

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

April 15, 2025



I. NEWS AND UPDATES

- a. **NEW BIKE SHOP DOWNTOWN.** We have been working directly with a new ownership group to bring a bike and adventure store to the Lake Orion Window Treatment storefront on Broadway. This is now under lease and approved for interior improvements by the building department. We are assisting as this business will move permanently to the Lumber Yard as it comes online. We are;
 - i. Assisting and consulting on use and occupancy, process, lease design, language for future movement of the business and signage.
 - ii. Preparing the application for façade grant assistance on the storefront.
- b. **BUDGET DEVELOPMENT.** the budget is on the agenda, but for purposes of this report, research was conducted (again) to measure process in other communities. The agreement based approach has been confirmed. Meetings were held with the Village Manager and a proposed budget approach agreed to in concept.
- c. **MAIN STREET NOW conference.** Attended the Main Street NOW to great success. Concepts in building out the non profit status for the future of the lumber yard, strategy in filling vacant spaces, work on second floor use conversions, great tours, met several colleagues. Built a better relationship with the National Trust. Spent time with Main Street leadership. Held four off site meetings with preservation based consulting colleagues.
- d. **Downtown LODOWN.** Held great meetings to advance the concepts of business development, discussions around closing downtown for events.
- e. **Beautification.** Started the process of flower and design partnerships. Visited several greenhouses, working with current intersection planner.
- f. **STRATEGIC PLAN.** Working with POW to finish the updated DDA Transformational Strategy Plan. This will be presented for adoption in May 2025.
- g. **VILLAGE MTGS.** Several meetings regarding the status of the police pass through.

II. TO DO'S AND MORE

- 1. Staff Development – Instructing the administrative coordinator on the process for handling the financial input and the requisition basis of bsaccloud.
- 2. SPONSORSHIPS – This must be priority this year, as well as, the build out of the prior authorization to create a non-profit

3. STAFF ANNUAL REVIEW(S). This is in progress and reports will be provided, as the annual date for the new staff structure.

Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307