

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

August 19, 2025



I. NEWS AND UPDATES

a. NEW OFFICER and CODE ENFORCEMENT. Several meetings have been held to try and implement the provisions of the public safety contract with the Village. We were able to reach a pretty good consensus with the new Chief of police, who then had his staff provide notices to 21 business in the District regarding signs. Follow up, communication and other partnered pathways were moving forward until something happened internally in the village and council members are now seeking a new direction. This office is working daily to respond to needs of the Chief to adequately staff and perform code enforcement, and the needs of the business and resident members of the district to properly respond to permit and compliance issues. This is complicated by the fact that the Village is now using an online system that is not easily understood by the user and there is no daily staff at the Village that is permitted to assist beyond introduction. Visits to the Village have resulted in the staff simply turning a computer screen towards the business owner and offering for them to complete a “portal”. Stay tuned.

b. INFRASTRUCTURE MAINTENANCE.

- i. This office has been working to address broken EV arms and charging at Children’s Park
- ii. There have been several new planters placed over dead tree locations. The Director corrected the plantings and added areas such as the sidewalk marking the Slater Lot.
- iii. Processing of claim information on damaged light poles
- iv. Reviewing parking contracts
- v. Assisting in the compliance issues of the grease traps
- vi. In the vacation time for the part time staff, doing all watering, fertilizing and landscape maintenance.
- vii. Working on cement repair quotes for public parking lots, particularly at Front and Anderson
- viii. Rented a new lift and helped the part time staff repair and replace banner locations.
- ix. Met with electrical contractors regarding the power issues along Broadway.

- c. **MAIN STREET GRANT REPORTING**. The initial report auditing all expenses to 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
 - i. Assisting Ed's Broadway Gifts in attracting a major event from New York to Downtown.
 - ii. Working with the new group seeking to take over Anita's Kitchen
 - iii. Discussions on grant applications for awnings on Flint/Broadway
 - iv. Offering free legal support for business trying to understand Row and use of their exterior properties for business purposes in downtown
 - v. Met with more contractors about the failing wall in the Children's Park Lot
 - vi. Contacted owners/developers at 44 Flint, 20 Front, and 160 S Broadway regarding delays and problems in the started and stalled development on those locations.

- e. **EHMAN CENTER**. Involved heavily in trying to figure out how to help West Construction start the Ehman Center historic re-purposing project. After 18 months of delay in the Village signing the PUD agreement, they are now approaching a 1 year delay as a result of a conflict of opinion between the village planner and engineer. They have been held up by the outsourced Village Engineering firm insisting on information not within their responsibility. The Village manager insists I step aside and not remain involved as the village attorney is uncomfortable discussing this while I am on the phone or in meetings and has proclaimed that I have a conflict in that I formerly represented the project (prior to my engagement with the DDA). A government would only try to exclude those with the most knowledge and history with a project if the government was trying to prevent it from happening. A hard spot to be in.
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- f. **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.

- g. **VILLAGE MTGS**. Several meetings, although the direct tactics of this office to assert and advocate for reasonable and knowledgeable governance are not being received well.

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 – LAST MONTHS REPORT: “There needs to be an offering memorandum which is not done. This will be completed for review and approval by the August meeting”
 - A NEW SYSTEM IS PROPOSED ON THIS AGENDA.
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). ON THIS AGENDA

Respectfully Submitted,

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