

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

November 18, 2025



I. NEWS AND UPDATES

a. Non-Profit Organizational Materials.

i. Lumber Yard at Paint Creek Public Market, Inc.:

The Articles of Organization have been filed and accepted by the state of Michigan. The Federal EIN is ready to file and once the Director determines that the financials are in the correct format, the entity will be registered and a new bank account resolutions prepared for this Board to consider and adopt.

The Proposed Bylaws of the Organization are drafted and presented for your review and understanding,

The proposed framework of the Public Market management via a series of vendor application, contract, marketing and liability protective documentation is drafted and will be presented to the Lumber Yard Advisory panel for review in late October/early November.

ii. Main Street Alliance of Lake Orion, Inc.

The Articles of Organization have been filed and accepted by the state of Michigan. The Federal EIN is ready to file and once the Director determines that the financials are in the correct format, the entity will be registered and a new bank account resolutions prepared for this Board to consider and adopt.

The Proposed Bylaws have been likewise drafted and are pending a final review. The Board will be asked to assist in the formulation of the initial operating Board for the non profit. We will consult not only Main Street Oakland County, but several other Main Street non profit based organizations that are arms to an existing Tif funded downtown program for guidance and best practices.

Next step is the formation of an interim Board and the establishment of the Director role.

b. Parking Lot Leases / Maintenance

The lot lease agreements and standing ownership lots have been organized. Each of the leasehold agreement are expired and require a new lease or license to continue. Some of these should be considered for termination.

- i. Orion Schools Lot. This is the shared lot with the now sold school admin building. We pay \$2500 annually for the use of this lot as a downtown overflow lot. As it is now owned and subject to the development at the Ehman Center, we are negotiating how aspects of the lot can continue, and on what financial structure.
- ii. Caruso Lot. We need a new agreement. We are currently behind on the payment agreement. It is recommended we keep the lot and will be contacting the ownership for an agreement on a catch up payment and new agreement
- iii. Sherman Lot. This is the Orion Review lot where the Congresswoman's office is now located. We owe back taxes as a portion of our lease payment. It is now owned by Dan Zaraga who is willing to extend under a new agreement if we make current the long disregarded payments. It is recommended we keep this lot.
- iv. Irish Tavern. We retain rights to this lot behind Irish Tavern. It is one of the lots we need to schedule maintenance, including snow removal for.
- v. Tarr Lot. We are current on the tax based payment, and we have invested in the maintenance of the surface of this lot this year. We need to determine who it's being plowed this winter.
- vi. Front Street. This lot was created with our money, and we need to determine with DPW who is plowing it.
- vii. Slater Street. We own this lot. Next year it will require new gravel surfacing. We need to determine a maintenance schedule.
- viii. Lumber Yard. This is a work in progress. Last year the winter saw the lot mostly covered in ice. It may be necessary to close this for the season due to conditions. That decision hurts Waterside Social and Oat Soda (now Clover & Creek) who rely on it for parking.

c. **Cleaning Services.** Recommendation for contract on tonight's agenda

d. **Lumber Yard Progress.** Since our last meeting thirty days ago...

- i. Plan Development. Following some recent meetings, our ability to work with the resource of the Village has substantially improved.
 - The site review escrow account has been established allowing engineering input
 - Information previously known to the village engineering firm, but not to this office as transmitted providing immediate direction to move forward with MDOT permit engagement.
 - MDOT is in the process of application and review.

- Aside from the renewed and appreciated Village help, we are also engaging fire marshal and chief input, and there are now questions as to the hard surface areas for code compliance. I have drafted a complete memorandum on the application of historic preservation to code compliance.
- It was hoped that electrical contractor RFP responses would be done by this meeting, I was wrong, I simply ran out of time. A special meeting will be held right after Thanksgiving.

ii. Construction.

- The north deck is finished.
- Architectural as built drawings are done and in office awaiting final review
- Architectural drawing costs are on tonight's agenda
- Footing repairs on the main barn are now re-commencing
- The coal shed is moving into a safer place on site, as a temporary storage of the shed, and we will be completing the demolition phase after it is slid over to a safe spot.
- The east and west wall for the main barn are being repaired to have the original facade and doors repaired. This is all being on site inspected.
- The garage doors for the south wall in by the next Board meeting. That wall is being reviewed by the architect for as built drawings and any building inspector questions.
- Bids have been made on needed additional historic materials to start the process of finishing the exterior of the barn.

II. TO DO'S AND MORE

- Village Council.** This office has started to present a DDA update to council, as invited, which is a welcome chance to provide regular updates to council members and public.
- FOIA.** Someone in the community continues to direct and instruct others on large FOIA requests. As the coordinator, I am properly responding.
- Beautification.** The appearance of the village speaks for itself. I have assisted our part time staff in making sure it's the best ever.
- Recent activity:**
 - I removed all of the fall décor and pulled all straw bales to the LY
 - All owned and available Christmas lights have been tested and 24 of the 29 strands of garland have all been repaired
 - Snow removal costs estimates are being collected for the five DDA supported public parking areas.

- iv. Estimates for new gravel and spreading at the lumber yard and slater street lots are being collected.

Respectfully Submitted,
Matthew Gibb
gibb@downtownlakeorion.org
(248) 464-0307