

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

September 16 2025



I. NEWS AND UPDATES

a. **ECONOMIC INFLUENCES FOR DOWNTOWN.** Several meetings have been held in the past month with multiple businesses, both existing and those seeking locations. The underlying issues surround cost of rent and utility billing. There is a growing chasm between the historic rent pricing and where the landlords are heading. This is being worked on weekly.

b. **HIGHLIGHTS .**

- i. New quotes have been obtained for the maintenance of the Slater St parking area and the broken concrete at the Front Street Lot. Slater is manageable from a cost perspective and we will be moving forward prior to winter. The concrete at the Front lot is broken and there is a steel corner rod sticking out of the apron., Cost to replace and repair have ranged from \$4700 to \$24,000. More work is needed on those to make a decision as it is out of the cost structure of the DDA, and not really even our responsibility.
- ii. Quotes, again, have been obtained for the repair of the parking wall in the children park parking area. The lowest [price, so far, is approximately \$17,000.
- iii. Meetings are ongoing with owners of empty space to find tenants or make a stronger economic proposal for the attraction of a user.
- iv. The PNC account has now been closed.
- v. Several meetings with the auditors to ensure compliance and to make sure they understand our DDA procurement policies, particularly in the area of the lumber yard project.
- vi. Participation at Dragon on the Lake.
- vii. Filmed update video content with ONTV on the Lumber Yard.
- viii. Created and presented Pre-application Outline and packet to the Village Planning Commission on the Lumber Yard.
- ix. Multiple meetings with architectural and engineering.
- x. Handling the improper verbal attacks of a councilman so that the DDA maintains its integrity, and does not fall into the trap of engaging someone intent on the failure of the Village, and through that the DDA.

- 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.
- 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 Council-DDA.

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 a target of sponsorship, now that there is a new software support system, the director will be supporting and working with the AD to ensure this is rolled out.
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 – the insurance claim for the damaged light pole was submitted.
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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