

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

June 16, 2026



I. NEWS AND UPDATES

- a. A complete Application was considered and preliminary approval granted at our first hearing on the preliminary PUD plan approval before the Village Planning commission on June 1, 2026. No information has been received as to when this will again be in front a body public for the next step.
- b. The DDA Main Street Illuminators program was awarded “VOLUNTEER OF THE YEAR” at the Main Street Oakland County Annual Main Event. Copies of our contenders are available by email. The program was on Thursday, June 11 from 6 pm to 9 pm. The Roxy Rochester 401 Walnut Boulevard Rochester, MI 48307.
- c. The LODown was held at Bitter Toms and there was a large attendance, more than 15 participants. Our unique pattern of asking for good and bad needs of our district and sharing dialogue on how to respond is gaining regional recognition, and is a welcomed by our businesses.
- d. We participated in the Council Ad Hoc committee to seek alternative revenues for the village.
- e. We participated in the council ad hoc committee to improve knowledge and dialogue between the DDA and the Council.
- f. Drafted a new ordinance for A Frame Sandwich style signs in the downtown and have passed that to the Police Chief for his input. This will be presented at the LODown and then to the village Manager to try and get a better system for sandwich signs.
- g. Hire two new employees and completed the onboarding.
- h. Confirmed the façade grant details for Prime Time Comics
- i. Updated landscaping, watered and planted while interviewing for a seasonal worker.
- j. Attended planning commission, council, village manager and met with council members.
- k. Helped with the Mothers Day Redo design and campaign

- l.** Handled all financial reporting and invoice/PO
- m.** Negotiated the final numbers on the DPW and Police contract
- n.** Coordinated the installation of the flowers, replaced parts on the current watering pump system on the 4 wheeler, and worked with volunteers to hang the baskets.
- o.** Cleaned and enhanced the trail head and helped the first Diannes Ride benefitting ALS Association.
- p.** Purchased and delivered vintage siding to the contractors working to finish the barn repair restoration at the lumber yard project.
- q.** Coordinated materials and cost for the Lumber Yard, washed the interior floor.
- r.** Attacked the plan development after the first planning commission to use dry well instead of underground storm, re-bid the lighting, affirmed DTE is ready, coordinated interior electrical.
- s.** Purchased and built replacement furniture the Flint street alley, and also purchased and installed yellow and white lanterns over the lighting in the alley to boost awareness of the illuminators for Flower Fair.
- t.** Sorted, found, cleaned and organized banners. Had the winter banners finally taken down with DPW assistance. Ordered new banners highlighting the Illuminators and replacement poles that have been lost over the years. PLACED several banners, will finish this week.
- u.** Multiple trips to the Township to help resolve permit and zoning compliance questions for ourselves and businesses.
- v.** WATER MAIN BREAK
 - i.** Prepared marketing and promotion materials
 - ii.** Took over print publication work
- w.** Obtained new bids for lumber yard work, pending PUD approvals.
- x.** Secured presenting sponsorship for the Gazebo Series, \$7500 from Independent Bank
- y.** Began the process of moving our DDA storage from Sparebox to the Lumber Yard storage containers.
- z.** A few other things

Respectfully Submitted,
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