

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

July 15, 2025



I. NEWS AND UPDATES

- a. **VOLUNTEER OF THE YEAR.** We coordinated the presentment of our Annual Volunteer of the Year Award to Rene' Samet. She was out of the country at our regular awards night, but this moment made it even more special and should be considered for an annual program. This office was able to gather the ward, flowers and a very good attendance.
- b. **INFRASTRUCTURE MAINTENANCE.**
 - i. The parking area known as the Tarr Lot was repaired, and partially re-paved. Mulch was ordered and it is being spread in those area where the DPW has elected to exclude and defer to us through our prior agreement to provide funding for the development of the parking areas.
 - ii. The flowers are being supported so well, they out grew the capacity of the hanging system in the main intersection. New support chains and clamps were obtained and everything was reinstalled.
 - iii. We procured new planter boxes to be placed over those grates and areas where there has long been either a board or an open hole. The concept is to cover those areas with a uniform look and maintain the boxes for use where needed on an annual basis.
 - iv. The director emptied garbage cans over the holiday weekend as scheduling of the DPW, under our contract, did not take into account the use of the canisters in the abundance that we saw crowds come in to downtown.
 - v. The director cleaned up two blocks with of broken bottles and debris following "flare night". This also included re-planting to large pots in the intersection as the flowers were torn and thrown in the street.
 - vi. The director coordinated with owners of Johnny Blacks and Sagebrush to address the grease trap issues. It an ongoing problem.
 - vii. The director had signs made for the parking area at the lumber yard directing people to the sue of cross walks. Staff put in posts and the director hand made a sign bracket and installed the signs.
 - viii. To remove the blight of bent green metal poles in downtown for banners, the director installed two new permanent post and equipped the post with brackets for better installation of promotional bannering.
 - ix. Quotes have been obtained for the maintenance o the Slater St parking rea.
 - x. Quotes have been obtained for the repair of the parking wall in the children park parking area.

- c. **MAIN STREET GRANT REPORTING.** The initial report auditing all expenses o date for the lumber yard public space grant is drafted and financials being reviewed for submission and final invoicing on the second draw.
- d. **DOWNTOWN LODOWN.** Held another great meeting to advance the concepts of business development, discussions around closing downtown for events.
- e. **STRATEGIC PLAN.** Working to finish the updated DDA Transformational Strategy Plan. This will be presented for adoption in August 2025, following a final review by the joint meeting of all four Main Street Committees in July.
- f. **VILLAGE MTGS.** Several meetings regarding the status of the police pass through.

II. **TO DO'S AND MORE**

1. FINANCIAL – The Director will be taking back the core financial processing until it can be assured that all matters will be timely and properly appropriated.
2. SPONSORSHIPS – There needs to be an offering memorandum which is not done. This will be completed for review and approval by the August meeting.
3. MECHANDISE – Lumber Yard merchandise is being created or offering at Dragon on the Lake. Core DDA gear for staff and volunteers is likewise being developed. We have engaged a new Org Committee Member Debra Novara, to complete graphic design work and it is going very well.
4. INSURANCE CLAIMS - Several attempts have been made to secure a dialogue with our carrier to have a direct ability to process claims, but all contact has gone unanswered
5. NON-PROFIT – Coordination has started between the director and a board member to draft out the articles and structure.
6. STAFF ANNUAL REVIEW(S). This is in progress and reports are required.
7. BANNERS – We are seeking a better install solution.

Respectfully Submitted,

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