

STRATEGIC PLANNING

Tuesday, September 2, 2025 – 8:10 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Vice Chairman Forney, Alderman Bennion, Alderman McCall and Alderman Robinson. Others: Alderman Anastasia; Mayor William Aiello; Lens Martial, City Auditor; James Sprague, Director of Public Works; Eric Maurouard, Fire Chief; Tiffany Taylor, Managerial Confidential Administrative Secretary, and Jerry Volz, Information Technology.

1. Roll Call

Alderman Forney called the meeting to order at 8:10 p.m. and asked that the record show that all committee members were present except Alderman Crawford, who was excused.

2. Approval of Minutes of the Previous Committee Meeting (Tuesday, August 26, 2025)

A motion to approve the minutes of the August 26, 2025 committee meeting was made by Alderman Bennion, seconded by Alderman Robinson. Voice vote, ayes all. Motion carried.

3. Unfinished Business

a. City Garage Long-Term Strategic Plan – RFP Update

Director Sprague explained he has been working on the RFP and has located the City Garage Needs Assessment written by Bob Ring. He explained he has received some really good guidance from one consulting firm with examples of RFPs for this type of initial work we are doing here. He explained he can marry these two together and the RFP will be ready to go next week. He explained he will provide that to the Council before it is published and explained it will involve a needs assessment update and a certain amount of preliminary work, and we need to draw a stopping point and say out of the box we will only go this far. He explained he feels the selection process needs to be robust because we are hoping the firm will be the one we keep going with past the preliminary work and that the consulting team will essentially take us through site selection, design, and whatever comes next. He explained it is a more complicated consultant selection process than just this initial piece of work might warrant. He explained he dredged up all the pieces he needs to work with and can start knitting it into a coherent document.

Alderman Forney asked how long the RFP will be open for, and Director Sprague explained it will probably be a month. He explained although the initial work is not a huge number, he wants to put it on the contract reporter, but they have a minimum of \$50,000 and he estimates this work to be around \$30,000. He explained he really hopes to spread this around the

marketplace as it is potentially a large, multi-year job with the amount of work to be done and the amount of financial arrangements the City would need to make to pursue this all the way. He explained he hopes we get a response from many consultants. He explained he will be emailing the Council the draft RFP before it is published, and Alderman Robinson explained we will move forward after the Council receives that.

4. New Referrals for Consideration

None

5. Committee Reports

None

6. Adjournment

A motion to adjourn was made by Alderman Forney, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 8:20 p.m.