



## S.T.A.R. (Super Town of Albion Revitalization) Team Committee Meeting Minutes August 24, 2011

In attendance: Mary Ann Troutner, Kelly Tieman, Steve Hook, Joy LeCount, Chris Magnuson, Phyllis Herendeen, and Vicki Jellison.

The meeting was called to order at 6:01 p.m. by Mary Ann Troutner. The meeting was held in the Cole Meeting Room (lower level) of the Noble County Public Library at 813 E. Main Street, Albion IN. No new people were present to be introduced.

### Approval of July 27, 2011 minutes

Mary Ann asked the committee if there were any needed additions or corrections to the July 27<sup>th</sup> meeting minutes. Chris Magnuson mentioned that the reference to Brady Ebey as stated in the last paragraph on page 2 should be Brad Ebey. A motion was made by Phyllis Herendeen to approve the minutes with the necessary correction. The motion was seconded by Steve Hook. Motion carried.

### Treasurer's Expense/Revenue Report

Phyllis Herendeen presented the Treasurer's Report. The previous bank balance as of August 1, 2011 was \$2,437.93. There were total deposits of \$34.00 from the August First Friday Lemon-aid stand and a \$22.47 disbursement to Beth Shellman for payment of 3 gallons of sno cone syrup purchased from Gordon's. Phyllis has set aside \$1,000.00 for façade grants. The current bank balance as of August 24<sup>th</sup> is \$1,449.46. Vickie Jellison made a motion to approve the Treasurer's Report. The motion was seconded by Chris Magnuson. Motion carried.

### Committee Reports

**Projects/Design Sub-committee Report**—Chris Magnuson provided an update on the building inventory project. The inventory project now has a one page form, designed by the Economic Restructuring sub-committee, to be filled out with building detail. Work has begun on a one page indemnity form. Chris said that more research is required. Examples of both the inventory and application forms were distributed for review and comments. Chris said that in order to be approved for a S.T.A.R. Team façade grant, the applicant would need to first be approved for an Albion Façade Grant. The S.T.A.R. Team façade grant would provide assistance for a façade project with expenses of up to \$2,000.00.

Chris responded to various questions regarding the façade grant program. Kelly Tieman asked a question pertaining to a business making modifications to their façade after finishing a façade upgrade. Chris said that a business would be prevented from making modifications to their façade for five years. Chris also responded to a question regarding ownership changes. The new property owner would be allowed to make modifications within 5 years following a façade project. Clarification was made about who is

eligible to apply for a façade grant. Only the building owner or the renter after having received written permission from the owner may apply for a façade grant.

Chris also provided an update on the Lucky U façade project. The sub-committee is waiting on Judith and Orland to make final decisions. The S.T.A.R. and Albion Town façade grant forms have not been done as the sub-committee is waiting on the Leitch's to prioritize \$2,000.00 worth of projects. The sub-committee has determined that the current awning framework is in good shape and will be reused. It will be covered with a new canopy at a cost of \$400.00.

**Organization Sub-committee Report**—Kelly Tieman started discussion by stating that the Organization sub-committee has been assisting the Promotion sub-committee with First Friday event preparation and execution. Kelly is currently working on laying out the 4 game events for the upcoming Sept. 2<sup>nd</sup> First Friday event. Steve Hook mentioned the S.T.A.R. Team's website is quickly becoming outdated and requires maintenance. Steve suggested that people be assigned jobs to take pictures and/or video at each First Friday event next year. This information would then be placed onto the website to document First Friday event activities.

**Promotion Sub-committee Report**—Mary Ann presented an update on preparations for September 2<sup>nd</sup>'s First Friday event. Help was requested from those present at the meeting to help volunteer for Sept. 2<sup>nd</sup>'s event. Chris Magnuson and Beth Shellman will be present to oversee the Sept. 2<sup>nd</sup> event. The event will be honoring our Public Servants by holding a competition of 4 games—badminton, water balloon toss, plastic lacrosse toss, and golf ball putting. The committee discussed competition details such as what the rules are for each game—it was suggested they be written up and presented to teams at the event, each game will be played for five minutes, teams will contain two people, how to handle ties—by a drawing, and how points will be counted for each game. The committee agreed that each game should be a competition between two teams. The entry fee is \$5.00 per person, \$10.00 for each 2 person team. Mary Ann displayed three medallions, gold, silver, and bronze, supplied by Judith Leitch for the winners.

Mary Ann mentioned that the corn hole tournament, supplied by Dennis Kirkpatrick, is still up in the air. It is not clear if Dennis will be available to run the event. Various committee members attempted to contact people to get more information with no success.

**Economic Development Sub-committee Report**—Phyllis Herendeen stated that she received some building inventory photos from Terry Dazey with the Design sub-committee. Phyllis also displayed three reports ready to be filled out for three downtown buildings. Beth Shellman has been in contact with Steve Hook about how best to gather inventory reports using either Excel or Microsoft Access. The sub-committee has also created an Albion business questionnaire.

Chris Magnuson – Chairman of Sept. 2<sup>nd</sup> First Friday Event (Update on planned events, Job Assignments, Prized, etc.)

The September 2<sup>nd</sup> First Friday event has been organized by Mary Ann Troutner and the Promotion sub-committee. Mary Ann has asked for someone to manage the event on Sept 2<sup>nd</sup> since she will be out of town. Both Beth Shellman and Chris Magnuson have volunteered to chair the event. The committee discussed the proposed events to be held. Four competition games—badminton, water balloon toss, plastic lacrosse toss, and golf ball putting, are scheduled between public servants. Phil Jacob will be demonstrating the proper use of fire extinguishers. Mick Newton will be displaying items each family

should have for emergency preparedness. A corn hole competition is scheduled, but needs to be finalized. Kelly Tieman will prepare the locations of games on the Courthouse Square and bring the following: registration forms and pencils, whistle, timer, and lawn chairs for Joy LeCount and Phyllis Herendeen. Chris and Phyllis will review Mary Ann's sporting equipment and supplement as necessary. Chris will provide spray paint for creating game boundaries. Steve will provide score cards and a table for registration. Chris will prepare written rules for each game and email them to Steve who will print them on the back of the score cards. Mary Ann will provide three medallions for competition winner prizes. It was reported to the committee that John Bry will make an attempt to be present to help with September's First Friday event.

#### Submittal of Accumulated Volunteer Work Hours

Kelly Tieman asked sub-committee chairs to submit accumulated volunteer hours worked.

#### Announcements

The next S.T.A.R. Team committee meeting will be held at 6 p.m. on September 28, 2011, at the Noble County Public Library, in the Cole Room.

#### Adjournment

The committee adjourned at 6:57 p.m.