



S.T.A.R. (Super Town of Albion Revitalization) Team Committee Meeting Minutes October 26, 2011

In attendance: Beth Shellman, Judith Leitch, Orland Leitch, Mary Ann Troutner, Kelly Tieman, Steve Hook, Joy LeCount, Phyllis Herendeen, Vicki Jellison, Paul Truelove, Chris Magnuson, Tina Craft, and Mike Shellman, Terry Beckley, and Max Weber.

The meeting was called to order at 6:00 p.m. by Mary Ann Troutner. The meeting was held in the Cole Room (lower level) of the Noble County Public Library at 813 E. Main Street, Albion IN. Terry Beckley was introduced by Phyllis Herendeen as winner of the Merchant's Decoration Contest held during October's First Friday event on behalf of Treasured Memories Photography. Phyllis presented Terry with a traveling trophy engraved with her business' name. After this recognition, Mary Ann Troutner suggested the group start eating dinner.

Approval of September 22, 2011 minutes

Mary Ann asked the committee if there were any needed additions or corrections to the September 22nd meeting minutes. A suggestion was made to limit the use of abbreviations in the meeting minutes. The abbreviation "COL" was requested to be spelled out signifying "Chain 'O Lakes." A motion was made by Joy LeCount to approve the minutes as amended. The motion was seconded by Vickie Jellison. Motion carried.

Treasurer's Expense/Revenue Report

Phyllis Herendeen presented the Treasurer's Report. The previous bank balance as of October 1, 2011 was \$2,659.46 with \$1,659.46 available in the general fund and \$1,000.00 set aside for the Façade Improvement fund. There were total deposits of \$720.00 from a donation made toward the Waterloo/Albion Exchange event. There was a \$44.94 disbursement made for the traveling plaque. There is \$975 in receipts payable and no bill received as of yet for the caterer who provided food for the Exchange event. The current bank balance as of October 26th is \$3,589.53. Judith Leitch made a motion to approve the Treasurer's Report. The motion was seconded by Kelly Tieman. Motion carried.

Committee Reports

Projects/Design Sub-committee Report—Chris Magnuson presented an update on the Lucky U Ceramics façade project. An Albion Façade grant for \$2,000.00 was approved by the Albion Redevelopment Commission. With the grant approved, the first order of business is to remove the canopy off the building. Progress on the façade project has been held up by problems with the windows. Jerry Donaly was contacted about participating in window restoration, but never responded with any interest.

Max Weber spoke about moving forward with cleaning and tuck-pointing the brick once the canopy has been removed. Max said that the new canopy should be installed sometime in the spring of 2012. Max will be making contacts soon. It was stated that the Leitch's need to pick paint colors. It was decided that further discussion would be tabled until later on in the meeting.

Organization Sub-committee Report—Mary Ann asked Steve Hook if there was an Organization sub-committee report. Steve said no. Mary Ann mentioned the year's accomplishments made by this sub-committee. Mary Ann further mentioned that both Kelly Tieman and Steve Hook joined the Promotion sub-committee after the Organization sub-committee's projects were complete during 2011.

Promotion Sub-committee Report—Mary Ann reported on the success of the October First Friday event. There was a good turn-out for the Chili Cook-off contest and ten people participated in the Wind Decorating contest. Mary Ann gave a brief report on the joint Waterloo/Albion State Main Street Exchange program that took place on Friday, October 14th.

Mary Ann gave a brief review of the progress made during 2011 by the Promotion sub-committee. She stated that the S.T.A.R. Team is doing something right since all of the other Main Street cities and towns in Noble County have been look to Albion's Main Street group for guidance. There have been much success during 2011, but there's always a need for improvement. The Promotion sub-committee has learned much from this year's experience of planning and holding the First Friday events from May through October. There has been good turnout for most of the First Friday events, except for those held during the months of August and September.

Mary Ann recognized many of those volunteers present at the meeting for their participation in organizing events. She said that people are always ready to help volunteer when called on. Mary then proceeded to hand out Certificates of Participation to those present.

Economic Development Sub-committee Report—Phyllis Herendeen discussed how busy their sub-committee has been working on information received from the Projects/Design sub-committee. Phyllis has received questionnaires back from many downtown businesses. The questionnaire asked businesses about the help they are in need of. There has not been sufficient time to review the responses found on the questionnaires received. The last sub-committee meeting was held on Tuesday, October 25th. The committee discussed their sadness with the news about the bakery going out of business.

Façade Grants – Shelby Properties (104 N Orange) & Lucky U Ceramics (106 N Orange) – Pending projects \$500 each

Beth Shellman presented information regarding S.T.A.R. Team Façade grant applicants: Mike Shellman of Shelby Properties and Lucky U Ceramics. The Albion Redevelopment Commission (RDC) has recently approved and awarded a façade grant of \$15,269.15 to Shelby Properties for window replacement and a new front door. The RDC will be providing \$7,634.57 toward this grant. Beth Shellman is requesting the S.T.A.R. Team approve a \$500.00 grant for Mike Shellman as well. Beth also spoke about the approved and awarded \$1,000.00 RDC façade grant for Lucky U Ceramics. With a \$2,000.00 improvement budget for window replacement, a new front door, brick tuck-pointing, canopy replacement and painting, \$1,000.00 will be provided by the RDC, \$500.00 from a S.T.A.R. Team façade grant, and \$500.00 from Lucky U Ceramics. It is hoped that work on the Lucky U Ceramics project will include replacing the front door, windows and canopy before winter sets in.

The committee had much discussion about the process of applying for, volunteer help toward, and payouts S.T.A.R. Team façade grants. The committee agreed that the S.T.A.R. Team is willing to offer free labor for assisting work on façade grants. When work is to be performed on façade projects, the S.T.A.R. Team is to be notified and volunteer help will be found.

A question was raised regarding the process to be used for the distribution of façade grant funds. The administration of the Albion Façade grant was discussed as a model to go by. The committee recognized that what the town of Albion has written into their façade grant has worked well. Albion hands out money when receipts have been received for work performed. Beth Shellman suggested that Phyllis Herendeen be notified on completion of façade grant work. Phyllis will then cut a check to the applicant after the project work is complete and receipts are received. Max Weber asked to see the current S.T.A.R. Team façade grant paperwork to see if it describes the process for paying out the grant money. Further clarification may be needed.

The committee discussed what process should be used for helping businesses apply for façade grants. When businesses apply for Albion façade grants, they would also need to apply separately for up to a \$2,000.00 S.T.A.R. Team façade grant. It was suggested that applicants applying for an Albion façade grant could be sent to Chris Magnuson. Businesses would be notified that they are responsible for paying the total project cost up front first. Businesses would then be reimbursed \$1,000.00 by the Albion, \$500.00 by the S.T.A.R. Team, leaving \$500.00 left paid by the business. Beth Shellman said she is willing to distribute applications to potential prospects.

Another question was raised whether façade grant applicants are required to participate in S.T.A.R. Max Weber said it is a choice whether or not to participate with S.T.A.R. One purpose of S.T.A.R. Team Façade grants is to allure business owners to work on their facades. There's no expectation to participate with work performed associated with a façade grant.

Orland Leitch asked if there's a limit on the number of façade grants a business can apply for per year. Max said each business is allowed one façade grant per year per building. Orland then asked if Lucky U Ceramics would be eligible to reapply for a façade grant to continue the work started in 2011. Max responded to the question by answering yes. Façade grants are offered on first-come first-served bases.

The committee considered two motions for \$500.00 S.T.A.R. Team façade grants. The first motion was to approve a grant for Lucky U Ceramics. Joy LeCount made the motion and was seconded by Vicki Jellison. Motion passed. The second motion was to approve a grant for Shelby Properties. Paul Truelove made the motion and was seconded by Beth Shellman. Motion passed. It was noted that Shelby Properties is required to apply for separate town of Albion and S.T.A.R. Team façade grants. Paul Truelove asked if the grant money for both approved façade grants would be handed out before the next S.T.A.R. Team meeting. The distribution of funds is based on the completion of work and Phyllis Herendeen receiving receipts. Copies of Albion RDC paperwork for Shelby Properties were given to Phyllis.

Joy LeCount asked the Design sub-committee if they were planning a work day for Lucky U Ceramics. Max Weber and Chris Magnuson said they were not sure when. The façade project is being held up by uncertainty about windows restoration. There needs to be a work day planned, a trailer and bucket rented, and approval from Albion RDC. There has been no response on brick tuck-pointing work. Workers are lined up.

There was a final note made about a \$16,500.00 Albion Façade grant approved for Dock's Hardware. The town will contribute \$8,250.00 toward the façade work. It appears that Dock's Hardware was not informed about nor encouraged to apply for a S.T.A.R. Team façade grant. Phyllis Herendeen mentioned that during her visit of Doc's Hardware while visiting downtown businesses Doc's Hardware did request financial help for façade grants. Chris Magnuson said she would follow-up on the application process with Doc's Hardware. Beth said that she is aware of more businesses proposing to apply for Albion Façade grants next year. The committee will need to raise more money to be prepared.

2011 Indiana Main Street Conference (October 19th-20th) Report

Both Mary Ann Troutner and Steve Hook reported on their experience while attending the 2011 Indiana Main Street Conference held in Noblesville, IN. Donovan Rypkema, keynote speaker, presented information on the tie between historic preservation and economic development. Donovan is well known for helping communities prepare financially to fund revitalization projects. The conference presented opportunities to network with other communities and learn from their successes. Mary Ann shared about meeting the Angola Main Street group. Steve shared about learning what the Organization sub-committee's responsibilities are, how Noblesville Main Street group works and their First Friday events, how Ossian holds a yearly wine tasting fund raiser, and attended a session on charity gaming.

Chris Magnuson shared information learned while attending the joint Waterloo/Albion State Main Street Exchange program held on Friday, October 14th. It was an opportunity to learn about Waterloo's train station restoration project and Ligonier's murals project in the morning session. The afternoon session discussed fund-raising by John Bry, featured a tour of downtown Albion, and information on Albion's Façade program. There were approximately 40 people in attendance—more than was anticipated. Chris passed around a magazine displaying Ligonier's murals. It was mentioned that Kendallville is in the process of having their first downtown mural painted. Beth Shellman said that Albion's Façade grants do cover murals. Steve Hook mentioned that the S.T.A.R. Team could take on the Opera House as their featured restoration project. It was mentioned that big grants are available to assist with purchase and restoration work. However, Chris stated that there is an 80 to 20 percent match required.

2012 Election of Officers

The committee discussed the pros and cons for holding the election of officers now or holding elections in November. If the committee postpones elections, a nomination committee could be formed to seek nominations. Phyllis Herendeen suggested the committee hold elections that night. After deciding to go ahead with elections, the committee discussed how to proceed. Mike Shellman suggested referring to the Courthouse Square Preservation Society's by-laws for direction. It was determined that the by-laws didn't provide much help since it directs election of officers during their annual meeting. It was decided to vote by ballot. Mike Shellman tallied the ballots. The committee first voted for Chairman (President). Both Mary Ann Troutner and Max Weber were nominated. Max won the election by an 8 to 5 vote. Max's first action as President was to request moving S.T.A.R. Team monthly meetings to the second Wednesday. The committee agreed. Nominations for Vice President were made next with Mary Ann Troutner and Terry Dazey nominated. Mary Ann won the election by an 8 to 5 vote. Chris Magnuson nominated Phyllis for Treasurer and both Phyllis and Kelly Tieman nominated Steve Hook for Secretary.

Joy LeCount motioned the committee retain both Steve Hook and Phyllis Herendeen for Secretary and Treasurer. Max Weber seconded the motion. Motion carried.

Wrap-up of 2011 Events

Information was presented earlier in the meeting by Mary Ann Troutner during her Promotion sub-committee report. Information not covered in the meeting recapping S.T.A.R. Team's successes for 2011 include the following:

- The Organization sub-committee reports approximately 25 volunteers working approximately 635 hours.
- The S.T.A.R. Team became an affiliate organization of the Courthouse Square Preservation Society, Inc. and drafted a Memorandum of Understanding.
- Branded S.T.A.R. Team via a logo contest with a \$100.00 prize; 14 designs submitted; awarded to Gran Roberts.
- Created a website with assistance from Nathan Miller, owner of Ambit Design.
- Created a marketing brochure explaining who the S.T.A.R. Team is and its mission, describing the four sub-committees, inviting downtown businesses to become involved, and listing Albion's First Friday events.
- Successfully hosted 6 First Friday events from May 6th through October 7th, including both the very successful May 6th "Racing for the S.T.A.R.s" dinner and Albion-opoly events, and manning a fundraiser booth during the Chain 'O Lakes festival where both lemon shakeups and the infamous snow cones were sold.
- Joined forces with the Town of Albion to decorate downtown Albion for the Back Home Again in Indiana Indianapolis Design Contest.
- Printed first-time S.T.A.R. Team T-shirts.
- Attended joint Waterloo/Albion State Main Street Exchange program and Indiana Main Street Conference.
- Established S.T.A.R. Team Façade program and application form.
- Established downtown building inventory report.
- Worked on a business retention plan and hosting the 1 ½ hour "Design on a Dime" seminar.
- Started first Façade program project with Lucky U Ceramics.
- Consider drafting S.T.A.R. Team by-laws that address the needs of the organization.

I think this just about covers everything. My apologies if I left anything off the list. I believe the S.T.A.R. Team had a very successful first year and should be very proud of our accomplishments. The bar has been raised. We have much to accomplish for 2012.

Submittal of Accumulated Volunteer Work Hours

Mary Ann Troutner solicited the sub-committee chairs to submit accumulated volunteer hours worked to Kelly Tieman.

Announcements

The next S.T.A.R. Team committee meeting will be held at 6 p.m. on January 11, 2012, at the Noble County Public Library, in the Cole Room.

Mike Shellman, who is a new property and downtown business owner, encouraged the committee to continue its progress. He recognized that there will be struggles, but what the committee is doing is a worthy cause. Stay with it, be committed, and stick together. Thanks Mike for your kind words and encouragement!

Orland Leitch suggested the committee consider holding a "Blessing of the Bikes" event next year. The committee should seek out bike organizations and encourage them to participate in the event. Also, another event entitled "Poker Run" was suggested. This would involve a designated road path and the picking up of cards at stops. Prizes would be awarded.

Joy LeCount suggested holding the annual S.T.A.R. Team fundraiser dinner in April. It could be paired up with the City of Albion if they once again apply for the Back Home Again in Indiana Indianapolis Design Contest. Beth Shellman said that the town may not reapply since it will require much work and time.

Beth Shellman made a motion to have the S.T.A.R. Team reimburse Mary Ann Troutner, Steve Hook, and Kelly Tieman for personal expenses associated with attending the Waterloo/Albion State Main Street Exchange program. Vicki Jellison seconded the motion. Motion carried.

Adjournment

The committee adjourned at 8:08 p.m.