

**1. Call to order**

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on April 7th 2021 at 2:00 P.M via ZOOM. Attendees were Estela Torres, Justin Henry and Housing staff April Norton, and Stacy Stoker.

**2. Pronouncement of Quorum**

Estella Torres and, Justin Henry were in attendance.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Regular Meeting Minutes for March 3, 2021, Special Meeting Minutes for March 16, 2021 and March 24, 2021.**

Board was asked to review and approve minutes from regular and special meetings held on March 3<sup>rd</sup>, 16<sup>th</sup> and 24<sup>th</sup>. Justin Henry moved to approve Meeting minutes for March 3, March 16, and March 24, 2021. Estella Torres seconded the motion. Motion Passed unanimously.

**5. Review of February Financials**

Staff provided Board with February financials. No questions from Board.

**6. Third Amendment to Commercial Lease with AA Sisters, LLC**

Shea's Salon (AA Sisters) are commercial tenants in The Grove Phase 1 building. Their lease gives them three options to renew if they provide written notice a minimum of 120 days prior to the expiration of the lease term. The expiration of the first lease term is June 30, 2021. We received written notice to renew on January 4, 2021. The first two amendments to the lease had to do with the method for payment of utilities. The third amendment was attached as was the lease renewal for the Board's review. Justin Henry moved to approve the Third Amendment to Commercial Lease Agreement for The Grove with AA Sisters, LLC. Estella Torres seconded the motion. Motion passed unanimously.

**7. RFP Award for The Grove Exterior Paint**

Staff released an RFP for exterior painting of The Grove Phase 1 building on March 10, 2021. It was advertised in the Jackson Hole News and Guide for three weeks. Bids were due by March 31, 2021. One bid was received from Greenway Painting, LLC for \$44,900. Greenway Painting, LLC gave several references including GE Johnson Construction, Teton County, and the Town of Jackson all who gave good reviews. Once the contract is awarded, it will come back to the Board in May for approval. Justin Henry moved to award the Grove Exterior Painting contract to Greenway Painting, LLC. Estella Torres seconded the motion. Motion passed unanimously.

**8. Critical Services Provider Organization Application for Teton Conservation District**

Consideration of the Teton Conservation District (TCD) as a qualified Critical Services Provider Organization (CSP) with the position of Water Resource Specialist as an approved CSP position. Justin Henry moved to approve the Teton Conservation District as an approved CSP organization with the position of Water Resource Specialist as an approved Critical Services Provider position. Estella Torres seconded the motion. Motion passed unanimously.

**9. Preservation Program**

The Housing Department staff received an application that staff has found to be qualified under the workforce housing program. The household is made up of Keith and Maria Florence.

The Florence household applied for down payment assistance. Estella Torres moved to approve the household as a qualified household to receive down payment assistance per the Preservation Program. Justin Henry seconded the motion. Motion passed unanimously.

**10. Matters from Staff**

No matters from staff.

**11. Matters from Board**

No matters from Board.

**12. Adjourn**

Estella Torres moves to adjourn Housing Authority Board Meeting at 2:12 P.M.

Justin Henry Seconded the motion to adjourn. Motion passed unanimously.

Respectfully Submitted:

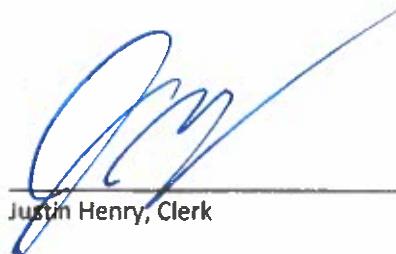
Brandon Hernandez, Administrative Assistant



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

  
Annie Kent Doppert, Chair

5/13/2021  
Date

  
Justin Henry, Clerk

5/13/21  
Date

**Jackson/Teton County Housing Authority  
Meeting Minutes  
May 12, 2021  
Zoom Virtual Meeting**

**1. Call to order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on March 24, 2021 at 9:00 am via ZOOM. Attendees were Estela Torres, Annie Kent Droppert and Housing staff April Norton, and Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres in attendance.

**3. Public Comment**

There was no Public Comment for items not on the agenda.

**4. Approval of Regular Meeting Minutes for 4/07/2021**

Board was asked to review and approve the meeting minutes from the last regular housing authority board meeting. Estela Torres made a motion to approve the meeting minutes from the April 7<sup>th</sup>, 2021 regular Housing Authority Board meeting. Anne Kent Droppert seconded the motion. Motion passed unanimously.

**5. Review of March Financials**

Board reviewed minutes and Anne Kent Droppert asked a question about a Preservation Program expenditure, this expenditure was \$135,000 down payment assistance to a local family who purchased a townhome. No further questions regarding March Financials.

**6. Consideration of a Contract with Greenway Painting LLC for Exterior Painting of Grove Phase 1**

The Housing Authority Board approved awarding the bid for exterior painting of the Grove Phase 1 to Greenway Painting, LLC. The Contract has been reviewed and approved by Abigail Moore, Deputy County Attorney. Estela Torres moves to approve the Contract for Exterior Painting of The Grove Phase 1 between the Jackson/Teton County Housing Authority and Greenway Painting, LLC as presented, Anne Kent Droppert seconded. Motion Passed unanimously.

**7. Consideration of Grove Phase 3 Final Plat**

The Final Plat for Teton Habitat's Grove Phase III final two buildings has been approved by the Town Council. It is before the HAB today for approval and signatures. The units will be closing and purchased by qualified households May 25 and 26. The land, which is owned by the Housing Authority will be conveyed to The Grove Homeowner's Association. Estela Torres moved to approve The Grove Phase III Final Plat as presented, Anne Kent Droppert seconded. Motion Passed unanimously.

**8. Second Amendment to Grove Declaration of Condominium**

The Condominium Declaration (CCRs) for The Grove needs to be amended to include these final eight. Habitat units. This is the Second Amendment to The Grove Declaration of Condominiums. Estela Torres moved to approve the Second Amendment to The Grove Declaration of Condominiums as presented

with the revision of changing Anne Kent Droppert's name to her legal name, Anne. Anne Kent Droppert seconded. Motion Passed unanimously.

**9. Consideration of The Grove Phase III Warranty Deeds**

Approval and signatures of the HAB are required to effectuate the conveyance of the land for the final phase of The Grove Phase III. The Warranty Deeds are the same form that was used for Phase 1 and Phase 2 of The Grove Phase III. Estela Torres moved to approve The Grove Phase III Warranty Deeds as presented with the revision of changing Anne Kent Droppert's name to her legal name, Anne. Anne Kent Droppert seconded. Motion Passed unanimously

**10. Preservation Program: Courtney Cedarholm + Hans Uecker**

Housing Department staff received an application for Down Payment assistance through the Preservation Program. Housing Staff has reviewed Employment Affidavits, Tax Returns, Proof of Citizenship/Lawful Permanent Residency, and credit report for this two-person household made up of Courtney Cedarholm and Hans Uecker. Based on this documentation, staff finds them qualified and recommends approval. Estela Torres moved to approve Courtney Cedarholm and Hans Uecker as a Pre-Qualified Household under the Preservation Program. Anne Kent Droppert seconded. Motion Passed unanimously.

**11. Consideration of Certificate of Release of Mortgage for 765 Wind River Lane**

The owner of 765 Wind River Lane obtained a mortgage from the Housing Authority to cover the assessment for his townhome. The townhome is now being sold and the mortgage is being paid back through the sale. The release is a requirement of the lender for the buyers. Estela Torres moved to approve the Certificate of Release of Mortgage for 765 Wind River Lane as presented. Anne Kent Droppert seconded. Motion Passed unanimously.

**12. Matters from Staff**

Stacy Stoker, Housing Manager asked Board to consider moving to in person meetings given Teton County's recent COVID-19 restriction easements. Housing Authority Board to wait on decision to include Justin Henry's input.

**13. Matter from Board**

No matters from Board.

**14. Adjourn**

Anne Kent Droppert moved to Adjourn the regular Housing Authority Board Meeting at 2:22 P.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

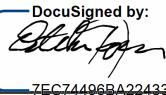
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12/21/2021

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Anne Kent Droppert, Chair

Date

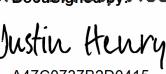
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12/21/2021

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Estela Torres, Vice Chair

Date

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12/22/2021

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Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority**  
**Meeting Minutes**  
**June 7, 2021**  
**Old Library Conference Room 320 S. King St.**

**1. Call to order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on June 7, 2021 at 2:13 P.M in the Old Library Conference Room located at 320 S King St., Attendees were Estela Torres, Anne Kent Droppert and Housing staff April Norton, and Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres were in attendance.

**3. Public Comment**

Tom Kenny, Human Resources director for St. Johns Medical Center was in attendance And made public comment recommending the Housing Authority Board reconsider the one year minimum work requirement for eligibility to enter a drawing.

**4. Approval of Regular Meeting Minutes for 5/12/2021**

Board was asked to review and approve the meeting minutes from the last regular Housing Authority board meeting. Estela Torres pointed out minor errors in the minutes and made a motion to approve them after the errors were corrected. Anne Kent Droppert seconded the motion. Motion passed unanimously.

**5. Review of April Financials**

Housing Authority Board raised no questions during review of April's financials.

**6. Consideration of Policy Questions for the 2021 Housing Department's Rules and Regulations Update**

The Housing Authority Board was presented with four Policy Questions to consider. Housing Department staff must update the Jackson/Teton County Housing rules and regulations for 2021. Staff gave their recommendation to the board based on rule and regulation changes that they believe are important to protecting the mission of the program.

The Policy Questions were:

- Should Individuals with a disability be exempt from employment requirements?
  - The Board supported staff recommendation.
- Should Deferred Action Childhood Arrivals (DACA) recipients qualify to purchase restricted housing units?
  - The Board supported staff recommendation
- Should the rule that no residential real estate can be owned by owners or tenants of restricted units within 150 miles of Teton County be changed?
  - The Board had a split recommendation
    - Keep the status quo except change the 150 miles to surrounding counties.
    - Allow ownership of residential real estate except make households requalify when real estate is acquired.
- Should the method of calculating rent for Affordable dormitory units and the definition of dormitory units be changed?

- The Board supported staff recommendation as long as it would not incentivize development of dormitories.

#### 7. Matters from Staff

No Matters from Staff.

#### 8. Matters from Board

No matters from Board.

#### 9. Executive Session

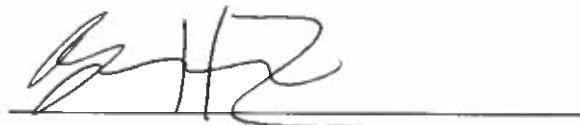
Estela Torres moved to go into to an executive session to discuss personnel. Anne Kent Droppert Seconds. Motion passed unanimously. Estela Torres motioned to exit the executive session and return to the Regular Meeting , Anne Kent Droppert Seconds. Motion passed unanimously. No action was taken as a result of the Executive Session.

#### 10. Adjourn

Anne Kent Droppert moved to Adjourn the regular Housing Authority Board Meeting at 3:37 P.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

DocuSigned by:



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Anne Kent Droppert, Chair

Date

12/21/2021

DocuSigned by:



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Estela Torres, Vice Chair

Date

12/21/2021

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Justin Henry, Clerk

Date

12/22/2021

**Jackson/Teton County Housing Authority**  
**Meeting Minutes**  
**July 7, 2021**  
**Zoom**

**1. Call to order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on July 7th, 2021, at 2:00 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Justin Henry and Housing Manager, Stacy Stoker

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

There was no public comment.

**4. Approval of Regular Meeting Minutes for 6/2/2021**

Board was asked to review and approve the meeting minutes from the last regular housing authority board meeting. Estela Torres made a motion to approve the minutes from the previous HAB meeting. Anne Kent Droppert seconded the motion. Motion passed unanimously.

**5. Review of May Financials**

The Housing Authority Board raised no questions during review of May's financials.

**6. Consideration of Rent Changes for the Grove Residential Units**

Housing Staff recommended to the Housing Authority Board to consider a rent increase based on the increase of Median Family Income (MFI) for Teton County for in MFI for 2020 and 2021 (12.74%) plus 3% (15.74%) and to continue to do this each year. This will be in line with the increase in MFI and will advance the rent increase toward the goal without inflicting too much financial shock to the households in one year. After significant discussion, Estella Torres motioned to approve the Housing Staff recommendation. Justin Henry seconded. Motion passed unanimously.

**7. Matters from Staff**

No Matters from Staff.

**8. Matters from Board**

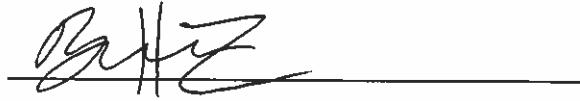
No matters from Board.

**9. Adjourn**

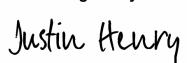
Anne Kent Droppert moved to Adjourn the regular Housing Authority Board Meeting at 2:21 P.M. Estella Torres seconded. Motion passed unanimously.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

<p>DocuSigned by:</p>  <p>A51CA71E6395471...</p>	12/21/2021
<b>Anne Kent Dropert, Chair</b>	Date
<p>DocuSigned by:</p>  <p>7EC74496BA22433...</p>	12/21/2021
<b>Estela Torres, Vice Chair</b>	Date
<p>DocuSigned by:</p>  <p>A47C0737B2B0415...</p>	12/22/2021
<b>Justin Henry, Clerk</b>	Date

**Jackson/Teton County Housing Authority**  
**Special Meeting**  
**August 11, 2021**  
**Zoom**

**1. Call to Order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on August 11, 2021, at 3:00 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Justin Henry and Housing Staff, Stacy Stoker and Lisa Potzernitz.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Approval of Minutes for July 7, 2021**

Estela Torres made a motion to approve the minutes from the previous HAB meeting. Justin Henry seconded the motion. Motion passed unanimously.

**5. Review of June Financials**

The Housing Authority Board raised no questions during review of June's financials.

**6. Consideration of Hearing Officer Letter of Engagement for Melissa Owens**

Teton County Attorney's Office issued a Request for Qualifications for a Hearing Officer. The only person who responded with a proposal was Melissa Owens. Estela Torres moved to approve the Letter of Engagement for Melissa Owens as Housing Authority Hearing Officer. Justin Henry seconded the motion. Motion passed unanimously.

**7., 8, and 9. Consideration of Amendment and Restatement Special Restriction for 1261 Allen Way, 824 Snow King Ave and 905 Sandcherry Way**

The Jackson Town Council and Teton County Board of Commissioners have directed the Housing Authority and Housing Department to standardize the Special Restrictions and record the new adopted restriction template on all new housing units built after June 2018 as well as units that sell after June 2018. Estela Torres moved to approve the Amendment and Restatement Restrictions for 1261 Allen Way, 824 Snow King Ave, and 905 Sandcherry Way. Justin Henry Seconded. Motion passed unanimously.

**10. Consideration of Amendment to The Grove Residential Leases for Renewal**

The annual renewal of leases is scheduled for September 1, 2021. This amendment is in place of signing a whole new lease. The Board has approved the Housing Manager to sign the leases at The Grove. Staff is requesting that the Board approve the Housing Manager to sign the lease amendment for lease renewals at The Grove. Estela Torres moved to approve the Amendment to The Grove Lease as a template to be used this year and in the future and approve the Housing Manager to sign for the Housing Authority Board. Justin Henry seconded the motion. Motion passed unanimously.

#### 9. Consideration of a Letter to the Millward Redevelopment HOA Board

Staff recommends that the Housing Authority Board write a letter to the Millward HOA Board requesting them to get the owners in the development into compliance with the Rules and Regulations. Mike Sudmeier and Christine Houlton, both members of the Millward HOA board, were present to give public comment on this matter. Estella Torres Motioned to approve the letter to the Millward HOA Board with the edits to the deadline date and direct staff to send it to the HOA.

#### 10. Matters from Staff

Stacy Stoker updated the board concerning the painting of The Grove Phase 1 building. The painting won't be done until spring.

#### 11. Matters from Board

No Matters from the board.

#### 12. Adjourn

Estela Torres motioned to Adjourn the Housing Authority Board special meeting at 3:56 P.M. Justin Henry seconds the motion. Motion Passed unanimously, meeting Adjourned.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant

*Brandon F. Hernandez*

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

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12/21/2021

Kent Dronnett, Chair

Date

 DocuSigned by:  
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12/21/2021

Estela Torres, Vice Chair

Date

 DocuSigned by:  
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12/22/2021

Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority  
Special Meeting  
August 25, 2021  
Zoom**

**1. Call to Order**

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on August 25, 2021, at 1:00 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Justin Henry and Housing Manager, Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Consideration of Letter Authorizing Stacy Stoker to Sign Letters of Authorization for the Town of Jackson and Teton County Planning Departments.**

When tenants or development partners submit development applications or building permit applications to the Town or County Planning Departments, a Letter of Authorization (LOA) signed by the landowner is required. The Board will consider a Letter that authorizes Stacy Stoker as Housing Manager of the Jackson/Teton County Housing Department to sign LOAs for the Town of Jackson and Teton County Planning Departments. Estela Torres motioned to approve the Letter authorizing Stacy Stoker as Housing Manager of the Housing Department to sign Letters of Authorization as a representative of the Housing Authority Board. Justin Henry seconded the motion. Motion Passed unanimously.

**5. .Adjourn**

Estela Torres motioned to Adjourn the Housing Authority Board special meeting at 1:10 P.M. Justin Henry seconded the motion. Motion Passed unanimously, meeting Adjourned.

Respectfully Submitted:

*Brandon F. Hernandez*

Brandon Hernandez, Administrative Assistant

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

 A51CA71E6395471...	12/21/2021
 Kent Droppert, Chair 7EC74496BA22433...	Date 12/21/2021
 Estela Torres, Vice Chair A47C0737B2D0415...	Date 12/22/2021
Justin Henry, Clerk	Date

**Jackson/Teton County Housing Authority**  
**Regular Meeting**  
**September 1, 2021**  
**Zoom**

**1. Call to Order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on September 1, 2021, at 2:03 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Justin Henry and Housing Manager, Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Approval of Regular Meeting Minutes for August 11, 2021.**

Estella Torres moved to approve the Meeting Minutes for August 11, 2021. Justin Henry seconded. Motion passed unanimously.

**5. Review of July Financials**

No questions raised about July financials.

**6. Consideration of 260 W Broadway Ste C Lease (Chamber of Commerce)**

No action taken.

**7. Preservation Program**

The Housing Department has received the following complete application for Prequalification for down payment assistance to purchase: Arianna & Andrew Mahoney Arianna is employed full time as a teacher at the Children's Learning Center and Andrew works full time as a fundraiser for the Grand Teton Music Festival, they are a two-person household. Estela Torres moved to approve Arianna and Andrew Mahoney as a Pre-qualified Household under the Preservation Program. Justin Henry seconded the motion. Motion Passed unanimously.

**8. Consideration of Amendment and Restatement Restriction for 4235 Polo Pony Drive**

4235 Polo Pony is currently an Attainable II restricted home. The owners are wishing to sell the home. It has a 20-year sunset clause on it. The Housing Department is proposing to record a standard Workforce Ownership restriction on the unit to remove the sunset clause. The owners have agreed to this. Estela Torres moved to approve the Amendment and Restatement Workforce Ownership Restrictions for 4235 Polo Pony Drive. Justin Henry seconds the motion. Motion Passed unanimously.

**9. Matters from Staff**

No matters from staff.

**10. Matters from Board**

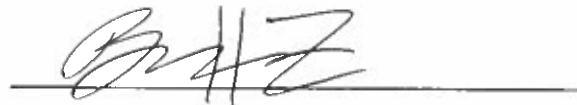
No matters from board.

**11. Adjourn**

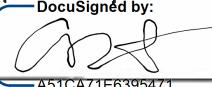
Estela Torres motioned to Adjourn the Housing Authority Board special meeting at 2:19 P.M. Justin Henry seconded the motion. Motion Passed unanimously, meeting Adjourned.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

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A51CA71E6395471...  
Kent Dropert, Chair

12/21/2021

Date

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Estela Torres, Vice Chair

12/21/2021

Date

DocuSigned by:  
  
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Justin Henry

12/22/2021

Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority**  
**Special Meeting**  
**September 14, 2021**  
**Zoom**

**1. Call to Order**

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on September 14, 2021, at 2:00 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Justin Henry and Housing Manager, Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Preservation Program**

The Housing Department has received the following complete applications for Prequalification for down payment assistance to purchase: Brittney Ziebell. Brittney is employed full time as Development Director for JH Ski, and Snowboard Club She is a one-person household. Heather Smith. Heather is employed full time for the Jackson Branch of the ACLU as Executive Director She is a two-person household (one adult and one child). Estella Torres moved to approve Brittney Ziebell as a Pre-qualified Household under the Preservation Program and Heather Smith as a Pre-qualified Household under the Preservation Program. Justin Henry seconded. Motion passed unanimously.

**5. Matters from Staff**

No matters from Staff.

**6. Matters from Board**

No matters from Board.

**7. Adjourn**

Estela Torres moves to Adjourn the Housing Authority Board special meeting at 2:08 P.M. Justin Henry seconded. Motion Passed unanimously, meeting Adjourned.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

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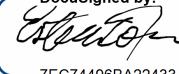


Kent Droppert, Chair

12/21/2021

Date

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Estela Torres, Vice Chair

Date

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12/22/2021

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Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority**  
**Special Meeting**  
**September 29, 2021**  
**Zoom**

**1. Call to Order**

The Special Meeting of the Jackson/Teton County Housing Authority Board was called to Order on September 29, 2021, at 2:00 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Justin Henry and Housing Manager, Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Appointment of Hearing Officer**

Under Section 7.3.D.1 of the Rules and Regulations, following a Request for Exception Hearing and a Recommendation for Action from the Housing Department, "JCTHA may designate a Hearing Officer and sign an Order Appointing the Hearing Officer." On or about July 6, 2021, pursuant to Section 7-3.D.1, the Jackson/Teton County Housing Authority engaged Melissa Owens to serve as its designated Hearing Officer. Melissa Owens has indicated that she is available to serve as Hearing Officer in this matter. Estela Torres moved to appoint Melissa Owens as Hearing Officer in the matter of the Request for Exception Hearing submitted by Doug and Mara Hayden. Justin Henry seconded; the motion passed unanimously.

**5. Matters from Staff**

No matters from Staff.

**6. Matters from Board**

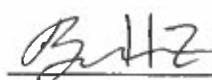
No matters from Board.

**7. Adjourn**

Estela Torres moved to Adjourn the Housing Authority Board special meeting at 2:10 P.M. Justin Henry seconded the motion. Motion Passed unanimously, meeting Adjourned.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



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

  
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Kent Droppert, Chair

12/21/2021

Date

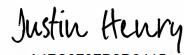
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Estela Torres, Vice Chair

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12/21/2021

Date

12/22/2021

Justin Henry, Clerk

Date

**Jackson/Teton County Housing Authority**

**Regular Meeting**

**November 3, 2021**

**Zoom**

**1. Call to Order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 6, 2021, at 2:03 P.M on Zoom. Attendees were Estela Torres, Anne Kent Droppert, and Housing Manager, Stacy Stoker.

**2. Pronouncement of Quorum**

Anne Kent Droppert, Estela Torres was in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Executive Session: Consideration of the sale or purchase of real estate.**

Estela Torres Motions to move into Executive session. Annie Kent Droppert seconded the motion.

Motion Passed unanimously at 2:07 P.M. Estela Torres motioned to move out of executive session.

Anne Kent Droppert seconded the motion. Motion Passed unanimously at 2:19 P.M

**5. Approval of Meeting Minutes (Sept, and Oct)**

Estela Torres Motions to move to approve September and October Housing Authority Board Minutes.

Annie Kent Droppert seconded the motion. Motion Passed unanimously

**6. Review of September Financials**

No questions raised.

**7. Millward HOA Update**

The Housing Authority Board heard an update from the Milward HOA Representatives, Mike Sudmier and Christine Houlton concerning the outcome of their recent HOA meeting.

**8. Consideration of Workforce Restriction for 724 and 726 Wind River Lane**

The roof repairs have been completed. The owners of 724 Wind River Lane received a loan, which is required to be repaid by January of 2024. The owners of 726 Wind River Lane financed their assessment with a Home Equity Line of Credit rather than getting the loan from the Housing Authority. Both units need to have the new Workforce Restriction recorded so their value can be raised. Estella Torres moved to approve the Workforce Ownership Special Restrictions for 724 and 726 Wind River Lane as presented by staff. Anne Kent Droppert seconded the motion. Motion Passed unanimously.

**9. Matters from Staff**

No matters from staff.

**10. Matters from Board**

No matters from board.

**11. Consideration of Workforce Restriction for 724 and 726 Wind River Lane**

Estela Torres moved to Adjourn the Housing Authority Board special meeting at 2:36 P.M. Anne Kent Droppert seconded the motion. Motion Passed unanimously, meeting Adjourned.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant

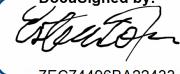


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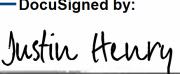
12/21/2021

Kent Droppert, Chair Date

  
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12/21/2021

Estela Torres, Vice Chair Date

  
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12/22/2021

Justin Henry, Clerk Date

**Jackson/Teton County Housing Authority**

**Regular Meeting**

**December 1, 2021**

**Zoom**

**1. Call to Order**

The Regular Meeting of the Jackson/Teton County Housing Authority Board was called to Order on December 1, 2021, at 2:00 P.M on Zoom. Attendees were Estela Torres, and Justin Henry, and Housing Manager, Stacy Stoker.

**2. Pronouncement of Quorum**

Estela Torres and Justin Henry were in attendance. A quorum was declared.

**3. Public Comment**

No Public Comment.

**4. Approval of Meeting Minutes**

Justin Henry moved to approve the meeting minutes for November's Regular Meeting with the change to remove Justin Henry as being in attendance. Estela seconded. The motion passed unanimously.

**5. Review of October Financials**

The Board reviewed the October Financials and had no questions. No action was taken.

**6. Millward HOA Update**

The Millward HOA Board was in attendance to give an update to the Housing Authority Board. No action was taken.

**7. Consideration of Tenant Request for 260 W. Broadway Ste A.**

The JH Chamber of Commerce, tenants at 260 W. Broadway Ste A, were requesting that their lease be amended to give them an Option to Renew for an additional 5 years after their current lease expires. Discussion was held. Anna Olsen, Director of the Chamber, gave public comment.

Justin Henry moved to approve the Chamber's request. Estela seconded the motion. The motion failed.

**8. Consideration of the Annual Report Summary of Survey of County Board Finances.**

The Wyoming Department of Audit does an annual audit of County Board Finances. Stewart Johnson, the Housing Authority's Accountant completed the Annual Report Summary. Justin Henry moved to approve the Annual Report Summary as presented by Stewart Johnson. Estela seconded. The motion passed unanimously.

**9. Consideration of Workforce Restriction for 758 W. Wind River Lane.**

The roof repairs for the Melody Ranch Townhomes have been completed. As directed by the Town Council and Board of County Commissioners, the Housing Authority had given the owner of 758 W Wind River Lane an interest free loan in the amount of \$160,000 to pay the HOA assessment for the roof repairs. The owner had refinanced the loan and repaid the loan. To allow for the refinance, the Workforce restriction is being recorded on the property and the value is being raised by \$160,000.

Justin Henry moved to approve the Workforce Restriction for 758 Wind River Lane. Estela seconded. The motion passed unanimously.

**10. Matters from Staff**

No matters from staff.

**11. Matters from Board**

No matters from board.

Respectfully Submitted:

Stacy A. Stoker, Housing Manager



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

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Anne Kent Dropert

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Estela Torres, Vice Chair

Date

---

Justin Henry, Clerk

Date