



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Monday, January 10, 2022
6 pm, Newman & Newman Law Office

Meeting Minutes

Meeting minutes prepared and submitted by Steven Hook on February 2, 2022.

Board Members Present: Ann Kilgore, Dawn Jones, Emma Spink, Everett Newman, Helen Newman, Mary Ann Troutner, and Steve Hook.

Call to Order

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 6:05 p.m. A copy of the Agenda, Treasurer's Report, 2022 Budget and Work Plans were distributed. Emma Spink offered our prayer.

August 16th and November 8th, 2021, Meeting Minutes

A motion was made by Mary Ann Troutner to approve both set of minutes as is and was seconded by Ann Kilgore. Motion carried by unanimous consent.

Treasurer's Report

Treasurer's Report was presented by Mary Ann. Bank balance is \$5,563.91, which includes the Town's contribution to the S.T.A.R. Team. No income nor expenses reported since last meeting in November. Steve asked Mary Ann to prepare a separate report showing how the Albion Town's \$5,000 contribution was spent during 2021. This report should be prepared as soon as possible. A motion was made by Emma Spink and seconded by Helen to approve the Treasurer's report. Motion carried by unanimous consent. Mary Ann informed the committee of an issue involving the S.T.A.R. Team's Bill Pay account at Community State Bank. The issue was resolved quickly.

Volunteer Hours

Steve passed around the volunteer hours sheet for any updates. The only volunteer hours reported were for supporting the Christmas in the Village Light Parade and participating with a IMS Regional Zoom meeting between the November 2021 meeting and today's meeting. Steve will be working on a new reporting format for 2022.

Cut Necessary Checks

No reimbursements by check were made.

Sub-Committee Reports and Projects

Organization

- **Welcome new attendees:** No new attendees were present.
- **OCRA Name & Logo Agreement (Due 1/10/2022)/IMS Annual Reporting (Due 3/4/2022):** Steve has submitted the yearly OCRA Name and Logo Agreement that's an addendum to the original agreement. Steve will be getting with Mary Ann during the hours of 11:30 a.m. and 2:30 p.m. during the week to review this year's events and other items to be included within the IMS Annual Report.
- **Establish S.T.A.R. Team Board members/Committee Chairs**—This item was tabled until the February meeting.
- **Officer elections:** This item was tabled until the February meeting.
- **2022 Budget/Work Plans:**

Work Plans Discussion—The Work Plans handout was reviewed first. The proposed events dates are established: Life-size Games—June 3rd; Kiddie Games, Chain 'O Lakes Festival—June 8th; Albionopoly—July 29th; Fall Celebration/Scarecrow Workshop—September 17th; Scare on the Square/Live Clue Game—October 28th; Christmas in the Village/Lights Parade—December 2nd.

There was discussion on whether the Harvest Fest event will continue. According to those involved with Harvest Fest planning, it's unlikely that it will at this time. John Palmer is reaching out to those involved (Kathy or Brad Parks) to find out on our behalf. The committee has decided to move forward with the Fall Celebration/Scarecrow Workshop event. It was noted that the Scarecrow Workshop needs better visibility and promotion on event day.

Also discussed was Emma's need to find a new location to store scarecrow stuff by April. Emma reached out to Jacob Ihrie inquiring about Town building space previously occupied by the Miracle Tree group. There is no update from Jacob currently.

The S.T.A.R. Bazaar event didn't happen in 2021; however, various businesses, which were rather crowded with people, decided to host their own vendors during the Christmas in the Village event. We decided to add it for 2022 but may make changes to this event or let the businesses do their own thing.

Emma asked if the Noble County Library will participate in our 2022 Scare on the Square event. According to Sandy Petrie, the Library prefers to stay at their location due to logistics. We will reach out to the library and encourage their participation in 2022.

The committee discussed the 2013 mural work project (painted by Diana Bender) for the mural located on the west side of the Fox Den building. This mural is in bad shape and needs attention. Helen mentioned that we should speak with Jerry Donley about repairs—he has been assisting Ligonier with their mural repairs. The wall may need repainting soon where the 2016 bicentennial mural is located.

2022 Budget Discussion—The proposed budget was reviewed. The projected budget is \$17,532.63. This includes a balance of \$5,448.92 moved forward from last year, projected income and the amount of \$5,258.72 (\$2,500—gazebo repairs; \$2,758.71—flowers) from the Courthouse Square Preservation Society. Projected expenses are \$13,650.00, which include \$2,800—General Fund; \$500.00—mural projects; \$5,400.00—Pocket Park/Gazebo repairs; \$300.00—Façade grants; \$150.00—Scarecrow project; \$500.00—Mr. Noble repairs; \$1,000.00 (includes \$300 for

opening/closing water fountain)—Water fountain chemicals; and \$3,000.00—Flowers at water fountain.

There was concern on the amount budgeted for flowers. Options for flower maintenance were discussed, such as reaching out to the Master Gardeners or revisiting a proposal from Chris Magnuson.

Project/Design: (Dawn-Chair)

- **Projects on Hold:** 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 \$3,900.
 - ✓ A Farmers' Market which the team will coordinate with other markets in the area including Kendallville's CLC and the Augusta Hills Community Center. Augusts Hills may no longer hold a market due to lack of interest. Helen would like to hold the market on Mondays and Saturdays. Helen would like to invite food trucks, such as the Daisey Truck or Beauty and the Bull, and other vendors to participate during the Monday Farmers' Market since some local lunch offerings are not available. Possibly locate them in either the Celebration Station alley or in the alley next to Newman and Newman Law firm. Mondays are a good day for the Farmers' Market since many people are visiting the Courthouse that day for court. The Farmers' Market could also be located on the new County Annex building plaza.
 - ✓ Gazebo repairs and renovations were discussed, such as using solar lights on the posts and changing the roof to copper metal that would complement the Courthouse. Possibly have a fundraiser, such as corporate sponsorships. It would be nice to have some of these improvements in place for the opening of the new County Annex building. Emma asked if anyone had contacted the Impact Institute construction trades program to see if they would like to participate with this project. Gary had volunteered to reach out to Jim Walmsley with the Impact Institute to see if this was an option. No update provided currently.
 - ✓ Mural repairs for the mural located on the Fox Den building were also discussed as damage to the mural continues to develop along the edges of the panels. Spring was also discussed as a timeline for getting these repairs done.

Promotion: (Mary Ann-Chair)

The committee has agreed to move forward with the Fall Celebration event. The committee reviewed the 2022 event schedule under Work Plans review.

Helen suggested Steve contact her daughter Kayla to assist with procuring vendors for the Farmers' Market and food trucks.

Economic Development: (Gary Gatman-Chair)

No report currently.

New Business

No new business discussed.

Adjournment

Mary Ann made a motion to adjourn, and Helen seconded. Motion carried by unanimous consent. Meeting adjourned at 7:30 p.m.

Next Meeting

The next STAR Team meeting will be held at the Newman & Newman Law Office on February 7th, at 6 p.m.