



Economic Development Committee Meeting  
Thursday, May 6, 2021 - 10:00 AM  
AGENDA

1. Call to Order
2. Action on Minutes
  - a. April 1, 2021
3. CIC updates/Incubator space
4. Mobility Hub update
5. Project Mastodon Update
6. Enterprise Center update
7. Other Business
8. Adjourn

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**2021 Committee Goals**

1. *Plan for and target types of employers the village wants to attract; Manufacturing, Commercial, Business Offices - Update ED Plan to solidify vision for facilities (By end of Q1)*
2. *Develop a Comprehensive Plan for a future Incubator Space - Manager working to create a plan outline to share with CIC*
3. *Develop common purpose with Park & Rec Committee to promote park and rec amenities; Eco-tourism.*
4. *Enterprise Center Drive construction completion in 2021 - In progress*
5. *Obtain rezoning of the remainder of the Enterprise Center land - Discussions ongoing*
6. *Provide consistent communication on joint projects with the CIC - Minutes and verbal report on CIC agendas.*
7. *Develop a business census - In progress*
8. *Help facilitate formation of Chamber of Commerce - Enlist help from CIC and Licking County Chamber of Commerce*



Economic Development Committee  
Thursday, April 1, 2021 - 10:00 AM  
MINUTES

1. Call to Order

Committee Chair Cheryl Robertson called the Economic Development Committee meeting for April 1, 2021 to order at 10:02 am.

Members Present - Cheryl Robertson, Carol Van Deest, Mayor Chip Dutcher  
Absent - None

Staff present - Jim Lenner, Marvin Block, Jack Liggett, Bailey Klimchak, Chief Haroon, Teresa Monroe.

Public present - Bill Treciak, Amy Treciak

2. Action on Minutes

a. March 4, 2021

**ACTION:** Chip Dutcher moved to Approve; Carol Van Deest seconded and all were in favor.

**AYES:** Cheryl Robertson, Carol Van Deest, Chip Dutcher

**NOES:** None

**ABSTAIN:** None

**Passed 3 - 0**

3. CIC Update/Incubator space

Jim Lenner updated that he received the lease from the building owner, noted a cost break

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**2021 Committee Goals**

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2. Develop a Comprehensive Plan for a future Incubator Space - Manager working to create a plan outline to share with CIC
3. Develop common purpose with Park & Rec Committee to promote park and rec amenities; Eco-tourism.
4. Enterprise Center Drive construction completion in 2021 - In progress
5. Obtain rezoning of the remainder of the Enterprise Center land - Discussions ongoing
6. Provide consistent communication on joint projects with the CIC - Minutes and verbal report on CIC agendas.
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if signing a five year lease; based on CIC direction he hopes to have a check for the sixty day deposit next week. Mr. Lenner said on his mind however has been the curiosity of running it, of staffing it and supporting it; an Incubator Space is more than just providing a building so Council in conjunction with the CIC and staff needs to come together and figure out how this is going to work.

Bill and Amy Treciak were invited to attend for discussion and to provide insight on their experiences with Incubator Spaces. Mr. Treciak said with these initiatives, the building becomes the last step in the process, that the framework needs to be set first. Need to ask what is the big objective and what is needed to support that objective, if we are trying to attract new startups and entrepreneurs who want to invest in our community and be part of our community post graduating from our facility then it is necessary to start at the beginning; identifying a Board who would then create a process by which they will vet and select, what are the objectives, is it a one or three year plan, what is the business going to have to do in order to graduate from the Incubator and who is going to pay for this. Concern that we will have a building that we are now obligated to pay rent on without having a game plan on what will people be expected to do and how to find businesses that would be interested. There is fear that if we do not focus on getting the right framework in place first and just focus on the building then we have a building but nothing in place to support putting incubated businesses in the building.

Cheryl Robertson said she agrees with everything said and thinks they are going to have to pass on the building and not sign the lease, may have to start from scratch and redo the CIC Board even, she said she does not have the expertise, there needs to be an attorney on that board, need to have strong business people on the board who are willing to take on those responsibilities.

Carol Van Deest said we did this backward, the focus has been on finding a place but don't have anybody in place to fill it; need to go back to the drawing board.

Amy Treciak said she has a company in mind that may be a candidate for this but has nothing to present to them, the framework is not there. Bill Treciak said a virtual type of incubation process could be offered to get started; could offer incubation services to help an entrepreneur understand how to properly structure a business, how to apply for things through the State of Ohio such as an EIN number or Sales Tax ID, how to create a basic website etc. Is there someone in the community who is really good at that and could be a part of this. The Treciak's shared their experience in getting started with their businesses. Ms. Treciak said she has had startups reach out to her recently with questions on how to get started etc. so there is a need. Mr. Treciak said there needs to be structure around how to service the need; need to have a website that would guide people through how to qualify for acceptance as a tenant and what would be expected of them; what does the deal flow look like, how many people are looking for a service like this and how do they reach out to us, what do we do to help them be aware we are starting an incubator and the intent of it. Need to have a process to vet the applications, a person to manage it. Ms. Treciak suggested reaching out to other cities with incubators who might share their

materials

Marvin Block suggested tapping in to SCORE for a retired business person to head this up. Mr. Treciak said that Harry Eadon from the Tuscararus Port Authority is a good friend and would be willing to meet with and help with documents also. He said he and Amy are committed to this community and are absolutely willing to do what they can do to contribute and play what role makes sense. Need to find other community members who are willing to contribute their expertise from their profession to be on the Board and be a resource for the small business person; accounting, marketing, IT etc.

Jim Lenner said there is a SCORE group here in Licking County; added that what he did not want was village staff to have to grow this from the ground up but he is willing to work to help get the framework set up. Added that the building deposit of \$1,700.00 good for sixty days does not commit us to signing the five year lease if we want to keep the building deposit in place; ultimately would be a CIC decision. Discussion on staff that could help. Bill and Amy said they would reach out to Harry Eadon and work on a "to do" list, this will help clarify things to have in place.

Discussion on having the focus from CIC not village staff, Mayor Dutcher opinion is to approach people who have successful business in town and create a separate board for the incubator; keep the CIC a separate entity to do other things, CIC could fund it but should be kept separate as an economic development arm of the village. Discussion on who would contact potential partners.

**ACTION:** Cheryl Robertson moved to Approve the proposal to have an Incubator Board developed; to begin with virtual services and recommend that the CIC not proceed with the lease on the building (in totality); Chip Dutcher seconded and all were in favor.

**AYES:** Cheryl Robertson, Carol Van Deest, Chip Dutcher

**NOES:** None

**ABSTAIN:** None

**Passed 3 - 0**

Next steps:

- Amy and Bill Treciak to get meeting set up with Harry Eadon.
- Jim Lenner to call a Special Meeting of CIC for official decision on the building deposit.

Mayor Dutcher thanked Bill and Amy Treciak for their guidance and expertise on this.

#### 4. Site Ohio Update

Property owner is not interested; remove from agenda.

## 5. Mobility Hub

Mayor Dutcher said with the questions that have been raised, it is important that Jim Lenner give his presentation again, it was excellent and would like everyone to have the opportunity to see it for a good understanding of what the Mobility Hub is. There will be a lot of Federal money available for this. This is a new concept; a work session of Council will be scheduled to present and discuss to ensure all Council members have a good understanding of what it is and is not for later education of the public. Ms. Van Deest noted the Mobility Hub Concept document be sent out to Council members prior to that work session so it can be read ahead of time and questions can be focused.

## 6. Project Mastodon Update / SIB Loan

Jim Lenner said the RFP's have been submitted to us, there are five design proposals, costs anywhere from \$130,000 to \$270,000; \$150,000 was budgeted. A Resolution to approve a design contract with the one chosen will be presented to Council. Some discussion on the design; Mr. Block expressed his desire for a round-a-bout. Jim Lenner and Jack Liggett to discuss scoring.

## 7. Enterprise Center Update

Jim Lenner updated that the Letter of Intent with the Port Authority and the private property owner has been signed, he talked with both parties of Duncan Plains Limited yesterday, they are excited; continue now to a purchase contract, they will have ninety days for due diligence, he would like to wrap up the incentive package next week and get to Council for review.

Jack Liggett provided Infrastructure update; the leak on the water line has been found and corrected, a pressure test to the line has passed and the bacteria test on the line has also passed.

Marvin Block expressed concern that the company purchasing the property could receive the concessions from the village then sell part of it; it should be in the contract that if they sell anything off, the new company has to come back to the village and start from square one negotiations. Mr. Lenner said he agrees, a new company would receive no concessions from the village until we enter into another agreement with them; it does not run with the property but with the business.

## 8. Other Business

1. Mayor Dutcher asked if any of the village water service lines were lead. Mr. Liggett said to the best of his knowledge we have removed all lead lines that we are aware of; abandoning the six inch line on Coshocton was the last section of lead lines he is aware of in Johnstown. Mr. Dutcher said removal of all lead service lines was part of the Biden infrastructure plan.

2. Mr. Lenner said he has a meeting with a business owner to discuss getting an additional liquor license, that we have met our quota and legislation would be needed if we want to allow an additional license.

3. Ms. Van Deest asked about reseeding the areas of N. Main that were dug up.

Mr. Liggett said that is an "in house" project and the Service Department will be raking and reseeding this spring when weather steadies out.

4. Mayor Dutcher asked if potholes could be filled around town; Mr. Liggett noted current staffing issues but that the crew is working on it in sections.

5. Ms. Robertson asked if trash could be picked up along US 62 around the pedestrian bridge, Mr. Dutcher added the areas across from the village admin offices; Mr. Liggett said the Service Department could work that in. Discussion on potentially coordinating with Downtown Johnstown's Clean Sweep and any volunteer groups or students in need of Community Service hours. Ms. Van Deest said she would bring up at the next Parks & Rec meeting, Jim Blair has worked with some church groups before.

9. Adjourn

**ACTION:** Carol Van Deest moved to Adjourn; Chip Dutcher seconded and all were in favor.

**AYES:** Cheryl Robertson, Carol Van Deest, Chip Dutcher

**NOES:** None

**ABSTAIN:** None

**Passed 3 - 0**

Meeting adjourned at 11:27 am.