

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

January 21, 2025



I. NEWS AND UPDATES

Tracking Prior Work in Progress;

- a. Working with other Michigan DDA directors to get updated data on administrative PA 57 charging.
- b. Continuing to build coordinated Township work plan for DDA needs and costs.
- c. Pulling snow removal quotes on a weekly basis.
- d. Effort was made, again, to obtain final signatures on the PUD and Addendum for the West Village project at the Ehman Center, the Village is presently questioning the approval of the PUD from last year, and the language agreements reached in that process, and are withholding signed documents. THIS WILL BE INSERTED IN THIS REPORT, IN THIS IDENTICAL FORM UNTIL SIGNED BY THE VILLAGE. The project is now three years approved and the PUD agreement remains unsigned.
- e. Continuing the process of cleaning up the website.
- f. TO DO THE ABOVE ACTION, WE NEED UPDATED MEDIA
- g. Onboarding the Administrative Coordinator position.
- h. Completed the Annual PA 57 Report
- i. Accounting problems for multiple programs are resolved.

Several items of ongoing work from the Executive Director are included in agenda items, substantially Lumber Yard and Budget.

BUDGET DEVELOPMENT

A re-work of the budget is in progress that would better appropriate and track promotional and infrastructure expenses.

II. TO DO'S AND MORE

1. Leadership Development – Began building structure for town hall, program or event, but we need to start recruiting more committee members, volunteer leadership people and general help in working hands and ideas.
2. SPONSORSHIPS – This must be priority this year, as well as, the build out of the prior authorization to create a non-profit arm.

3. TIF Plan/Capital Plan – The Board training in December and January regarding the Tif and the strategic plan was excellent. NOW, there needs work on the draft agreement and the new budget approach to implement the 75-25 split approved by resolution in the Save the DDA campaign effort.
4. CONTRACT DEVELOPMENT
 - a. DPW SERVICE AGREEMENT – A base rate for enhanced services and pay as you go thereafter.
 - b. GENERAL PA57 ADMINISTRATIVE AGREEMENT – This will be drafted as a percentage of TIF agreement. It will not itemize police, clerk or other departments, rather granting a lump sum and allowing the Village to appropriate that revenue return in its own accord.

Respectfully Submitted,

Matthew Gibb

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