

**City of Oneonta  
Comprehensive Plan Steering Committee  
Minutes of March 1, 2006**

**Members Present:** Barry Warren (co-Chair), Vince Foti, Joseph Ruffino, Jr. Maureen Hennessy, Karen Sullivan, Rob Robinson, and Michele Eastman.

**Guest:** Andy Raus (Project Consultant), Denise Richardson, The Daily Star

Barry Warren convened the meeting at 4pm and the committee addressed the following agenda items:

**1. Committee Meeting Duration**

Barry explained that the co-Chairmen of the Steering Committee would like to keep committee meetings to no longer than 90 minutes.

**2. Recording Minutes**

Barry noted that Jim Koury is ill and will not be available to take minutes. He plans to ask Jim to arrange a backup plan for taking minutes so that committee members will not be required to take minutes. When a member takes minutes, it distracts them from being able to participate in the meeting.

**3. Communication from Kay Stuligross**

Barry shared the contents of an email transmitted to the co-Chairs by Kay Stuligross. Kay raised concerns that the Steering committee not engage in a process that creates a Comprehensive Plan for middle-class Oneonta residents, but for all residents. Second, she would like the Comprehensive Plan to address Town-City relations. Finally, Kay suggested that the issue of redistricting of the city wards be addressed as well. Committee members were receptive to these points.

**4. Distribution of SWOT results**

Andy distributed the results of the SWOT analysis that was conducted with community stake holders at SUNY Oneonta on January 24.

**5. Tentatively Identify Focus Groups**

Andy explained that he identified 4 focus groups based on the SWOT analysis including: Quality of Life, Destination and Image, Administration and Government, and Economic Health and Revitalization. The committee reviewed and approved this list. However, the committee also suggested the addition of a focus group with downtown stakeholders and with senior citizens. Andy noted that he will have to speak with the Mayor regarding a downtown focus group because this may impact the City's future plans to develop a downtown strategic plan. In this regard, Joe Ruffino suggested that downtown merchants and property owners be given more information and updates regarding the comprehensive planning process and the work of the Steering Committee.

Finally, Andy asked that committee members suggest names of people that should be invited to participate in the focus groups. These suggestions should be forwarded to Jim Koury

**6. Existing Conditions Presentation**

Andy presented data and charts that describe the demographic condition of the City of Oneonta. The committee discussed this information and asked for additional clarification of some of this information.

**7. Follow-up Actions**

The following tasks were identified as requiring attention before the next Steering Committee meeting on March 23.

<b>Task</b>	<b>Responsibility</b>
<b>Remind Steering Committee members of meeting dates</b>	<b>City Clerk's Office</b>
<b>Develop back up plan for recording committee minutes</b>	<b>Jim Koury</b>
<b>Identify a more suitable meeting room for future committee meetings</b>	<b>Jim Koury and Barry Warren</b>
<b>Conduct a downtown focus group</b>	<b>Andy Raus speak with Mayor Nader</b>
<b>Provide information to downtown stakeholders regarding the comprehensive planning process and work of the Steering Committee</b>	<b>Jeff House</b>
<b>Committee members suggest names of people to be invited to focus group meetings</b>	<b>Committee members should email suggestions to Jim Koury</b>
<b>Adopt format and content of</b>	

<b>existing conditions report for use in the Comprehensive Plan</b>	<b>Committee members should email their views on this issue to Jim Koury</b>
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**7. The next Steering Committee meeting is scheduled for March 23 at 4pm.**

**Submitted by:** \_\_\_\_\_  
**Barry P. Warren**  
**Co-Chairman**