



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

August 8, 2012

Amended on 9/22/2012

In attendance: Bob Braley, Chris Magnuson, Kelly Tieman, Mary Ann Troutner, Phyllis Herendeen, Shelli Porter, Steve Hook, and Tammy Luce.

The meeting was called to order at 6:05 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. The meeting started with money collected from the August First Friday event, Verandah Visits and T-shirt/Apron sale given to Phyllis Herendeen.

Approval of July 11, 2012, Minutes

Mary Ann asked the committee if there were any needed additions or corrections to the July 11, 2012, meeting minutes. Since many of those in attendance didn't have time to review the previous meeting minutes, Steve Hook presented an overview of the topics covered in the minutes. Also, Chris Magnuson pointed out a correction with the "County" at the end of the first line, fifth paragraph on page 2. This word should read "Country." After some discussion, a motion to approve the July 11th minutes with this one correction was made by Tammy Luce and seconded by Kelly Tieman. Motion carried.

Treasurer's Expense/Revenue Report

Phyllis Herendeen presented the Treasurer's Report for the period of June 12, 2012 and August 8, 2012. Phyllis handed a report summary to Steve Hook. The previous general fund balance was \$3,604.17 and the Façade Grant Account balance is \$0.00. Disbursements include \$164.77 to Chris Magnuson for the Chain 'O Lakes Festival, \$18.00 (per Chris Magnuson) to Joy LeCount for Verandah Visits printing costs, and \$89.10 to Bob Braley for Albion-opoly expenses. Deposits include \$510.00 (Verandah Visits), \$185.00 (Albion-opoly), and \$2,416.50 (mural squares/donations). The current general fund balance is \$6,633.90 and the Façade Grant Account balance is \$0.00. A motion was made by Tammy Luce to approve the Treasurer's report. Shelli Porter seconded the motion. Motion carried.

OLD BUSINESS:

Sub-committee Reports

Projects/Design Sub-committee Report—Tammy Luce presented an updated on the mural fundraising project. So far, \$3,025.00 has been raised with 121 mural square sold. Chris Magnuson stated that the Chain 'O Lakes Festival made a \$100.00 donation to the S.T.A.R. Team. Chris made a motion that the S.T.A.R. Team then donate this amount to the mural program. Kelly Tieman seconded the motion. Motion carried. In summary, \$7,200.00 is needed to properly fund the mural project. With an anticipated \$500 donation from the Town of Albion, a donation forthcoming from the Lion's Club of \$100.00 to purchase 4 squares, and a donation of \$75.00

from Bonnie Brownell, we have raised \$3,700.00. We have raised enough money to approach the Albion Redevelopment Commission (RDC) for \$3,600.00. So far, 47 contributors have given donations—this not including large donations from local businesses or industry. Chris will place one more notice in next week's paper asking people to make donations. Chris reported that Darlene, the artist being used for the mural project, should have a drawing available sometime by the second week of September.

Chris stated her concern about hiring someone that knows what they're doing to properly construct and mount the mural. Extra money will be needed to cover these expenses, including engraving, and should be included in the \$7,200.00. Chris plans on asking the RDC for a matching grant at the amount we have collected at the time of the request. Chris will first approach the Town of Albion for \$500.00 and then approach the RDC. A question was raised if there is a conflict of interest for Chris asking for money from the Town since she is on the Town Council. Chris stated that as long as there's no money going to her, there's no conflict of interest.

Organization Sub-committee Report—Steve Hook provided a report on website design and tee-shirt update/orders. Steve didn't have a report to present on the website design since the Organization subcommittee did not meet this month.

Steve presented a report on the T-shirt sales. So far, we only need 4 more items sold to waive the setup fee. At this point, an order sheet was passed out at the previous S.T.A.R. Team meeting. We still need to collect money for the majority of these orders. The order sheet was passed around again for those who didn't attend the last meeting to place new orders. New orders are being taken to allow new members the option to purchase a shirt. Tee-shirts will be purchased through Scott Perry's Country Store in Churubusco at a cost of \$9 per tee-shirt. We are considering gray and white colors with the S.T.A.R. Team logo at the same size and positioned as last year. Aprons are also being considered this year. Only one style of apron, A500 (stone color) at \$9.00, from the sanmar.com website will be ordered. The S.T.A.R. Team is considering the purchase of 4 aprons to stay with S.T.A.R. to be available for volunteers to use at functions. Volunteers are welcome to purchase their own aprons too. Payments for orders will be collected at the time of order placement. A follow-up email will be sent out to the S.T.A.R. Team volunteers soon.

Promotion Sub-committee Report— Mary Ann presented an update on the August First Friday event, Verandah Visits, behalf of Joy LeCount. Ticket sales were around \$530 minus \$17 in printing expenses. There was great media coverage in both the Albion New Era and News Sun. All four homes participating in the event reported a good response. Home owners provided refreshments at their own expense. Around 35 to 40 people were in attendance. Joy and Mary Ann shared ideas to improve on next year's event. A few more homes could be accommodated. Also, have a later start time than 3 p.m. There wouldn't be a concern about a time conflict with Wolf Lake's Onion Days event since its Friday night schedule of events has a late start time—sometime around 7 p.m.

Mary Ann asked Shelli Porter, event chair, to provide a progress update on the September First Friday event—Come Back to Albion Tailgate Party. This event is scheduled for September 7th from 6 to 8 p.m. A flyer has been prepared advertising the event. Prizes will be available for the best decorated site. There's no cost for participating in tailgate decoration. A raffle will be held with available prizes. Shelli described what prizes will be available. Tickets are being sold at \$1 each, 6 for \$5, and 15 for \$10. Drawings will be held about every 15 minutes. Fun events held on the courthouse square include flag football, Frisbee, and a cornhole competition (\$5 per person) with a 75 percent payout. People will be encouraged to eat downtown. A food competition was discouraged since we didn't want businesses competing against one another. Posters will be displayed in local businesses and information passed along to the papers and placed on the S.T.A.R. Team website. We need volunteers to distribute tickets. We need volunteers to help Chris run the cornhole competition, Frisbee, and

flag football events. Scott Cole may be asked to be announcer. Shelli's contact information will be available for those wanting to participate in the events. There will be no expenses associated with this event. The committee thought Shelli has done a fantastic job organizing this event. The committee would like to encourage the disuse of alcohol. S.T.A.R. Team volunteers participating in this event are encouraged to wear sports-related clothing.

Economic Development Sub-committee Report—Phyllis Herendeen presented an update on the Historic Register project. We are still waiting on the Historic Register for more information. Mary Ann talked about the general liability insurance topic by reading information in an email sent out by Beth Shellman to the S.T.A.R. Team officers. A \$210.00 quote was prepared by Jarrod Ramer. Jarrod and Tina Craft each discussed the insurance with Beth and Tina advised the S.T.A.R. Team go with Black and Ramer. The email further stated that it wasn't necessary to spend over \$1,200.00 a year for the Directors and Officers coverage. The General Liability coverage provides the accident insurance needed for the S.T.A.R. Team's First Friday and food booth events. Chris stated how this insurance coverage is different than what is necessary for the Chain 'O Lakes festival, which costs \$600.00. Chris' opinion is that the \$210.00 quote "...is a bargain at any price." We need to have this liability insurance in place before the physical events take place on the courthouse square. We should also have a waiver people sign before participating in our physical events. Chris volunteered to provide a copy of a waiver used for the Chain 'O Lakes events.

It was discussed that Phyllis should speak with Judge Kramer, President of the Courthouse Square Preservation Society, to seek approval on the purchase of the general liability insurance. Since this organization is an entity that officially exists, they should seek the insurance for both them and the S.T.A.R. Team. The S.T.A.R. Team would then reimburse the Courthouse Square Preservation Society half the cost of the insurance. Chris was very adamant that the insurance be in place in order for both organizations to be able to participate in the Chain 'O Lakes Festival next year. Tammy Luce made a motion to approve the \$210 general liability insurance purchase through Black and Ramer if the Courthouse Square Preservation Society agrees to pay and receive the S.T.A.R. Team's 50 percent reimbursement. Bob Braley seconded the motion. Motion carried.

Downtown Inventory

Mary Ann asked Chris Magnuson for an update on the Downtown Building Inventory project. No update to report at this time.

Volunteer hours from July 2012

Mary Ann asked for volunteer hours to be turned in to Kelly covering the period of July 11, 2012 through August 8, 2012. Kelly handed out a new spreadsheet for the next quarter to the sub-committee chairs present at the July meeting. Work hours were forwarded to Kelly Tieman.

NEW BUSINESS:

100 Mile Race at Chain 'O Lakes State Park Update

Mary Ann provided an update of information gathering for the upcoming 100 Mile Race at Chain 'O Lakes State Park to be held on April 20-21, 2013. Mary Ann has made several attempts to reach Sam Boggs in order to discuss the kitchen facility. The beach part of the park was closed since the park closes the beach at the beginning of August; therefore, Mary Ann was not able to view the kitchen facility. Sam Boggs will need to help Mary Ann see the kitchen. Office staff told Mary Ann that they believe the park no longer owns the refrigerators in the kitchen. Mary Ann will check with Sam and have a report to give to the committee at the next meeting.

No more information has been given to Mary Ann by Mike Pfefferkorn, organizer of the 100 Mile Race event. The event's first deadline is coming up the 15th of October. Mary Ann will get with Mike to see what numbers they have so far.

OTHER BUSINESS:

Mary Ann asked the committee if there was any other business. Chris shared about an email she received from the Indiana Association of Cities and Towns asking officials to nominate a project or someone in government worthy of recognition. Seven different awards exist. Chris nominated Albion's Town Manager Beth Shellman for the Ivan H. Brinegar Municipal Management Award. After many hours spent preparing the nomination paperwork, Beth didn't win. However, Chris prepared a nomination for the S.T.A.R. Team to win the Community Achievement Award and it was accepted. This prestigious award will be handed out at the French Lick Hotel on Wednesday, October 3, 2012. Chris can take along with her 9 guests to attend the awards luncheon from 11:45 to 2 p.m. It takes approximately 4 ½ hours to get there. We will leave in the morning at 5 a.m. and drive home that night.

Also, Chris talked about attending John Bry's presentation at the Cromwell Library featuring Indiana Landmarks. This was a Downtown design workshop. Chris passed out two handouts, a Main Street guide to Keeping Up Appearances and an Indiana Landmarks flyer displaying a before and after picture of the French Lick Hotel. The presentation talked about how to maintain the structures of your downtown with tips and tricks on how to do this. Chris asked for those interested in attending the luncheon. There's no expense except for food and gambling. Chris will cover the fuel expense.

The Indiana Association of Cities and Towns is planning on visiting the Albion Town Hall on Wednesday, August 22nd. They will be videotaping the town for 2 hours from 10 a.m. to 12 noon. Chris has invited the S.T.A.R. Team officers to the taping.

Adjournment

A motion to adjourn was made by Phyllis Herendeen and seconded by Kelly Tieman. The motion carried and the committee adjourned at 7:15 p.m.

The next S.T.A.R. Team committee meeting will be held on Wednesday, September 12, 2012, at 6 p.m. in the Cole Room (lower level) of the Noble County Public Library at 813 E. Main Street, Albion IN.

Steven Hook, S.T.A.R. Secretary

Mary Ann Troutner, S.T.A.R. President