

Portland Main Street Economic Revitalization Committee
Minutes
July 16, 2009, 8:00AM
Cheeky Monkeys Coffeehouse & Bakery

Attendance: Diane S, Michelle V, Terry F,
Missing: Bernie P, Aaron T., Ed B
Staff: Patrick Reagan

Old Business

New Members Search – *No updates*

Properties and Businesses List – Diane reported that she sent the file on to Patrick who will then finalize the list and present it back to the committee in September

Website – Patrick agreed to add the committee member's names on the website as well as keep it updated with the minutes of the committee. Patrick mentioned that the Muskegon Main Street community has a great website to look over for ideas.

Business Development Issues: To be addressed at the next meeting when Bernie is present

2009-2010 Work Plan Review

1. **Business Assistance Team** – Diane is to put together a one-page draft of a business survey using a rating system and send it out to the committee for revision ideas. An on-line survey using SurveyMonkey plus a hard copy version was discussed for dissemination methods. Possible team members were identified as follows:
 - a. **Financial Management**
 - i. **Taxing Services:** *Terry Frewen or Linda E*
 - ii. **Financial Management:** *Georgie for Quickbooks; Terry Frewen for cash flow and return on investment*
 - iii. **Investment:** *Alex Moore or Cory B*
 - iv. **Funding \$:** *Diane Smith*
 - b. **Marketing**
 - i. **Social Networking**
 - ii. **Big Picture Ideas**
 - c. **Contracting/Buying:** *Terry Frewen and Brian Grapentine*
 - d. **Government/DDA/Main Street:** *Patrick*
2. **Market Analysis** – Need committee member to replace Aaron as point person since Aaron has not been able to be involved in the committee. The group thinks that this initiative should still be on the work plan to start this year.

3. **Opera House Revitalization** – The committee agreed that an Opera House Committee needs to be recruited and in place by the time the Cool City report is available the second week of August and the City Council presentation is given the last meeting in August. Ideas for the committee include:
 - a. **Builder:** *Brian Grapentine*
 - b. **City:** *Tom Dempsey*
 - c. **Arts Council Rep:** *Michelle V*
 - d. **Historical Society/Preservation:** *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:**
4. **Additional Objectives and Projects**
 - a. **MSU Parking Study Results** – The committee began initial discussions on the need for the committee to be involved in implementing the ideas from the study. Some ideas were to merely educate the property and business owners on the need to park somewhere other than Kent Street. There was also discussion on the need for curb/sidewalk snow removal in the winter to encourage shoppers to shop downtown. More discussion will take place at the next meeting.
5. **Business and Property Owners Group Meeting(s)** – The committee still sees this as a needed element and will discuss it more at the next meeting.

Volunteer Hours Reported:

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

Year Calendar - Third Thursdays: Aug 20, Sept 17, Oct 15, Nov 19, Dec 17