



**Super  
Town of  
Albion  
Revitalization  
Team**

[www.albionstarteam.org](http://www.albionstarteam.org)

A member of OCRA's Downtown Affiliate Network,  
associated with Indiana Main Street

Monday, September 27, 2023  
5:30 pm  
Be Noble Office, 110 S Orange St

**Meeting Minutes**

Meeting minutes prepared and submitted by Steve Hook on 10/22/2023.

**Call to Order**

The Albion STAR Team meeting was called to order by President Steve Hook at 5:40 pm. Prayer was offered. Those in attendance were Anne Kilgore, Dawn Jones, Lori Gagen, Mary Ann Troutner, and Steve Hook. Quorum was met.

**August 30, 2023, Meeting Minutes**

The August 30<sup>th</sup> meeting minutes were tabled until next month to give proper time for the minutes to be prepared and reviewed by the Board.

**Treasurer's Report**

Mary Ann (Treasurer) presented the August 31, 2023, Treasure's Report with the Board. The previous bank balance was \$15,990.60. Income included the Town of Albion's \$2,460.00 reimbursement for the 28 feet of new fencing installed in the pocket park. Expenses of \$357.12 included \$100.00 to the Town of Albion for Albionopoly security, \$94.14 to Lori Gagen for reimbursement of light bulbs for Celebration Station alley, \$115.58 to Steve Hook for Albionopoly supplies at Doc's, and \$47.40 to Lori Gagen for reimbursement of pest control. The monthly ending balance is \$18,093.48. Lori made a motion to approve the Treasurer's report and was seconded by Ann. Motion approved unanimously.

**Volunteer Hours**

President Hook passed around September's monthly volunteer hours sheet for Board members fill out.

**Cut Necessary Checks**

Mary Ann cut one check of \$385 to Steve Hook for reimbursement for paying the Erie Insurance general liability insurance annual bill.

## Sub-Committee Reports and Projects

### Organization

- **State Reporting:** Steve is still looking into submission of the DLGF E-1 report to be submitted on Indiana Gateway. Steve will reach out to Albion Town Clerk/Treasurer Carol Selby to seek assistance as needed. Steve also needs to submit the NP20 Annual Report.
- **Bylaws Review:** Lori Gagen still needs to get with Everett to take another look at the bylaws to ensure no additional changes were needed. This topic was tabled until the next meeting.

### Project Design

- **Mural:** No action taken by Steve to ask Matt Young to assist with bringing down the mural before winter. As discussed before, the mural is heavily damaged and needs to be taken down. The Town has agreed to store the mural.
- **Pocket Park:** There was continued discussion about what could be done to decorate the pocket park for winter with lighting. An idea includes purchasing whiskey barrels from Country Heritage, placing wooden poles in them and stringing lights from the poles to the Be Noble roof—to be purchased from the Town's \$5,000.00 funds.
- **Gazebo:** The gazebo is currently behind the fencing installed on the Courthouse Square lawn while Courthouse renovation work continues and is therefore off limits until perhaps mid-2024. We may need to wait until construction finishes before considering further work on the gazebo. As reported last month, Mary Ann will contact Jason with Weigandt to gain access to the gazebo, which should be braced before Winter. Dawn and Mary Ann will investigate this. They will also take some needed measurements. Mike Frazee has donated \$5,000.00 toward gazebo renovation.
- **Downtown Market:** Kayla Traylor was not present. No report given. We are now at the end of the season and the Market has been shut down. We need to remove signs located at various locations. As reported last month, Mary Ann will contact Kayla to see if she has plans on contacting vendors for the Scare on the Square event on Oct. 27<sup>th</sup>.

### Promotion

- **Day of Caring:** This project was further discussed amongst the Board. It was agreed that last year's experience with Central Noble's Day of Caring event on Sept 23<sup>rd</sup> was positive. Steve Hook has been in contact with Central Noble Principal Ashley Vice to confirm the date of Friday, Sept. 29<sup>th</sup>, for this year's Day of Caring. Activities to do include: (1) an art project at the old Opera House, (2) upkeep around the flower gardens at the courthouse including weeding, cutting back bushes and grasses, and removing annual flowers, and (3) removing annual flowers from planters in the Celebration Station alley and in the pocket park.
- **Scare on the Square (Oct. 27<sup>th</sup>):** Mary Ann reviewed what activities will take place and who's responsible for each activity as assigned during Sept. 6<sup>th</sup>'s Promotion meeting. Because of the Noble County Library being involved with Dagon Alley, to be in the Celebration Station alley, we should prepare for around 600+ kids to attend. It was decided to hold the next Promotion meeting during the October 25<sup>th</sup> STAR Team Board meeting. Dawn and Steve submitted the Albion Town's event application for the Scare on the Square event on Sept. 19<sup>th</sup>.
- **Christmas in the Village (Dec. 2<sup>nd</sup>):** Steve shared that Mariah Keirn with Central Noble Schools is chairing planning meetings for the event. Steve Hook will take part in the first of the planning meetings to be held on Oct 9<sup>th</sup>, at 4:30 pm at the Central Noble Administrative Building conference room.

## **Economic Development**

Work continues by Gary and his wife Pattie and by Catchy Creations LLC on a map of all downtown retail/shopping locations and places to eat. This map will also be updated for a Small Business Saturday event during the Black Friday shopping weekend. This will be Albion's first Small Business Saturday event, but the desire is to attract an increased volume of shoppers to downtown Albion during the Black Friday weekend. If successful, this could become an annual event. At the Oct 9<sup>th</sup> Albion Chamber Board meeting Pattie Gatman proposed having the Albion STAR Team sponsor banners for the Small Business Saturday promotions. We could use the holes in the sidewalks for securing the posts. Lori will create a proposal and work with the Albion Street Dept.

## **New Business**

- From last month: We may investigate working with the Master Gardeners to see if they would be willing to grow flowers for the fountain area.
- From last month: There is an issue with our PayPal account. Lori will investigate this matter.
- There has been interest in having the flowerpots that are located around the Courthouse Square remain in place a bit longer than planned. The Town Street Dept. will pick them up in a few weeks and move them to the Town Hall. Some individuals have asked if they can have some of the flowers.

## **Adjournment**

A motion was made by Mary Ann to adjourn. The motion was seconded by Lori and was approved by unanimous consent. The meeting ended at 6:20 pm.

## **Next Meeting**

The next meeting will be held on October 25, 2023, at 5:30 at the Be Noble Office (110 S. Orange Street).