



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

**Monday, March 28, 2022
6 pm, Noble County Economic
Development Office**

Meeting Minutes

Meeting minutes prepared and submitted by Steven Hook on April 23, 2022.

Board Members Present: Amy Leedy, Ann Kilgore (attended via Zoom), Casey Myers (guest—Albion Park Board), Dawn Jones, Emma Spink (attended via Zoom), Gary Gatman, Kayla Traylor (attended via Zoom), Lori Gagen, Mary Ann Troutner (attended via Zoom), Shellie McBride, and Steve Hook.

Call to Order

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 6:07 p.m. A copy of the agenda was distributed. Steve Hook offered our prayer. Both Dawn Jones and Amy Leedy came bearing food. Dawn brought cheesy potato soup and Amy brought a banana cheesecake with chocolate chips and a cream cheese frosting. Lori provided refreshments. All was appreciated. A Zoom session was set up after the meeting started.

February 28, 2022, Meeting Minutes

A motion was made by Lori Gagen to approve the February 28th minutes as is and was seconded by Amy Leedy. Motion carried by unanimous consent.

Treasurer's Report

Treasurer's Report was presented by Mary Ann. Bank balance is \$8,090.87, which includes the Town's contribution to the S.T.A.R. Team. There were two payments made through PayPal: website renewal and \$298 for event rack cards. A \$2,900 deposit was received from Lori—grant money for the pocket park project. Steve had some expenses to be reimbursed that will be dealt with in April—www.albionstarteam.org domain name renewal (Hover at \$16.17) and for items purchased for the NoblePalooza event. A motion was made by Emma Spink and seconded by Helen to approve the Treasurer's report. Motion carried by unanimous consent.

Volunteer Hours

Steve passed around the volunteer hours sheet for any updates. Hours were documented for attending the NoblePalooza event.

Cut Necessary Checks

No reimbursements by check were made.

Sub-Committee Reports and Projects

Organization

- **Welcome new attendees:** Shellie McBride, past S.T.A.R. Team volunteer returned and was welcomed.
- **Report on attending NoblePalooza event on Saturday, March 12th:** This event featured civic and non-profit organizations and more from across Noble County that touch on the five pillars of Thrive (Community Investment, Youth Engagement, Cultural Enhancement, Leadership Development and Entrepreneurial Growth) and a youth business fair sponsored by the Crew Youth Center. Steve and Kayla attended the event and ran a booth. It was a great event with opportunities to share our story with the public and with other vendors present. Contact was made with a ministry called Inspiration Ministries that would be interested in assisting with projects. Also, contact was made with Jason Schaller with Schaller Greenhouse and Landscape. He showed interest in helping with landscaping needs for the Pocket Park.
- **S.T.A.R. Team rack cards ready**—Lori Gagen had 1000 rack cards prepared which show our event itinerary. Steve has delivered them to the Albion Town Hall. The cards will be added to an April Town utility mailer.
- **Establish S.T.A.R. Team Board members/Committee Chairs**—This item continues to need more time for review of our bylaws and the creation of a formal memorandum of understanding (MOU) document that defines the relationship between both the Courthouse Square Preservation Society and the S.T.A.R. Team. This MOU would state what we think they are agreeing to. Lori, Gary, and Steve will continue to move this forward. The S.T.A.R. Team needs a board of directors established to function as a non-profit.
- **Officer elections:** This item will be tabled until our organizational structure is established.

Project/Design: (Dawn-Chair)

- **Projects updates:** Steve reviewed a list of S.T.A.R. Team projects considered for completion in 2022:
 - ✓ **A pocket park on the triangular piece of concrete lying south of the EDC building**—Funds collected is \$2,900. Steve talked with Albion Town Manager Jacob Ihrle and the availability of TIF funds. The group discussed items and layout for the space, including a Rotary sponsored memorial bench for club member Todd Wolfrum. The Arc of Noble County has shown interest in donating toward a handicapped accessible picnic table.
 - ✓ **Farmers' Market**—Kayla Traylor is working on this project. She provided an update. Kayla has submitted an event application to the Town of Albion and has reached out to Augusta Hills Community Center. We are moving forward with our plans to hold the Farmers Market in the alley next to Newman's on Mondays from 9 a.m. – 2 p.m., with setup starting at 8:30 a.m. and teardown by 2:30 p.m. Kickoff date is May 5 and continuing through September. Kayla has prepared vendor application forms and Lori will work with Kayla to get them on the albiostar team.www website. No application fee for 2022. Kayla has already reached out to 6 individuals interested in participating. We need to work out vendor spots within in the alley. Steve will assist with measuring vendor spots in the alley. Lori will assist with marketing and making the application available on the S.T.A.R. Team website. Kayla also reached out to the Noble County

Health Dept. for guidance. We could ask permission to use the parking lots behind both Newman's and Hidden Ego. Shelly has two signs we can use for directing traffic to the event.

- ✓ **Gazebo repairs and renovations**—Amy Leedy spoke with Keith Ballard (Northeast Indiana Roofing in Kendallville) about a roof quote. We need to have someone inspect the gazebo's structural integrity. Steve needs to follow up with a contact provided by Tim Lock that could inspect it. We believe the gazebo was built in 1987 and has received repairs 20 years after it's construction. Discussion included ideas for its renovation.

Lowe's Hometowns grant—Lori Gagen applied for a Lowe's Hometowns grant. The funds will be used towards the Pocket Park project.

Possible memorial grant opportunity—Mary Ann was contacted by a Michael Frehse that is interested in donating \$6,000.00 to \$8,000 toward a S.T.A.R. Team project in honor of his parents. This money would be used towards a new roof on the Courthouse Square gazebo.

- ✓ **Mural repairs for the mural located on the Fox Den**—no update currently.
- ✓ **Mr. Noble**—no update currently.

Promotion: (Mary Ann-Chair)

We discussed plans for upcoming events.

- **Live-size Games (June 3)**—We discussed what activities would be held. It was suggested to invite some food vendors. Kayla talked with Doug Ebby about food vendors. Music may not be considered since it didn't go over well last year. The group brainstormed event ideas such as battleship including water balloons, karaoke, live-sized games (connect four, Jenga, tic-tac-toe, bingo, using the large checkers/chess pieces from Hidden Diamonds, and checking out various games from the Noble County Public Library.) Kayla will also contact Doug Ebby about setting up a corn hole tournament and offering alcohol. Have corn hole located on Jefferson St. and use the alley next to Newman's for tables for alcohol. The event would be held from 5 to 7 p.m. on the Courthouse Square grounds.
- **Chain 'O Lakes Festival/Kiddie Games (June 8)**—this event would include kid-inspired games and face-painting scheduled for Wednesday, June 8, from 4 p.m. to 5:30 p.m. We need to decide on what games to do.

Economic Development: (Gary Gatman-Chair)

No report currently.

New Business

Youth Business Fair idea—Shellie McBride shared information about a youth business fair she attended in North Webster having 70 booths ran by youth from kindergarten through eighth grade that have developed businesses and sold their products. That event is driven by Michael Kissinger, Kosciusko County Survey, and assisted by community partners and not sponsored by the local schools. Shellie had contacted Albion Town Manager Jacob Ihrie who suggested she talk to Logan Conley with The Crew Youth Center in Kendallville. Logan is hopeful to work with students from Albion next year. Amy Leedy said she shared information about hosting a youth business event with the Augusta Hills Community Center board and how they could host it. It was suggested that a similar event could be added with a future NoblePalooza event. But, due to size limitations, a youth business event may need to be held at a separate location. When we are interested in moving forward with this idea, Shelly will invite Mr. Kissinger to attend a meeting and share his thoughts.

Invitation to S.T.A.R. Team for participating in Town’s Fireworks event (July 1)—Casey Myers stopped by to invite the S.T.A.R. Team to partner with him to assist with activities during the Fireworks event. Casey believes this event, which brings a crowd of over 3,000 people, is an opportunity for the S.T.A.R. Team to either raise funds for themselves, provide a service to the community, and receive publicity. Currently, the Asbury Methodist church provides popcorn and an ice cream social, and the Town provides port-a-potties, and the fireworks show (raised through donations and funds provided by the Town). If we participate, we could promote all our upcoming events by having a promotional booth and raise funds. We would also help provide needed manpower. Face painting was mentioned, it was a hit in the past. Also, having clowns blowing up balloons going through the crowd would be fantastic. Casey would like to do new things and have partners. Casey is asking the S.T.A.R. Team to let him know by May what we would like to do, such as help manage bounce houses and he will coordinate and pay for them.

Adjournment

A general motion to adjourn was made. Motion carried by unanimous consent. Meeting adjourned at 7:40 p.m.

Next Meeting

The next STAR Team meeting will be held at the El Mariachi Restaurant on April 25, 2022, at 6 p.m.