



MINUTES
INCOME TAX REVIEW BOARD
Tuesday, January 25, 2022 @ 6:00 PM

I CALL TO ORDER

The meeting was called to order by Eric Tobin, Income Tax Administrator for the City of Albion, as we were just organizing.

II ROLL CALL

Cullen Harkness, City of Albion Attorney, was present via Zoom, also present in person were Eric Tobin, Holly Zblewski, and Nidia Wolf

III ELECT A CHAIR AND SECRETARY

Eric Tobin related the purpose, and the history of the City Income Tax Board as regards the collection of Income Tax from Albion residents and those persons working within the City of Albion. He also entertained questions from Holly and Nidia.

A.

The first order of business was to elect a Secretary for the Board. Holly nominated Nidia, supported by Nidia. The motion passed unanimously.

5. The next item was to elect a Board Chair. Nidia nominated Holly, supported by Holly, the motion passed unanimously.

IV ITEMS FOR INDIVIDUAL DISCUSSION

A. DISCUSSION/APPROVE RULES AND REGULATIONS

Eric Tobin related the purpose, and the history of the City Income Tax Board as regards the collection of Income Tax from Albion residents and

those persons working within the City of Albion. He also entertained questions from Holly and Nidia.

Holly Zblewski carried the meeting from that point on. The meeting continued with discussion of The Rules and Procedures from the cities of Battle Creek and Grand Rapids. Our intent was to use the rules and procedures to form our own for the City of Albion. Eric then explained the process which we should take in reviewing an appeal from an Appellant. Holly moved to use the Rules and Procedures from the City of Grand Rapids with one change, that being we will adopt Robert's Rules of Order, along with changing the name from the City of Grand Rapids to the City of Albion, Nidia supported the motion. Motion passed unanimously. A copy of the Rules and Procedures for the City of Albion shall be attached to these minutes.

V FUTURE AGENDA ITEMS

Our future agenda item is the review agreed to be set for Tuesday, February 1, 2022, at 6 p.m.

VI PUBLIC COMMENTS (Persons addressing the Board shall limit their comments to no more than three (3) minutes. Proper decorum is required)

No public comments were received

VII BOARD MEMBER COMMENTS

No Board Member comments were received

VIII ADJOURN

Moved by Commissioner Zblewski, seconded by Board Member Wolf

Adjourn Income Tax Board of Review meeting

Chair Holly Zblewski adjourned the Income Tax Board of Review meeting at 6:45 p.m.

Carried

Jill A. Domingo, City Clerk