

onondaga
creek
CONCEPTUAL REVITALIZATION PLAN
appendix f: project team minutes

Onondaga Creek Subbasin Conceptual Revitalization Plan

DRAFT Project Team Meeting Minutes

2:00pm, November 15, 2004
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens, *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden; *OLCC*: Edward Michalenko, Meredith Perreault

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting Minutes	Minutes of the October 25, 2004 Project Team meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: W. Owens</i> <i>Vote: 6-0</i>
1b	Administrative: Other Business	Dr. Michalenko informed the Project Team a recent meeting with Dr. Theodore Endreny of ESF regarding Dr. Endreny's stream corridor design and hydrologic study of Onondaga Creek. The project is funded by USEPA. The OLCC briefed Dr. Endreny of this planning project and delivered copies of the workplan and flow diagram. Dr. Endreny introduced a graduate student, Virginia (Ginny) Collins, and delivered copies of his project proposal and a technical paper. He also informed Dr. Michalenko of a pending Army Corps of Engineers' restoration project for Onondaga Creek. The team concluded more information was needed about the project.	OLCC will distribute copies of Dr. Endreny's papers to the team. Mr. Owens will find out more about the Army Corps project and share that information with the Project Team.
2	Draft Communications and Media Plan: Discussion of Revisions	Ms. Perreault will incorporate prior revisions proposed by the Project Team: landscaping the document and condensing it by using an outline. The Project Team agreed to add the goal of using public agencies and academic institutions as resources for technical information. The Project Team agreed to accept the Communications and Media Plan with the changes described above.	<i>Motion: S. Sage</i> <i>Second: R. Smardon</i> <i>Vote: 6-0</i> OLCC will distribute finalized copy to Project Team via email.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3	Advisory Committee Formulation	<p>The Project Team reviewed the Advisory Committee Candidate List and suggested additional contacts to address gaps in representation. The team added the category of a youth representative to the committee. The team agreed to send the Advisory Committee Candidate List to the OLP Projects Committee meeting for review on December 9, 2004.</p> <p>The Project Team discussed the need for clarification about several issues pertaining to the legal status of the Advisory Committee: The team decided to solicit a written opinion on the Advisory Committee's status from the US EPA.</p>	<p>Ms. Perreault will make suggested contacts, confer with Dr. Smardon when needed and update the Project Team on status.</p> <p>Ms. Perreault will draft a letter to the US EPA and review with the Project Team via email.</p>
4	Public Education, Goals and Issues Solicitation	<p>Ms. Marsden presented the public participation strategy and the deliverables for SUNY ESF. The team discussed the need for current and historical data on Onondaga Creek to assist with the public participation component of the project. The team decided to reprioritize the technical reports. OLCC will complete the <i>The State of Onondaga Creek</i> report first.</p>	<p>Ms. Perreault will produce an outline for the State of Onondaga Creek report and develop a strategy of data gathering and communicate via email with Ms. Samuels and Ms. Marsden.</p>
5	Schedule Next Meeting	<p>The next Project Team meeting is scheduled for 2:00pm, Monday, December 13th, 2004 at the OLCC office.</p>	

Respectfully submitted,

Meredith Perreault
Recording Secretary of the OCRP Project Team

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.Onondaga Creek Subbasin Conceptual Revitalization Plan
DRAFT
Project Team Meeting Minutes

2:00pm, October 25, 2004
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States: Samuel Sage; Canopy: Agnes Lane, Lee Gechas; City of Syracuse: William Owens, Cornell Cooperative Extension: Amy Samuels; ESF: Richard Smardon, Janet Marsden; OLCC: Edward Michalenko, Meredith Perreault*

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting Minutes	Minutes of the October 04, 2004 Project Team meeting were accepted.	<i>Motion: R. Smardon Second: W. Owens Vote: 7-0</i>
1b	Administrative: Other Business	In response to discussion, the Project Start date was confirmed as October 1, 2004.	
2a	Draft Communications and Media Plan: Discussion of Revisions	OLCC distributed a revised version of the draft Communications and Media Plan. The Project Team suggested modifications.	OLCC will incorporate the modifications and redistribute the plan for Project Team approval via email.
2b	Draft Communications and Media Plan: OLP Outreach Committee Review	The Project Team discussed OLP Outreach Committee review of the plan. The Project Team agreed that OLCC should attend an Outreach Committee meeting to present the plan and solicit comments.	Upon Project Team approval, the OLCC will request to be placed on the Outreach Committee meeting agenda.
3a	Advisory Committee Formulation: Membership	The Project Team discussed three issues regarding membership of the advisory committee: 1) adding potential advisory committee members via public announcement and 2) whether Project Team members that have a contract with the OLCC should be members of the committee.	

3a	Advisory Committee Formulation: Membership, continued	<p>The team deferred these decisions to the advisory committee. 3) The inclusion of members with the potential for controversy to the OLP was discussed. Ms. Lane expressed concern that her participation could derail acceptance of the plan by the OLP.</p> <p>The team added three more categories of potential advisory committee members: the small business community, fishing associations and Town governments in the Onondaga Creek watershed.</p>	Mr. Owens will forward suggested contacts for the small business community to the OLCC. Mr. Gechas will forward suggested contacts from the Angler's Association of Onondaga to the OLCC.
3b	Advisory Committee Formulation: Informational letter to interested candidates	The Project Team briefly discussed producing a letter to send to interested potential advisory committee members, to follow up Ms. Perreault's phone calls to candidates. The team decided to include the OLP Project-of-the-Month fact sheet with the letter.	Ms. Perreault will draft a letter and forward it to Dr. Smardon for review and signature.
4	Public Education, Goals and Issues Solicitation	Discussion of Public education and goals and issues solicitation was deferred until the next meeting.	Public education and goals and issues solicitation will be placed on next meeting's agenda.
5	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Monday, November 15 at the OLCC office.	

Respectfully submitted,

Meredith Perreault
Recording Secretary for the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan
DRAFT
Project Team Meeting Minutes

2:00pm, October 4, 2004
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Agnes Lane, Lee Gechas; *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden; *OLCC*: Edward Michalenko, Meredith Perreault

Absent: *City of Syracuse*: William Owens, *Canopy*: Larry Rutledge

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Meeting Minutes	Minutes of the August 17, 2004 and September 7, 2004 Project Team meetings were accepted.	August 17, 2004 Minutes: <i>Motion: A. Lane</i> <i>Second: R. Smardon</i> <i>Vote: 6-0</i> September 7, 2004 Minutes: <i>Motion: S. Sage</i> <i>Second: A. Samuels</i> <i>Vote: 6-0</i>
1b	Recent Onondaga Creek Projects List	The Project Team discussed the draft list of recent Onondaga Creek projects, which was distributed at the September 7 th meeting. Members of the Project Team proposed additional information resources to share with the Team and the Advisory Committee.	Ms. Marsden, Ms. Perreault and Mr. Sage will compile available information from relevant projects.
2a	Communications Revised Project Elements Flow Chart	OLCC distributed a revised version of the Project Elements Flow Chart. The Project Team suggested modifications.	OLCC will incorporate the modifications and redistribute the flow chart.

2b	Draft Communications and Media Plan	OLCC distributed a draft <i>Communications and Media Plan</i> . A discussion ensued. The Project Team made preliminary comments.	The Project Team will forward comments on the draft <i>Communications and Media Plan</i> to OLCC by Tuesday, October 12 . The OLCC will modify the plan and resend to the Project Team by Monday, October 18 .
3	Advisory Committee Formulation	The Project Team added specific names to the categories of the draft Advisory Committee candidate list. The resource groups and “open invitations” groups were also discussed.	Dr. Smardon and Ms. Perreault will rank the proposed candidates according to the criteria list and approach candidates for availability by October 15. OLCC will sort the broad stakeholder list and propose where each group will fit into the <i>Communications and Media Plan</i> for the next meeting.
4	Public Education, Goals and Issues Solicitation	Public education and goals and issues solicitation were briefly discussed during the flow chart discussion.	Public education and goals and issues solicitation will be placed on next meeting’s agenda.
5	Project Schedule and Budgets	Spending priorities and matching funds were not discussed.	Spending priorities and matching funds will be placed on next meeting’s agenda.
6	Schedule Next Meeting	The two next Project Team meetings are scheduled for 2:00pm, Monday, October 25 and 2:00pm, Monday, November 15 at the OLCC office.	

Respectfully submitted,

Meredith Perreault
Recording Secretary for the OCRP Project Team

Onondaga Creek Subbasin Conceptual Revitalization Plan Project Team Meeting Minutes

1:00pm, August 17, 2004
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States*: Sam Sage; *Canopy*: Aggie Lane, Larry Rutledge; *City of Syracuse*: Bill Owens; *Cornell Cooperative Extension*: Steve Harris; *ESF*: Rick Smardon; *OLCC*: Ed Michalenko, Joan Cope Savage, Meredith Perreault

Absent: Lee Gechas, Amy Samuels

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	Grant Implementation	Ed Michalenko updated Project Team members regarding approval through OLP Executive Committee for the grant. Bill Owens stated that the USEPA assured him that no further approval was required to implement the grant. A discussion ensued. It was determined that the next step is to request a "letter to proceed" from the USEPA.	OLCC will request a letter to proceed with grant implementation from the USEPA. Bill Owens to call Mario DelVicario at USEPA for confirmation to proceed.
2	Communications A) Establish Communications Network	A) Communications and media involvement were discussed. Project Team members were somewhat confused as to their roles and responsibilities. Mr. Owens requested that a communications plan be developed to outline internal communications between the Project Team and Advisory Committee. The group agreed that a plan should be developed, however, the question as to who would prepare the communications plan was not resolved.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2	Communications (continued) B) Press/Media Involvement	B) The Project Team generally agreed that media involvement is important to success of the grant; in particular, the media can help engage the public. Mr. Owens proposed that the Project Team incorporate a strategy for communicating with the media into the communications plan; and the plan should be coordinated with the OLP Outreach Committee. The purpose would be to establish links with the OLP and gain approvals expeditiously, thereby alleviating potential future delays. Once again the Project Team agreed a strategy should be established for dealing with the media, yet again, it was questioned whether the communications plan/strategy needs to be developed by the Advisory Committee or Project Team. Different types of strategies were discussed. Finally, the group deferred developing the communications and media plans. Instead, the OLCC (with input from ESF) would prepare a procedural flow diagram for the grant that outlined the project's major work products and delineated the major communication "pressure points". The flow chart would be distributed by the next meeting, at which the Project Team would determine a course of action for the communications/media plan.	OLCC will produce a flow chart (with ESF input) of project work elements and communications "pressure points" for next Project Team meeting.
	C) OLP Outreach Committee Approval for Project Team's public education efforts	C) A brief discussion took place regarding the public education work elements in the proposal. It was noted that ESF and CCE public education work elements need to be approved by OLP Outreach Committee.	No action required.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3	<p>Advisory Committee - Initial Tasks</p> <p>A)Schedule Second Meeting to Plan for Advisory Committee</p> <p>B)Second Meeting Goals</p>	<p>A) The next meeting of the Project Team was scheduled for September 7, 2004 with a backup date of September 21, 2004.</p> <p>B) Project Team members were given a draft Stakeholder Groups list for review.</p> <p>A discussion about the Advisory Committee ensued. The Advisory Committee was conceptualized as follows: a maximum of 15 members will be drawn from stakeholder groups, so to be inclusive, representative and balanced. The Advisory Committee will receive community and technical input. The Advisory Committee goal will be to formulate recommendations for revitalization of Onondaga Creek.</p> <p>It was noted that the Advisory Committee candidate list must be reviewed and approved by the OLP Projects Committee for conflicts-of-interest.</p>	<p>Next Meeting: September 7, 2004 at 2pm at OLCC offices.</p> <p>Each Project Team member will draft a candidate list and/or a list of stakeholder groups for consideration of membership to the Advisory Committee (bring to next meeting or email to OLCC).</p>
4	Information Inventory	<p>Documents the OLCC will prepare under this grant (with input from Project Team members) were reviewed:</p> <p>A) <i>Conceptual Restoration Alternatives and Case Studies</i>. Due July 1, 2005.</p> <p>B) <i>Applicable Governmental and Regulatory Jurisdictional Guide</i>. Due October 1, 2005.</p> <p>C) <i>State of Onondaga Creek</i>. Due January 1, 2006.</p> <p>D) <i>Relevant Information Directory</i>. Due March 1, 2006.</p> <p>It was noted that documents will be reviewed and approved by the Advisory Committee and the OLP.</p>	No action required.
5	Public Education and Educator Training	Noted above in Section 2C.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
6	Solicit Issues and Goals	Not discussed substantially during meeting. The subject was deferred until Advisory Committee is formed.	OLCC will place on agenda for first Advisory Committee meeting.
7	Project Schedule	Ed Michalenko briefly discussed the project schedule in context of the reports to be produced. The project start date was also discussed, the grant budget period (legal billing period) is October 1, 2002 to December 31, 2008.	OLCC will clarify project start date (October 1, 2004) at next meeting.
8	Budgets	Ed Michalenko briefly explained method of reimbursement for expenditures through the USEPA via the OLCC. OLCC submits payment requests to the USEPA on a quarterly basis. Project Team members should plan to invoice for expenditures prior to quarterly payment requests.	OLCC will provide guidelines for incurring expenses and invoicing to Project Team for next meeting. The Project Team will bring spending priorities to next meeting.

Respectfully submitted,

Meredith Perreault
Recording Secretary for the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan Project Team Meeting Minutes

2:00pm, September 7, 2004
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States:* Samuel Sage; *Canopy:* Agnes Lane, Lee Gechas; *Cornell Cooperative Extension:* Amy Samuels; *ESF:* Richard Smardon, Janet Marsden; *OLCC:* Edward Michalenko, Meredith Perreault

Absent: William Owens, Larry Rutledge

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	August 17, 2004 Meeting Minutes	<p>Project Team approval for the August 17th meeting minutes was deferred until the next meeting.</p> <p>The meeting minutes were distributed and discussed. It was decided that the meeting minutes will be copied to the Onondaga Lake Partnership (OLP) committee chairs for now. Distribution to a larger audience will be determined in the communications plan.</p>	<p>Project Team approval pending.</p> <p>OLCC will distribute meeting minutes to OLP committee chairs (Projects, Outreach, Resource and Executive Committees).</p>
2	Grant Implementation	<p>Mr. Owens was correct at the August 17 Project Team meeting: the OLP Executive Committee approved the <i>Onondaga Creek Subbasin Conceptual Revitalization Plan</i> proposal on July 29, 2004. The draft Executive Committee meeting minutes reflected the wrong project and will be corrected to reflect the Onondaga Creek proposal.</p>	<p>No actions required regarding this issue.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3	<p>Project Team, Advisory Committee and Communications</p> <p>A) Project elements flow chart</p> <p>B)Project Team and Media Communications</p>	<p>A) Dr. Michalenko explained the project elements flow chart. Modifications were suggested by the Project Team.</p> <p>B) A discussion ensued regarding media communications. Dr. Smardon suggested that the OLCC handle the media communications for the beginning and end sections of the project, for and with input from the Project Team. Dr. Smardon suggested that SUNY ESF handle the media communications for the Project Team during the mini-forum phase of the project.</p>	<p>Modifications were incorporated by OLCC and the flow chart will be redistributed to the Project Team.</p> <p>OLCC will solicit input from the Project Team and develop a “strawman” media/communications plan for next meeting.</p>
4	<p>Advisory Committee Formulation</p> <p>A)Draft Onondaga Creek Projects List</p> <p>B)Advisory Committee member lists</p>	<p>A)OLCC distributed <i>Draft Onondaga Creek Recent Projects List</i>.</p> <p>B)OLCC distributed Ms. Cope Savage’s criteria list and Ms. Lane’s Advisory Committee candidate list. A discussion ensued. As a result, the Project Team proposed a combined list of approximately 31 categories with candidate organizations and some individual members for inclusion on the Advisory Committee.</p>	<p>Project Team will review and provide known additional projects or corrections to OLCC.</p> <p>OLCC will compile candidate Advisory Committee member list and circulate via email to Project Team. Project Team members will review and refine the candidate list for next meeting.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
5	<p>Project Schedule and Budgets</p> <p>A)Project start date, pending contracts, etc.</p> <p>B)Guidelines for invoicing and incurring expenses</p> <p>C)Project Team provides spending priorities to OLCC & D)Matching Funds</p>	<p>A)The Project Team discussed project start date, contracts and the grant budget period. Dr. Michalenko clarified that overhead is chargeable to the grant for labor. Project Team members should include salary rate, multiplier and bill rate, if applicable.</p> <p>B)OLCC circulated <i>Guidelines for Incurring Expenses and Invoicing</i> and a sample invoice to the Project Team.</p> <p>C & D)Spending priorities and matching funds were not discussed.</p>	<p>OLCC will deliver contracts to appropriate Project Team members in the next 5-10 business days.</p> <p>Spending priorities and matching funds to be placed on next meeting's agenda.</p>
6	Schedule next meeting	The next Project Team meeting was scheduled for 2:00pm, Monday, October 4, 2004 at the OLCC office.	

Respectfully submitted,

Meredith Perreault
Recording Secretary for the OCRP Project Team

Onondaga Creek Subbasin Conceptual Revitalization Plan *DRAFT*

Project Team Meeting Minutes

2:00pm, December 13, 2004
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States:* Samuel Sage; *Canopy:* Aggie Lane; *City of Syracuse:* William Owens, *Cornell Cooperative Extension:* Kelly Somerlot for Amy Samuels; *ESF:* Richard Smardon, Janet Marsden; *OLCC:* Edward Michalenko, Meredith Perreault

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting Minutes	Minutes of the November 15, 2004 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: J. Marsden</i> <i>Vote: 5-0</i>
1b	Administrative: Other Business	<p>OLCC distributed two fact sheets about existing projects on Onondaga Creek to the Project Team. The team discussed both projects and the following notations were made:</p> <p>1) Onondaga Lake Partnership's "Project-of-the-Month" fact sheet for December 2004, <i>Rural Nonpoint Source Pollution Best Management Practices Roadbank / Streambank Construction</i>: The team was interested in the SUNY ESF contractor for this project, as a potential resource contact for the OCRP project.</p> <p>2) US Army Corps of Engineers Onondaga Creek aquatic restoration project: The team expressed interest in the status and scope of this project. Dr. Smardon noted that Steve Buechner, Reimann Buechner Partnership, informed the 12/10/04 F.O.C.U.S. meeting that construction will begin in the spring for the NYS Department of Transportation Onondaga Creekwalk. Chris Rauber is the City Engineering Department manager of this project. Mr. Owens noted that the City is on notice to coordinate with the OCRP project.</p>	<p>Dr. Michalenko will contact Mr. Jeffrey Carmichael, OCSWCD, to find out who is the SUNY ESF contractor for this project.</p> <p>Dr. Michalenko will contact Eric Weber, Lakefront Development Corporation, for further information about this project.</p> <p>Mr. Owens will report on the status of the Creekwalk project at the next meeting.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2	Communications and Media Plan	<p>Ms. Perreault distributed the final copy of the Communications and Media Plan to the Project Team. This revised version contained highlighted text that required Project Team decisions before presentation to the OLP Outreach Committee by Dr. Michalenko. Three areas requiring Project Team decisions included: 1) the meeting notification process for the Advisory Committee (OCAC) meetings; 2) public comment at OCAC meetings; and 3) paper and electronic repositories for meeting minutes and documents.</p> <p>1) Meeting notification: The Project Team suggested meeting notification via the web on the OLP website, Syracuse.com, and approaching the City of Syracuse to post an Onondaga Creek folder linked to the city's website.</p> <p>The team agreed to email suggestions to Ms. Perreault and consult with the OCAC for public posting locations of the meeting notifications.</p> <p>2) Public comment period at OCAC meetings: The Project Team agreed to place this on the first OCAC meeting agenda, and allow the OCAC to determine the public comment time.</p> <p>3) Paper and electronic repositories: The Project Team decided to distribute paper copies of the OCAC meeting minutes to the Onondaga County central public library, Atlantic States Legal Foundation, Department of Environmental Conservation, and SUNY ESF. Electronic copies will be posted through a potential webpage sponsored by the City of Syracuse (see above), OLP webpage and Onondaga County public library website.</p> <p>The Project Team also discussed exploring different OCAC meeting locations.</p> <p>Mr. Owens noted the need for a digital voice recorder and voice recognition software to maintain an accurate public record of the OCAC meetings.</p>	<p>Dr. Michalenko will present the Communications and Media plan to the OLP Outreach Committee on January 19, 2005.</p> <p>Ms. Perreault will contact Sherri Owens at the City of Syracuse to discuss an Onondaga Creek webpage.</p> <p>The Project Team will email suggested locations for public posting of the OCAC meetings.</p> <p>Ms. Perreault will contact several suggested meeting venues and report at the next meeting.</p> <p>OLCC will price voice recognition equipment.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3	Advisory Committee Formulation	<p>The Project Team discussed status of the Advisory Committee candidate list and made suggestions for the Franklin Square representative. Dr. Michalenko reported on the OLP Project Committee's preliminary comments on the OCAC candidate list.</p> <p>The team set a date for the first OCAC meeting for Wednesday, February 2, 2005.</p> <p>Ms. Perreault distributed a draft of a letter to the USEPA regarding the legal status of the OCAC and conflict of interest issues. She also reported on her conversation regarding conflict of interest with Ms. Fran Zollers, SU School of Management. The Project Team suggested minor revisions to the letter. Mr. Sage asked whether the grant money OCRP subcontractors receive through the OLCC is considered government money.</p>	<p>Ms. Perreault will make suggested contacts for Franklin Square.</p> <p>Ms. Perreault will canvas the OCAC candidates for availability.</p> <p>Ms. Perreault will revise and send the letter to the EPA.</p> <p>OLCC will research the answer to Mr. Sage's question.</p>
4	Data Gathering for Public Education and <i>State of Onondaga Creek</i> Report	<p>The team discussed data gathering efforts. Ms. Perreault distributed a draft outline for the <i>State of Onondaga Creek</i> (SOC) report and the team suggested revisions. Ms. Marsden reported to the group that she will meet with Joe Mastriano, Onondaga County Water Environment Protection Department, in the next week regarding Ambient Monitoring Program data. Mr. Sage suggested that team members should canvass the available data at the ASLF office. The team agreed that Mr. Sage, Mr. Smardon, Ms. Marsden and Ms. Perreault should meet to further discuss data sources and the SOC outline.</p>	<p>Ms. Perreault will revise the draft outline accordingly.</p>
5	Schedule Next Meeting	<p>The next Project Team meeting is scheduled for 2:00pm, Wednesday, January 5, 2005 at the OLCC office.</p>	

Respectfully submitted,
Meredith Perreault
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan Project Team Meeting Minutes #16

2:00pm, November 7, 2005

Onondaga Lake Cleanup Corp., 102 W. Division St., Syracuse, New York

Present: *City of Syracuse*: William Owens; *Canopy*: Lee Gechas; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault; Absent: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	Administrative: Meeting minutes	Minutes of the October 20, 2005 Project Team meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: L. Gechas</i> <i>Vote: 5-0</i>
2a	Working Group: Plan December 7, 2005 meeting	The Project Team discussed the next Working Group meeting. The team agreed to use the December meeting to engage the Working Group in mini-forums planning. The team decided to use the questionnaire handed out at the November Working Group meeting as the starting point for discussion and activity (attached to file copy only). The team discussed showing the draft Powerpoint presentation (intended to open the mini-forum meetings) for critique by the Working Group.	Ms. Perreault will remind the Working Group to bring completed questionnaires and purchase supplies needed for the next Working Group meeting.
2b	Working Group: New Members	Ms. Perreault stated she contacted recommended individuals to serve as another representative from Armory Square. The Project Team reviewed Working Group attendance. The team agreed to continue corresponding with members with poor attendance, but in addition, ask them to send someone to Working Group meetings on their behalf.	Ms. Perreault will ask infrequently attending Working Group members to send someone on their behalf to meetings.
3a	Issues and Goals Solicitation: Winter Public Meetings	The Project Team discussed the upcoming mini-forum meetings. Using flip chart and white board, the team listed tasks and brainstormed a schedule. The discussion about involving the Working Group in the mini-forum meetings continued during the team exercise. The team agreed to ask for Working Group advice on publicity and coordination with local organizations.	Ms. Perreault will develop an electronic version of the schedule and task list for preparation of the mini-forums, allowing time for Working Group input.
3b	Issues and Goals Solicitation: Review dot boards	The Project Team did not review the "dot" boards as a goals solicitation tool, instead deferring to a possible review by the Working Group.	
4	Public Education Component	The team discussed a potential format for the educational presentations: a ten-minute backbone presentation combined with a five minute talk by a Working Group member about her/his involvement in the Working Group.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
5	Project website	Part of the team reviewed Mr. Takahashi's draft of the project website. Some suggestions were made. Ms. Perreault asked team members to send comments to Mr. Takahashi via email.	Project Team members will send web site comments to Mr. Takahashi.
6	Schedule Next Meeting	The next Project Team meeting was not scheduled.	Ms. Perreault will contact team members to schedule the next meeting.

Respectfully submitted,

Meredith Perreault,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

Project Team Meeting Minutes #15

2:00pm, October 20, 2005

Cornell University Cooperative Extension Office, 220 Herald Place, Syracuse, New York

Present: *City of Syracuse*: William Owens; *Canopy*: Lee Gechas; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault; Absent: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the September 13, 2005 Project Team meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: B. Owens</i> <i>Vote: 5-0</i>
1b	Administrative: Project website	Mr. Takahashi informed the team that a draft of the website layout is ready for review by the Project Team.	The Project Team will review and provide comments to Mr. Takahashi on the project website.
1c	Administrative: OLP integration meeting update	Dr. Smardon updated the team regarding the Onondaga Lake Partnership's (OLP) visioning projects integration committee. A discussion ensued. The team reiterated the importance of copying OLP and visioning project leaders on OCRP meeting minutes.	Ms. Perreault will continue quarterly emails of minutes to OLP and visioning project leaders, with the addition of Honeywell representatives, and Ms. Diane Carlton, OLP Outreach Committee representative.
2a	Working Group: Plan November 2, 2005 meeting	The Project Team discussed the November Working Group meeting. Dr. Smardon proposed reviewing the September and October field trips, and requested field trip photos for the review. The team discussed involving the Working Group in planning and conducting the mini-forum meetings. The team agreed to devote part of the Working Group meeting to discussing the mini-forums. Ms. Perreault provided a worksheet designed for Working Group input on the mini-forums. Mr. Gechas recommended changes to the worksheet and agreed to email his recommendations to Ms. Perreault.	Ms. Perreault will develop photos from the September field trip and forward to Dr. Smardon. Mr. Gechas will email his recommendations to Ms. Perreault prior to the next Working Group meeting.
2b	Working Group: New Members	Ms. Perreault stated that she had made no contacts yet for possible additional members of the Working Group.	Ms. Perreault will contact Bruce Block, Peter Welge and Lori Hayden.
3a	Issues and Goals Solicitation: Fall Public Meetings	A discussion ensued regarding the mini-forums format and schedule. The team decided to begin the mini-forum meetings in the winter. The team agreed to identify critical tasks and develop a workplan to prepare for the mini-forum meetings, including coordination with Ms. Samuel's educational presentations.	The Project Team will prepare a workplan for the mini-forums at the next team meeting.
3b	Issues and Goals Solicitation update: review draft presentation	Ms. Perreault showed a draft presentation intended for the beginning of the mini-forum meetings. The team offered comments and suggestions for the presentation.	Ms. Perreault will incorporate the team's comments into the draft presentation.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3c	Issues and Goals Solicitation: Review dot boards	The Project Team agreed to delay discussion of the “dot” boards as a goals solicitation tool until the next team meeting.	
4	Public Education Update	Ms. Samuels briefly reported to the group on the September 17 th creek cleanup event. She noted that the low water condition in the creek allowed for old trash to be removed. Ms. Samuels added that the youth group she worked with at the Dunbar Center participated in the cleanup.	
5	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Monday, November 7, 2005 , at the OLCC, 102 West Division Street, 3 rd Floor, Syracuse, NY.	

Respectfully submitted,

Meredith Perreault, Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

Project Team Meeting Minutes #14

2:00pm, September 13, 2005

Onondaga Lake Cleanup Corp, 102 West Division Street, 3rd Floor, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *City of Syracuse*: William Owens; *Canopy*: Lee Gechas, Aggie Lane; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault, Jennifer Fredenburg; Absent: *ESF*: Janet Marsden.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the August 23, 2005 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: B. Owens</i> <i>Vote: 7-0</i>
1b	Administrative: Project logo	The Project Team reviewed the four logo options (attached to file copy only) once again and decided on logo number 1 with some minor changes made to it.	Mr. Takahashi will modify the selected logo and send it out for approval by the Project Team.
1c	Administrative: Project website	Mr. Takahashi informed the team that work on the website layout is proceeding and a draft will be complete by next week.	Mr. Takahashi will e-mail the completed draft version and website address to the Project Team.
2a	Working Group: Plan for field trip October 4, 2005	Ms. Perreault informed the Project Team that Mr. Tim Volk and Mr. Ryan Kovac have been sent e-mails inquiring about their availability. She also informed the team that Mr. Emanuel Carter will not be able to present at the field trip. Several replacements were suggested, including Heather Carrington (Botanical Garden and Arboretum master plan project team member), Glen Lewis (Syracuse Dept. of Parks, Recreation and Youth Programs), David Harding (Carl Jahn and Associates), and Fran Lawler (Onondaga Park Association).	Ms. Perreault will continue the effort to contact potential presenters for the field trip. Ms. Perreault will work with the bus company to confirm and reserve times for the field trip bus. Mr. Michalenko will invite Mr. Chris Dere and Ms. Erika Clark from the Environmental Protection Agency (EPA) to attend.
2b	Working Group: New Members	Ms. Perreault informed the team that Sherry Chayat from the Zen Center is interested in becoming a Working Group member. Ms. Lane noted that Melody Holmes, Working Group member and new director of Jail Ministry, will ask her south side Tomorrow's Neighborhoods Today (TNT) committee for a Working Group participant. Mr. Sage suggested that while Randy Marshall cannot participate himself he may be a good source for potential participants.	Mr. Sage will contact a potential member from the south side. Ms. Perreault will contact Bruce Block and Peter Welge. Ms. Lane will get Lori Hayden's contact information to Ms. Perreault.
3a	Issues and Goals Solicitation: Fall Public Meetings	A discussion ensued regarding the public meetings format. The team clarified that there would be two meeting types.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3a		<p>The first type is the Mini-forum which is to include the general public organized by geographic location of residents along each section of the creek. The second is the stakeholder meetings which will be more tailored to specific interests.</p> <p>The team agreed the Mini-forums would be structured to include four phases:</p> <ol style="list-style-type: none"> 1) A presentation to inform participants about the history and current state of the creek. 2) An interactive session to solicit ideas and concerns from the participants. 3) A presentation to introduce case studies as possibilities for what might be done for Onondaga Creek. 4) A second interactive session to solicit ideas and concerns from the participants. <p>It was suggested that an effective part of the initial presentation might be a video, or a photographic slide show accompanied by music.</p> <p>The team concluded that the method of soliciting goals and issues from participants would be dot boards similar to those created for Onondaga Creek Day. The content of the dot boards will be discussed at the next Project Team meeting.</p> <p>The team discussed alternatives to increase public attendance of the meetings, including invitation as done for a focus group, running public ads and fliers, or using a combination of methods.</p>	<p>Ms. Perreault, with input from Dr. Smardon, will create a worksheet to solicit ideas from the Working Group about public meetings to hand out at the October Working Group meeting.</p> <p>Dr. Smardon will check with Chris Baycura to see if he has the footage needed to produce an introductory video.</p> <p>The Project Team will give Ms. Perreault any available material for the presentations, in particular, the powerpoint presentation of the historical creek channel and Ollie Clubb's collection of photos and historic postcards.</p>
3b	Issues and Goals Solicitation: Status on professional opinions: incorporating youth comments	Ms. Samuels informed the group that she spoke with a contact about incorporating youth comments into the <i>Issues and Goals Solicitation</i> . The contact is not on the Cornell University Human Subjects Review Board.	Ms. Samuels will give contact information for Ms. Demo, who is on the human subjects review board at Cornell, to Dr. Michalenko.
4	Public Education Update	Ms. Samuels reported to the group that the September 10 th creek cleanup event had 32 volunteers which removed 1.5 dumpster loads of garbage. More volunteers are expected at the September 17 th event including 15 students from Syracuse University working on an industrial design project.	Ms. Perreault will bring the dot boards to the Sept 17 th cleanup.
5	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Tuesday, October 18, 2005 , at the OLCC, 102 West Division Street, 3 rd Floor, Syracuse, NY.	

Respectfully submitted,

Jennifer Fredenburg, Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

Project Team Meeting Minutes #13

2:00pm, August 23, 2005

Onondaga Lake Cleanup Corp, 102 West Division Street, 3rd Floor, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *City of Syracuse*: William Owens; *Canopy*: Lee Gechas; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault, Jennifer Fredenburg; Absent: *Canopy*: Aggie Lane.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the July 14, 2005 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: R. Smardon</i> <i>Vote: 7-0</i>
1b	Administrative: New project team meeting attendee	Jennifer Fredenburg attended the project team meeting and was introduced to the group as a new employee of the Onondaga Lake Cleanup Corp (OLCC). Her e-mail is jcfonon@verizon.net.	
1c	Administrative: Review of the Project brochure and Fishing information sheet	Ms. Perreault asked for volunteers to provide feedback on the project brochure and fishing information sheet.	Ms. Samuels will provide comments on the project brochure. Mr. Sage will forward copies of both brochures to Peter Thompson for review. Mr. Owens will review the fishing flyer. Dr. Smardon will provide a copy to Mike Connor, Great Lakes Research Consortium for review and comments of the fishing advisory flier.
1d	Administrative: Project Logo	The Project Team reviewed six project logo alternatives created by Mr. Takahashi for the Onondaga Creek Revitalization Project (OCRCP) website. A discussion ensued. The group decided the project name should be "Onondaga Creek Conceptual Revitalization Plan", and it should accompany the logo. The idea of branding the project with the letters "OC" was raised and generally liked by the group.	Mr. Takahashi will modify three of the preliminary logos and submit them for a final decision by the project team.
1e	Administrative: Project Website	Mr. Takahashi reviewed OCRCP website layout with the Project Team. The group agreed that links added to the website should be screened for credibility and should portray ideas that would be suitable for the context of Onondaga Creek. It was also decided that a tracker should be added to the site to tally the number of visitors.	Mr. Sage agreed to compile a list of prospective websites and provide rationale about their suitability as a link. Mr. Takahashi will add a tracker to the website.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2a	Working Group: Plan for meetings: September 7, 2005 Field Trip	The Project Team discussed the stream ecology field trip for September 7, 2005. Mr. Owens proposed providing the Working Group with contaminant testing kits. The project team agreed that using testing kits should be discussed with Dr. Ringler, the field trip presenter. Furnace Brook has been suggested to exemplify a healthy creek in an urban context. A start time was discussed, no final decision was made.	Ms. Perreault, Dr. Michelanko, and Mr. Sage will meet with Neil Ringler on Wednesday, August 24, 2005 at Elmwood Park to explore sites for the field trip. Ms. Samuels will loan "Save the Stream" laminated sheets for the field trip.
2b	Working Group: Plan for meetings: October, 2005	The Project Team discussed a "public access and design" focus for the October Working Group field trip. Dr. Smardon suggested three topical components: Bioengineering with willow south of Dorwin Ave, presented by Dr. Tim Volk of ESF; Lower Onondaga Park design for the Arboretum and Botanical Garden presented by Dr. Emanuel Carter of ESF; and a design by ESF graduate student Ryan Kovak for the area north of Armory Square. Since time in the field will be brief, it was suggested and agreed that the November meeting format be a "double wrap up" where presenters from both field trips summarize their topics, and the stream ecology and design themes will be synthesized by Dr. Smardon.	Dr. Smardon and Ms. Perreault will contact and check the interest and availability of the three suggested presenters. Ms. Perreault will obtain a project page for each of the three projects to hand out at the September 7 th Working Group field trip.
2c	Working Group: Members Update	The Project Team discussed attendance at working group meetings. Mr. Sage noted that he contacted Carl Myrus, who attended the August Working Group meeting. A discussion ensued and the Project Team agreed to continue recruiting potential members.	Mr. Owens will contact Michelle Mike as to her status and availability. Mr. Sage will follow up with a Syracuse south side contact. Ms. Perreault will follow up with other contacts suggested at the July Project Team meeting.
3	Public Education Update	Ms. Samuels briefed the Project Team about the guided creek walks. 13 people attended the Franklin Square lunchtime creek walk and Channel 9 news reported on the event. The "Onondaga Creek Slept Here" walk had 20 people in attendance and was well received. Ms. Samuels reported that the Onondaga Creek Cleanup days are scheduled for September 10 th and 17 th . Mr. Gechas noted that Mr. Ollie Club is hosting a "Friends of Onondaga Creek" meeting Friday, August 26, 2005 at 10AM at his house.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
4a	Issues and Goals Solicitation Update: Fall Meetings	The Project Team discussed potential presentations and activities for the public mini-forums. The team agreed to involve the Working Group members in the planning process by soliciting input regarding conducting a public meeting. It was suggested that time be set aside at a Working Group meeting for discussion, as well as a worksheet for members to record their ideas.	The Project Team will forward contacts to Ms. Samuels who will compile a list of groups for potential involvement in the public meetings. Ms. Perreault and Dr. Smardon will create the worksheet and send it to project team members for review and comments.
5	Status of Technical Reports	Dr. Michalenko reported that Ms. Joan Cope Savage has performed an information review for the State of the Creek Report. He also reported that Jennifer Fredenburg has been assigned responsibility for the Conceptual Restoration Alternatives and Case Studies report.	Ms. Fredenburg will contact Dr. Smardon and Mr. Sage to obtain contacts and information on stream restoration case studies.
6	Schedule Next Meeting	The next Project Team meeting is tentatively scheduled for 2:00pm, Tuesday, September 13, 2005 , at the OLCC, 102 West Division Street, 3 rd Floor, Syracuse, NY.	

Respectfully submitted,

Jennifer Fredenburg,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

Project Team Meeting Minutes #12

2:00pm, July 14, 2005

Cornell University Cooperative Extension, 220 Herald Place, Syracuse, New York

Present: *Atlantic States*: Samuel Sage *Canopy*: Aggie Lane, Lee Gechas; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault; Absent: *City of Syracuse*: William Owens

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	Administrative: Meeting minutes	Minutes of the June 14, 2005 Project Team meeting were accepted, with the following correction to Item 3, page 2: change the time for the Franklin Square steam walk from “12:00pm” to “12:10pm”.	<i>Motion: R. Smardon</i> <i>Second: L. Gechas</i> <i>Vote: 7-0</i>
2a	Working Group: Plan for meetings: August 3, 2005	The Project Team discussed the August 3 rd Working Group meeting. Dr. Smardon proposed to recap the July wetlands field trip with a PowerPoint presentation, and then split the Working Group into four teams to participate in a wetlands creation exercise on trace paper. A discussion ensued. The Project Team agreed to Dr. Smardon’s proposal, adding that a relief model of the site would be helpful to Working Group members unfamiliar with contour maps.	Mr. Takahashi will create a cardboard relief model for the wetlands creation exercise for the August 3 rd Working Group meeting.
2b	Working Group: Plan for meetings: September 7, 2005	The Project Team discussed several alternatives to accommodate the Working Group’s field trip preferences for the September 7 th Working Group meeting. The Project Team agreed to conduct an Onondaga Creek stream ecology/fishery field trip for September 7 th . Mr. Sage requested preparation of readings about Onondaga Creek ecology as homework for the Working Group.	OLCC staff will prepare an ecology handout for the August 3 rd Working Group meeting.
2c	Working Group: Attendance status	The Project Team discussed attendance of the Working Group meetings. Ms. Perreault noted two members have dropped out of the Working Group and two members are of uncertain status. The Project Team agreed to solicit input from the Working Group regarding attendance. In addition, several names were suggested for additional Working Group members.	Ms. Perreault will contact potential members for the Working Group.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3	Public Education Update	The Project Team viewed the Onondaga Creek banner created by the Dunbar youth group. The Project Team discussed incorporating youth comments into the <i>Onondaga Creek Issues and Goals Solicitation Report</i> . Ms. Perreault reported results from contacting Syracuse University's Institutional Review Board (IRB) office: the IRB recommended viewing federal human subject research guidelines. The Project Team agreed the federal guidelines are not directly applicable to a public participation effort.	Ms. Samuels is pursuing contacts at Cornell University for consultation.
4a	Issues and Goals Solicitation Update: Status of Onondaga Creek Fest	Mr. Gechas updated the Project Team on the status of Onondaga Creek Fest (July 23 rd). The Project Team discussed two outstanding issues: event insurance and food vendors. The Project Team made recommendations for finalizing these two items.	For food vendors, Mr. Gechas will call for the City's preferred vendors list and continue to try to contact the Southwest Community Center. For event insurance, Ms. Perreault will follow up with the OLCC's insurance agency.
4b	Issues and Goals Solicitation Update: Group solicitation of informal survey questions	Ms. Perreault presented ideas for posters to informally solicit opinion at Onondaga Creek Fest and distributed a draft version of a brochure about the OCRP project. The Project Team made suggestions for both items.	Ms. Perreault will incorporate the Project Team's suggestions and produce posters and brochures for Onondaga Creek Fest.
5	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Tuesday, August 23, 2005 at the Onondaga Lake Cleanup Corp. office, 102 West Division Street, Third Floor, Syracuse.	

Respectfully submitted,

Meredith Perreault,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan

Project Team Meeting Minutes #11

2:00pm, June 14, 2005

Onondaga Lake Cleanup Corp., 102 West Division Street, Third Floor, Syracuse, New York

Present: *Canopy*: Aggie Lane, Lee Gechas; *City of Syracuse*: William Owens; *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault; Absent: *Atlantic States*: Samuel Sage

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the May 16, 2005 Project Team meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: W. Owens</i> <i>Vote: 7-0</i>
1b	Administrative: Other business	Ms. Perreault informed the Project Team that OLCC staff made OCRP project information available at the Onondaga Lake Partnership's Lake Day on June 4, 2005 and Community Wide Dialogue's Duck Race event at the Inner Harbor on Jun 11, 2005. Ms. Perreault explained the function of the "Friends of Onondaga Creek Working Group" email list.	The Project Team will forward email addresses to the OLCC to add to the Friends of Onondaga Creek Working Group list.
1c	Mudboil Diversion Environmental Impact Statement	Mr. Owens inquired whether an Environmental Impact Statement (EIS) was performed for the Meadowbrook detention basin and should one be conducted for the OLP approved project regarding the mudboil diversion stabilization.	Dr. Michalenko will research whether an EIS is necessary for the mudboil diversion stabilization.
2a	Working Group: Field trip selection results	Ms. Perreault gave the Project Team results of the Working Group's field trip ranking from the June 1 st meeting (attached to file copy only). The Working Group registered the highest interest in wetlands, landscape design/public access, and Onondaga Creek fishery.	
2b	Working Group: Plan for July 6 th meeting	The Project Team discussed a wetlands field trip for the July 6 th Working Group meeting, which will encompass two major stops: 1) the West Branch of Onondaga Creek near the town of South Onondaga to illustrate natural wetland function; and 2) the Meadowbrook detention basin near Barry Park in Syracuse to illustrate stormwater detention. The Project Team agreed to invite Dr. Don Leopold from SUNY ESF to assist in leading the field trip.	Ms. Perreault will contact Dr. Leopold to check his availability for July 6, 2005.
2b	Working Group: Future meetings	The Project Team discussed possibilities for subsequent Working Group meetings. August: a field trip de-briefing meeting at Onondaga Valley Presbyterian Church (including a visit to the Rain Garden at the Zen Center). September: a landscape design/public access field trip to Kirk, Lower Onondaga and Elmwood Parks.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2c	Working Group: Administrative Items	Dr. Michalenko proposed adding administrative items to the beginning of Working Group meetings, with a 5-10 minute time limit. These items include meeting minutes approval, items for Onondaga Creek Works, notice of upcoming events and scheduling for next meeting.	Ms. Perreault will add administrative items to the beginning of the next Working Group meeting agenda.
3	Public Education Update	Ms. Samuels relayed comments from the Dunbar youth group about Onondaga Creek to the Project Team. The team discussed incorporating youth comments into the <i>Onondaga Creek Issues and Goals Solicitation Report</i> . Ms. Marsden noted regulations on using research data from subjects under 18 years of age. A discussion ensued. The Project Team agreed to obtain expert opinion regarding permission requirements using youth comments in the <i>Onondaga Creek Issues and Goals Solicitation Report</i> . The team agreed to forward professional opinion to the OLP Executive Committee for consideration. Ms. Samuels updated the Project Team on additional public education work: the Rain Garden at the Zen Center, the lunch-time walk in Franklin Square on July 19 th at 12:10pm, and the Valley Creek Walk on August 6 th at 1:00pm.	Ms. Samuels will contact a colleague at Cornell University. Ms. Perreault will consult Syracuse University's Institutional Review Board office. OLCC will forward professional opinions to Bill Owens to take to OLP Executive Committee.
4, 5	Issues and Goals Solicitation Update; Status of Technical Reports	The Project Team agreed to table these items until the next meeting, except for two Creek Fest items from Mr. Gechas. The Project Team discussed 1) an informal, interesting way of gathering public opinion at the Creek Fest; and 2) event insurance. The Project Team also discussed fishing safety issues and the opportunity for using the Creek Fest to educate about fishing licenses and fishing advisories.	The Project Team will assist Canopy in developing a method of gathering public opinion. Ms. Perreault will call about cost of event insurance on existing OLCC policy. Ms. Perreault will research existing, and if necessary, develop fishing license and advisory brochures to use at the Creek Fest event.
	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Thursday, July 14, 2005 at the Cornell University Cooperative Extension office , 220 Herald Place, 2 nd Floor, Syracuse.	Please note the new location.

Respectfully submitted,

Meredith Perreault,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan

Project Team Meeting Minutes #10

2:00pm, May 16, 2005

**Onondaga Lake Cleanup Corp.,
102 West Division Street, Third Floor,
Syracuse, New York**

Present: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane, Lee Gechas; *City of Syracuse*: William Owens; *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	Administrative: Meeting Minutes	Minutes of the March 14, 2005 Project Team meeting were accepted.	<i>Motion: R. Smardon Second: A. Samuels Vote: 8-0</i>
2a	Working Group: Plan for next meeting	The Project Team discussed the format of the June 1 Working Group meeting. Dr. Smardon and Ms. Marsden showed drafts of two presentations for the meeting: 1) a recap of the May 4 field trip to solicit thoughts from the Working Group about what they saw; and 2) a review of the stages of the visioning/planning process. A discussion ensued. The team made suggestions to clarify the visioning/planning presentation.	Dr. Smardon will send a revised version of the visioning/planning presentation to Project Team via email for review and comment.
2b	Working Group: Discuss further field trips	The Project Team discussed various options for field trips for the Working Group. The team agreed that the Working Group should define their next field trips. Dr. Michalenko raised the concern that planning time to organize field trips will be needed. Additionally, to expand the Working Group's opportunities to learn about Onondaga Creek, Dr. Michalenko proposed that the Project Team email details of upcoming creek-related events to Ms. Perreault. Ms. Perreault will keep the Working Group apprised of events through her regular communications with the Working Group.	Project Team members will email information about upcoming events on Onondaga Creek to Ms. Perreault. Ms. Perreault will add events information to letters and emails to the Working Group.
2c	Working Group: Discuss "museum" idea (later referred to as Onondaga CreekWorks)	Mr. Gechas proposed that the Working Group develop a "museum" of documents, maps, artifacts, etc. relating to Onondaga Creek, as a means to gather information and engage the Working Group.	Mr. Gechas and Ms. Perreault will prepare the idea for presentation at the next Working Group meeting.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3	Public Education Update	Ms. Samuels updated the Project Team on her public education efforts. She reviewed the dates and events: 1) May, Dunbar Center workshops; 2) June, rain garden workshop; 3) July, Franklin Square lunch-time stream walk; 4) August, Valley weekend stream walk Ms. Samuels informed the Project Team that her goal was to use the summer months for outdoor events and begin her creek presentation to community groups in the fall.	
	Issues and Goals Solicitation Update	The Project Team agreed to target next fall to begin the public meetings. Mr. Gechas updated the Project Team on the progress of organizing Onondaga Creek Fest for July 23 rd . He informed the Project Team that he had a successful meeting with City Parks regarding their assistance with equipment for the festival.	
	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Tuesday, June 14, 2005 at the OLCC office.	

Respectfully submitted,

Meredith Perreault, Recording Secretary of the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan

DRAFT Project Team Meeting Minutes #9

2:00pm, March 14, 2005
 Onondaga Lake Cleanup Corp.,
 102 West Division Street, Third Floor,
 Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane, Lee Gechas; *City of Syracuse*: William Owens; *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting Minutes	Minutes of the February 14, 2005 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: R. Smardon</i> <i>Vote: 7-0</i>
1b	Administrative: Other Business	The Project Team discussed Mayor Driscoll's initiative to create a City of Syracuse Office of Creek Development. The team agreed not to pursue a meeting with the Mayor's administrative staff. Mr. Gechas proposed preparing a letter of support for the Mayor's initiative. A discussion ensued. Dr. Michalenko proposed a letter be drafted but not sent until the entire Project Team thought it appropriate. No agreement was reached regarding whether to draft or send a letter. Further discussion took place regarding communicating with local politicians on the status of the project and the Working Group. It was agreed that Ms. Perreault would draft and send a letter to local politicians prior to the next Working Group meeting.	Ms. Perreault will draft and send letter to local politicians by the first week of April.
2	Public Education	Ms. Samuels and Dr. Smardon notified the Project Team of their intention to introduce the public education components of the OCRP project at the OLP Outreach Committee meeting, March 16, 2005. The Project Team made suggestions to facilitate approval from the Outreach Committee for the public education components.	Ms. Samuels and Dr. Smardon will introduce the public education components to OLP Outreach Committee on March 16, 2005.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3a	Working Group: Revisit last meeting	The Project Team discussed the March 9, 2005 Working Group meeting. Ideas for improving Working Group meetings were discussed: shorten meeting time; clarify speakers' main points; increase interaction and cohesiveness of Working Group members, including clarification of their role; and improve layout and setup of meeting room.	Mr. Owens will make tent cards for the Working Group members. Ms. Perreault will change the sign-in sheet to identify the Working Group.
3b	Working Group: Plan for next meeting	Based on the discussion above, Dr. Smardon proposed the following agenda for the next Working Group meeting: 1) Introduction and creek anecdotes; 2) Revisit brain write results; 3) Summarize and clarify March 9 th presentations; 4) Ask for consensus on next speaker, noting that baseline ecology of the creek needs to be reviewed.	
3c	Working Group: Reschedule next meeting	Dr. Smardon apprised the Project Team that he would not be available to facilitate the Working Group on April 6 th . The Project Team agreed to reschedule to April 5 th or 7 th , 2005 and relocate the meeting. The Project Team suggested alternative meeting locations.	Ms. Perreault will canvas the Working Group for availability on April 5 th or 7 th and look for an alternate meeting place.
5	OLP Review Status	Dr. Michalenko gave a brief summary of the status of the OLP Outreach Committee's review of the OCRP <i>Communications and Media Plan</i> . OLCC made changes to the plan that were recommended and summarized in the February 16, 2005 Outreach Committee meeting minutes. The modified document (version I) was emailed to the Outreach Committee on March 10, 2005.	After the March 16, 2005 Outreach Committee meeting, recommended changes will be incorporated into the plan, including written comments accepted until the extended due date of March 30, 2005.
6	Schedule Next Meeting and Action Items	The next Project Team meeting is scheduled for 2:00pm, Monday, April 11, 2005 at the OLCC office. For the April 11 th meeting, Mr. Owens requested a review of progress of the technical reports and the project timeline. Ms. Samuels offered to share the outline of the talk she is developing for the public education component of the project.	

Respectfully submitted,

Meredith Perreault, Recording Secretary of the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan

Project Team Meeting Minutes #8

2:00pm, February 14, 2005
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane, Lee Gechas; *City of Syracuse*: William Owens; *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden, Bruno Takahashi; *OLCC*: Edward Michalenko, Meredith Perreault

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting Minutes	Minutes of the January 5, 2005 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: R. Smardon</i> <i>Vote: 8-0</i>
1b	Administrative: Other Business	<p>Dr. Michalenko summarized his meeting with Mr. Eric Weber, Lakefront Development Corporation on Friday, January 6, 2005. He noted that Mr. Weber provided information about two City of Syracuse projects concerning Onondaga Creek: 1) construction of the Creekwalk from Inner Harbor to Armory Square and 2) a habitat restoration study of Onondaga Creek in the City of Syracuse. The U.S. Army Corps of Engineers is conducting the second project in concert with the City of Syracuse. Mr. Weber was unaware of the status of each project. Mr. Owens briefly told the Project Team about the City of Syracuse's feasibility study of Onondaga Creek. A discussion ensued. The Project Team agreed to arrange two meetings, listed in order of priority: 1) with city employees involved with the feasibility study and the creek walk design and 2) with multiple parties who are involved in projects on Onondaga Creek to exchange information.</p> <p>Mr. Sage requested clarification on Project Team billing for time spent at Working Group meetings.</p>	<p>OLCC will coordinate the first meeting by the end of the first week of March.</p> <p>Dr. Michalenko will clarify the Project Team billing issue with the USEPA.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2	OLP Review Status	Dr. Michalenko updated the Project Team on the status of the Communications and Media Plan with the OLP Outreach Committee and the status of the Working Group Candidate List with the OLP Projects Committee. He reiterated the Project Committee's concern with over-representation of northern stream segments and under-representation of southern stream segments. A discussion ensued. The Project Team agreed that stakeholder and stream segment representation on the Working Group was consistent with the workplan, accurately reflected population throughout the watershed, and addressed problems associated with steam corridors. Nevertheless, the Project Team committed to continue contacting potential Working Group members to represent environmental concerns and southern stream segments in the watershed.	Ms. Perreault will assemble a list of individuals who declined participation in the Onondaga Creek Working Group for the OLP Projects Committee; and will contact potential environmental representatives, from the Tully Valley.
3a	Working Group Meeting Date	The Project Team discussed the conflict between the Working Group's next meeting date and the Mayor's State of the City Address. The Project Team agreed to move the meeting date to Wednesday, March 9, 2005.	Ms. Perreault will reschedule with the Dunbar Center, Drs Kappel and Endreny, and the Working Group members.
3b	Working Group Meeting Plan	For the next Working Group meeting, the Project Team discussed the presentations by Dr. Kappel and Dr. Endreny and a visualization exercise with the group. Additionally, the Project Team reviewed a format for organizing the Working Group meetings into subject blocks, which will be presented at the next Working Group meeting.	
4	Public Education Update	Ms. Samuels reviewed her list of deliverables with the Project Team. Mr. Sage suggested that the Project Team prepare an exhibit for OLP's Onondaga Lake Day (June 4, 2005) as a forum for educating the public about the project.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
5	Public Participation Plan	Mr. Gechas informed the Project Team that Canopy is planning to do another Onondaga Creek Day, similar to last year's event. Ms. Marsden gave an update on the status of the public participation plan and survey she is developing as part of her graduate student research at ESF.	Ms. Marsden will forward an updated electronic copy of the documents to the Project Team.
6	Data Gathering Update for Public Participation Plan and State of the Creek Report	Ms. Perreault informed the Project Team that a SUNY ESF graduate student is working on inventorying water quality data for Onondaga Creek. The Project Team offered suggestions about data archives.	Ms. Lane will check her files to see what types of water quality data she has for Onondaga Creek.
7	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Monday, March 14, 2005 at the OLCC office.	

Respectfully submitted,

Meredith Perreault
Recording Secretary of the OCRP Project Team

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Onondaga Creek Subbasin Conceptual Revitalization Plan
Project Team Meeting Minutes #7
2:00pm, January 5, 2005
Onondaga Lake Cleanup Corp.
102 West Division Street, Third Floor
Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane, Lee Gechas; *Cornell Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Janet Marsden; *OLCC*: Edward Michalenko, Meredith Perreault; *OLP Fisheries Subcommittee*: Les Monostory
 Absent: William Owens, *City of Syracuse*

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting Minutes	Minutes of the December 13, 2004 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: R. Smardon</i> <i>Vote: 6-0</i>
1b	Administrative: Other Business	Mr. Les Monostory, representing the OLP Fisheries Subcommittee, discussed fisheries issues with the Project Team. Dr. Michalenko reported that Mr. Jeffrey Carmichael, OCSWCD, informed him that Dr. Timothy Volk, Faculty of Forest and Natural Resources Management, is the SUNY ESF contractor for the <i>Rural Nonpoint Source Pollution Best Management Practices Roadbank / Streambank Construction</i> project. Dr. Michalenko also informed the Project Team that he and Mr. Eric Weber, Lakefront Development Corporation scheduled a meeting on Friday, January 6, 2005. The purpose of the meeting is to discuss the Army Corps Creek project and review the OCRP project with Mr. Weber.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2	Communications and Media Plan	<p>Ms. Perreault updated the Project Team on her conversation with Janet Park, Local History Librarian at the Onondaga County Public Library (OCPL), Central Branch. The Project Team requested that Ms. Perreault inquire about the library's computer capability of electronic viewing of OCRP project documents.</p> <p>The Project Team briefly discussed the presentation of the Communications and Media Plan to the OLP Outreach Committee.</p>	<p>Ms. Perreault will distribute the final copy of the Communications and Media Plan to the Project Team electronically.</p> <p>Ms. Perreault will contact Ms. Park, OCPL, about electronic posting of documents.</p> <p>Dr. Michalenko will present the Communications and Media plan to the OLP Outreach Committee on January 19, 2005.</p>
3a	Advisory Committee Formulation	<p>The Project Team discussed status of the Advisory Committee candidate list and made suggestions for adding a real estate representative and an environmental representative. The Project Team discussed and agreed to change the name of the group from Advisory Committee to Working Group.</p> <p>Ms. Perreault reported that Ms. Anne Secord, USFWS, will not be able to attend evening meetings. The Project Team agreed that Ms. Secord and staff will be added to the list of resource people for the OCRP project.</p>	<p>Dr. Michalenko will make suggested contacts for real estate and environmental representatives.</p> <p>Ms. Perreault will follow up with Ms. Secord.</p>
3b	First Working Group Meeting	<p>Ms. Perreault reported that most of the Working Group candidates are available for the first Working Group meeting on February 2, 2005. A few have not responded to confirm attendance. Dr. Michalenko will resubmit the Working Group candidates list at the next OLP Projects Committee meeting on January 12, 2005.</p> <p>The Project Team agreed upon time and place of the first Working Group meeting. The first Working Group meeting will be from 6:00 – 7:30pm at the Dunbar Center, 1453 S. State St.</p> <p>The Project Team discussed the need for refreshments for the meeting. Suggestions were made for a corporate sponsor to provide snack foods.</p>	<p>Ms. Lane will confirm participation with Ms. Melody Holmes, and Ms. Perreault will follow up with the remainder of the Working Group still in question. Ms. Perreault will give an updated list to Dr. Michalenko by 1/12/05.</p> <p>Ms. Perreault will reserve the Library meeting room at the Dunbar Center and send a letter/email to the Working Group.</p> <p>Ms. Marsden will contact potential corporate sponsors for food donations.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3c	Media contact	The Project Team agreed that media contact would consist of a simple announcement of the meeting in the press and other procedures as laid out in the Communications and Media Plan.	Ms. Perreault will arrange for the meeting announcement.
3d	Working Group Status	Dr. Michalenko reported on his conversations with USEPA staff about the status of the Working Group and payment of the Project Team for their time spent in Working Group meetings. Dr. Michalenko reported that the USEPA stated that the Working Group would not be considered a federal advisory committee and the Project Team should not bill for their time spent at Working Group meetings. The Project Team discussed the potential complications of including members of the Project Team in the Working Group. The Project Team agreed that they will attend the Working Group meetings to offer technical assistance but would have no vote. The team agreed this would apply to all Project Team members with the exception of Dr. Smardon, who will function as the chair of the Working Group as outlined in the project workplan.	Ms. Perreault will remove the Project Team members from the existing Working Group candidate list.
4	Working Group Meeting Agenda	The Project Team developed an agenda for the first Working Group meeting: 1. Introductions and Mission Statement 2. Onondaga Creek Overview (Dr. Smardon) 3. Short Break 4. Introduction to OCRP Project (Dr. Michalenko) 5. Schedule Next Meeting The team agreed to finish the first meeting between 7:00-7:30pm.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
5	Public Participation Plan	Ms. Marsden distributed a revised version of the Public Participation Plan and a draft of a survey being conducted as part of her graduate student research at ESF. A discussion ensued. The Project Team agreed to forward complimentary comments on both documents to Ms. Marsden. Ms. Marsden will add a purpose statement to her survey to clarify its intended purpose and use.	Ms. Marsden will forward an electronic copy of the documents to the Project Team and add a purpose statement to the survey. The Project Team will forward comments to Ms. Marsden on the Public Participation Plan and survey by January 28, 2005.
6	Data Gathering for Public Education and <i>State of Onondaga Creek</i> Report	The team briefly discussed data gathering efforts. Ms. Marsden reported to the group on her meeting with Joe Mastriano, Onondaga County Water Environment Protection Department.	
7	Schedule Next Meeting	The next Project Team meeting is scheduled for 2:00pm, Monday February 14, 2005 at the OLCC office.	

Respectfully submitted,

Meredith Perreault
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan Project Team Meeting Minutes #17

10:00am, December 21, 2005

Atlantic States Legal Foundation, 658 W. Onondaga Street, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas, Aggie Lane; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi, Janet Marsden; *OLCC*: Meredith Perreault;
Absent: *City of Syracuse*: William Owens; *OLCC*: Edward Michalenko

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the November 7, 2005 Project Team meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: A. Samuels</i> <i>Vote: 6-0</i>
1b	Administrative: additional items	<p>Ms. Perreault informed the Project Team that Ms. Lindsay Speer had recently been part-time hired by OLCC. Her start date will be January 3, 2006 and she will assist with the OCRP project.</p> <p>Ms. Perreault noted that Mr. Owens had arranged for Dr. Michalenko to present the OCRP project to city administration officials in early January.</p> <p>Ms. Samuels reported that she will be on maternity leave from approximately late April to late July.</p>	
2a	Working Group: Plan January 4, 2005 meeting	<p>The Project Team discussed the dynamic of the Working Group meetings. The team discussed different options for encouraging broad, big-picture thinking. Several suggestions were made: 1) adding a case study, including a summary document, to each Working Group meeting, with an emphasis on easily transferable examples from the eastern U.S; 2) inclusion of a resource person in Working Group meetings; and 3) co-schedule a Working Group meeting with CUCE's invited speaker on sustainability. Other possibilities were mentioned, including conducting a conference or workshop and working with the Syracuse Community Choir's upcoming events. It was noted that conference planning can take several months.</p> <p>Mr. Gechas recommended obtaining videos or presentations of case studies, for the Working Group meetings. Dr. Smardon suggested the Des Plaines River in Illinois as the case study for January's Working Group meeting, adding that he had a short video on the Des Plaines. Mr. Sage suggested several other potential case studies in the eastern U.S.</p>	Ms. Perreault will obtain videos or presentations to accompany the case studies.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2b	Working Group: New Members	Ms. Perreault stated she contacted recommended individuals to serve as additional Working Group representatives. Ms. Taylor Atseff (Armory Square and 40 Below) and Ms. Salendria Mabrey (Southside resident) both expressed interest in joining the Working Group.	Ms. Perreault will continue to check for availability from additional Armory Square contacts. Mr. Sage will check with a realtor contact to attend Working Group meetings.
4	Public Education Component	Ms. Samuels asked the Project Team to email suggestions of potential groups for education presentations. She requested input from the Working Group at the next meeting for leads for education presentations.	The Project Team will send suggestions to Ms. Samuels.
6	Schedule Next Meeting	The next Project Team meeting was scheduled for Thursday, January 12, 2006, at 2:00pm at the Onondaga Lake Cleanup Corp/Onondaga Environmental Institute.	

Respectfully submitted,

Meredith Perreault,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

DRAFT Project Team Meeting Minutes #24

9:00 AM, October 27, 2006

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage, Richard Lee; *Canopy*: Lee Gechas; *SUNY College of Environmental Science and Forestry*: Richard Smardon, Bruno Takahashi; *Cornell University Cooperative Extension*: Amy Samuels; *OEI*: Don Hughes, Edward Michalenko, Meredith Perreault, Lindsay Speer; Absent: *City of Syracuse*: William Owens.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes Approval	Minutes of June 27, 2006 meeting were accepted, with slight revisions requested by Dr. Smardon.	<i>Motion: S. Sage</i> <i>Second: R.. Smardon Vote:6-0</i>
1b	Administrative: Annual Progress Meeting Poster	Ms. Perreault distributed small copies of OCRP poster (file copy only). It functions as a project update and contains a brief preliminary summary of Community Forum data.	Ms. Perreault will display poster at OLP Annual Progress Meeting on October 30, 2006 and the UFI Scientific Forum on November 17, 2006.
2a	Issues and Goals Solicitation: Stakeholder Meetings – Big Meetings Strategy	Ms. Perreault distributed revised Stakeholder Organizations Meeting Strategy (file copy only), including new ideas gathered from discussions with Dr. Smardon and the Syracuse Rotary Club. Ms. Perreault described the new strategy of contacting key members of the business community and other target groups prior to the meetings, to ensure they feel included in the process, and solicited suggestions of possible contacts. A location for large stakeholder meeting has yet to be determined; Ms. Perreault relayed that SU's Warehouse is not an option, and is investigating the Museum of Science and Technology. Discussion ensued regarding pros and cons of breakfast vs. lunchtime meetings, dealing with large attendance. The Project Team suggested: include RSVP on invitations; hold meeting in March, avoid the Big East tournament; publicity ideas; and names for the meeting. The Project Team agreed to start "piggybacking" stakeholder meetings with organizations' meetings now, to build interest in large meeting.	Dr. Smardon will ask Working Group members to suggest stakeholder businesses in the Valley and south of Syracuse. Project Team members will continue to brainstorm key contacts. Ms. Speer will investigate the cost and timeline of advertising in various local publications.
2b	Issues and Goals Solicitation: Stakeholder Meetings – Potential facilitators and sponsors	Dr. Michalenko solicited suggestions of organizations and individuals who may sponsor stakeholder meetings. A few companies have offered sponsorship to date. Potential facilitators for the large meeting were discussed; Dr. Smardon's spring Public Participation Methods students are possible scribes.	Project Team members will contact Dr. Michalenko with ideas for possible event sponsors.

2c	Issues and Goals Solicitation: Stakeholder Meetings – Contacts for stakeholder groups	Ms. Perreault described the current list of stakeholders.	Ms. Perreault will email Excel Stakeholder spreadsheet to Project Team to review. A hard copy will be provided for Mr. Gechas.
3a	Public Education Update: SUNY ESF program and Website	Mr. Takahashi met with Ms. Kaufmann of Blodgett Middle School to review program. The students enjoyed it. Ms. Kaufmann will send Mr. Takahashi final reports from the students.	Mr. Takahashi will share reports with Project Team.
3b	Public Education Update: Cornell Cooperative Extension	Ms. Samuels plans to create an informational brochure based on OEI's Onondaga Creek findings this winter.	Ms. Samuels will meet with OEI staff to discuss brochure.
4	Working Group Meetings	For November and December, Working Group meetings are scheduled for the first Wednesday of each month at 5:30pm at the Betts Branch Library meeting room. Working Group will continue to discuss the State of Onondaga Creek, as follows: November 1 – Biota; December 6 - Geography, Land Use, Access Issues. Dr. Hughes distributed an updated pathogen summary document for use at next Working Group meeting (file copy only). Ms. Samuels suggested printing updated documents on colored paper. Mr. Gefell is writing the habitat fact sheet. Ms. Samuels noted that a map of CSOs, as requested by the Working Group, can be found on the County's website.	OEI staff will send habitat fact sheet drafts to Dr. Smardon for review. Ms. Perreault will plan to hand out the new Pathogens and Water Quality fact sheets, and mudboils diagram at the end of Working Group meeting. Ms. Perreault and Dr. Smardon will discuss possible guest speakers for future meetings.
5	SUNY ESF Survey Update	Dr. Smardon reported that spatial analysis of randomly selected set of 2000 addresses showed relatively even distribution. Surveys are printed and will be sent out early next week. The Project Team suggested sending a postcard as a reminder to return the survey.	
6	Schedule Next Meeting and Review Action Items	The next Project Team Meeting will be held at 9 AM on December 1 at OEI's offices.	

Respectfully submitted,

Lindsay Speer,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan DRAFT Project Team Meeting Minutes #23

9:30 AM, September 18, 2006

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage, Richard Lee; *Canopy*: Lee Gechas; *College of Environmental Science and Forestry*: Richard Smardon, Janet Marsden, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer; Absent: *City of Syracuse*: William Owens; *Cornell University Cooperative Extension*: Amy Samuels.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes Approval	Minutes of June 27, 2006 meeting were accepted.	<i>Motion: R. Smardon Second: S. Sage Vote:6-0</i>
2a	Issues and Goals Solicitation Update: Community Forums	Community Forums were held at Clary Middle School, July 19; Southwest Community Center, July 20; and Onondaga Nation School, July 27. Project Team was pleased with the quality of comments by the public. Attendance was lighter than first set of forums.	
2b	Issues and Goals Solicitation: Stakeholder Meetings – Summary of Research & Strategy	Dr. Michalenko and Ms. Perreault solicited advice from representatives of various segments of the community, including business, government, non-profit and community organizations. Three questions were asked: <i>1. What would you consider productive participation in a meeting about the future of Onondaga Creek? 2. What would get you to a big meeting? When should a big meeting be held? What types of meetings, venues, time, issues would capture your interest? 3. How should we formulate the request to participate? What kinds of communications would capture your interest? If applicable, would you put an announcement out to your staff, members?</i> Ms. Perreault and Dr. Michalenko briefly summarized answers they received. Ms. Perreault used these answers to develop a draft strategy for the stakeholder meetings (file copy only). Further discussion of strategy and event planning ensued.	Ms. Perreault will incorporate advice into stakeholder meeting strategy. Ms. Perreault will circulate stakeholder list again. The Project Team will review the stakeholder list and make suggestions as to which groups should be invited to large events and which groups should be reached by “piggybacking” with existing meetings. Project Team will also suggest organizations, individuals, and possible sponsors who may want to develop a display for a large meeting.
3	Public Education Update: SUNY ESF program and Website	Ms. Perreault commented that recent updates to the OCRP website looked good, and suggested that materials be reviewed simply to ensure proper spelling.	Ms. Perreault will follow up with Mr. Takahashi. Ms. Speer will send Working Group August meeting minutes to Mr. Takahashi for posting on the website.

4	Working Group: State of Onondaga Creek topics & review schedule	For October through December, Working Group meetings are scheduled for the first Wednesday of each month at 5:30pm at the Betts Branch Library meeting room. Working Group will continue to discuss the State of Onondaga Creek, as follows: October 4 – Hydrology and Flood Control; November 1 – Biota; December 6 - Geography, Land Use, Access Issues. Project Team emphasized need to clearly denote in reports what is known, and what needs more study.	OEI staff will incorporate Project Team's suggestions into the State of the Creek fact sheets.
5	SUNY ESF Survey Update	Dr. Smardon announced that Ms. Marsden will be assisted by Mr. Takahashi and Mr. Hyungkee Bae of SUNY-ESF in completing survey. The survey is ready to be sent out to 2,000 residents of the Onondaga Creek watershed and must be completed by February 1, when the Institutional Review Board approval expires. Ms. Marsden requested a meeting with Mr. Burdick, OEI's GIS Specialist, to discuss correlation of survey results with a GIS system.	The survey team will continue to pursue implementation of survey. Ms. Marsden will send postcards prior to survey to determine invalid addresses and pique residents' interest in the survey.
6	Schedule Next Meeting and Review Action Items	The next Project Team Meeting will be held at 9 AM on October 27, 2006 at OEI's offices. Small meetings to discuss the State of Onondaga Creek fact sheets and stakeholder organization meetings will be held for interested Project Team members in the coming month.	Ms. Perreault will schedule meetings.

Respectfully submitted,

Lindsay Speer,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan Final Project Team Meeting Minutes #22

2:00pm, June 27, 2006

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage, Derek Purcell; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *Cornell University Cooperative Extension*: Kelly Somerlot; *College of Environmental Science and Forestry*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer; Absent: *none*.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes Approval	Minutes of the March 29, April 17, April 21, and May 9, 2006 Project Team meetings were accepted.	<i>Motion: S. Sage</i> <i>Second: L. Gechas Vote:6-0</i>
2a	Issues and Goals Solicitation: Onondaga Creek Community Forums – July Meetings	Community Forums are scheduled for Clary Middle School, July 19; Southwest Community Center, July 20; and Onondaga Nation School, July 27.	Ms. Speer will coordinate logistics.
2b	Issues and Goals Solicitation: Onondaga Creek Community Forums – Question Responses	Ms. Perreault reviewed question cards from Community Forums and began formulating responses.	Ms. Perreault and Mr. Sage will collaborate and forward draft question responses to Project Team for review.
2d	Issues and Goals Solicitation: Onondaga Creek Community Forums – Outreach	Ms. Speer summarized past and current outreach efforts, including direct mail, listserv for OCRP-related announcements, CreekMail, and changes to ESF's online community forum interface. The Project Team discussed ESF's direct mail piece, and possible allies in getting the word out about the new forums. The Project Team agreed to release preliminary dot board data, which was presented to the OLP Projects Committee in May, to generate media interest. The Project Team liked the CreekMail idea and suggested including a sentence at the end of any CreekMail informing readers about Mr. Gechas's EnviroMail. Mr. Sage suggested placing Community Forums question cards and drop boxes at key locations along Onondaga Creek. The Project Team agreed to leave such a box at the Southwest Community Center after the Community Forum.	Dr. Michalenko will contact Ms. Casciano of News Channel 9 with new forum dates, and coordinate City support with Mr. Owens. Mr. Sage will invite key people to the Community Forum at Southwest Community Center. Ms. Speer will inform Ms. Bloodworth of Syracuse United Neighbors, Mr. Dixie of Jubilee Homes, Syracuse Common Council, Mr. Weiner of Syracuse Post-Standard, Mr. Park of Syracuse New Times of new Community Forum dates, and she will enquire about mailing to apartments with the Post Office, and implement CreekMail. Project Team members will inform Ms. Speer of OCRP-related events to share with the listserv.
2e	Issues and Goals Solicitation: Stakeholder Meetings – Zen Center Summary	Ms. Perreault summarized the first Stakeholder meeting held at the request of the Zen Center. Over 100 invitations were mailed to religious organizations near Onondaga Creek. Only six people attended, all associated with the Zen Center. The discussion was productive and informative, but illustrated the difficulties of bringing together diverse groups of stakeholders.	OEI Staff will ask Mr. Dan Jezer of the Interreligious Council, Univeristy United Methodist Church, and Plymouth Congregational Church for suggestions in involving the faith community in the OCRP project.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2f	Issues and Goals Solicitation: Stakeholder meetings - Format	Ms. Perreault distributed a strategy thoughts handout to guide the stakeholder meeting discussion (file copy only). Points of discussion included separating vs. not separating groups by interest; a few large centrally-located meetings vs. piggybacking on other groups' meetings; the use of "umbrella" groups to assist in attracting participants; and contacting key people to understand how to best reach groups of stakeholders. The Project Team brainstormed key people or organizations to contact, questions to ask, and meeting locations. Questions #1, #2, and #3 on the handout were kept with changes to the wording, and #4 was removed from consideration. The Project Team agreed upon the following plan: 1) Contact key people, to ask for advice on timing and assistance in extending personal invitations to the forums 2) Schedule one or two large meetings for stakeholders. 3) Identify and meet with groups absent from stakeholder meetings. 4) Mail information solicitation to those unable to attend or schedule a stakeholder meeting.	OEI staff will prioritize "key contacts" list. Project Team members will assist in contacting people. Mr. Sage will ask Ms. Carlton of the NY Department of Environmental Conservation, to suggest a list of government contacts. OEI staff will contact key people, with assistance from Project Team, develop a proposed plan based on information gleaned for next meeting.
3a	Public Education - CCE	Ms. Somerlot conducted a storm-drain stenciling program with Dunbar Head Start students, visiting Inner Harbor and stenciling along Kirk Park.	Ms. Speer will include this information in the CreekMail.
3b	Public Education - ESF	Mr. Takahashi reported the program with Blodgett Elementary school ended as summer vacation began.	Mr. Takahashi will meet with Ms. Kauffmann to make a final assessment of the program, develop an after-school program for the autumn, and update the OCRP website accordingly.
4	Onondaga Creek Working Group	The next Working Group meeting will be 5:30 – 7 pm on July 12th, 2006 at Faith Heritage School Library , 3740 Midland Avenue, Syracuse, NY 13205-0132. Dr. Smardon will not be able to attend. Ms. Perreault distributed reports of initial Community Forums data and a Working Group member attendance summary to the Project Team (file copy only). The Community Forums data will be discussed with the Working Group; members will be asked to identify themes and key words for analyzing the data. Details of the upcoming Community Forums will be announced at the meeting. Project Team members reviewed the attendance summary, discussed trends, and decided to invite 2-3 new members to join without asking any others to leave.	Ms. Perreault will send data reports to Working Group members prior to upcoming meeting. Ms. Speer and Dr. Smardon will decide who to invite to join the Working Group members, and send invitations.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
5	SUNY ESF Survey	Ms. Perreault met with Ms. Marsden and provided copies of the Community Forums data. Ms. Marsden will use the data to cross-check her survey for completeness.	Ms. Marsden will distribute the survey this summer.
6	Project Team Response To Shady Willows and USACE report	The Project Team discussed Home Headquarters' proposal for the Shady Willows site and Mr. Dan Green's U.S. Army Corps of Engineers (USACE) Section 206 Preliminary Restoration Report for Onondaga Creek. Dr. Michalenko expressed hope that the proposals would wait to incorporate the OCRP findings. The Project Team agreed that it is premature to propose specific projects, any proposal for the creek needs to incorporate public input, and the Shady Willows site and other locations besides Kirk Park should be considered as candidate habitat restoration sites and therefore should be identified as such in the USACE report.	Dr. Michalenko, Mr. Owens, and Mr. Sage will schedule a meeting with Mr. Green to discuss the report.
7	Next meeting	The next Project Team Meeting will be held at OEI offices at a date and time TBA.	

Respectfully submitted,

Lindsay Speer,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan Project Team Meeting Minutes #23

2:00pm, May 09, 2006

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *ESF*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault; Also present: Kim Farrell, facilitator for the Onondaga Creek Community Forums; Absent: *Cornell University Cooperative Extension*: Amy Samuels (on leave), *OEI*: Lindsay Speer.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Issues and Goals Solicitation: Onondaga Creek Community Forums – May 3 rd Forum recap	The Project Team reviewed the May 3 rd , 2006 forum at City Hall Commons, 201 E. Washington Street, Syracuse. A discussion of process and timing ensued. The team agreed to a minor change in process to allow sufficient time for participants to write and express concerns: the Working Group will hand out concerns cards after introductions and dreams are stated. A few minutes will be allotted for writing. The Project Team will replenish the refreshments on the tables at that time.	
1b	Issues and Goals Solicitation: Onondaga Creek Community Forums – LaFayette Forum logistics	Ms. Perreault noted that the next community forum will be 7 PM May 18 th , at the LaFayette Community Center. Ms. Farrell noted that square tables are adequate for the LaFayette forum.	Ms. Perreault and Ms. Speer will visit the community center and report to the Project Team on layout before May 18: 2006.
1c	Issues and Goals Solicitation: Onondaga Creek Community Forums – Publicity/getting the word out	Ms. Perreault updated the team on status of notifications for the next two forums. She requested assistance from Project Team members on making contacts to key individuals on the south side of Syracuse for the May 25 th Community Forum at South Presbyterian Church. The team made several suggestions for contacts and placement of flyers.	Mr. Sage will contact Ms. Sharon Jack Williams at the Dunbar Center. Mr. Owens will contact Ms. Carol Perry. Dr. Michalenko and Dr. Smardon will follow up with media contacts.
1d	Issues and Goals Solicitation: Onondaga Creek Community Forums – Food donations	The team discussed refreshments at the forums. Several suggestions were made to continue supplying the forums with donated refreshments.	Ms. Perreault will contact Ms. Deb Bova, director of the Ida Benderson Community Center.
1e	Issues and Goals Solicitation: Onondaga Creek Community Forums – Schedule	The Project Team discussed scheduling additional community forums. Mr. Owens suggested holding a forum in the Dorwin Avenue/Nedrow area. Mr. Sage advocated for targeted phone interviews. The team agreed to defer scheduling until turnout at the next two forums can be assessed.	

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1f	Issues and Goals Solicitation: Stakeholder meetings	Dr. Michalenko suggested a format for the stakeholder meetings that includes several meetings over a period of 2-3 days. A discussion ensued. The team agreed that floating the idea in advance to key groups would be helpful in determining potential success.	Ms. Perreault will call key stakeholder groups to canvass availability for the suggested format.
2	Public Education	Ms. Perreault reported that Ms. Samuels invited Ms. Robin Chanay a stream restorationist to give a public presentation on Wednesday, June 7, 2006, tentatively located at the Cecile Center. The speaking engagement was secured using other CCE grant funds. The team expressed concern the Cecile Center might be too small and suggested alternative locations.	Mr. Sage will look for alternative locations.
3	Onondaga Creek Working Group	The Project Team discussed coordinating the next Working Group meeting with Ms. Chanay's speaking engagement. Dr. Smardon decided to hold a 6:00pm Working Group meeting on June 7 th , to review the forums with the Working Group. The Working Group will be invited to stay for Ms. Chanay's presentation.	Ms. Speer will notify the Working Group of the June 7 th meeting time and location.
4	SUNY ESF Survey	Dr. Smardon informed the Project Team that Ms. Marsden will issue ESF's Onondaga Creek survey in June 2006.	
5	Next meeting	The team agreed to meet in mid-June, after Ms. Chanay's visit and after remaining Onondaga Creek Community Forums.	Ms. Perreault will coordinate next Project Team meeting via email.

Respectfully submitted,

Meredith Perreault,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan Project Team Meeting Minutes #22

3:00pm, April 21, 2006

Onondaga Environmental Institute Office, 102 W. Division St. 3rd Floor, Syracuse

Present: *Atlantic States*: Samuel Sage; *City of Syracuse*: William Owens; *ESF*: Richard Smardon, *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer, Absent: *Canopy*: Lee Gechas; *Cornell University Cooperative Extension*: Amy Samuels; *Other*: Kim Farrell, Farrell Consulting, Inc.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	<u>Issues and Goals</u> <u>Solicitation Update:</u> <u>Community Forum -</u> <u>April 19th forum recap</u>	The Project Team reviewed the April 19 th Community Forum at the Bob Cecile Center, generally concluding it was a success. Ms. Perreault reported an attendance of 85 people. The Project Team discussed ways improve the next forum, including changing the agenda order, increasing distance between tables, and addressing specific misunderstandings in the introduction. The Project Team agreed to the following changes to format: Dr. Michalenko will present first at the next forum, providing an overview of the project and the forum to avoid misunderstandings. Ms. Farrell will then combine introductions and dreams, then open the floor for concerns, and summarize the input before adjourning. Ms. Perreault noted that only half of the question cards were turned in, and many of the questions are not easily answered.	Mr. Sage, Mr. Owens, and Dr. Smardon will draft responses to question cards. Ms. Speer will develop a FAQ to add to the website.
2	<u>Issues and Goals</u> <u>Solicitation Update:</u> <u>Community Forum</u> <u>Logistics for May 3</u> <u>@ City Hall</u> <u>Commons Atrium.</u>	The next Community Forum is 5:30 PM May 3 rd at the City Hall Commons Atrium. The Project Team made several suggestions concerning event schedule, setup, and public relations. Mr. Owens confirmed the availability of free parking in City Lot #3.	Dr. Michalenko will contact Ms. Christie Casciano at Channel 9 for media coverage. Ms. Perreault will investigate the availability of rental plasma screens. Ms. Speer and Ms. Perreault will remind Working Group members to meet at 5 PM. OEI Staff will begin set up at 1PM on May 3 rd .

Respectfully submitted,

Lindsay Speer,

Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan Project Team Meeting Minutes #21

2:00pm, April 17, 2006

Onondaga Environmental Institute Office, 102 W. Division St. 3rd Floor, Syracuse

Present: *Atlantic States*: Samuel Sage; *City of Syracuse*: William Owens; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer, *Other*: Kim Farrell, Farrell Consulting, Inc. . Absent: *Canopy*: Lee Gechas.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	<u>Issues and Goals</u> <u>Solicitation Update:</u> <u>Community Forum</u> <u>Logistics</u>	Ms. Perreault distributed handouts for review (file copy only). Logistics of the first Onondaga Creek Community Forum were discussed, including room capacity and layout, handouts, facilitation technique, staffing, terminology, and setup. The Project Team made several suggestions concerning wording and framing of issues. The team agreed that the number of handouts given to each participant should be reduced, but other handouts should be available if needed.	Dr. Michalenko, Ms. Perreault, and Ms. Speer will develop a plan to address the possibility of attendance beyond room capacity. Ms. Perreault will edit handouts as suggested. Ms. Farrell will incorporate suggested wording into her facilitation.
2	<u>Issues and Goals</u> <u>Solicitation Update:</u> <u>Community Forum</u> <u>Publicity</u>	Ms. Speer presented a summary of past and expected publicity for the Community Forums. The Project Team made further suggestions for publicity.	Ms. Speer will email reminders to Congressman Walsh's office, 20/20, and local politicians, and publicize the event on all local community calendars. Dr. Smardon will appear on News Channel 10.
3	Public Education: ESF	Mr. Takahashi showed Onondaga Creek posters created by Elmwood Elementary students. The team discussed using as decorations for the Community Forums, had reservations about using them at the first community forum but would consider them for the forum at City Hall Commons.	Ms. Perreault and Ms. Speer will investigate displaying the posters at the City Hall Commons Atrium.

Respectfully submitted,
Lindsay Speer,

Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

Project Team Meeting Minutes #20

12:00pm, March 29, 2006

Onondaga Environmental Institute Office, 102 W. Division St. 3rd Floor, Syracuse

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the February 13, 2006 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: R. Smardon Vote:6-0</i>
2a	Public Education Update: Cornell Cooperative Extension	<p>Ms. Samuels presented the educational program about Onondaga Creek to the Lafayette Town Board, Partnership for Onondaga Creek, and the Inner City Rotary Club. She will also present to Tomorrow's Neighborhoods Today Area #3. She noted participants responded positively to the presentation and expressed interest in the upcoming community forums.</p> <p>Mr. Gechas noted community forums were listed on the agenda of the County Council for Environment.</p> <p>Discussion ensued concerning booking a speaker for the sustainability series during the week of May 8.</p> <p>Ms. Samuels proposed production of a more general brochure about Onondaga Creek, perhaps as a condensed overview of the State of the Creek Report.</p>	<p>Ms. Speer will deliver a "Get the Word Out!" (GTWO) Kit to Syracuse United Neighbors. Ms. Samuels will send her contact list to Ms. Speer so that all participants may receive a GTWO Kit.</p> <p>Ms. Perreault will ask the County Council for the Environment if they would like a representative of the OCRP project to speak to them.</p> <p>Ms. Samuels will work on the brochure when she returns from maternity leave, using input from the community forums to identify educational gaps in the community's knowledge about Onondaga Creek.</p>
2b	Public Education Update: ESF	Ms. Kauffmann from Blodgett School contacted ESF due to publicity from the 3/12/06 Post-Standard article.	Mr. Takahashi will work with Ms. Kauffmann to create a series of classes and field trips for use this spring, reaching 80 students, ages 12-15.
3	Working Group April 5 Meeting Plan	<p>The next Working Group meeting will be at 5:30 PM, April 5, 2006 at the Betts Branch Library.</p> <p>Ms. Perreault has received answers from Mr. Victor DiGiacomo regarding the funding of the Eighteenmile Creek project.</p> <p>Mr. Sage distributed copies of the EPA's Draft "Handbook for Developing Watershed Plans to Restore and Protect Our Waters".</p>	<p>Ms. Farrell will train the Working Group in preparation for the community forums.</p> <p>Ms. Speer will develop a checklist for Working Group members concerning their roles for the Community Forums.</p> <p>Dr. Smardon will reacquaint members with the planned project schedule.</p> <p>Ms. Perreault will share Mr. DiGiacomo's response and the availability of the EPA handbook with the Working Group.</p>

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
4a	<u>Issues and Goals</u> <u>Solicitation Update:</u> <u>Community Forums</u>	<p>Dr. Michalenko is concerned that four community forums will not provide adequate weight-of-evidence to accurately represent community issues and goals. The Project Team agreed to consider planning additional community forums.</p> <p>Ms. Kim Farrell has been hired as the facilitator. Ms. Perreault summarized the selection process. Discussion ensued about methods to facilitate the community forums, including the need for Working Group and Project Team members to allow Ms. Farrell to facilitate, the need for all attendees to participate as members of the public, and proposed handouts for the public.</p> <p>Publicity methods and materials were discussed. An Editorial Board meeting with the Post-Standard and an appearance on Hour CNY have been scheduled. Dr. Smardon, Dr. Michalenko and Mr. Owens will attend the Editorial Board meeting with the Post Standard on 4/3/06. Dr. Smardon and Dr. Michalenko will appear on Hour CNY on 4/11/06.</p>	<p>Available Project Team members will meet with Ms. Farrell on 3/31/06. Ms. Perreault will send a summary of that meeting to Project Team members.</p> <p>Ms. Perreault will develop handouts for the forums.</p> <p>Ms. Speer will inform Mr. Weiner about the editorial board meeting.</p> <p>Mr. Owens will assist in printing brochures.</p> <p>Project Team members will distribute flyers to community groups, businesses, and the public library system.</p> <p>Ms. Speer will investigate sending flyers home with children in the LaFayette School District.</p>
4b	<u>Issues and Goals</u> <u>Solicitation Update:</u> <u>Stakeholder Meetings</u>	<p>The first stakeholder meeting is scheduled for June 13th at 1 PM at the Zen Center, for the Interreligious Council and other religious groups in the watershed. Methods for facilitating the stakeholder meetings were discussed. Ms. Samuels proposed a large conference to bring together stakeholders, either as the main source of stakeholder input or after the smaller stakeholder meetings have been held to summarize the findings for all involved.</p>	<p>The Project Team will suggest other stakeholder groups to contact.</p>
5	Schedule Next Meeting	<p>The next Project Team Meeting will be on Monday, April 17th, 2006 from 2-4 pm at the OEI office.</p>	

Respectfully submitted,

Lindsay Speer,

Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

DRAFT Project Team Meeting Minutes #19

2:00pm, February 13, 2006

Onondaga Environmental Institute Office, 102 W. Division St. 3rd Floor, Syracuse

Present: *Atlantic States*: Samuel Sage; *Canopy*: Aggie Lane; *City of Syracuse*: William Owens; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer; Absent: *Canopy*: Lee Gechas.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the January 12, 2006 Project Team meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: S. Sage</i> Vote:6-0
1b	Administrative: Publicity for the Community Forums	The Project Team discussed: 1) the timeline for publicity items approval by the Outreach Committee, 2) targeted mailings as a publicity method, and 3) connections with the media and other ways to get the word out. Dr. Michalenko has been requested to give a second presentation to the City about the OCRP project.	Ms. Speer will forward publicity materials to OLP Outreach Committee at the Feb. 15 meeting; approval is solicited by Feb. 28 th . Ms. Samuels will assist in contacting George Kilpatrick. Ms. Samuels and Mr. Owens will forward lists of churches in the city to Ms. Speer.
1c	Administrative: Website	A discussion ensued regarding the website's content, links, and use of the OLP logo. The website was not in the OLP's budget: SUNY ESF will provide the website without the OLP logo. 	Mr. Takahashi and Ms. Speer will continue to work on the website, and the Project Team will review before the next meeting. Mr. Takahashi and Ms. Speer will identify external links to the site .
2a	Public Education Update: CCE Presentations	Ms. Samuels reported on the presentation delivered to the Tully Town Board. A presentation for the Southside TNT is scheduled for April.	Ms. Samuels will include a flyer announcing the community forums in her thank-you note to Tully Town Board.
2b	Public Education Update: ESF Program	Mr. Takahashi reported that Rob Breen, of the Franciscan Ecology Center, is supportive of an afterschool pilot project at Fowler High School. Corcoran High School may allow an in-school program. The Syracuse Department of Public Works is supportive of storm drain stenciling, in collaboration with CCE.	Mr. Takahashi will continue to organize the programs, expected to start in early spring.
3a	Working Group March 1 Meeting Plan	The next Working Group meeting will be March 1, 2006 at 5:30 PM , at in the Elders' Room at Tsha'Hoñ'noñyeñ'dakhwa', the Onondaga Nation Arena, at 326 Rt. 11 Nedrow, NY 13120.	Ms. Perreault will prepare a case study on Eighteenmile Creek. Ms. Perreault will add discussion of the Working Group's role in the community forums to the agenda.
3b	Working Group: Discussion of last meeting's Creekwalk presentation	The Project Team discussed the City's recently awarded 12-month contract to Barton & Loguidice, PC, to study the feasibility of extending the Creekwalk from Armory Square to Kirk Park. The Project Team agreed that collaboration between the City, Barton & Loguidice, and the Working Group would be desirable.	After some initial research, Ms. Perreault will approach the City about collaboration possibilities.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3c	Working Group: New members – update.	Ms. Perreault reported that Ms. Kristin Kowalski of the City of Syracuse's Community Development office, joined the Working Group.	Ms. Perreault will continue to seek additional Working Group members, including a representative of the real estate industry.
4	Issues & Goals Solicitation Update: Community Forums	The Project Team members confirmed available dates: April 19 th , May 3 rd , May 18 th . Discussion ensued regarding the publicity plan, community forum logistics, facilitation, and how to best solicit information from members of the Onondaga Nation.	Dr. Smardon, Ms. Perreault, Dr. Michalenko, and Ms. Speer will meet to discuss information gathering methods and draft an event schedule for the community forums. Dr. Michalenko will discuss the Community Forums with the Onondaga Nation.
5	Schedule Next Meeting	The next Project Team Meeting will be on Friday, March 17th, 2006 from 1-3 pm at the OEI office.	

Respectfully submitted,

Lindsay Speer,

Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan

DRAFT Project Team Meeting Minutes #18

2:00pm, January 12, 2006

Onondaga Environmental Institute Office, 102 W. Division St. 3rd Floor, Syracuse

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *Cornell University Cooperative Extension*: Amy Samuels; *ESF*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer; Absent: *Canopy*: Aggie Lane. *City of Syracuse*: William Owens.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Meeting minutes	Minutes of the December 21, 2005 Project Team meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: R. Smardon</i> <i>Vote: 5-0</i>
1b	Administrative: Introduce Lindsay Speer	Ms. Perreault introduced Ms. Speer; hired part-time by OEI as of January 3 rd .	
1c	Administrative: OEI presentation to the City	Dr. Michalenko reported on OEI's presentation to City administrative officials on January 5 th . A discussion ensued. Funding opportunities for projects along Onondaga Creek were discussed.	OEI will provide the presentation on CD for the Project Team. Mr. Sage will contact NYS Dept. of Health to inquire about the "Healthy Trails, Healthy People" program.
1d	Administrative: OCRP update for OLP	The Project Team prepared brief statements of project team and working group activities to forward as project updates for the OLP Committees. The team agreed that Ms. Wolfe (in lieu of Ms. Samuels on maternity leave), as OEI's liaison with the Outreach Committee, Mr. Owens and Dr. Michalenko are responsible for providing updates to the OLP Outreach, Projects and Executive Committees.	The committee liaisons will communicate a project update at each upcoming OLP committee meeting.
2a	Public Education Update: CCE Presentations	Ms. Samuels reported on her efforts to schedule public education presentations.	
2b	Public Education Update: ESF Program	Dr. Smardon reported that ESF is developing both after-school and out-of-school programs. Collaborations between various groups for program material and volunteers were discussed.	
3a	Working Group Feb 1 Meeting Plan	Ms. Perreault reported that Mr. Christopher Rauber from the City of Syracuse Department of Engineering will attend to discuss the City's Creekwalk plans. Case studies for consideration, and associated presentation materials, were discussed. Mr. Sage offered a list of publications available with case studies and other relevant information.	Ms. Perreault will contact Mr. Rauber to discuss the presentation and the needs of the Working Group. Ms. Perreault and Ms. Speer will research a case study that reflects both environmental and economic benefits of restoration. Ms. Speer will order EPA publications. Ms. Samuels will retrieve a video by Ms. Ann Riley, author of <i>Restoring Streams in Cities: A Guide for Planners, Policymakers, and Citizens</i> .

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
3b	Working Group: New members – update.	Ms. Perreault reported the following changes in Working Group membership. Sherry Chayat is resigning due to scheduling difficulties. Ms. Taylor Atseff and Ms. Salendria Mabrey will join the Working Group, as representatives of Armory Square and the Southside of Syracuse, respectively.	Ms. Perreault will contact Mr. Ortiz, City of Syracuse Director of Community Development, to invite a representative of his office to join the Working Group.
4a	Issues & Goals Solicitation Update: Community Forums - Review Working Group Input and Potential Meeting Locations	The Project Team discussed the Working Group's suggestions for the Community Forums, the role of the Working Group members at the Forums, and potential meeting locations.	Dr. Smardon will discuss the role of Working Group members in the Community Forums at the next Working Group meeting. Ms. Speer will investigate venues for the Forums, including municipal buildings. Ms. Speer will submit preliminary notice of the upcoming Community Forums to the OLP Spring Newsletter by the deadline on January 20 th .
4b	Issues & Goals Solicitation Update: goals gathering methods	Goals gathering methods at the community forums were discussed.	Ms. Perreault and Ms. Speer will meet with Dr. Smardon to receive training on goals gathering methods.
5	Schedule Next Meeting	The next Project Team Meeting will be Monday, February 13 th , 2006 at 2:00pm at the OEI office.	

Respectfully submitted,

Lindsay Speer,

Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan DRAFT Project Team Meeting Minutes #25

9:00 AM, December 1, 2006

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *City of Syracuse*: William Owens; *SUNY College of Environmental Science and Forestry*: Richard Smardon, Bruno Takahashi; *Cornell University Cooperative Extension*: Amy Samuels; *OEI*: Edward Michalenko, Meredith Perreault, Lindsay Speer; Absent: *Canopy*: Lee Gechas.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1	Administrative: Minutes Approval	Minutes of October 27, 2006 meeting were accepted.	<i>Motion: S. Sage</i> <i>Second: A. Samuels Vote:6-0</i>
2a	Issues and Goals Solicitation: Stakeholder Meetings – Strategy	Ms. Perreault solicited thoughts about meeting with town governments within the watershed. The Project Team agreed that the best course of action is to present at the Town Supervisors meeting, then for each town’s Planning Board.	Ms. Perreault will schedule a presentation date with the Town Supervisors’ meeting.
2b	Issues and Goals Solicitation: Stakeholder Meetings – Large Meeting	Ms. Perreault visited the Museum of Science and Technology (MOST) in Armory Square. The space will work well, especially for a breakfast meeting. The Project Team agreed to book the MOST for March 20, 2007 for the large stakeholder meeting. Dr. Smardon requested a list of sponsors. Discussion ensued regarding donations for door prizes.	Ms. Perreault will confirm dates with the MOST and inquire about reserving parking spaces in the trolley lot. OEI staff will provide Dr. Smardon with the sponsor list. Ms. Perreault will solicit donations.
2c	Issues and Goals Solicitation: Stakeholder Meetings – Publicity Packet	Ms. Speer presented draft publicity materials (file copy only). The Project Team decided to use an invitation letter instead of a card, suggested “Buying into Onondaga Creek’s Future” as a possible flyer subtitle, and recommended organizations to approach ASAP about advertising March 20 event in their newsletters. Sponsorship information will go on the flyer, not the invitation.	Project Team members will review materials and contact Ms. Speer with feedback. Ms. Speer will make requested changes and contact organizations.
3a	Public Education Update	Ms. Samuels reported submission of a Mini-Grant proposal to the OLP for a youth anti-litter project to complement the annual Creek Cleanup.	
4	Working Group Meeting: State of Onondaga Creek topics and review schedule.	Ms. Perreault distributed draft meeting schedule for 2007. Discussion ensued regarding timing, experts, and topics, especially concerning safety. The next Working Group meeting is December 6, 2006 at the Betts Branch Library meeting room. The Working Group will review Geography, Access, and Land Use fact sheets.	Ms. Perreault will incorporate Project Team suggestions into revised meeting schedule, to be distributed at the next Working Group meeting.

5	SUNY ESF Survey Update	Mr. Takahashi reported only two undeliverable addresses out of 2000. Distribution to Onondaga Nation using same address selection methods was impossible; discussion ensued regarding how to include members of the Onondaga Nation. Dr. Smardon reported receiving over 200 responses to date. Data entry will begin mid-December.	Dr. Smardon will ask Ms. Jeanne Shenandoah of the Onondaga Nation about survey distribution methods. Mr. Takahashi will prepare a preliminary response report for January meeting.
6	Schedule Next Meeting and Review Action Items	The next Project Team Meeting will be held at 9 AM on January 19 at OEI's offices.	

Respectfully submitted,

Lindsay Speer,
Recording Secretary of the OCRP Project Team

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Onondaga Creek Sub basin Conceptual Revitalization Plan (OCRCP) DRAFT Project Team Meeting Minutes #30

9:00 AM, June 28, 2007

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *SUNY College of Environmental Science and Forestry (SUNY ESF)*: Richard Smardon PhD; *Cornell University Cooperative Extension*: Amy Samuels; *Onondaga Environmental Institute (OEI)*: Edward Michalenko PhD, Meredith Perreault, Robert Griffiths.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes approval	Meeting minutes for the May 18, 2007 meeting were accepted.	<i>Motion: Samuel Sage</i> <i>Second: Amy Samuels</i>
1b	Administrative: Review of recent project-related meetings and contacts	Project Team discussed recent meetings and contacts relevant to Onondaga Creek. Ms Samuels and Ms Perreault noted they had each been contacted by a business owner from Watertown who may be interested in creek cleanup events.	
2	Issues and Goals Solicitation: Onondaga Creek Government Workshop and stakeholder meetings	Project Team discussed the Onondaga Creek Government Workshop on June 14, 2007. Twenty-eight representatives of various government offices attended. To maximize government input, Ms Perreault sent an electronic version of the workshop questionnaire to the Onondaga Lake Partnership (OLP), elected officials and other government agencies for completion. Project Team recommended re-sending the email as a second request. Dr. Michalenko reported that he will solicit Onondaga Creek input from Syracuse Sunrise Rotary members at their meeting on June 29, 2007.	Ms Perreault will resend the workshop questionnaire to government agencies and elected officials via email.
3	Working Group (WG): Review progress on WG planning process	PT discussed the WG Design Charrette and gaining consensus for the overall plan. PT also discussed potential sources of funding for the plan. The next WG meeting is June 6, 2007 at the Cecile Community Center.	PT will create a Guidelines List that shapes the overall Plan for WG review. OEI will include visual depictions of the Design Charrette in future mailers.
4	State of Onondaga Creek response to comment	PT discussed making the Onondaga Creek Fact Sheets more readable.	OEI will schedule additional time at the PT meeting to discuss Fact Sheets.
5	Schedule Next Meeting and Review Action Items	The next PT Meeting was tentatively scheduled for 9 AM on June 28, 2007 at OEI's offices.	OEI will confirm dates with PT members.

Respectfully submitted,
Meredith Perreault,
Recording Secretary of the OCRP Project Team

Onondaga Creek Sub basin Conceptual Revitalization Plan (OCRCP)

DRAFT Project Team Meeting Minutes #29

9:15 AM, May 18, 2007

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *SUNY College of Environmental Science and Forestry (SUNY ESF)*: Richard Smardon PhD; *Cornell University Cooperative Extension*: Amy Samuels; *Onondaga Environmental Institute (OEI)*: Edward Michalenko PhD, Meredith Perreault, Robert Griffiths; Absent: *SUNY ESF* Bruno Takahashi.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes Approval	Meeting Minutes, March 9, 2007 meeting were accepted with revisions.	<i>Motion: Dr. Smardon</i> <i>Second: Sam Sage</i>
1b	Administrative: Review of recent project-related meetings	Project Team (PT) discussed recent meetings and events relevant to Onondaga Creek. Dr. Michalenko noted he attended the Creek Walk Phase II Stakeholder Meeting where he requested creek walk designs allowing other amenities that may be recommended by the WG via the OCRCP. PT members attended the Accelerate 2007 Conference. Dr Smardon, Dr. Michalenko, and Ms. Samuels presented at this meeting, and Ms. Perreault participated as part of a panel.	
2	Issues and Goals Solicitation: Onondaga Creek Stakeholder Organization Meeting, March 20 th , Piggyback Meetings, Government Workshop	Ms. Perreault summarized the March 20 th Stakeholder meeting. She reported that the event had good publicity. Ms Perreault is currently working on data entry of meeting input. PT discussed planning of the upcoming Government Workshop, including meeting goals and format. PT discussed the SU Warehouse as a possible meeting location.	OEI staff will plan and schedule the Government Workshop Meeting.
3	Working Group (WG): Review progress on WG planning process	PT discussed the WG Design Charrette and gaining consensus for the overall plan. PT also discussed potential sources of funding for the plan. The next WG meeting is June 6, 2007 at the Cecile Community Center.	PT will create a Guidelines List that shapes the overall Plan for WG review. OEI will include visual depictions of the Design Charrette in future mailers.
4	State of Onondaga Creek response to comment	PT discussed making the Onondaga Creek Fact Sheets more readable.	OEI will schedule additional time at the PT meeting to discuss Fact Sheets.
5	Schedule Next Meeting and Review Action Items	The next PT Meeting was tentatively scheduled for 9 AM on June 28, 2007 at OEI's offices.	OEI will confirm dates with PT members.

Respectfully submitted,
Robert Griffiths,
Recording Secretary of the OCRCP Project Team

Onondaga Creek Sub basin Conceptual Revitalization Plan Project Team Meeting Minutes #28

9:15 AM, March 9, 2007

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *SUNY College of Environmental Science and Forestry (SUNY ESF)*: Richard Smardon; *Cornell University Cooperative Extension*: Amy Samuels; *OEI*: Edward Michalenko, Meredith Perreault, Robert Griffiths; Absent: *SUNY ESF* Bruno Takahashi.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes Approval	Meeting Minutes, January 19, 2007 meeting were accepted.	<i>Motion: Bill Owens</i> <i>Second: Sam Sage</i>
1b	Administrative: City Creekwalk Phase 2	Ms Perreault attended the City of Syracuse Meeting on Feb. 8, 2007. She reported that the meeting was a public information meeting about conducting a feasibility study of locations for the creek walk from Armory Square to Kirk Park. Mr. Michalenko will attend the City of Syracuse office of Creek Development Meetings on March 30 th . The purpose is to maintain lines of communication between the OCRP and creek walk projects.	
2a	Issues and Goals Solicitation: Onondaga Creek Stakeholder Organization Meeting, March 20 th	Project Team discussed the March 20 th Stakeholder meeting. Ms Perreault reported meeting organization progress. OEI staff is preparing a large mailing of invitations. Mr. Griffiths discussed meeting logistics and exhibit displays. He also updated Project Team on meeting exhibits and a vendor raffle. Project Team suggested additional sources of exhibits.	OEI staff will contact suggested exhibitors
2b	Issues and Goals Solicitation: Stakeholder Meetings	Ms. Perreault reported that she conducted recent stakeholder meetings with specific organizations: Izzak Walton League, NAACP, and Trout Unlimited.	
3a	Working Group: Review progress on Working Group planning process	Project team discussed Working Group progress. Project Team discussed giving Working Group more case studies and clarifying the roles of the Working Group and the Project Team.	
3b	Working Group: State of Onondaga Creek topics and review schedule	The next Working Group meeting is April 4, 2007 at the Betts Branch Library. The May 2, 2007 and June 6, 2007 meetings will be held at the Cecile Community Center.	
4	Schedule Next Meeting and Review Action Items	The next Project Team Meeting will be held at 9 AM on May 18, 2007 at OEI's offices.	OEI will schedule the Project Team meeting.

Respectfully submitted,
Robert Griffiths ,
Recording Secretary of the OCRP Project Team

Onondaga Creek Sub basin Conceptual Revitalization Plan

DRAFT Project Team Meeting Minutes #26

9:00am, January 19, 2007

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage, Richard Lee; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *Cornell University Cooperative Extension*: Amy Samuels, *ESF*: Richard Smardon, Bruno Takahashi; *OEI*: Edward Michalenko Meredith Perreault, Lindsay Speer; Absent: *none*.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes Approval	Minutes of the December 1, 2006 meeting were accepted.	<i>Motion: R. Smardon</i> <i>Second: A. Samuels Vote: 6-0</i>
1b	Administrative: City Creekwalk Phase II / upcoming public meetings	Ms. Perreault distributed copies of the City of Syracuse's Creekwalk Phase II project summary and written comment form (file copy only), from the Downtown TNT meeting she attended on January 10, 2007. It was noted that the public input gathering by the two different projects may confuse the public.	OEI staff will ensure that publicity materials distinguish the OCRP project from the Creekwalk.
1c	Administrative: State of Onondaga Creek Fact Sheets	Copies of the State of Onondaga Creek Fact Sheets were distributed to Project Team members. Ms. Perreault also sent copies to the OLP Projects Committee for review, and courtesy copies to the OLP Executive Committee. Dr. Smardon requested that OEI emphasize that the Fact Sheets are an excellent example of co-creation between scientists and the public.	OLP Projects Committee will provide comments by March 15, 2007. OEI Staff will incorporate comments into Fact Sheets, prior to public release. OEI staff will incorporate co-creation language into the explanation on the Table of Contents page and attempt to incorporate it in the document footer for each fact sheet.
1d	Administrative: OCRP2 proposal	Ms. Perreault distributed the draft OCRP2 proposal (file copy only), which was given to OLP Projects Committee on 1/17/07. Ms. Perreault announced SU Architecture's intent to collaborate with OCRP2. Dr. Michalenko observed that it may not be fully funded by the OLP. Discussion of additional funding sources to continue the OCRP work ensued.	
1e	Administrative: Ms. Speer's departure	Ms. Speer announced she would be leaving OEI at the end of the month.	Ms. Samuels offered possible help from Ms. Kelly Somerlot for OCRP publicity work.
2a	Issues and Goals Solicitation Update: stakeholder meeting March 20, 2007	The Project Team decided to call the meeting the "Onondaga Creek Stakeholder Meeting". Ms. Perreault distributed the stakeholder list (file copy only). Sponsorships were discussed. Ms. Speer announced OLP Outreach Committee approval of the brochure and piggyback meeting flyers. Stakeholder Meeting flyer and press releases will be sent to the Outreach Committee this week.	OEI staff will revise publicity materials with meeting title. Project Team will review stakeholder list to: 1) check details 2) suggest additional stakeholders 3) prioritize stakeholders and 4) identify who they are willing to telephone personally. OEI will contact sponsors and distribute list to Project Team.

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
2b	Issues and Goals Solicitation Update: "piggyback" stakeholder meetings	Ms. Perreault announced dates and organizations for piggyback meetings. Project Team members offered help, and discussed logistics of publicizing piggyback meetings.	Mr. Sage will attend the NAACP meeting with Ms. Perreault. Ms. Perreault will contact Project Team if she needs assistance with piggyback meetings.
3	Public Education Update	Ms. Samuels reported that CCE is planning and seeking funding for a barge building contest and other educational activities to complement the creek cleanup.	
4	Next Working Group meeting: February 7, 2007 at Betts Branch Library.	Ms. Perreault distributed a summary of major drivers for Onondaga Creek revitalization, as developed at the January 3, 2007 Working Group Meeting. Discussion ensued regarding how to empower the Working Group throughout the planning process despite the many complex issues facing the creek. The Project Team determined that the Working Group will have a focused opportunity to work through complex issues at the design charrettes planned in May.	Project Team members will review the "major drivers" document and provide feedback. Dr. Smardon will contact Anne Secord to solicit an expert from US Fish and Wildlife Service. Dr. Smardon will invite Karin Limburg to attend the next meeting. Ms. Perreault will send Mr. Gechas a list of guest experts for next meeting.
5	ESF Survey	Mr. Takahashi reported 240 responses to the survey. Data entry will be completed for next Project Team meeting.	Mr. Takahashi will report preliminary results at next meeting.
6	Next Meeting	The next Project Team meeting will be 9 AM Friday, March 9, 2007 at OEI's offices. An additional meeting may be scheduled as needed.	

Respectfully submitted,

Lindsay Speer,
Recording Secretary of the OCRP Project Team

Onondaga Creek Sub basin Conceptual Revitalization Plan (OCRP)

DRAFT Project Team Meeting Minutes #31

9:00 AM, August 29, 2007

Onondaga Environmental Institute, 102 W. Division St, Syracuse, New York

Present: *Atlantic States*: Samuel Sage; *Canopy*: Lee Gechas; *City of Syracuse*: William Owens; *SUNY College of Environmental Science and Forestry (SUNY ESF)*: Richard Smardon PhD; *Cornell Cooperative Extension*: Amy Samuels; *Onondaga Environmental Institute (OEI)*: Edward Michalenko PhD, Meredith Perreault

<u>Item</u>	<u>Topic</u>	<u>Point of Discussion</u>	<u>Action</u>
1a	Administrative: Minutes	Meeting minutes for the June 28, 2007 meeting will be prepared for the September Project Team meeting.	Ms Perreault will prepare minutes for the September meeting.
1b	Administrative: Next Meeting	The Project Team scheduled their next meeting for Wednesday, September 26, 2007 at 9:00am at the OEI office.	
2	Revitalization Plan Development	Project Team reviewed the revitalization plan draft outline, prepared by OEI (attached to file copy only). Project Team proposed several modifications and agreed to re-examine the outline for the September Project Team meeting.	Project Team members will send additional outline revisions to Ms Perreault prior to the September meeting.
3	Working Group	<p>Project Team discussed the Onondaga Creek Working Group's next steps, including evaluation of the on-going projects list in the Onondaga Creek corridor (attached to file copy only). Mr Owens suggested adding cost information to the list.</p> <p>Project Team discussed methods to advance Working Group's development of plan components. For the September Working Group meeting, Project Team agreed to provide a Working Group progress summary and a draft set of goals. The goals will be based on work completed at prior Working Group meetings. Dr Michalenko will present the progress summary and propose Working Group's next steps. Dr Smardon will lead Working Group through evaluation and critique of the draft goals.</p> <p>Project Team agreed to arrange the Working Group's revitalization map ideas into project groups. Dr Smardon will facilitate Working Group revisions and prioritization of project groups at their October meeting. The Project Team agreed on the importance of Working Group acceptance of the process proposed above.</p>	<p>Ms Perreault will add cost information to on-going projects list, if available.</p> <p>OEI will develop a draft set of goals, based on the Working Group's drivers and options developed at prior meetings.</p> <p>Project Team will arrange project groups on the revitalization maps prior to the October Working Group meeting.</p>

4	Technical Reports Update	Ms Perreault distributed a draft copy of OEI's response to the Onondaga Lake Partnership's (OLP) comments on the Onondaga Creek Fact Sheets (attached to file copy only). Ms Perreault updated the Project Team that the Fact Sheets are undergoing revisions based on OLP comment.	
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Respectfully submitted,

Meredith Perreault,
Recording Secretary of the OCRP Project Team