

**Albion Redevelopment Commission Regular Meeting
Minutes – Monday May 7, 2007 - page one of six**

CALL TO ORDER: The Albion Redevelopment Commission held a meeting at 6:35 p.m. on May 7, 2007 in the Council Meeting Room located at 211 E Park Drive.

ATTENDANCE: Upon determining a quorum was present, President Michael Hatfield called the meeting to order at 6:38 p.m. Members present were David Fiantt, Russell Smith. Michael Hatfield. Absent were members Tina Anderson and Dawn Gunder. Also present were Beth Shellman, Town Manager; Michael Yoder, RDC Attorney; David Kitrush owner of Randals Automotive (tenant) and Larry Ellet (building owner); Tony Feichtner of Dexter Axle and Bob Braley of Kendallville News Sun.

Minutes: A motion was made and seconded (R. Smith, D. Fiantt) to approve minutes of the February 21, 2007 regular meeting after confirmation or modification is made regarding the statement on page 2 that TIF 2 is collecting no personal property tax revenue. (Note: Ice Miller and Umbaugh both later confirmed that the TIF 2 was set up to collect 100 % real property and no personal property) Voice vote approved motion 3-0.

NEW BUSINESS: **Resolution 2007-02 – Dexter Axle, Inc.** requesting approval of Statement of Benefits for tax abatement of certain deductions from assessed valuation within an Allocation Area, for REAL PROPERTY Improvements – 36,200 square foot addition to Building #3 with an estimated Assessed Value of \$776,160.23 and PERSONAL PROPERTY Improvements - \$1,596,134.00 in equipment (Littleford Day Mixing System, Corsteel Hydraulics Brakeline Rolling Machine, Davron Technologies, Inc. Production Line System and Smoot Brake Pad Ingredient System), adding 20 new employees.

Tony Feichtner explained that Dexter plans to add onto their existing brake line building to begin manufacturing the brake pads used in the production of brakes. They currently purchase the brake pads from an outside source. The new line will create 20 new job opportunities and allow the applicant to improve efficiency and productivity at their existing brake plant.

R. Smith asked if asbestos or hazardous materials would be used. T. Feichtner confirmed that there would be no asbestos or hazardous materials located at the facility. The operations will not generate any hazardous materials. The 20 employees should be on staff by the planned September 1, 2007 move-in date. A large part of the new addition will be warehouse. The loading docks will remain as currently located on the south end of the building. Construction bid work for the parking lot and building addition have been awarded Monarch Development. D. Fiantt noted he liked to see local contractors used for local projects.

After some discussion, a motion was made and seconded (D. Fiantt, R. Smith) to approve Resolution 2007-02 with a recommendation the town council abate the real estate for a period of 10 years and abate the personal property for a period of 5 years. Voice vote approved motion 3-0.

Review and Adoption of Façade Improvement Matching Grant Program for downtown Albion.

The following program was developed by members of the RDC, office staff and attorney:

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

As the viability of downtown Albion is vital to the commercial viability of Albion as a whole, the purpose of this Façade Improvement Matching Grant Program is to stimulate efforts to improve the street appearance of

Downtown Albion's central business facades and in doing so help stimulate the business environment of downtown Albion.

The Program is funded by the Town of Albion Redevelopment Commission (RDC) and will be managed by same.

The Program offers an opportunity to receive grant monies. All grants awarded (with the exception of the Architectural Assistance Grant) require a matching dollar- for- dollar expenditure by the owner or tenant. Grants will be awarded on a first-come, first-served basis, and applications must be submitted in their entirety, with all the necessary supporting documents attached before they will be considered for review.

Funds may be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement as determined by the RDC.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Signage/Lighting:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs.
- **Architectural Assistance:** A 100% reimbursement up to \$1,000 of actual architectural costs associated with façade improvements, providing the owner utilizes the architectural plans in the façade renovation. An accredited architect shall be retained for concept drawings, specifications and consultation to maintain the historical character of building renovation.

Eligibility Requirements:

1. The property must be located in downtown Albion within the TIF 1 district.
2. Applicant or co-applicant must be the building owner or tenants may qualify upon written consent of the building owner.

Eligible Activities: Items include, but are not limited to, the following:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning or other treatment of exterior surfaces;
2. The addition of design elements which may have appeared on the original building or are in keeping with the building's character, e.g. awnings.
3. Repair to building exterior facades (front, rear, and side facades are eligible).
4. Masonry and Major structural repairs.
5. Cleaning of building exterior.
6. Exterior painting.
7. Repairing or replacing cornices, entrances, doors, windows, decorative detail, awnings.
8. Sign removal, repair or replacement.

9. Other repairs that may improve the aesthetic quality of the building.
10. Façade Renovation – Must involve the general upgrading of a building’s external appearance.
11. Additions to existing structures.

Ineligible Activities: Items include, but are not limited to, the following:

1. Interior improvements (except window display areas).
2. Roofing other than major structural improvements.
3. Sidewalks.
4. Purchase of furnishings, equipment, or other personal property not part of the real estate.
5. Improvements completed or in progress prior to notification of approval.
6. Repair or creation of features not compatible with original architecture, except as required by government regulations.

The following steps outline the Façade Grant Program process:

I. Application:

The following items may be required:

- a. Three estimates of proposed improvements by qualified contractors.
- b. Written description of proposed improvements, including all materials and colors.
- c. Completed Application and Supporting Data. (attached).

II. Final Approval:

The RDC will review application, determine if the project qualifies for assistance, and determine the amount of grant.

No work for which a grant is sought should begin until authorized by Albion RDC.

Grantee is responsible for obtaining any permits required to do the project. Permit fees are not included as part of the grant funding.

Once approval is granted, changes must be resubmitted and reviewed by the RDC.

IV. Grant Payments:

Disbursement for grant payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Town Manager.

For more information about our Facade Improvement Matching Grant Program or to submit a complete application, please contact: Albion Town Manager PO Box 27 Albion, IN 46701

**FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM
APPLICATION**

Application Date: _____
Applicant / Co-applicant _____
Owner of Business _____
Business Name and Address _____
Phone _____

Type of façade improvement planned. Please note all that apply and attach the Supporting Data Checklist:

Signage: Removal _____ New _____ Altered _____
Repaired _____

Awning: Removal _____ New _____ Altered _____
Repaired _____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Cosmetic Alterations (moldings, windows, etc.): _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: _____

Amount Requested: _____

Funds may be awarded as follows:

- Up to 50% maximum reimbursement for facades, storefronts
- Up to 50% maximum reimbursement for awnings
- Up to 50% maximum reimbursement for signs
- Up to \$1,000 for architectural assistance

I hereby submit the attached plans, specification and color samples for the proposed project and understand that these must be approved by the RDC. No work shall begin until I have received a Building Permit from the Albion Town Hall. I further understand that the project must be completed within three (3) months or within a timeframe deemed reasonable by the RDC. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion.

Signature _____ Date _____

A motion was made and seconded (R. Smith, D. Fiandt) to approve the preceding guidelines and application for Façade Improvement Matching Grant Program. Voice vote determined motion carried 3-0.

Randals Auto Store Dave Kitrush, request for funding assistance for a downtown façade improvement 100 N Orange Street (new door, second exit/entrance) off E Main Street. D. Kitrush (tenant) and Larry Ellet (owner) were both in attendance. D. Kitrush stated he currently has only one entrance into the building. There are issues concerning fire safety and delivery truck traffic created by the single entrance. Fire code requires two exits. Delivery trucks block off a portion of N Orange when dropping off supplies. When in full operation, he could have deliveries made daily, Monday through Friday. Proposed Structural Alterations: Project consists of removing stationary windows and placing a door with a 4' square concrete platform with 7 steps heading west. There will be brushed aluminum hand railing on the south side of the auto store. Building located at 100 N Orange Street. The door will be tan in color to match the exterior color of the building and will have glass windows in the upper half. Platform will have reflective tape on the sides. Platform and steps will not protrude beyond 4' into the sidewalk area and will have in excess of 4' of unobstructed sidewalk between the platform and curb. It was acknowledged the TEA-21 Courthouse Square Project will address ADA issues to provide handicap accessibility at the front entrance of said store. Allowing the proposed second door will provide a much needed second fire exit for the first floor occupants of the building.

TOTAL COST OF PROJECT: Not to exceed \$8,789 (quotes from LCI Construction, G & G Construction and signed refusal from Roe & Edwards Construction)

Amount Requested: \$4,394.50 (50% of total cost)

After reviewing all information submitted, D. Fiandt noted the proposal will increase the appearance of downtown, provide a safer downtown transportation system and stimulate downtown business. A motion was made and seconded (R. Smith, D. Fiandt) to approve the request as submitted, with the work being done in accordance with the guidelines, not to exceed \$4,394.50. Voice vote determined the motion carried 3-0.

Water Tower Project – Beth Shellman updated members on the water tower progress. The **survey** has been completed for the 2 acre “knob” the RDC will purchase from **John Tolles**. The knob is at an elevation of 1005' elevation. The cost will be \$7,200 (\$3,600 per acre). Paperwork is being completed for the Community Focus Fund (CFF) grant application. The maximum grant available is \$500,000 from the Office of Community and Rural Affairs (OCRA). Application must be made prior to **July 13** for the fall round of OCRA grants. Prior to making application, local match funding must be in place. The **local match** funding will be secured with a local bank for a period not to exceed six years. Beth hopes the RDC will **commit TIF funds** to share monthly loan re-payment costs with the water account. Keith Leatherman/**Monarch Development** will deed approximately 3 acres directly north of the 2 acre site and provide **easements** in all four directions off his property for both utility and roadways. By the end of this summer, a driveway off 400 N and the road base for Patriot Way leading to the tower site will be installed. OCRA will notify the town of their decision on our grant application in November or December of this year. The Clerk-Treasurer and Town Manager met with the Region III-A grant administrator and our local OCRA representative. The meeting was very positive and resulted in knowing the water tower is a **recognized need** in Albion and is a project that rates high on the OCRA list for funding. Town Engineer Andy Dodzik is preparing **maps** of the tower and 12" water main plan for new construction. The old water tank will be demolished upon completion of the new tank. The school has verbally approved an easement running from the tower site, around the school soccer fields, and connecting to the 12" on South Street via Second Street. The selected route of the water main will avoid wetlands areas. The selected route will wrap around the nursing home property and will have **fire hydrants** installed every 500'. This will provide fire protection to the nursing home and offer the school an opportunity to purchase water for irrigation at their soccer fields. The Town Attorney will be working on obtaining **deeds** to the property from Tolles and Monarch. Tolles will grant the town a first right-of-refusal to purchase additional acreage in the future.

SET TIME FOR NEXT MEETING: will be held as needed, possibly in June.

ADJOURNMENT: A motion was made and seconded (R. Smith, D. Fiandt) to adjourn the meeting. Motion carried by a voice vote of 3-0, meeting adjourned at 7:50 p.m.

Michael Hatfield, President

Dawn Gunder, Secretary