

STRATEGIC PLANNING

Tuesday, June 23, 2026 – 6:45 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Chairman Crawford, Alderman Bennion, Alderman McCall and Alderman Robinson. Others: Alderman Keary; Alderman Anastasia, Mayor Amy Sherburne; Michael Morgan, City Attorney; Allison Banish, City Auditor; Keri Kerper, Community Development Program Coordinator; James Sprague, Director of Public Works, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Alderman Crawford called the meeting to order at 6:45 p.m. and asked that the record show that all committee members were present except Alderman Forney, who was excused.

2. Approval of Minutes of the Previous Committee Meeting (Tuesday, May 5, 2026)

A motion to approve the minutes of the May 5, 2026 committee meeting was made by Alderman Crawford, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried.

3. Unfinished Business

a. EV Charging Station Grant Update

Director Sprague explained the contract for the EV grants are now with the contract review department at the DEC, which means our contact with the DEC managing all of the back and forth is satisfied with all of the pieces we now have. He explained we have not received a timetable on how fast they will review them. Alderman Crawford asked if the contracts need to be reviewed before we have the ability to retain a contractor, and Director Sprague responded that is correct. Director Sprague explained he is assuming their legal group approves the contract, sends it to use to sign, and when we return it we can move forward. Alderman Crawford asked if our back is against a major deadline with the DEC, and Director Sprague explained based on original schedules he would say we are, but once we get the contracts we can have a conversation about how fast this has to happen. Alderman Robinson asked if we already requested an extension and Director Sprague explained we did. He explained the contracting process is taking longer than anticipated.

Alderman Bennion asked what the City share is on this, and Alderman Crawford explained he thought this project was fully funded in 2022. He asked for a follow up in a month. He explained right now TOPS is the only place with fast chargers in town, which you pay a premium for, and explained there are not a lot of level 2 chargers in Olean. He explained this would allow the City

to establish a rate that is competitive but affordable, and will have the added benefit of bringing people to shop and eat in our downtown while their vehicles are charging. He explained this is a good opportunity that we do not want to lose.

b. Welcome to Olean Signs

Alderman Crawford explained in October 2020 himself and another member of the community created a GoFundMe page to raise funds to repair the damage to the Welcome to Olean signs. He explained the community came together to raise \$4,000 which was deposited into a Cattaraugus Region Community Foundation account. He explained between 2020 and 2025, they have tried working on this, but there has been a tremendous amount of turnover at the Chamber and the signs were not a high priority. He explained they continue to have banners stapled to the signage at four locations. He explained they have finally started to gain some traction with Kurt Windus, the Executive Director of CRCF. He explained a concept was presented to the board and the Mayor has proposed a new vision for these signs. He explained he would like to formally use this as a gracious opportunity to hand this over to the Mayor and Ms. Kerper to use their skill sets to complete this project.

Ms. Kerper explained Mayor Sherburne has come up with a really great vision. She explained they have been able to contact fabrication and design companies, and they are waiting for one more quote because they want to ensure we follow proper procurement. She advised when that is received, they will be able to come to the Council with a final number. She explained some of the sign locations are not on City-owned properties so we will be working with the City Attorney to ensure the property owners do indeed want a new sign, and noted they did have a conversation with one owner that did not want the sign so it was demolished. She explained we want his installed and done prior to year-end for the main sign. She explained we can hopefully use some be4d tax money under the tourism piece for this, and explained it is going to be a lit sign that will be a showpiece for the City.

Alderman Crawford explained this is a joint effort with the Mr. Windus from CRCF and the Chamber. He explained at one point in time, the Chamber took the wheel and built the signs in collaboration with other organizations in the community. He explained the Chamber does not necessarily want much to do with the signs anymore. He explained we do need to ensure we have proper agreements and easements to have the signs on other people's property. He explained Mr. Windus has worked with some other entities who are interested in donating to this effort, and when the numbers come in we can discuss where the funds are coming from and how to minimize the impact on taxpayers, He explained he does feel this would be a good use for bed tax funds. He explained he has seen the concept and it is really a show case. Alderman McCall noted she would like the ability to place scheduled events on the sign like they do in Ellicottville.

4. New Referrals for Consideration

- a. PL #62-26: (Sherburne) To authorize the Mayor to enter into a Professional Services Agreement between the City of Olean, Neighborhood Evolution, LLC and Chuck Banas Design for professional engineering services for the Comprehensive Zoning Code Update.

Ms. Kerper explained we have \$150,000 in funding from the Department of State for this project. She explained there is no City match contribution via cash, and explained we are using in-kind services and tracking out time to meet the match requirement. She explained the City will need to just front the \$150,000 during the life of the project until the closeout. She explained we sent out an RFP for professional firms, and received a really good response. She explained we interviewed the top three first and ultimately recommend this firm, who is a grass-roots firm that is highly sought out. She explained Chuck Banas Design previously worked with the City on the Downtown Form Based Zoning Code. She explained Bernice Radle is a trailblazer, and she is very excited for the opportunity to work with her.

A motion to approve PL #62-26 was made by Alderman McCall, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

5. Committee Reports

A motion to approve Committee Reports was made by Alderman Crawford, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried.

6. Adjournment

A motion to adjourn was made by Alderman Crawford, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 7:00 p.m.