

Portland Main Street Economic Revitalization Committee
Minutes
August 21, 2009, 8:00AM
Cheeky Monkeys Coffeehouse & Bakery

Attendance: Diane Smith, Terry Frewen, Bernie Pelc, Ed Bishopp, Kory Blastic
Missing: Michelle V
Staff: Patrick Reagan

Old Business

Presentation of Award: Ed Bishopp was recognized for his service to the Main Street Program during the 2008-2009 Main Street program year.

New Members Search: Welcome to Kory Blastic of Edward Jones as a new member of the committee. Other ideas for the future may be a representative from the Chamber and the school system.

Business Seminar Series: Patrick reported that the attendance has been good all summer for the sessions and that the upcoming September training is Writing A Business Plan.

2009-2010 Work Plan Review

1. **Business Assistance Team Project:** The committee reviewed the survey Diane put together and made revisions. The purpose of the survey was decided as being the tool that will identify what topics businesses are interested in, what they would like more information on, and what topics they are strong in that they could share with others. Diane will send a revised draft of the survey out for members to review and provide feedback on before the final version is sent out to committee members for dissemination. The committee decided that the survey should be disseminated by a face to face visit and should either be filled out by the business owner at that time or picked up at a later time by a committee member. Committee Members signed up as noted to cover the dissemination of the survey:
 - a. **Bernie** - West Side of Kent Street (riverside)+ Cake Place on *Bridge*
 - b. **Ed** - East Side of Kent Street
 - c. **Patrick** - 2nd Block of Kent St East side from Bridge to Brush (Maria's) + Wards Garage + Both sides of East Bridge St
 - d. **Kory** - 2nd Block of Kent St West Side from Kramer's Bldg to Dr. Office
 - e. **Terry** - Keusch's , Portland Café, Dukes, Peppermint Twist, Duff's Bldg Businesses

The results of the survey will be reviewed and, based on amount of interest per topic, seminars and/or consultation visits will be arranged with specialists in the

area of interest. It is also possible that the committee may find a need to collect additional information

from businesses on specific topic interests using email once the surveys are returned. Finally, the overall cumulative results of the survey will be sent to the businesses without businesses being identified in the results. Diane noted that Terry Frewen sent an email and said that Linda Eden of Tax Services would be willing to assist local businesses as part of the BAT. In addition, he noted that Steve Hicks is a possibility for the investment side along with Alex Moore and Kory Blastic.

2. **Opera House Revitalization Sub-Committee:** Bernie questioned the relationship of the sub-committee to this committee and it was identified that the sub-committee would serve as a research team for this committee and would be charged to study options for the use of the building. The sub-committee would be expected to make monthly reports to this committee on the progress the committee made with this committee then considering the recommendation from the research committee. Diane will set a date for the meeting with Tom Dempsey and Patrick then contact the people listed below to invite them to serve on the committee:
 - a. **Builder:** *Brian Grapentine*
 - b. **City:** *Tom Dempsey and Patrick*
 - c. **Arts Council Rep:** *Michelle V*
 - d. **Historical Society/Preservation (1 to be identified):** *Mike Judd, Charlies Like, Robert Torb Smith, Walt Sprague (Michelle V is to recruit one of the and report back to Diane on progress)*
 - e. **Grant Person:** *Mary Scheurer of Portland Parks and Rec.*
 - f. **Building Profit and Loss:** *Terry Frewen*
 - g. **Architect:** *Jones (lives across from Georgie and Kory has contact), Steve Pohl (from Westphalia area), or someone the City identifies*
 - h. **Owners of Building:** *Jerry and Bernie*
3. **Market Analysis** – Diane noted that leadership is needed for this project and identified what is in the work plan to be completed now through November. Since Diane is dedicating time now through the end of October to finish her Master's thesis, she will not be able to provide leadership until November. Patrick will collect sample RFP's and contact the State Main Street program to inquire on the deadline and needed information for the Market Study grant. The committee will review what needs to be done based on this in October.

Volunteer Hours Reported:

1. Ed: 3 hours
2. Diane: 5 hours
3. Terry: 2 hours
4. Bernie: 2 hours
5. Michelle: 2 hours

Year Calendar: Sept 17, FRIDAY Oct 16, Nov 19, Dec 17