

RESOLUTION 113-2022

Appoint Jeremy Rowan as Economic Development Director

Cuyahoga County, Ohio

Be It Resolved by the Township Trustees of Olmsted Township that

Whereas, the Olmsted Township Trustees have determined the need for an Economic Development Director to work with the Board to fulfill the vision of the community as articulated in the Comprehensive Plan 2019 and with increasing interest in commercial and light industrial development in the Township, and

Whereas, the goal of this person and position is to use economic development best practices to promote business retention and attraction, while encouraging growth in employment, real property investment, diversifying the tax base, and creating opportunities for increased revenues in the Olmsted Township, and

Whereas, the Board of Trustees has advertised and interviewed candidates qualified for the part-time position, and

Whereas, funding for this position for this first year will be through the American Rescue Plan (ARPA) source, and

Whereas, the Board of Trustees has requested a proposal and contract for these services, now

Therefore be it resolved, the Board of Trustees extends an offer Jeremy Rowan for a one-year contract to service as Economic Development Director for Olmsted Township; his term of employment to begin on _____ with agreement by the Board of Trustees to all terms and conditions of the contract/ proposal presented (See contract/proposal attached) on Wednesday, 28 September 2022, and

Be it further resolved that it is hereby found and determined that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 28th day of September, 2022

Attest: Brian W. Butcher
Township Fiscal Officer

Kyle A. [Signature]
Jerome M. [Signature]
Don [Signature]
Township Trustees

September 22, 2022

Board of Trustees
Olmsted Township
7900 Fitch Road
Olmsted Township, OH 44138

Dear Board of Trustees:

It was a pleasure meeting with you last week. I enjoyed learning about Olmsted Township and your goals for its future. Below please find my ideas for the township's economic development efforts over the next twelve months. I believe the tasks outlined in this proposal will result in the foundation of a quality economic development program, which can be expanded over time. My goal is to use economic development best practices to promote business retention and attraction, while encouraging growth in employment, real property investment and create opportunities for new payroll withholding in the Olmsted Township.

Business Retention and Expansion

The health of local employers is critical to Olmsted Township's economic vitality. Existing businesses make investments in facilities, create jobs and pay the taxes that are at the heart of a strong local economy. For these reasons, the township desires to improve the lines of communication with the business community.

I will work with the trustees and administration to develop and prioritize a list of existing businesses and then communicate with their managers to garner concise, accurate, and up-to-date information about their views and needs. Using the information and data gathered during conversations with the business community, I will work with the trustees to identify and prioritize additional business retention and expansion activities that meet the township's goals.

In addition to business visitation activities, some examples of other initial business retention tasks include the following:

- Producing a quarterly electronic newsletter that will be distributed to businesses, commercial real estate community and other stakeholders.
- Acting as a liaison between the township and business community. This can be through participation in local chambers of commerce, helping navigate the township approval process, directing companies to business development and financing resources, among other activities.

The goals of the business retention and expansion activities are to:

1. Demonstrate the township's support for the business community.
2. Uncover opportunities to improve the business climate to benefit existing businesses.
3. Provide the business community with timely and relevant information and updates.

4. Learn about concerns, anticipated needs and problems confronting businesses and explore potential solutions.

Business Attraction and Marketing

In cooperation with the trustees, I will develop and execute incremental steps to put Olmsted Township in a position to compete for business development projects and real estate leads distributed by local, regional and statewide economic development partners.

To take advantage of commercial investment opportunities it is important for a community to have the correct policies, programs and procedures in place; therefore, I will complete the following to ensure site readiness:

- Evaluate existing zoning, building stock, incentives, marketing materials and development review procedures through the lens of the development community and make recommendations for improvement. Develop a plan to implement the agreed upon changes and new programs.
- Coordinate township programs and marketing materials to ensure the community is presented as a competitive option. Marketing efforts will also include maintenance of the Economic Development page on the website to ensure current and relevant information such as a listing of available sites and buildings, incentives, featured projects and support services for existing businesses.

The goals of the business attraction and marketing efforts are to:

1. Increase meetings with business representatives such as owners, real estate professionals, consultants and economic development partner organizations.
2. Ensure the township is development-ready in terms of incentives, developable land, entitlement process and marketing materials.
3. Improve the quality and response time for real estate project leads and business inquiries as the township's primary contact.
4. Increase new businesses locating in Olmsted Township resulting in new income tax and increased property tax.
5. Maintain updated content on the Economic Development page on the township website.

Business Development Project Management

I will provide comprehensive project management for companies interested in expanding or locating to the township. To ensure that an existing business expansion or prospect becomes a project, it is important to have a project manager with expertise coordinating the public resources and partnerships required in today's economic development environment. Efforts to support business development project management will include:

- Coordinating the response of the township, while also supporting the delivery of assistance from JobsOhio, Cuyahoga County and other economic development partners.
- Providing professional reports and recommendations to decision-making groups within the township such as the Zoning Commission and Board of Zoning Appeals.

The goals of the business development project management activities are to:

1. Act as the primary contact for economic development projects while maintaining detailed project files documenting project activities.
2. Maintain positive relationships with business representatives and economic development partners working on the projects.
3. Advance business development projects from concept to completion.

Availability and Budget

I anticipate working approximately 35 – 45 hours monthly to implement the tasks above. To increase my efficiency and develop a relationship with township staff, I would request the opportunity to work on-site at the Administrative Office on an as needed basis. I will attend staff meetings and am available for administrative board meetings (Zoning Commission and Board of Zoning Appeals) as needed. I propose quarterly meetings with the trustees to discuss progress on the work program and to determine if additional resources or assistance may be needed.

To complete this proposal, I request to be classified as a part-time township employee with an annual salary of \$35,000.

I look forward to speaking with you about this proposal and working to further Olmsted Township's goals in 2022 and beyond.

Sincerely,

Jeremy Rowan

